

# Academy International Elementary School



## Parent/Student Handbook 2025-2026

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.

# Academy International Elementary School

8550 Charity Drive  
Colorado Springs, CO 80920  
Phone: 719-234-4000  
FAX: 719-234-4099  
[academyinternational.asd20.org](http://academyinternational.asd20.org)



Laura McNally  
Principal  
[laura.mcnally@asd20.org](mailto:laura.mcnally@asd20.org)

Leigh Ann Lawrentz  
Assistant Principal  
[leighann.lawrentz@asd20.org](mailto:leighann.lawrentz@asd20.org)

# Table of Contents

<a href="#">Mission, Values, Vision</a> .....	1	<a href="#">Tardies</a> .....	9
<a href="#">IB Philosophy</a> .....	1	<a href="#">Bicycles</a> .....	9
<a href="#">School Hours</a> .....	2	<a href="#">Student Use of Electronic Communication</a>	
<a href="#">School Spirit</a> .....	2	<a href="#">Devices</a> .....	9
<b>AIES CURRICULUM</b>		<a href="#">Child Abuse and Neglect</a> .....	10
<a href="#">Academic Core Curriculum</a> .....	3	<a href="#">Behavior Expectations and Discipline</a> .....	10
<a href="#">Specials and Library</a> .....	3	<a href="#">Physical Intervention and Constraint</a> .....	10
<a href="#">Assessments</a> .....	3	<a href="#">Bullying Prevention and Education</a> .....	10
<a href="#">Field Trips</a> .....	3	<a href="#">Title IX</a> .....	11
<a href="#">Device and Network Use</a> .....	3	<a href="#">Dress Standards</a> .....	12
<b>AIES STUDENT SUPPORT SERVICES</b>		<a href="#">Emergency Drills</a> .....	12
<a href="#">Counselor</a> .....	4	<a href="#">Prohibited Items</a> .....	12
<a href="#">Special Education</a> .....	4	<b>HEALTH AND SAFETY</b>	
<a href="#">Communication Social Development</a>		<a href="#">Accident or Illness at School</a> .....	13
<a href="#">(CSD)</a> .....	4	<a href="#">Emergency Care at School</a> .....	13
<a href="#">MTSS Team</a> .....	5	<a href="#">Immunizations</a> .....	13
<a href="#">Gifted Education</a> .....	5	<a href="#">Medication Administration</a> .....	14
<a href="#">Speech/Language Pathologist</a> .....	5	<a href="#">Vision and Hearing Screening Services</a> ..	14
<a href="#">Social Worker</a> .....	5	<a href="#">Allergies</a> .....	14
<a href="#">School Psychologist</a> .....	5	<a href="#">Wellness</a> .....	15
<a href="#">School Nurse</a> .....	5	<b>HOME/SCHOOL COMMUNICATION</b> .....	15
<a href="#">Reading Support</a> .....	5	<a href="#">Homework Expectations</a> .....	16
<a href="#">ESL (English as a Second Language)</a> .....	6	<a href="#">Lost and Found</a> .....	16
<b>PARENTS: PARTNERS IN EDUCATION</b>		<a href="#">Breakfast and Lunch Program</a> .....	16
<a href="#">PTO</a> .....	6	<a href="#">Office Telephone</a> .....	16
<a href="#">SAC (School Accountability Committee)</a> ....	6	<a href="#">Parties</a> .....	17
<a href="#">Volunteers</a> .....	6	<a href="#">Pets</a> .....	17
<a href="#">Visitors</a> .....	7	<a href="#">Recess/Supervision</a> .....	17
<b>AIES INFORMATION: PRACTICES AND</b>		<a href="#">Report Cards &amp; Conferences</a> .....	17
<b>PROCEDURES</b>		<a href="#">School Pictures</a> .....	18
<a href="#">Arrival and Departure</a> .....	7	<a href="#">Student Placement</a> .....	18
<a href="#">Buses</a> .....	7	<b>DISTRICT PROCEDURES</b>	
<a href="#">Traffic</a> .....	7	<a href="#">Equal Education Opportunity</a> .....	18
<a href="#">Walking to and From School</a> .....	8	<a href="#">Emergency Closing</a> .....	18
<b>ATTENDANCE</b>		<a href="#">School Cancellation</a> .....	18
<a href="#">Student Absences</a> .....	8	<a href="#">Two-Hour Delayed Start</a> .....	18
<a href="#">How Absences Affect School Work</a> .....	9	<a href="#">Storm — Early Release</a> .....	19
<a href="#">Checking Students Out</a> .....	9	<b>FREQUENTLY USED EDUCATIONAL</b>	
		<b>ACRONYMS</b> .....	20



## ACADEMY SCHOOL DISTRICT 20 MISSION, VALUES & VISION

**Mission:** We educate and inspire students to thrive in a safe and supportive environment.

**Values:** We believe people are the heart of our success. We believe relationships matter. We believe in quality education.

**Vision:** We provide creative and personal learning opportunities, accessible to all students, preparing them to thrive in an ever changing world.

### ACADEMY INTERNATIONAL ELEMENTARY SCHOOL MISSION & VISION STATEMENT

**Mission:** We educate and inspire students to thrive in a safe and supportive environment.

**Vision:** We nurture each student's academic success and social emotional well-being to help them reach their fullest potential.

### International Baccalaureate Primary Years Programme (IBPYP) Philosophy

The IBPYP is designed for students ages three to twelve. In District 20, the PYP culminates in fifth grade, typically around age eleven. The PYP is an internationally minded program that supports the whole child—academically, socially, emotionally, physically, and culturally. It fosters curiosity, encourages exploration, and promotes a lifelong love of learning.

At the core of the PYP are eight fundamental concepts, each framed as a key question. These broad, powerful ideas guide the *Units of Inquiry*—collaboratively designed by teachers and students—which form the foundation of the curriculum. These units promote deep thinking, meaningful learning, and global awareness.

The goal of the PYP is to cultivate students who embody the attributes of the **IB Learner Profile**. Through the PYP, we support the development of learners who are: Inquirers, Thinkers, Communicators, Risk-takers, Knowledgeable, Principled, Caring, Open-minded, Balanced, and Reflective. These attributes reflect the values of the IB and guide our students to become compassionate, lifelong learners prepared to thrive in a diverse and changing world.

Central to the program are the following **Essential Elements**:

- **Key Concepts:** Form, Function, Causation, Change, Connection, Perspective, Responsibility, Reflection
- **Knowledge:** Who We Are, Where We Are in Place and Time, How We Express Ourselves, How the World Works, How We Organize Ourselves, Sharing the Planet
- **Approaches to Learning:** Thinking skills, Communication skills, Social skills, Research skills, Self-management skills
- **Action:** Choose, Act, and Reflect through the Action Cycle. IB students take action to show they have grown as learners. That action may surface in many ways. For example, action can present itself through new thoughts or understandings or through the creation or accomplishment of a goal.

# Academy International Elementary School

## SCHOOL HOURS

8:20 a.m.— 3:25 p.m.

## AIES SPIRIT

### ACADEMY INTERNATIONAL SCHOOL SONG

We'll go as far as we can go, we see as far as we can see.

We'll learn as much as we can learn, we'll be the best that we can be.

#### **Chorus:**

**We're Academy International, the world is at our feet.**

**We will go forth to serve, when our time here is complete.**

**We will stand as one in might and mind, we'll give our all.**

**We're Academy (Academy) International**

#### **Vs. 2**

The future lies before us/as far ahead as we can see.

We celebrate the importance/and beauty of diversity.

#### **Vs. 3**

We now prepare to go forward/to be the best that we can be.

As we encourage each other/to be the best that we can be.

