



Discovery Canyon Campus Elementary School  
**Parent-Student Handbook**  
2025-2026

One Common Campus, One Common Purpose, One Common Goal- Student Success!



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Welcome to Discovery Canyon Campus, home of the Thunder! We are excited for another year filled with new challenges, new learning, and fun.

This handbook contains important information regarding school and district policies and procedures. In order to ensure that students and parents/guardians at DCC are aware of our expectations and their responsibilities, a parent/guardian must accept the Active Student Agreement on your Extended Portal in Infinite Campus. Your electronic signature verifies that the student and parent/guardian have received and reviewed this handbook and are aware of the expectations, rules and practices at Discovery Canyon Campus.

This document is provided as a resource to Discovery Canyon Campus 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 [Board Policies page of the Academy District 20 website](#). Policies may also be reviewed at the Education and Administration Center of Academy School District 20 located at 1110 Chapel Hills Drive. A printed copy of the *Notification of Rights and Responsibilities of Students and Parents & Student Code of Conduct* may be requested at no cost in the administrative office of any school or by calling the Director for Legal Relations at 719-234-1200. Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with district and school policies, including ones which may not be included in this publication but are on the website.

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

## Important Phone Numbers

- DCC Elementary Office: 719-234-3800
- Attendance Office: 719-234-3801
- Middle School Office: 719-234-1800
- High School Office: 719-234-2800
- PreK-5 Office Fax: 719-234-1872
- Transportation: 719-234-1410
- Elementary Registrar: 719-234-1849

## DCC School Hours

- Elementary School Hours: 8:15am-3:20pm, Monday - Friday
- Morning Preschool Hours: 8:05am-10:35am, Monday- Thursday
- Afternoon Preschool Hours: 11:35am-3:20pm, Monday - Thursday



The DCCES offices are open as follows:  
PreK-5 Office 7:45am-3:45pm

**Elementary students may not enter the campus before 8:05 am.** Only if a student is participating in a before-school club or activity and/or previous arrangements have been made may a student come to school prior to 8:05 am. Doors allowing access to the PreK- 5 areas will be secure until 8:05 am. Students should not be dropped at school before this time, as there is no adult supervision on the campus. For the safety of your child, please be sure to stay with them until staff is on duty at 8:05 am. Thank you!

**Parents/guardians are required to enter the building and sign students in at the Elementary Office after 8:15am.** If you need to dismiss your child(ren) early, please do so no later than 3 PM. To ensure your child is prepared to check out early, please call 719- 234-3800 at least an hour in advance. If you arrive after 3 PM to check out your child, he or she will be available at regular dismissal time (3:20). Parents/guardians must sign students out at the Elementary Office before the student may leave the campus.

## Communication with the Elementary School

While this handbook will be a good source of information about Discovery Canyon, you will receive up-to-date news and announcements via ParentSquare weekly. ParentSquare messages are sent to the email addresses indicated on your Parent Portal.

Please feel free to call the school or email any of the staff at any time. All staff email addresses can be found on our webpage. Look for our monthly newsletters with tips, celebrations, and program information.

## Elementary Dress Code

We ask that students dress for success at DCC! Students should dress appropriately for all occasions and should be neat and clean in appearance. Standards of decency, cleanliness, good grooming, and noninterference with teaching and learning are stressed. Very short shorts, tank tops with spaghetti straps or revealing shirts, very baggy pants, and clothing with hints of violence/drugs/alcohol should not be worn to school. Students wearing face coverings will also follow the description of the elementary dress code. Hats should not be worn inside the building. **All students who participate in PE class are required to wear either tennis or athletic shoes** – no hiking boots, Crocs, sandals or flip flops. For their safety, students without proper shoes for PE might not be able to participate in PE games/activities.

## Toys, Games and Personal Property

No personal items should be brought to school. This includes spinners/fidgets, electronics, cards, games, stuffed animals, etc. Students will be asked to keep personal items in their backpack or the item might be confiscated and kept until picked up by a parent/guardian. Exceptions will be made for items needed for class projects and after school enrichment activities. Items brought to school for these purposes are the responsibility of the student. Discovery Canyon is not responsible for the reimbursement or replacement of lost, stolen or damaged personal or electronic items.



