

Academy Endeavour Elementary School 2026-27 School Handbook



Using this handbook:

- Part 1: School Operations
- Part 2: Student Rights and Responsibilities
- Part 3: Parent Rights and Responsibilities

Parents and students must acknowledge their familiarity with this handbook each year in Infinite Campus prior to attending school.

This document is provided as a resource to Academy District 20's parents and students. Readers should be aware that some of this information may be in summary form. Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the [Board Policy page](#) on the Academy District 20 website.

Policies may also be reviewed at the Education and Administration Center of Academy District 20 located at 1110 Chapel Hills Drive. Printed copies of the source documents 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 content from our websites and communications tools.

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Part 1: School Operations

Welcome Letter

August 2026

Dear Parents and Families,

Welcome to a new school year at Academy Endeavour Elementary! We are thrilled to welcome our students and families back into the building as we kick off the 2026.2027 school year. We hope you enjoyed a summer filled with rest, family time, and fun!

This Student and Family Handbook contains important information to help ensure a safe, smooth, and successful school year. If you have any questions or are unable to find what you need in the handbook, please do not hesitate to contact the school office—we are here to help.

Your continued support of Academy Endeavour and our community is what makes this such a special place—thank you! You play an essential role in your child’s education and the success of our school. We look forward to working together to make this year a fantastic one.

Go Astronauts!

Carrie Mitchell, Principal

Molly Lehman, Assistant Principal

General School Information

School Hours and Supervision

- School Hours: 8:15 a.m. – 3:20 p.m.
- Office Hours: 7:40 a.m. – 3:30 p.m.
- Student supervision begins at 8:05 a.m. (when doors open) and ends at 3:25 p.m.

Please ensure students are not dropped off or walking to school before 8:05 a.m. and are picked up promptly at dismissal, as there is no adult supervision outside of these times.

Arrival and Dismissal:

- Students may enter through the Main Entrance, Edison Door (Hampton Park/grass side), or Astronaut Door (playground/portable side).
- The morning tardy bell rings at 8:15 a.m.
- Dismissal begins at 3:15 p.m., with the final bell at 3:20 p.m.

Breakfast:

- Breakfast is served from 7:55 – 8:15 a.m.
- Students eating breakfast should enter through the Breakfast Door near the garden.
- Students arriving after 8:15 are not permitted to eat breakfast.

Playground Guidelines:

- No playground use before school.



- After-school playground use must be supervised by a parent or guardian.
 - The preschool/kindergarten playground is closed after school to allow preschool dismissal.
 - The main playground is reserved for the after-school daycare program, which has priority access due to its rental agreement.

Student Behavior Outside Supervised Hours:

- Issues occurring before 8:05 a.m. or after 3:25 p.m. are the responsibility of parents.
- If a situation affects the academic environment during school hours, school administration may step in as needed.

We appreciate your cooperation in helping us maintain a safe and structured school environment for all students. Please contact the office with any questions.

Arrival and Dismissal Procedures

For the safety of all students and staff, we kindly ask that you follow all traffic guidelines and encourage your children to do the same. Each year, we experience several close calls, and our goal is to keep everyone safe at all times.

Please note that Hampton Park Drive is a city street, and as such, AEES staff have no authority over parking or traffic violations that occur there. Any instances of reckless driving or illegal parking should be reported directly to CSPD.

If you would like your child to be supervised by staff during dismissal, you must either use the valet line or ensure your student wait with a staff member for a direct hand-off. Please remember: it is your responsibility to locate that staff member or your child. While staff are stationed around campus during dismissal, only kindergarten students receive a direct hand-off to parents on foot.

If you would like your kindergarten child to walk to another location (to meet a sibling, walk home, etc.), please communicate this directly to their teacher. At 3:25 p.m., staff will sweep the campus and bring any unattended students to the front office for pickup.

Traffic Flow Reminders

- U-turns on Hampton Park Drive are illegal.
- Do not double park next to cars already parked at the curb.
- Stopping beside a parked car is considered illegal parking, as it blocks traffic flow.
- Always use designated crosswalks, and require your children to do the same.
- Enter the parking lot only where it is marked “Enter Here.”

Valet and Walker Procedures

- Pull forward as far as possible in the valet line—up to the sign near the small playground—so multiple cars can unload or load at once.
- Remain in your vehicle while loading or unloading. If your child needs assistance, please signal a staff member or park and walk your child across the lot safely.
- If your child needs help with buckling their seatbelt, please either pull all the way forward out of the loading zone or park in a designated spot to avoid delaying the valet line.
- Parents must escort their child across the parking lot. There is no designated crosswalk or crossing guard in the parking lot.



