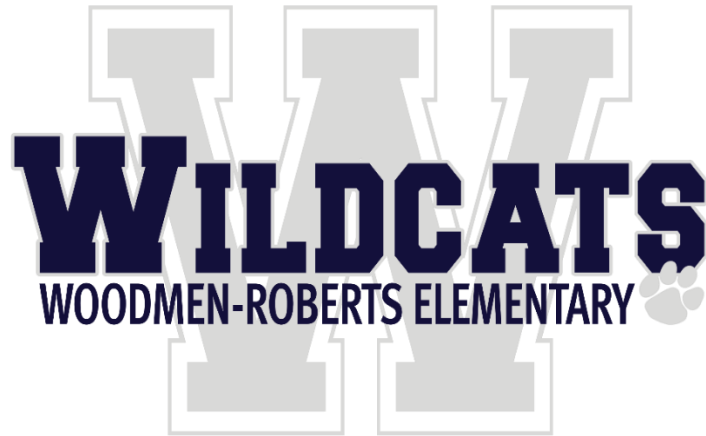


# Student/Parent Handbook 2023-2024



Nate Hansen, Principal  
Jackie Hansen, Assistant Principal

8365 Orchard Path Road  
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**Office: 719-234-5300**  
**Attendance: 719-234-5301**  
**FAX: 719-234-5399**  
**Hours: 8:15 AM – 3:15 PM**

Web Site Address: <https://woodmenroberts.asd20.org>



"We educate and inspire students to thrive."

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# Welcome Letter

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Dear Parents and Students,

We are excited to begin our action-packed year as the administrative team at Woodmen-Roberts. As the 2024-2025 school year promises to be an exciting opportunity for students and staff alike, the Woodmen-Roberts staff is committed to academic excellence, implementation of the IB philosophy, and the success of all students. We are privileged to offer your child the best education possible! We hope you have had a summer full of relaxation and fun and are rejuvenated to begin a new school year.

The Student/Parent Handbook is on our website. This document is a valuable resource for you. It contains valuable information about our school guidelines, policies, and procedures. Please take some time to read it early in the school year. If you have any questions regarding information contained in the handbook, please call any staff member for assistance.

We are incredibly appreciative of the number of volunteers we have in our building. This year we will be holding volunteer orientations for any adult who would like to volunteer. Please sign up for an orientation before volunteering. We strongly encourage you to get involved in your child's education. The partnership between home and school must have a firm foundation to ensure the academic success of our students. Staff email addresses can be found on our website for your reference.

We are anticipating a school year full of excitement, relationship building, and a great deal of learning for students and staff members. We cannot wait to see you all again this fall. Go Wildcats!

Principal, Nate Hansen  
[Nate.hansen@asd20.org](mailto:Nate.hansen@asd20.org)

Assistant Principal, Jackie Hansen  
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# General School Information

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## School Hours

Office	7:45 a.m. – 3:45 p.m.
Morning Preschool	8:05 a.m. – 10:35 a.m., Monday through Thursday
Afternoon Preschool	11:35 p.m. – 3:20 p.m., Monday through Thursday
Kindergarten – 5 <sup>th</sup> Grade	8:15 a.m. – 3:20 p.m.
12 Late Start Fridays	10:15 a.m.-3:20p.m. ( <a href="#">See calendar of late starts on the district website</a> )

## Arrival & Dismissal

Students may be dropped off at 8:00 a.m. each school day. **Supervision will begin at 8:00 a.m.** so it is important that students **do not arrive early**. Students will go directly to their classrooms starting at 8:00 a.m. Students may enter the building through the southeast playground doors or the front doors. Kindergarten students will enter the building at the kindergarten classroom doors near the front entrance. We do not encourage parents to walk their children into class, but if you feel it is necessary all parents must sign in at the office to walk with their children to the classrooms.

If you are parking and walking your students to the school, please use the crosswalk. It is extremely dangerous for students and parents to jaywalk, as you may not be seen by oncoming traffic. Please park in the designated parking area. No parking is permitted in the staff lot on the north side of the building. In addition, no parking is allowed in the front loop between 7:55-8:25 a.m. and 3:00-3:30 p.m. daily.

