



2021-2022

Student-Parent Handbook Including Summaries of Academy District 20 Policies

2248 Vintage Drive
Colorado Springs, CO 80920
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Principal: Dr. Craig Stevens

Assistant Principal: Mrs. Jan Schneider

High Plains Elementary Mission Statement:

High Plains Elementary School, an inclusive, culturally-diverse neighborhood school, will develop future-ready citizens of knowledge, character, and action by equipping, inspiring, and empowering all students to be confident, global-minded leaders within a safe, socially and emotionally healthy, personalized learning environment.

Vision:

Our core purpose is to cause learning by building learning capacity, collaborating, making meaning, and breaking through to apply understanding.

Building Learning Capacity – All members of High Plains Elementary develop learning capacity through goal setting, applying their “HOWLS” learner mindset, personal growth, and academic achievement.

Collaborating – All members of High Plains Elementary develop collaborative skills and values to enable them to actively engage others and contribute as effective members of any community.

Making Meaning –All members of High Plains Elementary problem solve, question, investigate, and make decisions using a learning process, thinking tools, and a range of learning strategies to deepen their understandings of concepts.

Break Through –All members of High Plains Elementary discover and build on strengths and interests to experience further fulfillment in learning.

2020-2021 Site Plan Objectives

Objectives:	I. 100% of students will meet or exceed expected individual yearly progress as defined by academic standards.
	II. 100% of students and stakeholders will demonstrate a growth mindset with social/emotional core competencies.

Our school mascot is Timber, a wolf; blue and white are our school colors.

ATTENTION: This document is provided as a resource to Academy School 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 School District 20 located at 1110 Chapel Hills Drive. A printed copy of the Notification of Rights and Responsibilities of Students and Parents & Student Code of Conduct may be requested at no cost in the administrative office of any school or by calling the Director for Legal Relations at 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.

School Hours

Kindergarten:

Full Day 8:15 a.m. - 3:15 p.m.
Morning Kindergarten 8:15 a.m. - 11:45 a.m.

Grades 1-5:

8:15 a.m. - 3:15 p.m.

Preschool:

Morning Preschool 8:00 a.m. – 11:00 a.m.
Afternoon Preschool 12:00 p.m. – 3:00 p.m.

ATTENDANCE

ATTENDANCE NUMBER 234-4700

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.

If your child will be late or absent it is important for you to notify our Attendance Office at 719-234-4700. All late arrivals are considered unexcused unless the student is signed in by a parent/guardian or approved by an administrator. If a student needs to leave school early for an appointment, the parent/guardian should notify the office prior to pick-up. Parents/Guardians must sign students out at the office before the student may leave the campus. A photo ID may be required.

Children should not arrive before **8:05 a.m.** unless they are scheduled for a special activity or having breakfast. **Supervision is not provided before that time.** In inclement weather (temperature of **20°** or below) children may enter at **7:55 a.m.**

EMERGENCY CLOSURE PROCEDURE

Snow Day

Snow Days are called by the District 20 Administrative Office. On days when inclement weather is a factor, please listen to local radio and TV stations for closures or cancellations. District 20 Alerts will also be sent out to parents who have provided this contact information. You may also check the Weather Alert on the district web site www.asd20.org.

Two-hour Delayed Start

School will start at **10:15 a.m.** All before school activities will be cancelled for that day (*Breakfast will be available*). Adult supervision will start at 10:05 AM. **Children may not be dropped off prior to 10:05 a.m.**

***There will still be morning kindergarten class when High Plains has a two-hour delayed start. Class will be held from 10:15 a.m. to 11:45 a.m.**

Severe Weather and Lightening

In the event of a thunderstorm with lightening in the near vicinity, children will be held in the building until their transportation home has arrived and an authorized person comes to sign them out in their classrooms. Should the lightening and/or heavy rain/hail subside, students will be released. If children are delayed more than a few minutes, they will be permitted to call home.

COMMUNICATION

General Information/Questions – During the course of the year, questions and concerns may arise. We encourage parents to communicate directly with the most appropriate staff member who may best address those questions/concerns. We invite you to contact the administration or individual teachers and let us know how we can help.

Weekly Updates – 20 Alert is an e-mail alert and news system that provides parents with the most current news and information that pertains to the school and district. You will automatically receive bulletins via e-mail, etc. from schools in which you do have students enrolled. If you are not receiving these alerts, please contact the help desk at help@asd20.org. Weekly updates are also posted on our school webpage and Facebook page.

