



*FOOTHILLS ELEMENTARY*

*825 Allegheny Drive*

*Colorado Springs, CO 80919*

*Telephone: 719-234-4500*

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*Website: <https://foothills.asd20.org/>*

August 2018

Welcome Foothills Families! We are incredibly excited for the upcoming school year. Our goal is to provide the very best learning environment for all students! We believe that a positive school climate must be provided to foster academic, social, emotional and physical development and growth so that each student may realize their full potential.

Foothills is also home to a number of wonderful programs designed to maximize the experience students and families have at Foothills. We have a Partial Spanish Immersion Program for grades K-5. Our primary objective is that participating students will develop the ability to speak, read, write and understand Spanish while attaining academic achievement at or above grade level. We offer a wonderful STEM program designed to provide educational experiences to all Foothills students allowing them to learn 21st Century skills through cooperation and project-based learning activities both in the STEM lab and in the outdoor Learning Garden. We also offer a variety of clubs, activities and enrichment opportunities.

We look forward to developing a strong partnership with you as parents/guardians, and we believe that the commitment and responsibility for a positive learning environment at Foothills is shared by students, parents and the school. Our combined efforts will result in positive and memorable experiences for all students.

This handbook is provided to begin a partnership based on open and caring communication. We invite you to visit our website, <https://foothills.asd20.org/>, where you can view our monthly newsletter. A principal's advisory council, the Foothills Accountability Committee, also welcomes your input. Please take the time to become informed and involved.

We work hard to offer your children excellent educational opportunities by continually evaluating and improving our program. Your suggestions and your involvement are vital. Please join us in an active partnership.

Respectfully,

Brandan Comfort  
Principal

Julie Bayne  
Assistant Principal



## *“Academic Excellence for All Students”*

The mission of Foothills Elementary School, a Spanish immersion school, is to foster the growth of the whole child through a comprehensive and challenging curriculum that provides a strong foundation in 21<sup>st</sup> Century skills with global appreciation in a safe, nurturing and inclusive learning environment for every student.

### **FOOTHILLS OBJECTIVES**

1. All students will achieve or exceed growth targets in all academic and curricular areas as measured by a comprehensive body of evidence.
2. All students will demonstrate growth in their ability to produce in the Spanish language as measured and assessed by a site-approved body of evidence.
3. All students will demonstrate the ability to use 21<sup>st</sup> Century skills in all areas.
4. All students will contribute to a safe, nurturing and inclusive environment while developing the character traits necessary to be positive, productive global citizens.

### **ACADEMY SCHOOL DISTRICT 20 MISSION AND BELIEF STATEMENTS**

#### 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.

#### Belief Statement

We believe that

- An educated citizenry is the cornerstone of a democratic republic.
- Every individual has innate worth and is entitled to be treated with respect.
- Learning is a lifelong endeavor.
- Every individual can learn and does so in a variety of ways.
- The education of each student is a responsibility shared by students, families, schools, and communities.
- Parents have both the right and the responsibility to choose the school, curriculum, and program(s) that best meet the needs of their student(s).
- The development of virtuous character is equal in importance to academic growth and critical to developing responsible citizens of our community, our nation, and the world.
- Whether in the classroom or at home, students achieve best in a nurturing environment where physical, intellectual, and emotional health is emphasized and safety is assured.
- Students must be held to the highest standards of academic achievement while recognizing the true success of our academic program is measured by the success of each student relative to his or her unique potential and individual progress.
- Every graduate must be fully prepared for the post-graduation path of his or her choice.
- Every student, staff member, and volunteer is responsible for the effective and efficient use of supplies, facilities, and financial resources.

Adopted by the Board of Education – April 21, 2011

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FOOTHILLS ELEMENTARY STAFF

PRINCIPAL

Brandan Comfort

ASSISTANT PRINCIPAL

Julie Bayne

PRINCIPAL'S SECRETARY

Arlene Baumann

BOOKKEEPER

Amanda Spaeth

CLERK/TYPIST

Rebecca Deckert

LUNCHROOM Clerk

Rhonda Olear

STUDENT SUPPORT STAFF

COUNSELOR

Ashley Meek

NURSE

Anne Ryan

CSD TEACHER

Jennifer Potter

DITIGAL LEARNING COACH

Janeal Tyler

INTERVENTIONIST

Deb Park, Literacy

AFFECTIVE NEEDS TEACHER

Coy Shatzer

RESOURCE TEACHER

Lynn Mosier

SPEECH/LANGUAGE

Caroline Abourezk

TAG RESOURCE

Rebecca Lawrence

SPECIALS TEACHERS

MUSIC

Marlene Crystal

PHYSICAL EDUCATION

Kristin Dellacroce

STEAM

Paige Kraus

SPANISH

Maria Clafin

VISUAL ARTS

Ellen Enger

LIBRARY

Katy Hammersmark

KINDERGARTEN PARAPROFESSIONALS

Lisa Dufaud

Alejandra Gomez

RESOURCE INSTRUCTIONAL

PARAPROFESSIONALS

Nancy England

SPED INSTRUCTIONAL PARAPROFESSIONALS

Marti Anderson

Kathy Fuchs

Leslie Hickman

Kumi Thompson

Brit Robinson

Jane Robinson

PLAYGROUND MONITORS

Carol Hatfield

Cindy Perkins

CROSSING GUARD

Cindy Perkins

CUSTODIANS

Dale Lawrence

Andee Sparr

Eric Sparr

KINDERGARTEN

Gracia Platt—Part Time Kindergarten

Elvida Esparza

Lora Tannehill

FIRST GRADE

Deb Dolan

Cassy Cuellar

Claudia Salladay

SECOND GRADE

Gabriela Marchant

Ester Ortiz

Emily Marrs

THIRD GRADE

Veronica Carriedo

Kate Kelley

Blaine Clarke

FOURTH GRADE

Sheryl Wilson

Joshua Tracy

Melodie Roberts

FIFTH GRADE

Cristina Allen

Laura Shaffer

Mirysa Woofter

## SCHOOL HOURS

Part Time Kindergarten Hours	8:45 a.m.— 11:45 a.m.
Full Time Kindergarten	8:45 a.m.— 3:45 p.m.
Grades 1-5	8:45 a.m.— 3:45 p.m.
Office Hours	8:00 a.m.— 4:15 p.m.

## SCHOOL SUPPLIES AND CLASSROOM FEES

The 2018-2019 Classroom Supply Fee for Foothills Elementary School students is \$35 and will be due in August when students return. This fee eliminates the need for a supply list, and parents do not need to purchase supplies.

In addition to school supplies, students in all grades use consumable items such as workbooks, planners, subscriptions etc. To cover the cost of these consumable items, we have established a Consumable Fee of \$35 for each grade level for the 2018-2019 school year.

The complete Student Fee Schedule for 2018-2019 is available on our school website.

## ARRIVAL AT SCHOOL

School begins promptly at 8:45 a.m. Please plan to drop off your students no earlier than 8:35 a.m. The first bell will ring at 8:40 a.m. There is no supervision at Foothills prior to 8:35 a.m.

## ATTENDANCE

Regular attendance is vital to school success. Attendance will be taken within the first 10 minutes of the school day and after lunch. PLEASE NOTIFY THE OFFICE THAT YOUR CHILD WILL BE ABSENT OR TARDY THE DAY BEFORE OR BY 8:00 A.M. ON THE DAY YOUR CHILD WILL BE ABSENT OR TARDY. VOICE MAIL IS AVAILABLE. WE WILL CALL PARENTS OF ANY STUDENT FROM WHOM WE HAVE HAD NO REPORT. TO REPORT YOUR CHILD ABSENT OR TARDY, PLEASE CALL 234-4500 OR EMAIL [fhe-attendance@asd20.org](mailto:fhe-attendance@asd20.org) or go to the Foothills website at <https://foothills.asd20.org> click on the Parent tab then click on attendance in the drop down menu. District 20's new rapid communication system, 20Alert, will telephone parents after 7:00 p.m. the day of an absence if parents have not contacted the school regarding the absence. A note explaining the absence should be sent to the teacher when the student returns to school. Students who are absent or tardy an excessive number of days will be referred to an administrator for problem solving.

## BREAKFAST AND LUNCH TIME

Students may enjoy a nutritious breakfast as well as lunch at school. Breakfast, lunch, milk, and seconds are available to all students. Students eat breakfast and lunch in the Tri-Space. Menus will be sent home regularly.

If you would like to eat lunch at school with your child, please notify the office the day before or no later than 9:00 a.m. of the day you wish to eat with your child.

