



Foothills Elementary School

Student Handbook

2025-2026 School Year

August 2025

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, and emotional development and growth so that each student may reach their full potential.

Foothills is 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 3-5. We offer an engaging STEAM program designed to provide educational experiences to all Foothills students where they participate through cooperation and project-based learning activities both in the STEAM 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 community. Our combined efforts will result in positive and memorable learning experiences for all students.

This handbook is provided for your reference, and we invite you to visit the [Foothills Website](#) where you can access up to date information about Foothills. If interested, a [Foothills Elementary School Facebook](#) page is also available to follow for updates and stories about our school and the Foothills Accountability Committee, also welcomes your input. Please contact our office at 719-234-4500 if you would like more information on meeting minutes or participation.

We work hard to offer your child a rigorous academic challenge, and an enriching social learning experience. Your suggestions and your involvement are essential to our goal of happy, thriving students at Foothills, and warmly welcome your participation.

Respectfully,
Julie Cassano
Principal

Coy Shatzer
Assistant Principal

Aug 1, 2025

Academy School District 20 Strategic Plan

Our Mission.

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

Our Values.

We believe in quality education. We aspire to teach and learn in ways that value the growth of all students, engaging them to demonstrate excellence as we respect their individual journeys and student safety.

We believe people are the heart of our success. We aspire to practice meaningful inclusion, honor diversity and develop a culture of belonging throughout our school community.

We believe relationships matter. We aspire to nurture relationships rooted in safety, honesty, integrity, equity and transparency to drive continued growth and positive change.

Our Vision.

All students will have the knowledge, skills, and character necessary for successful transition to the next level and upon graduation will be fully prepared for success.

- **Knowledge and skills:** All students will show annual growth toward increasing levels of academic proficiency, across all content areas, by meeting or exceeding Colorado academic standards and District 20 graduation requirements and will identify and pursue their areas of personal interest and ability.
- **Character:** All students will develop the qualities of character necessary to be exemplary citizens and positive contributors to society.

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

School Hours

Normal Schedule:

Grades K-5 8:45 a.m. - 3:50 p.m.

Office Hours 8:00 a.m. - 4:15 p.m.

Two-Hour Delay:

Grades K-5 10:45 a.m. - 3:50 p.m.

Office Hours 10:00 a.m. - 4:15 p.m.

Foothills Elementary Staff

Principal
Julie Cassano
Assistant Principal
Coy Shatzer
Principal's Secretary/Bookkeeper
Whitney Kmetz
School Secretary
Cassandra Robinson
Lunchroom Clerk/Librarian
Julie Prehm
Nurse

TO BE HIRED

Student Support Staff

Counselor
Ashley Scott
Literacy Coach
Miryssa Woofter
Affective Needs Teacher
Cassidy Claeys
Resource Teacher
Lynn Mosier
Speech/Language
Caroline Abourezk
Tag Resource
Rebecca Lawrence

Specials Teachers

Music
Marlene Crystal
Physical Education
Kristin Dellacroce
Steam Teacher/Coordinator
Jessica Tvrdy
Art Teacher
Nicole Morris
Kindergarten Paraprofessionals
Lisa Dufaud
Lisa Kellogg
Lisa Archuleta

Resource Instructional
Paraprofessional
Nancy England
SPED Paraprofessionals
Diane Bachmann
Rita Jaramillo
Raekwon Johnson
Lanee Acosta
Paulina Negrón-Avila
Playground Monitors
Carol Hatfield
Patty Kapit
Custodians
Geovanni Molina-Rivera
Octavio Mendez
Marinko Pantovic

Grade Level Teachers

Kindergarten
Nicole Colbert
Tiffany Gross
Lora Tannehill
First Grade
Anne Terranova
Janna Stewart
Shannon Malone
Second Grade
Gabriela Marchant
Keri Spriggs
Sheryl Wilson
Third Grade
Claudia Castillo
Madison Masar
Kamerin Valdes
Fourth Grade
Sarah Fischer
Joshua Tracy
Erin Acosta
Fifth Grade
Cristina Allen
Kelly Fielding
Travis Von Eps

