

**Prairie Hills Elementary School**  
**Parent/Student Handbook**  
**2025-2026**



8025 Telegraph Drive  
Colorado Springs, CO 80920  
Phone 719-234-5100  
Fax 719-234-5199  
[PHE Home Website Link](#)

## Welcome to Prairie Hills Elementary!

### Our Mission

We educate and inspire students to thrive

### Our Values

- **We believe in quality education.** We aspire to teach and learn in ways that value the growth of all students, engaging them to demonstrate excellence as we respect their individual journeys.
- **We believe people are the heart of our success.** We aspire to practice meaningful inclusion, honor diversity, and develop a culture of connectedness throughout our school community.
- **We believe relationships matter.** We aspire to nurture relationships rooted in honesty, integrity, equity, and transparency to drive continued growth and positive change.

### Our Strategic Priorities

1. Ensure academic excellence for all.
2. Create a culture of connectedness for all students, staff, and our community of stakeholders.
3. Invest in and value our greatest asset, our staff, to help them grow.
4. Use effective and transparent communication to build trust.
5. Align our District's systems and structure for resource optimization.
6. Create symbiotic, meaningful community partnerships.

### At PHE We Grow & Achieve Together

*Learning looks different for each child, and not all students and families have the same needs. At Prairie Hills Elementary School, we value every individual academic journey. Together with families, we nurture academic, social and emotional growth in each student. We uphold four common commitments which we believe to be of the highest value and are non-negotiable at Prairie Hills Elementary:*

- Bell to Bell Instruction and Learning
- Instruction and Assessment Align to the Colorado Academic Standards
- Highest Level of Collaboration and Communication Among All Stakeholders
- Highest Level of Student Learning and Engagement

We value our students, parents, and community voices as a part of our group of stakeholders. We strongly encourage and welcome families to be involved in the educational process. Together we can ensure your child learns to his or her maximum potential.

Dear Parents and Students,

We are excited to begin our action-packed year as the administrative team at Prairie Hills Elementary. As the 2025-2026 school year promises to be an exciting opportunity for students and staff alike, our Prairie Hills staff is committed to academic excellence, implementation of engaging and rigorous academics, and the success of all students. We are privileged to offer your child the best education possible! We hope you have had a summer full of relaxation and fun and are rejuvenated to begin a new school year.

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

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

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

Go Coyotes!

#Proudtobe@PHE! #PHEPACK

*Principal, Jackie Hansen*

[Jackie.hansen@asd20.org](mailto:Jackie.hansen@asd20.org)

*Assistant Principal, Susan Yoon*

[Susan.yoon@asd20.org](mailto:Susan.yoon@asd20.org)

## General School Information

### School Hours

Office	7:45 a.m. – 3:45 p.m.
Kindergarten – 5 <sup>th</sup> Grade	8:15 a.m. – 3:20 p.m.
2hr Late Start Fridays	10:15 a.m.-3:20p.m. ( <a href="#">See calendar of late starts on the district website</a> )

### Arrival & Dismissal

Arrival: Students may be dropped off at 8:00 a.m. each school day. **Supervision will begin at 8:00 a.m.** so it is important that students do not arrive early. Students will go directly to their classrooms starting at 8:00 a.m. Students may enter the building through the main entrance doors or the east doors nearest the 1<sup>st</sup> grade hallway (near the learning cottages). Bus riders only may enter through the cafeteria doors. Kindergarten students will enter the building at the kindergarten classroom doors. We do not encourage parents to walk their children into class, but if you feel it is necessary all parents must sign in at the office to walk with their children to the classrooms. If a student arrives after 8:15 am, parents/guardians should escort the student into the building and sign them in at the front office as tardy.

If parking and walking your students to the school, please use the crosswalk. It is extremely dangerous for students and parents to jaywalk, as you may not be seen by oncoming traffic. Please park in the designated parking area. Students are not permitted to walk through the parking lot by themselves. They must be accompanied by a parent or guardian.

#### *Kiss & Go Drop Off:*

Between 8:00-8:15 am students may be dropped off in the front “Kiss & Go” lane located in the East Parking Lot. Please drop students off **after** passing the stop sign located at the front main entrance crosswalk zone, stay in your vehicle, and do not leave your vehicle unattended in designated fire zones or drop off lanes. Utilize the through lane **ONLY**- please do not cut through parking spots to get ahead of the care line as this will cause backups and is unsafe. Staff will prompt vehicles to pull up as far as possible in the “Kiss & Go” lane to allow as many cars as possible and help drop off run efficiently. Parents, guardians and other adults dropping students off should follow traffic patterns and procedures as indicated by signage, parking lot markings, and staff on duty.

