

# Family and Student Handbook

2023-2024



This is our handbook for a traditional school year.

Please refer to any updated communication for current guidelines  
for the 23-24 school year.

194 Mikado Drive, W.  
Colorado Springs, Colorado 80919

719-234-5200

Carre Bonilla, Principal  
[www.rockrimmon.asd20.org](http://www.rockrimmon.asd20.org)

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Please note that the **ASD20 Notification of Parent Rights and Student Responsibilities** is included in the Rockrimmon Family/Student Handbook and is accessible from the D20 website.

[www.asd20.org](http://www.asd20.org)

# RISE EXPECTATIONS

Expectation 23-24	Classroom	Technology	Bathroom	Bus	Café Ole	Hallway	Office	Playground	Before School	After School	
<b>R</b> Respect Responsibility	<ul style="list-style-type: none"> <li>Follow adult instructions.</li> <li>Be an active listener.</li> <li>Be on task and ready to learn.</li> </ul>	<ul style="list-style-type: none"> <li>Have clean hands when using a device.</li> <li>No food and/or drinks</li> <li>Use preset device settings.</li> <li>Follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices.</li> <li>Walk directly to and from your assigned bathroom.</li> </ul>	<ul style="list-style-type: none"> <li>Take care of your belongings.</li> </ul>	<ul style="list-style-type: none"> <li>Throw all trash away and clean up your space.</li> <li>Use conversational voice.</li> <li>Follow adult directions.</li> <li>Eat in your assigned area.</li> </ul>	<ul style="list-style-type: none"> <li>Hang up your backpack and coat.</li> <li>Keep your hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Look at the office staff and speak kindly.</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands and feet to yourself.</li> <li>Follow adult directions.</li> <li>Use equipment correctly.</li> <li>Speak in a kind voice and use "I" statements.</li> </ul>	<ul style="list-style-type: none"> <li>Always walk.</li> <li>Go directly to your area.</li> <li>Listen for your family number.</li> <li>Respond respectfully to adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>Always walk.</li> <li>Respond respectfully to adult directions.</li> </ul>	
<b>I</b> Integrity	<ul style="list-style-type: none"> <li>Do your own work.</li> <li>Do your best work.</li> <li>Use materials appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Use teacher approved apps, websites, and digital resources.</li> <li>Practice good digital citizenship.</li> </ul>	<ul style="list-style-type: none"> <li>Report problems and damage.</li> <li>No more than 3 students in the bathroom at a time</li> </ul>	<ul style="list-style-type: none"> <li>Follow the bus rules and bus driver's directions</li> </ul>	<ul style="list-style-type: none"> <li>Stay with your menu choice.</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions.</li> <li>Do the right thing.</li> </ul>	<ul style="list-style-type: none"> <li>Come to the office with real needs.</li> </ul>	<ul style="list-style-type: none"> <li>Show good sportsmanship.</li> <li>Stand up for what is right.</li> <li>Make good choices.</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the path or sidewalk.</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the assigned path or sidewalk to leave the school grounds.</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the path or sidewalk.</li> </ul>
<b>S</b> Safe	<ul style="list-style-type: none"> <li>Keep your hands, feet, and objects to yourself.</li> <li>Be in the classroom only when a staff member is present.</li> </ul>	<ul style="list-style-type: none"> <li>Hold bottom of device with two hands.</li> <li>Always use a device on a table or desk.</li> <li>Log in and out of your account.</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands with soap.</li> <li>Keep area clean.</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your assigned seat, facing forward.</li> <li>Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>Eat your own food.</li> <li>Report spills to an adult.</li> <li>Wash hands or use hand sanitizer before lunch.</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the right side in a single file line.</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn on the bench.</li> </ul>	<ul style="list-style-type: none"> <li>Line up when the whistle is blown.</li> <li>Follow rules.</li> <li>Stay within boundaries.</li> <li>Report unsafe conditions</li> </ul>	<ul style="list-style-type: none"> <li>Wait for an adult to help you out of the car.</li> <li>Go directly to your outside classroom door.</li> </ul>	<ul style="list-style-type: none"> <li>Wait only in your assigned area.</li> <li>Wait for an adult to help you into the car.</li> </ul>	<ul style="list-style-type: none"> <li>Wait for an adult to help you out of the car.</li> <li>Go directly to your outside classroom door.</li> </ul>
<b>E</b> Empathy	<ul style="list-style-type: none"> <li>Use common courtesy.</li> <li>Be aware of others.</li> </ul>	<ul style="list-style-type: none"> <li>Charge device when done.</li> <li>Close out of apps on iPad.</li> <li>Be kind to others while working.</li> </ul>	<ul style="list-style-type: none"> <li>Flush.</li> <li>Honor the privacy of others.</li> </ul>	<ul style="list-style-type: none"> <li>Own your own behavior.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage students who are alone to eat with you.</li> </ul>	<ul style="list-style-type: none"> <li>Be silent in Learning Zones.</li> </ul>	<ul style="list-style-type: none"> <li>Be patient.</li> <li>Use 'please' and 'thank you'.</li> </ul>	<ul style="list-style-type: none"> <li>Include others when appropriate.</li> <li>Be a friend to all.</li> </ul>	<ul style="list-style-type: none"> <li>Be considerate of others and their personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Be considerate.</li> <li>Respond when your number is called.</li> </ul>	<ul style="list-style-type: none"> <li>Be considerate of others and their personal space.</li> </ul>



# ACADEMY DISTRICT 20 CALENDAR



**2023**

July						
M	T	W	T	F	S	S
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31						

**4 Independence Day**

August						
M	T	W	T	F	S	S
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

**2-4** New Licensed Staff Orientation  
**7-10** Prof. Learning Days  
**11** Staff Work Day  
**14** First Day of School for ES, 6th, & 9th  
 No 7th, 8th, 10th, 11th or 12th  
**15** All Students Attend School  
**24** Elementary Test Day  
**25** Elementary Test Day

September						
M	T	W	T	F	S	S
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

**1** PLC - 2 Hour Late Start  
**4** Labor Day  
**5** ES Professional Learning Day / No ES  
**15** PLC - 2 Hour Late Start  
 MS & HS Attend School  
 End of Third Quarter  
**18-20** Parent/Teacher Conferences  
**19** No ES & MS  
**20** HS Attend School  
 No ES, MS, or HS  
 School Offices Open Until Noon

October						
M	T	W	T	F	S	S
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

**6** PLC - 2 Hour Late Start  
**12** ES Staff Workday / No ES  
 MS & HS Attend School  
**13** Professional Learning Day  
 End of First Quarter  
**18-20** Parent/Teacher Conferences  
**19** No ES & MS  
**20** HS Attend School  
 No ES, MS, or HS  
 School Offices Open Until Noon

November						
M	T	W	T	F	S	S
	1	2	3			
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			

**3** PLC - 2 Hour Late Start  
**17** PLC - 2 Hour Late Start  
**20-24** Thanksgiving Break

December						
M	T	W	T	F	S	S
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

**1** PLC - 2 Hour Late Start  
**15** First Semester Ends  
**18-29** Winter Break

**2024**

January						
M	T	W	T	F	S	S
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30	31				