Kiss-N-Go drop off and pick up: Students are required to exit and enter the car on the **passenger side**. Students will **not** be allowed to get in or out on the driver's side. If for some reason there is not access to exiting/entering on the passenger side, parents will need to park their vehicle to pick up their child. After school, students are required to **wait** at the Kiss-N-Go location. **Students are not permitted to play on the playground or field while waiting for parent to pick-up.**

For Kiss-N-Go each family should have a name card displayed in the window. If you forget your name card, just write your last name on a piece of paper and display it in your window. It is important to have your name card as this helps us get kids out efficiently!

Students need to be picked up promptly after school. **Students are not permitted to play on the playground or field unless they are supervised by a parent.**

## Attendance Procedures

Attendance will be taken at 8:15 a.m. each school day. It is our policy to notify parents/guardian regarding any student about whom we have had no report of either a late arrival (tardy) or excused absence. **PARENTS MUST CALL THE ATTENDANCE OFFICE at 234-5300/234-5301 or use the "Report an Absence" option on the school website, BY 8:00 a.m. THE DAY OF THE STUDENT ABSENCE OR TARDINESS.** Parents/guardians may also call any time before the absence or tardy to notify our office staff or to leave a message on the school answering machine. If a student has an "unverified" absence/tardy, our office staff will contact parents/guardian to verify the absence/tardy. This policy is for your child's protection, ensuring the school is informed of your child's whereabouts and well-being.

## **Attendance Policy**

Colorado law requires every student under the age of 17 to attend school and be on time. Effective July 1, 2008, every child who is 6 years old on August 1 must attend school. Parents must ensure that students attend school and may not excuse absences except for sickness or family emergency. State statute defines any student who has four unexcused absences in a month or ten unexcused absences in a school year as habitually truant (see Academy School District 20 policy JE and C.R.S (Colorado Revised Statute). 22-33-107(3) (a). Legal action may be taken by school administrators if students fail to follow compulsory attendance laws.

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if between six and seventeen years of age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school.

## **Excused Absences**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in an out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

## **Unexcused Absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused.

## **Make-Up Work**

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be one day allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the

goal of providing the student with an opportunity to keep up with the class and an incentive to attend school. However, this work may receive only partial credit. Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

### **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class.

### **Leaving School During the Day**

- Students must have permission to leave the school grounds during the day.
- Please call the school or let your child's teacher know if it is necessary for him/her to be excused early.
- Students must be signed out in the office by an adult with parental authority before leaving school.
- The office staff will call your student down to the office for release.
- Students will only be released to people named in the Infinite Campus database unless the parent/guardian has notified the office of another arrangement.

### **Class Parties**

There are three (3) parties per school year that are coordinated by the teacher. These parties are Fall Festival/Halloween, Winter, and Valentine's Day. These parties *may* include food, which must be pre-approved at the discretion of the teacher. **\*\*Any food brought into Woodmen-Roberts for one of these parties MUST be store bought, still in its original container and contain a nutritional/ingredient label. It must also be nut-free.**

### **Birthday Treats**

We are excited to honor student birthdays. Birthday celebrations need to be coordinated with the teacher at least 24 hours in advance and **shall NOT include any food items**. Suggestions for celebrating birthdays include: pencils, crafts, bookmarks, etc. **\*\*To be clear, there will be NO edible birthday treats for student birthdays.**

### **Snacks**

Woodmen-Roberts Elementary is **NUT-FREE in all classrooms**. Snacks may **not** contain any type of peanut or tree nut. Students are allowed to bring nuts in their lunches to eat in the cafeteria only.

### **Field Trips**

Class field trips are scheduled periodically to extend classroom learning. Parents must sign a permission slip for each field trip. Chaperones must go through the volunteer orientation and processes.

### **Class Placement**

Much thought and care goes into the process of creating class lists. Our goal in placing students is to ensure the best opportunity for each student to experience optimum social and academic growth and success. We appreciate you respecting this process. Requests for adjusting class placements will not be addressed until the fourth week of school.

### **Homework Policy**

Homework should help students develop organizational and study skills. It should encourage them to become independent, critical thinkers/learners, and it should reinforce in-class learning. Meaningful homework can be an integral part of the educational experience. Not only does it add to the opportunities upon which students may build their learning, it also strengthens the school/home partnership necessary to prepare children to be responsible.

### **Homework Timelines**

While research supports regular daily homework, there is also an indication that excessively long periods of daily homework can be counterproductive. There are a variety of recommended allotted time guidelines for homework across the country. These times include daily reading requirements, skill reinforcement, and work toward long term/project completion. Woodmen-Roberts recommends the following time allotments\*:

- Kindergarten – 2<sup>nd</sup> Grade: 15–30 minutes per day average
- 3<sup>rd</sup> – 5<sup>th</sup> Grade: 30–60 minutes per day average

\*These times are averages only; actual time will vary due to ability levels and time management of individual children.

