

The da Vinci Academy

Victory Molina, Principal

Jennifer Landon, Assistant Principal

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Arts Integration is
our pathway of teaching and
learning.

Students construct and
demonstrate **understanding** through
visual and performing arts by
engaging in a **creative process**; this
connects an art form with another
academic area and meets
evolving objectives in both.

“The noblest pleasure is the joy of understanding.” –
Leonardo da Vinci

General Information

The da Vinci Academy (TdVA) is an arts integration school that values the development of the whole child. By providing a wide range of creative experiences to students, the staff nurtures the academic, social, emotional, physical, and artistic growth of each individual. Students have opportunities to learn through inquiry, innovation, and individualization. Teachers develop positive relationships with students, getting to know their strengths and areas for growth, in order to differentiate instruction to support student success.

Parents are valued members of the educational team. By volunteering, supporting students at home, and by being positive role models, parents provide the solid foundation students need to be successful. Parents can participate by attending School Accountability Committee (SAC) meetings, PTO meetings, and other school events. We cannot provide the quality programs your children enjoy without your help. We look forward to working together to continue the exciting opportunities that meet the needs of students at TdVA.

The mission of The da Vinci Academy is to educate and enrich learners to their highest potential by engaging in a blended approach of academics through the integration of arts, science and ideas. We are a collaborative learning community dedicated to the education of innovative, principled and empowered citizens of our world.

Our goal is to create an environment where all children can learn and grow; where they feel safe and want to try new things; where they receive the support they need to do their best, and are stretched to achieve their highest aspirations. Through strong curriculum and quality instruction, enrichment and support programs, and creative arts and science programs, students can reach for the stars.

We hope that you will feel welcome at The da Vinci Academy. Please contact your child’s teacher, the office staff or administration if you have questions or concerns. We are here to support you as we work together to sustain a collaborative and positive school community!

Mrs. Victory Molina
Principal

Mrs. Jennifer Landon
Assistant Principal

School Colors: Teal and Maroon **School Mascot: Dragon**

ABSENCE AND TARDINESS: If your child has been (or will be) absent or tardy, please call in on the absence line at 234-5440 or submit the information at our website www.asd20.org/tdva. Your call will be recorded in the office and forwarded to the appropriate teacher(s). Students are expected to complete all work missed when they have been absent from school. By District policy, a student has one day for every day missed to make up work. Homework will not be sent home in advance of an absence, as we do not encourage absences for anything other than illness. Homework may be requested if a student is absent due to illness for three or more days. Unexcused absences may affect a child’s report card grades.

Although regular attendance is essential to school success, **please do not send a child showing symptoms of an illness.** Exhibiting symptoms of even the common cold is sufficient reason for keeping a child home, since diseases that are more serious often begin with cold-like symptoms. **Students may return to school 24 hours after their fever of 100 degrees or more has dissipated or 24 hours after vomiting.** Such precautions greatly assist in controlling communicable diseases at school. All district policies related to student attendance may be reviewed in their entirety in the **“STUDENT CONDUCT AND DISCIPLINE CODE HANDBOOK”**.

ADDRESS, PHONE, AND OTHER EMERGENCY INFORMATION: It is vital that every child has on file current emergency phone numbers where parents/guardians can be reached. This information needs to be updated on Infinite Campus. Please designate an individual for the school to call in the event of an emergency if a parent cannot be reached. Update your Infinite Campus account if your address, phone number, or the name and phone number of the person you want contacted in an emergency changes during the school year. **We must be able to contact you if your child is sick or injured.**

ARRIVAL AND DEPARTURE: Students should not arrive at school prior to 8:25 a.m. Students will then be met by their teachers at 8:35 a.m. and escorted to their classrooms through the outside doors. Students are always provided supervision during recess periods. **Students arriving after 8:45 a.m. must have a parent sign them into the office upon arrival.** Children are not to remain on the playground after the regular dismissal time, but are to go home

immediately. If you need to pick up your child early, please try to do so by 3:30 p.m.

ATTENDANCE: Colorado compulsory attendance law indicates that every student under the age of 17 must attend school and be on time. If you choose to continue school after the compulsory attendance age—even if you are 18 and legally independent—you must follow attendance rules in addition to all other school rules. Parents must ensure that students attend school, and may not excuse absences except for sickness or family emergency. State statute defines any student who has four unexcused absences in a month or ten unexcused absences in a school year as habitually truant. See policy JE and C.R.S. 22-33-107(3) (a). Legal action may be taken by school administrators if students fail to follow compulsory attendance laws. In the event that you are removing your child from school for more than five days, please fill out a pre-arranged absence form which can be found on the TdVA website. All non- medical absences longer than 5 days must be approved by the administration of TdVA. Excused absences are as follows:

- a. Absences approved by the principal or his/her designee.
- b. Absences due to temporary illness or injury.
- c. Absences for an extended period of time due to physical, mental, or emotional disabilities.
- d. 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.