**1** New Year's Day  
**2** Staff Work Day  
**3** Professional Learning Day  
**4** Second Semester Begins  
 ES, MS, & HS Return to School  
**15** Martin Luther King, Jr. Day  
**19** PLC - 2 Hour Late Start

February						
M	T	W	T	F	S	S
				1		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29			

**2** PLC - 2 Hour Late Start  
**16** Professional Learning Day  
**19** Presidents' Day

March						
M	T	W	T	F	S	S
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

**1** PLC - 2 Hour Late Start  
**15** ES Staff Workday / No ES  
 MS & HS Attend School  
 End of Third Quarter  
**20-22** Parent/Teacher Conferences  
**21** No ES & MS  
**22** HS Attend School  
 No ES, MS, or HS  
 School offices open until noon  
**25-29** Spring Break

April						
M	T	W	T	F	S	S
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30					

**5** PLC - 2 Hour Late Start  
**19** PLC - 2 Hour Late Start

May						
M	T	W	T	F	S	S
				1		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

**2** Elementary Test Day  
**3** Elementary Test Day  
**3** PLC - 2 Hour Late Start  
**27** Memorial Day  
**29** Tentative Last Day of School  
**30** Staff Work Day

June						
M	T	W	T	F	S	S
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		

- District Closed - No Staff, No Students
- Non-School Day - No Students
- Student Attendance Varies
- PLC - 2 Hour Late Start
- ES Elementary School
- MS Middle School
- HS High School

Calendar adopted: Feb. 18, 2021; Revised Dec. 21, 2022  
 177 Student Contact Days; 183 Teacher Contract Days

1110 Chapel Hills Drive | Colorado Springs, CO 80920 | Phone: 719-234-1200 | Fax: 719-234-1299 | Hours: 7:30 a.m. – 4:30 p.m., M–F

## **ACADEMY DISTRICT 20 MISSION**

*We educate and inspire students to thrive.*

## **ROCKRIMMON MISSION STATEMENT**

*We educate and inspire students to thrive.*

## **IB MISSION STATEMENT**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

# WELCOME

Dear Students and Families,

Welcome back to school! Please take a few minutes to read through this handbook; it should answer questions that you might have regarding school procedures. Rockrimmon's most up-to-date, school-wide communications are provided on the front page of the Rockrimmon Elementary website and through 20Alerts. Please note that our school news is communicated electronically. Be sure that you subscribe to updates, so you receive timely information. Weekly 20Alerts are sent out with news, event updates and other essential information. If you do not receive these, please verify, and update your information through the Extended Parent Portal in Infinite Campus.

We believe that the number one job of the administration is to keep children safe, and the number two job is to make sure Rockrimmon is a place where kids can learn. You can help us have a safe place for all students by keeping your family and emergency contact information up to date through the Extended Parent Portal. We do not want a delay in reaching a parent/guardian because the contact information is outdated.

Rockrimmon Elementary received its authorization as an International Baccalaureate Primary Years Programme (IBPYP) in July 2002 and was reauthorized in 2006, 2011, 2016, and 2022. The IBPYP is a philosophy of teaching that emphasizes the inquiry method, a powerful vehicle for all learners. It promotes genuine understanding and challenges students to engage in the study of global concepts. Learning a second language (Spanish) and community service or "taking meaningful action" are also major components of the IBPYP.

Although all students at Rockrimmon participate in the IBPYP, they are also required to meet Colorado Academic Standards. Students at Rockrimmon are assessed by the same standardized tests that are required for all elementary students in District 20.

We believe that teachers and parents working together provides the best opportunity for our students to grow academically, socially, and emotionally. Our goal is to help each student reach his/her full potential, and we know that you will support us in reaching that goal.

We encourage you to visit the school, become involved with our many different parent activities, and talk with us when you have questions, concerns, or accolades. Together, we can make an excellent school even better!

Carre Bonilla, Principal

## GENERAL SCHOOL INFORMATION

### *SCHOOL HOURS*

- 8:30 a.m. Before school, students will line up outside their classroom door. There is no adult supervision prior to 8:30 a.m., so students **may not** be on the playground any earlier for safety reasons. There is no playground or field use between 8:30 and 8:45 a.m.
- 8:35 a.m. Teachers open classroom doors and welcome students into their classroom.
- 8:40 a.m. First bell – Students outside the building should go straight to their outside classroom door. Students dropped off between 8:40 and 8:45 a.m. will enter the building through the front doors.
- 8:45 a.m. Second Bell – Students should be in their classroom and school begins. Parents should park and sign student in at the front office. No supervision after the second bell.
- 3:50 p.m. Dismissal Bell Rings – Students exit the building and proceed home.
- 4:05 p.m. Playground/Pick-up Lane is no longer supervised.

Grades K-5

8:45 a.m. – 3:50 p.m.

**Please be sure that your student arrives at school by 8:40 a.m. and departs promptly at 3:50 p.m.**

## ALLERGIES

More and more of our students are coming to school with allergies – some life threatening. We do have students with severe/life threatening nut allergies at Rockrimmon. To provide a safe environment for these students, a nut-free table is available in our cafeteria. Students may invite friends to join them at this table only if they have purchased a school lunch. Our school lunches are prepared nut free. Please check the appendix for information on the D20 School Wellness Policy.

Some of our classrooms are “nut protected.” These classrooms may have specific restrictions regarding food for parties or special events. Classroom teachers will provide details as needed.

## ARRIVAL AND DEPARTURE PROCEDURES

### *KISS AND GO LANE HOURS AND PROCEDURES*

Morning Hours: 8:30-8:45 a.m.

Afternoon Hours: 3:50-4:05 p.m.

Please do not drop off children before 8:30 a.m. for safety reasons. Adult supervision begins outdoors promptly at 8:30 a.m. There is no adult supervision of students before 8:30 a.m.

The first bell rings at 8:40 a.m. Students arriving after the 8:40 a.m. bell should enter the building through the front door.

An adult must accompany and sign in students at the office who arrive after the 8:45 a.m. bell. Please do not send late students into the building alone. If the “Oops...you’re late!” sign is at the front of the building, you must park, walk your child to the office, and sign them in.

**If families choose not to use our Kiss & Go system**, parents must park the car and walk their child from the parking lot. At dismissal, parents must park and walk their child in the crosswalk to their parked car. Students should **never** be in the crosswalk alone.

The drop off/pick up lane is for the purpose of dropping off and picking up students before and after school and is marked by cones for the safety of students and other drivers.

- Drive into the driveway single file.
- Do not park in the faculty lot or in the overflow area just east of the building.

- Before school, Rockrimmon staff members dressed in orange safety vests, open car doors to greet students and let them out efficiently.
- Parents remain in the car and pull through the line quickly when directed.
- Children must be ready to exit the car on the curbside as you pull up to keep the line moving smoothly and quickly.
- Staff will not open doors on the driver's side for safety reasons.
- Staff will not buckle or unbuckle students.
- When your child has special projects, etc. and needs more time to get out of the car, please park in a parking space and **escort your child across the crosswalk** to the school. **Children MUST have an adult with them when crossing the driveway and using the crosswalk.** Walking between cars is dangerous. Wait for permission to cross all crosswalks, including the crosswalk at the front of the building.
- Beginning at 8:30 a.m., students will walk directly to their outside classroom door. After the first bell at 8:40 a.m., students who are dropped off in Kiss and Go shall enter the building through the front doors.
- After school, students using car pick up will wait inside the building for their number to be called. Rockrimmon staff in orange vests will assist students into their cars on the passenger side as parents pull through the line. Families not using the car pick up system should have an alternate place to meet their child and should not come to the gym door looking for their child. Staff cannot use the walkie talkie system to call for students during car pick up. Please go to the front office for assistance.