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

*Cross Walks:* All adults and students must use the designated crosswalks in the parking lots. It is important that we model safety for students in the parking lots so as not to encourage students to walk across traffic without proper signage. We have many sunny spots in the morning that prohibit drivers from seeing well.

All outside doors will remain locked during school business hours. When entering the building during school hours, all visitors will be required to check in at the front office and may be required to show identification.

### **Dismissal:**

Students are dismissed at 3:20 pm and should be picked up promptly at that time unless they are in an after-school club or have made arrangements with the child(ren)'s teacher.

Children are to go directly home after dismissal from school or special activity. No one will be allowed to remain on school grounds unless supervised. Please remind your children not to go to anyone's house after school without making prior arrangements with you. If students remain after school for longer than 15 minutes, parents will be notified and transportation is the responsibility of the parent. If you will be late picking up your child, please call the front office immediately.

### *Late Picking Up Children:*

All classes are dismissed at 3:20 pm, and all parents/authorized adults must be at the school to pick up their children. If children are not picked up on time and parents are unable to be contacted, your emergency contact will be notified and asked to assume care of your children. If the front office cannot contact anyone listed on the child's registration form 1 hour after dismissal, the next step is to contact the local police department to arrange for your child's return home.

### *Dismissal During School Hours/Early Pick Up:*

We discourage student pick-up during school hours except for illness or emergencies.

1. Please send a note with your child or call the front office at 719-234-5100 if necessary for them to be picked up early from school.
2. We ask that parents/guardians DO NOT check students out between 3:00-3:20 pm due to school-wide dismissal.
3. Students must be signed out at the office by a parent or guardian prior to leaving school grounds (they WILL NOT be excused directly from their classroom or playground).
4. Students will only be released to parents/authorized individuals, and adults picking up will be asked to show identification.

Students will only be called out of class once the parent has signed the student out at the office to minimize interruptions to instructional time and ensure safety of our students.

## **Attendance Procedures**

### **Absences and Tardies**

Punctuality and duration are important aspects of student attendance. Students are tardy if they arrive after the bell rings at 8:15am. Tardies accumulate for students who arrive late, leave early, or miss portions of the school day. If students are consistently tardy or absent, parents will be notified, and a conference will be held with the Prairie Hills staff.

Attendance will be taken at 8:15 a.m. each school day. It is our policy to notify parents/guardian regarding any student about whom we have had no report of either a late arrival (tardy) or excused absence. **PARENTS MUST CALL THE ATTENDANCE OFFICE at 234-5100 or use the "Attendance" option on the school website, by 8:00 a.m. THE DAY OF THE STUDENT ABSENCE OR TARDINESS.**

Parents/guardians may also call any time before the absence or tardy to notify our office staff or to

leave a message on the school answering machine. If a student has an “unverified” absence/tardy, our office staff will contact parents/guardian to verify the absence/tardy. This policy is for your child’s protection, ensuring the school is informed of your child’s whereabouts and well-being.

## **Attendance Policy**

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

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

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

## **Excused Absences**

The following shall be considered excused absences:

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

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

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

### **Unexcused Absences**

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

### **Address and Telephone Changes**

Parents or guardians must ensure contact information in Infinite Campus is current for each student. If there is a change of address Parents/Guardians must bring a copy of verification for the new address to the D20 central office. All phone numbers including home, work and cell numbers must be kept current as well as early release information, emergency contacts and persons authorized to pick up your child. This is critical so we can reach Parents/Guardians in case your child becomes sick or injured at school. If you need technical assistance in updating this information, please email the District 20 help desk at [help@asd20.org](mailto:help@asd20.org). We are unable to update the information in the school office.

### **Before and After School Care “Adventure Club”**

Adventure Club Before and After School Care program for students is offered on the Prairie Hills campus. This fee-based program is available for students who may need childcare before school 6:30-8:10 AM and/or after school, 3:20-6:00 PM. During school holidays and/or vacations, the program will be in session 6:30 AM-6:00 PM. Their number is 282-1377.

### **Bicycles/Scooters**

Bicycles/scooters are to be WALKED once on school grounds. Bicycles/scooters should be locked to the bicycle racks and may not be brought inside for storage. The school is not responsible, in any way, for the safety of bicycles/scooters brought to school or for lost, broken, or stolen bicycles/scooters.