BICYCLES, SKATEBOARDS, IN-LINE SKATES AND WHEELIES: Third, fourth, and fifth grade students may ride a bicycle to school. It should be parked immediately upon arrival at the bike racks, with a bike lock. Riding on the school grounds is prohibited for safety reasons. Bicycles ridden in an unsafe manner will be held for parent pick-up. The school does not assume responsibility for damaged or stolen bicycles. In-line skates and wheelies are not allowed in the school building. **Skateboards must be carried once a student is on school property. This is for safety purposes.**

CELL PHONES AND OTHER ELECTRONIC DEVICES: 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. 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. **Cell phones and iPods are not to be taken outside for recess, but will remain in student's backpacks**

until after school. We do not want them to be lost, stolen or damaged and cannot be responsible for them.

BUSES: Acceptable behavior of students who ride school buses is required. For the safety of students, all bus rules must be followed. Bus drivers are required to refer all bus misconduct to the principal. The principal will then follow school and district guidelines in dealing with the student. After the second or subsequent infractions of bus rules, a child can be suspended from riding the bus for a period determined by the principal. By law, District 20 is not required to furnish bus transportation. A possible permanent suspension from riding the bus may result should problems continue. **Please note: If you wish your child to ride a bus on which your child is not regularly assigned, a parent permission note, signed by the school secretary, must be presented to the bus driver.**

Academy District 20 charges a transportation fee for students. Please visit the district's website at www.asd20.org for information on transportation fees. Click on the parent tab and then on the transportation icon. Detailed information is available by clicking on "Transportation Information for Parents."

Half-day, morning kindergarten students may ride the bus to school. Parents are responsible for picking students up when kindergarten is dismissed at lunch time. Students who are in afternoon kindergarten are transported to school by parents or caregivers, but are eligible to ride the bus home. Full-day kindergarten students may ride the bus to school and back home. Special needs kindergartners whose IEP requires transportation ride the bus each way.

Academy District 20 will not charge a transportation fee to special education students who require transportation as part of their individualized education plan. Academy District 20 will not charge a fee to any students who qualify for free or reduced lunch.

COMMUNICATION BETWEEN SCHOOL AND PARENTS:

It is important for the school and parents to keep lines of communication open at all times. Parents are encouraged to visit the school and to contact teachers with concerns, compliments, or questions. Appointments are always appreciated. Good ways of staying in touch are checking your student's planner each day, reading the newsletter, visiting our website, and using e-mail when available.

COMPUTER AND TECHNOLOGY: Technology is a tool for learning, which TdVA students will become proficient in using to access the growing resources available world-wide. Through teaching students to use technology, and thereby accessing the whole world of knowledge and learning, we provide an additional support for students, which enhance

their academic achievement, motivation, and self-directed learning. This is a tangible step in preparing students for the world they will enter as adults. Parents and students will be asked during each school year to sign a District 20 Acceptable Student Use Agreement.

CURRICULUM: TdVA follows curriculum approved by the Board of Education. Copies of the Colorado State Standards are available for parents to view on the Colorado Department of Education website at www.cde.state.co.us Please contact the school administration for additional information, if needed.

DISCIPLINE: It is the policy at TdVA that all students are to be courteous and to respect the rights and property of others whether on school property or engaged in a school-sponsored activity. Students shall conduct themselves at all times in a manner appropriate for their age.

TdVA's discipline code teaches the philosophy and practices of the Positive Behavioral Interventions and Supports (PBIS) program. TdVA has four basic behavioral expectations, which are simple, easy to understand and remember. As da Vinci dragons, we have the acronym SOAR, which stands for SAFETY, OWN IT, ATTITUDE and RESPECT. SOAR is for all students, staff and parents to support and model everywhere!

SAFETY – Our expectation for each other is to know and follow the rules and listen to adults.

OWN IT – Our expectation for each other is to be responsible for the choices we make and to accept the consequences of our choices.

ATTITUDE – Our expectation for each other is to be cooperative and a positive role model.

RESPECT – Our expectation for each other is to honor ourselves, others and property.

All schools in District 20 enforce the **“STUDENT CONDUCT AND DISCIPLINE CODE”** designed to meet the following objectives:

- ☐ to ensure that every student at TdVA follows accepted rules of conduct and shows respect for and obeys persons in authority;
- ☐ to foster sound educational practice and productive learning;
- ☐ to develop in every student in the district a positive attitude toward self-discipline and socially acceptable behavior;
- ☐ to help every school in the district maintain a learning atmosphere which is safe, conducive to the learning process, and free from unnecessary disruption;
- ☐ to communicate to parents and the community that unacceptable behavior by students will not be tolerated; and

All students in at TdVA are expected to obey the following rules of conduct:

- ☐ Students shall act in a manner that maximizes the substantial benefits of public education.
- ☐ Students shall accept responsibility for their own behavior.
- ☐ Students shall develop and use problem-solving skills to resolve conflicts.
- ☐ Students shall follow established district, school and classroom rules.
- ☐ Students shall maintain academic integrity.
- ☐ Students shall refrain from interfering with learning and teaching.
- ☐ Students shall maintain appropriate dress and hygiene.
- ☐ Students shall respect others.
- ☐ Students shall respect the rights and property of others.
- ☐ Students shall refrain from harming themselves or others.
- ☐ Students shall refrain from acting in such a manner as to expose others to risk or danger of harm or injury.
- ☐ Students shall not use threats or intimidation against others.
- ☐ Students shall not engage in unlawful or immoral activities.
- ☐ Students shall refrain from carrying, bringing, using or possessing deadly weapons in school building, in or on district property, at school-sponsored events and activities, or in or on district vehicles.