*ADDITIONAL KISS AND GO SAFETY INFORMATION:*

- Please be respectful of homeowners down Mikado Drive by not blocking driveways as the line pulls forward.
- Please do not attempt to pull out of the lane, we ask that you stay in line and exit at the top of the drive, in front of the school.
- Parking is limited. Thank you for NOT parking in the faculty parking lot, grassy areas around the school, or in the driveway around the island. Parent parking is available to the left side of the parking lot entrance.

### *BUCKEYE DRIVE DROP OFF AND PICK UP*

- Some parents choose to drop off and pick up their students at the back of the school on Buckeye Drive.
- Please pull up on the south side of the street so your student can get in or out on the school side. Do not park between bus signs.
- If you park on the north side of Buckeye, please escort your student across the street as there is no crossing guard.

### *HANDICAPPED PARKING*

Please remember that the designated handicapped parking spaces are for use by those with handicapped parking tags or plates. We do have students and parents that qualify to use these parking places and the spaces must be available for them. We have created a handicapped drop off area at the end of the service drive on the west side of the parking lot. There is a gate there and **only parents with qualified students may park there long enough to drop off their students.** This keeps our qualified students from having to travel through the parking lot to access or leave the building.

### *FOR THOSE WHO WALK*

1. Always use the sidewalks.
2. Respect other people's property by not taking short cuts.
3. Always use crosswalks where available.
4. Proceed directly to school and from school.
5. REFUSE TO GO WITH A STRANGER.

### *BUS STUDENTS*

Only regularly scheduled bus students have permission to ride the bus. Riding the bus is a privilege. Improper conduct will result in loss of that privilege. Regular bus riders must purchase a semester bus pass at the D20 transportation office (719-234-1410) or the Finance Office at the Education and Administration Center (719-234-1200) at 1110 Chapel Hills Drive. Students who are eligible for transportation, but who ride infrequently, can purchase a booklet worth 20 bus rides. These bus pass booklets can be purchased, in advance, at any school, at the Transportation Department, or at the Education and Administration Center for \$20.00. Please note that school bus stops are District #20 property and under the Tobacco-Free School policy, use of tobacco products at school bus stops is prohibited.

Video cameras will be used on District #20 buses, as deemed necessary by the transportation department, for the purpose of student management and to check the quality of transportation services. Such use will be oriented toward deterrence and/or correction of inappropriate or unsafe behavior, and to assure excellent customer service. Students will NOT be notified when a video camera is on board/in use on a district vehicle. When videotapes are produced, they shall be stored and secured to assure confidentiality. Video recordings held for review of bus incidents will be maintained in their original form pending resolution. Upon resolution, tapes are released to be erased or maintained according to established procedures that govern access, review, and release of student records. Additional information regarding this policy is available in Academy School District #20 School Board Policy [EEB.R](#).

## ASSESSMENT AND TESTING

Assessment of student skills is a critical part of the teaching-learning cycle at Rockrimmon. Teachers use informal observation, teacher-made tests, and a variety of formal tests to identify what students know and what they need to learn next. Benchmark tests are administered three times a year to ensure that students are on track to achieve end-of-year goals in reading, writing, and math.

All Colorado students in grades 3-5 who attend public schools are assessed in English Language Arts and Mathematics using the Colorado Measures of Academic Success (CMAS). In addition, students in grade 5 are assessed in science. Fourth grader students are assessed in social studies on a rotating schedule determined by the Colorado Department of Education. The testing calendar is published each year on the ASD20 website.

**Attendance** during Rockrimmon's benchmark and state testing windows is important for all students. Please note the calendar of assessment dates in teachers' newsletters or by 20Alerts via email, and plan to avoid vacations and appointments during scheduled testing sessions.

## ATTENDANCE

### *STUDENT ATTENDANCE POLICY [JE](#):*

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

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



**Tier 1:** When a teacher recognizes a poor attendance pattern, such as arriving at school after the bell, early checkouts, and/or multiple absences, the teacher will contact the parent to communicate the impact of these absences on learning.

**Tier 2:** If the poor attendance pattern continues, a Notice of Concern letter is sent home by the administration.

**Tier 3:** If the poor attendance pattern continues, the school administration sends a formal letter to the parents requesting a meeting. The purpose of the meeting is to create an Attendance Contract and to begin weekly progress monitoring of attendance. Non-compliance will initiate Truancy Proceedings.

### *TRUANCY PROCEEDINGS*

If a student is absent without proper notification from the parent, the student shall be considered truant. A "habitual truant" shall be defined as a student who has attained the age of seven years, is a registered student in Academy District Twenty, and has four unexcused absences from school in any one month or ten unexcused absences from class or school during any school year.

When a student becomes habitually truant (Board of Education definition), the school shall require a meeting between the student's parents and appropriate school personnel to review and evaluate the reasons for the student being habitually truant. Such meetings shall be arranged by appropriate administrative personnel and held no later than 10 school days after the student's 4th unexcused absence in a month or 10th unexcused absence in a year. Excused absences are defined in the D20 Handbook of Students' Rights and Responsibilities and Annual Notification to Parents found in the appendix.

### *REPORTING AN ABSENCE*

Please call the school office (719-234-5200) or go to the absence notification link on the Rockrimmon web site no later than 9:00 a.m. if your child will not be attending school that day or will be late in arriving. Doing so ensures that parents and teachers know that each child is safe and accounted for. *Please notify the office even if you have notified the teacher. Please leave a message when calling before 8:30 a.m.*

**Please help us keep your child safe by remembering to notify us of your child's absence.**

**Reminder:** Students are marked absent if they arrive after the pledge at 8:50 a.m. If the "Oops...you're late!" sign is at the front of the building, the parent or guardian must park, walk the student to the office, and sign them in. District policy is to count student attendance by the minute.

Students will be given time to make up for the work they missed during their absence. Please do not drop in during class time to request work. If you desire homework for your child on the day they are absent, please notify the office by 9:00 a.m. If possible, this work will be available after school on the same day. If going on a trip, work may be picked up after returning. We appreciate your help with this policy to keep class disruptions to a minimum.

### *EARLY CHECKOUT*

If it is necessary for a student to leave school during school hours (before 3:50 p.m.), he/she **MUST** be signed out by a parent/guardian through the office and checked back in through the office secretary when returning to school. Photo identification is required each time a parent checks a student in or out of the school. If someone other than the parent will be picking up a student, the office must be notified of the name of the authorized person, even if that person is on the Emergency Contact List.