### **Breakfast and Lunch Daily Meal Schedule**

*Breakfast Schedule:*

8:00-8:15 am

*Lunch Schedule:*

Kinder- 11:00-11:20 am

1<sup>st</sup> 11:20-11:40 am

2<sup>nd</sup> 11:40-12:00 pm

3<sup>rd</sup> 12:00-12:20 pm

4<sup>th</sup> 12:20-12:40 pm

5<sup>th</sup>- 12:40-1:00 pm

Parents are always welcome to come and join their child for breakfast or lunch. Please call the school before 8:30am to order an adult lunch.

Breakfast and Lunch will be free of charge this school year and include milk and/or juice. If students would like extra drinks or extra servings of food, they may purchase this for a cost. Students bringing lunch prepared at home may purchase milk or juice. Cash, check, or online payment options are available. Please make checks out to Prairie Hills Elementary School and include your

child's name. Parents/Guardians may check their child's account and pay for meals or other fees online through Campus Payments. Simply log in to Infinite Campus Parent Portal and use the Fees tab on the left side of the screen for all school and district fees, including transportation and athletics, or the Food Service tab for all food-service related functions. Free/reduced lunch applications are available in the front office or online and apply to lowered costs for field trips or other costs throughout the school year.

For more information on school lunch and breakfast, check out the Academy District 20 Food and Nutrition Services webpage by [clicking here](#).

### **Home Lunch**

Students may choose to bring a home lunch in place of a school provided lunch. Students are not allowed to bring/consume energy drinks to school.

### **Bullying**

Prairie Hills aligns with District Administrative Policy on Bullying, JICDE. All types of bullying are unacceptable. We are committed to listening to and working with our stakeholders to ensure Prairie Hills is a safe and nurturing environment for all students. The only way Prairie Hills can respond to allegations of bullying is if we know about it. Please encourage your child to speak to a trusted school adult or make a report as a parent if you are aware of instances of 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 <https://safe2tell.org/?q=submit-anonymous-tip-report>.

### **Cell Phones**

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

### **Communication Watches**

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

### **Class Parties**

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

### **Conduct of Students**

Prairie Hills aligns with District Administrative Policy on Code of Conduct, JICDA. We believe that an important aspect of elementary education is teaching students behavior expectations. We use the Positive Behavior Interventions and Supports (PBIS) Framework to teach students expectations for various school environments and address situations that arise. Expectations are posted

throughout the school. Prairie Hills Coyotes are recognized for positive behavior through universal systems and at quarterly assemblies.

### **Counseling**

The elementary school counselor is trained in understanding child development and in offering comprehensive programs to enhance success at school. The counselor teaches weekly lessons in the classroom for all students that align with Colorado Academic Standards and our Positive Behavior Interventions and Support (PBIS) Framework. The counselor also offers small group and limited individual counseling. Group sessions give students the opportunity to discuss problems, learn new skills, consider alternatives and consequences, and take responsibility for their choices. Parent permission is required for students to participate in group and individual sessions. Students may meet with the counselor by referral or self-initiated contact. If you prefer your child NOT meet with the counselor, please write a note indicating your preference to your child's classroom teacher.

### **Discipline**

Prairie Hills aligns with District Administrative Policy on Code of Conduct, JICDA. We believe every child is entitled to a quality education, and students should be able to learn in a school that is safe and orderly, where students respect their teachers, themselves, and their classmates. Prairie Hills is a Positive Behavior Intervention and Support (PBIS) School. We utilize restorative practices to teach students appropriate ways to resolve conflict and repair harm. We utilize the acronym H.O.W.L. to symbolize our school-wide focus on: Have Respect- Ownership & Safety- Work to Achieve- Leadership. We are also a Responsive Classroom school which is an approach to teaching comprised of a set of well-designed practices intended to create safe, joyful, and engaging classrooms and school communities. The emphasis is on helping students develop their academic, social, and emotional skills in a learning environment that is developmentally responsive to their strengths and needs. We teach a set of social emotional competencies to be proactive in addressing behavior. We address all situations with the expectation that students are respectful, responsible, and safe. Parental support and follow through also encourages positive behavior. Prairie Hills is dedicated to communicating and working with parents if a discipline-related situation occurs.

### **Dress Code**

Prairie Hills aligns with District Administrative Policy on Student Dress Code, JICA. School dress is a joint concern between the school and parents. Students should dress appropriately for all occasions. These guidelines are in place for all school events. **To participate in PE class, all students are required to wear either tennis or athletic shoes** - no hiking boots, Heely shoes, crocks, sandals, or flip-flops. Students without proper shoes for PE will not be able to fully participate in PE.

