

**School in the Woods
Parent/Guardian/Student Handbook
2025-2026**

Once a naturalist...Always a naturalist.



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Welcome to School in the Woods

Learn from the Land!

School in the Woods (SITW) is an educational “choice” program for fourth (4th) grade students in Academy School District 20. These young naturalists attend school each day for the entire school year on 640 wooded acres in Black Forest. As much instructional time as possible is spent outdoors in this “living classroom” actively exploring the forest learning about weather, water, soil, plants, trees and wildlife. Enthusiasm for the natural sciences enriches teaching and learning in all areas of the curriculum.

This handbook is a guide for parents/guardians and their student(s) attending SITW, and it contains valuable information unique to our program as well as Academy School District 20’s policies and procedures. To ensure that students and parents/guardians at SITW are aware of our expectations and their responsibilities, a parent/guardian must acknowledge this handbook under the Agreements tab for your SITW student on the Extended Parent Portal. Your electronic signature verifies that the student(s) and parent/guardian have received and reviewed this handbook and are aware of the expectations, rules and practices at SITW.

This document is provided as a resource to SITW parents/guardians 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 Board Policies page of the Academy District 20 website at [Board Policies](#). Policies may also be reviewed at the Education and Administration Center of Academy School District 20 located at 1110 Chapel Hills Dr. Colorado Springs, Colorado 80920. A printed copy of the *Notification of Rights and Responsibilities of Students and Parents & Student Code of Conduct* may be requested at no cost in the administrative office of any school or by calling the Director for Legal Relations at 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.

The relationship between school and home is an important one. We encourage students and parents/guardians to work collaboratively with teachers in their efforts to support the students’ education. Communication is critical, and we will make every effort to keep students and parents/guardians informed. Look for regular emails and weekly newsletters filled with information and updates. Please do not hesitate to contact the school if you have questions or needs. Working as partners, we will ensure student success.

Important Phone Numbers

- SITW Front Office & Attendance: 719-234-4330
- ASD20 Transportation: 719-234-1410
- ASD20 Central Registry: 719-234-1224
- ASD20 Help Desk: 719-234-1777
- ASD20 EAC: 719-234-1200

SITW School Hours

- School Hours: 8:35am-3:40pm Monday – Friday
- Office Hours: 8:00am-4:00pm Monday – Friday

SITW Websites & Email Addresses

- Website: <https://schoolinthewoods.asd20.org>
- Attendance Email Address: sitw-attendance@asd20.org
- General SITW Questions Email Address: sitw-info@asd20.org

School in the Woods (SITW) Practices and Procedures

While this handbook is a good source of information about SITW, you will receive up-to-date news and announcements on a regular basis. Emails are sent to the email addresses indicated on your Parent Portal. Please feel free to call the school or email any of the staff at any time. All staff email addresses can be found on our webpage. Look for our “Week in the Woods” with tips, celebrations, and program information every week. The following is a summary of SITW’s Practices and Procedures in alphabetical order to make finding what you need easier.

Attendance

Students at SITW are expected to meet the same attendance requirements as all other students in Academy School District 20. For more details, please see the “Academy School District 20 Handbook of Student Rights and Responsibilities” that follows this SITW-specific handbook.

We need healthy, well-rested students ready to take charge of their academic, social, and emotional learning. To accomplish this, we need your children in attendance daily because of the important perspectives and ideas each child brings to SITW. Due to the uniqueness and rigor of the SITW program, when your child is absent from school, he/she may miss one-of-a-kind outdoor experiences.

School attendance is required by Colorado state law and Academy School District 20 policy; therefore, student absences must be reported by a parent/guardian either by emailing or calling the SITW front office on the day of absence. You can call any time and leave a voicemail. If the school does not receive a message, we will call parents/guardians at home or work to let you know that your child is not at school. Please do not email teachers about absences or emergencies since teachers do not always have a chance to check email at the start of the school day. Instead, email Attendance at sitw-attendance@asd20.org or call the main office at 719-234-4330.

Excused Absences

The following are examples of excused absences:

- Absences approved by the school administrator or his/her designee
- Absences due to temporary illness or injury. A doctor’s note will be required after the fifth (5th) absence due to medical reasons. These do not have to be consecutive days
- Routine medical/dental/health check-up appointments
- Absences for an extended period of time due to physical, mental or emotional disabilities
- Absences due to being in the custody of the court or law enforcement authorities
- Funerals and weddings
- Family emergency
- School-related activities
- Religious holiday
- Military related events/travel

Pre-Arranged Absences

It is important that instruction occurs so that assignments can be completed; therefore, class assignments can be requested in advance for pre-arranged absences. Schoolwork can be requested from the teacher at a minimum of twenty-four (24) hours in advance. Students

will be given an extra school day for each day missed to complete make-up work. Please also email the SITW front office at sitw-attendance@asd20.org with your student's name and date(s) he/she will be absent.

Unexcused Absences

If an absence does not fall into one of the above excused absences categories, it will be considered unexcused. When a student fails to attend school on a regularly scheduled school day, it is the parent's/guardian's responsibility to notify school staff for the reason of the absence. If school staff receives no notification of the student's absence, a reasonable effort will be made to contact the parent/guardian. If an absence is not confirmed, it will automatically be coded as an unexcused absence.

State statute defines any student who has four (4) unexcused absences in one month, or ten (10) unexcused absences in a school year, as habitually truant. [Administrative policy JE and C.R.S § 22- 33-102 (3.5)]. When a student has an excessive number of absences, whether excused or unexcused, they negatively impact the student's academic success. The school administrator 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]. Academy School District 20 will initiate steps to work with families to reduce truancy. Academy School District 20 partners with local juvenile courts to intervene and address "habitual truancy." Because attendance is a key factor in student achievement, we adhere to a three-tier process for supporting consistent attendance:

- **Tier 1:** When a teacher recognizes a poor attendance pattern, such as arriving at school after class has begun, early checkouts, and/or multiple absences, the teacher will contact the parent/guardian to communicate the impact these absences have on learning;
- **Tier 2:** If the poor attendance pattern continues, a Notice of Concern letter is sent home by school administration; and
- **Tier 3:** If the poor attendance pattern continues, school administration sends a formal letter to the parents/guardians requesting a meeting. The purpose of the meeting is to create an Attendance Contract and to begin weekly progress monitoring of attendance. Noncompliance will initiate Truancy Proceedings.