Telephone/Cell Phone Usage – Students who need to phone a parent during school hours must do so through the office in the presence of a staff member and with their supervising teacher's permission. If it is necessary for your child to use a cell phone before or after school, it must remain turned off and in the child's backpack or in the teacher's bin during school hours. The school does not take responsibility for loss, damage, or theft of cell phones. This policy applies for all school related events (i.e. field trips, clubs, school dances, etc.). If cell phones are used during the school day they will be held in the office until parents pick them up. Telephone calls will not be put through to classrooms during the school day. Office personnel are happy to forward a message to your child should it be required.

Friday Folders

To keep you up-to-date with school events, notices will be sent home with your student regarding homework, special assignments, field trips, classroom/school activities, lunch menus, school/teacher newsletters, and school forms in these folders. This folder is designed for you to find all informational items that need to be reviewed in one place and to return needed items in the same folder. Please return the folder to the classroom teacher every Monday.

Student Planners

High Plains uses a school-wide planner to increase communication with families and convey homework assignments. Grade levels determine the homework subject for each night. Homework is given nightly, Monday through Thursday, and reading is expected on the weekend. Teachers will check planners daily and look for parent signatures. Student planners are paid for via the consumable item fee of \$10 that also includes a school T-shirt.

VISITORS

Visits from Parents

Parents are encouraged to visit their children at school. **For security reasons, all visitors must check in at the office and pick up a nametag.** Our staff is committed to delivering instruction with minimal interruptions, so parents will be asked to drop off lunches, backpacks, etc. in the office and we will see that your child receives his/her items in a timely manner. If you want to talk to your child's teacher, please leave a message at the office for them to arrange a call or meeting.

Guests

Guest visitors are always welcome at High Plains. We encourage parents/guardians and community members to visit our school. **For security reasons, all visitors must check in at the office and pick up a nametag.** All visitors will be required to wear appropriate identification that will be issued by the office. School events are open to the public but you may still be required to wear identification. Children who accompany adults must be properly supervised. (They may not walk around the building or use the restrooms without parental supervision.) **Visitors may be required to show photo identification.**

SCHOOL INVOLVEMENT

Volunteers

Volunteer services are valued and vital to the successful operation of our school program. High Plains' volunteers give countless valuable hours helping children. Parents will have many opportunities to volunteer during the school year. All parent volunteers working directly with students on a regular basis must first pass a CBI background check prior to volunteering in any classroom, volunteering for field trips, or volunteering to help over time. Your Colorado Bureau of Investigation (CBI) background check is good for your tenure at High Plains. Please see Jan Schneider, Assistant Principal, or call her at 234-4700 for more information.

Watch D.O.G.S. (Dads of Great Students)

Watch DOGS invites fathers, grandfathers, uncles, or other father figures to volunteer (see procedure above) at least one day all day at their child's/student's school during the school year. Watch DOGS dads and volunteers perform a variety of tasks during their volunteer day including monitoring the school entrance, assisting with unloading and loading of buses and cars, monitoring the lunch room, or helping in the classroom with a teacher's guidance by working with small groups of students on homework, flashcards, or spelling.

Parent –Teacher Organization (PTO)

The High Plains PTO's purpose is to enrich the lives of our families by working together to provide great community involvement and fun activities. The PTO provides opportunities for family members to volunteer and share in the joy of learning with our students. The PTO also provides grant money to staff to assist with new equipment, furnishings, field trips, and awards. Our grant money is raised by fundraisers and community donations. We encourage all families to come to PTO meetings. Dates and times of the meetings can be found on the school website under PTO, in the school newsletter, and on the marquee.

High Plains Accountability Committee (HPAC)

The High Plains Accountability Committee is where parents and patrons work with school administration and teachers in such areas as goal setting, accreditation, and budget issues. HPAC provides information to parents on current events in the district. It is an opportunity for parents and community members to get involved to learn what is happening with our school and D-20. Please join HPAC for their quarterly meetings which are posted on the school website, in the school newsletter, and on the marquee.

Whether your commitment is for individual activities, special projects, or regularly scheduled times, you are a valuable asset in meeting the educational needs of our students.

SOCIAL AND EMOTIONAL LEARNING:

Character Education Plan

High Plains Elementary employs the “HOWLS” Learner Mindset to support Character Education. All staff work together to reinforce the District 20 Core Principles of Behavior.