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

Hats may only be worn outside the building and/or for appropriate school-planned activities. No Hats inside of the building unless pre-approved.

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

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

### Homework

Prairie Hills recommends the following homework times:

- Kindergarten-Second grades 10-30 minutes per day average
- Third-Fifth grades 30-60 minutes per day average
- Daily averages include home reading requirements of approximately 20 minutes per day

### Health Aid/Medication

Parents/Guardians will be notified if their child becomes ill during the day or if the problem cannot be remedied by simple first aid. ***It is very important that all information in Infinite Campus is up to date, so parents can be contacted promptly in emergency situations.*** By law we can only administer medication under certain circumstances. Medication is administered to students upon the specific request of the student's parent or guardian and with written permission from the student's physician or dentist (Policy JLCD). ALL medications must be brought to school by a parent/guardian. If it is necessary for your child to take medication at school you must complete the District Medical Release forms and the following guidelines must be met:

1. Over the counter medication: Written parental permission is required for administering non-prescription medication. Medication must be in the original container with directions attached. **Cough drops require written parent permission.**
2. Prescription medication: for prescription medication, the label shall state the student's name, name of the medication, when and/or how often it is to be given, the dosage, the name of the prescribing physician, and the date of expiration. A written form signed by the prescribing physician and the parent must be filled out to administer at school.

### Illness Guidelines for Academy District 20

Students with one or more of the following symptoms will be excluded from school until symptoms have resolved:

1. Temperature of 100.5 Fahrenheit or higher. Temperature must be normal for 24 hours, without the aid of medications, before returning to school. Students with flu-like symptoms should be free of symptoms for 24 hours before returning to school.
2. Constant runny nose.
3. Abnormal color or consistency of nasal or eye discharge.
4. Uncontrolled cough or unusual cough.
5. Frequent sneezing other than allergy related.

6. Lung or nasal discharge.
7. Vomiting or diarrhea in the last 24 hours. Symptoms must be resolved 24 hours before returning to school.
8. If antibiotics are prescribed, students must receive antibiotics 24 hours before returning to school.
9. Undiagnosed skin rashes and/or open lesions.
10. Infectious Diseases in School Setting - Guidelines for School Nurses and Personnel (Revised. Jan 2016) per Colorado Department of Public Health and Environment.

When a student is ill and misses school or leaves school early for illness, the student may not return to school the same day to attend parties, lunch with siblings, or after school or evening events. Students are allowed to return to school once the exclusion period is met, or a health care provider clears the student. Generally, if any of the following conditions apply, exclusion from school should be considered:

- If the student does not feel well enough to participate comfortably in usual activities.
- If the student requires more care than school personnel are able to provide.
- If the student has a high fever, behavior changes, persistent crying, difficulty breathing, lack of energy, uncontrolled coughing, or other signs suggesting a severe illness.
- If the student is ill with a potentially contagious illness and exclusion is recommended by a health care provider, the state or local public health agency, or these guidelines.

## **Inclement Weather**

### *Inclement Weather 2 Hour Late Start*

In the event of a two-hour delayed start, school will begin at 10:15am. Breakfast will not be served, and bus pick-up will be delayed two hours. In the event of an early dismissal, Colorado Springs TV and radio stations will broadcast early dismissals, in addition to district and school communication through Parent Square. Please make arrangements for your child's care if you will not be home. Students will be released at any time to parents who believe the weather conditions warrant that their child be taken home.

### *Snow Days*

Academy District 20 notifies students, staff and families of closures, two-hour delayed starts, and early dismissals. Parents can sign up to be notified by 20Alert phone calls through Parent Portal, check the district website at [www.asd20.org](http://www.asd20.org), watch the news, or listen to the radio for details. If school is canceled due to weather, all school events/activities will also be canceled INCLUDING Adventure Club before and after School Program

### *Inclement Weather Dismissal Procedure*

What to Expect:

- All K-5th grade students will stay in their classrooms.
- Upon arrival, adults will park in the North (front) parking lot or west parking lot.
- Adults will enter the building from the front entrance doors or east front entrance doors and proceed directly to classrooms to pick up students.
- Teachers will check that adult picking up is verified and will have a sign-out sheet
- Adults will exit the building promptly after picking up their student(s).

How You Can Help:

- Know the name and grade of your student's teacher

- Follow directions of staff on duty.
- Do Not Park in Kiss and Go
- Exit the building promptly after picking up your student(s) to alleviate congestion in the hallways.