Student Early Check-out

If you need to pick up your student early for any reason, please call the SITW front office ahead of time at 719-234-4330. If you are not able to call ahead, please plan for an additional 5-10 minutes for your child to possibly come back to the building if the class is out in the field, pack up and walk down to the front office. Parents/Guardians with legal parental authority must come into the front office and sign their student out. A current photo ID (e.g., driver's license, military ID, etc.) must be presented at check-out before a student can be signed out. The ID will be verified against the student's record in Infinite Campus. The person checking out your student must either be identified as a Guardian in the Household section of Infinite Campus, or he/she must be listed on a Pick-up Authorization form, which gives permission

for that person to pick up your student. The form must be completed and signed by a parent/guardian and be on file with the SITW front office.

Behavior Support and Discipline

SITW believes it is important to focus on and celebrate the hard work and positive behaviors of all our students. It is also the philosophy of SITW that the parent/guardian partnership is vital to the success of instilling appropriate behavior for all students.

Established school rules apply in the classroom, on school grounds, on buses, at bus stops, to and from bus stops, at all school/district sponsored activities, as well as off school property. Behavior that may be detrimental to the welfare or safety of students and/or school personnel, on or off school property, will not be tolerated.

When a child is referred to the school administrator for misconduct, it is an opportunity to discuss how the behavior is potentially harmful or hurtful to the student and their peers. The school administrator's goal is to understand the situation completely, help the student reflect on the situation, and plan for future success. Consequences for misbehavior may include a warning, loss of privileges, detention, in-school suspension, out-of-school suspension, or recommendation for expulsion. Parents/Guardians are notified by the teacher and/or school administrator of discipline situations and consequences.

Guiding Principles for Discipline

The following are SITW's guiding principles of how student behaviors and discipline are handled:

- The school administrator is not the "first step" in student discipline. In the classroom, teachers will communicate with the student and utilize a variety of approaches before involving the school administrator. Please note that severe instances (i.e., bullying, fighting, threatening, etc.) will be dealt with by the school administrator even in the case of a first infraction.
- The school administrator will determine appropriate consequences which must abide by Colorado Law and Academy School District 20 policies.
- Discipline is an opportunity for student learning. Consequence(s) will match the infraction.
- Children deserve the opportunity to appropriately change their behavior with help. Some "lesser" infractions may not reach formal status and might not include parent communication about a specific incident. A second infraction of the same nature would.
- Student discipline is confidential and specific information regarding other students will not be shared with other students or families.

- A student being referred to the school administrator by a teacher and/or staff will always involve parental communication. Phone communication will occur. In some instances, parents/guardians will need to meet with the school administrator.
- The underlying attitude for everything we do at SITW is RESPECT:
 - RESPECT for one's self;
 - RESPECT for other students and their opportunity to learn;
 - RESPECT for teachers and parents/guardians;
 - RESPECT for our school;
 - RESPECT for other living things; and
 - RESPECT for our planet.

Steps Regarding Student Discipline

With that as our compass, you can expect the following steps regarding student discipline:

Level 1 Behaviors that impact only the student	Level 2 Behaviors that interfere with others	Level 3 Harmful/Illegal behaviors
Try: 3 Steps without success before making a referral at this level	Try: 3 Steps without success before making a referral at this level	Immediate referral should occur with this level of infraction
Not prepared (Interference/Disruption) Out of seat (Interference/Disruption, Defiant) Breaking pencils (Destruction) Not following directions (Defiant) Playing at desk/table (Interference/Disruption) Not doing class work (Defiant) Not in line (Interference/Disruption, Defiant) Sleeping (Interference/Disruption) Copying behaviors (Interference/Disruption) Not listening (Defiant) Leaning in chair (Defiant) Refusing to work (Defiant) Crawling on floor (Interference/Disruption)	Talking out/Tantrums (Interference/Disruptions) Inappropriate noises (Interference/Disruption) Tattling (Interference/Disruption) Pushing (Peer Violation/Physical Contact) Standing on furniture (Defiant) Constant talking (Interference/Disruption) Out of seat and interfering with other students' learning (Interference/Disruption) Crawling on floor and interfering with other students' learning (Interference/Disruption) Inappropriate chair manners (Interference/Disruption) Consistently not following directions (Defiant) Talking back to adult (Adult Disrespect) Throwing things (Destruction) Teasing (Bullying) Lying (Dishonesty)	Actions that cause harm (Peer Violation/Physical Contact) Fighting (Peer Violation/Physical Contact) Punching (Peer Violation/Physical Contact) Biting (Peer Violation/Physical Contact) Stealing (Stealing) Threatening to do injury to person or property (Bullying) Direct cheating (Dishonesty) Harassment (Bullying) Persistent disrespect (Peer or Adult Disrespect) Vandalizing school property (Destruction) Spitting on others (Peer Violation/Physical Contact) Bullying (Bullying) **Drugs (Other) **Weapons (Other)