**If a student is checked out early to attend out-of-school activities (for example: piano lessons or dance competitions) they will be marked as unexcused.**

## **BREAKFAST PROGRAM**

Breakfast begins at 8:30 a.m. every morning in Café Ole. ***If there is a two-hour delay, breakfast will not be served.*** Students should come to Café Ole through the playground entrance **immediately** upon arrival on campus to ensure they are done before class begins.

The School Breakfast Program is available to all students every day. Since school breakfasts must meet the USDA's guidelines for nutrition, you can be confident that your child's meal will provide the fuel necessary for learning. Some examples of breakfast options featured throughout the week include cereal, bagels, pancakes, French toast, waffles, muffins, eggs, cheese, yogurt, fruit, milk, and juice. Academy District 20 (ASD20) participates in the Healthy School Meals for All program. Approved by Colorado voters, this program enables districts to offer free meals to all students. The initial meal is free. If a student would like seconds, they will be charged \$1.80 (subject to change).

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 to receive federal funding.

By providing this information, you will be supporting our district in accessing additional federal funds that will go directly to our 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.*

The weekly menu with nutritional information is found on the [Academy District 20 website](#).

## **CELL PHONES, SMART WATCHES, AND OTHER ELECTRONIC DEVICES**

We know some parents provide their students with cell phones and smart watches to facilitate communication before and after school. To maintain our learning environment, cell phones and smart watches **MUST** be turned off and kept in a closed and zipped pocket of the student's backpack during school hours. **Students are not allowed to access their phone/watch or text during school hours.** Cell phones and smart watches that are being used during the school day will be kept in the office until after school. If you choose to send your child to school with a cell phone or smart watch, please note that we are not responsible for lost, stolen, or broken personal devices. For additional information, see Board Policy [JICJ](#) . If you need to get a message to your child during school hours, please call the school office at 719-234-5200, and we will see that your child receives the message.

## **CHARACTER EDUCATION PROGRAM**

Rockrimmon Elementary School is an authorized International Baccalaureate Primary Years Program (IBPYP). Our character education curriculum encompasses the Learner Profile. The Learner Profile is comprised of several attributes, which we believe enable all our students to become successful and contributing citizens. IBPYP students are Inquirers, Thinkers, Communicators, Risk-Takers, Knowledgeable, Principled, Caring, Open-Minded, Well-Balanced, and Reflective. The Profile is supported by the Student Attributes, which promote Appreciation, Commitment, Confidence, Cooperation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, Integrity, Respect, and Tolerance.

The Learner Profile and Attributes are reinforced daily in every classroom through a variety of activities including the use of children's literature which exemplifies these attributes, writing about how one's self or others have displayed the attributes, or what attributes are displayed by historical figures who are being studied. Teachers use the language of the Profile and Attributes to reinforce behavior expectations, so the attributes have become a common language across the school. Additionally, each grade level focuses on specific attributes and students reflect on their progress in those areas.

The Learner Profile and Attributes are also taught more formally through the classroom counseling program. Our school counselor teaches lessons for all grade levels that include

instruction in Drug Awareness and Refusal Skills, Life Skills, Bully-Proofing, RULER (emotional intelligence), and Conflict Resolution. Instruction given is grade level specific and appropriate.

## COMMUNICATION

### *SCHOOL INFORMATION AND FRIDAY FOLDERS*

The Rockrimmon announcements and upcoming events are posted and updated on our website. Please check this page often to be up to date on announcements, school news and events, and information from ASD20 administration. Important information that does not need to be printed on paper will be communicated electronically via the website, 20Alerts, and email.

Important information that must be in paper format is sent home weekly in your student's red Friday Folder. Be sure to check the items in the folder and return the folder to your child's classroom teacher each Monday.

### *20ALERT*

20Alert is the on-line notification system that is used by District 20 and Rockrimmon to send messages to parents and the community. Through this system we will communicate important events, changes to schedules or emergency information. Please be sure that you have selected 20Alerts to receive communications through your Extended Parent Portal.

### *EMERGENCY INFORMATION*

**We must have emergency information for your child that is up to date.** Please keep your child's emergency information current by submitting updates through the District 20 Extended Parent Portal on the [Academy District 20 website](#).

### *OFFICE TELEPHONE*

We discourage student use of the office telephone except for emergency situations. All arrangements for after school activities, such as scout meetings and going to a friend's house, should be made at home prior to coming to school.

### *INJURIES*

If a child is sick or injured, he/she will be sent to the office. Parents or guardians will be notified. If the school is unable to reach a child's parents, we will contact the people listed as emergency contacts. 911 will be called only in extreme cases. Parents are responsible for keeping all emergency phone numbers current.

### *ILLNESS*

We share our school nurse with several other schools, the office staff is trained in basic first aid and doctor-prescribed medications. We have a cot in the office where students can rest briefly

before going back to class or being picked up by the parent. Parents will be required to pick up their child if they have vomited or have a 100.5 temperature or higher. We do not have the facilities or staff to care for sick children, so please keep your child at home if he/she is feeling ill or pick him/her up promptly if he/she becomes ill at school. District 20 illness policy indicates students must not return to school for 24 hours after vomiting and/or 24 hours fever free without medications or disruptive coughing.

## CORE CURRICULUM/INSTRUCTION

Our core curriculum/instruction at Rockrimmon includes:

- Colorado Academic Standards
- Spalding
- Daily Grammar Instruction
- Transdisciplinary Literacy Instruction
- Writing – Write Now Right Now
- Thinking Maps
- Eureka Math
- Science
- Social Studies
- 21st Century Skills & Technology
- Library
- Classroom Guidance Program/Small Group Counseling Services
- Talented and Gifted Program
- Special Education Program, Including Speech/Language Services
- Additional Reading and Math Intervention Programs – based on individual need.
- Music
- Art
- Physical Education
- World Language - Spanish

## DRESS CODE

For additional information, please read ASD20 policy [JICA](#)

A safe and disciplined learning environment is essential to a quality educational program. District wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school safety. The board recognizes that students have a right to express themselves through dress and personal appearance, and that student dress influences 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.

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.

No spaghetti straps are allowed.

Shorts and skirts must be **at least** fingertip length.

If clothing is determined to be disruptive to the learning environment, the student will be asked to call home for a change of clothes, turn an inappropriate shirt inside out, or put on a jacket/sweatshirt.

## **HOMEWORK POLICY**

Homework is a natural extension of what children learn during the school day. It is intended to provide children with:

- practice of newly learned skills or concepts that are presented in the classroom.
- preparation for upcoming classroom events, such as studying for an assessment or reading a chapter before a classroom discussion.
- extension activities that provide students with opportunities to apply previously learned skills and concepts to new situations.
- creative opportunities that enable the child to integrate skills and concepts into a higher-level activity, often a long-term assignment or project.

Homework is also an excellent communication tool between home and school as it reflects concepts and skills that are being presented in the classroom. Homework provides an opportunity for you to work with and support your children. Remember, however, that your children must be allowed to complete their own homework – do not do it for them. Your child's

classroom teacher will share additional information about homework success at Back-to-School Night.

Although the amount of time spent on homework may vary from day to day and teacher to teacher, the following are time allotted guidelines:

- Kindergarten: Please read with your child for at least 15 minutes nightly
- 1st grade: 15-30 minutes
- 2nd grade: 20-30 minutes
- 3rd grade: 30-45 minutes
- 4th and 5th grade: 45-60 minutes

Reading for pleasure or information should be part of every child's daily routine.