CODE OF CONDUCT

Policy JICDA

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off of school property.

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. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.

4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.

5. Violation of district policy or building regulations.

6. Violation of the district's policy on dangerous weapons in the schools (Policy JICI). Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, unless the student has, in good faith, delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.

7. Violation of the district's alcohol use/drug abuse policy (Policy JICH). Expulsion shall be mandatory for distribution of drugs or alcohol at school or at school-sponsored events.

8. Violation of the district's violent and aggressive behavior provisions within the suspension and expulsion policy (Policy JKD/JKE).

9. Violation of the district's tobacco-free schools policy (Policy KDC).

10. Violation of the district's policy on sexual harassment (Policy GBAA).

11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.

12. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.

13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.

14. 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.

15. Lying or giving false information, either verbally or in writing, to a school employee.

16. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.

17. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

18. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.

19. Repeated interference with the school's ability to provide educational opportunities to other students.

20. 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.

21. Violation of the district's dress code policy (Policy JICA).

22. Violation of the district's policy on student expression (Policy JICE).

Each principal shall post a copy of these rules in a prominent place in each school and shall distribute a copy to each student. Copies also shall be available to any member of the public upon request.

Adopted/Approved: March 1, 2001

Revised: October 20, 2005

INDIVIDUAL DIGNITY

Every person is entitled to be treated with respect and dignity regardless of race, color, ethnicity, religion, gender, social status, disability or age. The dignity of each individual is best served when all concerned--students treat one another respectfully.

In particular, sexual harassment and bullying behavior are not tolerated in Academy District 20 schools, at school activities or on school buses or at district bus stops.

Consequences for Breaking School Rules and/or State and Federal Laws

You can be disciplined if you violate the school rules or laws of the state or nation. Some violations are more serious than others and can result in suspension, expulsion or denial of admission. Under the policy JKD/JKE students may be suspended or expelled for the following reasons:

- Willful disobedience;
- Willful destruction of property;
- Behavior **on or off** school grounds that is detrimental to the welfare of other students or staff;
- Being "habitually disruptive;"
- Repeated interference with the school's ability to provide services to students;
- Commission of a robbery or of an assault;
- Possessing or bringing or using, or threatening to use a dangerous weapon (including knives) as defined in statute and policy;

- Violation of the District’s substance abuse policy;
- Other serious violations of school rules as determined by the principal;
- Violation of the District policy on immunizations.

Students may be suspended for no more than five school days by the principal or designee on the grounds outlined above, except in the case of a serious violation in a school building on school grounds or at school activities—in which case the suspension can be up to 10 school days. The superintendent can extend the suspension of students who are being recommended for expulsion so that the student can appeal the recommendation to a hearing officer, and—if necessary to the Board. In an appeal hearing evidence and argument may be presented on the student’s behalf by the parents and/or the student.

“Habitually Disruptive” students are a subsection of the above. Under policy JKEA a “habitually disruptive” student is defined as one who has been suspended on three or more occasions for disruptive behavior. The policy requires that the student and her or his parents develop a “remedial behavior plan” after the second suspension. Expulsion is mandatory when a student on a remedial behavior plan is suspended for the third time. Special education students with an Individualized Education Plan may not be expelled if the conduct in question was caused by or had a direct and substantial relationship to the student’s disability or if the conduct in question was the direct result of a failure to implement the IEP.

The policy and regulation are each available on the District’s website and are available at each school.

WRITTEN CONSENT FOR DISCLOSURE OF

EDUCATIONAL INFORMATION: The district protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child’s education records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy JRA/JRC). If you wish to allow a third party (for example, a step-parent) 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.

D20 ALERT: In an effort to be a green school, we have posted information in our monthly newsletter on our website, www.asd20.org/tdva. We also utilize the D20 Alert system to

send out a weekly communication to our families every Monday.

DRESS AND APPEARANCE: The Student Dress Code, 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. Please be sure that shorts and skirts are at least fingertip length. Straps on tops should be two finger widths or greater. **Appropriate shoes should be worn on days when students have Movement class.** There are exceptions for certain classes and activities. The building administrator has authority to enforce this policy.

The School is committed to a learning environment that is safe, conducive to the learning process, and free from unnecessary disruption and gang activity or influence. The manner in which students dress, accessorize and groom themselves affects the learning environment. By their appropriate appearance (which includes dress accessories and other body adornments, and grooming), students help create an environment that is conducive to their own as well as all students’ learning. A students’ appearance, therefore, clearly has a direct and indirect influence on school discipline and student achievement.

ENRICHMENT OPPORTUNITIES: There is a wide variety of Enrichment Opportunities here are TdVA. Many clubs are offered before and after school at a nominal cost. Sign-ups occur at the beginning of each semester. These activities are designed with the da Vinci lifestyle in mind; dance, music and art classes are commonly going on. Any questions about the clubs can be directed to the teacher who is sponsoring the club.