<p>Not taking responsibility for actions (Defiant) Home Learning not completed (Interference/Disruption) Not having a pencil (Interference/Disruption) Minor disrespect (Peer or adult disrespect) Minor horseplay (Interference/Disruption) Lunch time misconduct (Interference/Disruption)</p>	<p>Inappropriate language (Profanity) Looking under bathroom stall (Peer Disrespect) Disrespect to others/name calling (Peer or Adult Disrespect) Leaving room without permission (Disrespect) Hallway behaviors (Interference/Disruption) Profane hand gesture (Profanity)</p>	<p>**Throwing furniture (Destruction) **Sexual harassment (Bullying) **Sexual behaviors (Peer Violation/Physical Contact) or (Bullying) **Tabacco/weapons/alcohol (Other) **Verbal or physical extortion (Other) **SEEK OFFICE ADVISMENT</p>
<p>Step 1: Remind, Reinforce, Redirect</p> <ul style="list-style-type: none"> • Pre-teaching of expectations • Re-teaching of school rules • Eye contact • Proximity • High levels of supervision • Verbal warning • Link rewards to appropriate behaviors <p>Step 2: Take a break</p> <ul style="list-style-type: none"> • Time out in classroom • Loss of privileges • Reflection sheet <p>Step 3: Buddy teacher</p> <ul style="list-style-type: none"> • Time out in buddy room • Reflection sheet 	<p>Step 1: Remind, Reinforce, Redirect</p> <ul style="list-style-type: none"> • Pre-teaching of expectations • Re-teaching of school rules • Eye contact • Proximity • High levels of supervision • Verbal warning • Link rewards to appropriate behaviors <p>Step 2: Take a break</p> <ul style="list-style-type: none"> • Time out in classroom • Loss of privileges • Reflection sheet <p>Step 3: Buddy teacher</p> <ul style="list-style-type: none"> • Time out in buddy room • Reflection sheet • Consultation with grade level teams/school counselor/psychologist/social worker for classroom/individual behavior management ideas 	<p>Step 1:</p> <ul style="list-style-type: none"> • Office referral • Parent contact <p>Next (possible) steps:</p> <ul style="list-style-type: none"> • Consultation with grade level teams/school counselor/psychologist for classroom/individual behavior management ideas • Pre-teaching of expectations • Re-teaching of school rules • Eye contact • Proximity • High levels of supervision • Verbal warning • Link rewards to appropriate behaviors • Time out in classroom • Loss of privileges • Reflection sheet

		<ul style="list-style-type: none"> • Time out in buddy room
Consequence may include: <ul style="list-style-type: none"> • Parent contact • Moving seat • Warning/verbal reprimand • Time out in classroom • Loss of privileges • Refocus sheet • Time out in buddy room 	Consequences may include: <ul style="list-style-type: none"> • Time out in classroom • Time out in buddy room • Parent contact • Loss of privileges • Behavior contact • Admin/parent/student/teacher conference • Teacher/student conference • In-school suspension 	Consequences may include: <ul style="list-style-type: none"> • Admin/parent/student/teacher conference • Referral to counselor • In-school suspension • Discipline plan • Probation plan • Law enforcement • Referral for youth assessment • Out-of-School suspension • Expulsion

Suspension

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

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

Parents/Guardians and the student will be informed and consulted if suspension is considered. If suspension from school is necessary, it will be handled according to the attached Academy School District 20 Policy JICDA, Code of Conduct. Parents/Guardians will be notified of any serious behavior problems at school as soon as possible. We ask parents/guardians to support us in our high expectations of SITW students.

Birthdays

Birthdays are very exciting for fourth graders, and we will happily celebrate them at SITW. However, we ask that students NOT bring treats to share with the rest of the school on their birthdays. Please do not plan surprise parties for teachers or students. Party invitations for private birthday celebrations are not to be passed out at school.

As an alternative to treats, you and your student may select a book and have him/her present it to SITW at the time of your student's birthday. The book does not need to be new (but should be in good condition), and it does not need to be about nature or science. The only requirement is that

its content is appropriate for fourth graders. Fiction and non-fiction books are both welcome. We have a special sticker to be placed in the book which will indicate that your student has donated this book to the SITW library.

Cell Phones, Smartwatches & Electronic Devices

All cell phones and electronic devices must be silenced and remain in the student's backpack throughout the school day (8:35am-3:40pm). Smartwatches may be worn but must be silenced throughout the school day. Smartwatches are not to be used for any other purpose than telling time. Students are not permitted to make phone calls, send or respond to text messages, or communicate on their personal devices during the school day. All communication between parents and students must take place through the school office at 719-234-4330. If cell phones, smartwatches, and/or other electronic devices cause a disruption to the learning environment, they may be kept in the front office until the end of the school day.

Child Abuse and Neglect

When cases of child abuse, neglect and/or battered children are suspected or detected by school personnel, action will be taken. Colorado Revised Statute (C.R.S.) §19-3-304 requires the reporting of these cases to the appropriate county department or local law enforcement agency. It is the intent that, as a result of such reports, protective social services shall be made available in an effort to prevent further abuses, and to safeguard and enhance the welfare of such children. In the Colorado Child Protection Act of 1987, the "school official or school employee" is listed as one of the persons required to report abuse or neglect (i.e., mandatory reporter). The bill goes further to state that mandatory reporters, who willfully fail to report a case of child abuse or circumstances/conditions which would reasonably result in child abuse, commit "a Class 2 misdemeanor in Colorado. The penalties include the possibility of up to 120 days in jail and/or a fine of up to \$750."

A mandatory reporter in Colorado is generally protected from civil or criminal liability for reporting suspected child abuse or neglect in good faith, which means he/she reported without recklessness or without an unreasonable basis.

Clubs

At SITW, we offer enrichment opportunities for students throughout the school year including such things as yoga, knitting, chess and running/walking. These clubs are typically held during recess and are led by parent volunteers who have been cleared by Academy School District 20's volunteer process. Permission slips are required to be signed by the student and parent/guardian to participate in a club. Additionally, before-school clubs are sometimes offered (e.g., Nature Detectives) which are led by SITW teachers. Information and permission slips for the clubs will be handed out at school and sent home in the student's orange folder.

Communication with SITW

To ensure you are receiving the most up-to-date information, please be sure that your Parent Portal and Extended Parent Portal accounts in Infinite Campus are current with contact and emergency numbers as well as names of people who may check your child out of school. If it is necessary to change the information in Infinite Campus, please send an email to the Academy School District 20 Help Desk at help@asd20.org. SITW staff are not allowed to make changes to student information.

SITW Website – direct link to [SITW website](#).

Please become familiar with the SITW's school website and check it often to be up-to-date with current information. The website includes access to IC (Infinite Campus), Schoology, Extended Parent Portal, school calendar, parent/guardian/student information, staff directory, school policies, and other links.

SITW emails

Email communication is used to convey important information to our school community. Parents/Guardians email addresses are pulled directly from Infinite Campus (IC), so **please ensure your email addresses are updated on your Infinite Campus Parent Portal account.** SITW also shares a weekly post on ParentSquare entitled, "Week in the Woods" which can include information such as upcoming events, sign-up genius volunteer opportunities, and reflections on current student activities. The preferred method of communication with teachers is through email. The goal is to address all emails within twenty-four (24) hours (not including weekends).

