



**RANCH CREEK**

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**ELEMENTARY SCHOOL**

# **Student Handbook**

## **2024-25**

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## **RANCH CREEK MISSION STATEMENT**

*We educate and inspire students to thrive.*

## **IMPORTANT NAMES AND CONTACT INFORMATION**

Principal	Mrs. Ebbens	karie.ebbens@asd20.org
Assistant Principal	Mrs. Clough	tricia.clough@asd20.org
Dean of Students	Mrs. Nikirk	kristina.nykirk@asd20.org
Counselor	Mrs. Threet	maryanne.threet@asd20.org
Counselor	Mrs. Hybarger	kelsey.hybarger@asd20.org
Principal's Secretary	Mrs. Gilson	cathleen.gilson@asd20.org
School Secretary	Mrs. Rubinfeld	renee.rubinfeld@asd20.org
Bookkeeper, Secretary	Ms. Munsey	jj.munsey@asd20.org

Address: 9155 Tutt Boulevard  
Colorado Springs, CO 80924

Telephone: 234-5500

Attendance 234-5540

FAX 234-5599

Transportation Department 234-1410

## **SCHOOL WIDE RULES**

As internationally minded citizens, the Ranch Creek Elementary School community demonstrates the traits of the IB Learner Profile. Therefore, our practices include, but are not limited to, the following:

We show we are *principled* by:

- Being on time.
- Having materials ready.
- Taking responsibility for completing homework.
- Leaving toys and other inappropriate items at home.
- Keeping personal devices in our backpacks and on silent mode during school hours.
- Wearing clothing that is appropriate for school.
- Following the expectations given to us in our classroom, in the hallway, in the cafeteria, on the playground, during assemblies, in the library, in the bathrooms, and on the bus.
- Demonstrating the character traits as defined by the State of Colorado and Academy School District 20.

We show *caring* for:

### Others

- We keep our hands, feet, and other objects to ourselves.
- We use appropriate language.
- Our communication is honest and free of gossip, rumors, and intolerance.
- We do not bring any type of weapon to school.

### Property

- We respect the personal property of others.
- We use equipment and facilities for their intended purpose.

### Ourselves

- We recognize we can learn from our mistakes.
- We conduct ourselves in a way that makes us proud.

## **Playground**

All play follows school expectations:

We use the equipment appropriately and we do not jump off or play on the outside of any of the equipment.

- Swings:
  - We only have one person on a swing at a time.
  - We sit in the swings.
  - We step out of swings; we do not jump out.

- When someone is waiting for a swing, we count 20 swings. When we reach 20, time is up, and it is the next person's turn.
- Slides:
  - We use the stairs to get to the slides.
  - We slide down the slides one person at a time.
  - We always slide down feet first on our bottom.
  - We do not run up or down the slides.
  - We do not play tag on the slides.
- Bars:
  - We hang on bars by our hands, not our feet.
  - We do not walk or stand on top of the bars.
- Climbing wall:
  - We climb up and down the climbing wall.
  - We do not sit on top of the wall.
  - We do not slide down the wall.
- Playground structure:
  - We do not climb on the outside or on top of the playground equipment.
- We keep dirt, rocks, wood chips and snow on the ground.
- We do not push or tackle in any activity.
- We do not play on the stairway banisters.
- We do not play in the rocks.
- We do not slide on the hill when it is dry or when it is covered with snow or ice.
- Toys, electronics, collectibles, playing/trading cards, etc. are not allowed.

**We listen for the whistle.**

- Short Whistle= Stop and look at an adult.
- Long Whistle= Freeze. It is the end of recess.
- Two Short Whistles= Line Up.

**In the Lunchroom**

Before Lunch:

- We wash our hands.
- We line-up and walk into the room quietly.
- We keep our coats and other outdoor clothing with us at the table, not in the classroom lunch crate.
- We wait for our food in an orderly line.

During Lunch:

- We sit at the table, facing the table, with our bottom on the bench and our feet under the table.
- We use quiet voices and good table manners.
- If we have foods with allergens, we do not sit at the allergen-free table.
- We stay seated once we have our food.
- We raise our hands for permission to get up or get help from an adult.
- We raise our hand if we accidentally spill something and get help from an adult.
- We eat our own food and we do not share.

- We keep our hands and feet to ourselves.
- We respect others' property.
- We are quiet during focused eating time.

After Lunch:

- We clean our hands and face.
- We clean our trash off of the top and from under the table before we are dismissed.
- We are responsible for placing our lunch bags in the classroom crate and for ensuring that the crate is taken to recess.
- We wait quietly for the duty monitors.
- We line up and walk quietly and slowly outside.

### **Walking in the Hallway**

- We walk in a line with our eyes forward.
- We keep our hands at our sides and to ourselves.
- We turn our voices off.

### **In the Bathroom**

- We only spend as much time in the restroom as necessary.
- We make proper use of restroom facilities.
- We wash our hands after using the restroom.
- We put trash where it belongs.
- We show respect for others' privacy.

### **Using School Technology**

- We go only to websites provided by our teacher or other adult staff members.
- We understand that going to inappropriate websites will result in suspension of our internet privileges.
- We tell an adult immediately if we accidentally see something inappropriate while using technology.
- We treat all technology equipment with care and respect at all times.

### **Dressing for Success**

In order to adhere to Academy District 20's Dress Code, the following shall not be worn in school buildings, on school grounds or at school activities:

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

Additionally:

- We dress for the weather.
- We only wear headwear except outside and on special spirit days, unless previously approved by an administrator.
- We do not wear shoes that have wheels.

### **P.E.**

- We dress appropriately for movement and physical activity.
- We wear appropriate athletic shoes at all times.
  - We wear shoes that cover the toes, lace up or close with Velcro, and are designed for sports and play.
- We will carry P.E. shoes in our backpacks and change for class, if we wear sandals, flip-flops, crocs, or boots to school.