“HOWLS” Learner Mindset is our vocabulary and language for academic and behavioral expectations:

- **Honor** – Respect self and others. Invest in self and future by valuing educational experiences and seeking understanding. ***Take pride in who you are!***
- **Ownership** – Own your words and actions, and take ownership in learning both behaviorally and academically. ***Be a brave learner!***
- **Work Hard** – Learning takes effort to see through challenges. **“Productive struggle”** is to be celebrated. ***Be determined!***
- **Lead** – We are all in this together; collaborate actively and listen sincerely. Value other voices. ***Do the right thing!***
- **Safety** – Care for self, others, and our school. ***Think before acting.***

RULER

RULER is an acronym that stands for Recognizing, Understanding, Labeling, Expressing and Regulating emotions. RULER is an approach to creating a positive learning climate and developing emotional skills of all adults and students within the school. It is a mindset and a language with which everyone in the school community can talk about their emotions. RULER is a school-wide approach that focuses first on developing adults personally and professionally so they can be role models and knowledgeable implementers of the skill-based instruction for students. The goals of RULER are to create a positive emotional climate and to enhance emotional intelligence in adults and students.

Bullying Prevention Plan

High Plains Elementary promotes a pro-social, non-violent school climate that does not tolerate bullying. We address individual needs and work with parents to ensure state laws and district policies regarding safety and social and emotional wellness are strictly adhered to. The counselor is available to address student concerns before problems escalate. Students may be referred by staff, parents, peers or they may self-refer.

Counseling

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

HEALTH

Illness Guidelines for Academy School District 20 – Students with one or more of the following symptoms will be excluded from school until symptoms have resolved.

1. Temperature of 100.5 Fahrenheit or higher. Temperature must be normal for 24 hours without the aid of anti-febrile medications before returning to school. Flu-like symptoms- should be free of symptoms for 48 hours before returning to school.
2. Constant runny nose.
3. Abnormal color or consistency of nasal or eye discharge.
4. Uncontrolled cough or unusual cough.
5. Frequent sneezing other than allergy related.
6. Lung or nasal discharge.
7. Vomiting or diarrhea in the last 24 hours. Symptoms must be resolved for 24 hours before returning to school.
8. If antibiotics are prescribed, student must receive the antibiotics 24 hours before returning to school.
9. Undiagnosed skin rashes and/or open lesions.

Infectious Diseases in School Setting- Guidelines for School Nurses and Personnel (Revised Dec. 2004) per Colorado Department of Public Health and Environment. Students should be allowed to return to school once the exclusion period is met, or a health care provider clears the student. Generally, if any of the following conditions apply, exclusion

from school should be considered:

- If the student does not feel well enough to participate comfortably in usual activities.
- If the student requires more care than school personnel are able to provide.
- If the student has a high fever, behavior changes, persistent crying, difficulty breathing, lack of energy, uncontrolled coughing, or other signs suggesting a severe illness.
- If the student is ill with a potentially contagious illness and exclusion is recommended by a health care provider, the state or local public health agency, or these guidelines.

Allergies – Parents will be notified of a severely allergic child in your student’s classroom. Please follow the school’s guidance as to what foods, if any, may be sent to school for consumption in the classroom.

Cafeteria Accommodations for Allergies – Appropriate accommodations will be made in the cafeteria for students with severe food allergies. Please check with the school administration and school nurse to establish and identify plans for individual student’s needs.

Medication – When possible, please try to administer medications at home (before school, after school, and at bedtime for those to be taken 3 times per day). Please note:

- No medication may be dispensed without having filed the appropriate paperwork at school. You will need to complete and sign the Permission to Administer Medication Form.
- Have your health care provider with prescriptive authority sign the form as well.
- Prescription medications must come in the original container dispensed by the pharmacy and labeled with the child’s name, medication name, dosage, administration time(s), expiration date, physician’s name and phone number, and the pharmacy’s name and phone number.
- All medications must be transported to and from the office by parents/legal guardians.
- All over-the-counter medications including cough drops and pain relievers also require the Permission to Administer Medication Form signed by the Health Care Provider, must be in the original package and labeled with the child’s name. The dosage must match the signed health care provider’s authorization.
- No medication will be given if it comes in a baggie, plain bottle, envelope, etc. This is to safeguard your child, as well as the staff member dispensing the medication.

Injuries and Emergencies

Injured students are referred to the office for first aid care. A staff member trained to work in the health room is available during the school day. Every attempt will be made to report serious injuries and illnesses to parents/guardian. The school nurse spends approximately one day per week in the building but can be reached at any time if necessary.