#### *TO ESTABLISH GOOD HOMEWORK HABITS*

- Make homework a habit.
- Make homework a priority.
- Create a well-supplied homework area.
- Communicate with the teacher if your child has extenuating circumstances that affect homework completion.

#### *STUDENT ABSENCE AND SCHOOLWORK*

Students are responsible for making up schoolwork missed during an absence. The classroom teacher, depending on the circumstances surrounding the absence, will handle the timeframe for make-up work on an individual basis.

## **INTERNATIONAL BACCALAUREATE: PRIMARY YEARS PROGRAMME (IB-PYP)**

The International Baccalaureate - Primary Years Programme (IB-PYP) is designed for kindergarten through fifth grade learners. Our curriculum, which aligns with Colorado Academic Standards, focuses on inquiry and transdisciplinary connections.

For more information from our website, please visit [IB-PYP at Rockrimmon Elementary School](#)

## **LEARNING ZONES**

Please honor the instructional time of our classroom teachers and students during the school day. Our hallways are extensions of our classrooms during the instructional day. Please honor our Learning Zones by avoiding conversations in the hallway with children and adults. The sound

travels through the hallway and distracts our young learners. Because of this, we must minimize the number of people in the hallway. Please refrain from being in the hallway unless you have a specific purpose for being there.

Our students know that they are entering a Learning Zone as they walk through the doors of the school each morning. Instruction and assessment are ongoing in classrooms and at small tables in the hallway all day, every day.

## LIGHTNING DISMISSAL

Your child's safety is our priority. District 20 schools use an on-site lightning detector, and we follow lightning dismissal procedures when the detector indicates lightning within 0-6 miles of our school. Please watch for a 20Alert that will inform you when we have a lightning dismissal. These will typically be called between 3:30 and 3:45 pm. During a lightning dismissal, students are escorted to the gym by their teacher. Bus riders line up by bus number for bus pickup in front of the school. Staff supervises all other students (walkers and car pick up students) in the gym, sitting in line with their teacher, until their parents pick them up or the "all clear" announcement is made.

## LOST AND FOUND

Please write your child's name inside all personal possessions including lunch boxes or lunch bags. A lost and found area is located just outside Café Ole. We encourage you and your child to **check the Lost and Found frequently**. We donate unclaimed articles from our Lost and Found to local charitable organizations periodically.

## LUNCH PROGRAM

School lunch and milk are available to all students and school menus are sent home monthly.

The School Lunch Program is available to all students every day. Academy District 20 (ASD20) participates in the Healthy School Meals for All program. Approved by Colorado voters, this program enables districts to offer free meals to all students. The initial meal is free. If a student would like seconds, they will be charged \$2.60 (subject to change).

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 to receive federal funding.



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

For more information, please go to the ASD20 website at [Free and Reduced Program](#).

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

The weekly menu with nutritional information is found on the [Academy District 20 website](#).

If you would like information about the free and reduced lunch program, please see the Academy District 20 Handbook of Students' Rights and Responsibilities with Annual Notifications to Parents found at the end of the Rockrimmon handbook. Applications are available online or in the front office.

## MEDICATIONS AT SCHOOL

### *FOR MEDICATION TO BE ADMINISTERED AT SCHOOL:*

- Parents are expected to bring medications to school with the "Permission to Medicate" form signed by the child's doctor and leave them with office personnel who will administer all medications. **Do not send medication in with your student.**
- For safety reasons, no medications will be sent home with children.
- When at all possible, please try to schedule medications to be administered at home.
- If medication must be administered at school, please try to arrange the schedule so that the drug is administered around the lunch hour to avoid disruption of the instructional program.
- Students may use Lifesavers if something is needed. Do not send cough drops to school with students.

**PRESCRIPTION MEDICATIONS** must come in the bottle dispensed by the pharmacy. This requires a District Medication Consent Form be completed and signed by the doctor and parent. No medication can be administered if it comes in a baggie, plain bottle, envelope, etc. We suggest you have a bottle for school and a bottle for home. The bottle label must include the following information:

1. Student's name
2. Prescribing doctor's name
3. Name of the drug, dosage, and time the drug is to be administered

4. Prescription date
5. Date medication is to be stopped

**OVER THE COUNTER MEDICATIONS** such as Tylenol, cough drops, and cold medications must be brought to school by the parent in the original bottle or box in which they were purchased. The student's name must be written on the container, and the dosage must match the District Medication Consent Form completed by the parent or guardian. The container will be kept in the main office.

**A DISTRICT MEDICATION CONSENT FORM** completed and signed by the parent or guardian and prescribing physician must accompany all prescription medication. This form is available at the school office. The form must include the following information:

1. Student's name
2. Name of medication
3. Amount of medication to be administered.
4. Time medication is to be administered.
5. Date medication is to begin and end.
6. Permission for the school to administer medication.
7. Prescribing physician's signature
8. For medications administered on an "as needed basis" the note must indicate the amount to be administered, the frequency, and the reason for giving the student the medication.
9. Bottom of form must be completed and signed by parent/guardian.

## **MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)**

The state of Colorado defines Multi-Tiered Systems of Supports as: a multi-tiered framework that promotes a well-integrated system that connects general, compensatory, gifted, and special education in providing high quality, standards-based instruction and intervention that is matched to student academic, social-emotional, and behavioral needs.

Our school is committed to supporting the academic success of all students. To promote and support success, we utilize a multi-tiered support system. MTSS is a school framework that allows staff to provide support to the academic, social-emotional, and behavioral needs of all students. Our shared goal is for all students to reach their maximum potential. MTSS assures high quality instruction and assistance that is matched to a student's needs in all areas. Family/school partnerships are extremely important to each student and to the MTSS process. We are committed to this partnership and look forward to working closely with parents

regarding student success. The overarching purpose of MTSS implementation is to improve educational outcomes for all students through collaboration, data analysis, and targeted instruction.

## **PARENT INVOLVEMENT**

### *VOLUNTEER AND VISITOR SIGN-IN REQUIRED*

Because student safety and security are critical, visitor badges must always be worn while in the school building and on school property (outside the school). Please sign in and out at the front office each time you visit for any reason. You will be asked to show a photo ID on each visit. Please bring your photo ID with you each time you come into the building. Volunteer training is required.

### *SCHOOL ACCOUNTABILITY COMMITTEE (SAC)*

The School Accountability Committee is a group of parents, staff and community members who meet monthly and provide important input and feedback to the principal about school goals and school policies. We always welcome any parent who desires to serve on our SAC. Please call the school office to get more information. One or two members of Rockrimmon's SAC also serve on the District Accountability Committee (DAC).

### *DISTRICT ACCOUNTABILITY COMMITTEE (DAC)*

The District Accountability Committee is a group of parents, staff and community members who meet monthly and provide important input and feedback to the district about district goals and policies. Each District 20 school has representatives on this committee. Please call the school office to get more information. One or two members of Rockrimmon's SAC serve on the District Accountability Committee (DAC).