### **At Programs and Assemblies**

- We enter quietly and sit where we are asked.
- We keep our hands and feet to ourselves.
- We sit flat with legs crossed.
- We speak in quiet voices until the program begins.
- When we are asked to be quiet and we see a hand raised, we are quiet.
- We watch and listen respectfully.
- We politely clap to show our appreciation.

## **GENERAL INFORMATION**

### **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].

### **Make Up Work**

When students are absent from school, make up work will not be sent home to complete. Much of what students do in the classroom is done collaboratively with the teacher and peers and cannot be replicated at home. Teachers will provide opportunities for students to practice using internet-based programs, and assessments will be made up once the student returns to school.

### **Arrival and Departure**

- School and learning officially begins promptly at 8:15 am each day
- The school doors open and classroom arrival activities begin promptly at 8:05 am each day
  - Supervision of students begins at 8:05 am.
  - Students who arrive before 8:05 am are not supervised unless they are involved in a school-sponsored activity.
- Students who arrive at school after 8:15 am are considered tardy and must be signed in at the office before proceeding to the classroom.
- School is dismissed each day at 3:20 pm
  - Supervision of students ends at 3:30 pm, and all students must leave the school grounds.



## **Arrival Procedures**

### Students Arriving by Car

- A drop-off line forms along the curb of the front parking lot. Once you have entered the drop-off line in the parking lot you will proceed through the line one car at a time. Do not exit the line to make a second lane. To ensure safety, students will remain in the car until a staff member opens the car door.
- In order to keep the line moving smoothly and quickly, please have your child ready to leave the car as you pull up to a staff member.
- All students will exit on the passenger side of the car for the safety of the child and staff member.
- All students will enter the building through their assigned doors.
- A crosswalk monitor will indicate when it is okay for cars to move towards the exit, one car at a time.
- Cars will exit the parking lot by making a right turn on to Tutt Blvd.

### Students Arriving by Bus

- The parking lot in the back of the building is for buses only- dropping off of students is not allowed in this area.
- Staff members will greet the students as the buses arrive and ensure students walk safely into the building.
- Bus students will use their assigned doors to enter the building or portables.

### Students Who Walk or Bike

- Walkers will enter the building through their assigned doors.
- Bike and scooter riders must walk bikes and scooters while on school property to ensure the safety of all members of the community.

Parents wanting to accompany their children into the school must use the main entrance and check in with the front office. Visitors are not permitted in the vestibule while students are present. When students are entering the building, we must hold all visitors until the vestibule is clear. This is typically about 8:25 a.m.

## **Departure Procedures**

### Students Leaving by Car

- Students and staff will exit through their assigned doors.
- Students will move to the sidewalk area that corresponds to the first letter in their last name.
- Drivers will display the school issued placard to assist us in matching students to cars.
- A staff member will call students to a designated pick-up spot based on the driver's position in the line. Drivers should watch the crossing guard and other staff members to determine their designated pick up spot.

- A staff member will open the passenger side door for students and ensure they are safely in the car before the driver departs.

#### Students Leaving by Bus

- Students exit the building through the back door near the portables.
- Staff will provide supervision until all buses are loaded and have departed the parking lot.

#### Students Who Walk or Bike

- Walkers will exit the building through their assigned doors.
- Bike riders will exit the building through their assigned doors.
- Bike and scooter riders must walk bikes and scooters while on school property to ensure the safety of all members of the community.

#### **Breakfast**

Breakfast is served daily from 7:50-8:05am. Students will enter through the main doors and proceed directly to the common room. Breakfast will not be available for students arriving after 8:05am.

#### **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. Additionally, smart watches must be either off or in focus mode. During non-instructional time, school staff may restrict students' use of such devices if, in their judgment, use of the devices interferes with the educational environment. Violation of this policy may result in disciplinary action and confiscation of the electronic communication device. A conference between the parent/guardian, student and school personnel may be required in the event an electronic communication device is confiscated. School personnel will not accept responsibility for lost or stolen personal property. The student will assume responsibility for replacement costs in the event that an electronic device or cell phone is lost or stolen.

All communication between home and school will come from school phones. Students are not permitted to call or text from personal devices during the school day. Additionally, students will not be permitted to respond to calls or texts from home to their personal devices during the school day.

The cell phone and electronic device policy is enforced while at school and while on school-sponsored trips.

#### **Outside Evaluations**

Often times when students are participating in evaluations from an outside provider, teachers and support staff are asked to fill out observational information. Teachers will complete this paperwork for families and return it to the requesting provider. Paperwork will not be returned directly to parents. Parents should provide teachers with the appropriate contact information including email, fax, or address.

## **Indoor Recess**

Students will be kept inside for recess in the following circumstances:

- Rainy or wet weather
- When the feels-like temperature falls below 18°F
- A lightning strike in the area

The weather in Colorado is unpredictable and can change dramatically in just a few minutes. Please dress children appropriately or in layers.

## **Inclement Weather**

School Cancellation: If the decision is made to cancel school, local news stations will be asked to announce that the district will be closed. Local news stations will be informed of this decision as soon as possible. Notification will also be made on the district's website and sent through an automated call, text, and email.

Two-hour Delayed Start: If adverse weather conditions appear to be developing during the 5:30 a.m. decision time frame, the superintendent may delay the start of school for two hours. The procedure will be as follows: Local stations will be informed that the starting time for schools will be delayed by two hours. An announcement will also be put on the district's website and sent through an automated call, text, and email. The decision relative to whether school will be open or closed will be made as early as possible. If a 2- hour delay is called, then school will start at 10:15am. The lunch schedule will run as usual.

Early Release: If school is in session and a storm develops during the day, a decision may be made to send students home early. Colorado Springs news stations will broadcast early dismissals. News channels, along with the district's website and automated call, text, and email will also announce an early release. Please make prior arrangements for your child's care if you will not be at home. Students will be released at any time to parents who feel the weather conditions warrant that their child be taken home.