### SCHOOL COLORS AND MASCOT

The Academy International Elementary School colors are forest green, navy blue, and gold. Many students enjoy wearing spirit wear on Fridays. Academy International's mascot is a lynx.



## **AIES CURRICULUM**

### **ACADEMIC CORE CURRICULUM**

The core curriculum for kindergarten through fifth grade includes language arts (reading and writing), mathematics, social studies, and science. Each subject is guided by the Colorado Academic Standards (CAS) for the appropriate grade level. Additionally, our school follows the International Baccalaureate (IB) framework for teaching and learning. By integrating the CAS with the IB framework, we offer a comprehensive curriculum that aligns with both state and IB standards and practices.

### **SPECIALS & LIBRARY**

Students in all grades participate in French, physical education, music, and visual arts.

French instruction is tailored to each grade level and supports the development of essential world language skills appropriate to students' cognitive and developmental stages. French is taught through engaging activities such as games, chants, songs, gestures, and collaborative learning.

Our physical education (PE) program supports each student's physical development by building essential skills for wellness, fitness, and coordination. These skills also enhance learning across all areas of the school curriculum. For your child's safety, please ensure they wear sneakers on PE days. If your child needs to be excused from PE for one or two days due to health reasons, a written note from a parent or guardian is required. For extended absences, a note from a healthcare provider is necessary.

Students explore music concepts through a Kodály and Orff-based curriculum. They learn to play mallet percussion instruments, ukulele, and recorder, as well as sing, dance, and perform a diverse repertoire that includes American folk, ethnic, and world music. Our program also emphasizes literature and poetry to enrich musical understanding. Performance opportunities include grade-level concerts, as well as participation in specialized groups such as the AIES Ringers

(handbell ensemble for fourth and fifth graders) and the AIES Singers (vocal choir for fourth and fifth graders).

The visual arts program offers students ongoing opportunities to explore art concepts and techniques throughout the year. Art lessons are integrated with the grade-level curriculum, aligned with the IB Units of Inquiry studied at each grade.

AIES maintains a flexible library schedule, allowing students ample opportunities to check out books. Our librarian and Digital Learning Coach (DLC) collaborates closely with staff and students to support reading, research, teaching, and learning needs.

### **ASSESSMENTS (including ASD20 Policy IKA)**

State and federal laws require students in the District to participate in standardized assessments in English language arts, mathematics, social studies, and science. If a parent or guardian chooses to opt their student out of a state assessment, the District shall not prohibit that student from participating in activities or receiving rewards offered to students who do take the assessment.

### **FIELD TRIPS (K-5)**

Field trips allow the school to utilize community and regional resources that directly connect to the curriculum. These experiences are planned to align with the Units of Inquiry, offering practical, hands-on learning opportunities. Trips are taken on district buses and are carefully planned and supervised for student safety. Parent permission is required for students to participate, and fees may be charged to help cover transportation and entrance costs. All district transportation guidelines must be followed.

### **DEVICE AND NETWORK USE (including ASD20 Policy JS)**

The district provides students with technology resources to support research, assignments, communication, and collaboration. Access to these resources is a privilege, not a right.

Students who have parental permission and agree

to the terms of the D20 Network Acceptable Use Agreement will be granted network access. Once the agreement is signed, students can use the network for class-related activities such as web research and printing.

Misuse of district devices or network access may lead to disciplinary action, including restrictions on device and network use. For more details on inappropriate use, please refer to ASD20 Policy JS.

## **AIES STUDENT SUPPORT SERVICES**

Student growth and progress are closely monitored throughout the year. A variety of support services are available to meet students' individual needs, whether they require additional help through remediation or opportunities for academic enrichment.

Our goal is to ensure every student has the resources and support necessary to succeed.

### **COUNSELOR**

Our school counselor follows the American School Counselor Association (ASCA) national model and ethical standards. The ASCA's *Mindsets & Behaviors for Student Success: K-12 College and Career-Readiness Standards* guide the counselor's work, focusing on the knowledge, skills, and attitudes students need for academic success, social emotional development, and future readiness.

The counselor collaborates with students, families, staff, and the community to provide support through:

- Classroom curriculum and group activities
- Individual planning sessions tailored to student goals and needs
- Responsive services addressing immediate student concerns

While the counselor does not provide therapy, they can connect families with private counseling resources as needed.

Additionally, the counselor coordinates support

services to ensure all students have appropriate access to education and can assist with questions about:

- Social and emotional development
- The 504 plan process and eligibility
- Suicide and threat assessments
- Confidentiality and privacy
- Coordination of support services

Confidentiality is maintained in all interactions except when disclosure is necessary to prevent harm to the student or others, or as required by law (e.g., suspected abuse or criminal activity).

Parents have the right to refuse counselor services for their child. If you choose to opt out, please notify your child's teacher and the counselor. Note that refusing these services will not prevent your child from meeting with the counselor for academic or classroom-related concerns.

### **SPECIAL EDUCATION**

The special education resource teacher provides specially designed instruction to support students with identified disabilities. This instruction is tailored to meet each child's unique learning needs and may involve adapting the content, teaching methods, or how instruction is delivered.

The goal is to ensure that every student has meaningful access to the general education curriculum and the opportunity to meet grade-level academic standards.

### **COMMUNICATION SOCIAL DEVELOPMENT (CSD)**

The CSD teacher supports students identified with Autism Spectrum Disorder (ASD) who require specialized programming tailored to their unique needs.

Students in the CSD program typically demonstrate significant challenges in functional communication, social skills, and/or restrictive interests or repetitive behaviors that impact their ability to fully access the general education setting.

Our CSD team provides specially designed

instruction individualized for each student. Instruction is continually adjusted to ensure students are supported and thriving in their learning environment.

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

The MTSS process is designed to support students' academic and behavioral needs through a data-driven, problem-solving approach. Student progress is carefully monitored, and interventions are adjusted as needed to ensure effective support.

Collaboration with families is essential. Ongoing communication with parents and guardians helps ensure each student receives the right level of support to succeed.

### **GIFTED EDUCATION**

AIES has a gifted education specialist who supports the needs of formally identified gifted and talented students in grades 3–5.

In addition to working directly with students, the specialist collaborates with teachers by providing resources and strategies for differentiation, helping ensure instruction is appropriately challenging and engaging for all learners.

### **SPEECH/LANGUAGE PATHOLOGIST (SLP)**

The SLP provides evaluation, intervention, and consultation services for students with communication challenges that may impact academic or social success.

Areas of support may include:

- Speech/articulation
- Receptive and expressive language
- Voice
- Fluency
- Auditory processing

Services are tailored to meet each student's individual needs and are delivered in collaboration with staff and families to support student growth.

### **SOCIAL WORKER**

AIES is assigned a district social worker who serves

multiple schools and is on campus on a limited basis.

The school social worker supports students' social and emotional development, primarily through diagnostic evaluations and services as part of the special education referral process.

Additionally, the social worker acts as a vital link between the school, families, and community resources, helping to ensure students receive the support they need both in and out of school.

### **SCHOOL PSYCHOLOGIST**

AIES is assigned a school psychologist by the district who serves multiple schools and is on-site on a limited basis.

The school psychologist provides diagnostic evaluations related to intellectual ability, academic performance, and psychological or emotional development.

They also play an active role in helping assess student strengths and needs, and assisting in the development of effective, individualized interventions.

### **SCHOOL NURSE**

AIES is assigned a district school nurse who serves multiple schools and is on-site on a limited basis but remains available for consultation as needed.

Parents are encouraged to communicate with the school nurse regarding any significant health concerns to determine if an individualized health plan is needed for school.

Families are also responsible for providing the school with up-to-date immunization records and notifying the school of any contagious illnesses their child may have.