### *PARENT-TEACHER ORGANIZATION (PTO)*

We believe that children benefit when parents are involved in school activities. The PTO brings together the talents of parents and teachers to create a positive and supportive learning environment. Activities include helping with fundraising events, volunteering in classrooms, providing enrichment activities, and providing additional materials and supplies for the school. All parents are encouraged to join the PTO and support its many worthwhile activities. Please contact the front office at 719-234-5200 for more information.

### *PARENT SOUNDING BOARD*

What is Parent Sounding Board? *Academy District 20 parents who actively engage with district leadership to bring ideas and concern forward from our many school communities.*

As representatives from each school's PTO, the Parent Sounding Board acts as a communication resource with the superintendent and board of education, bringing forward ideas, concerns, and issues, from the school communities. The goal of the committee is to provide a forum for parents to communicate directly with the superintendent and Board of Education Liaison. This group is also the communication link back to parents from the board and superintendent regarding district issues, policies, news, plans, legislation, etc. Please contact Rockrimmon's front office at 719-234-5200 for more information.

### *VISITS BY PARENTS*

We encourage you to visit school. You are welcome at any time; however, for you to receive the most from your visit, we suggest you contact the teacher first. The teacher will tell you the best time to observe. Because classes are in session, we ask that you not bring your preschoolers. Remember that visitor sign-in is required with a valid photo ID.

### **PARTIES AND BIRTHDAYS**

Fall, winter, and Valentine's Day parties are planned each year. Dates for the classroom parties are on the Rockrimmon website calendar. Please watch for information from the school and your child's teacher.

ASD20 has strict policies to keep students with allergies safe at school. We will no longer allow birthday treats to be handed out at school. Thank you for your understanding. We will celebrate and acknowledge your child's birthday at school.

Out-of-school party invitations may be distributed while students are unpacking in the morning or packing up at the end of the day. Invitations should not be opened at school and should go directly into students' backpacks. Students should make the teacher aware when they have invitations to hand out. If invitations are handed out at school, ***all students in the class*** should receive one to avoid hurt feelings and conflict that may disrupt learning.

Birthday balloons or flowers will not be delivered to classrooms during learning time. Students may pick them up from the office at the end of the day. Students may not take them home on the bus.

### **PERSONAL PROPERTY PROTECTION**

We discourage students from bringing personal property, including cell phones, smart watches, and other electronic devices, to school. If students choose to bring personal items, they are responsible for that property. The district is NOT responsible for lost, stolen, or damaged

personal property and our insurance does not cover such losses. **Please refer to specific sections of this handbook regarding cell phones, smart watches, and toys at school.**

## PETS AT SCHOOL

Please DO NOT bring your pets on campus when you come to drop off or pick up your children or to special events. The noise and movement of excited children can startle even the gentlest of pets. A child could very easily be injured under these circumstances and the safety of all our students is of utmost importance to us as it is to you. In addition, some children are afraid of animals and others suffer from significant allergies.

If your child wishes to bring a pet for “Show and Tell”, please clear it with your child’s teacher and arrange to bring the pet to the outside classroom door. Due to severe student allergies, your child’s teacher may request that pets not be shared. Please honor this safety request.

## PLAYGROUND EXPECTATIONS

### *APPROPRIATE DRESS*

Students must dress appropriately for Colorado weather. Students are not permitted to return from recess to classrooms to retrieve forgotten items.

### *GENERAL PLAYGROUND SAFETY EXPECTATIONS*

- Students must keep hands and feet to themselves.
  - Contact tag is not allowed.
- Snowballs, ice chunks, rocks, sticks, sand, or grass clods, etc., must stay on the ground. No throwing.
- Students must have permission from a playground monitor to leave the playground for any reason.
- Playground equipment:
  - Use all equipment appropriately and safely.
  - Please return all equipment to the equipment box or to your classroom – wherever the equipment belongs.
- Know and respect the playground boundaries. Boundaries are taught to students at the beginning of the year along with playground rules. Staff on duty will remind students, as needed, throughout the year. Areas that are **off-limits** for safety reasons include:
  - Cement culvert
  - Icy areas

- The front and sides of the building are out of sight of the playground monitors.
- The concrete block wall and fence are not to be used for climbing or jumping.
- Toys from home are prohibited on the playground during lunch recess. Students may receive explicit permission from the classroom teacher for use of toys from home during the grade level recess only.
- Respect others and use “I” statements.

### *WILDLIFE SAFETY*

- Our students are expected to treat wildlife with respect and keep their distance. Students must report wildlife sightings to staff on duty.
- If a stray dog appears, do not attempt to pet, or go near it - slowly walk to an adult in an orange vest to let them know.

### *SAFETY RULES FOR EQUIPMENT*

#### *CLIMBING EQUIPMENT*

- Dismount feet first.
- Always keep your hands on the bars.
- Do not stand or sit on top of the bars.
- Only two students may be on a ladder at a time.

#### *BASKETBALL HOOPS*

- Use the basketball court appropriately for basketball games only.

#### *SLIDES*

- Go down slides one at a time. No human chains.
- Be sure no one is on the slide or landing area before you go.
- Slide feet first, sitting or lying down.
- Keep your hands and feet inside the slide while going down.
- Move away from the slide as soon as you reach the bottom.
- Please avoid hanging on the outside of the slide, climbing up the slide, tossing rocks on the slide, and other unsafe activities.

#### *SWINGS*

- Students should wait at either far end of the swings until a swing opens.
- If others are waiting for a swing, a child that is swinging should sing the alphabet song and then exit the swings to allow others a turn.
- One person may be on each swing.

- Please sit on your bottoms only. No kneeling, standing, or lying on stomach.
- Swing straight without twisting or spinning.
- Do not throw swings over the top of bars or push while empty.
- No jumping or flipping off swings.
- Children may push from behind only.
- No underdogs.

## ROCKRIMMON'S DISCIPLINE PLAN

Throughout Rockrimmon you will see posters listing behavior expectations in all areas of the school. These expectations, referred to as RISE expectations, are taught, supported, and acknowledged in a variety of positive ways.

RISE stands for Respect/Responsibility, Integrity, Safe, and Empathy.

Each classroom develops its behavior rules within the framework of our RISE matrix. Most behavior infractions are minor and are handled by the classroom teacher who will use a variety of positive methods and procedures that are effective with children.

If a more serious behavior offense occurs, the child will be referred to administration. Behaviors that are referred to administration include, but are not limited to:

- Physical aggression: hitting, kicking, shoving, tripping, rock throwing, bullying behavior.
- Verbal aggression: use of obscene, abusive, or threatening language to another student or an adult.
- Defiance of authority, refusing to follow adult direction.
- Continual disruptive behavior in classroom/playground.
- Possession of tobacco, controlled substances (drugs, alcohol), or a dangerous weapon
- Scholastic dishonesty, lying.
- Violation of classroom, building, or district rules.

Consequences for poor behavior choices are dealt with on an individual basis. Majority of discipline can be quickly handled in the classroom. If your child receives an Office Referral, the principal or assistant principal will notify you via a call home and the referral form will be sent home to be signed by parent/guardians and returned to school. The goal of discipline is always to learn from mistakes and take responsibility for individual actions. It is our hope that good behavior is reinforced both at school and home.