Telephone Calls

Students may use the school telephone with permission of a teacher or staff. Students must make plans for after-school activities before coming to school. The front office phone is 719-234-4330 and will be answered 8:00am to 4:00pm Monday through Friday. If your call goes to voicemail, please feel free to leave a message.

Orange Home Learning Folder

Every student receives an orange Home Learning folder that is used to send school/classroom information and permission slips home to parents/guardians. Please be sure to check your student's backpack daily and return the folder for use the following day.

General Questions

Please feel free to contact SITW with any general questions by sending a message to our information email address at sitw-info@asd20.org or call our main office at 719-234-4330.

Laptop/Tablet Usage and Internet Access

Students are expected to treat all laptops, tablets and technology equipment with care and respect at all times.

Students are not allowed to load any software or change any settings on a school laptop/tablet without permission. Some violation examples are: changing display backgrounds or screensavers, moving the task bar, changing passwords, accessing or sending email, deleting or moving system files and/or adjusting volume. Infractions may result in the loss of school computer privileges for the remainder of the school year.

Each year, **all students must acknowledge the Internet Access Agreement online before accessing the Internet.** This agreement is located in the Extended Parent Portal under the Agreements tab. Please also review the Student Use of the Internet and Electronic Communications policy with your

student(s). This policy can be found and downloaded from the Extended Parent Portal under the Agreements tab.

Students will only visit websites for educational purposes as directed by a teacher or staff member. Visiting inappropriate sites, sending inappropriate e-mail, or using school laptops in a way that disrespects others' work will result in disciplinary measures. Discipline may include the suspension of Internet privileges and/or consequences related to violation of other school/district policies.

Confidentiality

Academy School District 20 protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent/guardian, we do not disclose personally identifiable information from a child's educational records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy JRA/JRC). If you wish to allow a third party (e.g., a stepparent) access to personally identifiable information from your child's education records, please contact your school administrator to request a third-party consent form. Each parent/guardian must complete the form and have his/her signature notarized. Once completed, please return the notarized forms to your school administrator. The permission will be effective until a parent/guardian revokes permission in writing and submits the revocation form to the school administrator.

Counseling

Our school counselor works collaboratively with teachers to provide support and instruction to classrooms and students. Topics the counselor may teach about or provide support for include friendship, deployment, divorce, motivation, stress, safe and responsible use of technology, and academic performance. Parent permission is required for any student's participation in a group. The counselor meets on a regular basis with teachers to discuss student success as well as to develop both social/emotional and academic plans for individual students. SITW's counseling philosophy is to enhance the student's self-esteem by problem solving and exploring options with the student rather than solving problems for the student.

Custodial and Non-Custodial Parent Rights and Responsibilities: Policy

KBBA

School officials presume that the parent who enrolls a student in school or who files a choice application is the student's custodial parent. Unless a currently effective Colorado court order specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of the student.

In the event the child resides with both parents for equal periods of time during a normal school week, either by splitting time equally between the parents during a normal school week or by residing with each parent on alternating school weeks, and if parents do not agree concerning an educational decision, the superintendent or designee shall determine which parent's instruction to follow regarding the matter in dispute on an interim basis until the parents either reach agreement regarding the disputed matter or the school officials receive a valid Colorado court order or decree that resolves such dispute. Such interim determination shall be within the sound discretion of the superintendent or designee.

If the rights of a non-custodial parent are restricted by a Colorado court order, the custodial parent shall provide the school with a certified copy of the currently effective court order curtailing these rights. Unless informed through the submission of such a court order, the school district assumes there are no restrictions regarding a non-custodial parent's rights, including the right to access the student's educational records. The student shall not be permitted to visit with or be released to anyone, including the non-custodial parent, without the approval of the custodial parent or a court order stating otherwise.

Dressing for the Outdoors & Dress Code

Dressing for the Outdoors at SITW

Students should anticipate going outdoors for some part of every school day. If it is very cold, raining, or snowing heavily, we may go outdoors for only a few minutes to look for animal tracks, record temperatures and precipitation, and/or to experience our “living classroom” in different kinds of weather. Students should never assume that we will not be going outdoors.

Students should wear comfortable clothing and footwear that is suitable for going outdoors. They should be aware that clothing may become wet, muddy, or even ripped while outdoors. Sandals, Crocs, and similar open shoes are not suitable for outdoor wear at our school. Dresses or skirts are not recommended.

We ask each student to bring to school a pair of slippers or moccasins that are not super fancy and have a hard-soled bottom. They should not be huge, puffy-style slippers since our storage space for such things is limited. These items should be clearly marked with the student's name. They will remain at school for the entire school year in case the student should get wet, muddy, or cold while outdoors and need a change of indoor footwear at school. An extra pair of socks is also a good idea.

We strongly encourage students and parents/guardians to listen to weather forecasts each day and come to school dressed appropriately for the forecasted weather. Remember that Black Forest is usually colder than Colorado Springs and may receive substantially more snow. When in doubt, it is better to wear **more** and not need it than to regret leaving a warm jacket or hat at home. Multiple layers work well when a colder day ends up being warmer and vice versa.

In the winter months, please be sure your student has the appropriate outdoor gear including a jacket, gloves, hat, boots, etc. If enough snow falls, we will be going sledding during recess and proper gear is required to participate including snow pants. We also go snowshoeing in the winter when the conditions allow, so having the proper winter clothing is important to have a fun experience. Please note that snowshoes will be provided by the school.

Dress Code

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

- Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive, or potentially disruptive, to the educational environment as determined by the school administrator; including but not limited to items that:
 - refer to drugs, tobacco, or alcohol;
 - are obscene, profane, vulgar or defamatory in design or message;
 - advocate drug use, violence, or disruptive behavior; and/or
 - threaten the safety or welfare of any person.

- Clothing should not:
 - reveals all or part of the stomach, buttocks or chest;
 - be backless;
 - reveal underwear or bra straps;
 - be inappropriately sheer, short, tight, revealing, or low-cut.

Students may not wear crop tops, spaghetti strap shirts, or halter tops without some type of covering under or over the clothing. Shorts must be mid-thigh or longer. Short shorts may not be worn.

Emergency Drills

Drills are conducted throughout the year. In-room emergency procedures are in place, staff is trained, and all drills and procedures are taught to students. The school conducts a fire/evacuation drill once a month, a severe weather drill at least once a semester, and a lockdown drill (doors locked, lights out, all out of sight) at least once a semester.