### **READING SUPPORT**

AIES has reading specialists who provide targeted interventions for students reading below grade-level expectations.

Support focuses on the five essential components

of reading—phonemic awareness, phonics, fluency, vocabulary, and comprehension—and is tailored to individual student needs.

Interventions are delivered through small group pull-out sessions and in-class support.

As a designated Dyslexia Satellite School, AIES also offers specialized instruction through Certified Academic Language Practitioners (CALPs), who provide *Take Flight* therapy for students exhibiting characteristics of dyslexia or with a formal dyslexia diagnosis.

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

AIES is an ESL Magnet School, providing targeted support for English language learners (ELLs). Our ESL teacher creates a safe, supportive learning environment and works closely with both students and classroom teachers.

They assist in developing and monitoring English Language Plans (ELPs) and help set appropriate learning goals tailored to each student’s language proficiency.

Using research-based instructional methods, our highly qualified educator supports measurable growth in listening, speaking, reading, and writing—alongside success in all academic content areas.

## **PARENTS: PARTNERS IN EDUCATION**

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

AIES has a very active PTO that welcomes all parents and guardians. The PTO sponsors numerous fundraising activities and special events that help build school spirit and strengthen our community.

The PTO board meets regularly, and all parents are encouraged to attend these open meetings. Meeting dates, times, and locations are shared through ParentSquare.

#### **PTO Board Officers**

Casey Conley	President
Danielle Nicholson	1st Vice President
Katie DeWitt	2nd Vice President

Tyler DeWitt	Secretary
Laura Frame	Treasurer
Diana Lee	Media Outreach
Patience Byers	Wednesday Packets
Liam Conley	Fundraising
Josie Osborne	Volunteer Liaison

### **SCHOOL ACCOUNTABILITY COMMITTEE (SAC)**

The SAC is composed of volunteer parents, teachers, a community member, and school administrators. This group serves as a vital communication link between the school and the wider community.

Members typically serve a two-year term and are encouraged to remain actively involved during this time.

While the SAC is not a policy-making body, it plays an important role in guiding the development and implementation of the annual school improvement plan. Additionally, the committee serves as a sounding board for new ideas and ongoing discussions about school policies and programs.

### **VOLUNTEERS**

We believe students learn best when families and the school work together. Volunteers bring special skills, personal attention, and extra support that enrich our school community.

Volunteers can assist in many ways, including:

- Helping in the classroom
- Assisting with parties and special events
- Performing clerical tasks
- Tutoring students
- Speaking in classrooms
- Supporting Field Day activities
- Assisting in the library
- Participating in PTO and SAC activities
- Helping with Kiss and Drop/Go
- Supporting International Tour Day
- Chaperoning field trips, and more

Volunteer hours and roles are flexible and coordinated with classroom teachers. All volunteers must complete an annual training and pass a background check to ensure student safety. For security, volunteers are required to sign in at

the office and wear a name badge while on campus.

Please note that, for liability reasons, only enrolled AIES students are allowed on campus during school hours, including playground areas, even during volunteer time.

### **VISITORS**

We warmly welcome parents, guardians, and community members to visit Academy International. **All visitors must sign in at the front office and wear a name badge.**

To minimize classroom interruptions, please drop off lunches, backpacks, and other items at the office, and staff will ensure your child receives them promptly.

If you would like to discuss your child's progress or meet with a teacher, please schedule an appointment during non-instructional time.

### **AIES INFORMATION:** **Practices and Procedures**

#### **ARRIVAL AND DEPARTURE**

Students may enter the building starting at 8:10 a.m., when supervision begins. Classes start promptly at 8:20 a.m.

At the end of the day, students are dismissed at 3:25 p.m. Students should leave school grounds immediately unless they are participating in a school-sponsored activity or attending Champions, our on-site before- and after-school childcare program.

All students must be picked up by 3:25 p.m. If parents have a meeting with a staff member, children should wait either in the office or just outside the classroom.

#### **Preschool Hours:**

- AM Program: 8:10 a.m. – 10:55 a.m.
- PM Program: 11:40 a.m. – 3:25 p.m.

#### **BUSES**

Parents expect safe and efficient bus service, and it is essential that students follow all bus rules and safety procedures. While transportation is provided as a service to eligible students, it remains a privilege—not a right—and improper behavior may result in loss of bus riding privileges.

To promote safety, video and audio recording devices are installed on all buses and may be used at any time.

#### **Responsibilities for Students:**

- Stay at your designated bus stop and do not stray.
- Wait for the bus to come to a complete stop before boarding.
- Use appropriate language and maintain classroom-level conduct while on the bus.
- Respect the bus driver, the bus, and fellow students at all times.
- Keep hands to yourself; no pushing, tripping, or horseplay on or around the bus.
- Do not carry sharp objects that could cause injury or damage.
- Keep the bus clean and free of trash; do not throw anything out the windows.
- Respect other students' property.
- Any damage caused to the bus must be paid for by the responsible student.
- Remain quiet when approaching railroad crossings.
- Stay on the bus during emergencies unless directed otherwise by the driver.

If your child needs to ride a different bus than assigned, a written note from a parent is required to obtain a bus pass.

#### **TRAFFIC**

We expect all parents and students to consistently follow traffic safety rules, including crossing streets at corners, using crosswalks, and looking both ways before crossing any street or driveway.

When arriving by car, students must remain inside the vehicle until it stops in the Kiss and Drop/Go zone and an adult opens the door to assist them.

At dismissal, students should wait behind the yellow line in the Kiss and Drop/Go zone until an adult is ready to escort them to their vehicle.

For safety and efficiency, parents should **not** use the staff parking lot or the bus loading/unloading zones for drop-off or pick-up.

Please do not drop off students before 8:10 a.m., as there is no adult supervision available before that time.

Students should be picked up promptly at 3:25 p.m. Families who need care before or after school hours are encouraged to use the Champions onsite childcare program.

### **WALKING TO AND FROM SCHOOL**

Plan to arrive 5 to 10 minutes before the tardy bell at 8:25 a.m. to avoid rushing.

Always walk on the sidewalk. If there is no sidewalk, walk on the left side of the road facing oncoming traffic.

Never accept rides from strangers.

After school, students are not allowed to stay and play on the playground unless accompanied by a parent or guardian.

## **ATTENDANCE**

### **STUDENT ABSENCES**

**(including ASD20 Policy JE, JH, JHB)**

School attendance is required by Colorado state law and Academy District 20 policy. Parents or guardians must report all student absences.

On the day of an absence, please notify the school by either:

- Emailing [aie-attendance@asd20.org](mailto:aie-attendance@asd20.org)
- Calling the office at 719-234-4000

After school hours, you may leave a message on the same number to report an absence.

If your child will be absent for an extended period, a pre-arranged absence form must be completed and approved by a building administrator. This form is available in the office.

Attendance is a key factor in student achievement. When absences occur, they will be classified as either **excused** or **unexcused**.

### **Excused absences include:**

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

Absences not meeting these criteria will be considered **unexcused**. Medical documentation may be requested for students with excessive absences.

**Note: If an absence is not reported by a parent or guardian, it will automatically be recorded as unexcused.**

If a student is absent without parent notification, school personnel will make reasonable efforts to contact the parent or guardian.

### **Habitual Truancy**

State law defines a student with **four unexcused absences in a month** or **ten unexcused absences in a school year** as habitually truant (C.R.S § 22-33-102(3.5)). The district will work with families to reduce truancy but may partner with juvenile courts to address habitual truancy when necessary.

### **Chronic Absenteeism**

A student who is absent 10% or more of a quarter—excused or unexcused—may be identified as chronically absent, which can negatively impact academic success.