## **SEVERE WEATHER DISMISSAL**

In the event of severe weather at dismissal time, (i.e. lightning, severe rain, etc) students will remain in the building and will be dismissed to a guardian, or when safe and appropriate, to a bus. When conditions dictate that it is not safe for students and staff to be outdoors, we will immediately send a message via D20 Alert.

- Car Riders/Pickup students
  - Students will be released to parents from their classrooms. Teachers will use a roster to indicate who has picked up each student.
- Bus students
  - Students will wait in the school until it is safe for them to load the bus.
- Walkers/Bike Riders

- Parents/guardians may give permission to allow students to walk/bike home or to wait until a parent or designee is able to pick them up. Teachers will have students use classroom phones to determine their instructions.

## **Snacks**

### **ALL CLASSROOMS ARE NUT-FREE AREAS.**

Students are permitted to bring in healthy snacks to enjoy as long as they are nut-free.

#### **Healthy Snack suggestions:**

- string cheese, natural cheeses such as cheddar, mozzarella, or Colby
- fresh, canned, frozen or dried fruit or fruit cups
- popcorn
- cottage cheese
- crackers
- tortilla roll-up with lean deli meat or cheese
- whole grain bagel with low-fat cream cheese
- baked tortilla chips
- baked potato chips
- light, low-fat yogurt in cups or squeeze tubes
- jerky
- roasted seaweed

When bringing food items for birthday celebrations and/or holiday parties, snacks/treats must be nut-free. Foods that contain nuts or peanuts or nut by-products such as peanut oil or foods that were manufactured in factories where nuts were processed are NOT PERMITTED in the classrooms.

HOMEMADE TREATS ARE NOT PERMITTED.

NO DRINKS EXCEPT WATER PERMITTED.

For the safety of our children, only pre-packaged foods purchased at a store that do not contain nuts or nut by-products and were made in a nut-free facility are permitted. All pre-packaged foods must contain the ingredient labels. When bringing fruit or vegetables to share during a party, it must come in original packaging from the store.

## **Lunch Visitors**

Ranch Creek welcomes and encourages parents, siblings, grandparents, and others to join their children in the lunchroom during lunch. If the student's visitor is not a parent or guardian, please call ahead and give us permission.

- Keep in mind that all lunchroom diners must adhere to the school's allergy safety practices. This includes the sharing of food. At no time are students allowed to share food in the cafeteria.
- Prior to going to the lunchroom, all visitors must sign in at the front office with a valid ID. This sign in is for access to the lunchroom only. A volunteer clearance is required to go out to recess or other areas of the school.
- All visitors must use the designated family table.
- In order to allow you to enjoy the time with your child, and to ensure all visitors have room at the family table, only students whose families are present may join the table.

Non-school aged siblings are not permitted to join students on the playground at recess.

### **Birthday Celebrations**

Birthdays are special! Ranch Creek and District 20 encourage celebrations not tied to food – for example, games, stories, and crafts—to encourage a healthy lifestyle. If you want to recognize your student's birthday at school, consider:

- Donating a book to the classroom library
- Donating a book to the school library
- Pencils for the class
- Non-edible party favors (No balloons for a variety of safety reasons.)

Classroom birthday celebrations are scheduled at the discretion of the teacher. Contact the classroom teacher if you plan to share birthday treats.

Due to food allergies and related health concerns, classrooms must be maintained completely nut free.

- Only commercially wrapped treats may be served, and the ingredient list must be legible for verification. The ingredient must indicate that the treat is nut free and made in a nut-free facility.
- Please limit treats to snacks, not drinks.
- Treats should be ready to hand out, with napkins or plates.

**Invitations to birthday parties outside of school may be distributed at school only if every student in the class is invited.**

### **Clubs**

Ranch Creek is proud to offer a variety of clubs and extracurricular activities. These enrichment opportunities are fee based. Fees for clubs must be paid in full prior to the start date in order for students to participate. Financial support is available for families who qualify for free or reduced lunch.

## **Communication**

It is important for the school and parents to keep lines of communication open at all times. Parents are encouraged to visit the school at any time and to contact teachers with concerns or questions. An appointment to visit with a classroom teacher is necessary so that instructional time is not interrupted.

- **Friday Folders-** All students will bring home a folder each Friday. These will include important information about the school and upcoming events.
- **Notes from the Ranch-** This weekly email provides information about current happenings at school and upcoming events.
- **Email-** All teachers have a school email account that they use daily. This can be a convenient means to communicate with your child's teacher. Teachers will respond to email communication within 24 hours. During weekends, holidays, and breaks, emails will be responded to on the next school day.
- **School Website-** The school website is kept up to date with important information and upcoming events.

<https://ranchcreek.asd20.org>

- **Parent/Teacher Conferences-** Two conferences will be held during the school year. The first set of conferences will be in October. The second conferences will be in March. Conferences are held during the day and early evening. These conference days are set aside to provide an individual opportunity to discuss your child's progress with the classroom teacher. It is important that each family is available on these days to meet with the teachers. Only when a child feels that there is understanding, appreciation, and active cooperation between home and school can he/she do his/her best work.
- **Report Cards-** Report cards are completed at the end of each quarter. These reports can be accessed through the Parent Portal in Infinite Campus. Review these reports with your child and make goals for achievement for the upcoming grading period. Any time you have questions about your child's progress, you may contact the teacher.

## **Parent/Guardian Participation**

Ranch Creek Accountability Committee (RCAC)-

RCAC is a group of parents, staff members, and non-parents who represent the community's point of view at large. The RCAC concerns itself with the improvement of education in general, studies the educational needs of our school, monitors the achievement and growth of our students, and advises the principal. The RCAC works with the principal and staff members to achieve excellence in education for all our children. We will announce RCAC meetings on our calendar and in in Notes from the Ranch. Your involvement is welcomed.

Parent Teacher Association (PTA)-

PTA supports our school in a variety of ways to include volunteer time, donating money, and providing resources and supplies to our students and staff. This group meets monthly. There is a link on our school website that will provide more information.