Forbidden items

The following are not permitted at the SITW: knives, multipurpose tool (Leatherman), weapons of any kind, drugs, cigarettes, lighters, matches, skateboards, hard baseballs, water guns, portable radios, personal music device, electronics, and the like. These items, or anything else which is potentially dangerous or disruptive, will be held by the staff until they can be returned to a parent/guardian.

Freedom from Discrimination

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. If you believe your student has been discriminated against, notify the Title IX officer in your school (i.e., usually the school administrator), or the Title IX officer in Academy School District 20 (i.e., the Executive Director for Learning Services). If the discrimination is because your student is disabled, also notify the Special Education Department of Academy School District 20.

Glasses and Contact Lenses

Students are responsible for their individual vision needs including glasses, sunglasses and contact lenses. SITW cannot be held responsible for lost, stolen or damaged eyewear.

Health Care Plans

Academy District 20 encourages health care plans for any student who needs a medical procedure done at school or has a health condition that needs to be closely monitored. Examples may include asthma, diabetes, epi-pen, seizure disorder, bleeding disorder, severe allergy, heart condition, etc. Forms are available from and must be completed by a licensed physician.

Health Services

SITW does not have a full-time nurse on staff. Trained office staff, who have been delegated by a district School Nurse, perform basic first aid and medication administration at school. If there is a need for a nurse, staff is able to contact a district School Nurse who will support SITW and its students as needed.

In the event of a serious illness or injury, parents/guardians will be contacted to come and pick up their child. Please ensure that your contact information is current in Infinite Campus (IC) and the Extended Parent Portal.

Home Learning Policy

Home learning (i.e., homework) is an integral part of the SITW curriculum. Through daily home learning, students practice and extend skills learned at school. Regular home learning assignments also help students develop responsibility, self-discipline, and time management. Home learning provides a valuable link between home and school by helping parents/guardians know what their child is learning.

Research supports the value of daily home learning. However, excessively long periods of home learning can be counterproductive. SITW teachers will follow Academy School District 20's guidelines, which recommend approximately forty (40) minutes of home learning each school night for fourth graders. Home learning may include:

- Skill practice (i.e., practice writing or math)
- Research
- Work on a group or individual project
- Independent reading

These are some important guidelines for helping your child with home learning:

- Allow your child some time to unwind before beginning home learning
- Set a regular study time; make home learning a habit
- Provide a comfortable, well-lit, distraction-free place to do assignments
- Communicate to your child that home learning is important
- Help your child understand that home learning is his or her personal responsibility
- Have your child be aware of all home learning assignments

- Hold your child responsible for getting home learning to and from school
- Recommend that your child concentrate on tough assignments first
- Show confidence in your child's ability; don't do the assignment for your child
- Let your child know that extra-curricular activities will not be an excuse for unfinished home learning

If your child is routinely spending significantly more than forty (40) minutes on home learning, or often seems frustrated by home learning assignments, please discuss this with your child's teacher. If your child is completing home learning assignments quickly, challenge him or her to carefully check over the assignment for thoroughness, accuracy, and neatness. At least twenty minutes (20) of independent reading each night, in addition to assigned home learning, is strongly encouraged.

If a student is absent, he/she should check with teachers the next day for any assignments missed. If your child will be absent for several days, please check with teachers to see if there are assignments he or she can be doing at home to help minimize lost learning time.

Illness & injury at School

If your student becomes ill at school, he/she will be allowed to rest in the health room for a short time and will then be encouraged to return to class. If an illness is considered to be serious, school staff will notify parents/guardians or emergency contact to pick their child up from school. If a parent/guardian or emergency contact cannot be reached, 911 will be contacted for transport to the nearest medical facility. Students may not contact parents/guardians on personal devices.

Parents/guardians will be contacted to pick up their child if they are exhibiting any of the following symptoms:

- Too sick/not feeling well enough to be in class
- Temperature of 100.4°F or higher
- Constant complaints of a sore throat and cough
- Excessive coughing
- Body aches
- Fatigue
- General lethargy
- Vomiting
- Diarrhea

Illness Guidelines

Please do not send your student to school if he/she is ill. Academy School District 20 follows the latest guidance from the Colorado Department of Public Health and Environment (CDPHE) regarding the evaluation of a sick child and whether or not the child should attend school. To view the latest guidance, please go to the district website at [Health Room on asd20.org](https://www.asd20.org/HealthRoom)

Communicable Diseases

If your student has any communicable (i.e., contagious) diseases throughout the school year, please call the SITW front office at 719-234-4330, and we will notify the district's school nurse. The school nurse may follow-up with any disease information that other parents may need.

Examples of communicable diseases are chickenpox, strep throat, head lice, scarlet fever, fifth's disease (slapped cheek appearance), meningitis, measles, impetigo, scabies, etc.

Medication Guidelines

Elementary students may not carry over-the-counter medication on their person or in their personal belongings unless approved by an Academy School District 20 School Nurse. All over-the-counter medication and prescription medication **must** be brought to school by a parent/guardian in its original packaging with a completed Academy School District 20 Permission to Administer Medications form. By law, we cannot allow students to take any medication unless this process is followed.

If antibiotics are prescribed for an illness, the student must have taken the antibiotics for at least 24 hours before the student may return to school.

Injuries at School

A student who is injured at school will be given basic first aid at the school. Parents/guardians will be notified of any serious injuries such as head injuries, potential broken bone, etc. SITW does not have a full-time school nurse on site; therefore, parents will need to pick up their student for outside medical evaluation when warranted. 911 will be called when needed.

Library

SITW has a library onsite that follows the same policies as all Academy School District 20 schools. To access the SITW library catalog, go to [library at schoolinthewoods.asd20.org](http://library.at.schoolinthewoods.asd20.org), and click on the "Browse Our Library" button. SITW students are allowed to check out two (2) books for two (2) weeks at a time.

In addition to the SITW library, the Pikes Peak Library District (PPLD) Bookmobile visits regularly. Students can use an online book-holding and delivery system to request books from the PPLD library while at school. Those books will be delivered to the SITW by the Bookmobile.