Daily Breakfast	\$ 1.30	Daily Milk	\$ 0.75
Weekly Breakfast	\$ 6.50	Weekly Milk	\$ 3.75
Monthly Breakfast	\$ 26.00	Monthly Milk	\$15.00
Daily Lunch	\$ 2.50	Salad Bar Only	\$ 2.30
Weekly Lunch	\$ 12.50	Second Entrée	\$ 1.55
Monthly Lunch	\$ 50.00		
Adult Breakfast	\$ 2.10	Adult Lunch	\$ 3.35

### Prices are subject to change.

Funds may be deposited into your child's lunch account by sending to school cash or a check payable to Academy School District 20 in a sealed envelope with your child's first and last

name on the outside of the envelope. Also, deposits may be made via the Foothills website, <https://foothills.asd20.org>. Click on the Parent tab above the dial pad. Click on PayForIt in the drop down menu. Follow the instructions to create an account at <https://www.payforit.net>.

## LEAVING SCHOOL DURING THE SCHOOL DAY

The following rules are provided for your child's safety:

- Students will not be allowed to leave school grounds without permission during the school day.
- Please send a note with your child or call the office if it is necessary for him/her to be excused early.
- Students must be signed out in the office by an adult before leaving school.
- Adults must present a valid drivers' license when checking out a student.
- The office will call your student down to the office. Please do not pick up your child from a classroom, the lunch room or the playground.
- Students will only be released to people named in Infinite Campus unless the parent notifies the office of another arrangement.

## PROCEDURES FOR SCHOOL CLOSINGS AND CANCELLATIONS

School Cancellation If the decision is made to cancel school, local radio and TV stations will be asked to announce that District 20 will be closed. Local radio and TV stations will be informed of this decision by 5:30 a.m. Information will also be available on the District 20 website, [www.asd20.org](http://www.asd20.org).

Delayed Start If adverse weather conditions appear to be developing during the 5:30 a.m. decision time frame, the superintendent may delay the start of schools for an appropriate time period. The procedure will be as follows:

All school buses will pick up at the bus stops two hours later than usual. Part-time kindergarten will be held two hours late.

Local stations will be informed by 5:30 a.m. that the starting time for District 20 schools will be delayed. The decision relative to whether schools will be open or closed will be made prior to 7:30 a.m. If the decision is to hold school, the delayed start will be honored and no additional radio or TV announcements will be made. If the decision is to cancel school, local radio and TV stations will be informed by 7:30 a.m.

All school employees and all non-school site employees will report for work two hours later than their normal start time when a two-hour delay has been called. The only exception is the Storm Response Team.

Early Release If school is in session and a storm develops during the day, a decision may be made to send students home early. The procedure will be as follows:

On the days when the weather at 5:30 a.m. may not be bad enough to cancel school, but weather reports and other indications are that a storm may develop during school hours, bus drivers will be notified that it is a "storm alert" day. Each driver will have this information by the time he or she completes the morning bus run.

Between 10:00 a.m. and 10:30 a.m., if the decision is to release early, each bus driver will be notified. School will be dismissed approximately two hours early, and bus drivers will make their regular runs in the usual sequence.

Local radio and TV stations will be asked to announce between 7:00 a.m. and 9:00 a.m. that District 20 is on "storm

alert." If there is an early release, local radio and TV stations will be asked to announce that District 20 is releasing early.

Parents should make prior arrangements so that their child will have a place to go if there is no one at home on early release days.

### **INCLEMENT WEATHER RELEASE**

If we are experiencing inclement weather when dismissal time is approaching, we may implement Inclement Weather Release Procedures. Parents/guardians will be notified by email and/or text message of the inclement weather release.

#### Inclement Weather Release Procedures

All students with the exception of bus riders will be held in their classrooms.

Walkers will remain at school for parental pick-up unless parents call the school office and give permission for their child/children to walk home or be picked up by another adult.

Car Riders will be held in classrooms until their rides arrive. A staff member will call inside the building for your child.

If you come inside the building to pick up your child, please sign in at the office and go to your child's classroom where you will be asked to sign out your child. If you have more than one child, please go to each child's classroom.

**If someone other than a parent will be picking up your child, please contact the Foothills office at 719-234-4500.**

Bus Riders will be held in the gym until their buses arrive.

We appreciate your assistance in keeping students safe.

### **DAILY RECESS**

Since fresh air and movement are important to learning and health, children are expected to go outside for recess during the lunch period and during grade level recess. Although we encourage parents to have lunch with their children, we do not allow parents to accompany their children to the playground. Exceptions will be made in unique circumstances and on an individual basis. All recesses are supervised by staff members. Unless the weather is unusually EXTREME, children will go outdoors. FOR THIS REASON, PLEASE BE SURE YOUR CHILD IS Adequately DRESSED FOR COLD AND WET WEATHER.

### **HATS**

Hats are not to be worn in the building.

### **GUM**

Gum is not to be used at school.

### **TOYS and TRADING CARDS**

Toys and trading cards are not permitted at school. We are not responsible for lost, stolen or broken toys or trading cards.

### **FIDGETS**

**(fidget spinners, fidget cubes, etc)**

The allowance of fidgets in the classroom will be at the discretion of the teacher.

### **ELECTRONIC DEVICES**

Electronic music devices, hand held games are prohibited at school.

### **E-READERS**

Guidelines for E-Reader use at school:

- e-Readers are to be used for the reading of school approved materials and not for other purposes such as communication, entertainment, music, gaming, etc.

- e-Readers must be used at appropriate times in accordance with teacher instructions.
- e-Readers are not to be used during lunch or during recess.
- Foothills is not responsible for any damage or loss of private e-Readers.
- Violations of any of these guidelines may result in the loss of the child's privilege to use his/her e-Reader at school.
- Parents must complete the e-Reader Parent Permission Form before school use is allowed.

### **HEELYS/ROLLERBLADES**

Heelys, rollerblades or any shoes with wheels are prohibited at school.

### **BICYCLES/SCOOTERS**

Students in grades 2-5 may ride bikes/scooters to school. Bikes should be parked in the racks which are provided. Once bikes are in the racks, they are not to be removed until the student is ready to go home. Each student is responsible for locking his/her bike. Bikes are to be walked on all school and park sidewalks. Scooters must be folded and carried while on school grounds. No motorized scooters are allowed.

### **SKATEBOARDING**

Skateboarding is not allowed on school grounds.

### **CELL PHONES**

We discourage students from bringing cell phones to school. Cell phone use is not allowed during the school day. If a student requires a cell phone for after school use, it must be turned off and kept in a backpack during the school day and while riding on school buses. We recommend that backpacks be locked.

### **PET POLICY**

For the safety of our students and staff, animals with fur or feathers, including family pets, are not allowed in the school building.

### **CATS AND DOGS**

Several Foothills students have severe allergies to cats and dogs. These children's allergies prohibit them from being in a room with these animals or in a room where these animals have been. We ask that parents not bring pets into the building when visiting or when picking up or dropping off children. Children may bring pets for "Show & Tell" if arranged ahead of time and shared outside. Please be cautious about bringing your dog to the school grounds before and after school. Please do not bring leashed dogs inside the kindergarten line-up area that is inside the cement walls. It is your responsibility to ensure that your dog is leashed and properly supervised around others.

We appreciate your understanding and support in meeting these important accommodations. We anticipate a safe and healthy school year for all of our students.

Please inform the office staff if your child has allergies. For additional questions, please feel free to contact Anne Ryan, School Nurse, via voice mail at 234-8245.

### **INSTRUCTIONAL MATERIALS**

The school furnishes textbooks in some subject areas. Textbooks must be protected from unreasonable wear. Students who deface, damage or lose a textbook will have to pay for the replacement of the book.

### **FIELD TRIPS**

Since it is our philosophy that the community at large can become an effective classroom, field trips are scheduled to extend classroom learning. A permission form must be signed for each field trip.

### **OUR DISCIPLINE PHILOSOPHY**

We believe in the following guiding principles:

- We believe in the emphasis on recognition of positive behaviors.
- We believe students require orientation, instruction and re-teaching regarding positive behavior expectations.
- We believe a team approach is used to develop positive behavior plans.

We want to spend most of our time celebrating positive behavior. We have five basic school rules, the High Five, that apply all of the time, everywhere at school.

### FOOTHILLS POSITIVE BEHAVIOR INTERVENTION SUPPORT HIGH FIVE PROGRAM

The Foothills Positive Behavior Intervention Support (PBIS) High Five Program is a school-wide discipline program that was adopted in 2005-2006. This school-wide Positive Behavior Intervention Support Program provides “a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students,” as stated by the Colorado PBIS Initiative.