### **Visitors**

Parents/guardians are an important part of our school. We invite you to visit school at any time. If you would like to see a specific activity or discuss a specific aspect of the school program, the administration or other staff members will be happy to meet with you. Classroom teachers are unable to discuss your child's progress during instructional time. Additionally, before and after school, teachers are responsible for student supervision. We ask you to refrain from discussing your child while they are on duty. Please make an appointment during non-instructional and non-duty time should you want to confer with the teacher.

**In order to maintain the safety of all Ranch Creek students, we require all visitors to sign in at the office immediately upon entering the building and register in the Raptor System. All visitors will need to have their driver's license available to be scanned.** You are invited to bring friends or relatives to visit our school, but please ensure any visitor has a valid driver's license. Children not enrolled at Ranch Creek Elementary may not visit the school unless accompanied by an adult. Since small children tend to distract students, we ask that parents/guardians not bring them while visiting classrooms or the playground.

### **Volunteer Program**

We welcome and appreciate volunteers at Ranch Creek. You can be a source of special skills, personal attention, a field trip chaperone, or an extra pair of hands if you become a school volunteer. If you are interested, we have a spot for you! Contact your child's teacher or school office if you can share some time with us. The hours are up to you! We do require all volunteers, whether at school or on fieldtrips, to participate in our volunteer orientation every year. Additionally, all volunteers need to have a background check on file. Dates for Volunteer Orientations are posted on our school calendar and will also be included in Notes From the Ranch. Orientations are offered at the beginning of the year and then at the beginning of each quarter. When at school, all volunteers are required to check-in with the front office. Daily check-ins for volunteers will not occur until 8:25am or when student arrival and check-ins have been completed.

### **Pets**

**For safety reasons, animals are not permitted on school grounds.** Dogs and other small animals may be gentle at home but unpredictable at school when confronted by a large number of unfamiliar children. *Parents/guardians, we also ask that you do not bring dogs to school events such as field day or when picking up or dropping off your children.*

### **School-Wide Behavior Support: Teaching and Learning Good Behavior**

Our school wide positive behavior support plan is based on the International Baccalaureate (IB) Primary Years Programme Learner Profile:





As students and adults, we work to become learners who are:

Inquirers  
Risk-takers  
Caring  
Reflective  
Thinkers  
Knowledgeable  
Open-minded  
Communicators  
Principled  
Balanced

All students are taught the school rules and expectations at the beginning of the school year and after long breaks. These expectations are also posted throughout the school. See the following Behavior Expectation Matrix:



## School-wide Expectations for RCES Behavior

	<i>Learner Profile Attributes</i>	<b>Classroom</b>	<b>Hallway</b>	<b>Restroom</b>	<b>Cafeteria</b>	<b>Assemblies</b>	<b>Playground</b>	<b>Technology</b>	<i>Reflective Questions</i>
<b>Respectful</b> 	<i>Principled Open-minded Communicator Caring Reflective</i>	-Active listening -Eyes on the speaker -Always address others kindly	-Hands to sides -Silent voices	-Respect privacy -Low voices -Maintain cleanliness -Flush	-Use table manners -Use indoor voices -Honor the allergy table rules	-Enter and exit quietly -Sit on your bottom -Listen to the speaker	-Include others -Take turns/share -Take care of playground equipment	-Focus on learning -Listen to directions	<i>Have you taken responsibility for your actions? Are you acting in a <u>principled</u> way and showing respect for the rights of others?</i>
<b>Communicate</b> 	<i>Communicator Principled Reflective</i>	-Take ownership of words & actions -Share your ideas -Actively listen to others	-Tell an adult where you are going -Silent waves are okay	-Report concerns -Ask before you leave	-Use polite words and actions -Raise your hands if you need assistance -Listen to the monitors	-Active listening	-Telling not tattling -Report issues	-Access technology for learning -Share your thoughts with kind words and actions	<i>Are you being truthful when you <u>communicate</u> with others? Are you <u>principled</u> and <u>caring</u> when you <u>communicate</u> with others? Have your actions shown <u>open-mindedness</u> and respect for the points of view of others?</i>
<b>Excel</b> 	<i>Inquirers Knowledgeable Thinkers Risk-takers Balanced Reflective</i>	-Complete work on time -Follow directions -Do your best work	-Go directly to your destination	-Enter/leave quickly & quietly -Use only when needed	-Get everything you need while in line -Clean your area	-Show integrity during the entire presentation -Actively participate	-Know & follow playground rules -Line up quietly & quickly	-Create and innovate -Be your best self online -Solve a problem	<i>Are you being <u>balanced</u> in your learning? How are you being both a <u>risk-taker</u> and a <u>thinker</u> at school? Are you becoming <u>knowledgeable</u> through inquiry?</i>
<b>Safe</b> 	<i>Caring Balanced Reflective</i>	-Hands, feet, and objects to self -Always walk -Use equipment appropriately	-Single file on the right side -Hands and feet to self -Walking feet	-No horseplay -Hands to self -Wash hands	-Walk -Stay seated -Hands/feet to self -Eat your own food	-Hands/feet to self -Walk	-Know boundaries -Safe hands & feet -Use equipment appropriately	-Make appropriate choices -Handle with lobster claws -Unplug/plug like a lady bug	<i>How are you <u>caring</u> for the safety of yourself, others and property? How are you <u>balancing</u> your own needs with the needs of our school community?</i>

## **Social Emotional Learning**

The social and emotional development of our students is very important to us. Children learn tools to develop the skills of emotional intelligence, to understand and manage their feelings effectively, to make better decisions, build healthy relationships, and be successful learners. Students will learn how to identify their emotions through the use of feeling words. Periodically, we will send home information and resources for families to use at home.

## **Bullying (administrative policy JICDE)-**

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

At Ranch Creek, we take bullying seriously and provide direct instruction to our students to ensure they are able to identify it, if it occurs. Our students learn about a variety of behaviors that might make them feel sad or uncomfortable:

**Conflict** occurs when 2 or more want different things and are inflexible about those desires. Power is equal. Angry words, name-calling and physical aggression can occur from either or both parties, even among the best of friends and can usually be resolved with compromise after the heat of the moment passes.