****PLEASE HELP US TO PROVIDE THE PROPER CARE FOR YOUR CHILD BY KEEPING ALL EMERGENCY INFORMATION, INCLUDING ALL CELL PHONE NUMBERS CURRENT. Parents are responsible for maintaining current contact and address information via the Infinite Campus Parent Portal.***

School Expectations & Procedures

SCHOOL WIDE RULES

Assembly Expectations – Students will:

- Be summoned by their classroom to the assembly.
- Sit in their appointed classroom area.
- Sit quietly and politely.
- Maintain polite, attentive, and respectful behavior.
- Express appreciation appropriately.
- Follow instructions for dismissal.
- Keep hands and feet to themselves.

Cafeteria Expectations – Students will:

- Sit at tables.
- Use inside voices while in the cafeteria.
- Stay with the menu choice they select each morning.
- Take only what they intend to eat.
- Use restaurant manners.
- Clean up after themselves.
- Follow directions of lunchroom monitors.
- Raise a hand for assistance.
- Be notified of a low lunch balance via a note or handstamp.
- Not share food (for safety reasons).

Hallway Expectations – Students will:

- Keep hands and feet to themselves.
- Be quiet in the hallways.
- Use walking feet.
- Walk directly to their destination.
- Act as good role models and follow directions.

Lunch Indoor Recess – Students will:

- Follow directions from recess monitor or classroom teacher.
- Follow indoor classroom procedures and behavior.
- Use activities correctly and appropriately.
- Share and take turns.
- Clean up after themselves.
- Play quietly and fairly.
- Follow classroom rules.
- Use appropriate words and actions.
- Be team players.
- Use indoor voices.

Playground Safety Expectations – Students will:

- Know and follow playground rules.
- Use the playground equipment correctly and safely.
- Share and take turns using playground equipment (swings, balls, jump ropes, etc.)
- Use appropriate words and actions.
- Be team players.
- Remain within sight of the playground monitor and within the playground boundaries.
- Ask a playground monitor to retrieve balls or equipment outside the playground
- Not pick up or throw things on the playground.
- Use “Rock, Paper, Scissors” to resolve conflicts.
- Re-enter the building during recess only with permission from the playground monitor.
- Line up quickly and quietly at signal in preparation to re-enter the building.

Restroom Etiquette – Students will:

- Spend only as much time as necessary in the restroom.
- Use the facilities properly.
- Wash hands after using the restroom.
- Put trash where it belongs.
- Be quiet in the restroom.

The following items are examples of items that should not be brought to school:

- Weapons or facsimiles of any kind (i.e. knives, lighters, matches, toy guns, water guns, etc.).
- Skateboards, roller blades, roller skates, roller shoes.
- MP3 players, I-Pods, headphones, electronic games, beepers, laser pens, or other inappropriate electronic devices.
- E-Readers are allowed at High Plains but only books/magazines can be accessed on them during the school day.
- Games, toys, trading cards, etc.
- Other items deemed by administration to be inappropriate for elementary school.

High Plains Elementary and Academy School District 20 does not assume responsibility for lost, stolen, or damaged devices or property.

Bicycles/Skateboards/Rollerblades/Scooters

Bicycles may be ridden to school by students and parked in the racks provided in the front of the school. Bicycles should be walked while on school grounds. Each student is responsible for locking his/her bike. Helmets are strongly encouraged for safety. Parents/guardians should discuss proper bicycle and traffic safety procedures.

Skateboards, scooters, and rollerblades may not be used on school grounds or in the crosswalks. Each student is responsible for the safety of their scooter. Scooters may be locked up on the bike racks for safety reasons.

Birthday Treats & Classroom Parties

If you choose to send a treat to celebrate your child's birthday, please consider a non-food treat such as pencils, stickers, or trinkets. If you decide to send in food, consult your child's teacher regarding any food allergies present in the classroom community. We highly encourage healthful foods options when possible. Any processed food that enters the building requires a label of ingredients for safety purposes. This applies to homemade as well as store bought items.

Dress for Success

We expect all students to dress appropriately for school, including:

- Wearing clothing to school that is appropriate to the learning environment. Students should not wear clothing that is inappropriately revealing, tattered or torn, advocating unlawful activities, etc. Straps on tops should be at least 2 fingers in width. When standing, skirts and shorts should be no shorter than the length of the student's longest fingertip.
- Layering clothing appropriately for daily weather changes
- No hats in school with the exception of special spirit days.
- Wearing appropriate footwear for movement and physical activity (i.e. recess and P.E.).
- Adhering to Academy School District 20 Dress Code (District Policy JICA – Dress and Appearance)

Field Trips

Parent/Guardian permission slips are required for all field trips. If your child's class is planning a field trip, you will receive detailed information including date, time, special requirement, and any necessary fees for admission/transportation. Any parent volunteer for a field trip must have a background check done. Any non-parent volunteer going on the field trip must have a more extensive background and fingerprint check completed.