Foothills Elementary School: Class Line – Up

Please meet your teacher at the location listed below on Tuesday, August 12th. There will be plenty of staff outside to help guide you on the first few days of school! This will be your child’s line up location for the school year (unless there is indoor lineup due to inclement weather)

Teacher:	Line-Up Location:
Kindergarten – Colbert	Kindergarten Playground
Kindergarten – Gross	Kindergarten Playground
Kindergarten – Tannehill	Kindergarten Playground
First Grade – Malone	West Side of Building (near portables)
First Grade – Stewart	In front of main doors
First Grade – Terranova	In front of main doors
Second Grade – Marchant	Concrete in front of Big Playground
Second Grade – Spriggs	Concrete in front of Big Playground
Second Grade - Wilson	Concrete in front of Big Playground
Third Grade - Castillo	West Side of Building (near portables)
Third Grade – Valdes	West Side of Building (near portables)
Third Grade – Masar	West Side of Building (near portables)
Fourth Grade – Acosta	Concrete in front of Big Playground
Fourth Grade – Fischer	Concrete in front of Big Playground
Fourth Grade - Tracy	Concrete in front of Big Playground
Fifth Grade - Allen	Bridge to the left of main doors
Fifth Grade - Fielding	Bridge to the left of main doors
Fifth Grade – Von Eps	Flagpole in front of school

School Supplies And Classroom Fees

Our families will receive a school supply list and families will purchase school supplies for their student(s). Supply lists can be found on our [website](#). If you need a support or assistance with school supplies, please contact our bookkeeper Whitney Kmetz at whitney.kmetz@asd20.org.

Families will also be responsible for a \$45 consumable fee, as well as a \$60 technology fee (for grades 3-5 only) and will be posted in your Infinite Campus Payment account. Academy District 20’s \$60 technology fee is applied to all students in grades 3-5 and covers educational software, virus protection, and warranty.

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. as there is no supervision on campus prior to this time.**

Breakfast And Lunch Time

Students may enjoy a nutritious breakfast (beginning at 8:35) and lunch at school in the Tri-space area. Breakfast, lunch, milk, and seconds are available to all students. Menus will be sent home regularly and can be accessed on the school's [website](#), which also provides allergy and nutritional facts.

Beginning this school year, all school meals will be free of cost to all students in the state of Colorado, seconds will incur an additional fee for students.

Although all meals are free, please consider visiting our [Free and Reduced Meal Program page](#) if you are in need of financial support for school programs or fees.

Attendance

Regular attendance is essential for your child's success at school. Attendance will be recorded within the first 10 minutes of the school day and again after lunch. If your child will be absent or tardy, please notify the office at 719-234-4500 either the day before or by 8:30 a.m. on the day of the absence. You can speak directly to a secretary or leave a voicemail. If we have not received a report regarding your child's absence, parents will be contacted by a staff member. Additionally, ParentSquare, will place an automated call after 6:00 p.m. on the day of the absence if the school has not been notified. Students with excessive absences or tardies will be referred to an administrator for support and problem-solving.

Leaving School During The School Day

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

- Students will not be allowed to leave the school grounds without parent or guardian's 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 authorized adult before and require a valid drivers' license when checking out a student before leaving school.
- The office will call your student down to the office. Please do not pick up your child from a classroom, the lunchroom 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

If Academy District 20 closes or delays school due to weather, parents will be contacted via [ParentSquare](#) with additional updates located on the [Academy School District 20 Website](#).