### **Homework Support at Home**

Parents are encouraged to support their children's learning by reading to them, reinforcing previously taught skills, and holding them responsible for getting homework to and from school. Children should complete their homework with little assistance.

- As a family, set regular study times.
- Provide basic work materials and a quiet study place.
- Limit TV viewing and computer/video games.
- Help your student develop time management skills.
- Keep a calendar of deadlines with your child.
- Help your child develop study skills.
- Review your child's planner regularly with him/her.

### **Student Absenteeism and Homework**

- Students are responsible for finding out the missed assignments and then completing them.
- Students receive one extra day for each day absent to complete their makeup work. The impact of an absence on long-term assignments will be handled on an individual basis by the respective classroom teacher. Regular daily homework must be maintained while completing absentee work.
- Prior to trips, parents may request homework for their child. The teacher will send meaningful schoolwork in the content areas of reading, writing and math. Upon return, students will be responsible for completing additional classroom assignments.

**Breakfast and Lunch at WRES**  
**[2024-25 School Meals and Menus](#)**

Academy District 20 (ASD20) is participating in the Healthy School Meals for All program. Approved by Colorado voters, this program enables school districts to offer free meals to all students.

Sodexo manages our nutrition and food services and provides students with a variety of fresh, nutritious breakfasts, lunches and snacks. They follow USDA guidelines for providing healthy and nutritious meals and also source Colorado-grown produce.

One meal will be given to all students for breakfast and lunch. Additional entrées, and à la carte items are available to purchase.

- Adult Breakfast, \$2.35
- Adult Lunch, \$4.00
- Milk and Juice at all sites, \$0.75

To pay fees online, simply log in to [Infinite Campus \(Parent Portal\)](#) and use the Fees tab on the left side of the screen for all school and district fees, including transportation, or the Food Service tab\* for all food service-related functions, such as adding money to your account and checking your balance.

**Breakfast: K-5<sup>th</sup> 8:00-8:15 AM**

**Lunch:** Each grade level has 20 minutes to eat lunch and 20 minutes for a recess.

Lunch Times	
11:05-11:25	1st
11:25-11:45	Kinder
11:55-12:15	2 <sup>nd</sup>
12:15-12:35	3 <sup>rd</sup>
12:45-1:05	4 <sup>th</sup>
1:05-1:25	5 <sup>th</sup>

**PE Class**

Woodmen-Roberts has a wood gym floor. **Athletic shoes are encouraged for PE class for safety reasons.** Students without proper shoes for PE may be excluded from participating in the game or activity for the day. Please ensure your child wears athletic shoes on PE days.

**No Pets at School**

For the safety of students and staff, no personal pets (dogs, cats, birds, reptiles, rodents, etc.) are allowed inside the school building. Dogs are NOT permitted on school property. When dropping off/picking up your child, please leave your dog at home or in your vehicle. If you use a service animal, per district policy, before an animal can be authorized to accompany a student to school, [forms need to be filled out and approved.](#) Teachers may have class pets if they are approved through administration.



## **Recess**

Fresh air and movement are important to learning and health. Students are expected to go outside for recess before their lunch period and during grade level recess. Exceptions will be made in extreme circumstances and on an individual basis. All recesses are supervised by staff members. If adverse weather conditions exist (outside temperature **under** 20°F, actively snowing/raining, high winds, etc.) recess will be held inside the school.

## **School Delays, Closings/Cancellations, and Early Releases**

The school district will use every available resource in making the decision to cancel school because of inclement weather or unsafe road conditions. We sincerely ask and urge parents to help with the decision as far as their own children are concerned. If a parent's judgment is that it is too hazardous to send his/her child to school, please keep your child at home. The child will **not** be penalized for the absence and will be given ample opportunity to make up missed assignments.

## **Delays and Closures**

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 either e-mail, text, or phone (whichever is indicated in your Parent Portal Account).
- Local radio/TV stations will be informed no later than 6:00 a.m. that the starting time for District 20 schools will be delayed by two hours.
- A two-hour delayed start means that school will begin at **10:15 a.m.** "Before school" activities will not be held.
- AM Preschool **WILL NOT** be held with a two-hour delay.