Throughout the year, Foothills students and staff participate in a formal school-wide training on the PBIS teaching matrix. However, every day teachers re-teach and reinforce the PBIS expectations. In 2005, the PBIS team determined that students and staff needed clear rules and expectations for the following settings: classroom, assembly, bus, cafeteria, hallways/stairwells, office and playground. The team developed a teaching matrix that is used consistently across the school.

Students are awarded PRIDE punches on their PRIDE cards for being “caught” following the High Five rules. Once students receive 20 punches, or a full PRIDE card, they come to the library with their PRIDE card and passport. In the library the students are greeted joyfully by the librarian and administration. The students recite the High Five rules, receive a pencil, a High Five stamp in their passport, a sticker for their High Five hand that is located by their classroom door and sometimes an educational surprise. Many times students share reasons for receiving their PRIDE punches.

To record the number of complete PRIDE cards, students’ passports are stamped and students receive a sticker for their High Five hands located on/near the classroom door. Once students have completed five PRIDE cards, they come to the office, recite the High Five rules and receive a complimentary T-shirt displaying the school name and the High Five expectations

### FOOTHILLS ELEMENTARY BEHAVIORAL EXPECTATIONS HIGH FIVE

#### Be Safe

- Remain outside before and after school and during recess
- Walk in the hallways on the right side with hands to self
- Keep halls clean from backpacks, jackets, etc.
- Keep snow, dirt, sticks, rocks, pebbles, etc. on the ground
- Stay on the designated playground and grass field.
- Stay off the ice

- Use playground equipment and picnic tables appropriately, i.e. no climbing or playing on TOP of any equipment, tables, or trees
- Stay away from animals and strangers
- Respect physical boundaries i.e. no tackling, kicking, pushing, or pulling on others
- Walk bikes and scooters while on the school and park premises

#### Be Respectful

- Walk quietly and to the right in the hallways
- Follow staff members' directions
- Listen respectfully with eyes when others are speaking
- Name calling, put downs or teasing of others is not permitted
- Keep hallways clean
- Greet others politely when they greet you
- Play fairly i.e. no intentional "roofing" of the ball
- Resolve disagreements peacefully
- Throw away all trash properly

#### Be Responsible

- Have all necessary supplies
- Record homework assignments and return them on time, i.e. use a planner
- Return library books on time
- Have lunch money at school for lunches
- Be at school on time
- Use kind and truthful words
- Take care of school property, i.e. books, tables, chairs, balls, etc.
- Ask appropriately for what you need and want

#### Be Honest

- Be honest; tell the truth at all times
- If you did it, admit it without making excuses
- Apologize if you hurt someone
- If homework is missing or incomplete, admit it and accept the consequences

#### Be Your Best

- Try your best on your work
- Ask for help when you need it
- Use opportunities to learn
- Eat healthy food and exercise

### PLAYGROUND RULES

The safety of all students is the highest priority on the playground at Foothills Elementary. All staff members will teach these rules to their students and require students to follow these rules at all times. All students are expected to demonstrate good sportsmanship and respect others.

#### Students Will:

1. Treat each other with fairness and respect. Use good sportsmanship.
2. Stay on designated playground and grassy field areas. Trees with rope/yarn wrapped around them indicate in and out of bounds.
3. Do not enter the following areas:
  - A. Between the storage sheds and building
  - B. Between the building and the portable/satellite classrooms
  - C. Cement barrier and ditch
  - D. Forested area past the pavilion
4. Do not sit against, stand beside, or play around the portable/satellite classrooms. (showing respect for teachers teaching

- and students learning)
5. Do not play or climb on top of any equipment, tables, benches, or railings.
  6. Do not jump off of or climb up over the highest part of the cement retaining wall that is by the swings.
  7. Leave sand, grit, sticks, pebbles, rocks, mud, snow, etc. on the ground.
  8. Do not intentionally “roof” balls, foxtails, or other playground equipment.
  9. Stay off trees - climbing on or swinging from trees or breaking off branches is not allowed.
  10. Stay away from all strangers and animals. Do not chase or throw things at animals.
  11. Do not play in any muddy areas.
  12. Stay off of ice wherever it accumulates.
  13. Throw all trash away properly.
  14. Do not bring lollipops or other candy with a stick on the playground.
  15. Do not bring trading cards out to recess.
  16. Do not harass or needlessly kill ants, insects, spiders, or any other type of small critters.
  17. Do not kick balls high while near the building or sheds.
  18. Do not hang on or kick the tether balls.
  19. Use foxtails and Frisbees on the field only.
  20. Refrain from aggressive behavior including tackling, kicking, pushing, punching, head locks, or swinging around by clothing or pulling on clothing.
  21. Do not pretend to shoot, stab, whip, or spear anyone.
  22. Stay in areas clear of snow if wearing gym, cloth, or low cut shoes of any kind.
  23. Stay away from areas with safety cones.
  24. Non-staff adults and non-Foothills children are not allowed on the playground or field during recesses.
  25. Do not bring lunch boxes or food outside during lunch recess.
  26. Walk, facing forward, staying on the sidewalk from line up to the tri-space area for lunch.
  27. Do not climb over the cement wall next to the tri-space exit.

Field:

28. Do not climb on the backstop.
29. Do not climb on, lean against, hang from, or pull on the soccer goals and nets.
30. Stay in areas clear of snow if wearing gym, cloth, or low cut shoes of any kind.

Playground:

*Swings:*

31. One student per swing.
32. Sit on the swing on your bottom only – no knees, bellies, backs, or feet.
33. Back and forth movement only - no twisting or sideways swinging.
34. No jumping off of any of the swings.
35. Students must take turns - count to 100 then switch.

*Slides:*

36. Go down the middle of the slide – not on the rim.
37. Go down slides on bottoms, feet first only – not on bellies or head first.
38. Do not push anyone down a slide.
39. No climbing on or running up any of the slides.

*Monkey bars:*

40. Students in kindergarten through second grade are not permitted on the monkey bars, rings, or the triangle platform that separates them.
41. Hang by hands only.
42. Pushing or pulling legs and walking underneath are not allowed.

**SCHOOL SUSPENSION**

Repeated Behavior Reminders or serious misbehavior could result in a school suspension. Serious misbehaviors include but are not limited to:

- damage to property which is vandalism
- stealing
- deliberate physical injury to another person (or attempt to injure)
- violation of criminal law
- sexual harassment
- bullying

Parents will be notified if their child receives a suspension. A team approach will be taken. Parents, teachers, the student, and other persons as needed will meet to establish a discipline plan.

Habitually disruptive behavior may result in expulsion. For further information about suspension and expulsion see Policy {JKD/JKE}. Expulsion with due process is automatic for use or possession of a deadly weapon, Policy (JICI).

Complete District policies are available in the school office and on the District 20 website [www.asd20.org](http://www.asd20.org).

**SCHOOL HEALTH SERVICES**

Our school nurse, Anne Ryan, covers other District 20 schools in addition to Foothills. She will be on-site approximately one day a week at each building. The administration of medications and first aid has been delegated to trained school personnel. The nurse is available by pager for emergencies. The school nurse's role is a supervisory role for regular education students. The school nurse's role lies primarily in special education doing medical reviews/assessments. If you have any questions about your child's health, please contact our school nurse by leaving a message on her voice mail (234-8245). She will return your call as soon as possible.

IMMUNIZATIONS: Subject to exemptions, no child shall attend any school in the District unless one of the following is presented to the appropriate school official:

1. A certificate of immunization from a licensed physician or authorized representative of the state or local department of health, stating that the child has received immunization against communicable diseases as specified by the State Board of Health; or
2. A plan signed by one parent, guardian, legal custodian, or the student, if emancipated, for receiving the necessary inoculations or the next in a series of inoculations within 14 days.

A transfer student must submit a signed certificate of immunization upon enrollment. If immunizations are inadequate, a plan must be submitted in accordance with the provisions of paragraph number two above. See policy JLCB.

If your child received any immunizations during the summer, please send a copy of the immunization record to the school in an envelope marked "school nurse." Effective July 1, 2007, all students in kindergarten through fifth grade are required to have a second Varicella (Chickenpox) vaccination or documentation from their physician that they have had Chickenpox. Students entering 6<sup>th</sup> and 8<sup>th</sup> grades are required to have a 6<sup>th</sup> Tdap. Please



send to school verification of these immunizations as they are received.