## Pets on Campus

Pets of any kind are not allowed on the school grounds. Pets may be gentle at home but dangerous at school where they come into contact with many different children. Additionally, other children may have an allergic reaction to your pet. A person with a disability, including but not limited to a blind, visually impaired, deaf, and hard of hearing or otherwise physically disabled person, has the right to be accompanied by an assistance dog specially trained for that person in a place of public accommodation, which includes elementary schools. (C.R.S.24-34-803)

## Attendance for Grades PreK-5

Daily attendance at school is an important part of student success. When a student is absent, we ask parents to call the school as soon as possible to report the absence. All absences, except illness, should be approved in advance at the office (**forms are available in the office and on our website**). If your child misses school, time will be allocated for missed assignments to be completed – two days for each day of absence. Parents may request homework assignments from the Elementary Office when reporting a student's absence, if the student is absent more than one day. Teachers require 24- hour notice to gather homework and other assignments for a student.

The following are examples of reasons that support an excused absence:

- Illness/injury
- Medical/dental/health appointments
- Funerals and weddings
- Court/law enforcement
- Family emergency
- School related activities
- Religious holiday
- Military related events/travel

## Homework

The Discovery Canyon staff believes homework is an extension of the classroom. Homework is used to encourage student self-discipline, independence and responsibility. Homework also increases academic achievement, promotes lifelong learning and allows for expansion of the curriculum. The type of homework assigned depends on the purposes and age of the student. There are four types of homework: practice, preparation, extension and creativity.

Practice homework provides students with the needed review and reinforcement necessary to learn a previously taught lesson. Examples of practice homework include: solving a series of problems after studying specific mathematics concepts, writing a reaction paper after studying a specific period of history or reviewing foreign language vocabulary after being introduced to new words.

Preparation homework helps students prepare for the next class session. Examples of preparation homework include: reading an assignment and writing questions for class discussion or interviewing a grandparent about a historical event.

Extension homework guides students as they expand upon concepts taught in class. Examples of extension homework include: rewriting the story in Modern English and in modern context after



reading a piece of literature written in another century or reading a book and reporting to the class. Creative homework includes analysis, synthesis and evaluation. This type of homework is inventive and resourceful, since students develop their own ideas related to a class topic and share those ideas with the class. Examples of creative homework include: create a political cartoon that addresses a topic being covered, construct a miniature castle, plan a trip to China, develop a log of experiences or map the excursion, build a balsam bridge that supports at least twenty pounds

Time Allotment for Homework: Homework is assigned by teachers to allow students to practice what they have learned at school that day. Students are expected to complete homework as it is assigned. As a general guideline, PreK-5 teachers may assign 10 minutes of daily homework for each year in school (First grade – 10 minutes, second grade – 20 minutes, and so on). In addition, K-5 students may be asked to read 10-20 minutes per day. If the amount of homework given to a student seems excessive, please contact the teacher.

## Phones and Other Electronic Devices

Students may have cell phones or phone watches, but **they must be turned off and put in their bag or backpack during the school day**. If a student uses a cell phone during the school day, it will be confiscated and kept in the office until picked up by a parent/guardian. At any time, a student can request to call home and, as soon as appropriate, a staff member will allow that student to **call home from the Elementary Office**.

## Birthday/Celebratory Treats

For the safety and health of all students, bringing food as a birthday treat is not allowed. Parents may still choose to provide a non-food birthday treat such as stickers, pencils, bubbles, small toys, etc. Please let the classroom teacher know if you will be providing a treat, ensure that there are enough treats for all children in the class, and pre-arrange the delivery details of the treat at least 24 hours in advance.

Invitations to private parties should not be handed out at school unless every child in the class is invited and it is prearranged with the teacher.

## Deliveries to Your Child

In order to ensure a focused and successful learning environment for all children, any deliveries such as birthday treats, forgotten items (i.e. homework or lunch money), or lunch can be brought to the Elementary office. The office will be sure to deliver the item to your child at an opportune time. Large celebratory deliveries will be brought to the classroom for the last hour of the school day.

## Special Events and Parties

School celebrations and events such as parties and assemblies, are an important part of the Discovery Canyon experience. Parents are often invited to attend these celebrations, and many times help teachers with planning and preparation. Parents are always invited to attend their children's performances. Notification of upcoming school events will be communicated in a ParentSquare message and on our website.