Inclement Weather Release

Inclement Weather Release

If we are experiencing severe inclement weather when dismissal time is approaching (such as heavy hail/lightning), 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

- **Independent Walkers/Parents who pick up their child on foot** 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. Parents will enter the library and inform the staff members on-duty of the names of their children. Staff will then call for students on the walkie talkie and teachers should then send those students to the library to meet with their parents/guardian. Walkers will remain in the gymnasium until pickup.
- **Car Riders** will be held in the gym until their rides arrive. Teachers, please bring your students to the gym and supervise them until they have all been picked up.
- **K-2 Bus Riders** will remain in their classrooms until they are safely escorted to their bus, this is the normal procedure on a daily basis.

This procedure may be used if dangerous wildlife is in the area or if other dangerous conditions exist. Students held at school will only be released to people named in Infinite Campus unless notified otherwise by a parent.

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

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.

Heelys/Rollerblades/Skateboards

Heelys, rollerblades, or any shoes with wheels are prohibited at school. Skateboards are not permitted on school grounds.

Dress

All students are expected to dress in a manner that will permit them to participate in all school activities (to include PE, science lab, recess). 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 administration, 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 (halter tops, spaghetti straps, strapless tops), or;
- Reveals underwear (low riders, excessively baggy pants), or;
- Is inappropriately sheer, short, tight or low-cut.

Hats

To support a focused and respectful learning environment, hats are not to be worn inside the building. In addition, hoodies should remain down and off students' heads inside the building during the school day.

Cell Phones or cellular connected devices (i.e. watches)

We discourage students from bringing cell phones to school and is not permitted 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 or while riding the school buses. We recommend that backpacks be locked. If you need to get a message to your student please call the office at 719-234-4500 and staff will relay the message to your student.

Electronic Devices

Electronic music devices and handheld games are prohibited at school.

Gum

Gum is not permitted at school.

Toys And Trading Cards

Toys must be kept in backpacks during class time except for Show and Tell. It is recommended that toys and trading cards are not brought to school. We are not responsible for lost, stolen or broken toys. Toys that disrupt the learning environment are not permitted.

Fidgets (fidget spinners, fidget cubes, etc.)

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

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.

Field Trips

At Foothills, we believe that learning extends beyond the classroom. As part of our educational philosophy, we view the broader community as a valuable extension of the classroom experience. Field trips are scheduled throughout the year to enhance and enrich student learning. For each trip, a signed permission form is required in order for a student to participate. Additional information will be provided prior to each field trip.

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 formal school-wide training on the PBIS teaching matrix. However, everyday 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. 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’s 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 needed
- Use opportunities to learn
- Eat healthy food and exercise

School Suspension

Complete Academy School District 20 policies are available under Board Policies on the [District 20 website](#).

School Health Services

Our school nurse 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 calling 719-234-4500 and leave a message and they will return your call as soon as possible.

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.

Medical Concerns: Allergies, asthma, diabetes, seizures, etc. Please send this information to the school in an envelope marked "school nurse" or call 234-4500. 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.

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.

Communicable Disease: If your child is diagnosed with a contagious disease, please call the office at 719-234-4500. 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 as we will contact you by phone for instructions and if no one can be reached, 911 will be called if necessary.

Classroom Food Restrictions

At Foothills Elementary, we have students with severe, life-threatening allergies to peanuts and 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.

Class Parties

Birthday treats are acceptable as long as no more than 10 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. 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.**

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 are not permitted in the classrooms. Homemade treats are not permitted.

All food brought into the building to be shared with students other than your own must be brought to the office to be checked where an approval sticker will be put on the food item. For the safety of our children, only pre-packaged foods containing an ingredient label and purchased at a store that do not contain nuts or nut by-products are permitted. All vegetables and fruits are permitted.

Sending Treats To Your Child's Classroom: Please read the section regarding classroom food restrictions.

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 per day:

Kindergarten	10 minutes
Grade 1	10 minutes
Grade 2	Up to 20 minutes
Grade 3	Up to 30 minutes
Grade 4	Up to 30 minutes
Grade 5	Up to 30 minutes

Homework assignments will vary from day to day, from teacher to teacher. If you feel your child is exceeding the allotted homework time recommendations on a consistent basis, please contact your child's teacher.