## **Early Release Due to Storm and/or Other Conditions**

If School District 20 is in session when a storm develops, a decision may be made to send students home early. Local radio/TV stations will announce early dismissal times. If the decision to release early is made (usually between 10:00 a.m. and 10:30 a.m.), each bus driver will be notified. They will make their regular runs in the same sequence as usual, and all students in District 20 will arrive home approximately two hours early.

- Be sure your child understands what he/she should do on early storm release days.
- The usual early release time for elementary students will vary.
- Each teacher will have a sign out sheet. Parents must sign for all students leaving with them. **EACH CHILD MUST BE ACCOUNTED FOR BEFORE BEING RELEASED.**
- Children who have permission to walk home will be allowed to leave at the designated time. Those who are not to walk will be held until their parents/guardian, or someone who has been authorized to pick them up, comes for them.
- **Please be sure that early release information is current. This information is located in your Extended Parent Portal account, under "Transportation."**

# School Health Services

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## First Aid/Illness at School

Only basic first aid is performed at school. If an injury is serious, parents/guardian will be notified to pick their child up from school. If a parent/guardian cannot be reached, 911 will be contacted for transport to the nearest medical facility. If your child becomes ill at school, he/she is allowed to rest in the health room for a short time and is then encouraged to return to class. Parents/guardians will be contacted to pick up their child if he/she is exhibiting any of the following symptoms:

- Too sick/not feeling well enough to be in class
- Temperature of 100.5°F or higher
- Complaints of sore throat and cough
- Excessive coughing
- Body aches
- Fatigue
- General lethargy
- Vomiting
- Diarrhea

Please make sure your current phone number and other contact information is current in Infinite Campus. If your child is sick in the morning before school, please do not send him/her to school. The health room is not an infirmary.

## Health Concerns

If your student has a specific health concern such as asthma, allergies, diabetes, seizures, etc. please be sure the school is aware of the concern and please keep all teachers and staff working with your student updated on these concerns. Health care plans are often completed on students with specific health needs, and they are available in the school office or on the district website at [www.asd20.org](http://www.asd20.org). To access health information forms, click on Parents/Students, and then click on Parents/Students Forms and Documents, and click on Health Care Forms. Care plan forms as well as medication forms are located here. You can then download the forms that you need. In certain circumstances, the nurse will meet with parents separately to gather the needed health information. This information is especially important for new students and those who have recently been diagnosed with a new health condition. Our nurse has an active confidential health concerns list that is shared with staff members on a “need to know” basis only. **Please make it your responsibility to keep the school informed of any health concerns regarding your student.** With good communication between home and school, we will be able to stay informed about the health needs of our students and provide a safe environment for them while at school.

## Illness Guidelines

Students with one or more of the following symptoms will be excluded from school (kept at home) until all symptoms have resolved.

- Temperature of 100.5°F or higher. The student’s temperature must be normal for 24 hours **WITHOUT** the aid of fever-reducing medications (such as Tylenol) before returning to school.
- Flu-like symptoms must be resolved for 48 hours before a student may return to school.
- Constant runny nose.
- Abnormal color or consistency of nasal or eye discharge.
- Uncontrolled cough or unusual cough.
- Frequent sneezing that is not allergy related.
- Lung or nasal discharge.
- Vomiting or diarrhea in the last 24 hours. Symptoms must be resolved 24 hours before a student may return to school.

- If antibiotics are prescribed for an illness, the student must receive the antibiotics 24 hours before the student may return to school.
- Undiagnosed skin rashes and/or open lesions.

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

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

If the student is sick with a potentially contagious illness, exclusion (staying at home) is recommended by health care providers and state or local public health agencies.

When a child becomes ill at school, parents will be notified. We ask that you pick your child up within 30 minutes of the phone call. If you are not able to get to school within 30 minutes, please designate someone who will pick your child up within the timeframe. This person should also be indicated in IC as a person who is allowed to take a child home.

### **Immunizations**

For the most up-to-date information regarding immunizations please refer to the Academy School District 20 website. This can be found on the following link: [Academy District 20 Immunization Policies](#)

### **Medication at School**

Only parents and/or legal guardians are allowed to bring medications to school and leave them with office personnel who will administer all medications. 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**. Medications ordered for administration three times a day should be administered before school, after school, and at bedtime. If medications must be administered at school, please arrange the schedule so that the medication is administered around the lunch hour to avoid disruption of the instructional program. **THE FOLLOWING PROCEDURE MUST BE FOLLOWED FOR MEDICATION TO BE ADMINISTERED AT SCHOOL:**

Prescription medications must come in the bottle dispensed by the pharmacy. We suggest you have a bottle for school and a bottle for home. The bottle label must include the following information:

- Student's name;
- Prescribing doctor's name;
- Name of the drug, dosage, and the time the drug is to be administered; and
- Prescription date.