Failure to comply with compulsory attendance laws may result in legal action, as outlined in district policies (JH, JHB).

Because attendance is critical to student success, AIES follows a three-tiered process to support consistent attendance:

**Tier 1:**

When a teacher notices a pattern of poor attendance—such as frequent tardies, early checkouts, or multiple absences—they will contact the parent to discuss how attendance is impacting the student’s learning.

**Tier 2:**

If attendance issues persist, administration will send a **Notice of Concern letter** to the family.

**Tier 3:**

Continued attendance problems will prompt administration to send a formal letter requesting a meeting with parents. During this meeting, an **Attendance Contract** will be developed, and attendance will be monitored weekly. Failure to comply may result in the initiation of truancy proceedings.

**HOW ABSENCES AFFECT SCHOOL WORK**

Regular attendance is essential to keep up with instruction and assignments. Therefore, class assignments are generally **not provided in advance** for pre-planned absences.

Students who miss school are responsible for checking in with their teachers to learn about missed assignments. Teachers will support students in understanding and completing the work.

Students are allowed one extra school day for each day they were absent to complete make-up work.

**CHECKING STUDENTS OUT DURING THE SCHOOL DAY**

If you need to pick up your child during the school day, please come to the office with a valid photo ID. Office staff will assist you with the checkout process.

For student safety, students are not permitted to leave the building without first checking out through the office.

**TARDIES**

The tardy bell rings at **8:25 a.m.** Students who arrive late must check in at the office before going to class.

Please make every effort to arrive on time, as all students benefit from valuable class time and a smooth, efficient morning routine with their classmates.

Excessive tardiness is considered disruptive behavior and may result in administrative consequences.

At AIES, we encourage all students to Be on Time, Ready to Learn, Every Day!

**BICYCLE SAFETY & PROCEDURES**

Students may ride bicycles to school. Upon arriving and leaving school grounds, students must walk their bicycles on sidewalks and through crosswalks for safety.

Each student is responsible for locking their bicycle securely in the bike rack upon arrival and should not remove it until ready to go home.

Wearing a bicycle helmet is strongly encouraged for all students. Please note, the school is not responsible for lost or stolen bicycles.

**STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES (including ASD20 Policy JICJ)**

We understand that some families rely on electronic devices such as cell phones and smartwatches for communication. If your child brings a device to school, it must remain off and stored in their backpack for the entire school day.

Students are not permitted to use or display devices while waiting in line before school or during the day, unless explicitly authorized by staff.

Additionally, the Colorado Department of Education requires that all electronic communication devices (for both students and staff) be turned off during state testing, which is administered in grades 3–5.

## **CHILD ABUSE AND NEGLECT**

In accordance with Colorado Statute (C.R.S. 19-3-102 to 115), all school employees are mandated reporters and are legally required to report any suspected child abuse or neglect to the appropriate county department of human services or local law enforcement.

The intent of this law is to ensure that protective services can be provided to prevent further harm and to safeguard the health, safety, and well-being of children.

## **BEHAVIOR EXPECTATIONS AND DISCIPLINE (including ASD20 Policy JK/JKBA)**

Each classroom and Specials teacher establishes clear expectations and consequences at the beginning of the school year. These are posted in classrooms and shared with both students and parents.

At AIES, we are committed to maintaining a safe, respectful, and orderly school environment. Students are expected to demonstrate respect for themselves, their teachers, classmates, and all members of the school community. These behavioral expectations apply in the classroom, throughout the building, and on all school property.

### **Disciplinary Procedures**

When a student does not meet behavioral expectations, the teacher will address the issue, and the administration may become involved if necessary. Consequences for infractions may vary depending on severity and frequency and can include:

- Loss of privileges
- Parent contact
- In-school suspension
- Out-of-school suspension
- Expulsion (in accordance with district policy and Colorado law)

Serious infractions that may lead to suspension or expulsion include (but are not limited to):

- Continued willful disobedience or defiance of authority

- Willful destruction or defacing of school property
- Behavior detrimental to the safety, welfare, or morals of others
- Possession or use of drugs or weapons
- Fighting or bullying (zero tolerance)

Parent communication is a key component of our discipline process. Parents will be notified when disciplinary action is taken.

ASD20's full Code of Conduct can be found in **Policy JIC/JICDA**.

## **PHYSICAL INTERVENTION AND RESTRAINT (including ASD20 Policy JKA/JKA R)**

To maintain a safe learning environment, District staff members may, within the scope of their employment and in accordance with state law, use physical intervention or restraint when necessary. This is done only in situations where it is required to protect the safety of the student or others, and always in alignment with **District Policy JKA** and its accompanying regulations.

If a student or parent/guardian has a concern or wishes to file a complaint regarding the use of restraint or seclusion, the process outlined in **District Regulation JKA E 2** must be followed.

## **BULLYING PREVENTION AND EDUCATION (including ASD20 Policy JICDE)**

The District is committed to fostering a safe, respectful, and inclusive school environment free from threats, harassment, and all forms of bullying. All types of bullying are unacceptable.

### **Definition of Bullying**

According to District Policy JICDE and Colorado state law, bullying is defined 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 through physical acts or gestures.”

Bullying is prohibited against any student for any reason, including but not limited to actions based on:

- Academic performance
- Disability
- Race, creed, color
- Sex, sexual orientation, gender identity, or gender expression
- Marital status
- National origin, religion, or ancestry
- The need for special education services (whether actual or perceived)

### **Important Clarification**

Not all student conflict is considered bullying.

### **Consequences**

Students who engage in bullying—or who retaliate against someone who reports bullying in good faith—are subject to disciplinary action.

Consequences may include:

- Suspension
- Expulsion
- Referral to law enforcement

We take all reports of bullying seriously and work in partnership with families to ensure a positive school climate for all.

The District cannot take action against bullying unless it is reported. If you are being bullied—or if you witness bullying—please tell a trusted adult at school as soon as possible.

Students, parents, or community members may also report concerns anonymously through Safe2Tell®, a statewide system for reporting any behavior that may threaten the safety of an individual or the school community.

To make a report, contact:

Safe2Tell: 877-542-SAFE (877-542-7233)

Online: [www.safe2tell.org](http://www.safe2tell.org)

All reports are taken seriously, and action will be taken to ensure student safety and well-being.

## **TITLE IX**

### **(including ASD20 Policy AC, JBB, JBB E)**

Academy District 20 complies with Title IX and all related state and federal regulations. In accordance with Administrative Policy AC and related guidelines, discrimination on the basis of sex, sexual orientation, gender identity or expression, transgender status, or family composition is strictly prohibited in any program or activity operated by the District.

Sex-based harassment is a form of unlawful discrimination and is not tolerated in our schools. A safe and respectful learning environment, free from harassment, is essential for all students.

It is a violation of District policy for any staff member to harass a student, or for a student to harass another student, through unwelcome physical, verbal, pictorial, or visual conduct based on:

- Sex
- Sexual orientation
- Gender identity or expression

Verbal or physical aggression, intimidation, or hostility based on sex—even if not sexual in nature—may also be considered sex-based harassment.

Students are encouraged to report any incident of sex-based harassment to a trusted adult at school. Reports can also be submitted using the District's formal complaint process, outlined in Administrative Policy JBB and the accompanying reporting form JBB E.

All reports are taken seriously. In determining whether the alleged conduct constitutes harassment, the District will consider:

- The totality of the circumstances
- The nature of the conduct
- The context in which it occurred

For more information or to access the complaint form, see Administrative Policy JBB: Sexual Harassment of Students.