Homework may be given for the following purposes:

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 provide students with 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 non-negotiable (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-lit 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 works on the difficult assignments first while their focus 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!

Make-Up Assignments

It is a student's responsibility to obtain the assignments missed during an absence.

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:
- Complete and sign the top portion of the [Permission to Administer Medication During School Hours form](#).
- Have your health care provider with prescriptive authority complete and sign the bottom portion of the Permission to Administer Medication During School Hours form.
- 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.
- 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.
- **Medications must be transported to and from the school by an adult.**
- 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 to school in a baggie, plain bottle, envelope, etc. and 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.

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.

Report Cards

Report cards for Foothills students will be available through your [Infinite Campus Parent Portal](#). You will receive an alert when report cards are opened, complete with directions on how to access them. Printed copies will not be available upon request.

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 and we cannot guarantee specific teacher requests.

Student Visitors

We do not allow student visitors during school hours.

Security

Security at Foothills is of utmost importance to us, doors are locked at all times, and we routinely conduct safety drills to ensure proper procedures are taught and followed throughout the year.

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. All pictures are available for purchase. 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 their 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 with unclaimed items given to charity. Small items such as watches, glasses and jewelry are kept in the office.

Parent/Community Involvement

Volunteer opportunities are available at Foothills. Please contact the front office for a volunteer application packet. Once approved, you will be contacted for volunteer training held at Foothills. We encourage parent involvement through a variety of programs and opportunities.

ParentSquare

District 20 uses [ParentSquare](#), a rapid communication system to keep families informed about school activities, emergencies, delays or closures, and student absences. This reliable and cost-effective tool can contact families via telephone, email, and text message using the contact information you provide in Infinite Campus.

PTO

Foothills is supported by an active PTO. PTO parents sponsor many fundraising activities and special events. Volunteers are organized through the PTO board who meets regularly, and all parents are encouraged to attend the open meetings. Watch for announcements about PTO in the Friday ParentSquare alerts and on their [Facebook page](#).

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.

Foothills Accountability Committee

The Foothills Accountability Committee meets quarterly and is composed of volunteer parents and staff. This committee fulfills state accountability requirements and serves as a vital communication link between the school and the community. While the committee does not make policy decisions, it guides the development and implementation of the School Improvement Plan. Additionally, the group acts as a sounding board for new policies and programs, providing valuable feedback to help shape the school's direction.

Foothills Programs

Multi-Tiered System of Support (MTSS)

According to the Colorado Department of Education, the **Multi-Tiered System of Supports (MTSS)** is a prevention-based framework that uses team-driven, data-based problem-solving to improve academic and social-emotional outcomes for every student. This approach involves collaboration between families, schools, and the community, and applies a layered continuum of evidence-based practices across classrooms, schools, districts, regions, and the state. District 20 and Foothills Elementary have adopted the MTSS model to provide tailored support to students as needed, ensuring all students have the opportunity to succeed.

Within this framework, the **MTSS Leader** at Foothills coordinates with parents, teachers, and intervention specialists to develop intervention plans for students who may need extra assistance reaching grade-level expectations or who require enrichment to extend their learning. Interventions and progress monitoring are carefully matched to each student's unique needs and abilities, and supports may be added or adjusted over time.

Parents and guardians are a vital part of this process and will be contacted if it is determined that your child may benefit from additional layers of support.

Tag—Talented And Gifted

The [District 20 TAG Guidelines](#) include services for K-5 students at the elementary level. Kindergarten, grade one, and grades two and three are served through their regular classroom activities with the TAG teacher as a resource. In grades four and five, students are formally identified and served through in-depth instruction in math and literacy.

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.

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

Families utilizing Academy District 20 bus service are responsible for paying a transportation fee. If approved for busing, a fee will be automatically charged to your student's account and will be due even if your student does not ride. For more information about bus transportation and fees, please visit: [Bus and transportation](#).