## Volunteering / Chaperoning

The PTO and DCC staff both actively coordinate volunteers. The school appreciates and depends on this additional help to enhance our educational program. If you volunteer and must miss your scheduled time or if circumstances arise that don't allow you to volunteer anymore, please call the school and let us know so that we are able to make alternative arrangements. **The district requires that all volunteers and field trip chaperones have a completed background check on file.** Please contact the Elementary Principal Secretary, at 719-234-3815 with any questions regarding volunteering at DCC or visit the [Volunteering page on the Academy District 20 website](#).

Volunteers must attend a volunteer orientation meeting. Meetings will be scheduled frequently at the start of the school year. Even if you have volunteered in the past but have not attended the school orientation meeting, you must attend the orientation. You do not have to complete another background check if you have been previously cleared.

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

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

### Field Trips

1. **Background checks:** All parents serving as chaperones on a field trip are required to complete a background check. The Parent and Non-Parent Volunteer forms are in the office. The classroom teacher will let you know if you need to complete a background check.
2. **Chaperones:** Being a chaperone on a field trip is voluntary. Therefore, a parent will pay for admission to the venue and his/her share of the bus fee. In special circumstances a parent may be required to go because of health or behavior issues of an individual child. If this is the case, the parent's fees would be waived.
3. **Parents riding the bus:** It is our recommendation that parents ride the bus if they are chaperoning a field trip. We understand that there are circumstances where parents need to drive their own vehicles due to lack of space on the buses or pre-field trip training. However, it will be our practice that chaperones ride the bus.
4. **Parents attending field trips who aren't chaperones:** Parents will not attend field trips if they are not chaperones. A field trip is an extension of the classroom. Therefore, just as we wouldn't have a classroom full of parents during instructional time, we would not have extra parents with the class on a field trip.

5. **Younger siblings on field trips:** Additional children/family members (i.e. non-school age siblings) are not allowed on field trips. Again, a field trip is an extension of the classroom so other children should not attend.
6. **Parents driving their own child(ren) on field trips:** All students will ride the bus for a field trip. However, there are special circumstances where a parent may ask for permission to be allowed to drive their own child for a field trip. Field trips provide the opportunity for students to build relationships with other students while riding the bus.
7. **Fees and permission forms:** Prior to the field trip, the classroom teacher will send home a permission form for you to complete along with the cost of the trip. The teacher may also send an additional paper that gives more detailed information about the field trip. The document is the district permission form for field trips with the DCCES Field Trip Expectations on the opposite side. The form needs to be signed by a parent or guardian and returned by the due date with payment for the trip. We accept cash or checks made out to Discovery Canyon Campus Elementary School. We are also able to offer scholarships for field trips if there is a financial need. Please inform the classroom teacher or an administrator if you are unable to cover the cost or part of the cost of a field trip.
8. **Bus Delay/Trip Cancellation:** In the event a bus is delayed on return to the school, or a trip is cancelled, families will be notified as soon as possible through ParentSquare message or directly from your student's teacher.

## Parent Organizations

We believe that students learn best when parents and staff are actively involved in a partnership with the school. Two organizations for parent/staff involvement are the Discovery Canyon PTO and the Accountability Committee for Discovery Canyon Campus (ACDCC).

The PTO sponsors fundraisers and special events throughout the year for students and staff that build community at Discovery Canyon. The PTO Board meets twice a month, and all parents are encouraged to attend. ACDCC functions as an advisory group to the administration. The committee meets monthly and helps assess directions for the campus and addresses general needs for the future. In addition, presentations by school staff and district level administrators regarding curriculum, policy, etc., are often given. All parents and patrons of Discovery Canyon are encouraged to attend.

## Parent-Teacher Conferences

Parent/teacher conferences are a valuable tool to ensuring optimal opportunities for student success. Formal parent/teacher conferences are held twice each year, in the fall (October) and in the spring (March). These conferences are designed to summarize a student's academic, behavioral and social development with parents.

In addition, formal improvement plans may be developed at this time. Please refer to the District calendar for conference dates.

All teachers have daily planning time. Parents may contact any Discovery Canyon Staff in advance to pre-arrange a meeting time. Parent/teacher conferences may also be arranged before and after

school. An administrator and/or counselor will participate in conferences when their presence facilitates a positive outcome for student success.