**OVER-THE-COUNTER MEDICATIONS** such as pain relievers/fever reducers, cough drops, and cold medications must be brought to school in the bottle or box in which they were purchased. The student's name must be written on the container, and the container kept in the main office/health room. If you have any questions regarding over-the-counter medications, please contact the office or the school nurse.

The "**Permission to Administer Medications During School Hours**" form must be completed by the parent or guardian **AND SIGNED BY THE HEALTH CARE PROVIDER WITH PRESCRIPTIVE AUTHORITY for each medication, including over-the-counter medicine.** The form must include:

- Student's name;
- Name of medication;
- Amount of medication to be administered;

- Time medication is to be administered; and
- Date medication is to be stopped.
- 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 drug.

No medication will be administered if it comes in a plastic bag, plain bottle, envelope, etc. The parent/guardian will be called, and the medication **will not** be administered.

The “**Permission to Administer Medications During School Hours**” must be used when medication is needed. Additional forms may be picked up from the school office or downloaded from the district and school websites.

# Safety and Security

Security at WRES is of utmost importance to us. We are dedicated to providing a safe environment for our students. The following outlines our basic security procedures.

## Entering the School / Visitors

All outside doors, including the main entrance, are kept locked at all times. For access to the building, **All Visitors Must Show Photo Identification and Check in with the Office.** Push the button for admittance and let us know who you are and why you are visiting. Do not enter until you are admitted by the office.

## Parent Contact Information

Please be sure that your Parent Portal account in Infinite Campus is current with contact and emergency numbers, including the names of people who may check your child out of school in case of an emergency.

## Safety Drills

Safety drills include fire, tornado, and lockdown procedures and are conducted on a regular basis. During these drills, we practice getting all students into their classrooms or other secure areas as quickly as possible. Teachers are instructed where to gather students, how to maintain a safe position, and how to alert administrators of their needs. Safety week will be held in August 2019 to teach students routines and for emergency procedures.

## Playground

Staff supervising the playground can be identified by their orange vests if they are not a classroom teacher. All students will have outside recess every day. Each classroom takes an additional recess in the morning or afternoon. We use the equipment appropriately.

All play follows school expectations:

- Swings:
  - We only have one person on a swing at a time
  - We sit in the swings
  - We safely step out of swings when we are done
  - When someone is waiting for a swing, we count 20 swings. When we reach 20, time is up and it is the next person's turn
- Slides:
  - We use the stairs to get to the slides
  - We slide down the slides one person at a time
  - We always slide down feet first on our bottom
- Bars:
  - We hang on bars by our hands only
  - We always hang below the bars
- Gaga Pit:
  - Follow rules posted outside the entrance of the Gaga Pit
- Playground structure:
  - We only climb on the parts of the equipment that were designed for that purpose.
  - We keep dirt, rocks, wood chips and snow on the ground
  - We keep safe hands to self
  - We use stairs safely
  - We only use the big rocks for sitting
  - We stay on the playground in sight of an adult
  - The following items are NOT allowed on the playground:
    - Toys, electronics, collectibles, arts & crafts, playing/trading cards, baseball bats, etc.

Students will not go outside if the temperature is below 20 degrees with or without wind chill.

# Student Responsibilities

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## **Bicycles**

- Park bicycle in the bicycle racks ONLY.
- Keep on the right-hand side of the street.
- Keep both hands on the bars, except when signaling his/her intention to stop or turn.
- Never carry additional riders.
- **Walk** the bicycle on and off the school property.

## **Bullying**

Bullying behaviors will not be tolerated at Woodmen-Roberts. Adults and students are expected to treat each other with respect and follow our Learner Profile and IB Attitudes. Staff and students are trained to identify bullying and strategies to stop those behaviors. “Bullying” means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student, including but not limited to any behavior that is directed toward a student. Bullying can be psychological, physical, or social, done by an individual or a group, and usually involves power over another as a root cause.