ENTRANCE AGE: A child entering kindergarten for the first time must be five years of age on or before October 1st of the current school year. A birth certificate or other document must be provided to the school to establish legal age. Children enrolling in first grade must be six on or before October 1st of the current school year or have attended a public kindergarten during the previous year. ***Note: All students are required to complete the immunization requirements as established by Colorado State Law. Proof of immunization and proof of residence must be shown upon registration.***

ENTRANCE SECURITY CAMERA: District 20 Security has installed entrance cameras at all schools in the district. **Our doors will be locked from 9:00 a.m. until 3:30 p.m. in order to respect the learning environment of our students.** If you need to check out your child for an appointment, please have your ID ready to show at the front door. The door will be opened by the front office after the doorbell is rung. If you need to check your child in, again the door will be

opened by the front office after the doorbell is rung and ID is provided.

SCHOOL SUPPLIES/FEES:

The 2019-2020 classroom fee for supplies for The da Vinci Academy is \$35. This will be collected at the Dress Rehearsal/Back to School Night, Tuesday, August 13, 2019, when students come to meet their teachers. Parents won't need to find a supply list for a particular grade level or teacher and will not need to purchase classroom school supplies on their own.

CONSUMABLE FEES:

We will NOT be collecting a consumable fee of \$35 in advance this year. Instead, teachers will ask parents to pay for parties, t shirts, crafts, yearly subscriptions, etc. as needed. Teachers can ask for a total of up to \$35 to cover consumable expenses per student.

FIELD TRIPS: Written permission from a parent or legal guardian is required in order for a child to be permitted to go on a school-sponsored field trip. **A phone call from a parent granting permission cannot be accepted.** Students are also asked, in most cases, to bring a fee for each trip to cover the cost of transportation. A permission slip will be sent home prior to each trip, supplying parents with necessary information. The office discourages the use of private cars for field trips.

GUM: Gum is not allowed at school. Exceptions must be approved by the principal.

HOMEWORK GUIDELINES: The staff at TdVA recognizes the importance of studying at home as part of the learning process and of help in the development of good study habits. The TdVA student planner should be reviewed daily at home with students to determine their home study needs and assignments.

While research supports regular daily homework, there is also an indication that excessively long periods of daily homework can be counterproductive. Students should read every night.

There will be special projects assigned with adequate lead-time and classroom time allotted. Students will benefit from learning to budget their time.

Home study recommendations include:

**Kindergarten-Second Grade: an average of 15-30 minutes per day

**Third - Fifth Grade: an average of 30-60 minutes per day

If homework is taking more than the recommended amount of time, please contact your teacher so adjustments can be made. This includes daily reading requirements, skill reinforcement, and work toward long term/project completion.

Parents are also encouraged to help students study at home by:

- Cooperating with the school in encouraging a positive attitude toward home study and academic achievement.
- Providing your children with suitable study conditions and supervision.
- Consistently reserving time for home study by not allowing telephone calls, television watching, or visitors during study time.
- Encouraging your children, without placing them under undue pressure.
- Showing interest in what your children are doing, without doing the work for them.
- Developing an understanding of what your child's teachers expect home study to accomplish.
- Checking your child's student planner every day, and understanding your child's classroom teacher's expectations for its use.

INCLEMENT WEATHER PROCEDURE: A **green** flag on the flagpole means indoor lineup or indoor dismissal. All inclement weather decisions are based on concerns for student, parent, and staff safety. District 20 will collect data at the earliest appropriate time, checking with the Colorado Springs Transit System, the U.S. Weather Bureau, the Colorado Springs Police Department, and geographically located Transportation staff members. The 20 Alert system will activate about school closings or delayed starts no later than 6:00 a.m.

1. Cancellation for the Day

District 20 will:

- * make the decision as to whether schools will be open and announce **no later than 6:00 a.m.** by calling radio stations, 3 TV stations, the newspaper and the 20 Alert system.
- * not penalize students if parents keep them home on questionable snowstorm days,
- * cancel all after-school and evening meetings, activities, and community classes.

Parents are expected to:

- * be responsible for custody of students;
- * listen to the news broadcasts on stormy mornings;
- * decide whether to send students to school on threatening, stormy days.

2. Delayed Start

District 20 will:

- * decide to delay school by **two hours** and announce the decision no later than **6:00 a.m.**;

- * run buses on the same routes as normal but **two hours later**;
- * not penalize students whose parents keep them home on days of inclement weather.

Parents are expected to:

- * be responsible for custody of students;
- * listen to the news broadcasts on stormy mornings;
- * decide whether to send students to school on threatening, stormy days;
- * keep students at home for an additional **two hours** or make arrangements with day care providers to keep students an additional **two hours**.