## **DRESS STANDARDS** **(including ASD20 Policy JICA)**

We encourage students to dress in a way that is appropriate for both learning and the weather. The primary responsibility for appropriate attire rests with parents and students. School attire should support a respectful and distraction-free learning environment.

In alignment with District policy, the following may not be worn in school buildings, on school grounds, or at school-sponsored activities:

1. Clothing or accessories that are disruptive or unsafe, including but not limited to items that:
  - Refer to drugs, tobacco, or alcohol
  - Display obscene, profane, vulgar, or defamatory images or language
  - Advocate violence, drug use, or disruptive behavior
  - Pose a threat to the safety or welfare of any person
2. Clothing that is excessively revealing, such as:
  - Items that expose the stomach, buttocks, or chest
  - Backless clothing
  - Clothing that reveals underwear
  - Clothing that is sheer, short, tight, or low-cut inappropriately

School administrators have the authority to determine whether clothing is disruptive to the learning environment. When a dress code issue arises, students may be asked to change or call home for alternative clothing.

## **EMERGENCY DRILLS**

At AIES, we prioritize the safety of all students, staff, and visitors. In compliance with District safety protocols, our school regularly practices the following emergency drills:

- **Hold** – Remain in current location, continue normal activities
- **Secure** – Lock exterior doors; learning continues as usual inside
- **Lockdown** – Lock doors, turn off lights, and remain silent in designated secure areas

- **Evacuate** – Leave the building quickly and calmly (e.g., fire drills)
- **Shelter** – Take safety precautions for severe weather or environmental hazards

These drills are designed to ensure that students and staff know the quickest, safest routines in an emergency. During any drill, students remain with their assigned staff member and follow all instructions until administration gives the all-clear.

Volunteers and visitors in the building during a drill are expected to stay with the class or group they are supporting. This helps maintain safety and ensures we are accountable for every individual in the building.

## **PROHIBITED ITEMS AT SCHOOL** **(including ASD20 Policy ADC/JICI/JICH)**

To maintain a safe, respectful, and distraction-free learning environment, the following items are **not permitted** at school:

- Weapons of any kind (including knives or any object used or intended to be used as a weapon)
- Tobacco, drugs, alcohol, or related products
- Matches, lighters
- Water guns, toy weapons, or realistic-looking facsimiles of weapons
- Skateboards, roller blades, sneaker skates/Heelies
- Bats, hard baseballs
- Electronic devices (including personal gaming devices)
- Trading cards such as Pokémon cards or similar items

Toys should not be brought to school unless a teacher has specifically requested them. Any item that causes a disruption during the school day will be placed in the student's backpack. If the issue persists, a parent or guardian may be contacted to pick up the item.

Possession or use of any facsimile of a weapon in a threatening or disruptive manner may result in serious disciplinary consequences, up to and including expulsion.

To prevent loss or damage, students should not bring personal items to school unless they are required for class. AIES is not responsible for lost, damaged, or stolen belongings.

## **HEALTH AND SAFETY**

### **ACCIDENT OR ILLNESS AT SCHOOL**

In the event that your child becomes ill or is involved in an accident at school, the contact information listed in Infinite Campus will be used. Please ensure your phone numbers and emergency contacts are kept up to date.

If your child has a specific medical condition, please notify the school office, nurse, and your child's teacher so we can provide appropriate support.

Any head injury or injury of significance will be reported to parents. If a child becomes ill during the school day, parents or emergency contacts will be called to pick up the student.

To help maintain a healthy school environment:

- Students must be **fever-free for at least 24 hours** (without medication) before returning to school.
- Students who have vomited must also wait **24 hours** before returning.

AIES will follow guidance from the local health department and ASD20 in the event of community health concerns, including situations such as a pandemic.

### **EMERGENCY CARE AT SCHOOL**

If a child becomes ill or is injured during the school day, they will be sent to the office for care. Please note that AIES does not have a full-time nurse. Office staff will provide basic care and support in addition to their regular responsibilities.

If your child has a specific health condition or requires special medical attention, please notify both the school office and your child's teacher so appropriate accommodations can be made.

## **IMMUNIZATIONS**

In accordance with Colorado Revised Statutes, all students are required to have up-to-date immunizations unless an exemption is submitted based on medical, religious, or personal beliefs.

### **Medical Exemptions**

- A licensed medical provider must complete and sign the official medical exemption form.
- Once a valid medical exemption is on file, it does not need to be resubmitted annually.
- Submit completed forms to the school nurse.

### **Religious or Personal Exemptions**

- A parent or guardian must complete and sign the exemption form each school year.
- A new exemption form must be submitted annually.
- Return completed forms to the school nurse.

### **Exclusion Policy**

Students without current immunization records—or without a valid exemption on file—may be excluded from school in the event of an outbreak of a vaccine-preventable disease.

### **Required Immunizations for K–5 Students:**

- DTaP (Diphtheria, Tetanus, and Pertussis)
- MMR (Measles, Mumps, and Rubella)
- Polio
- Hepatitis B
- Varicella (Chickenpox)
- If your child has had chickenpox, please inform the school nurse and provide the date of illness.
- Documentation from a healthcare provider may be required.

All immunizations must comply with the current vaccination schedule set by the state of Colorado.

For questions or assistance, please contact the school nurse.

## MEDICATION ADMINISTRATION AT SCHOOL

Academy District 20 requires that both a healthcare provider with prescriptive authority and a parent/guardian sign the appropriate form in order for any medication—prescription or over-the-counter—to be administered at school.

### Exceptions: Over-the-Counter (OTC) Medications

For certain OTC medications, your school nurse may sign in place of a healthcare provider. These include:

- TUMS
- Tylenol or Motrin (for **pain**, not fever)
- Cough drops
- Seasonal allergy medication

A parent/guardian must still sign the bottom of the medication form for these OTC items.

When possible, please arrange for medications to be administered outside of school hours whenever feasible.

If your child must take medication during the school day, the following steps are required:

#### 1. Complete the Medication Permission Form:

- Parent/guardian must sign and provide contact information.
- A healthcare provider with prescriptive authority must complete and sign the medical section (unless using nurse-approved OTC items listed above).

#### 2. Medication Requirements:

Prescription medications must be in the original labeled container, which includes:

- Student's name
- Name of medication
- Dosage and administration time
- Prescribing provider's name and phone number
- Pharmacy name and phone number

Over-the-counter medications must:

- Be in the original packaging
- Be labeled with the **student's name**
- Match the dosage authorized by the healthcare provider or nurse

### 3. Medication Delivery:

- All medications must be transported to and from school by an adult. Students are not allowed to carry medications themselves.

Please contact your school nurse with any questions or for assistance completing the necessary forms.

### VISION & HEARING SCREENING SERVICES

Vision and hearing screenings are provided for:

- All students in grades K–5
- Students who are new to the district
- Any student with a suspected vision or hearing concern

If a potential deficiency is identified, parents/guardians will be notified and advised to arrange a comprehensive evaluation with a healthcare professional.

### ALLERGY AWARENESS AND PREVENTION (including ASD20 Policy JLCDA)

At Academy International, we follow Academy District 20 procedures to reduce the risk of allergen exposure and create a safer environment for students with severe allergies.

Allergies can be life-threatening, especially when they trigger anaphylaxis, a serious reaction that may involve multiple systems of the body (skin, respiratory tract, digestive system, cardiovascular system). Symptoms may include:

- Hives, swelling, or itching
- Nausea, vomiting, or abdominal pain
- Sneezing, coughing, or wheezing
- Swelling of the lips, tongue, or throat
- Difficulty breathing, low blood pressure, or shock (most dangerous symptoms)

### Our Shared Responsibility

While Academy District 20 cannot guarantee an allergy-free environment, we can work together—school staff, families, and healthcare providers—to reduce the risk and keep students safe.