**Mean moments** occur when one is unkind to another. This is not on-going and both still have power in the relationship. Regret for their actions or words are evident. Depending on the social/emotional maturity level, this can often be resolved with simple apologies.

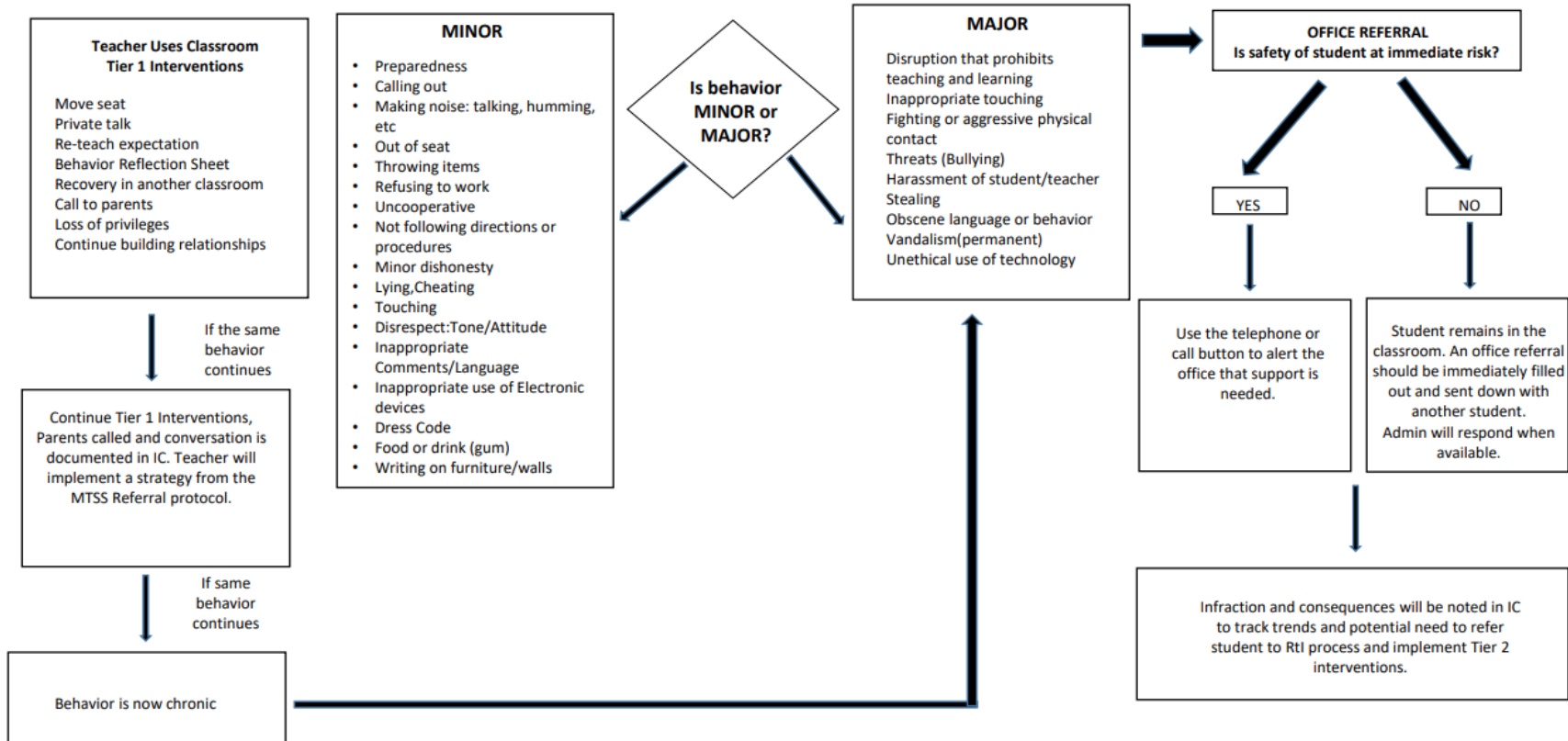
**Bullying** occurs when one or more behave in a way that takes the power from the victim. This is one-sided and is not resolved with compromise or simple apology. In fact, the perpetrator does not even acknowledge a problem. Bullying can take many forms with the goal of intimidating, humiliating or isolating the victim, and it is recurring.

If bullying occurs, the staff takes a tiered approach to stop it. Our school counselor will support students with instruction so that students understand the behavior and its impact. Our teachers will take actions in the classroom so that there is not an opportunity for the behavior to continue. Our administrators will take disciplinary action, if warranted.

The first step in stopping unwanted behavior is making adults aware of the problem. If your child is experiencing any of these behaviors, encourage them to speak with their classroom teacher or our school counselor.

See below for the flow chart our staff follows when dealing with disciplinary situations:

## RANCH CREEK ELEMENTARY SCHOOL SCHOOL WIDE BEHAVIOR REFERRAL CHART



PLEASE NOTE- All rules, policies, district policies, and procedures apply to all school-sponsored activities, whether on or off campus, before school, during school, or after school. Student conduct that occurs off campus, but may threaten the health, welfare, or safety of students may also warrant disciplinary action. This is evaluated on a case-by-case basis.

*Upon reading this school handbook, and the following district handbook, parents should sign in to the Parent Portal of Infinite Campus and acknowledge understanding of these procedures.*

Academy District 20

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

School Year 2024-2025



This document is provided as a resource to Academy District 20's parents and students. **Readers should be aware that much of this information is in summary form. Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the District website at <http://www.boarddocs.com/co/asd20/Board.nsf/Public>.** Policies may also be reviewed at the Education and Administration Center of Academy District 20 located at 1110 Chapel Hills Drive. A printed copy of the Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents may be requested at no cost in the administrative office of any school or by calling Legal Relations at 719-234-1200. Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with District and school policies, including ones which may not be included in this publication but are on the website.