When a child exhibits serious misbehavior, all efforts will be made to help the child improve their behavior. Parents, classroom teachers, and support staff, such as the psychologist, counselor, or social worker, will be consulted to help the child.

## **SECURE BUILDING**

All schools in District 20 are secure and entry doors always remain locked. Visitors must ring the doorbell and be given access by office or school staff. Visitors are required to provide formal photo identification and a reason for their visit prior to entering the building.

## **SEX OFFENDER DATABASE**

There is a state law that requires each school to provide their community with information to access the Colorado Sex Offender Database. To obtain this information, citizens can fill out a request at any police station.

## **STANDARDS-BASED REPORT CARDS**

Parent-Teacher conferences are held for all students at the end of the first quarter and third quarter. Standards Based Report Cards are completed by classroom teachers at the end of each quarter and by the Art, Music, P.E., and Spanish teachers at the end of each semester. Report cards are available to parents electronically through the Parent Portal at 4 p.m. the day prior to parent conferences. Final paper copies are sent home at the end of the school year.

## **STUDENT ACCIDENT INSURANCE**

Academy District 20 does not carry accident insurance for students. Under the Governmental Immunity Act, the District is immune from liability for injuries sustained by students while on District property or participating in school sponsored activities. While there are a few exceptions to this law, you should understand that if your student is injured, the district normally will not pay for your child's medical expenses. Please contact the school office for information.

## **STUDENT DISCIPLINE**

As a staff, we believe in...

- Holding students to a high standard of behavior and conduct.
- A positive learning environment that promotes positive behavior.
- Embedding the IB Learner Profile and IB Attitudes into our school-wide program.
- Rewarding positive behavior rather than focusing on negative behaviors.



- Involving students in developing classroom and school rules and expecting students to succeed in following those rules.
- Emphasizing self-discipline. Children have responsibility for and can control their behavior.
- Emphasizing problem-solving instead of punishment. Students can solve many of their problems.
- Fostering a process of reflection and learning that encourages students to learn from their mistakes.
- Fostering students' social and emotional learning through the RULER approach.
- Teaching students that with rights come responsibilities. When responsibilities aren't met, consequences occur.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

### RIGHTS

The right to express yourself (within policies) without being criticized or forced to change.

The right to be treated with dignity and respect.

The right to feel safe and not have people hurt you.

The right to be treated honestly and fairly.

The right to have personal property be safe.

### RESPONSIBILITIES

The responsibility not to criticize others and to allow them to be themselves.

The responsibility to treat others the way we would like to be treated.

The responsibility not to hurt other people, physically or emotionally.

The responsibility to be truthful and treat people fairly.

The responsibility not to take or bother anyone else's property.

## TECHNOLOGY POLICIES

The understanding and appropriate use of technology is essential for 21st Century Learning. At Rockrimmon, we are committed to preparing students for lifelong learning. As an IB school, students are constantly involved in inquiry and research through the grade-level IB Units of Inquiry. For students to have access to the needed technology, parents must read and sign the necessary forms. These forms include parent permission to publish student work on the Internet and permission to publish student photos. Student names are not published with their work and photos. You will be given instructions and a required date of completion for these forms early in the school year. Please refer to Board Policy [JS](#). Students in grades 3-5 will be issued their own

District Provided Device (DPD) for the school year. These devices will not leave the school unless approved by the teacher for a special assignment.

Students in grades 3-5 will be charged a \$55 fee to support technical infrastructure, resources, software, and minor device repairs. To review the district FAQs, please click here: [Computing Devices for School Use](#) The fees will be reflected in Infinite Campus and are payable via the new payment system "Campus Payments". For more information on Campus Payments please use the following link: [Campus Payments link](#)

**Fees may be waived if a completed and approved Free and Reduced Application is on file.**

[Student Use of the Internet and Electronic Communications Policy \(Policy JS\)](#)

If you have any questions or need financial assistance, please contact the Rockrimmon Principal at 719-234-5200.

## TOYS & ELECTRONIC DEVICES

Students **may not bring toys, electronic devices, or sports equipment** to school without prior permission from their classroom teacher. When items are brought in for a special day or a special project, teachers will provide specific instructions/expectations regarding the use and storage of these items.

## VOLUNTEERS

Because we believe the educational process is a partnership between home and school, we welcome and encourage volunteer participation. The safety of your children and every child who attends Rockrimmon Elementary is our number one priority. For this reason, the district requires background checks and finger printing on all volunteers who work with children on a regular basis. All volunteers must attend a 30-minute school volunteer training class, complete and sign a brief Parent Volunteer Form, and read and sign the confidentiality agreement prior to volunteering.

We make four requests of our volunteers:

1. Please sign in at the office with a valid photo ID each time you come in and out of the building.
2. Visitor badges must always be worn while on school grounds (both inside and outside).
3. **Please do not bring younger children with you to volunteer.** This includes your volunteer time on field trips and at class parties. This is for liability reasons. We strive to maintain the academic rigor in the classrooms and bringing along a

younger child does not allow you to give your full attention to the child or children you are working with or the project you are working on.

4. You must participate in Rockrimmon's Volunteer Training and sign a confidentiality agreement prior to volunteering in any activity. Confidentiality agreements must be signed each year.

We appreciate the dedication of our parent volunteers to enhance student learning.

## **WEATHER RELATED INFORMATION**

### *TWO-HOUR DELAYED START/CLOSURE*

If adverse weather conditions occur, the District Superintendent may delay the start of school for two hours or close all schools for the day. The procedure is as follows:

- Parents will be contacted about delays and closures by email, text, or phone (whichever is indicated in your Parent Portal Account).
- Local radio/TV stations will be informed no later than 5:30 a.m. that the starting time for District 20 schools will be delayed by two hours or will be closed.
- A two-hour delayed start means that school will begin at 10:45 a.m. Before school activities will not be held, and breakfast will not be served.
- If the weather continues to worsen, a decision may be made to cancel school for the entire day. The notification for a closure will be made as mentioned above.
- Breakfast is not served on the days that we have a two-hour delay.
- Buses run two hours later than normal pick-up time.

### *EARLY RELEASE*

- If school is in session and a storm develops during the day, a decision may be made to send students home early. Notification to parents will be made by email, text, or phone (whichever is indicated in your Parent Portal Account).
- Parents should make previous arrangements so that their children know where to go or what to do in case of an early release. In your Parent Portal Account under Emergency Contact Information, there is a place to indicate what your child is to do in case of an Early Release.
- Parents have the right to pick up students early during severe weather, if they deem it is unsafe. Students must be checked out from the office.

### *SEVERE WEATHER (LIGHTNING OR HAIL) AT THE CLOSE OF SCHOOL*

During a lightning dismissal, students are escorted to the gym by their teacher. Bus riders will be in line by bus number for bus pickup in front of the school. All other students (walkers and car

pick up students) are supervised in the gym, sitting in line with their teacher, until their parents pick them up or the “all clear” announcement is made.

# ACADEMY DISTRICT 20 Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents

**School Year 2023-2024**



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

June 1,

## 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 § 22-33102(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 “tattletale.”** 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 noninstructional 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 IHEDA** 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 IHEDA 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 of this school district shall have equal educational opportunities through programs offered in the school district regardless of disability, race, color, ancestry, creed, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information or need for special education services.