3. Early Dismissal

District 20 will:

- * inform the same media, as stated above, **not later than 10:30 a.m.**, that school will dismiss students early;
- * dismissal of elementary students will vary, parents will be notified via media outlets and the 20 Alert system;
- * run buses on the same routes as normal, but **two hours earlier**;
- * keep buildings open as long as necessary to release all students safely;
- * announce that if an early dismissal occurs, afternoon kindergarten, afternoon activities, and evening events will be canceled.

Parents are expected to:

- * listen for an early dismissal announcement **not later than 10:30 a.m.**
- * make sure students know what to do and where to go if dismissed early;
- * know that elementary student dismissal will vary;
- * know that buses will run regular routes, but **two hours earlier**;
- * **not rely on the telephone to make last minute arrangements for their students.** (Lines are often tied up or not working properly during storms.)

LOST AND FOUND: All articles of clothing should be well marked with the student's name for identification. The lost and found area is located in the common area. Small items such as glasses, keys, jewelry, etc., are kept in the school office. If you cannot locate an item, please check the lost and found area. **Unclaimed items are donated to a charitable organization at the end of each semester.**

LUNCH PROGRAM: TdVA has a hot lunch program. All children, full-day kindergarten through fifth grade, are to eat lunch at school. Children who do not eat a hot lunch, but stay at school during the lunch period, must bring a sack lunch. Milk may also be purchased at school. **Money for lunches**

will be collected by the lunchroom clerk each morning and needs to be sent in an envelope with the child's name, grade, and teacher listed on the front. Parents are encouraged to utilize the Meal Pay Plan program. Information on this program can be found on the D20 Website. Parents are encouraged to send checks for more than one lunch at a time, if possible. Credit will be given for unused lunches.

Lunch and milk prices will be sent home on the first day of school and will be posted in the lunchroom.

BREAKFAST PROGRAM: TdVA has a breakfast program. Breakfast is served from **8:20-8:40 a.m.** Students who qualify for Free and Reduced lunch program will receive breakfast for free. All other students will pay the posted price.

MEDICATION: Parents are expected to bring medications to school and leave them with office personnel who will administer all medications. **STUDENTS MAY NOT TRANSPORT MEDICATION TO OR FROM SCHOOL.**

If your child must take medication of any kind (including any over-the-counter medication) during school hours, the school must have on file a D20 Permission to Administer Medication form, (available in the office) filled out and signed by the doctor stating the following information: student's name; name of medication; dosage; time medication is to be administered; and how long the student is expected to be on the medication. This form must also be signed by the parent, giving approval for medication to be administered at school. Medication **must be in the original pharmacy bottle** and will be kept in a locked cabinet in the school office. **No medication may be kept by students in their desks. Students may not have in their possession any prescription or over-the-counter medication, including cough drops.**

When at all possible, please try to schedule medication to be administered at **home**. Medications ordered for administration three times a day should be administered before school, after school, and at bedtime. If drugs must be administered at school, please try to arrange the schedule so that the drug is administered around the lunch hour to avoid disruption of the instructional program.

MESSAGES TO STUDENTS: The front office makes every effort to deliver messages to students in the event there is a change in pickup details. After 3:30 p.m., we cannot guarantee that we will be able to deliver any message. Please try to avoid making changes after your child is at school. It is best to write in your student's planner any change in pickup before they come to school.

NEWSLETTERS AND OTHER NOTICES: Our parent information newsletter is our weekly 20Alert. It is sent out

every Monday. Parents may request a hard copy. School activities are announced in advance in the newsletter. Other special notices will be sent home as needed by the teacher or office.

PARKING LOT AND STUDENT DROP-OFF AREAS

(Kiss-N-Go): Please follow **all** markings in the parking lot, especially the entrances and marked areas for pick-up and drop-off; **no parking is allowed in these areas.** Please note the “student valet drop off (kiss and go) area” (on the west side of the building). A teacher will greet students. They must exit/enter their car next to the sidewalk only and in this designated area only. The extra five to ten minutes it may take to drop off and pick up students is worth a child’s life! The bus parking and staff parking areas (east of the building) **are not** authorized student drop off and pick up areas!

When driving students to school, drivers should:

- Use only the drop off zone to the west of the school building.
- Have patience and proceed in a single file line and pull forward until reaching the designated zone for passenger drop off i.e. along the sidewalk near the steps (if practical), or anywhere along the sidewalk, exiting on the **passenger side** of the vehicle.
- After dropping students off, remain in a single file line following the vehicle ahead. Proceed forward to exit the lot. While proceeding forward to exit, keep a watchful eye for pedestrians and the drop off zone supervisor who will be directing pedestrian and vehicular traffic.
- Please avoid using cell phones in the drop off zone in order to keep attention focused on students, staff and other vehicles.
- **Please adhere to direction of staff in orange vests during pickup and drop off.**

CLASSROOM PARTIES: Classroom parties are scheduled for October Harvest, Winter Break, Valentine’s Day and the end of the year. We encourage parents to provide a variety of healthy choices including fruit, vegetables, cheese and crackers, etc., with limited sweets. Baked good should be purchased from the store to ensure they are nut-free.