**MEDICAL CONCERNS:** Allergies, asthma, diabetes, seizures, etc. Please send this information to school in an envelope marked "school nurse" or call 234-8245. This is especially important for new students/transfer students, or those students who have just been diagnosed with a new health condition. You may be asked to complete a health care plan for your child. A compiled list of students with health concerns is given to staff members to keep them informed of students' health issues.

**SENDING TREATS TO YOUR CHILD'S CLASSROOM:** Please read the section regarding CLASSROOM FOOD RESTRICTIONS.

**ASTHMATIC CHILDREN:** You will need to complete an Asthma Health Care Plan for your child. If your child requires medication, please see the section regarding medication. If you would like your child to carry an inhaler on his/her person, you and your physician will need to complete a Contract to Self Carry Rescue Inhaler. It is recommended that an extra inhaler be kept in the school office in the event your child forgets his/her inhaler.

**FIRST AID/ILLNESS AT SCHOOL:** Only basic first aid is performed at school. If an injury is serious, you will be notified to pick up your child from school. If your child becomes ill at school, he/she is allowed to rest in the health room for a short time and then is encouraged to return to class. If he/she is too sick to return to class, has a fever of 100.5 degrees, complains of sore throat and cough, body aches, fatigue and general lethargy or is vomiting, or has diarrhea, you will be notified to pick up your child. Please make sure your current home, work and cell phone numbers and emergency contact information are current in Infinite Campus. If your child is sick in the morning, please do not send him/her to school. The health room is not an infirmary.

Any head injury will be reported to parents, as will any injury of consequence. Parents will be called when children become ill at school; please have up-to-date contact information for you and for emergency contacts. Students must be fever-free for 24 hours before they are allowed back in school. A child who has thrown up must also wait 24 hours before returning to school.

**COMMUNICABLE DISEASE:** If your child is diagnosed with a contagious disease, please call the nurse at 234-8245 or let your building secretary/health paraprofessional know. If your child has a skin rash that may be contagious, please have your child diagnosed by his/her physician prior to coming to school. The school may send a child home for a suspected skin rash that may be contagious and needs to be diagnosed by a physician.

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

The information in Infinite Campus will be used when your child becomes ill or if an accident occurs at school. PLEASE KEEP THIS INFORMATION ACCURATE AND UP-TO-DATE. We will contact you by phone for instructions. If no one can be reached, 911 will be called when needed.

#### **CLASSROOM FOOD RESTRICTIONS**

At Foothills Elementary, we have students with severe, life-threatening allergies to peanuts, tree nuts. We also have students with severe allergies to cats and dogs. To ensure a safe school environment, we have implemented some very important accommodations.

#### **FOOD**

*If children with severe, life-threatening allergies accidentally ingest nuts or tree nuts, they could go into anaphylactic shock, which is a life-threatening allergic reaction. Because of these risks, we have NUT FREE classrooms. ALL CLASSROOMS ARE NUT-FREE AREAS.*

*When you are providing snacks or bringing food items for birthday celebrations and/or holiday parties, snacks/treats must be nut-free. Foods that contain nuts or peanuts or nut by-products such as peanut oil or foods that were manufactured in factories where nuts were processed are NOT PERMITTED in the classrooms. HOMEMADE TREATS ARE NOT PERMITTED.*

*For the safety of our children, only pre-packaged foods purchased at a store that do not contain nuts or nut by-products are permitted. All pre-packaged foods must contain the ingredient labels. All vegetables and fruits are permitted. All other foods must be prepared at school.*

*To make this easier for parents, each classroom is supplied with a griddle and a cutting board to ensure that these items are not contaminated with nut proteins.*

*All food brought into the building to be shared with students other than your own must be checked by the office. Once the food is checked, a sticker of approval will be put on the food item.*

#### **HEALTH SCREENING**

The district nurses provide general vision and hearing screening. You will be notified if there is a need for additional testing.

#### **MEDICATION**

##### **IMPORTANT INFORMATION FOR PARENTS**

District 20 requires the signatures of a health care provider with prescriptive authority as well as the parent/guardian for medications to be given at school. This applies to both prescription and over-the-counter medications including cough drops, Tylenol, any type of vitamin or enzyme, etc.

You will need to complete and sign a Permission to Administer Medication During School Hours form for each medication and have your health care provider with prescriptive authority sign each form as well.

Please remember the following:

- If at all possible, arrange for medication to be given outside of school hours.
- If medications must be given at school, please follow this protocol:
  1. Complete and sign the top portion of the Permission to Administer Medication During School Hours form.
  2. Have your health care provider with prescriptive authority complete and sign the bottom portion of the Permission to Administer Medication During School Hours form.
  3. Prescription medications must be in the original container which is labeled with the following: child's name, name of medication, dosage, time to administer, date medicine is to be stopped, physician's name and phone number, pharmacy name and phone number.
  4. All over-the-counter medications including cough drops and Tylenol must be in the original package and labeled with the child's name. The dosage must match the signed health care provider's authorization.
  5. **Medications must be transported to and from the school by an adult.**
  6. If it is necessary for your child to carry medication, please notify the office. A parent and the child's physician will need to complete a contract to self-carry.

**NO MEDICATION WILL BE GIVEN IF IT COMES IN A BAGGIE, PLAIN BOTTLE, ENVELOPE, ETC. The parent will be notified.**

We feel that for the safety of your child and in fairness to those responsible for giving medications, these policies must be followed strictly. This is not meant to inconvenience you, but to ensure the health and well-being of your child.

**MAKE-UP ASSIGNMENTS**

Make-up assignments will be provided for illnesses after an absence. A student who is absent from school will usually make up work on the basis of "one day for each day's excused absence." Example: If a child is ill on Monday and returns on Tuesday, make-up work should be completed by the close of school Wednesday.

It is a student's responsibility to obtain the assignments missed during an absence. We ask that you DO NOT drop into the classroom to ask for missed assignments.

**HOMEWORK POLICY**

Homework helps children learn. Homework also strengthens the school home partnership and supports our mission to prepare children to be responsible, competent adults. At Foothills we recommend the following homework time allotments per grade level:

Kindergarten	Family Reading
Grade 1	10 minutes
Grade 2	Up to 20 minutes
Grade 3	Up to 30 minutes
Grade 4	Up to 50 minutes
Grade 5	Up to 60 minutes

Homework assignments will vary from day to day, from teacher to teacher. While reading is always an appropriate "standing" assignment on any day, over the course of a semester you might also see

Practice: Assignments given on a day-to-day basis, offering students opportunities to practice and master new skills. Spelling and math worksheets might be examples.

Preparation: Assignments providing students time to review background information to gain maximum benefits from an upcoming lesson or to prepare for a quiz. Reading a chapter in preparation for discussion or reviewing a practice test might be examples.

Extension: Assignments enabling students to transfer specific skills and concepts to new situations. Conducting an experiment, or evaluating a new piece of writing for one of the Six Traits (ideas, organization, voice, word choice, sentence fluency, conventions) might be examples.

Creation: Assignments that challenge students to apply higher order thinking abilities as they integrate skills and concepts from different subject areas to produce a major original project. Quite often, these are long term assignments.

Here's how parents can help...

Support, Responsibility, Perseverance and Self Discipline

- Consider homework as a nonnegotiable (extracurricular activities should not preempt timely completion of homework).
- Make homework a habit: students should have a standing reading assignment and/or opportunities to review basic math skills.
- Set priorities as a family; identify what is important and budget family time accordingly.

Positive Homework Habits

- Allow your child a chance to unwind after school.
- Agree on rules.
- Limit TV viewing on school nights.
- Set a regular study time, provide basic materials and a well-lighted work area.
- Help your child with time management by showing how to keep a calendar of deadlines; set a study schedule that has built in flexibility.
- Have your child write down daily homework assignments.
- Communicate with the teachers; ask for help when needed.
- Suggest that your child work on the difficult assignments first while his/her energy level is high.

Actions which foster student independence and personal accountability:

- Show confidence in your child's ability; allow your child to do the work.
- Encourage independence in your child within the homework guidelines you have set.
- Hold your child responsible for getting homework to and from school.

Any Questions? Work with your child's teacher. When family and school staff work together Students are Successful!

**CONFIDENTIALITY OF STUDENT RECORDS**

District 20 protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent 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 Written Consent for Disclosure of Educational Information. 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.

**PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held at the end of the first and third grading periods. These conferences provide an individual opportunity to discuss your child's progress with the classroom teacher. Teachers are available for additional conferences when needed. Information will be released to biological parents and guardians only. If you would like information released to someone other than a biological parent/guardian or you would like someone other than a biological parent/guardian, including a step-parent or grandparent, to attend a Parent-Teacher Conference in your absence, biological parents need to complete a Written Consent for Disclosure of Educational Information to Third Party, have the form notarized and return it to Foothills.

**REPORT CARDS**

Report cards for Foothills students will be available through your Infinite Campus Parent Portal. You will receive a 20Alert when report cards are opened. Please follow the steps below to view your student's report card. Printed copies will not be available.

To View Report Cards

From the Foothills website <https://foothills.asd20.org/>

1. **Click** on the **Login box** that is in the center of the colored boxes on the right side of the screen
2. **Click** on **Parent Portal** under Parent Quick Links on the

- right side of the screen
3. **Click OK** in the pop up box saying “You are leaving the District 20 website.”
  4. **Log in to Infinite Campus**
  5. **Click Select Student** next to Campus Portal at the top of the screen **if you have more than one child in District 20. If you have one child in the district, skip to step 8.**
  6. **Click** on your **child’s name**
  7. **Click** on **Reports** in the list on the left
  8. **Click** on **All Grade Standards** to see your child’s standards based report card
  9. **Click** on **Quarter Grades** for letter grades for Reading/ Writing/Communicating, Mathematics, Science, and Social Studies **for students in grades 3-5**
  10. **Click** on **Select Student** again to **select another child** if you have more than one student.

Our Student Information System vendor, Infinite Campus, enforces a strict limit of 50 characters for the length of the standard name field (indicators). As a result, this will impact how the grade book and report cards look.

### CLASSROOM VISITS

Parents are encouraged to visit classrooms for observation. To guarantee a minimum of interruption, we ask that you follow these guidelines:

- Call the office for an appointment to observe.
- Upon arrival, check in at the school office.
- Because our teachers' first priority is to meet the needs of the students, please do not ask the teacher to conference with you unless you have made a specific appointment in addition to the observation.
- **Please do not distribute party invitations at school.**

### STUDENT PLACEMENT PROCEDURES

Classroom teachers work with the principal and support staff to develop class memberships that are carefully balanced. Careful consideration and professional experience are used to make the best possible placement for your child. Parent Information Forms are available in the spring if parents want to provide additional placement information. **WE CANNOT HONOR SPECIFIC TEACHER REQUESTS.**

### STUDENT VISITORS

Occasionally we are asked to allow students who do not attend Foothills to visit classrooms. Because our first priority is learning, this practice is not encouraged.

Student visits must be pre-approved by the principal or assistant principal and the classroom teacher, and will be limited to the last hour of the school day. Student visitors requesting approval for a visit should complete a permission form and submit it at least five (5) days before the requested visit. The permission form requires a parent signature, health and emergency information. **STUDENT VISITORS ARE NOT COVERED BY THE DISTRICT INSURANCE POLICY.**

### STUDENT SUPERVISION/SAFETY

Supervision ...

- Staff members on duty will not release students to adults who come onto the playground without appropriate sign-out procedures.
- Staff on duty will approach any stranger coming onto the campus to determine why he/she is at school.
- School volunteers will wear name badges as identification.
- Teachers will check attendance after lunch, special classes, etc.,

and notify the office immediately if any student is missing.

- Although we encourage parents to have lunch with their children, we do not allow parents to accompany their children to the playground.

### SAFETY WITH STRANGERS

The staff will be educating our students about the potential dangers involved in dealing with strangers. Our purpose will be to teach students to use common sense and caution in these situations.

### SECURITY

Security at Foothills is of utmost importance to us. The Foothills administration would like to take this opportunity to inform the community of the steps and procedures that we have in place to keep our students safe while they are at school.

The outline below will inform you of our task and how it impacts you, as parents, when you enter the building.

- Safety Drills, including fire, tornado, severe weather, and lock-down are practiced on a regular basis at Foothills Elementary. During these drills, we practice getting all students into their classrooms or other secure areas as quickly as possible. Teachers are instructed where to gather students, how to maintain a safe position, and how to alert the administrators of their needs.
- All outside doors, excluding the main entrance, are kept locked at all times. The main entrance will be locked from 9:00 a.m.-3:30 p.m. For access during these times, use the intercom button to the right of the front door. During times when many parents need entry into the building for events such as class parties, musical performances, etc., the doors may be unlocked.
- All visitors **MUST** enter through the front door, stop by the office window to sign in, show a valid drivers license, and get a name tag identifying them as visitors before proceeding into the main part of the building.
- Our staff is instructed and asked to stop visitors who are not wearing a name-tag. If a staff member stops you, they are just trying to follow our procedures for safety. We appreciate the cooperation of the parent community. Here is how you can help.
- **ALWAYS** sign in at the office and wear a name tag. During school presentation times, the sign-in will be set up in the front hall for your convenience. If you come to sign out your child early or for appointments, come to the office so your child can be called from his/her classroom.
- Please be sure that the office has your current phone numbers and emergency contacts, including people who may check your child out of school.
- Security cameras are in use throughout the building.

### CHILD ABUSE AND NEGLECT

Cases of child abuse or neglect or battered children are often first suspected or detected by school personnel. A Colorado statute (19 10-102 to 115) requires the reporting of these cases to the appropriate county department or local law enforcement agency. It is the intent that, as a result of such reports, protective social services shall be made available in an effort to prevent further abuses, and to safeguard and enhance the welfare of such children. In the Child Abuse Bill enacted in the 1976 session, the "school official or school employee" is listed as one of the persons required to report abuse or neglect. The bill goes further to state that school employees who willfully fail to report a case of child abuse, or circumstances or conditions which would reason-

ably result in child abuse, "commits a class 2 petty offense and, conviction thereof, shall be punished by a fine not to exceed \$200.00 and shall be liable for damages approximately caused thereby." No person who reports a case of suspected child abuse can be sued for making a good-faith report.

### SCHOOL PICTURES

Individual pictures will be taken twice a year, in the fall and in the spring. Class pictures will be taken in the spring. Specific information will be sent home prior to the scheduled days.

### LOST AND FOUND

Please make sure your student's name is on all of his/her personal items. Students who find lost articles are asked to take them to the Lost and Found. Lost and found items will be displayed on a regular basis. Unclaimed items are given to charity. Small items such as watches, glasses and jewelry are kept in the office.

### DRESS

All boys and girls are expected to dress in a manner that will permit them to participate in school activities. This includes warm or weather-proof outerwear in keeping with the changeable Colorado weather.

Our schools do not have a "Dress Code." However, standards of decency, cleanliness, good grooming, and noninterference with teaching and learning are stressed. Questionable clothing choices such as strapless tops, spaghetti straps, halter tops, etc. will be discussed with individuals involved.

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 (halter tops, spaghetti straps, strapless tops), or;
  - Reveals underwear (low riders, excessively baggy pants), or;
  - Is inappropriately sheer, short, tight or low-cut.

### CLASS PARTIES

Birthday treats are acceptable as long as no more than 15 minutes of class time is used. Please do not send balloons, flowers, etc. There are three parties coordinated by the room parents - fall, Valentine, and winter parties. All food for class parties must follow the CLASSROOM FOOD RESTRICTIONS listed on page 9. Homemade treats are not permitted. All food brought into the building to be shared with students other than your own must be checked by the office. An approval sticker will be placed on items that have been checked by the office.

### PARENT/COMMUNITY INVOLVEMENT

We believe that students learn best when parents work with the school. We encourage parent involvement through a variety of programs and opportunities. Contact the office for

more information.

### 20ALERT

20Alert, hosted by Blackboard Connect, is a rapid communication system being utilized by District 20 to keep families informed of activities, emergencies, school delays and closures and student absences. It is a reliable, cost effective communication tool capable of contacting families by telephone, email and text message using your contact information in Infinite Campus.

### INFINITE CAMPUS/PARENT PORTAL

Infinite Campus is the District 20 database for student information and our primary source for data such as parent names, addresses, telephone numbers and emergency contacts. It is vitally important that parents maintain their information in Infinite Campus with any updates. Your Parent Portal is necessary to sign your Student's Network Acceptable Use Agreement, view report cards and receive 20Alert information. Go to the Foothills website. Click on Logins in the center of the square dial pad on the right. The next screen provides links to your Infinite Campus Parent Portal. Click on the Extended Parent Portal to view/update student and household information and sign the Student Acceptable Use Agreement.