Homework

Homework at High Plains is an extension of classroom instruction. Homework assignments will be differentiated to meet the needs of the student. Homework is a vital practice that, although not part of a particular subject's grade, impacts the success of the student. The timeframe for homework could be up to 10 minutes per grade level each day; nightly reading may be additional. Concepts practiced for homework must have been introduced in the regular

classroom, prior to being sent home. Resource teachers (Special Education, Talented and Gifted, English as a Second Language) will communicate and coordinate with the classroom teacher regarding homework from their area, but will not be in addition to the regular classroom homework assignments. Homework should include:

- reading
- math facts
- skill practice from the classroom
- incomplete classroom work

Financial Assistance

Applications for **free/reduced lunches** must be renewed yearly and are available from the school office. Children who receive free/reduced lunches are not identified, and all information provided is confidential. If you think you may qualify, please request the form from the school office. Schools receive Title I additional funding based on their free/reduced lunch numbers so please fill out a form if you qualify.

Fire and Emergency Drills

SAFETY is our first priority! Fire and emergency drills are completed periodically so that students are well aware of what to do in an emergency. Emergency routes and information are posted in every room in the building. Teachers review the emergency route and designated safety areas for their class with the students. ***Students are expected to follow the teacher's instructions quickly and quietly during an emergency drill.***

Lost and Found

Lost and found items are located in the Timber Lost and Found bin in the main school hallway. Smaller items may be located in the office. Students may inquire about personal missing items before and after school. Unclaimed items will be donated to a charitable organization at the end of each quarter.

Pets

Pets coming with parents on a leash must be off school property (sidewalk area). Under special circumstances, arrangements may be made with the classroom teacher to bring a pet to school for Show and Tell. A parent will be expected to stay with the pet at all times and the pet must be on a leash or in a cage.

Tobacco-Free Schools

District policy and state law forbid possession, smoking, chewing or other use of any tobacco product on school property or at school activities at any time. See Policy ADC.

High Plains Elementary School is part of the Academy School District 20. The following items are summaries of High Plains Elementary School, and District 20 Policies and Procedures.

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 20 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 General Counsel 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.

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 every student in a safe and nurturing environment and to provide comprehensive, challenging curricular and extracurricular opportunities that meet the unique needs of every individual by expanding interests, enhancing abilities, and equipping every student with the knowledge, skills, and character essential to being a responsible citizen of our community, our nation, and the world.

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 6 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 §22-33-107(3)(a)]. 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** on 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 Academy District 20 mission statement emphasizes safety for students. 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 877-542-7233(SAFE)or online at [Submit a Tip](#).

Bullying (administrative policy JICDE):

In keeping with the mission statement to educate every student in a safe and nurturing environment, 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 "any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate or cause any physical, mental, or emotional harm to any student." 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, national origin, religion, ancestry or the need for special education services. 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 away 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 **Submit a Tip**.

Cell Phones and other Electronic Devices 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 maybe 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 cost in the event that an electronic device or cellphone is lost or stolen.

Clubs (see Student Organizations)

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 **JJAE**. The principal, or designee, will communicate a final decision to all proposals using the submitted District-wide application.

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 the students to learn. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations. Removal from class under this policy does not prohibit the District from pursuing or implementing additional disciplinary measures including, but not limited to, detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with District policy concerning student suspensions, expulsions and other disciplinary interventions. Parents/guardians should be notified of the student's removal from class in accordance with established procedures.

Equal Educational Opportunity (administrative policy JB)

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, marital status, disability or need for special education services.

Evaluation

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

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

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does permit disclosure without a parent 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 are:

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

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

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

Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s 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
- Photograph
- Student’s grade
- Dates of attendance
- Enrollment status
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Major field of study
- Degrees, honors, and awards received
- The most recent previous educational agency or institution attended

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

Free Association

You are generally free to associate with groups of your own choosing. However, any group, school-sponsored or not, that acts to interfere with the rights of others, or disrupt the educational process, may be subject to disciplinary actions by the school officials or appropriate law enforcement agencies.

Free or Reduced Lunch (administrative policy EF)

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

Gangs (administrative policy JICF):

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

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

The Board of Education and District administration desire to keep District schools and students free from the threats of harmful influence of any groups or gangs which advocate drug and/or alcohol use, violence, or disruptive behavior. School district personnel shall maintain supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between members of different gangs. The superintendent or designee shall establish open lines of communication with local law enforcement authorities to share information and provide mutual support in this effort. The superintendent or designee shall provide periodic in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior.