If bullying does occur, steps will be taken to correct the behavior, notify parents and create individual behavior plans, as necessary. If bullying behavior continues after appropriate interventions, suspension or expulsion from school may be the consequence. Students are trained in reporting procedures and alternative conflict resolution strategies. Stopping bully behavior is the responsibility of all of us. Resources available to students and parents include counseling support, administrative support, books, and outside referrals, as needed.

## **Care of Property**

Students are held responsible for the loss of or damage to textbooks, library books, and school property. Fines will be levied to cover the cost of replacement. Students are responsible for taking care of their school supplies. If a student breaks their headphones two times, the third pair will need to be replaced by the student’s parent/guardian.

## **Personal Items**

All personal items (toys, balls, trading cards, etc.) should be left at home unless permission is given by a staff member.

## **Cell Phones**

If deemed appropriate by parents to send a cell phone to school, students are required to turn the cell phone off. The cell phone should be left in the student’s backpack during school hours. It is the student’s responsibility to ensure that the device is turned off and out of sight. Violation of this policy may result in confiscation of electronic communication devices. A conference between the parent/guardian, student and school personnel may be required in the event an electronic communication device is confiscated. WRE and the district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

## **Communication Watches**

Students that wear and have communication watches are responsible for silencing any alarms during school hours. Students should not be texting while school is in session.

## **School Dress**

School dress is a joint concern between the school and parents. Students should dress appropriately for all

occasions and should be neat and clean in appearance. These guidelines are in place for all school events. **To participate in PE class, all students are required to wear either tennis or athletic shoes** - no hiking boots, heeled shoes, crocks, sandals, or flip-flops. Students without proper shoes for PE will not be allowed to participate in PE. District wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school safety. The BOE recognizes 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.

For full information regarding dress code, please refer to district policy. Dress Code for Students (administrative policy JICA): 13

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
  - reveals underwear; or
  - is inappropriately sheer, short, or low-cut.

### **Skates, Skateboards, and Scooters**

- Stay on the sidewalks.
- Remove skates, or dismount skateboards and scooters, and walk on school property.
- “Heelie” shoes are not allowed to be used on school property.

### **Suspension**

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

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

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

# Bus Information

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**Please be sure you have gone over the bus rules with your children.** Encourage your child to cooperate with the bus driver. We insist that students do not fight, scuffle, or throw rocks at bus stops. Please help children learn responsible behavior at all bus stops. **To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time.**

**To find out specific information about ASD20 Transportation including routes, fee structure and payment, please call: (719) 234-1410 or [access the link](#).**

# School Communication

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## **Alerts and Notifications**

Academy School District 20 uses a rapid communication system to keep families informed of activities, events, and emergencies. Parents will be able to receive information not only from the district, but also from Woodmen-Roberts regarding specific events and reminders. Parents are automatically enrolled in this system through their Infinite Campus Parent Portal account and may elect to receive information through email, texting and/or cell phone.

## **Office Telephone**

Students may use the office telephone ONLY IN CASES OF EMERGENCY. Arrangements for visits to a friend's home/activity after school are not considered emergencies.

## **School Information**

School information will be provided through electronic alerts and school website postings.

## **Take Home Folders / Information Going Home**

WRES has gone green – most communication will be sent home electronically, but occasionally, teachers or PTO may send classroom information home with students on Mondays using our Take Home Folder system (a folder is assigned to every student). These forms will typically be field trip permission slips and enrichment forms. If this folder is sent home, please return the folder to school the next day.

## **WRES Website and Social Media**

Our school website is full of information!!! You can report an absence, check the school lunch menu, check the school calendar for events, and grade level curriculum maps to keep up to date with the school. Go to <https://woodmenroberts.asd20.org>. Follow us on social media! We have [Facebook](#) and [Instagram](#)!



# Counseling Information

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

Guidance activities are conducted on a regular and planned basis for all students throughout the year. The curriculum includes study skills, social and emotional skills, conflict resolution, decision-making, personal responsibility, coping abilities and drug prevention education.

Throughout the elementary years, some children need additional assistance for specific concerns. Counselors offer both individual and small group counseling. Counseling sessions give students the opportunity to discuss problems, learn new skills, consider alternatives and consequences, and take responsibility for their choices. Counselors may also refer families to outside resources.

## **Confidentiality**

Counselors always:

- Respect the inherent rights and responsibilities of parents;
- Respect the relationship with the student; and,
- Endeavor to establish a cooperative relationship with both parent and student.