## **Nut Allergy Protocols**

Peanut and tree nut allergies are among the most common life-threatening allergies.

The following nut safety procedures are in place and can be adapted to other severe allergies as needed:

- A nut-free hot lunch option is available daily.
- A designated nut-protected table is available in the cafeteria.
  - Students who bring nut products from home may not sit at this table.
- Students with nut-containing lunches are encouraged to wash hands with soap or use wet wipes after eating.
- Cafeteria tables are cleaned between lunch periods.
  - Nut-protected tables are sanitized with cloths used only for that area to prevent cross-contamination.

## **Classroom Guidelines**

- Efforts are made to keep classrooms nut-protected.
  - Nuts are not used in class activities or projects.
  - Students may not eat nut-containing snacks inside the classroom.
- Nut-protected areas (such as a classroom with a severely allergic student) will be clearly marked with signage.
- Parents will be notified if their child shares a classroom with a student who has a severe allergy.
- Please follow school guidance regarding any food brought to school for classroom celebrations or snacks.

## **Working Together**

By following these procedures, we help create a safe environment for all students. If your child has a diagnosed allergy, please communicate this with the school nurse, classroom teacher, and front office as soon as possible.

Academy District 20 is committed to supporting healthy schools by promoting student wellness, good nutrition, and regular physical activity as essential parts of the learning environment. At AIES, our staff actively support these goals and work to foster a culture of well-being.

If you're sending food to school for any event or function, please consider providing healthy options that support our students' overall health and wellness.

## **HOME/SCHOOL COMMUNICATION**

At AIES, we value strong partnerships between home and school. Open communication is essential to supporting student success, and we encourage parents to reach out with any needs or concerns. Administrators and teachers may be contacted by note, email, or telephone.

If you call during class time, the office will either deliver a message to the teacher or offer to transfer the call to voicemail.

If you would like to meet with a teacher, we kindly ask that you schedule an appointment in advance. Due to teaching and planning responsibilities, teachers are often unable to accommodate unscheduled drop-in conferences before or after school, or during instructional time. We appreciate your understanding.

Teachers will respond to emails within 48 hours (Monday–Friday). If your message is urgent or requires a same-day response, please call the front office, and we will ensure the message reaches the appropriate staff member.

For regular updates and important information, we encourage parents to check the Infinite Campus Parent Portal, ParentSquare, and Wednesday Packets.

To help keep our school community informed and engaged, AIES provides regular updates through multiple channels:

**WELLNESS**  
**(including ASD20 Policy ADF)**

- **Weekly "AIES Happenings" Update:** Every Monday, the administration shares an *AIES Happenings* message via ParentSquare. This weekly communication includes important information, events/activities, and upcoming dates.
- **Wednesday Packets:** Each Wednesday, students will bring home a folder containing important information such as classroom updates, school activities, PTO news, lunch menus, and forms. Please review the contents, complete and return any required items, and send the folder back to school the following day.

These tools are designed to keep parents up to date and involved in their child's school experience.

### **HOMEWORK EXPECTATIONS (including ASD20 Policy IKB)**

Homework is a meaningful extension of the classroom learning experience. It provides students with opportunities to practice new skills, prepare for upcoming lessons or discussions, apply previously learned material, and explore concepts creatively. Homework also fosters responsibility, promotes independent learning, and helps develop positive study habits. It serves as a bridge between school and home, keeping families informed and involved in their child's academic growth.

Teachers will communicate specific homework procedures and expectations with students and families at the start of the school year.

### **LOST AND FOUND**

To minimize lost items, we strongly encourage families to clearly label all personal belongings, including clothing (jackets, boots, gloves, hats) and items such as lunch containers and water bottles. These are the most commonly misplaced items, and labeling them greatly increases the likelihood that they will be returned.

Lost items will be placed in the school's Lost and Found, located near the cafeteria. Unclaimed items may be donated to a local charity at the end of each quarter.

### **BREAKFAST & LUNCH PROGRAM**

AIES offers hot breakfast and lunch daily for all students.

- Breakfast is served from 8:10–8:20 a.m.
- Through the Healthy School Meals for All (HSMA) program, each student is eligible to receive one free meal per breakfast and lunch period.

Please note:

- Second meals and à la carte items (such as snacks or extra drinks) are available for purchase.
- These items can be paid for with available funds in the student's meal account or with cash at the time of purchase.

We encourage families to monitor meal account balances regularly.

### **Applying for the Free & Reduced Meal Program**

Although the Healthy School Meals for All (HSMA) program provides free breakfast and lunch to all students, families are still encouraged to apply for the Free and Reduced Meal (FRAM) program if they may qualify.

Approved applications may qualify families for additional benefits such as:

- Reduced or waived fees for school devices
- Reduced or waived transportation fees
- Discounts on athletic programs and activities
- Reduced costs for field trips and school events

Applications can be submitted through Infinite Campus. Even if your child receives free meals, completing the FRAM application helps ensure your family can access additional support—and helps our school qualify for important educational funding.

### **OFFICE TELEPHONE**

The office telephone is available for student use in cases of emergency only. All after-school plans should be made before arriving at school.

Phone calls to teachers during school hours will be directed to voicemail, as teachers are unable to take calls during instructional time.

### **PARTIES**

AIES embraces an international focus in school celebrations. Our fall festivities include a fall party, costumes, and a Volksmarch. We also hold winter parties in December and Valentine’s Day celebrations in February. Teachers often plan end-of-school celebrations as well. Party activities and refreshments are thoughtfully planned by teachers and assisting parents, with attention to accommodating classroom allergies.

If parents wish to bring refreshments for a student’s birthday, please check with the classroom teacher beforehand. **“Surprise” parties for teachers or students are not permitted.** We also encourage parents to avoid sending flowers or balloon bouquets to school, as these can disrupt learning and cannot be stored in classrooms.

For safety and liability reasons, younger siblings are not allowed to accompany parents or students to classroom parties. Additionally, **party invitations should not be distributed at school** to prevent hurt feelings and minimize disruptions to the learning environment.

### **PETS**

For health and safety reasons, animals—including leashed pets—are not permitted on school grounds unless they are part of an authorized program and prior arrangements have been made with school administration.

Please do not bring dogs to AIES during student drop-off or pick-up times unless they remain safely contained inside a vehicle.

### **RECESS AND SUPERVISION**

Students should come to school dressed appropriately for the weather, as outdoor physical activity is an important part of their day.

School administration monitors weather conditions, including temperature and wind chill, to determine if recess should be held indoors during extreme cold or wet weather.

For safety and liability reasons, parents are not permitted to participate in or be present on the playground during recess.

### **REPORT CARDS AND CONFERENCES (including ASD20 Policy JRA/JRC)**

Report cards reflecting your child’s progress are issued at the end of each quarter through the Infinite Campus Parent Portal. Regular reporting provides valuable opportunities to review students’ learning strengths and areas for growth.

At Academy International, report cards are standards-based, giving detailed information about students’ progress toward meeting state standards.

Conferences are held twice a year at AIES:

- Fall: Parent/teacher conferences at the end of the first quarter
- Spring: Student-led conferences at the end of the third quarter

Parents can schedule conference appointments via ParentSquare. These conferences are designed to foster collaboration between students, parents, and teachers, helping students better understand their learning and clarify teacher expectations.

If needed, additional conferences may be requested by either parents or teachers at any time during the school year.

The District safeguards the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Without written consent from a parent or guardian, personally identifiable information from a student’s education records will not be disclosed—except in cases allowed by FERPA exceptions (see Administrative Policy JRA/JRC).