Students utilize their district-issued PowerPass library card to place holds on books with PPLD. Please note that student accounts are blocked when fees for damaged or lost materials reach \$10, which prevents further checkouts of physical items. Parents/Guardians are responsible for any fees on their student's PowerPass account.

At the beginning of the school year, parents/guardians will be asked to complete a PPLD Bookmobile form to either grant or decline permission for their student to place holds on PPLD books while at SITW.

Lost and Found

If students misplace an item, please ensure that your student's name is on all articles of clothing such as boots, gloves, coats, and hats as well as lunch containers and water bottles. The "lost and found" box is located in the hallway between the front office and the meeting room. Unclaimed

items are donated to the Academy School District 20 Family Resource Center at the end of the school year.

Lunch

We eat lunch outdoors most days, so students should always have appropriate clothing at school for the season and weather. We do not have a cafeteria, so there will be no breakfast served, no hot lunches provided (i.e., with exception of Pizza Fridays, if a student chooses to purchase it), or other foods available for purchase at the SITW. Students will need to bring their own lunch, snacks and beverages/water each school day. Please have your student bring foods that do **not** need to be refrigerated or microwaved. Ice packs and thermoses work well. We will provide hot water for students who would like to make oatmeal or soup. Some days we may eat lunch away from the school building, and those lunches should be easy to carry in backpacks. Students should always have a water bottle at school and have it with them at lunchtime.

Parent/Teacher Conferences

Parent/teacher conferences are a valuable tool to ensure optimal opportunities for student success. Formal parent/teacher conferences are held twice each year, in the fall (October) and in the spring (March). These conferences are designed to summarize a student's academic, behavioral and social development with parents/guardians. At SITW, we think both parents/guardians and teachers are educators. In other words, they are partners in helping each child learn. The teacher and student will have information to share with parents/guardians at the conferences. Since time is limited, we suggest you think about what you would like to ask the teacher in advance. If you need to meet with a teacher at any other time during the school year, please call and schedule an appointment.

Before/After school and during instruction time, we ask that parents/guardians refrain from dropping in to talk to teachers without arranging a meeting. Please set up an appointment via phone or email at any time, so that we can work collaboratively to support your child.

Parking Lot Procedures

Morning Student Drop-off

If you drive your student to school, please do not drop your student off in the parking lot before 8:25 a.m. We encourage all car-rider students to arrive by 8:30 a.m. Instruction begins at 8:35 a.m. When dropping off your student, please pull as far forward as possible before dropping him/her off.

If your student arrives **after** 8:35 a.m. due to running late, an appointment, etc., an adult must sign your student in at the front office. Please do not just drop your student off in the parking lot if he/she is late for school for any reason.

Afternoon Student Pick-up

If you pick up your student from school in the afternoon, please do not block the bus's access in the parking lot. When picking up, please pull forward as far as possible and wait in your car until a staff member brings your student to your car.

Parties

We will have a Fall party around Halloween, a Winter Solstice party in December, and a Valentine's Day party in February. Refreshments, activities, and decorations will be planned by teachers and parent/guardian volunteers. Students and parents/guardians will be notified in advance of the dates and times of any parties or other special school events. If you do not want your child to participate in these parties, you are welcome to keep your child home from school or pick him/her up early on those days.

Pets on Campus

Pets of any kind are not allowed on the school grounds from 5:00am to 5:00pm. Pets may be gentle at home, but they can be dangerous at school where they are in an unfamiliar environment, around different people, and could come into contact with wildlife. Additionally, other children may have an allergic reaction to your pet.

A person with a disability, including but not limited to, a blind or visually impaired, deaf, and hard of hearing or otherwise physically disabled person, has the right to be accompanied by a service animal specially trained for that person in a place of public accommodation, which includes elementary schools. (C.R.S. §24-34-803). Please contact the front office for additional information.

Recess

Outdoor play during scheduled recesses is expected of all children unless weather conditions are severe. Students will not go outside if the temperature is below 20 degrees with or without windchill. Please make sure your child comes to school appropriately dressed for Black Forest weather. We know sometimes it is hard to know exactly what the weather will be, so it is always best to be overdressed than to be underdressed. Students will have a 25-minute morning snack and recess (i.e., 10-minute snack time and 15-minute recess), and a 40-minute lunch and recess (i.e., 20-minute lunch and 20-minute recess) in the afternoon.

Report Cards

Report cards are posted online four (4) times a year after each nine-week grading period. SITW will use the same report card as the other fourth grade schools in Academy School District 20.

Severe Weather Procedures – Closure, 2-hour Delay and Early Release

The safety of students is Academy School District 20's first concern. Please listen to local radio and television stations when there is snow or other hazardous weather to find out if school is in session. Please also check Academy School District 20's website for updates on delays and/or closures at [Academy School District 20 website](#). During snowstorms, please be aware roads in Black Forest may be worse than those in the city.

Note: Even if school is in session, parents/guardians are always welcome to keep students at home or pick them up early from SITW if you are concerned about the weather. Students will not be penalized for their absence under these circumstances.

District Closure

If the decision is made to cancel school, local radio and television stations will be asked to announce that Academy School District 20 will be closed. This decision will usually be made by the District by 5:30 a.m. on the day of the closure. A 20Alert message will be delivered to all families through email, phone call, and/or text message.

If after a two-hour delay is called and the District's decision changes to cancel school, local radio and television stations will be informed by 7:30 a.m. Again, a 20Alert Message will be delivered to all families through email, phone call, and/or text message with the update of the closure.

In the event of a closure:

- School bus service will not be available.
- School will not be in session for that day.
- All District buildings will be closed.
- All District and school events will be canceled.

Two-hour Delayed Start

If adverse conditions appear to be developing during the 5:30 a.m. decision time frame but are not severe enough to call a District closure, the Superintendent may delay the start of school for two (2) hours. Local radio and television stations will be informed by 5:30 a.m. that the starting time for Academy School District 20 will be delayed by two (2) hours. After a two-hour delay is called, the decision of whether schools will be open or closed will be made prior to 7:30 a.m. If the decision is to hold school, the two-hour delayed start will be honored, and no additional radio announcements will be made.