BIRTHDAY CELEBRATIONS: In order to support a healthier school environment, we encourage students to bring in non-food items. This will prevent children with allergies and food restrictions from feeling excluded. Examples include, but not limited to, pencils, erasers, stickers, a birthday book for the class, etc. Parents may make arrangements with teachers for students to pass out items on their birthday to their classmates at the end of the school day. **Gifts are not to be exchanged at school and invitations to children’s private parties should not be distributed at**

school. Please use another avenue for distributing personal invitations.

PETS: Children and parents are asked not to bring pets to school. Dogs and other small animals may be gentle at home, but unpredictable at school when confronted by a large number of unfamiliar children. **Parents, for the safety of our students we also ask that you do not bring dogs to school events, such as field day or when picking up children.**

THE PHONE SYSTEM: TdVA has a computerized voice mail system. By using this system, you are able to leave direct, private messages for teachers and other staff members, and to notify the school of your child’s absences. After regular office hours, the system answers all of our phone lines. During the school day, you will be able to speak directly to someone in the school office by calling 234-5400. The phone system is not designed to replace contact with parents, but to increase communication when personnel may not be immediately available.

PTO: The TdVA PTO is an active and productive organization. PTO promotes parent involvement in the education of children and a close relationship between parents and the school. Your membership in the TdVA PTO supports not only the school, but also your own children. For membership information, please check the informational bins located by the front office. Look for additional information that will come home with your children throughout the school year about the many wonderful PTO activities for parents as well as students. We need parents to be a part of PTO, which is an organization that makes our school a better place to be for all of our students.

Our PTO officers for 2018-2019 are:

- President – Laura Laughlin
- Director of Programing – VACANT
- Secretary – Danicka Beckley
- Treasurer – Kristin Payne
- Director of Fundraising – Krysta Whedon
- Director Communications – Kelly Duffy
- Volunteer Coordinator – Krysta Whedon
- Parent Sounding Board – Kelly Duffy
- Box-Top Coordinator – VACANT
- Dining Out Coordinator – Briana Tillman
- School Accountability Chair – Matthew Stanley
- District Accountability Committee Representative – Julie Hergenreter

RECESS AND CLASS PARTICIPATION: All students are expected to take part in all regular classes, such as movement, art, music, and recess. If there is a medical reason for a child to be excused from a class, please send a note to the teacher or contact the principal. If a child is able to return to school after an illness, the child, except in very special cases, should be able to take part in all school activities -

including recess and physical education classes. **Please do not ask that your child be allowed to stay in from recess unless you have made special arrangements in writing with the principal, and have a physician's note recommending the child remain inside.**

REPORT CARDS AND CONFERENCES: Report cards will be issued to all students at the end of each quarter. Conference days have been scheduled throughout District 20 at the end of first quarter. However, conferences may also be requested at any time by parents or staff. The staff at TdVA is committed to providing a quality education for all students. Communicating with parents about each student is important to student progress. Teachers at TdVA keep parents informed about school progress not only during conferences, but also through emails and phone calls to parents and notes in the TdVA student planner (gr. 3-5).

SCHOOL ADVISORY COMMITTEE: Our School Advisory Committee (SAC) is a group of parents, staff members, and community members who represent the community's point of view at-large. The SAC concerns itself with the improvement of education in general, studies the educational needs of our school, monitors the implementation of our School Improvement Plan (SIP), and advises the principal. The SAC works in cooperation with the principal and staff members to achieve excellence in education for all of our children. The TdVA SAC meets once a month (day and time) determined by the members. Your involvement is welcome. For more information, call the school office.

SCHOOL HOURS: Supervision for students will begin each school day at 8:25 a.m. The first bell will ring at 8:35 a.m. Students are expected to line up quietly in a location designated by their teachers, and then will be walked to their respective classrooms. Students may not play on the playground after school but should go directly home.

- **Student Hours: (grades K-5) 8:45 a.m. – 3:45 p.m.**
- **AM Preschool: 8:30 a.m. – 11:30 a.m.**
- **PM Preschool: 12:30 a.m. – 3:30 p.m.**
- **AM Kindergarten: 8:45 a.m. – 11:45 a.m.**
- **Office hours: 8:00 a.m. – 4:15 p.m.**

SECURITY: TdVA uses the Raptor Security System. To enter the building, please ring the bell at the main entrance. A secretary will ask you your name and the reason for your visit. You will be admitted into the building and are to proceed to the school's main office. A secretary will scan your driver's license and a name tag will be printed. Please wear the tag for the duration of your visit. When you are

ready to leave, please give your name tag back to the office so a secretary can check you out of the building.

STUDENT PLANNER: Each student in grades three through five is to have and use a TdVA student planner for the school year. Academic achievement is our primary goal at TdVA. In support of this goal, personal organization and responsibility are essential. Students are to bring their planners to class with them daily. They will receive on-going classroom training in the use and maintenance of the TdVA Student planner. As a home/school communication tool, parents are encouraged to review their child's planner daily and to write comments, as needed, to their teacher.