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

## Visitors

Parents are always welcome at school. Please use the main elementary entrance when visiting. To enter, please push the doorbell and state your name and reason for visiting. Please enter when the door “clicks.” Parents need to present an ID and sign in at the Elementary Office every visit and receive a visitor’s pass. Friends and relatives are encouraged to watch students participate in events after school (i.e. performances, plays, activities). Any guests, other than parent or guardian, visiting students during the school day must have permission from the parent/guardian. Office staff reserves the right to refuse entrance of any guest if proper authorization is not received by the parent or guardian.

In general, visitors, relatives or friends are not permitted at school during our regular school hours or at school sponsored activities intended for DCC students only such as some classroom parties, field trips, etc. The exception is that family may have lunch with their child(ren). If a parent would like to visit the classroom, we ask that you communicate with the classroom teacher to set up the date, time, and duration of your visit.

Please remember all handicap parking spots are reserved for vehicles appropriately identified and authorized for handicap use only. Vehicles illegally parked in a handicap spot may be ticketed. Vehicles parking in posted “No Parking” areas may be ticketed.

Procedure upon entering the building:

- An individual ID badge is required for all visitors. (Visitors to after school athletic events, plays, concerts, etc. will not be required to get an ID badge.)
- To receive an ID badge, the visitor gives his/her driver’s license OR active military card (not retirement card) to the staff member at the Elementary Office
- Even parents and guardians who are recognized and known by staff will be required to show their Driver’s license or military card.
- A DCC staff member will swipe the driver’s license or military card into the system and an ID badge will be printed for the visitor to wear while on campus. Before leaving campus, visitors will check out and turn in the ID sticker at either the elementary office, middle level Attendance Desk, or high school Attendance Desk. This ID badge system is utilized at all three levels of the campus – elementary, middle, and high.

## Lunch

Students have approximately forty minutes for lunch, including a recess for K-5 students. Eating time is approximately twenty minutes. Students may bring their own lunch or purchase lunch with drink. We encourage students to behave as if they were eating at their family table. Students are to remain seated while eating. Students will be asked to clean up after themselves.

The Board determines student lunch costs prior to the start of the school year. Once determined, information concerning specific costs will be communicated to families by Discovery Canyon.

## Free or Reduced Lunch

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.

## Recess

Outdoor play during scheduled recesses is expected of all children unless weather conditions are severe. Students will not go outside if the temperature is below 20 degrees with or without wind chill. Please make sure your child comes to school appropriately dressed for Colorado weather. We know sometimes it is hard to know exactly what the weather will be, so it is always better to be overdressed than to be underdressed.

## Behavior Support and Discipline

Discovery Canyon Elementary believes it is important to focus on the hard work and positive behaviors of all our students. We celebrate the hard work, success, and positive behavior of our students.

Encompassing the IB Learner Profile is our THUNDER recognition program. Students receive tickets, certificates, and recognition for demonstrating the Learner Profile throughout their day and the year.

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

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

by the teacher and/or administrator of discipline situations and consequences.

## Student Drop Off/Pick Up

1. There are two main areas (zones) for student drop off/pick up. The “kiss and go” zones are located in front of the Elementary and a much longer zone along the fronts of the Middle and Upper Campus entrances.
  - Both zones are **one way with single file traffic (one lane)** allowed for student drop off/pick up.
  - Pull as far forward as possible before dropping off/picking up your student.
  - Drop off/pick up your student(s) as soon as possible after stopping in the zone. Multiple sidewalks lead to the Campus entrances from all areas along all drop off/pick up zones.
  - Follow the directions of the traffic supervisors while in the drop off/pick up zones.
2. Elementary students may not be dropped off or picked up in parking lots. Parents that park in lots must walk with their child to the front sidewalk using designated crosswalks.
3. Students should not be dropped off or picked up in any other areas or curbsides on the Campus.
4. Do not block handicap parking areas or any crosswalks during kiss-n-go times.
  - Speed limit signs are posted on Campus. Vehicular speed limits are **10 MPH** in all areas on Discovery Canyon Campus.
  - Stop signs are posted at major intersections. Come to a complete stop at all posted intersections.
  - Designated crosswalks are located at major pedestrian roadway crossings. Use caution when approaching marked crosswalks. In addition, utilize the crosswalks for approaching or leaving Campus facilities.
5. **Parents of kindergartners** - All kindergarten students that do not ride the bus, must be picked up by an authorized adult (i.e. parent or identified guardian) **at the kindergarten fence**. Kindergartners will not be released to elementary siblings. Kindergartners may not meet their parents at the kiss-n-go line at the end of the day.