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

Homeless Students Notification:

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. For more information about services for homeless students, refer to administrative policy **JFABD** or contact the Homeless Liaison Coordinator Rachel Lake at 719-234-1376 or 719-246-0098.

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, national origin, religion, ancestry or need for special education services. The dignity of each individual is best served when all concerned, whether staff or students, treat one another respectfully. Academy District 20 is committed to a learning and working environment free from any form of violence or abuse including, but not limited to, actions, words, or insults towards our students, staff, and parents.

The District does not tolerate harassment or bullying in Academy District 20 schools, at school activities or on school buses or at District bus stops. To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time.

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

In accordance with federal and state law, Academy District 20 does not discriminate on the basis of race, color, ethnicity, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, pregnancy, genetic information, disability or need for special education services in its programs, activities, operations and employment decisions and provide equal access to the Boy Scouts and other designated youth groups. Administrative policy **AC** – and , outline the formal complaint process. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Nondiscrimination/Equal Opportunity, and procedures **AC-R** and **AC-R-2**, outline the formal complaint process. The following person has been designated to handle inquiries regarding the non-discrimination policies:

General Counsel Academy District 201110 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:

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents certain rights regarding our conduct 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;
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; 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;
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.

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) [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 **IHAM** – Health and Family Life/Sex Education. In accordance with this policy, procedure **IHAM-R** details how a parent may request an exemption from such curricula.

Sex Offenders, Notification Regarding:

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

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

OR

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

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

Sexual Harassment (administrative policy JBB)

Academy District 20 complies with Title IX and the implementing regulations. In accordance with policy **AC** and its corresponding regulations, no discrimination on the basis of sex is permitted in the programs or activities District 20 operates. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser. Acts of verbal or physical aggression,

intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

Students are encouraged to report all incidences of sexual harassment to an adult at school and file a formal grievance, through the complaint process outlined in JBB E. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated. See policy **JBB**, Sexual Harassment of Students, and the reporting form **JBB-E**.

Sharing/Release of Student Information

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. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. 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.
5. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
6. 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.
7. Violation of the District's policy on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of District policy or building regulations.
10. Violation of the District's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
11. Violation of the District's alcohol use/drug abuse policy.
12. Violation of the District's tobacco-free schools policy.
13. Violation of the District's policy on sexual harassment.
14. Violation of the District's policy on nondiscrimination.

15. Violation of the District's dress code policy.
16. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
17. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
18. Lying or giving false information, either verbally or in writing, to a school staff member.
19. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
20. Making a false accusation of criminal activity against a District staff member to law enforcement or to the District.
21. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
22. Repeated interference with the school's ability to provide educational opportunities to other students.
23. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school 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, 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;
 - is backless;
 - reveals underwear;
 - is inappropriately sheer, short, tight or low-cut.Exceptions: Appropriate clothing may be worn in physical education classes or when participating in, or attending, school sponsored sports activities. Clothing normally worn when participating in, or attending, other school sponsored extracurricular activities such as prom or homecoming, may be worn when approved by the administrator and sponsor or coach.

Drug and Alcohol Involvement by Students (administrative policy JICH): It shall be a violation of District policy and considered to be behavior that is detrimental to the welfare and safety of other students or school personnel for any student to possess, use or distribute alcohol or drugs, or to possess drug paraphernalia on school property or at school-sponsored events. **Sharing any controlled substance, including prescription medication, is also a violation of District policy.** In order to promote a healthy and safe learning environment, the school district will take disciplinary action that may include suspension or expulsion from school and may include referral to law enforcement for criminal prosecution. Students who use or possess alcohol or drugs or are under the influence of alcohol or drugs in violation of policy JICH will be disciplined in the following manner: • First Offense - The student will be suspended for five school days, and the principal may request the superintendent to extend the suspension up to an additional five days. At the discretion of the principal and with the concurrence of the superintendent, this period may be shortened up to five days provided that the student agrees to complete an appropriate program, which may include an alcohol and/or drug education/treatment/counseling program and/or community service, details of which shall be agreed to between principal and parent. Costs of the program shall be borne by student and parent. Failure to provide documentation of completion of the program within the prescribed time limits will result in the imposition of the additional days of suspension. Based on circumstances of individual cases, including but not limited to situations involving particularly pernicious, harmful, or addictive illegal drugs such as felony class controlled substances, the principal or designee, at his or her discretion, may recommend additional suspension or expulsion. Violations of administrative policy **JLCD** on Administering Medicines to Students may result in disciplinary action, at the discretion of the principal or designee. • Second Offense - The student will be suspended for ten school days and the principal may recommend expulsion. • Third and Subsequent Offense(s) - The principal or designee may recommend to the superintendent expulsion of the student for up to one calendar year for third offense and all subsequent offenses occurring within three years. Penalties for Possession of Drug Paraphernalia Students who possess drug paraphernalia at school, on the school bus, or at school sponsored events will be disciplined in the following manner: • First Offense - The student will be suspended for three school days. • Second Offense - The student will be suspended for five school days. • Third Offense - The student will be suspended for five school days and the principal may recommend an additional five days' suspension, or expulsion. Penalties for Distribution, Selling, Purchasing or Exchanging Alcohol or Drugs Students who distribute, sell, purchase or exchange alcohol or drugs, whether by selling or giving, may be expelled, provided that the purchase or exchange of over-the-counter drugs may be limited to a suspension in appropriate circumstances at the discretion of the principal.