TAKING STUDENTS EARLY FROM CLASS IS DISCOURAGED: If a student must leave class early, please send a note to the teacher stating the time the child should be dismissed from school. For security reasons, all staff members have been instructed **not** to release students from the classroom or playground without notification from the office. Parents are to come to the office to sign out their child. The office will then notify the classroom teacher. The staff at TdVA requests that parents make appointments and schedule trips out of town during non-school hours and days, if possible. If you need to pick up your child early, please try to do so by 3:30 p.m.

TELEPHONE USE BY STUDENTS: Students may use school telephones to contact parents **in case of an emergency only.** In the event of early dismissal because of inclement weather or other emergencies, the plans parents have designated for their child, and which have been placed on file in the school, will be followed. Arrangements for such emergencies should be reviewed regularly at home with all children, as phone lines are often unavailable or malfunction during storms.

TOYS AND PERSONAL ITEMS: Students are discouraged from bringing toys or other personal items to school. Students may bring items that are related to a class lesson. Any item causing a problem or distracting students from their educational program will be held by the teacher or principal. The teacher or the principal will hold these items until picked up by parents. Please label all personal property with your child's name. The school does not take responsibility for lost, stolen or broken items.

VISITORS: If you would like to see a specific activity, the principal or other staff members will be happy to assist you. However, classroom teachers are unable to discuss your child's progress during instructional time. Please make an appointment during non-instructional time should you want to confer with the teacher. Children not enrolled at TdVA may not visit the school unless accompanied by an adult. **All visitors to the school must check in with the office and**

obtain a visitor's or volunteer's badge before going to the classroom area.

VOLUNTEERS: Volunteers are critical to the success of our students at TdVA. A volunteer training is available quarterly and upon request. When working with students, safety is always the #1 consideration. At TdVA, volunteers have a clearly defined role and work diligently to support students and staff.

WALKING HOME: All walkers should obey the directions of the Crossing Guards and use designated crosswalks in the school zone. Students are encouraged to use the safest and most direct way home from school or from bus stops. Parents should teach their children an agreed upon route, and walk with them several times throughout the school year to assess the safety of their children's behavior and to re-teach as needed. Traffic officials indicate that pedestrian safety is largely a result of education.

WEATHER: Please make sure that your child is dressed for our changing Colorado weather. A warm morning does not necessarily mean a warm afternoon. By school policy, students will not be outside for recess if the temperature/wind chill factor is below 20 degrees, or if it is wet with rain or snow.

WITHDRAWING AND ENROLLING: If you must withdraw your child from TdVA, please notify the school as soon as possible in advance of your move. If you are moving to another school in District 20, all records will be transferred when you enroll your child in the new school. If you are moving out of School District 20, the new school will need to write, or FAX, (719) 234-5499, to TdVA requesting records. Should you move out of the TdVA attendance neighborhood, we hope that you will remember your experiences at TdVA as being positive and rewarding for both you and your child!

Academy District 20

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

School Year 2019-2020



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

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 employees 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 every student in a safe and nurturing environment and to provide comprehensive, challenging curricular and extracurricular opportunities that meet the unique needs of every individual by expanding interests, enhancing abilities, and equipping every student with the knowledge, skills, and character essential to being a responsible citizen of our community, our nation, and the world.

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.

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 6 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 May 25, 2018 3 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 §22-33-107(3)(a)]. 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 on 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 Academy District 20 mission statement emphasizes safety for students. 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 877-542-7233 (SAFE).

Bullying (administrative policy JICDE):

In keeping with the mission statement to educate every student in a safe and nurturing environment, 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 May 25, 2018 4 district policy JICDE and state law as “any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.” 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, national origin, religion, ancestry or the need for special education services. 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).

Cell Phones and other Electronic Devices

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.

Clubs (see Student Organizations)

College Classes-Opportunity to Earn College Credits

College Classes-Opportunities to 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** **IHCDA** 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. 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) is a fifth year program which allows eligible students to participate in concurrent enrollment courses for the year after 12th grade. Student eligibility includes meeting graduation requirements and the completion of at May 25, 2018 5 least 12 credit hours of transcribed postsecondary courses (non-remedial) by the completion of the 12th grade year. [C.R.S 22-35-108] ASCENT is a 5th year only program. Participation in the CE or ASCENT programs must align with a student's Individual Career and Academic Plan (ICAP).

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

The district protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child's education records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy JRA/JRC). If you wish to allow a third party (for example, a step-parent) 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.

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 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 employees 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 are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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

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

The district has designated the following information as directory information:

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

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 the school officials or appropriate law enforcement agencies.

Free or Reduced Lunch (administrative policy EF)

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

Gangs (administrative policy JICF):

Gang activities at school impose a threat to the welfare and safety of students and others in the school community and cause substantial disruption to the educational process. The term "gang" as used in this policy refers to two or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually.

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

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

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

Homeless Students Notification:

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. For more information about services for homeless students, refer to administrative policy JFABD or contact the Homeless Liaison Coordinator Rachel Lake at 719-234-1376 or 719-246-0098.