### PTO

Foothills is supported by an active PTO. PTO parents sponsor many fundraising activities and special events. Volunteers are organized through the PTO board. The PTO board meets regularly, and all parents are encouraged to attend the open meetings. Meeting places and times, as well as updates and notices concerning activities, will be posted on the school website <https://foothills.asd20.org/> and the Foothills PTO website <http://fhe.my-pto.org/>

### FOOTHILLS ACCOUNTABILITY COMMITTEE

The Foothills Accountability Committee is a group of volunteer parents and staff that fulfills the State accountability requirements and functions as a communication link between the school and the community. While not a policy making group, the team directs the development and implementation of the school improvement plan. It also serves as a sounding board for new policies and programs. The Foothills Accountability Committee meets on a monthly basis.

### PARENT MONTHLY COMMUNICATION

Each month Foothills publishes FOOTNOTES that is posted on our website. For those who do not have internet access, we will gladly provide a paper copy. We welcome your feedback on this communication. The PTO board publishes a monthly newsletter called INFO PTO.

### PARENT VOLUNTEERS-OUR VIPS

Many Foothills parents and community members work in the classrooms and around school on a regular basis. These VIPs or "Very Important People" are an invaluable source of individualized attention for our children. A Volunteer Handbook and orientation and training are required by District 20 as well as background checks. Training dates and times are available in the school office. Please make sure you sign in at the office and wear your name badge while in the building. VIPs make a positive difference at Foothills.

### STUDENT NETWORK ACCEPTABLE USE AGREEMENT

All District 20 schools use the internet as an important tool for research and communication. In order for your child to benefit from the many web and network-based tools available, you must sign a Student Network Acceptable Use Agreement

electronically. A new agreement must be submitted each year for every District 20 student. Students who do not have a signed Network Agreement on file electronically will not be allowed to use internet or network resources at school. Go to the Foothills website <https://foothills.asd20.org/> and click on the Parent Tab, click Logins in the center of the dial pad on the right. On the next screen, click on Extended Parent Portal to sign the Student Network Agreement electronically. You must have a Parent Portal account to access this agreement. See policy JS.

### **FOOTHILLS PROGRAMS**

Foothills has an inclusive philosophy. We believe

- All students are welcomed as valued members of all general education classes and extra-curricular activities.
- All students will fully participate and learn along with their same-age peers in general education.
- All students experience reciprocal social relationships.

### **ART**

Our art program focuses on fine arts, cultures, art production, and integrating all other academic subjects into art for grades K-5. We will have hands-on experiences in a wide variety of mediums and look at art from around the world. Students will see and experience how art is involved with literature, math, science, and the social sciences.

### **IMC (Information Materials Center)**

The library at Foothills is much more than a place to check out books. Our primary goal is to help students become independent learners. We teach students how to access all the materials in the library. The IMC curriculum is integrated with the classroom curriculum. Students "learn how to learn" by using a variety of resources in the IMC.

### **MUSIC**

Music instruction at Foothills is offered to all students in grades K-5. The activities offered in music classes include a broad range of experiences. The children will be listening, moving, singing, playing, reading music, and creating. Children demonstrate their mastery of these skills by participating in musical programs throughout the year. Students in grade 5 will have the opportunity to participate in band that will meet before school, and may choose to play a brass instrument, trumpet or trombone, or a woodwind instrument, flute or clarinet. Students in grades 4 and 5 will have the opportunity to participate in choir that will meet before school.

Each student at our school will have the opportunity for growth in music regardless of talent or ability.

### **PHYSICAL EDUCATION**

The focus of the physical education program at Foothills for grades K-5 is providing opportunities for maximum individual development. All students are taught how to develop and maintain good physical health. Students participate in physical activities that develop skills which can be used in the present and in the future.

### **STEAM**

Foothills offers a STEAM (Science, Technology, Engineering, Arts, Math) program for grades K-5. Students experience science based on the Colorado Academic Standards and recommendations instructed by the science specialist and classroom teacher. This type of program offers a medium for authentic assessment of student learning.

### **SPANISH SPECIAL**

The Spanish Special is designed to expose students in

grades K-5 to the culture and language of Spanish speaking countries. The students will acquire language and vocabulary by practicing the four main skills of speaking, listening, reading, and writing. The program will be mainly topic based, covering areas such as introducing yourself and your family, hobbies, food and drink, asking and giving directions, shopping, and telling the time. The main focus of the program at Foothills is to provide students with a program that is practical for everyday use and culturally enriching at the same time.

### **SPANISH IMMERSION**

The Foothills Partial Spanish Immersion Program is designed to enrich the education of English-speaking students by teaching designated content areas in Spanish. It is our goal that students become proficient in Spanish while reaching high levels of academic achievement.

- All students will attain academic achievement at or above grade level.
- All students will improve cross-cultural understanding, attitudes and behaviors.
- All students will strengthen their primary language as well as develop the ability to speak, read, write and understand in Spanish.

What will be expected of parents?

Parents who desire to enroll their child in this program do not need to speak Spanish, but must commit to

- Make a long-term enrollment commitment
- Develop an understanding of immersion education
- Encourage the use of Spanish outside of school
- Provide community support and be a volunteer

### **TECHNOLOGY**

Foothills has a full-time technology resource teacher to help integrate computer skills into the classroom curriculum for grades K-5. Collaboration with the librarian, technology center, classroom teachers and support personnel is essential to integrating technology into the curriculum successfully. Computers are available for student use in the classrooms, the computer lab, and the IMC. Foothills students will have the opportunity to become competent users of technology.

### **STUDENT SUPPORT STAFF RESOURCE**

The Special Education Resource Program is designed to help children with special needs. Children are placed in the program after an evaluation process based on state mandated guidelines. This process begins with a referral made by parents or staff members. The evaluation results are shared with parents in a staffing, and the staffing meeting results are documented in an individual plan for the child. The I.E.P., or Individual Educational Plan, will determine whether a child receives services in the regular classroom or the resource room. Annual reviews are conducted with parents to determine the progress made and to develop plans for the next year.

### **SPEECH AND LANGUAGE**

Speech and language therapy services are available at Foothills for students identified as having language difficulties. Therapy is offered either directly by the therapist or through consultative programs in which the classroom teachers and parents provide instruction using activities developed by the therapist.

### **CSD PROGRAM**

The Communication Social Delay (CSD) Program is a center-based program that provides short-term, intensive support related to the core challenges of Autism. Determination of place-

ment in the CSD program is made on an individual basis. We teach and model:

- Successful interactions among adults and students
- Social skills instruction
- Coping strategies
- Effective communication
- Self-advocacy
- Emotional regulation
- Active participation with the school community
- Structured learning environments

### **AFFECTIVE NEEDS (AN) PROGRAM**

Foothills welcomed a new center-based special education program during the 2017-2018 school year designed to provide intensive support to students with significant needs related to behavior management and emotional regulation.

### **MULTI-TIERED SYSTEM OF SUPPORT (MTSS)**

According to the Colorado Department of Education, a Multi-Tiered System of Supports (MTSS) is a prevention-based framework of team-driven, data-based problem-solving for improving the academic and social emotional learning outcomes of EVERY student through family, school, and community partnering and a layered continuum of evidence-based practices applied at the classroom, school, district, region, and state level. District 20 and Foothills Elementary have adopted this model for the provision of supports for students, as needed, to ensure that all students are successful in school. Within this model, the building MTSS Leader coordinates with parents, teachers, and interventionists to build an intervention support plan for students who may need help achieving grade level expectations or extending their learning expectations. Interventions and progress monitoring for growth are layered on/off and are matched according to the student's needs and abilities. Parents/guardians are an integral part to this process and will be contacted if it is deemed that your child may benefit from additional layers of support.

### **READING SUPPORT**

Reading interventions are provided for students in grades K-5. Interventions are based on individual needs and enable students to reach grade level targets in reading.

### **TAG—TALENTED AND GIFTED**

The District 20 TAG Guidelines include services for K-5 students at the elementary level. Kindergarten, grade one, and grade two are served through their regular classroom activities with the TAG teacher as a resource. Grade three is served by small groups and whole class enrichment taught by the TAG teacher. In grades four and five, students are formally identified and served through in-depth instruction in math and literacy.

### **CHARACTER EDUCATION PROGRAM**

District 20 developed a district-wide character education plan during the 2002-2003 school year through a committee of parents, educators and administrators. The goals of the program include: fostering respect and trust, encouraging responsibility and moral courage, enhancing communication, developing good citizens, providing students with physical and emotional security and increasing a sense of school community. Foothills Elementary developed a plan during the 2003-2004 school year to implement the program through a Character Education Committee at the school level. We emphasize one of the 10 core principles of behavior each month of the school year. Staff integrate character education into the curriculum through literature, writing, discussion, and in all classes. Following is a list of the 10 Core Principles, an operational definition and the month that we will be emphasizing each one.