We appreciate your understanding, compliance, and support of these basic traffic and pedestrian regulations to assure a safe environment for students, staff, parents, and visitors at Discovery Canyon Campus!

## Bicycles/Scooters/Skates/Skateboards

Students in grades 3 and higher may ride bicycles to and from DCC. Students in grades 2 and lower may ride bikes to and from school only if accompanied by their parent. Once on school grounds, bikes must be walked on the sidewalks and must be parked in the provided bike racks. Students should secure their bikes with locks. DCC is not responsible for any lost or stolen items.

Students should be aware of vehicular traffic and ride/walk their bikes with safety in mind. When riding bikes onto campus and in the parking lot areas, students are to follow the safety regulations applicable to riding bicycles on city streets.

Due to safety issues and lack of storage space at school, skateboards, rollerblades/skates, scooters,

and “heelies” are not permitted and should not be ridden to school. Items brought to school will be held in the office and kept for parents to pick up. Skateboarding or skating is prohibited on campus.

## Buses

Riding the bus is a privilege. Student responsibilities include riding only their assigned bus, being at the designated bus stop on time for pick up, boarding the bus immediately following dismissal and obeying all District 20 bus rules for passenger conduct. Guidelines for behavior include:

1. Students shall be at their assigned stops five minutes before the bus is scheduled to arrive. The bus cannot wait for those who are tardy.
2. Wait for your bus in a safe place, well off the roadway. Respect other’s property; do not play in yards near the stop or in the road.
3. Once the bus has come to a complete stop and the door opens, enter in an orderly manner. Go to your seat immediately. (Traffic has stopped for the student loading, so it should be done as quickly as possible.)
4. Loading buses at school: **all** students must be on their bus by departure time. For safety, once the driver has closed the door and buses have started to move, students will **not** be allowed to get on their bus.
5. Remain quiet and orderly. Be **totally silent** at all railroad crossings; use a quiet voice at all other times.
6. Shouting or any loud noise is not acceptable. A low noise level is imperative for the safest driving conditions. Standing, kneeling on the seats or facing the rear are unsafe riding positions and not allowed. The correct and safest position is seated facing forward with your back against the seat back cushion. All students will have an assigned seat.
7. Be courteous to your school bus driver and fellow passengers. Keep your hands to yourself; pushing, grabbing, reaching over seats, etc. can be dangerous and is not permitted. Avoid rough-housing and any kind of physical play. Enjoy the opportunity for socializing in quiet acceptable ways. Be an example of good behavior for your own and others’ safety. The driver, Transportation Director or school administrator has full authority to assign seats whenever good student management warrants. Nothing is to be thrown on the bus or out of windows.
8. Keep your head and arms inside the bus at all times. Serious injury could result from being struck by an object as the bus passes or being thrown against the window frame as the bus goes over a bump. Follow the instructions of your school bus driver. Be cooperative and keep the aisles as clear as possible. Hold books, bags, lunch pails, instruments and other things on your lap and inside of the seat. The driver must have a clear view down the aisle to the back of the bus at all times in case an evacuation is necessary.
9. No eating or drinking while on the bus.
10. Any student displaying inappropriate conduct, using objectionable language or abusing the driver or other students could forfeit their bus privilege.
11. Items **not** allowed on the bus: animals, skateboards, scooters, roller blades, balloons, knives, firearms or explosive items, any tobacco products, matches, lighters or any item that is a health or safety hazard. No sharp instruments such as pencils, etc., shall be carried where they might cause damage to the bus or injury to others. The driver has

- authority to require objects that may be unsafe or a hazard to be placed in a safe area.
12. Students must not tamper with the bus or any of its equipment. Damage to the bus will be charged to the individual responsible.
  13. In case of a road emergency, students are to remain in the bus unless otherwise instructed by the driver.
  14. Be alert to traffic when leaving the bus. Cross ten feet in front of the bus. Follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location.
  15. Students must ride their assigned bus and get off at their assigned stop. An exception can be made if prior permission from parent/guardian is received **in writing** by the office **by noon** and approved by the school office. An authorized bus pass will then be issued to the student.

### Additional Bus Information

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

### Transportation Fees

Parents of students who use Academy District 20 transportation are reminded that a fee for transportation services will be assessed beginning on the first day of school each school year and at the beginning of the spring semester. Please visit the [Bus and Transportation Fees page at asd20.org](https://www.asd20.org) for additional information.