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, national origin, religion, ancestry or need for special education services. 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, ethnicity, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, pregnancy, genetic information, disability or need for special education services in its programs, activities, operations and employment decisions and provide equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

General Counsel
Robert I. Cohn, Esquire

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:

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents certain rights regarding our conduct 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;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; 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;
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 to 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 of 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. 20202-8520

Respect for Property

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

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 Offenders, Notification Regarding:

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

http://www.sheriffalerts.com/cap_main.php?office=54430

OR

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

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

Sexual Harassment

Sexual harassment is defined as sexually oriented remarks, behavior or jokes that make you so uncomfortable, for a significant period of time that you consider not coming to school, or to a particular class or activity. Sexual

harassment from a teacher, demanding sexual favors, in return for a good grade, or a place on an athletic team, etc. is also forbidden.

Your responsibility in either case is to clearly indicate that the remarks, behavior, demands, etc. are not welcome and are offensive to you. This is not an easy thing to do, but you must make this clear to the people who are making you uncomfortable. If it does not stop, you or your parents must report it to an adult at school. See policy JBB, Sexual Harassment of Students, and the reporting form connected to the policy (JBB-E).

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 <https://www.boarddocs.com/co/asd20/Board.nsf/Public>.

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. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. 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.
5. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
6. 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.
7. Violation of the district's policy on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of district policy or building regulations.
10. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
11. Violation of the district's alcohol use/drug abuse policy.
12. Violation of the district's tobacco-free schools policy.
13. Violation of the district's policy on sexual harassment.
14. Violation of the district's policy on nondiscrimination.
15. Violation of the district's dress code policy.
16. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
17. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
18. Lying or giving false information, either verbally or in writing, to a school employee.

19. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
20. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
21. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
22. Repeated interference with the school's ability to provide educational opportunities to other students.
23. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school 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, policy JICA, defines certain clothing or appearance as disruptive if it advocates drug use, violence, or unlawful activity. If your clothes are inappropriately revealing or tattered and torn, you will be in violation of the dress code as well. A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help encourage school pride and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school safety. The district administration is committed to the idea that students have a right to express themselves through dress and personal appearance, and that student dress has an effect on behavior, work quality and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

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

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

1. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that: are disruptive, or potentially disruptive, to the educational environment as determined by the administrator; including but not limited to items that:

- ☐ refer to drug, tobacco, or alcohol;
- ☐ are obscene, profane, vulgar or defamatory in design or message;
- ☐ advocate drug use, violence, or disruptive behavior;
- ☐ threaten the safety or welfare of any person.

2. Clothing that:

- ☐ reveals all or part of the stomach, buttocks or chest; or
- ☐ is backless; or
- ☐ reveals underwear; or
- ☐ is inappropriately sheer, short, tight or low-cut.

Exceptions:

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

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

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

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

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

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

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

Penalties for Possession of Drug Paraphernalia

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

- ☐ First Offense - The student will be suspended for three school days.
- ☐ Second Offense - The student will be suspended for five school days.
- ☐ Third Offense - The student will be suspended for five school days and the principal may recommend expulsion.

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

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

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

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

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

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

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

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

Student Expression

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

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

Student Conduct (administrative policy JIC):

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

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

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

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

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

The code shall apply to behavior in the classroom, on school grounds, in school vehicles, at school activities and events, and in certain circumstances, to off-campus behavior. In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the board in all district employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All employees 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 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 a reasonable grounds for a search exists, school personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials.

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

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search.

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.

Parking Lot/Vehicle Searches

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.

Search of the student's person or personal effects

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

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

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing.

The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

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

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

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

Detection canines

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

Law enforcement officers' involvement--Interrogations and interviews

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

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards.

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

Seizure of items

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

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

Search and seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school employee 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.

Student Organizations (administrative policy JJA)

Students in middle and high schools shall be permitted to organize and conduct meetings of student clubs or other groups 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. If their activities bear a direct relationship to the regular curriculum, they will be deemed to be an officially recognized, school-sponsored club. Secondary school students are also permitted to organize and conduct meetings to pursue activities outside of the school curriculum. Such organizations must be student initiated and directed, and persons not attending school in this district, parents, school personnel or non-school persons are prohibited from directing, conducting, controlling or regularly attending the activities of a noncurricular student group. Noncurricular student groups shall not be deemed to be school-sponsored or endorsed. Students seeking approval for a student organization to meet at school during noninstructional time should seek approval from the principal or his or her designee in accordance with administrative procedure JJA R.

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 JKEA 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 policy on drug and alcohol involvement by students, JICH, as outlined in that policy and accompanying administrative procedure.
9. Failure to comply with the immunization requirements as specified in Colorado law and district policy JLCB unless a bona fide medical or religious exception applies. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

Grounds for denial of admission

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

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

Expulsion 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 Board of Education 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 board shall take appropriate disciplinary action,

which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

The board 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 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 (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 employee 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. Staff found to be in violation of this policy will be subject to appropriate disciplinary action.

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.

Weapons (administrative policy JICI):

Possession or use of a dangerous weapon by students is detrimental to the welfare and safety of the students and school personnel within the district. Possessing dangerous weapons on school grounds, in a school vehicle, or at a school activity or sanctioned event is prohibited, unless authorized by the school or the school district, and may result in suspension or expulsion.

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 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.**

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

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

Wellness (administrative policy ADF):

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