August - Respect - Respect individual differences. Be tolerant, fair,

considerate, courteous and polite. Do not mistreat others.

September - Responsibility - Be accountable to self and others, be reliable, follow through on commitments, be supportive of each other, get involved, be forthright in relationships.

October - Honesty - Tell the truth, be sincere, do not deceive, mislead or be tricky, do not withhold important information, do not cheat, be trustworthy and straightforward.

November - Citizenship - Be selfless, a team player, charitable and serve your community, family, country, school, and peers.

December - Compassion - Be empathetic, patient, caring, kind and thoughtful.

January - Courage - Make positive choices, do not be swayed by negative peer pressure, confront destructive peer pressure, take responsibility for personal wrongdoing, confront inner fears and struggles, be a positive role model.

February - Integrity - Stand up for your beliefs about right and wrong, resist social pressures to do wrong, be honorable.

March - Perseverance - Be steadfast, display self-discipline, commit to keep going in difficult circumstances, be determined to learn from hard situations or failures.

April - Hope - Believe in yourself, be optimistic, resilient and do not be discouraged, promote your own learning from situations.

May - Excellence - Do your personal best in academics, co-curricular endeavors, personal relationships, and personal behavior and make good ethical choices.

### **COUNSELOR**

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

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

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

Elementary programs include student observations, assessments, intervention plans, parenting education, teacher and parent consultations, crisis management and follow-up. Counseling services are delivered through collaboration among students, parents, teachers, and administrators. School counselors are advocates for children. The goal is for every student to reach his or her educational, personal, and social potential.

### **COORDINATING**

Counselors have knowledge of and responsibilities for the following student and community support services:

Students: student placement for special services, new student orientation, scheduling, career exploration, grade level and building

transition, peer counseling, and student mediators.

Staff: staff development, parent-teacher conferences, student contracts (academic, behavior, attendance), Crisis Response Team.

Community: service projects, parenting classes, parent resource materials, out-of-school educational opportunities, and student reentry from treatment programs.

#### CONSULTING

Students: learning styles, classroom behavior, academic work, testing results, secondary and post-secondary information, career information, and college.

Parents: student progress reports, test interpretation, college information, and referrals to agencies and other resources.

Community: work with agencies and community professionals

#### COUNSELING

Individual sessions include meetings with students and/or parents to develop coping skills related to academic and social skills, problem solving, and crisis work.

Group sessions often meet the needs of students with similar concerns (i.e. new students, underachievement and giftedness concerns, changing families, and grief).

Classroom presentations may include academic planning, study skills, career information, conflict resolution, social skills, drug education, and health education.

#### CONFIDENTIALITY

Counselors

- respect the inherent rights and responsibilities of parents
- respect the relationship with the student
- endeavor to establish a cooperative relationship with both parent and student

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

#### RIGHT TO REFUSE COUNSELING SERVICES

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

#### PSYCHOLOGISTS/SOCIAL WORKERS

District 20 provides itinerant staff members who are shared among schools. The psychologists and social workers help special education students and their parents.

#### TRANSPORTATION

**RIDING THE BUS IS A PRIVILEGE!** Abuse of this privilege through inappropriate behavior can result in the loss of the privilege.

Student responsibilities include:

- Being at your designated bus stop 5 minutes prior to pick-up time.
- Riding only the bus to which you are assigned.
- Obeying all District 20 bus rules for passenger conduct.
- Boarding your bus immediately following dismissal.

#### BUS DISCIPLINE PROGRAM

Riding the school bus is a convenience and a privilege. Students are to ride only the bus they have been assigned. Your child should board and get off the bus at his/her designated stop. Students may ride another bus only in special instances. A written note from parents must be presented in the school office by noon of the day indicated on the note.

Each student will receive a list of bus rules. Any misbehavior which distracts the driver is a serious hazard to the safe operation of the vehicle and jeopardizes the safety of passengers and is prohibited. "Conduct Reports" are given to students who create a bus problem. Students receiving Conduct Reports will be suspended from the bus for a minimum of one day. Students' safety is our number one priority. To view your child's transportation information, on the Foothills website click Logins on the dial pad on the right then click on Extended Parent Portal.

District 20 is proud of its bus safety record and the highly regarded drivers who work for us.

#### BUS PASSES

Bus passes issued by the school, for those students who normally do not ride the bus, will only be issued in emergency situations as defined by the building principal. Written parental permission must be submitted to the office for a student to receive a bus pass.

#### BUS FEES

Parents of students who use District 20 transportation services will be assessed a fee for transportation services beginning on the first day of school. Fees will be assessed per ride.

#### CROSSING GUARD

Allegheny/Winter Hawk 8:30 - 9:05 a.m., 3:40 - 4:05 p.m.

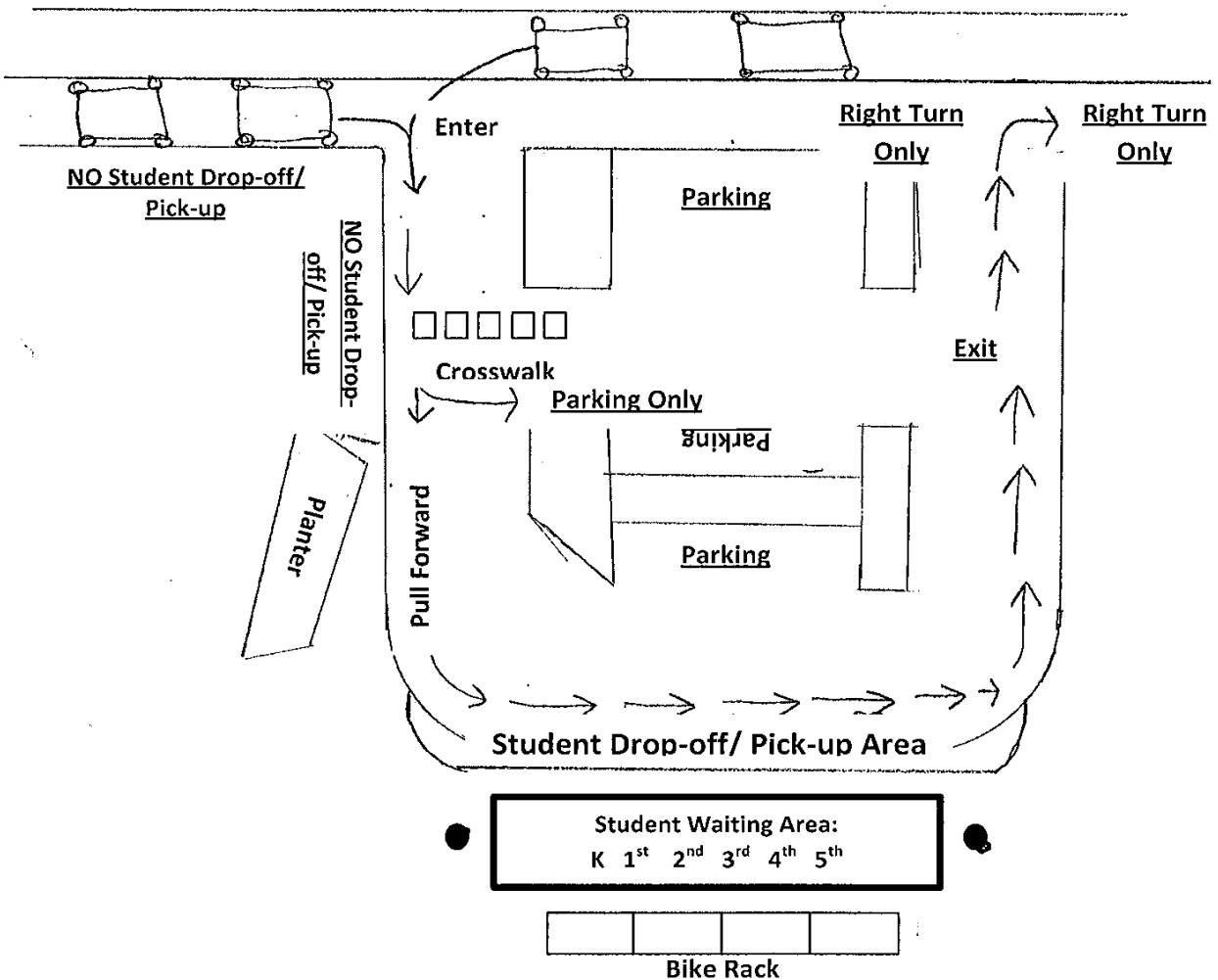
#### CHOICE SCHOOL SATELLITE BUS STOP

Foothills will serve as a satellite bus stop for neighborhood students traveling to Choice Schools. Pick-up and drop-off times will vary depending on the schedule of the Choice School involved. Satellite bus stop supervision is not provided.