Electronic Communication Devices, including Cell Phones (administrative policy JICJ): Electronic communication devices can play a vital communication role. However, unless expressly permitted by a teacher for instructional purposes, the use of electronic communication devices within the classroom is not permitted. For purposes of this policy, an "electronic communication device" is any device which records, replays, transmits, receives or otherwise conveys information electronically between the student and another person or entity. Students may carry

electronic communication devices approved by the building principal, but these devices must be turned off and put away during instructional time, unless they are being used for instructional purposes and with approval of the teacher. Regarding non-instructional time, school staff members have the authority to restrict students' use of such devices in school buildings, on school buses, at school-sponsored activities and on field trips, if in the judgment of the staff member, the use of the device interferes with the educational environment. Use of a device to record all or part of any classroom instruction is permissible only with the approval of the teacher. Use of electronic communication devices with cameras is prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times. Violation of this policy and/or use that violates any other District policy may result in disciplinary action and confiscation of the electronic communication device. A conference between the parent/guardian, student and school personnel may be required in the event an electronic communication device is confiscated. The District shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

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

Parents/guardians and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students whether created by the District or a third party. "Eligible student" means a student 18 years of age or older or an emancipated minor. Any survey, assessment, analysis or evaluation administered or distributed by a school to students shall be subject to applicable state and federal laws protecting the confidentiality of student records. Parents/guardians and eligible students shall receive notice and have the opportunity to opt a student out of activities involving the collection, disclosure or use of personal information collected from the student for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are 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 are encouraged to be knowledgeable about psychiatric or psychological methods and procedures but shall not be involved in any diagnosis, assessment or treatment of any type of mental disorder or disability unless appropriately certified.

Student Expression

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

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

Student Conduct (administrative policy JIC):

It is the intention of the Board of Education and District administration that the District's schools help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns which will enable them to be responsible, contributing members of society.

The District, in accordance with state law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall emphasize proportionate disciplinary interventions and consequences and keeping students engaged in learning. The code shall be enforced uniformly, fairly and consistently for all students.

All administrative policies and regulations containing the letters "JIC" in the file name shall be considered as constituting the conduct section of the legally-required code.

The rules shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, shall be printed in a handbook or some other publication made available to students and parents/guardians, and shall have an effective date subsequent to the dissemination of the published handbook.

The Superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, junior high and high school and once to each new student in the District. The superintendent shall ensure reasonable measures are taken to ensure each student is familiar with the code. Copies shall be posted or kept on file in each school of the District.

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

Student Discipline (administrative policy JK)

The District, in accordance with state law, has adopted a written student Conduct and Discipline Code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The Code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. Additionally, the District has adopted policies and procedures for handling general and major discipline problems for all students of the District which are designed to achieve these broad objectives. All administrative policies and regulations containing the letters "JK" in the file name constitute the discipline section of the legally required code.

Student Fees and Fines (administrative policy JQ)

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

All fees shall be waived or reduced for indigent students. An indigent student is defined as any child who is deemed eligible for a fee or reduced price lunch under the income guidelines established by the federal government. Applications and information regarding the free and reduced price lunch program can be obtained by contacting the free and reduced lunch registrar at 234-1416.

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

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

Interviews by school administrators

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

Searches conducted by school personnel

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or policy. When a reasonable grounds for a search exists, school personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials. Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

Search of school property

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice. Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

Search of the student's person or personal effects

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

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

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

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

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

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

Detection canines

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

Law enforcement officers' involvement--Interrogations and interviews

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

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

Seizure of items

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

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

Search and seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer.