## **Evaluation**

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

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

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records** that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the **student's privacy rights under FERPA**. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does permit disclosure without a parent's or guardian's written consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own staff members and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-8520

**FERPA Notice for Directory Information (administrative policy [JRA/JRC](#)):**

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

Examples include:

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

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

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

The District has designated the following information as directory information:

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

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

## Free Association

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

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

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

## **Gangs (administrative policy [JICF](#)):**

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

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

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

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

## Homeless Students Notification

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

## Homework Responsibilities

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

## Identification

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

## Individual Dignity

Every person is entitled to be treated with respect and dignity regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, age, genetic information, marital status, national origin, religion, ancestry need for special education services, or conditions related to pregnancy or childbirth. The dignity of each individual is best served



when all concerned, whether staff or students, treat one another respectfully. Academy District 20 is committed to a learning and working environment free from any form of violence or abuse including, but not limited to, actions, words, or insults towards our students, staff, and parents.

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

**Non-Discrimination under Title VI, Title IX, Section 504, Age Discrimination ACT, Title II of the American with Disabilities Act, and the Boy Scouts of America Equal Access Act, Notice of:** In accordance with federal and state law, Academy District 20 does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services in its programs, activities, operations and employment decisions and provide equal access to the Boy Scouts and other designated youth groups. Administrative policy [AC](#) – Nondiscrimination/Equal Opportunity, and procedures [AC-R-1](#) and [AC-R-2](#), outline the formal complaint process. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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

## Peaceful Assembly

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

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

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

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

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. **Mental or psychological problems of the student or student's family;**
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents/guardians; and/or
8. Income, other than as required by law to determine program eligibility.

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

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

Inspect, upon request and before administration or use -

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

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

Academy District 20 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office

U.S. Department of Education 400

Maryland Avenue, SW

Washington, D.C. 20202-8520

## **Respect for Property**

Students are expected to treat all property with care and respect. This applies to property of the school, private property brought to school by school staff or other students, and to property

surrounding the school. Neither the District nor the school is responsible for loss, damage or theft of personal property.

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

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

## Seeking Change through the Proper Channels

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

## Sex Education/Health and Family Life

The District teaches about family life and sex education in regular courses on anatomy, physiology, science, health, consumer and family studies. If a separate program for family life or sex education is developed, it shall not be required. Any curriculum that includes instruction on human sexuality shall comply with applicable law and the District's academic standards. See policy [IMB](#) – Teaching About Controversial Issues. In accordance with this policy, procedure [IMBR](#) 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 719234-1300.

## **Sexual Harassment (administrative policy [JBB](#))**

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

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

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

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

To the extent required or allowed by state law, the District will facilitate the sharing of relevant student records and information when necessary to protect the safety and welfare of school district staff, visitors, students, and the public and to protect property. School personnel who share disciplinary and attendance information concerning a student pursuant to this policy are immune from civil and criminal liability if they act in good faith compliance with state law.

Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities; such information may be obtained from the judicial department or any state agency that performs duties and functions **under the Colorado Children’s Code**. If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Educational Rights and Privacy Act (FERPA). *See* policy [JRCA](#), Sharing of Student Records/Information between School District and State Agencies.

### **Student Code of Conduct:**

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

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

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

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

any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.

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

**Dress Code for Students (administrative policy JICA):**

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

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

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

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

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

Exceptions:

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

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



It shall be a violation of District policy and considered to be behavior that is detrimental to the welfare and safety of other students or school personnel for any student to possess, use or distribute alcohol or drugs, or to possess drug paraphernalia on school property or at schoolsponsored events. **Sharing any controlled substance, including prescription medication, is also a violation of District policy.** In order to promote a healthy and safe learning environment, the school district will take disciplinary action that may include suspension or expulsion from school and may include referral to law enforcement for criminal prosecution.

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

- First Offense - The student will be suspended for five school days, and the principal may request the superintendent to extend the suspension up to an additional five days. At the discretion of the principal and with the concurrence of the superintendent, this period may be shortened up to five days provided that the student agrees to complete an appropriate program, which may include an alcohol and/or drug education/treatment/counseling program and/or community service, details of which shall be agreed to between principal and parent. Costs of the program shall be borne by student and parent. Failure to provide documentation of completion of the program within the prescribed time limits will result in the imposition of the additional days of suspension.

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

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

### *Penalties for Possession of Drug Paraphernalia*

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

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

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

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

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

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

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

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

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

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

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

Parents/guardians and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students whether created by the District or a third party. "Eligible student" means a student 18 years of age or older or an emancipated minor. Any survey, assessment, analysis, or evaluation administered or distributed by a school to students shall be subject to applicable state and federal laws protecting the confidentiality of student records.

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

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

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

## Student Expression

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

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

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

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

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

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

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

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

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

### **Student Discipline (administrative policy JK)**

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

### **Student Fees and Fines (administrative policy JQ)**

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

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

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

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

*Interviews by school administrators*

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

*Searches conducted by school personnel*

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

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

### *Search of school property*

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

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

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

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

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

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

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

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

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

### *Detection canines*

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

### *Law enforcement officers' involvement--Interrogations and interviews*

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

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



### *Seizure of items*

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

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

### *Search and seizure*

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

### *Custody and/or arrest*

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

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

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

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

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

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

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

Secondary school students are also permitted to organize and conduct meetings to pursue activities outside of the school curriculum. Such organizations must be student initiated and directed, and persons not attending school in this District, parents, school personnel or nonschool persons are prohibited from directing, conducting, controlling, or regularly attending the activities of a noncurricular student group. Noncurricular student groups shall not be deemed to be school-sponsored or endorsed. Students seeking approval for a student

organization to meet at school during noninstructional time should seek approval from the principal or his or her designee in accordance with administrative procedure [JJA R](#).

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

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

**Blocking or filtering obscene, pornographic, or harmful information**

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

**No expectation of privacy**

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

## Unauthorized and unacceptable uses

Students shall use digital resources in a responsible, efficient, ethical, and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of digital resources cannot be specifically described in policy.

Therefore, examples of unacceptable uses include, but are not limited to, the following.

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

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

## Security

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

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

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

## **Vandalism**

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

## **District Provided Devices**

DPDs are provided for education purposes only. They may not be taken out of the country, they will be filtered at school and at home, and they must be taken care of. Any damage should be reported within 24 hours, and upon disenrollment, the device must be returned. Defacing the device with stickers or adhesives is not allowed and if stickers are applied, they must be removed before returning the device to the district. Damage caused by these stickers may cause a fine to be assessed.

### ***Unauthorized content***

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

### ***Monitoring student use***

The District will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff

have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

***Student use is a privilege***

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

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

***School district makes no warranties***

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

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

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

#### ***Health care plan***

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

#### ***Reasonable accommodations***

Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

#### ***Access to emergency medications***

Emergency medications for treatment of the student's food allergies or anaphylaxis shall be kept in a secure location accessible to designated school staff. The student's parent/legal guardian shall supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to selfcarry 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 (administrative policy JKA and JKA R)***

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

**Weapons (administrative policy JCI):**

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

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

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

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

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

**Wellness (administrative policy ADF):**

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