### Elementary Library Media Center

“Inquiry is at the heart of learning. As students move from questions to evidence to answers, they read, write, and present their new knowledge and understandings” (Guide to Libraries, Technology, and Learning, Academy School District 20). The DCC Campus libraries will serve as learning/discovery centers for students, teachers, staff, parents and the community while providing a variety of print, electronic, hands-on and human resources. The elementary library includes an Inquiry Zone, a do-it-yourself, creative space where students gather to reflect on their learning in the classroom and create a project as an extension of their unit of study.

### Library Hours

8:00 a.m. – 3:30 p.m., Monday – Friday

### Circulation Information

- PK – K students may check out one library book for one week at a time.
- 1<sup>st</sup> – 2<sup>nd</sup> grade students may check out two library books for one week at a time.
- 3<sup>rd</sup> – 4<sup>th</sup> grade students may check out two library books for two weeks at a time.
- 5<sup>th</sup> grade students may check out three library books for two weeks at a time.

## Fines

Students will be charged the full price for damaged or lost books. Late books will not accrue any fines. Students with overdue books or fines will not be allowed to check out further books until overdue items are returned and fines are paid.

## Elementary Clubs and Activities

Intramural sports, clubs, and other adult sponsored activities are an important part of a student's well-rounded educational experience. A variety of enrichment opportunities are offered at DCC. Registration information for all activities will be communicated via email, is posted on the school website, and is available in the Elementary Office. Students are required to be with a supervising teacher/designated adult until dismissal to be picked up by an adult. Occasionally, a parent will need to pick up a student during an after school activity (prior to dismissal). In this case, the parent must check in at the office and will then be directed to the appropriate area to pick up the student.

## Child Abuse and Neglect

When cases of child abuse or neglect or battered children are suspected or detected by school personnel, action will be taken. A Colorado statute (1910-102 to 115) requires the reporting of these cases to the appropriate county department or local law enforcement agency. It is the intent that, as a result of such reports, protective social services shall be made available in an effort to prevent further abuses, and to safeguard and enhance the welfare of such children. In the Child Abuse Bill enacted in the 1976 session, the "school official or school employee" is listed as one of the persons required to report abuse or neglect. The bill goes further to state that school employees who willfully fail to report a case of child abuse, or circumstances or conditions which would reasonably result in child abuse, "commits a class 2 petty offense and, conviction thereof, shall be punished by a fine not to exceed \$200.00 and shall be liable for damages approximately caused thereby." No person who reports a case of suspected child abuse can be sued for making a good-faith report.

## Counseling

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

## Character Education

Discovery Canyon Campus Elementary is a community of students, parents, and teachers with a mission of ensuring that all roads lead to learning. Everyone who is a part of this community needs

to conduct himself or herself in accordance the District Twenty Core Principles. Discovery canyon Campus Elementary has also adopted the RULER curriculum to assist students with emotional intelligence.

## Core Principles

**Compassion** – Be empathetic, patient, caring, kind and thoughtful

**Citizenship** – Be selfless, a team player, charitable and serve your community (family, country, school, peers)

**Excellence** – Do your personal best in academics, co-curricular endeavors, personal relationships, in personal behavior and in making good ethical choices

**Respect** – Respect individual differences, be tolerant, fair, considerate, courteous, and polite; do not mistreat others

**Hope** – Believe in yourself, be optimistic, resilient and do not be discouraged; promote your own learning from situations

**Courage** – Make positive choices, do not be swayed by negative peer pressure, confront destructive peer pressure, take responsibility for personal wrong-doing, hold others accountable, confront inner fears and struggles, be a positive role model.

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

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

**Integrity** – Stand up for your beliefs about right and wrong, resist social pressures to do wrong, be honorable

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

## Emergency Drills

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

## Severe Weather Procedures and Emergency Closings

If the decision is made to cancel school, local radio stations will be asked to announce that the District will be closed. Local radio stations will be informed of this decision by 5:30 a.m. A ParentSquare message will be delivered to all families through email, phone call, or text message.

## Two-hour Delayed Start

If adverse conditions appear to be developing during the 5:30 a.m. decision time frame, the Superintendent may delay the start of school for two hours. Local radio stations will be informed by 5:30 a.m. that the starting time for District 20 will be delayed by two hours. The decision relative to whether schools will be open or closed will be made prior to 7:30 a.m. If the decision is to hold

school, the two-hour delayed start will be honored, and no additional radio announcements will be made. If the decision is to cancel school, local radio stations will be informed by 7:30 a.m. Again, a ParentSquare message will be delivered to all families through email, phone call, or text message.