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

Custody and/or arrest

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

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

Parking Lot/Vehicle Searches (administrative policy JIHB)

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

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

Student Organizations (administrative policy JJA)

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

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

Student Use of the Internet and Electronic Communications (administrative policy JS)

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the District shall take reasonable steps to protect students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors. Students shall take responsibility for their own use of District digital resources to avoid contact with material or information that may be harmful to minors.

Blocking or filtering obscene, pornographic, or harmful information

The District will make reasonable efforts to ensure that digital resources are used appropriately and responsibly, and to comply with CIPA (Children's Internet Protection Act) and other applicable laws. Students shall take responsibility and use good judgment when using district digital resources to avoid contact with material or information that may be harmful to minors. Each student shall comply with federal and state law, District policy and the school's code of conduct and the provisions of this responsible use agreement. It is important for students to make sure that all electronic communications are respectful at all times, and do not violate the District bullying policy (JICDE). Students should report any inappropriate content or contact, including harassment, threats, or hate speech to a responsible adult.

No expectation of privacy

District digital resources are owned by the district and are only intended for educational purposes. Students shall have no expectation of privacy when using the Internet or electronic communications. The District reserves the right to monitor student activity on the District network and all District digital resources to include data transmitted to/from personal digital resources. All material and information accessed/received through the District network shall remain the property of Academy District 20 and subject to disclosure under the Colorado Open Records Act.

Unauthorized and unacceptable uses

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

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

- that is not related to District education objectives
- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the District's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or District policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- that impersonates another or transmits through an anonymous remailer
- that possesses or uses malicious software, hacking software, personal VPN software, proxy software, or devices used for these purposes on District property, and bypassing the Internet filter in any way.

Security

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

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

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or digital resources.

Vandalism

Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or District digital resource. This includes, but is not limited to, the uploading or creation of computer viruses and the use of third-party encryption software.

Unauthorized content

Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

Monitoring student use

The District will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

Student use is a privilege

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

Students and parents/guardians shall be required to sign the District's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

School district makes no warranties

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

Students with Life-Threatening Allergies (administrative policy JLCDA)

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

Health Care plan The school nurse, or a school administrator in consultation with the school nurse and parent, shall develop and implement a health care plan (plan) for each student with a diagnosis of a potentially life-threatening food allergy. The plan shall address communication between the school and emergency medical services, including instructions for emergency medical responders. **Reasonable accommodations** Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. If a student qualifies as a student with a disability in accordance with federal law, the 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**, Administration of Medications. Even if the student is authorized to self-carry, the parent is strongly encouraged to provide self-injectable epinephrine to the school.

Staff training The principal or 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 policy on drug and alcohol involvement by students, **JICH**, as outlined in that policy and accompanying administrative procedure.
9. Failure to comply with the immunization requirements as specified in Colorado law and District policy **JLCB** unless a bona fide medical or religious exception applies. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

Grounds for denial of admission Admission to Academy District 20 may be denied a student for the following reasons:

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

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

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

The information shall be used by the Board of Education 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 Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

The Board 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 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 (which produce vapor from an electronic cigarette or other similar device).
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

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

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

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

Use of Physical Intervention (administrative policy JKA and JKA R)

To maintain a safe learning environment, District staff members may, within the scope of their employment duties and consistent with state law, use physical intervention and restraint with students in accordance with District policy and accompanying regulation. JKA E2 represents the process that must be followed when a student or the student's parent/guardian wishes to file a complaint about the use of restraint or seclusion by a District staff member.

Weapons (administrative policy 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

weapons 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, unless authorized by the school or the school district, and may result in suspension or expulsion.

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

- A firearm
 - A firearm is any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive;
 - The frame or receiver of any weapon described above;
 - Any firearm muffler or firearm silencer; or
 - Any destructive device. ▪ A "destructive device" is defined as any explosive, incendiary, or poison gas including a bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to the devices described above.
- Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- A fixed-blade knife with a blade that exceeds three inches in length;
- A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length;
- Any knife or cutting instrument possessed without authorization of school officials;
- Any device capable of temporarily immobilizing a person by the infliction of an electrical charge, including stun guns or taser guns; or
- Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, a bludgeon, nun chucks, brass knuckles or artificial knuckles of any kind.
- Students who use, possess or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with District policy concerning student suspensions, expulsions and other disciplinary interventions.

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

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

Wellness (administrative policy ADF):

Academy District 20 promotes healthy schools by supporting student wellness, good nutrition, and regular physical activity as part of the total learning environment and encourages school health teams in every building. If you are sending food to school for any school function, please consider sending in healthy choices.