Early Release

If school is in session and a storm develops during the day, a decision by the District may be made to send students home early. The procedure will be as follows: On the days when the weather at 5:30 a.m. may not be bad enough to cancel or delay school, weather reports and other indications may be communicated to the District that perhaps a storm may develop during school hours. If so, a decision will be made by the District by 10:30 a.m. that school will be dismissed approximately two (2) hours early (i.e., for SITW about 1:40pm). If there is an early release, a 20Alert Message will be delivered to all families, and Academy School District 20's website will be updated.

In the event of an Early Release from school, please be sure your student understands how he/she will get home (i.e., ride bus or car pickup). Please communicate your preferred method of transportation home for your student by filling out the paper form given out at the Welcome. Additionally, please save in the Academy School District 20 Extended Parent Portal under the After School – Vehicles tab and choose an option on the Early Release dropdown menu.

Below is a quick guide of how closure, 2-hour delay and early release will be handled:

In the event of a District Closure:	In the event of a 2-Hour Delay:	In the event of an Early Release:
<ul style="list-style-type: none"> • School bus service will not be available. • School will not be in session for that day. • All district buildings will be closed. • All district and school events will be canceled. 	<ul style="list-style-type: none"> • Morning school buses will pick up at bus stops two (2) hours later than usual. (Example: if your morning school bus pickup time is 7:18am, your bus will pick-up at 9:18am). • Afternoon school buses will depart school and drop off students at the same time as a normal day. 	<ul style="list-style-type: none"> • If school is already in session and a serious storm develops, students may be released early. Local radio and television stations will be advised that Academy School District 20 is on storm alert. • A decision will be made by 10:30am. Schools will be dismissed approximately two (2) hours early (i.e., approximately 1:40 p.m.) and school buses will drop off students at their normal bus stops. • Be sure your student understands what they should do in the event of an early release. Please save your preferred method of transportation home for your student in the Academy School District 20 Extended Parent Portal under the After School – Vehicles tab and choose an option on the <u>Early Release</u> dropdown menu.

Site Accountability Committee (SAC)

The School in the Woods’ SAC meets monthly. They work to enhance the educational activities at our school

School Pictures

Individual student pictures are taken in the fall and will be available for purchase. Information about picture day will be available prior to the scheduled day. Please check the SITW website’s calendar and Announcements for more information. Once it is available, a flyer will be sent home in your student’s orange Home Learning folder.

School Schedule

	Monday – Friday	2-Hour Delay due to Weather	PLC Fridays	School Closure
School	8:35am-3:40pm	10:35am-3:40pm	10:35am-3:40pm	No School & SITW Office Closed
SITW Office	8:00am-4:00pm	10:00am-4:00pm	8:00am-4:00pm	

SITW will follow the regular Academy School District 20 school calendar. The Professional Learning Communities (PLC) Late Start dates can be found on our SITW website under Menu -> Student Life -> Our Schedule, on the SITW website calendar, and/or on the Academy School District 20 website calendar.

Severely Allergic Children

Severe allergies are very serious and can be fatal. While Academy School District 20 cannot guarantee that a student will never experience an allergy-related event while at school, Academy School District 20 has created procedures designed to reduce the risk (Procedure EF-R-1). A Food Allergy Task Force developed Guidelines for Protecting Students with Life-Threatening Allergies and Food Intolerances are on the Academy School District 20 website. SITW will remain vigilant regarding student allergies and make adjustments to eating situations as needed.

Student Dismissal Precautions

SITW is legally responsible for taking reasonable steps to ensure the health and safety of its students during the school day. SITW has procedures in place to validate requests for early dismissal, so that students are released only for proper reasons and to a properly authorized person.

Under no circumstances shall staff dismiss a student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the school administrator or his/her designee.

The school administrator or his/her designee shall not excuse a student under the age of eighteen (18) before the end of a school day without a request from the student's parent/guardian.

In keeping with this policy, these procedures will be followed:

- A student shall not be released from school early on the basis of an invalidated telephone call.
- Students of divorced or legally separated parents may be released to a noncustodial parent **only** upon the approval of the custodial parent/guardian.
- An elementary student shall be sent home only with a parent/guardian or, if parent/guardian is not available, with another authorized adult.
- Additional precautions shall be taken by the school administrator or his/her designee as needs arise.

The school administrator or his/her designee has the authority to allow exceptions to this policy in case of emergency.

Toys, Games and Personal Property

No personal, non-school-related items should be brought to school. This includes toys, electronics, cards, games, stuffed animals, etc. If a student brings these items to school, they must remain in the student's backpack, or the item might be confiscated and kept in the front office until the end of the day. Exceptions may be made for items needed for class projects and school enrichment/club activities. Academy School District 20 and SITW are not responsible for the reimbursement or replacement of lost, stolen or damaged personal property of any kind.

Transportation

Carpools/Car-riders – Some parents/guardians choose to drive their students to SITW. Carpools are arranged by parents/guardians who are interested in setting this up. SITW staff does not arrange any carpools. Parents/Guardians should not drop off students at the school before 8:25 A.M. and should wait until a staff member is in the parking lot. At the end of the school day, you may park in the parking lot and wait for your student to walk out to meet you or use the pick-up line in the parking lot. Please do not block the bus lane.

Buses – Please review the Academy School District 20 Transportation Bus Riding Guidelines on the Academy School District 20 website at [Safety on the Road page at asd20.org](https://www.asd20.org/Safety-on-the-Road). It is imperative that respectful behavior is always demonstrated on district buses. Please discuss as a family what behavior is acceptable and encouraged.

Violations of the safe bus policy will be dealt with on an individual basis between the student rider and driver. If a problem continues, parents/guardians will be contacted and progressive disciplinary actions taken by Transportation and/or school officials. Remember, school bus transportation is a privilege and not a right. School bus transportation can be suspended or terminated for willful misconduct or endangering the overall safety of the school bus or its occupants.

Parents of SITW students who use Academy District 20 transportation are reminded that a fee for transportation services will be assessed beginning on the first day of school each school year in the fall and at the beginning of the spring semester. Since students choice into SITW, the bus fee will be assessed as "In-district School Choice" students. Please visit the [Bus and Transportation Fees page at asd20.org](https://www.asd20.org/Bus-and-Transportation-Fees) for additional information. Transportation fees are determined and communicated by Academy School District 20's Transportation Department.