The privacy rights of students must be respected. However, counselors shall inform parents of information that may jeopardize the health, safety, and welfare of the student. Such information will be shared with parents even if the student objects to the disclosure. If parents have any concerns regarding confidentiality or any counseling services, they are encouraged to contact their child's counselor.

## **Counseling Procedures**

- **Individual sessions** include meetings with students and/or parents to develop coping skills related to academic and social skills, problem solving, and crisis work.
- **Group sessions** often meet the needs of students with similar concerns (e.g., new students, underachievement, and gifted concerns, changing families, and grief).
- **Classroom presentations** may include academic planning, study skills, career information, conflict resolution, social skills, drug education and health education.

## **Right to Refuse Counseling Services**

Parents have the right to refuse counseling services for their child. If parents do not want their child to access counseling services, they simply need to write a letter or stop by the school to sign a form that indicates that preference. Refusing counseling services will not exclude students from meeting with a counselor for concerns about scheduling, academics, or the classroom curricular component.

# Parent Participation at WRES

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Parents are our greatest asset! We are fortunate to have an active and supportive community. We average almost 5,000 volunteer hours yearly from that excellent resource--you. We are successful because you are involved.

## **Woodmen-Roberts Accountability Committee (WRAC)**

The Woodmen-Roberts WRAC has been created to:

1. Act as a face-to-face communication link between the community and the school personnel
2. Serve as a sounding board for the administration
3. Promote community involvement and ownership
4. Provide recommendations for the school's improvement plan

**WRAC Membership:** The WRAC consists of parent volunteers, community members and staff members. WRAC meetings are held at school quarterly. (Please be sure to check the school calendar to confirm meetings). All are welcome to attend.

## **Community Use of the Building**

Community organizations may be allowed to use the building under District 20 rules and regulations for a rental fee. Scheduling should be done through the Woodmen-Roberts office (Mrs. Derryberry) 234-5300.

## **Conferences**

Parent/Teacher conferences will be scheduled for the end of the first quarter, and Student-Led conferences at the end of the third quarter of the year. Woodmen-Roberts schedules conferences using an online scheduling program. Notification will be sent out by email to access the online scheduling approximately two weeks prior to conferences.

## **General Information/Questions**

We encourage you to call the school and check out facts when you hear a rumor or if you have a concern. Do not wait and later wish you had discussed the matter with the appropriate person. We want you to be a part of Woodmen-Roberts. Please feel free to call the principal (Mr. Hansen) at 234-5300 to let us know if we can be of any help to you.

## **Parent Teacher Organization (PTO)**

The **Woodmen-Roberts PTO** is a 501(c)(3) Non-Profit Organization. It is organized for the purpose of supporting the education of students at Woodmen-Roberts Elementary by fostering relationships among the school, parents, and teachers. We invite all Woodmen-Roberts' parents or guardians of students enrolled, teachers and administrators to join us in making this year successful. Weekly 20Alerts will be sent on Mondays from the PTO organization.

- The educational enrichment component is geared toward enhancing the education of our students and includes events such as Wildcat Speakers, Games Day, and Wildcat Dash. World Tour Day supports the IB principles and exposes students to our world and cultural influences. The PTO also provides funds to support the teachers by providing educational grants that assist and extend curricular opportunities to students in reading, mathematics, science, technology, and physical fitness.
- School-community outreach involves our families and includes events such as the Wildcat Welcome, Fall Family Picnic, Donuts for Dads, More Donuts for Moms, etc.
- The PTO recognizes the students and the Positive Behavioral Interventions and Support program (PBIS) and R.O.A.R. (Responsibility, on task/On time, Attitudes in check, Respect) program that helps our students become responsible adults. The PTO also recognizes the teachers and staff with

appreciation events throughout the year.

### **Visiting the School**

We encourage parents to visit the school. When entering the school, please check in at the office. You will be asked to follow our security procedures at check-in. There will be special invitations for parents throughout the year. If someone other than a parent/guardian is checking out, eating lunch, or visiting a classroom, either verbal or written communication is required by the parents.

# Volunteer Information

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Volunteers are an integral part of our programming at Woodmen-Roberts. We recognize and appreciate the time, expertise, support, and assistance they give. Volunteers may include parents and patrons who give their time to assist in the classrooms, libraries, and offices of the schools. They also include student teaching assistants and high school students who are receiving credit for work in classrooms and offices.

For liability reasons, volunteers **shall not** bring young children to school when they are volunteering. Please always sign in/out at the office and wear a visitor/volunteer badge provided by the school.