- Any student who does not load into a car in the valet line is considered a walker. This includes students whose parents park on Hampton Park Drive and walk over to pick them up. Walkers should be picked up on the Hampton Lawn.

Dogs/Animals on Property

For the safety and comfort of all students, staff, and families, dogs and other animals are not permitted on district property during arrival and dismissal times (7:40 a.m. – 3:30 p.m.).

If you bring a pet during these times, you must:

- Wait on the north side of Hampton Park Drive (across the street), off D20 property, or
- Keep your pet inside your vehicle.

Please note: The school is not liable for any negative interactions that may occur if a parent brings an animal onto campus. We appreciate your cooperation in helping maintain a safe and welcoming environment for everyone.

Attendance

If your child is not going to be at school, please call or email the office at 234-5609 or aees-attendance@asd20.org and report the absence as soon as possible.

In accordance with Colorado state law, it is the obligation of every parent to ensure that every child under his or her care and supervision who has attained the age of six years, and is a registered student in Academy District 20, receives adequate education and attends school.

Students who arrive after 8:20 a.m. without a doctor's note will be marked tardy—unexcused.

Families of students with repeated tardies or absences will be contacted to develop a support plan aimed at promoting consistent and timely attendance. Thank you for your partnership in helping all students start their day on time and ready to learn.

Excused Absences

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances that cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. If a student is in out-of-home placement, absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.
6. A student who is suspended or expelled.

Please provide doctor's note when applicable.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Family vacations, even if pre-arranged, will be marked as unexcused.



Make-Up Work

Make-up work will be provided for any class in which a student has an excused absence, unless otherwise determined by the building administrator or if the absence is due to expulsion.

- Teachers will not prepare assignments in advance of a planned absence but will ensure that missed work is saved for the student upon return.
- It is the student's and/or parent's responsibility to collect make-up assignments once the student returns to school.
- Students will be allowed one day to complete make-up work for each day of absence.

Suspension

Sometimes it is necessary to suspend a student from school to ensure the safety and welfare of that student and/or others. Parents and students will be informed promptly if such action is taken. The school is committed to maintaining a safe environment where all students can learn and thrive. Suspensions are considered carefully and are used when necessary to protect the school community. Student work will be provided for a suspension.

Expelled Students:

Unless otherwise approved by the building administrator, make-up work will not be provided during a student's expulsion. Instead, the district will offer alternative educational services in accordance with state law. The district will determine the amount of academic credit the student may receive for work completed in the alternative education program.

Attendance/Truancy

A habitual truant is a student age six and under age seventeen who has four total days of unexcused absences from school in any one month or ten total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as habitually truant. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant.

Chronic Absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who is absent 10% of a quarter, whether the absences are excused or unexcused, may be identified as chronically absent. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for this purpose.

AEES will inform parents of students who are absent 10% or more of total school attendance.

School Delays, Closings, Cancellations, and Early Releases

The school district will use all available resources to make informed decisions regarding school cancellations due to inclement weather or unsafe road conditions.

We sincerely encourage parents to use their best judgment when deciding whether it is safe for their child to attend school. If you determine that weather conditions are too hazardous, please keep your child at home.

Students who miss school under these circumstances will be allowed to make up missed work in accordance with the district's make-up work policy.



Delays and Closures

- Parents will be notified of delays or closures by email, text, or phone call based on their Parent Portal preferences.
- Local radio and TV stations will be updated by 6:00 a.m. with delay or closure information.
- A two-hour delayed start means school will begin at 10:15 a.m.
- Before-school activities will be canceled.
- AM preschool will be canceled.
- Breakfast will not be served during any two-hour delay, including weather-related delays and Late Start PLC Fridays.

We appreciate your attention to these procedures and your cooperation in keeping all students safe during inclement weather.

Early Release Due to Storms/Weather

If a storm develops while School District 20 is in session, a decision may be made to dismiss students early for their safety. In this case, early dismissal times will be announced on local radio and TV stations.

Please ensure your child knows what to do in the event of an early storm release. Review the following procedures:

- Bus riders: buses will follow their regular routes and sequence, but will operate on an early release schedule (typically two hours early).
- Parent pick-up: each teacher will have a sign-out sheet for parents to check out their child.
- Walkers: students who have parent permission to walk home will be allowed to do so.

We recommend discussing a clear plan with your child ahead of time to ensure they feel confident and prepared in the event of an early dismissal.

Emergency Closure Procedure

If hazardous weather or another emergency threatens the safety, health, or welfare of students or staff, the Superintendent or designee may decide to close the district for the day.