July 15, 2024

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## Introduction

Public school students have certain rights guaranteed by the constitution and laws of Colorado as well as the United States of America. These rights are not the same as adults because the school is a special setting. The law provides that school officials need flexibility to control student behavior in the schools and at school activities, even possibly for actions that occur off-campus, on weekends or during the summer, if the actions have a nexus to school or are detrimental to the welfare of students or staff at the school. However, students do have numerous protections from undue censorship, arbitrary actions of school staff members and elected officials, and unlawful search and seizure, among other things.

This handbook informs you of your rights and your responsibilities as an Academy District 20 student. It will help you be a successful student and citizen in our District. Please read it carefully and ask questions of your principal, your counselor, or your teachers if you do not understand.

## Academic Rights

To function well in the classroom, you must have a clear idea of what the teachers expect of you. Therefore, you have a right to know exactly what the requirements are for each course in which you are enrolled. If the course requirements seem unclear to you, or if you have questions, you have not only a right but also an obligation to yourself, your fellow classmates, and to your teacher, to ask for clarification.

## Academy District 20 Mission Statement

The mission of Academy School District 20 is to educate and inspire students to thrive.

## Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification:

In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act, the District has Asbestos Management Plans available for review at each school and at Facilities Management, 10221 Lexington Dr., Colorado Springs, CO 80920. Contact the Director for Facilities with any questions. Telephone: 719- 234-1510.

## Assessments (administrative policy IKA):

State and federal laws require District students to take standardized assessments in the instructional areas of English language arts, math and science. If a student's parent/guardian chooses to opt the student out of taking a state assessment, the District shall not prohibit the student from participating in an activity, or receiving any other form of reward, that the District provides to students for participating in the state assessment.

C.R.S. § 22-7-1013 (8)(b).

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

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

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

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

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

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

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

### Balancing Rights and Responsibilities

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Confidential Student Records-also see (The) Family Educational Rights and Privacy Act (FERPA)**

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

### Disciplinary Removal from Classroom (administrative policy JKBA)

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

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

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, discriminatory or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Licensed staff members are expected to exercise their best professional judgment in deciding whether it is appropriate to formally remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A licensed staff member is authorized to immediately remove a student from his or her classroom if the student's behavior:

1. violates the code of conduct adopted by the District administrative policy; or
2. is dangerous, unruly, or disruptive; or
3. seriously interferes with the ability of the teacher to teach the class or of the students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the District from pursuing or implementing additional disciplinary measures including, but not limited to, detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with District policy concerning student suspensions, expulsions and other disciplinary interventions. Parents/guardians should be notified of the student's removal from class in accordance with established procedures.

### Equal Educational Opportunity (administrative policy JB)

Every student in this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin,

immigration/citizenship status, ancestry, age, pregnancy, marital status, veteran status, disability, family composition and genetic information.

### Evaluation

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

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

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does permit disclosure without a parent's or guardian's written consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own staff members and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or

her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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

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

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

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



The District has designated the following information as directory information:

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

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

### Free Association

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

### Free or Reduced Lunch (administrative policy EF)

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

### Gangs (administrative policy JICF):

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

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

The Board of Education and District administration desire to keep District schools and students free from the threats of harmful influence of any groups or gangs which advocate drug and/or alcohol use, violence, or disruptive behavior. School district personnel shall maintain supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between

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

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

### Homeless Students Notification

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

### Homework Responsibilities

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

### Identification

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

### Individual Dignity

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

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

buses, video and audio recording devices have been installed and may be in operation at any time.

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

In accordance with federal and state law, Academy District 20 does not discriminate on the basis of race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, pregnancy, marital status, veteran status, disability, family composition and genetic information in its programs, activities, operations and employment decisions and provide equal access to the Boy Scouts and other designated youth groups. Administrative policy [AC](#) – Nondiscrimination/Equal Opportunity, and procedures [ACR 1](#), [ACR 2](#), and [ACR 3](#) outline the formal complaint process. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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

**Peaceful Assembly**

The First Amendment to the United States Constitution allows students of a school to peacefully assemble on the school grounds, in compliance with attendance rules and procedures as well as building regulations.

**(The) Protection of Pupil Rights Amendment (PPRA), Notification of Rights under (policy JLDAC-E):**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents certain rights regarding the District's conducting of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; and/or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding; and
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Academy District 20 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through

U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be

provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

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

### Respect for Property

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

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

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

### Seeking Change through the Proper Channels

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

### Sex Education/Health and Family Life

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

### Sex Offenders, Notification Regarding:

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

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

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

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

### Sex-based Harassment (administrative policy JBB)

Academy District 20 complies with Title IX and the implementing regulations. In accordance with administrative policy [AC](#) and its corresponding regulations, no discrimination on the basis of sex, sexual orientation, gender identity or gender expression, transgender status, or family composition is permitted in the programs or activities District 20 operates. Sex-based harassment is recognized as a form of sex discrimination and thus is a violation of the laws which prohibit sex discrimination. A learning environment that is free from sex-based harassment shall be maintained. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sex-based nature.

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

Students are encouraged to report all incidents of sex-based harassment to an adult at school and file a complaint, through the District's complaint process outlined in [JBB E](#). In determining whether alleged conduct constitutes sex-based harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated. See administrative policy [JBB](#), Sex-based Harassment of Students, and the reporting form [JBB-E](#).

### Sharing/Release of Student Information (administrative policy JRCA):

To the extent required or allowed by state law, the District will facilitate the sharing of relevant student records and information when necessary to protect the safety and welfare of school district staff, visitors, students, and the public and to protect property. School personnel who share disciplinary and attendance information concerning a student pursuant to this policy are immune from civil and criminal liability if they act in good faith compliance with state law. Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities; such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children’s Code. If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Educational Rights and Privacy Act (FERPA). See policy [JRCA](#), Sharing of Student Records/Information between School District and State Agencies.