If you wish to grant a third party (such as a step-parent or other family member) access to your child’s education records, please contact the building administrator to request a third-party consent form. Each parent or guardian must complete the form and have their signature notarized. The notarized forms must then be returned to the building administrator.

This permission remains in effect until a parent or guardian revokes it in writing and submits the revocation to the building administrator.

### **SCHOOL PICTURES**

Individual school pictures are taken early in the school year, with retakes available if needed. Group classroom pictures are taken each spring.

Please review your **Media Release Agreement** in the **Infinite Campus Parent Portal** to confirm your permission preferences regarding the use of your child’s photo in the yearbook.

### **STUDENT PLACEMENT**

At the end of each school year, teachers share important information about individual student learning needs with the next grade level’s teachers. Parents may also complete an information sheet to provide insights about their child’s needs.

Please note, this process **is not a teacher request form**. The principal and assistant principal consider all information—along with input from teachers, support staff, and parents—when making student placement decisions.

## **DISTRICT PROCEDURES**

### **EQUAL EDUCATIONAL OPPORTUNITY (including ASD20 Policy JB)**

Every student in Academy District 20 is entitled to equal educational opportunities through the programs and services offered in our schools.

No student shall be discriminated against on the basis of **disability, race, color, ancestry, creed, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, or need for special education services**.

This commitment reflects our dedication to providing a safe, inclusive, and supportive learning environment for all students.

### **EMERGENCY CLOSING**

The superintendent or their designee may **close schools, delay the start of the school day, or dismiss schools early** in the event of hazardous weather or other emergencies that threaten the health, safety, or welfare of students and staff.

All available resources are used to inform this decision, especially during inclement weather or unsafe road conditions.

Parents are encouraged to exercise their own judgment regarding their child’s safety. If a parent deems it unsafe to send their child to school, the child may be kept at home. The absence will be **excused**, and the student will have the opportunity to make up any missed assignments without penalty.

If weather conditions worsen during the school day and a parent or the child’s designated emergency contact wishes to pick the child up early, the school will release the student. The school will maintain a log of all early releases and the individuals to whom students are released.

### **SCHOOL CANCELLATION**

If school is canceled due to weather or other emergencies, local radio and television stations will broadcast the announcement.

In addition, parents will receive **notifications via ParentSquare** and/or **text messages**. For this reason, we strongly encourage all families to sign up for ParentSquare to stay informed of important updates.

School closure information will also be posted at the top of both the AIES and Academy District 20 websites.

### **TWO-HOUR DELAYED START**

In the event of developing adverse weather conditions, the superintendent may call for a two-hour delayed start to ensure the safety of students and staff.

**Procedure:**

- Local radio and television stations will be notified by **6:00 a.m.** that **District 20 schools will operate on a two-hour delay.**
- A final decision on whether schools will open or close will be made by **8:00 a.m.**
- If the decision is to remain open, the two-hour delay will remain in effect, and no further announcement will be made.

We encourage parents to monitor local media, ParentSquare, and the district website for updates.

**STORM - EARLY RELEASE**

If a storm develops while school is in session, District 20 may decide to release students early for their safety. Local media stations will announce early dismissal times.

It is essential that **each child knows what they are expected to do** in the event of an early storm release.

**Procedures:**

- Each teacher will have a sign-out sheet. Parents or authorized individuals must sign out each student before they are released.
- All students must be accounted for before being released.
- Students with parental permission to walk home will be released at the designated time.
- Students who are not walkers will remain at school until a parent or authorized adult arrives to pick them up.

Please watch for ParentSquare notifications for real-time updates and instructions during weather-related events.

## **FREQUENTLY USED EDUCATIONAL ACRONYMS**

ALP	Advanced Learning Plan
CSD	Communication Social Development
DAC	District Accountability Committee
ELP	English Language Plan
ESL	English as a Second Language
ELL	English Language Learner
GE	Gifted Education
IB	International Baccalaureate
IEP	Individual Education Plan
MTSS	Multi-Tiered System of Supports
POI	Program of Inquiry
PTO	Parent/Teacher Organization
PYP	Primary Years Programme
SAC	School Accountability Committee
SEL	Social Emotional Learning
SPED	Special Education
SRD	Significant Reading Deficiency
TAG	Talented and Gifted

Academy District 20

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

School Year 2025-2026



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 <https://www.asd20.org/board-of-education/board-policies/>. 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.**

## Table of Contents

*Handbook of Students’ Rights and Responsibilities and Annual Notifications to Parents* ..... 1

**Introduction**.....5

**Academic Rights** .....5

**Academy District 20 Mission Statement** .....5

**Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification:**.....5

**Assessments (administrative policy IKA):** .....5

**Attendance and Truancy (administrative policies JE, JH, JHB):**.....6

**Balancing Rights and Responsibilities** .....6

**Bullying (administrative policy JICDE):** .....7

**Cell Phones and other Electronic Devices (administrative policy JICJ)** .....7

**Clubs (see Student Organizations, administrative policy JJA)**.....8

**College Classes-Opportunity to Earn College Credits and Accelerate Learning Pathways to College** .....8

**Disciplinary Removal from Classroom (administrative policy JKBA)** .....9

**Equal Educational Opportunity (administrative policy JB)** .....9

**Evaluation**.....10

**FERPA Notice for Directory Information (administrative policy JRA/JRC):**.....11

**Free Association**.....12

**Free or Reduced Lunch (administrative policy EF)**.....12

**Gangs (administrative policy JICF):**.....12

**Homeless Students Notification**.....13

**Homework Responsibilities** .....13

**Identification** .....13

**Individual Dignity** .....13

**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:**.....14

**Peaceful Assembly** .....14

**(The) Protection of Pupil Rights Amendment (PPRA), Notification of Rights under (policy JLDAC-E): .....14**

**Respect for Property .....16**

**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] .....16**

**Seeking Change through the Proper Channels .....16**

**Sex Education/Health and Family Life .....17**

**Sex Offenders, Notification Regarding: .....17**

**Sexual Harassment (administrative policy JBB) .....17**

**Sharing/Release of Student Information (administrative policy JRCA): .....18**

**Student Code of Conduct: .....18**

**Code of Conduct (administrative policy JICDA): .....18**

**Dress Code for Students (administrative policy JICA): .....19**

**Drug and Alcohol Use by Students (administrative policy JICH): .....21**

    Penalties for Possession of Drug Paraphernalia .....21

    Penalties for Distribution, Selling, Purchasing or Exchanging Alcohol or Drugs .....22

**Electronic Communication Devices, including Cell Phones (administrative policy JICJ): .....22**

**Screening and Testing of Students (and Treatment of Mental Disorders) (administrative policy JLDAC) .....23**

**Student Expression .....23**

**Student Conduct (administrative policy JIC): .....23**

**Student Discipline (administrative policy JK) .....24**

**Student Fees and Fines (administrative policy JQ) .....25**

**Student Interrogations, Searches, and Arrests (administrative policy JIH): .....25**

    Interviews by school administrators .....25

    Searches conducted by school personnel .....25

    Search of school property .....26

    Search of the student's person or personal effects .....26

    Detection canines ..... **Error! Bookmark not defined.**

    Law enforcement officers' involvement--Interrogations and interviews .....27

    Seizure of items .....27

    Search and seizure .....27

    Custody and/or arrest .....27

**Parking Lot/Vehicle Searches (administrative policy JIHB) .....28**

<b>Student Organizations (administrative policy JJA)</b> .....	<b>28</b>
<b>Student Use of the Internet, Electronic Communications, and Digital Media (administrative policy JS)</b> .....	<b>29</b>
Blocking or filtering obscene, pornographic, or harmful information .....	29
No expectation of privacy .....	29
Unauthorized and unacceptable uses .....	29
Security and safety .....	30
District Provided Devices .....	31
Student use is a privilege .....	31
School district makes no warranties .....	31
<b>Students with Life-Threatening Allergies (administrative policy JLCDA)</b> .....	<b>31</b>
Health care plan .....	31
Reasonable accommodations.....	31
Access to emergency medications.....	32
Staff training .....	32
<b>Suspension and expulsion (administrative policy JKD/JKE):</b> .....	<b>32</b>
Grounds for denial of admission.....	33
Expulsion or Denial of Admission for unlawful sexual behavior or crime of violence.....	34
<b>Tobacco Free Schools (administrative policy ADC):</b> .....	<b>34</b>
<b>Use of Physical Intervention and Restraint (administrative policy JKA and JKA R)</b> .....	<b>36</b>
<b>Weapons in School (administrative policy JICI):</b> .....	<b>36</b>
<b>Wellness, School (administrative policy ADF):</b> .....	<b>37</b>