Crossing Guard

Allegheny/Winter Hawk

8:30 - 9:05 a.m., 3:40 - 4:00 p.m.

School Parking Lot Safety Procedures

Our goal is to make pick up and drop off as smooth and safe as possible. Below are some reminders of non-negotiables regarding our traffic and pick up procedures to ensure our students are dropped off and picked up as efficiently and safely and possible, and that neighborhood families are able to access their homes during drop off and pick up times.

- In the morning, please pull to the end of the Kiss N Go lane so we may accommodate as many cars as possible and increase efficiency.
- If you need to assist your child in getting out of the car, please be sure to pull far ahead in the Kiss N GO lane, or park your car, so that we can keep the traffic flow moving.
- Please use our designated crosswalks when crossing. Please do not walk between cars or traffic to pick up your child.
- Students should be dropped off and picked up in the designated Kiss n Go area on the southeast sidewalk. This is to ensure students are entering and exiting cars safely.
- If you are coming from the west, please stay left on Allegheny Dr. so cars may pass by.
- If you are coming from the east, please stay right on Allegheny Dr. so cars may pass by.
- Please only turn right out of the exit.
- If you are able to park in the neighborhood and walk to pick up your child, please use the designated crosswalks when crossing the road or crossing our pickup line. Also, please be mindful about not parking in front of neighborhood driveways and mailboxes.
- The pickup line at the end of the day extends to the curve towards the exit. This allows us to accommodate more cars and hopefully make pick up a faster process.
- 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.
- Be safe, be respectful, and be responsible.

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

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

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

School Year 2025-2026



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

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Introduction

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

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

Academic Rights

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

Academy District 20 Mission Statement

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

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

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

Assessments (administrative policy IKA):

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

C.R.S. § 22-7-1013 (8)(b).

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

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

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

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

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

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

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

Balancing Rights and Responsibilities

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

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

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

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

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

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

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

Clubs (see Student Organizations, administrative policy JJA)

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

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

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

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

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

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

The District protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child's education records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy JJA/JRC). If you wish to allow a third party (for example, a step- parent or other family members) access to personally identifiable information from your child's education records, please contact your building administrator to request a third- party consent form. Each parent or guardian must complete the form and have his or her signature notarized. Return the notarized forms to your building administrator. The permission will be effective until a parent/guardian revokes permission in writing and submits the revocation to the building administrator.

Disciplinary Removal from Classroom (administrative policy JKBA)

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

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

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

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

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

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

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

Equal Educational Opportunity (administrative policy JB)

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

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

Evaluation

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

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

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

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

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

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

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

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

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

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

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

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

The District has designated the following information as directory information:

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

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

Free Association

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

Free or Reduced Lunch (administrative policy EF)

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

Gangs (administrative policy JICF):

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

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

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

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

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

Homeless Students Notification

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

Homework Responsibilities

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

Identification

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

Individual Dignity

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

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

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

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

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

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

Peaceful Assembly

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

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

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

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

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

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

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

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

Inspect, upon request and before administration or use -

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

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

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

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

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

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

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

Respect for Property

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

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

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

Seeking Change through the Proper Channels

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

Sex Education/Health and Family Life

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

Sex Offenders, Notification Regarding:

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

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

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

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

Sexual Harassment (administrative policy JBB)

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

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

Students are encouraged to report all incidents of sexual harassment to an adult at school and file a complaint, through the District's complaint process outlined in JBB E. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct

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

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

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

Student Code of Conduct:

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

Code of Conduct (administrative policy JICDA):

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of District property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.

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

Dress Code for Students (administrative policy JICA):

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

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

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

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

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

Clothing that:

- is inappropriately sheer, short, tight or low-cut

bare or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts

Exceptions:

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

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

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

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

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

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

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

Penalties for Possession of Drug Paraphernalia

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Student Expression

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

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

Student Conduct (administrative policy JIC):

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

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

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

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

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

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

Student Discipline (administrative policy JK)

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

Student Fees and Fines (administrative policy JQ)

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

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

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

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

Student Interrogations, Searches, and Arrests (administrative policy JIH): The Board of Education and District administration seek to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Interviews by school administrators

When a violation of District policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

Searches conducted by school personnel

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or policy. When reasonable grounds for a search exists, the school principal or designee may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials.