### Student Code of Conduct:

The descriptions below are summaries of more detailed policies. For complete information, please consult the latest version of each administrative policy at [Board Docs - Academy District 20](#).

### Code of Conduct (administrative policy JICDA):

The principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on District property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event and off school property when the conduct has a nexus to school or any District curricular or non- curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of District property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to others that precipitate disruption of the District or school program or incite violence.

7. Engaging in “hazing” activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the District's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the District or on the general safety or welfare of students or staff.
10. Violation of any District policy or regulations, or established school rules.
11. Violation of the District's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the District's policy on student conduct involving drugs and alcohol.
13. Violation of the District’s violent and aggressive behavior policy.
14. Violation of the District's tobacco-free schools policy.
15. Violation of the District's policies prohibiting sexual or other harassment.
16. Violation of the District's policy on nondiscrimination.
17. Violation of the District's dress code policy.
18. Violation of the District’s policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a District staff member.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a District staff member to law enforcement or to the District.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the District’s ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the District staff.

#### [Dress Code for Students \(administrative policy JICA\):](#)

You have a right to dress as you want in accordance with your own taste so long as it is not materially and substantially disruptive to the educational process. The Student Dress Code, administrative policy JICA, defines certain clothing or appearance as disruptive if it advocates drug use, violence, or unlawful activity. If your clothes are inappropriately revealing or tattered and torn, you will be in violation of the dress code as well. A safe and disciplined learning environment is essential to a quality educational program.



District-wide standards on student attire are intended to help encourage school pride and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school safety. The District administration is committed to the idea that students have a right to express themselves through dress and personal appearance, and that student dress has an effect on behavior, work quality and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Subject to approval by the superintendent or designee, school administrators may develop and adopt additional specific dress code standards for their own schools consistent with this policy. Disciplinary actions for violation of the dress code standards will include notification to the student of the violation, the requirement that the clothing be changed before re-entering class, and at the discretion of the building administrator, a parental conference. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations.

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

1. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that: are disruptive, or potentially disruptive, to the educational environment as determined by the administrator; including but not limited to items that:
  - refer to drug, tobacco, or alcohol;
  - are obscene, profane, vulgar or defamatory in design or message;
  - advocate drug use, violence, or disruptive behavior;
  - threaten the safety or welfare of any person.
2. Clothing that:
  - reveals all or part of the stomach, buttocks or chest; or
  - is backless; or
  - reveals underwear; or
  - is inappropriately sheer, short, tight or low-cut.

Exceptions:

Appropriate clothing may be worn in physical education classes or when participating in, or attending, school sponsored sports activities. Clothing normally worn when participating in, or attending, other school sponsored extracurricular activities such as prom or homecoming, may be worn when approved by the administrator and sponsor or coach.

#### **Drug and Alcohol Use by Students (administrative policy JICH):**

It shall be a violation of District policy and considered to be behavior that is detrimental to the welfare and safety of other students or school personnel for any student to possess, use or distribute alcohol or drugs, or to possess drug paraphernalia on school property or at school-sponsored events. **Sharing any controlled substance, including**

**prescription medication, is also a violation of District policy.** In order to promote a healthy and safe learning environment, the school district will take disciplinary action that may include suspension or expulsion from school and may include referral to law enforcement for criminal prosecution.

Students who use or possess alcohol or drugs or are under the influence of alcohol or drugs in violation of policy JICH will be disciplined in the following manner:

- **First Offense** - The student may be suspended for up to five school days, and the principal may request the superintendent to extend the suspension up to an additional five days. At the discretion of the principal and with the concurrence of the superintendent, this period may hold in abeyance, a portion of the suspension if the student completes an appropriate program, which may include an alcohol and/or drug education/treatment/counseling program and/or community service, details of which shall be agreed to between principal and parent. Costs of the program shall be the responsibility of the student and parent. Failure to provide documentation of completion of the program within the prescribed time limits will result in the reinstatement of the original suspension.

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

- **Second Offense** - The student may be suspended for ten school days and the principal may recommend expulsion.
- **Third and Subsequent Offense(s)** - The principal or designee may recommend to the superintendent expulsion of the student for up to one calendar year for third offense and all subsequent offenses occurring within three years.

### **Penalties for Possession of Drug Paraphernalia**

Students who possess drug paraphernalia at school, on the school bus, or at school sponsored events may be disciplined in the following manner:

- **First Offense** - The student may be suspended for three school days.
- **Second Offense** - The student may be suspended for five school days.
- **Third Offense** - The student may be suspended for five school days and the principal may recommend an additional five days' suspension, or expulsion.

## **Penalties for Distribution, Selling, Purchasing or Exchanging Alcohol or Drugs**

Students who distribute, sell, purchase or exchange alcohol or drugs, whether by selling or giving, may be expelled, provided that the purchase or exchange of over-the-counter drugs may be limited to a suspension in appropriate circumstances at the discretion of the principal.

### **Electronic Communication Devices, including Cell Phones (administrative policy JICJ):**

Electronic communication devices can play a vital communication role. However, unless expressly permitted by a teacher for instructional purposes, the use of electronic communication devices within the classroom is not permitted. For purposes of this policy, an “electronic communication device” is any device which records, replays, transmits, receives or otherwise conveys information electronically between the student and another person or entity.

Students may carry electronic communication devices approved by the building principal, but these devices must be turned off and put away during instructional time, unless they are being used for instructional purposes and with approval of the teacher. Regarding non-instructional time, school staff members have the authority to restrict students' use of such devices in school buildings, on school buses, at school-sponsored activities and on field trips, if in the judgment of the staff member, the use of the device interferes with the educational environment. Use of a device to record all or part of any classroom instruction is permissible only with the prior approval of the teacher.

Use of electronic communication devices with cameras is prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times.

Violation of this policy and/or use that violates any other District policy may result in disciplinary action and confiscation of the electronic communication device. A conference between the parent/guardian, student and school personnel may be required in the event an electronic communication device is confiscated.