## Introduction

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

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

## Academic Rights

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

## Academy District 20 Mission Statement

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

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

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

## Assessments (administrative policy IKA):

State and federal laws require District students to take standardized assessments in the instructional areas of English language arts, math and science. If a student's parent/guardian chooses to opt the student out of taking a state assessment, the District shall not prohibit the student from participating in an activity, or receiving any other form of reward, that the District provides to students for participating in the state assessment. C.R.S. § 22-7-1013 (8)(b).

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

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

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

Per District policy JE and state law, excused absences are as follows:

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

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

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

## Balancing Rights and Responsibilities

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Confidential Student Records-*a/so 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 JJA/JRC). If you wish to allow a third party (for example, a step-parent or other family members) access to personally identifiable information from your child's education records, please contact your building administrator to request a third-party consent form. Each parent or guardian must complete the form and have his or her signature notarized. Return the notarized forms to your building administrator. The permission will be effective until a parent/guardian revokes permission in writing and submits the revocation to the building administrator.

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

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

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

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

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

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

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

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

### Equal Educational Opportunity (administrative policy JB)

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

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

## Evaluation

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

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

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

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

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

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

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

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

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

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

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

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

The District has designated the following information as directory information:

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

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

### Free Association

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

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

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

### Gangs (administrative policy JICF):

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

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

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

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

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

### Homeless Students Notification

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

### Homework Responsibilities

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

### Identification

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

### Individual Dignity

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

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

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

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

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

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

### Peaceful Assembly

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

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

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

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

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

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

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

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

Inspect, upon request and before administration or use -

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

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

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

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### Respect for Property

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

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

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

### Seeking Change through the Proper Channels

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

## Sex Education/Health and Family Life

The District teaches about family life and sex education in regular courses on anatomy, physiology, science, health, and 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, transgender status, or family composition 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 incidents of sexual harassment to an adult at school and file a complaint, through the District's complaint process outlined in JBB E. In determining whether alleged conduct constitutes 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/Administrative Policies](#).

### 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 influences behavior, work quality and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

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, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

Clothing that:

- is inappropriately sheer, short, tight or low-cut  
bares or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts

Exceptions:

Appropriate clothing may be worn in physical education. Clothing normally worn when participating in school sponsored extracurricular or sports activities (such as cheerleading uniforms and the like), may be worn to school when approved by the sponsor or coach.

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

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

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

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

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

- Second Offense - The student may be suspended for up to five school days, and the principal may recommend additional suspension and/or expulsion/deferred expulsion.
- Third and Subsequent Offense(s) – The student may be suspended for up to 10 school days and the principal may recommend to the superintendent expulsion of the student for up to one calendar year for the third offense and all subsequent offenses occurring within three years.

### Penalties for Possession of Drug Paraphernalia

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Student Expression

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

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

### Student Conduct (administrative policy JIC):

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

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

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

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

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

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

### Student Discipline (administrative policy JK)

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

## Student Fees and Fines (administrative policy JQ)

Families that are eligible for the **Free and Reduced Program** should provide their household income information by completing the Free and Reduced Application. While meals are provided for free to all Academy District 20 students through Healthy School Meals for All, it's important for us to gather this information in order to receive federal funding.

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

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

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

## 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, the school principal or designee 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 a student or a student's personal effects such as a purse, backpack, book bag, briefcase, or vehicle parked 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 by a staff member who is the same sex as the student being searched. Staff members may also utilize a handheld metal detector on the exterior of a student's clothing and personal items. 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 and religious beliefs, in light of the sex and age of the student.

Except in situations presenting a significant risk to the safety or welfare of students, school personnel, or property, personal searches of a student shall be conducted in a private room 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.

### **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.. 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. 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. 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. 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 curriculum of a course/s offered in the school. 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 curriculum-related or endorsed, but must be supervised by a licensed District staff member. 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, Electronic Communications, and Digital Media (administrative policy JS)

The utilization of the Internet, electronic communications, and digital media is integral to supporting educational curricula and substantially enriching the learning environment. Engagement with these resources necessitates students to exercise critical thinking, information analysis, effective communication, proficient writing skills, problem-solving abilities, and the cultivation of digital competencies essential for current employment demands. Moreover, leveraging these tools fosters a mindset of continual learning and provides avenues for remote education participation, peer interaction, and access to educational informational resources. For this policy's purposes, "digital resources" means District network and any device, hardware, software, website, database, or other technology used to access the Internet.

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

Recognizing the dynamic nature of the digital landscape, wherein students may encounter materials of varying content, including potentially harmful content, the District will make reasonable measures to safeguard students from accessing material deemed obscene, pornographic, or otherwise detrimental to minors, in accordance with the Children's Internet Protection Act (CIPA). Students shall take responsibility and use good judgment when using District digital resources to avoid exposure to inappropriate material.

### **No expectation of privacy**

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

### **Unauthorized and unacceptable uses**

Students shall use District technology devices in a responsible, efficient, ethical, and legal manner. Unauthorized and unacceptable uses of digital resources encompass a spectrum of behaviors, including, but not limited to, accessing, creating, or transmitting material unrelated to educational objectives. All material and information accessed/received through the District network shall remain the property of Academy District 20 and subject to disclosure under the Colorado Open Records Act (CORA).

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

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

### **Security and safety**

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

Students are prohibited from engaging in activities that compromise the integrity or functionality of District networks or digital resources, including acts of vandalism, hacking attempts or unauthorized access attempts which includes using another person's password or any other identifier. Inappropriate use or vandalism against District networks or digital resources are subject to disciplinary measures, including loss of the digital resource, loss of network privileges, suspension, expulsion, or civil or criminal liability under applicable laws.

In the interest of student safety and security, schools integrate digital citizenship skills into instruction as part of their accreditation process. Students are reminded to

exercise caution if sharing personally identifiable information (PII) and to refrain from arranging in-person meetings with individuals encountered online.

### **District Provided Devices**

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

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

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

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

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

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

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

### **Health care plan**

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

### **Reasonable accommodations**

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

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

### **Access to emergency medications**

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

### **Staff training**

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

### **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 one of the following has been provided: a written authorization signed by a parent/guardian requesting local public health officials administer the immunizations; a certificate of medical exemption; a certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment; or a certificate of non-medical exemption. 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 one of the following has been provided: a written authorization signed by a parent/guardian requesting local public health officials administer the immunizations; a certificate of medical exemption; a certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment; or a certificate of non-medical exemption.

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

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

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

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

For purposes of this policy, the following definitions apply:

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

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

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

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

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

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

## Weapons in School (administrative policy JICI):

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

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

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

- Students who use, possess, or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with District policy concerning student suspensions, expulsions, and other disciplinary interventions.

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

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

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

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