## Early Release

If school is in session and a storm develops during the day, a decision may be made to send students home early. The procedure will be as follows: On the days when the weather at 5:30 a.m. may not be bad enough to cancel school, but weather reports and other indications are that perhaps a storm may develop during the school hours, School will be dismissed approximately two hours early. If there is an early release, we will notify parents/guardians via our website and a ParentSquare message will be delivered to all families.

**Parents should have a plan in place so that their children will have a place to go if there is no one at home on early release days. Please notify your child's teacher of your plan.**

## Healthy Schools Initiative

Mission Statement: Discovery Canyon Campus will promote wellness through physical activity, education and nutrition.

- **Goal 1:** Physical Activity – parents, student and staff will be offered more opportunities to promote a physically active lifestyle.
- **Goal 2:** Education – parents, students and staff will be offered more opportunities to access educational opportunities to promote health and wellness.
- **Goal 3:** Nutrition – parents, students and staff will work towards maintaining a nutritionally friendly environment in all Campus classrooms.

## Healthy Snack Ideas for PreK-5

- String cheese, natural cheeses such as Cheddar, Mozzarella, or Colby
- Yogurt
- Fresh, canned, frozen or dried fruit
- Raw vegetables with low-fat ranch dressing
- Lite popcorn
- Cereal (containing at least 2-3 grams of fiber)
- Pudding made with low-fat milk
- Cottage cheese
- Beef jerky
- Whole grain crackers
- Homemade 100% bran muffins; low fat muffins
- Tortilla roll-up with lean deli meat or cheese
- 100% fruit juice – limit to 4 oz. serving size during snack time
- Chocolate skim milk or white skim milk
- Tomato juice
- Whole grain bagel with cream cheese

## Health/Illness/Injury

Discovery Canyon Elementary does not have a full-time nurse on staff. A health clerk paraprofessional trained in medication administration and first-aid response is housed in the elementary office for most of the day. If there is a need for a nurse, we are able to contact a nurse who will support DCCE and its students as needed.

Students must have a pass from a staff member to go to the Health Room, **except** in an emergency.

It is **not** acceptable for a student to stay in the bathroom when sick. The student must come to the Health Room in the Elementary Office. Based on the assessment of the staff, a child might rest and return to class or parents may be called to pick up their child.

### **Communicable Diseases**

If your student has any communicable (contagious) diseases throughout the school year, please call 234-1800 to notify the nurse so she may follow-up with any disease information that other parents may need. Examples are chickenpox, strep throat, head lice, scarlet fever, fifth's disease (slapped cheek appearance), meningitis, measles, impetigo, scabies, etc.

### **Glasses-Contact Lenses**

Students are responsible for their individual vision needs. Discovery Canyon cannot be held responsible for lost, stolen or damaged eyewear.

### **Health Care Plans**

Academy District 20 encourages health care plans for any student who needs a medical procedure done at school or has a health condition that needs to be closely monitored. Examples may include asthma, diabetes, epi- pen, seizure disorder, bleeding disorder, severe allergy, heart condition, etc. Forms are available in the school office. Please complete this form if you have a student with a health condition.

### **Illness**

Please do not send your student to school if he/she is ill. Academy District 20 illness guidelines state that school personnel should call parents to pick up a student with any of the following symptoms: fever of 101° or higher; vomiting, diarrhea, cold symptoms, such as constant runny nose or abnormal color of mucus (yellow, green, thick white); congestion; frequent coughing; possible communicable diseases; and undiagnosed rashes.

### **Freedom from Discrimination**

District policies protect students from discrimination that denies the benefits of district educational programs or activities based on race, gender, religion, ethnicity, national origin, age, or disability. If you believe you have been discriminated against, notify the Title IX officer in your school – usually the principal or assistant principal – or the Title IX officer in the District – the Executive Director for Learning Services. If it is because you are disabled, notify the Special Education Department in the District.

### **Student Dismissal Precautions**

- The school is legally responsible for taking reasonable steps to ensure the health and safety of its students during the school day. Therefore, each school shall set up procedures to validate requests for early dismissal so that students are released only for proper reasons and to a properly authorized person.
- Under no circumstances shall staff dismiss a student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of

the building principal or designee.