#### SCHOOL PARKING LOT SAFETY PROCEDURES

1. Student safety is our top priority.
2. Please pull forward past the curve before dropping off or picking up your child.
3. Children must get out of the vehicle on the curb side. This is for the safety of our children. We can help to watch so that no straps are caught in the door and the child is safely on the curb.
4. There are two lanes for pulling into the parking lot.
  - Right side of the cones—This area is for dropping off and picking up your children. The rule is to pull forward past the curve before dropping off/picking up. Please do not park your car and get out in the drop off/pickup area. This line needs to keep moving.
  - Left side of the cones—This lane is for parking your car in the designated parking areas. Follow the arrows on the map for finding an appropriate parking spot.
5. Attention—From 8:20 to 9:15 a.m. and from 3:20 to 4:15 p.m. cars leaving the parking lot may only turn right.
6. Be safe, be respectful, and be responsible. Being patient can save a life.

## Foothills Elementary Dedicated to Student Safety



### Student Safety is our #1 Concern!

We want to make drop off and pick up as smooth as possible. We understand that it is frustrating to wait in line when you have many places to go. The above traffic procedures help to decrease waiting times, protect students, and help the traffic flow on Allegheny Drive. We thank you for your dedication to our traffic procedures and student safety.



**ACADEMY SCHOOL DISTRICT 20  
BOARD OF EDUCATION**

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**Academy District 20  
Handbook of Students' Rights  
and Responsibilities  
and Annual Notifications to Parents  
2017-2018**

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 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 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:

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

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 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 [IICJ](#) 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 12<sup>th</sup> grade. Student eligibility includes meeting graduation requirements and the completion of at least 12 credit hours of transcribed postsecondary courses (non-remedial) by the completion of the 12<sup>th</sup> grade year. [C.R.S 22-35 -108] ASCENT is a 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:

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.

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.

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.

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 JICE):**

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, Notice of:**

In accordance with federal and state law, Academy District 20 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in its programs, activities, operations and employment decisions. 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, requires the district to notify parents and obtain consent or allow you to opt out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information survey”):

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.

This parental notification requirement and opt-out opportunity also apply to the collection, disclosure or use of personal information collected from students for marketing purposes (“marketing surveys”). PPRA does not require that parents be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This includes 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. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by state law. 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](http://www.sheriffalerts.com/cap_main.php?office=54430)

OR

<http://www.springsgov.com/units/police/getpdffiles.asp>

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 re-

marks, 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.

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
- 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.
- Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements ad-

dressed publicly to others that precipitate disruption of the school program or incite violence.

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.

Violation of the district's policy on bullying prevention and education.

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

Violation of district policy or building regulations.

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.

Violation of the district's alcohol use/drug abuse policy.

Violation of the district's tobacco-free schools policy.

Violation of the district's policy on sexual harassment.

Violation of the district's policy on nondiscrimination.

Violation of the district's dress code policy.

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

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

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

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

Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

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

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

Continued willful disobedience or open and persistent defiance of proper authority including de-

liberate 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:

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.

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 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 addi-

tional 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 will 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 other-

wise 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 cameras 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 Publica-

tions [JICE](#), Suspension, Expulsion and Denial of Admission, [JKD/JKE](#); and the Student Dress Code [JCA](#).

### **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 super-

visory 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

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.

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. 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 dan-

ger 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, 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:**

Continued willful disobedience or open and persistent defiance of proper authority.

Willful destruction or defacing of school property.

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.

Declaration of the student as a habitually disruptive student, pursuant to administrative policy [JKEA](#) and its accompanying administrative procedure.

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.

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."

Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:

Possession of a dangerous weapon without the authorization of the school or the school district;

The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5); or

The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault.

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

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.

Violation of the district's policy on drug and alcohol involvement by students, [JICH](#), as outlined in that policy and accompanying administrative procedure. In accordance with district policy, expulsion shall be mandatory after three violations of the district's policy prohibiting use, possession or being under the influence of alcohol or drugs.

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 suspension or expulsion 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:

- Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
- 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;
- Having been expelled from any school district during the preceding 12 months;
- Not being a resident of the district, unless otherwise entitled to attend under Colorado law;
- 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.
- 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 pro-

gram 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 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:

"School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:

- All indoor facilities and interior portions of any building or other structure used for children for instruction, educational or library services, routine health care, day-care or early childhood development services, as well as for administration, support services, maintenance or storage.
- All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
- All vehicles used by the district for transporting students, staff, visitors or other persons.
- At a school sanctioned activity or event.

"Tobacco product" means:

- 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
- 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).

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

use cessation product.

"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 JCI):**

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 de-

scribed 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.

# Academy School District 20 2017/18 District Calendar

*Adopted 2-5-2015  
Revised 2-18-2016*

**1110 Chapel Hills Drive  
Colorado Springs, CO 80920-3923  
(719) 234-1200**

**2017**

JULY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

2018				
JANUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

MARCH				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

APRIL				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

MAY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JUNE				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- July 4 Independence Day observed (district closed)
- August 4, 7, 8 Professional Learning & Orientation for New Teachers (no students)
- August 9, 10 Professional Learning Days (no students)
- August 11 Teacher Workday (no students)
- August 14 First Day of School
- August 17, 18 Elementary Text Dates
- September 4 Labor Day (district closed)
- September 5 Elementary Professional Learning Day (no elementary students)
- October 5 Elementary Teacher workday (no elementary students)
- End of First Quarter
- October 6 Professional Learning Day (no students)
- Oct 18, 19 All levels Evening Parents/Teacher Conferences (all students in school Oct 18, high school students in school Oct 19)
- October 19 Elementary/Middle School Parent/Teacher Conference (no elementary/middle school students, high schools in session)
- October 20 Schools not in session due to Oct 18, 19 evening conferences (school offices staffed until noon)
- November 10 \* Veterans Day is observed in schools
- November 20-24 Thanksgiving Vacation (schools closed)
- December 15 End of First Semester (82 student days)
- Dec 18 - Jan 1 Winter Vacation (schools closed)
- Jan 1 New Year's Day (district closed)
- January 2 Teacher Workday (no students)
- January 3 Professional Learning Days (no students)
- January 4 Students Return/Second Semester Begins
- January 15 Martin Luther King, Jr. Day (district closed)
- February 16 Professional Learning Day (no students)
- February 19 Presidents' Day (district closed)
- March 16 Elementary Teacher Workday (no elementary students)
- Third quarter ends
- March 21, 22 All levels Evening Parents/Teacher Conferences (all students in school March 21, high school students in school March 22)
- March 22 Elementary/Middle School Parent/Teacher Conference (no elementary/middle school students, high schools in session)
- March 23 Schools not in session due to March 21, 22 evening conferences (school offices staffed until noon)
- March 26 - 30 Spring Vacation (schools closed)
- April 20 Professional Learning Day (no students)
- May 3, 4 Elementary Text Dates
- May 28 Memorial Day Observed (district closed)
- May 31 Tentative Last Day for Students (95 student days)
- June 1 & 4 Teacher Workdays/Professional Learning

- District Closed
- Semester begins
- No student/school
- Semester Ends
- Please refer to specific dates

This calendar has:  
 177 student contact days (includes 6 storm make-up days); 171 days with students  
 183 teacher contact days (189 scheduled teacher days includes 6 storm make-up days)  
 New Teachers report on August 4 for 3 additional paid days  
 \* Veterans are honored through school day activities



*Foothills School song*

*We are the Foothills Falcons soaring through the sky.  
Learning always to gain knowledge in all that we try.*

*Foothills stands for excellence to be all we can be.  
It's a loving, caring community that adds up to quality.*

*Foothills Falcons, that's who we are.  
We each have potential to be a star.  
Our school's the best, it's the greatest in the west.  
We're always having fun, and we are #1.  
Foothills is the place to be . . .  
We're always having fun, and we are #1.  
Foothills is for you . . . and . . . me . . .!*

*Music and lyrics created by Foothills fourth and fifth grade students in 1992.*