- Local radio and television stations will be notified to announce the closure.
- The decision will be broadcast by 6:00 a.m.

Please stay tuned to local media and ensure your contact information is up to date in the Parent Portal to receive timely notifications.

Communication and Community Expectations

Effective Parent and Staff Communication

If you have a concern or issue with a staff member, the first step is to reach out directly to that staff member to discuss and resolve the matter. If the issue remains unresolved, please contact an administrator for additional support.

We deeply value our staff's right to uninterrupted family and personal time during evenings and weekends. This time is essential for their well-being and helps them perform at their best for our students.

Please allow at least one full business day for a response from staff. Be aware that staff may not respond outside of regular school hours, on weekends, holidays, or school breaks.



For ongoing communication, AEES will use the ParentSquare app to connect with families efficiently.

AEES Social Media Norms

The Facebook and Instagram pages managed by the school are designed to engage the Academy Endeavour Elementary community positively and keep families and the public informed about events and activities at AEES.

These platforms are not intended for individual concerns or complaints. If you have a specific issue, please direct it to the school directly.

Comments that raise individual concerns or complaints will be removed, and the school will follow up with a phone call to address the matter personally.

Thank you for helping us maintain a respectful and supportive online community.

Directory Access and Updates

- Families who signed up previously will automatically be included in the directory for the next grade level unless they request removal.
- To sign up or update information, families should use the AEES directory form.
- Parents should not request editing access to the directory. Only administrators and AEES office staff can make edits. To update information, please resubmit it through the sign-up form.

Birthday Invitations

- Birthday invitations should be distributed before or after school or coordinated directly with other families outside of school, unless every member of the class is invited.
- Please use the grade-level directory to facilitate digital invitations and coordinate out-of-school playdates. This helps keep these activities organized without involving teachers.
- The directory is intended only for coordinating social events and should not be used to contact parents with whom your child may have conflicts.
- Misuse of the directory may result in removal of access for the parent.

Birthday Treats

- Food treats are not allowed to be brought or distributed at school for birthdays.
- Deliveries of food, flowers, balloons, or similar items will be held in the office for students to pick up after school.
- You may send goodie bags with non-food items to be distributed in the classroom. Please make sure there are enough bags for every student in the class.

Class Parties

There are three teacher-coordinated parties each school year:

- Harvest Party (Halloween/Costume Party)
- Winter Party
- Valentine's Day Party

These parties may include store-bought food items, which must be pre-approved by the teacher.



Important:

Any food brought into the school for these parties must be store-bought, in its original packaging, and include a nutritional/ingredient label verifying that it is nut-free.

School Programs and Daily Procedures

Nut-Free School

To ensure the safety of all students, especially those with severe, life-threatening allergies to peanuts and tree nuts, Academy Endeavour Elementary is a nut-free school in all areas outside of the cafeteria.

Please carefully follow these guidelines when selecting snacks or treats:

Snacks Consumed Outside the Cafeteria (e.g., classroom, recess):

- All snacks must be 100% free of peanuts and tree nuts.
- This includes snacks with any nut-based ingredients or those labeled as “may contain” peanuts or tree nuts.

AEES is a nut-free environment in all classrooms due to the severity and life-threatening nature of nut allergies. Please do not send snacks containing nuts for snack time. Students may only consume products with nut ingredients in the cafeteria. Students should not bring candy as a snack, though candy is permitted in lunches.

Drinks in the Classroom

Only water is allowed for consumption in the classroom. Any other drinks brought to class will be set aside, and students may finish them during lunch in the cafeteria.

Classroom Celebrations and Parties:

- Only store-bought items with a clear ingredient and nutrition label are allowed.
- Homemade treats are not permitted.
- Store-bought items must not contain:
 - Peanuts
 - Tree nuts (e.g., cashews, pecans, walnuts, pistachios, almonds)
 - Ingredients derived from or potentially contaminated by nuts, as indicated on the label

Lunch in the Cafeteria:

- Students may bring peanut or tree nut products in their lunches.
- Our cafeteria includes a designated peanut-free section at each table to prevent accidental exposure and ensure a safe dining environment for all students.

We appreciate your support in keeping all of our students safe and healthy. If you have any questions about whether a product is safe to send, please do not hesitate to reach out to the school.

Breakfast and Lunch

Breakfast is served daily from 7:55 a.m. to 8:15 a.m. Students may enter through the green cafeteria door by the garden starting at 7:55 a.m. Please ring the doorbell for entry.

Before and After School Care

AEES has partnered with Champions to offer quality child care before and after the school day.