- The principal or designee shall not excuse a student under the age of 18 before the end of a school day without a request from the student's parent/guardian. In keeping with this policy:
- A student shall not be released from school early on the basis of an invalidated telephone call.
- Students of divorced or legally separated parents may be released to a noncustodial parent only upon the approval of the custodial parent.
- An elementary student shall be sent home only with a parent/guardian or, if parent/guardian is not available, with another authorized adult.
- Additional precautions shall be taken by the principal or designee as needs arise. The principal or designee has the authority to allow exceptions to this policy in case of emergency.

## Computer/Tablet Use and Internet Access

Each year, **all students must complete a Student Acceptable Use Agreement online before accessing the Internet.** This agreement is located in the Extended Portal. Students are not allowed to load any software or change any settings on the school computer/tablet without permission. Some violation examples are: changing display backgrounds or screensavers, moving the task bar, changing passwords, accessing or sending email, deleting or moving system files and/or adjusting volume. Infractions may result in the loss of school computer privileges for the remainder of the school year.

## Trained Canine Checks

Academy School District 20 contracts with a private company to provide random, unannounced visits to our campus via the use of non-aggressive, specially trained canines. Discovery Canyon Campus will be checked periodically to reduce and, hopefully, eliminate unwanted contraband. In the event prohibited items are detected, the appropriate, corrective action will be taken. During normal canine visits, all common areas of the campus will be checked. The program is closely monitored by campus administration. DCC is committed to providing an environment conducive to learning and free from unwanted, prohibited items that impact safety and security on campus.

## Custodial and Non-Custodial Parent Rights and Responsibilities: Policy KBBA

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

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

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

Academy District 20

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

School Year 2025-2026



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

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## Introduction

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

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

## Academic Rights

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

## Academy District 20 Mission Statement

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

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

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

## Assessments (administrative policy IKA):

State and federal laws require District students to take standardized assessments in the instructional areas of English language arts, math and science. If a student's parent/guardian chooses to opt the student out of taking a state assessment, the District shall not prohibit the student from participating in an activity, or receiving any other form 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 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 R 2)** is a fifth-year program which allows eligible students to participate in concurrent enrollment courses for the year after 12<sup>th</sup> grade. Student eligibility includes meeting graduation requirements and the completion of at least 12 credit hours of transcribed postsecondary courses (non-remedial) by the completion of the 12<sup>th</sup> grade year. [C.R.S § 22-35-108]. ASCENT is a fifth year only program. Participation in the CE or ASCENT programs must align with a student's Individual Career and Academic Plan (ICAP). Students must complete the District's ASCENT application process and submit all approved documents to the high school concurrent enrollment designee by the published deadline.

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

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

### Disciplinary Removal from Classroom (administrative policy JKBA)

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

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

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

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

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

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

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

### Equal Educational Opportunity (administrative policy JB)

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

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

## Evaluation

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

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

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

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

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

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

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

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

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

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

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

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

The District has designated the following information as directory information:

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

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

### Free Association

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

### Free or Reduced Lunch (administrative policy EF)

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

### Gangs (administrative policy JICF):

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

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

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

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

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

### Homeless Students Notification

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

### Homework Responsibilities

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

### Identification

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

### Individual Dignity

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

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

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

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

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

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

### Peaceful Assembly

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

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

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

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

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

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

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

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

Inspect, upon request and before administration or use -

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

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

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

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

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

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

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### Respect for Property

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

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

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

### Seeking Change through the Proper Channels

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

## Sex Education/Health and Family Life

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

## Sex Offenders, Notification Regarding:

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

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

OR

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

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

## Sexual Harassment (administrative policy JBB)

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

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

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

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

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

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

### Student Code of Conduct:

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

### Code of Conduct (administrative policy JICDA):

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

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

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

### [Dress Code for Students \(administrative policy JICA\):](#)

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

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

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

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

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

Clothing that:

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

Exceptions:

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

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

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

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

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

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

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

### Penalties for Possession of Drug Paraphernalia

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Student Expression

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

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

## Student Conduct (administrative policy JIC):

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

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

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

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

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

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

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

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

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

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

For purposes of this policy, the following definitions apply:

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

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

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

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

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

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

## Weapons in School (administrative policy JICI):

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

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

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

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

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

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

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

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