### **Becoming a Volunteer at Woodmen-Roberts**

- Come to the school office and ask for a volunteer application/background check form.
- Complete the form, including a reference, and return it to the school office. There is a charge for completing the background check, and payment must be included with your application. Check with the office staff for the amount and procedure.
- Sign up for a Volunteer Orientation.
- Once your reference is checked and approved, you will be notified that you have been approved for volunteering in the school.
- Volunteers wishing to help with PTO-sponsored activities should contact the PTO Volunteer Coordinator.

# Academy District 20 Information

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## 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.

## **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. June 1, 2023.

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

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

1. Absences approved by the principal or designee.
2. Absences due to temporary illness or injury.
3. Absences for an extended period of time due to physical, mental or emotional disabilities.

#### 4. Absences due to being in the custody of the court or law enforcement authorities.

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

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

#### **Balancing Rights and Responsibilities**

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

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

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

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

Policy [JICJ](#) allows students to carry electronic communication devices approved by the building principal, but these devices must be turned off and put away during instructional time unless they are being used for

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

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

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

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

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

**Concurrent Enrollment (CE) Programs Act** [C.R.S § 22-35- 103(6)(a)] and **District 20 Concurrent Enrollment policy 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.

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 [IMB-R](#) details how a parent may request an exemption from such curricula.

### **Sex Offenders, Notification Regarding:**

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

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

OR

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

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

**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 school-sponsored events. **Sharing any controlled substance, including prescription medication, is also a violation of District policy.** In order to promote a healthy and safe learning environment, the school district will take disciplinary action that may include suspension or expulsion from school and may include referral to law enforcement for criminal prosecution. Students who use or possess alcohol or drugs or are under the influence of alcohol or drugs in violation of policy JICH will be disciplined in the following manner:

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

Based on circumstances of individual cases, including but not limited to situations involving particularly pernicious, harmful, or addictive illegal drugs such as felony class- controlled substances, the principal or designee, at his or her discretion, may recommend additional suspension or expulsion. Violations of administrative policy **JLCD** on Administering 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 non-school persons are prohibited from directing,

conducting, controlling, or regularly attending the activities of a noncurricular student group. Noncurricular student groups shall not be deemed to be school-sponsored or endorsed. Students seeking approval for a student organization to meet at school during noninstructional time should seek approval from the principal or his or her designee in accordance with administrative procedure [JJA R](#).

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

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

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

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

### **No expectation of privacy**

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

### **Unauthorized and unacceptable uses**

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

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

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



- that contains personal information about themselves or others, including information protected by confidentiality laws
- that impersonates another or transmits through an anonymous remailer
- that possesses or uses malicious software, hacking software, personal VPN software, proxy software, or devices used for these purposes on District property, and bypassing the Internet filter in any way.

### **Security**

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

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

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

### **Vandalism**

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

### **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 self-carry such medication in accordance with administrative policy [JLCD](#), Administering Medications to Students. Even if the student is authorized to self-carry, the parent is strongly encouraged to provide self-injectable epinephrine to the school.

#### **Staff training**

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

#### **Suspension and expulsion (administrative policy [JKD/JKE](#)):**

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

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

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

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

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the child or to other children. Nothing in this paragraph shall be construed to limit the school district's authority to suspend a student with a disability for a length of time consistent with federal law.
4. Declaration of the student as a habitually disruptive student, pursuant to administrative policy **JK** and its accompanying administrative procedure.
  - a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in a school vehicle or at school activities.
  - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."
5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
  - a. Possession of a dangerous weapon without the authorization of the school or the school district;
  - b. The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5); or
  - c. The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault.
6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. Carrying, bringing, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on school property without the authorization of the principal or designee.
8. Violation of the District's substance abuse policy, **JICH**, as outlined in that policy and accompanying administrative procedure.
9. Failure to comply with the immunization requirements as specified in Colorado law and administrative policy **JLCB** unless a bona fide medical or religious exception applies. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

#### Grounds for denial of admission

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

1. Graduation from the 12<sup>th</sup> grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;

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

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

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

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

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

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

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

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

For purposes of this policy, the following definitions apply:

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

c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

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

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

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

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

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

#### **Weapons (administrative policy JICI):**

Possession, use, and/or threatened use of a dangerous weapon by students is detrimental to the welfare and safety of the students and school personnel within the District. Using, possessing or threatening to use a dangerous 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.

[Academy District 20 Policies](#)