Be Patient:

- We realize that Inclement Weather Release is a change in our normal dismissal and may take more time.
- Be courteous and understanding of staff directions and other parents.

**\*\*Please make sure Infinite Campus stays updated throughout the year with emergency contacts and/or siblings/family members who can pick up.**

Thank you for your understanding and continued support as we work to make these processes as efficient and safe as possible for our students and staff. Please do not hesitate to reach out to our Front Office at 719-234-5100 with any questions.

### **Internet Access**

In order for students to have internet access, parents and students must sign a network user agreement online using their Infinite Campus Parent Portal login. To find instructions, go to [www.asd20.org](http://www.asd20.org) and click on the Parents tab, then click on Logins.

### **Lost and Found**

Lost and found items are located in the cafeteria. Please have your child check it periodically. Items unclaimed before each school vacation will be donated to charity.

### **Parent Teacher Association (PTA)**

All parents are welcomed and invited to become involved in our Parent Teacher Association. PTA supports Prairie Hills by providing for the school through volunteer support and many fundraisers. Meetings are held monthly. Please see the website calendar for specific dates and times. There are many different options for levels of involvement.

### **Parking**

When visiting or volunteering in the school, please park in the marked parking spaces only. Do not park in unmarked spaces or in the fire lanes.

### **Parties, Birthday Treats, and Snacks**

Prairie Hills aligns with District Administrative Policy on Wellness, ADF. If you are sending food to school for any school function, please consider sending healthy choices. Classrooms have seasonal celebrations, holiday celebrations, and birthdays with fun activities and treats. Alternate activities will be arranged for those students who choose not to participate. Parents must notify the classroom teacher in advance if alternate activities are needed. Treats are planned in advance by teachers and parents. The teacher must be consulted prior to any party plans. Parents wishing to celebrate a child's birthday at school must make pre-arranged plans with the teacher.

Due to a number of life-threatening allergies in the building, **all treats must be purchased and cannot be homemade.** All classroom food must be packaged in the original container with a nutrition and ingredient label. Prairie Hills is a nut-free school. No treats with nuts may be brought to the classroom. Prairie Hills Elementary aligns with District Administrative Policies JLCDA *Students with Life-Threatening Allergies* and EFR1 for *Children with Life Threatening Allergies Procedure*.

Birthday invitations may only be handed out before or after school, unless an invitation is offered to every child in the class. Teachers must focus their time on instruction and learning and are encouraged not to facilitate the exchange of contact information or personal invitations. Parents wishing to invite a child's classmates to a party are encouraged to communicate with other parents at arrival, dismissal, school events, or by sharing contact information through students.

### **Personal Items at School**

Personal items not directly related to student learning should not be brought to school. The school is not responsible for ANY personal items brought to school which become lost, broken or stolen.

### **Report Cards and Conferences**

Report cards are issued four times per year, after each nine-week grading period, and will be posted in Infinite Campus on the Parent Portal. Parent/teacher conferences are held at the end of the first and third grading periods. These conferences provide an individual opportunity to discuss your child's progress with the classroom teacher. All parents are requested to attend.

### **Safety Drills & Security**

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

Drills occur regularly to teach students the safest, quickest procedure for evacuation and lockdown situations. In the case an emergency situation an all-school announcement will be made indicating the necessary and appropriate actions for students and teachers following the Standard Response Protocol (SRP). Students stay with their teacher or supervising adult throughout the entirety of the drill. Please help your child understand the importance of following staff instructions quickly and quietly in an emergency or drill.

- Fire drills occur monthly
- Secure Drill once per semester
- Lockdown Drill once per semester
- Shelter Drill once per semester

### **Entering the School / Visitors**

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

### **School Bus Transportation**

Bus transportation is provided for many students living within the Academy District 20 attendance area. For more information, please call (719) 234-1410. It is important for students to understand that riding the bus is a privilege.

#### *School Bus Expectations*

To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time. School expectations and code of conduct apply to buses as well.

### **School Grounds and Supervision**

Supervision for students by school staff is from 8:00 am-3:25 pm.

School hours are 8:15am-3:20pm. **Students should not arrive on school grounds before 8:00am** and should leave promptly after school. If you need before or after school supervision for your child, Adventure Club before and after school care is offered at Prairie Hills. If students attend a before school club or breakfast, they must stay with the sponsor of the event until school supervision is provided at 8:00am. For safety reasons **NO pets, even leashed pets, are allowed on school grounds between 8:00 am and 3:35 pm.**

## **School/Parent Communication**

### *Alerts and Notifications*

Academy School District 20 uses a rapid communication system called Parent Square to keep families informed of activities, events, and emergencies. Parents will be able to receive information not only from the district, but also from Prairie Hills regarding specific events and reminders. Parents are automatically enrolled in this system, however, parents should log in to set up their preferred settings.