Bus Passes – Students may ride only their assigned bus and use their assigned stop. Parents/Guardians may notify the school no more than 2-3 times per semester if their student needs to use a different bus stop, and the front office at SITW will issue a one-time bus pass. Bus drivers are not permitted to transport students to a different stop without this pass. Requests for bus stop changes after 2-3 times per semester will need to be approved through the Academy School District 20 Transportation Department for a permanent bus stop change.

Visitors

At SITW, we welcome visitors to the building and grounds; however, please let us know ahead of time that you will be coming since we may be out in the field. To ensure the safety of our students and staff, any visitor will be required to present a state-issued photo ID upon entering the building. All outside doors, including the main entrance to the front office, are kept locked at all times.

To enter the building, please use the front entrance located on the east side of the building closest to the parking lot. As you approach the front door and elevated walkway, you will see a doorbell panel to the left of the doors. Press the button, wait to be acknowledged, and identify yourself as well as reason for visiting. When prompted to come inside, you will hear a “click” when the door unlocks, and you can open the door to enter the vestibule. Please proceed to the front office desk to present your state-issued ID (e.g., driver’s license, active military ID, etc.) and be cleared through our RAPTOR system. Once you have been cleared, a name badge sticker will be issued. Please ensure that your name badge is visible at all times while in the building. If a name badge is not visible, staff are instructed to inquire about the purpose of your visit. When leaving, please exit the building through the same front entrance where you entered, turn in your name badge to office staff at the front desk, and you will be logged out of the RAPTOR system.

If you wish to talk with a teacher about your child, please make an appointment. Teachers cannot stop in the middle of the school day for unscheduled conferences or discussions.

Due to the possible impact on wildlife and student allergies, we cannot allow pets to visit SITW.

Volunteering/Chaperoning

We welcome the interest and help of parents/guardians and other adults who would like to donate their time, enthusiasm, and expertise to SITW. Some volunteers help out on a regular basis, and other volunteers are essential to assist with special events. Still other volunteers may have specific knowledge or skills about nature and the outdoors to share with our students. We will regularly send out information regarding our volunteer opportunities. To be able to volunteer, you will need to attend a SITW Volunteer Orientation session. Additionally, for our students' safety, volunteers are subject to a background check. Please see the Academy School District 20 website for more information about volunteering at [Volunteering on the Academy School District 20 website](#).

Some parameters we ask you to follow if you volunteer are the following:

- Siblings of students may not be brought to school with a parent/guardian who is volunteering.
- Please take your direction from the teacher/staff member and respect the parameters they set. There may be unknown factors contributing to the teacher’s decisions.
- Call the front office at 719-234-4330 if you are not able to make it to your volunteering time.
- Demonstrate care for all students and fellow adults
- Set good examples of manners, dress, language
- Only use adult bathrooms
- Put cell phones on silent
- Check-In at the front office and wear the RAPTOR visitor/volunteer sticker
- Check-out at the front office before leaving building

Field Trips

Field trips are scheduled periodically to extend the students' classroom learning. Parents/Guardians must sign a permission slip and are responsible for any fees associated with each field trip. Parents/Guardians interested in being a field trip chaperone must be cleared through the Academy School District 20's volunteer process. Please see the Academy School District 20 website for more information about volunteering at the [Volunteering page on the Academy District 20 website](#).

The following are guidelines regarding field trips:

- **Chaperones:** Being a chaperone on a field trip is voluntary. Therefore, a parent will pay for admission to the venue and his/her share of the bus fee. In special circumstances, a parent may be required to go because of health or behavior issues of an individual child. If this is the case, the parent's fees would be waived.
- **Parents riding the bus:** It is our recommendation that parents ride the bus if they are chaperoning a field trip. We understand that there are circumstances where parents need to drive their own vehicles due to lack of space on the buses or pre-field trip training. However, it will be our practice that chaperones ride the bus.
- **Parents attending field trips who aren't chaperones:** Parents will not attend field trips if they are not chaperones. A field trip is an extension of the classroom. Therefore, just as we wouldn't have a classroom full of parents during instructional time, we would not have extra parents with the class on a field trip.
- **Younger siblings on field trips:** Additional children/family members (i.e. non- school age siblings) are not allowed on field trips. Again, a field trip is an extension of the classroom, so other children should not attend.
- **Parents driving their own child(ren) on field trips:** All students will ride the bus for a field trip. However, there are special circumstances where a parent may ask for permission to be allowed to drive their own child for a field trip. Field trips provide the opportunity for students to build relationships with other students while riding the bus.
- **Fees and permission forms:** Prior to the field trip, teachers will send home a permission form to be completed along with the cost of the trip. The form needs to be signed by a parent/guardian and returned by the due date with payment for the trip. We accept cash or checks made out to SITW, or the fee can be paid through Infinite Campus. Please inform the school administrator if you are unable to cover the cost or part of the cost of a field trip.
- **Bus Delay/Trip Cancellation:** In the event a bus is delayed on return to the school or a trip is cancelled, families will be notified as soon as possible through a 20Alert or directly from SITW.

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.

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Introduction

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

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

Academic Rights

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

Academy District 20 Mission Statement

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

Asbestos Hazard Emergency Response Act (AHERA)

Annual Legal Notification:

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

Assessments (administrative policy IKA):

State and federal laws require District students to take standardized assessments in the instructional areas of English language arts, math and science. If a student's parent/guardian chooses to opt the student out of taking a state assessment, the District shall not prohibit the student from participating in an activity, or receiving any other form July 1,

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 12th 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 12th grade year. [C.R.S § 22-35-108]. ASCENT is a fifth year only program. Participation in the CE or ASCENT programs must align with a student's Individual Career and Academic Plan (ICAP). Students must complete the District's ASCENT application process and submit all approved documents to the high school concurrent enrollment designee by the published deadline.

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

The District protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child's education records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy 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

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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

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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

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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.

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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;

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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

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

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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
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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 JHB)

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 July 1,

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).

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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 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
2. Failure to meet the requirements of age, by a child who has reached the age of 6 at a time after the beginning of the school year, as fixed by the Board of Education;

3. Having been expelled from any school district during the preceding 12 months;
4. Not being a resident of the District, unless otherwise entitled to attend under Colorado law;
5. Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel; or
6. Failure to comply with the immunization requirements of Colorado law and administrative policy JLCB unless 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:

July 1,

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.