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

Search of school property

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

Search of the student's person or personal effects

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

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

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing by a staff member who is the same sex as the student being searched. Staff members may also utilize a handheld metal detector on the exterior of a student's clothing and personal items. The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations and religious beliefs, in light of the sex and age of the student.

Except in situations presenting a significant risk to the safety or welfare of students, school personnel, or property, personal searches of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one person of the same sex as the student being searched shall witness but not participate in the search.

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

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

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

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

Seizure of items

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

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

Search and seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school staff member shall assist or otherwise participate in the search. It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

Custody and/or arrest

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any

reason, school officials will make reasonable efforts to notify the student's parent/guardian.

It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, District staff is not responsible for an officer's legal compliance when arresting a student.

Parking Lot/Vehicle Searches (administrative policy JIHB)

The privilege of bringing a student-operated vehicle on to school premises is conditioned on consent by the student driver to allow for search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises. If a student refuses to consent to search, a parent or guardian will be contacted to obtain their consent to search. If the consent to search is denied by parent, then the vehicle shall be removed immediately from District property and forever banned from all District property. In such cases, there will be no refund of the parking fees paid, and the student will not be permitted to purchase a future parking pass. Should the vehicle be subsequently found on District property, it is subject to being towed at the owner's expense immediately without notice. In such cases, there will be no refund of the parking fees paid, and the student will not be permitted to purchase a future parking pass. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

Student Organizations (administrative policy JJA)

Students in middle and high schools in this District shall be permitted to conduct meetings of student clubs or student organizations to meet on school premises during noninstructional time, in accordance with administrative policy JJA. Curriculum-related student organizations serve as an extension of the regular school curriculum. The function of curriculum-related student organizations is to enhance the participants' educational experience and supplement the course materials within the educational program of the schools. Curriculum-related student organizations must articulate how the content and activities of the proposed student organization will extend the curriculum of a course/s offered in the school. Student organizations meeting these criteria and approved by the principal will be deemed to be officially recognized, school-sponsored student organizations. All proposed student organizations shall use the common District-wide application that can be found in JJA E. The principal, or designee, will communicate a final decision to all proposals using the submitted District-wide application.

Secondary school students are also permitted to organize and conduct meetings to pursue activities outside of the school curriculum. Such organizations must be student initiated and directed, and persons not attending school in this District, parents, school personnel

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

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

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

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

No expectation of privacy

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

Unauthorized and unacceptable uses

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

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

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

Security and safety

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

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

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

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

District Provided Devices

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

Student use is a privilege

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

School district makes no warranties

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

Students with Life-Threatening Allergies (administrative policy JLCDA)

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

Health care plan

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

Reasonable accommodations

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

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

Access to emergency medications

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

Staff training

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

Suspension and Expulsion (administrative policy JKD/JKE):

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

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

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

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

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the child or to other children. Nothing in this paragraph shall be construed to limit the school district's authority to suspend a student with a disability for a length of time consistent with federal law.

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

Grounds for denial of admission

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

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

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

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

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

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

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

Tobacco Free Schools (administrative policy ADC):

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

Possession of any tobacco product by students is also prohibited on school property. For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the District for transporting students, staff, visitors or other persons.
 - d. At a school sanctioned activity or event.

2. "Tobacco product" means:
 - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
 - b. Any electronic or other device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, pipe, hookah, vape pen or vape MODS (mechanical modified delivery systems) which produce vapor from an electronic cigarette or other similar device.
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

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

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

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

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

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

Weapons in School (administrative policy JICI):

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

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

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

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

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

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

Wellness, School (administrative policy ADF):

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