### *Office Telephone*

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

## **School Information**

School information will be provided through electronic alerts and school website postings. Teachers will communicate weekly with parents through Parent Square.

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

PHE has gone green – most communication will be sent home electronically, but occasionally, teachers or PTA may send classroom information home with students on Fridays using our Take Home Folder system (a folder is assigned to every student). When this folder is sent home, please return the folder to school the next school day.

### *PHE Website and Social Media*

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

Activities and events are posted on our website and school calendar. Parent square emails/notifications are sent to inform parents of situations, school closures, or school information via email/text. Students will bring home school flyers and other communication on Fridays.

Teacher email addresses can be accessed through the school website. Email is the most efficient means of communication with your child's teacher. You may also call your child's teacher at 234-5100 and leave a message. Teachers respond to parent communication within 24-48 hours. Good communication with your child's teacher strengthens the school/parent relationship, which in turn supports your child's education.

## **Service Animals**

In accordance with law, individuals with disabilities, including students, employees and visitors, may be accompanied by service animals in district facilities and vehicles, on district grounds and at district functions. A student with a disability or employee with a disability must submit a request to be accompanied by a service animal to school or work prior to having the animal on school grounds. However, there is no automatic right to be accompanied by a service animal in any district facility or vehicle, on district grounds or at district functions. **Please reference Administrative Policy EJ and EJ R for more detailed information and process.**

## **Snacks**

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

## **Two-Hour Delayed Start**

*Inclement Weather Late Start-* see “Inclement Weather” section above.

### *PLC 2 Hour Late Start*

The district calendar includes 2 Hour Late Starts for district employees to participate in Professional Learning Communities (PLC). On these days, school will begin at 10:15 am. Breakfast will not be served, and bus pick up will be delayed two hours. Please reference the district 2024-2025 school year calendar at [asd20.org](http://asd20.org) for specific dates.

## **Parent Participation at PHE!**

*Prairie Hills Accountability Committee (PAC)*

Our Prairie Hills PAC works to build partnerships among parents and administrators. Why you should join our PAC:

- Acts as a face-to-face communication link between the community and the school personnel.
- Serves as a sounding board for the administration.
- Promotes community involvement and ownership.
- Provides recommendations for the school’s improvement plan.

Our PAC meets four times a year- once per a quarter before school. If you are interested in joining our PAC, please email [Jackie.hansen@asd20.org](mailto:Jackie.hansen@asd20.org).

## **Community Use of the Building**

Community organizations may be allowed to use the building under District 20 rules and regulations for a rental fee. Scheduling should be done through the Prairie Hills Office- call Sandi Rowe 234-5100.

## **Conferences**

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

## **Visitors**

We welcome parents and community members who wish to visit Prairie Hills Elementary.

- All visitors must sign in at the office and will receive a visitor badge.
- All visitors must have a valid ID to enter PHE.
- We do not allow visitors to attend recess times, but we welcome visitors during lunch in the cafeteria.
- Non-school age children may **not** visit classrooms with their parents, but may join during lunch, when accompanied by an adult.
- Visitors and volunteers must be background checked and go through our district's process for volunteers.
- Parents are asked to schedule time with teachers and not show up unexpectedly.

### **Volunteers**

We welcome parents who are able to volunteer their time at Prairie Hills. Some departments in the school need more volunteers than others, so we encourage you to let your child's teacher and/or the Front Office know your availability. Prior to donating time, you must be background checked and we provide an orientation for our volunteers and develop a schedule so that the staff know when they can count on the extra help. For the safety of all students, the district will conduct background checks on all volunteers who work with children on a regular basis. To sign up as a parent volunteer or to access parent volunteer forms and guidelines are available at <https://www.asd20.org/community-and-involvement/volunteering/>.