The District shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

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

Parents/guardians and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students whether created by the District or a third party. "Eligible student" means a student 18 years of age or older

or an emancipated minor. Any survey, assessment, analysis, or evaluation administered or distributed by a school to students shall be subject to applicable state and federal laws protecting the confidentiality of student records.

Parents/guardians and eligible students shall receive notice and have the opportunity to opt a student out of activities involving the collection, disclosure or use of personal information collected from the student for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose.

School personnel is prohibited under state law from recommending or requiring the use of psychotropic drugs for students. School personnel is also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used. Prior to conducting any such testing, school personnel shall obtain written permission from the parent/guardian or eligible student in accordance with applicable law.

Licensed school personnel is encouraged to be knowledgeable about psychiatric or psychological methods and procedures but shall not be involved in any diagnosis, assessment or treatment of any type of mental disorder or disability unless appropriately certified.

#### Student Expression

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

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

#### Student Conduct (administrative policy JIC):

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

The District, in accordance with state law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code shall emphasize that certain behavior, especially behavior that disrupts the classroom, is

unacceptable and may result in disciplinary action. The code shall emphasize proportionate disciplinary interventions and consequences and keeping students engaged in learning. The code shall be enforced uniformly, fairly and consistently for all students.

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

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

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

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

#### [Student Discipline \(administrative policy JK\)](#)

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

#### [Student Fees and Fines \(administrative policy JQ\)](#)

Families that are eligible for the **Free and Reduced Program** should provide their household income information by completing the Free and Reduced Application. While meals are provided for free to all Academy District 20 students through Healthy School

Meals for All, it's important for us to gather this information in order to receive federal funding.

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

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

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

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

#### **Interviews by school administrators**

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

#### **Searches conducted by school personnel**

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

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

### **Search of school property**

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

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

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

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

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

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

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

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

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

### **Detection canines**

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

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

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

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

### **Seizure of items**

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

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

### **Search and seizure**

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



### **Custody and/or arrest**

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

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

### **Parking Lot/Vehicle Searches (administrative policy JIHB)**

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

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

### **Student Organizations (administrative policy JJA)**

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

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

### [Student Use of the Internet, Electronic Communications, and Digital Media \(administrative policy JS\)](#)

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

**Blocking or filtering obscene, pornographic, or harmful information** Recognizing the dynamic nature of the digital landscape, wherein students may encounter materials of varying content, including potentially harmful content, the District will make reasonable measures to safeguard students from accessing material

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

### **No expectation of privacy**

District-owned digital resources are intended for educational purposes and are subject to monitoring and oversight by the District. Students should be aware that there is no expectation of privacy when accessing or using District digital resources or within the District network. Students’ devices will be filtered at home using the same filtering

settings as those applied within the District. All material and information accessed/received through the District network shall remain the property of Academy District 20 and subject to disclosure under the Colorado Open Records Act (CORA).

### **Unauthorized and unacceptable uses**

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

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

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to District education objectives
- that contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the District's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction, or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or District policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator
- that uses Artificial Intelligence in an inappropriate manner
- that engages in cyberbullying

### **Security and safety**

Ensuring the security and safety of digital resources is of paramount importance. Students must promptly report any security concerns they encounter while using digital resources to designated District personnel.

Students are prohibited from engaging in activities that compromise the integrity or functionality of District networks or digital resources, including acts of vandalism, hacking attempts or unauthorized access attempts which includes using another person's password or any other identifier.

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

### **District Provided Devices**

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

### **Student use is a privilege**

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

### **School district makes no warranties**

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

### **Students with Life-Threatening Allergies (administrative policy JLCDA)**

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

#### **Health care plan**

The school nurse, or a school administrator in consultation with the school nurse and parent, shall develop and implement a health care plan (plan) for each student with a diagnosis of a potentially life-threatening food allergy. The plan shall address communication between the school and emergency medical services, including instructions for emergency medical responders.

#### **Reasonable accommodations**

Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. If a student

qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

### **Access to emergency medications**

Emergency medications for treatment of the student's food allergies or anaphylaxis shall be kept in a secure location accessible to designated school staff. The student's parent/legal guardian shall supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to self-carry such medication in accordance with administrative policy [JLCD](#), Administering Medications to Students. Even if the student is authorized to self- carry, the parent is strongly encouraged to provide self-injectable epinephrine to the school.

### **Staff training**

The principal or designee, in consultation with the school nurse, shall determine the appropriate recipients of emergency anaphylaxis treatment training, which shall include those staff directly involved with a student who has a known food allergy during the school day.

### **Suspension and Expulsion (administrative policy JKD/JKE):**

Academy District 20 shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

The Board and its designee(s) may consider the following factors in determining whether to suspend or expel a student:

1. the student's age;
2. the student's disciplinary history;
3. the student's eligibility as a student with a disability;
4. the seriousness of the violation committed by the student;
5. the threat posed to any student or staff; and
6. the likelihood that a lesser intervention would properly address the violation.

The following are grounds for suspension or expulsion under state law and/or District policy:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the child or to other children. Nothing in this paragraph shall be construed to limit the school district's authority to suspend a student with a disability for a length of time consistent with federal law.

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

### Grounds for denial of admission

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

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

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

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

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

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

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

### **Tobacco Free Schools (administrative policy ADC):**

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

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

purposes of this policy, the following definitions apply:

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



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

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

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

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

#### [Use of Physical Intervention and Restraint \(administrative policy JKA and JKA R\)](#)

To maintain a safe learning environment, District staff members may, within the scope of their employment duties and consistent with state law, use physical intervention and restraint with students in accordance with District policy and accompanying regulation. [JKA E 2](#) represents the process that must be followed when a student or the student's parent/guardian wishes to file a complaint about the use of restraint or seclusion by a District staff member.



### Weapons in School (administrative policy JICI):

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

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

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

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

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

**Wellness, School (administrative policy ADF):**

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