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.**

July 15, 2025

## Table of Contents

### *Handbook of Students’ Rights and Responsibilities and Annual Notifications*

to Parents.....	1
Introduction.....	5
Academic Rights .....	5
Academy District 20 Mission Statement.....	5
Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification:.....	5
Assessments (administrative policy IKA) .....	5
Attendance and Truancy (administrative policies JE, JH, JHB).....	6
Balancing Rights and Responsibilities .....	6
Bullying (administrative policy JICDE).....	7
Cell Phones and other Electronic Devices (administrative policy JICJ).....	7
Clubs (see Student Organizations, administrative policy JJA).....	8
College Classes-Opportunity to Earn College Credits and Accelerate Learning Pathways to College.....	8
Disciplinary Removal from Classroom (administrative policy JKBA).....	9
Equal Educational Opportunity (administrative policy JB).....	9
Evaluation.....	10
FERPA Notice for Directory Information (administrative policy JRA/JRC).....	11
Free Association .....	12
Free or Reduced Lunch (administrative policy EF).....	12
Gangs (administrative policy JICF) .....	12
Homeless Students Notification .....	13
Homework Responsibilities .....	13
Identification .....	13
Individual Dignity.....	13
Non-Discrimination under Title VI, Title IX, Section 504, Age Discrimination ACT, Title II of the American with Disabilities Act, and the Boy Scouts of America Equal Access Act, Notice of:.....	14
Peaceful Assembly.....	14
(The) Protection of Pupil Rights Amendment (PPRA), Notification of Rights under (policy JLDAC-E).....	14
Respect for Property .....	16
Screening and Testing of Students (and Treatment of Mental Disorders) [administrative policy JLDAC] and Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) [JLDAC-E].....	16

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

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

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

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

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

Student Code of Conduct ..... 18

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

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

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

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

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

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

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

Student Expression ..... 23

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

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

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

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

    Interviews by school administrators ..... 25

    Searches conducted by school personnel ..... 25

    Search of school property..... 26

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

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

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

    Seizure of items ..... 27

    Search and seizure..... 27

    Custody and/or arrest ..... 27

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

Student Organizations (administrative policy JJA) ..... 28

Student Use of the Internet,Electronic Communications, and Digital Media (administrative policy JS)..... 29

    Blocking or filtering obscene, pornographic, or harmful information ..... 29

    No expectation of privacy..... 29

Unauthorized and unacceptable uses ..... 29

Security and safety ..... 30

District Provided Devices ..... 31

Student use is a privilege ..... 31

School district makes no warranties ..... 31

Students with Life-Threatening Allergies (administrative policy JLCDA) ..... 31

    Health care plan ..... 31

    Reasonable accommodations ..... 31

    Access to emergency medications ..... 32

    Staff training ..... 32

Suspension and expulsion (administrative policy JKD/JKE) ..... 32

    Grounds for denial of admission ..... 33

    Expulsion or Denial of Admission for unlawful sexual behavior or crime of violence ..... 34

Tobacco Free Schools (administrative policy ADC): ..... 34

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

    ..... 36

Weapons in School (administrative policy JICI) ..... 36

Wellness, School (administrative policy ADF) ..... 37

## Introduction

---

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

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

## Academic Rights

---

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

## Academy District 20 Mission Statement

---

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

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

---

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

## Assessments (administrative policy IKA):

---

State and federal laws require District students to take standardized assessments in the instructional areas of English language arts, math and science. If a student's

parent/guardian chooses to opt the student out of taking a state assessment, the District shall not prohibit the student from participating in an activity, or receiving any other form of reward, that the District provides to students for participating in the state assessment. C.R.S. § 22-7-1013 (8)(b).

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

---

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

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

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

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

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

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

## Balancing Rights and Responsibilities

---

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

The rules and regulations, the most important of which are summarized in this handbook, are designed to protect rights, yours and others'. They help set expectations so that students learn behavior patterns which enable them to become responsible members of society. The rules also allow us, if necessary, to discipline individuals who do not respect

rules. They also help protect every student's right to an education. Given the Columbine tragedy and other more recent events, students need to tell an adult if they are aware of

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

### Bullying (administrative policy JICDE):

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

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

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

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

---

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

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

---

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

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

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

## Confidential Student Records-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 signature notarized. Return the notarized forms to your building administrator. The

permission will be effective until a parent/guardian revokes permission in writing and submits the revocation to the building administrator.

## Disciplinary Removal from Classroom (administrative policy JKBA)

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

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

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

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

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

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

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

## Equal Educational Opportunity (administrative policy JB)

Every student in this school district shall have equal educational opportunities through

programs offered in the school district regardless of race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin,

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

## Evaluation

---

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

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

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

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

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

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

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

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

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

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

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

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

The District has designated the following information as directory information:

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

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

## Free Association

---

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

## Free or Reduced Lunch (administrative policy EF)

---

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

## Gangs (administrative policy JICF):

---

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

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

The Board of Education and District administration desire to keep District schools and students free from the threats of harmful influence of any groups or gangs which

advocate drug and/or alcohol use, violence, or disruptive behavior. School district personnel shall maintain supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between

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

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

## Homeless Students Notification

---

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

## Homework Responsibilities

---

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

## Identification

---

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

## Individual Dignity

---

Every person is entitled to be treated with respect and dignity regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, age, genetic information, family composition, national origin, religion, ancestry need for special education services, or conditions related to pregnancy or childbirth. The dignity of each individual is best served when all concerned, whether staff or students, treat one another respectfully. Academy District 20 is committed to a learning and working environment

free from any form of violence or abuse including, but not limited to, actions, words, or insults towards our students, staff, and parents.

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

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

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

---

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

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

## Peaceful Assembly

---

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

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

---

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

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

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;

July 1, 2025

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

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

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

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

Inspect, upon request and before administration or use -

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

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

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

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

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

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

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

## Respect for Property

---

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

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

---

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

## Seeking Change through the Proper Channels

---

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

concerns and complaints.

## Sex Education/Health and Family Life

---

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

## Sex Offenders, Notification Regarding:

---

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

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

OR

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

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

## Sexual Harassment (administrative policy JBB)

---

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

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

Students are encouraged to report all incidents of sexual harassment to an adult at school and file a complaint, through the District's complaint process outlined in JBB E. In

determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct

occurred shall be investigated. *See* administrative policy JBB, Sexual Harassment of Students, and the reporting form JBB E.

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

---

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

## Student Code of Conduct:

---

The descriptions below are summaries of more detailed policies. For complete information, please consult the latest version of each administrative policy at [Board/Administrative Policies](#).

## Code of Conduct (administrative policy JICDA):

---

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of District property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.

5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.

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

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

You have a right to dress as you want in accordance with your own taste so long as it is not materially and substantially disruptive to the educational process. The Student Dress Code, administrative policy JICA, defines certain clothing or appearance as disruptive if it

advocates drug use, violence, or unlawful activity. If your clothes are inappropriately revealing or tattered and torn, you will be in violation of the dress code as well. A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help encourage school pride and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school safety. The District administration is committed to the idea that students have a right to express themselves through dress and personal appearance, and that student dress influences behavior, work quality and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

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

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

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

Clothing that:

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

Exceptions:

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

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

---

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

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

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

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

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

### Penalties for Possession of Drug Paraphernalia

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

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

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

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

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

---

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

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

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

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

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

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

---

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

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

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

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

## Student Expression

---

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

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

## Student Conduct (administrative policy JIC):

---

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

July 1, 2025

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 and directed, and persons not attending school in this District, parents, school personnel

or non-school persons are prohibited from directing, conducting, controlling, or regularly attending the activities of a noncurricular student group. Noncurricular student groups shall not be deemed to be curriculum-related or endorsed, but must be supervised by a licensed District staff member. Students seeking approval for a student organization to meet at school during noninstructional time should seek approval from the principal or his or her designee in accordance with administrative procedure JJA R.

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

---

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

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

deemed obscene, pornographic, or otherwise detrimental to minors, in accordance with the Children's Internet Protection Act (CIPA). Students shall take responsibility and use good judgment when using District digital resources to avoid exposure to inappropriate material.

### No expectation of privacy

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

### Unauthorized and unacceptable uses

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

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

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

### Security and safety

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

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

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

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

### District Provided Devices

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

### Student use is a privilege

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

### School district makes no warranties

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

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

---

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

### Health care plan

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

### Reasonable accommodations

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

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

### Access to emergency medications

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

### Staff training

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

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

---

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

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

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

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

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the child or to other children. Nothing in this paragraph shall be construed to limit

the school district's authority to suspend a student with a disability for a length of time consistent with federal law.

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

### Grounds for denial of admission

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

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

3. Having been expelled from any school district during the preceding 12 months;
4. Not being a resident of the District, unless otherwise entitled to attend under Colorado law;
5. Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel; or
6. Failure to comply with the immunization requirements of Colorado law and administrative policy JLCB unless one of the following has been provided: a written authorization signed by a parent/guardian requesting local public health officials administer the immunizations; a certificate of medical exemption; a certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment; or a certificate of non- medical exemption.

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

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

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

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

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

---

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

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

For purposes of this policy, the following definitions apply:

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

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

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

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

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

---

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

## Weapons in School (administrative policy JICI):

---

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

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

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

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

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

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

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

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