Class Placement

Creating class lists involves careful thought and consideration. The goal is to place each student in an environment that best supports social and academic growth and success. Requests to adjust class placements or teacher assignments must be addressed with the administrator.

Field Trips

Class field trips are scheduled periodically to enhance classroom learning. Parents are required to sign a permission slip for each trip. All field trip fees will be processed through Infinite Campus.

Cell Phones and Electronic Devices

Cell phones and smartwatches with calling or texting capabilities must be turned off and kept in students' backpacks during school hours. Students may use their phones in the office only when deemed necessary.

All personal devices, including Meta Glasses, brought to school are brought at your own risk and should not be used as a recording device, cause distraction, create conflict, or disrupt the learning environment. The school is not responsible for lost, stolen, or damaged items brought from home, and items that detract from the learning environment will be stored in the office until parent pick up.

Homework Policy

Homework is assigned to reinforce skill development in concepts taught in the classroom and is determined by the teacher based on student needs. Students are expected to complete homework independently. If your child is struggling to finish homework on their own or is spending an excessive amount of time on it, please reach out to your child's teacher.

Bus Information

Please review the bus rules with your children and encourage them to cooperate with the bus driver. Students should refrain from fighting, horseplay, or throwing rocks at bus stops.

Your support in teaching responsible behavior while waiting for the bus is greatly appreciated.

To enhance safety, video and audio recording devices have been installed on school buses and may be in operation at any time.

For specific information about ASD20 Transportation, including routes, fees, and payments, please contact Transportation at 719-234-1410.

School Health Services

First Aid/Illness at School

Only basic first aid is provided at school. In the case of a serious injury, parents or guardians will be notified to pick up their child. If a parent or guardian cannot be reached, 911 will be contacted to transport the child to the nearest medical facility.

If your child becomes ill at school, they may rest briefly in the health room before

being encouraged to return to class. Parents or guardians will be contacted to pick up their child if they exhibit any of the following symptoms:

- Feeling too sick or unable to participate in class
- Temperature of 100.5°F or higher
- Sore throat and cough
- Excessive coughing



- Body aches
- Fatigue or general lethargy
- Vomiting
- Diarrhea

Please ensure your current phone number and contact information are updated in Infinite Campus. All students should have an emergency contact on file. If your child is sick in the morning, please do not send them to school, as the health room is not equipped to serve as an infirmary.

Health Concerns

If your student has a specific health concern—such as asthma, allergies, diabetes, seizures, or other conditions—please ensure the school is informed and keep all teachers and staff working with your child updated on these concerns.

Health care plans are often created for students with specific health needs. These plans are available in the school office or on the district website. In some cases, the nurse will meet separately with parents to gather detailed health information, especially for new students or those recently diagnosed with a health condition.

The school nurse maintains a confidential health concerns list that is shared with staff only on a need-to-know basis. It is your responsibility to keep the school informed of any changes in your student's health.

Illness Guidelines

Students exhibiting one or more of the following symptoms must be kept at home and excluded from school until all symptoms have resolved for at least 24 hours without the use of medication:

- Temperature of 100.5°F or higher. The student must be fever-free for 24 hours without fever-reducing medications before returning.
- Flu-like symptoms must be resolved for 48 hours before returning to school.
- Constant runny nose.
- Abnormal color or consistency of nasal or eye discharge.
- Uncontrolled or unusual cough.
- Frequent sneezing that is not allergy-related.
- Lung or nasal discharge.
- Vomiting or diarrhea within the last 24 hours. Symptoms must be resolved for 24 hours before returning.
- If antibiotics are prescribed, the student must have received at least 24 hours of antibiotics before returning.
- Undiagnosed skin rashes or open lesions.

Students may return to school once the exclusion period has passed or when a healthcare provider authorizes their return.

Students should also stay home if any of the following apply:

- They do not feel well enough to comfortably participate in their usual activities.
- They require more care than school staff can provide.



- They have a high fever, behavioral changes, persistent crying, difficulty breathing, lack of energy, uncontrolled coughing, or other signs of severe illness.

If a student has a potentially contagious illness, staying home is strongly recommended by healthcare providers and public health authorities.

Immunizations

For the most up-to-date information regarding immunizations, please visit the Academy School District 20 website.

Medication at School

Only parents or legal guardians are permitted to bring medications to school and leave them with office personnel, who will administer all medications. For safety reasons, medications will not be sent home with students.

Whenever possible, please schedule medications to be administered at home. Medications prescribed three times a day should be given before school, after school, and at bedtime. If medication must be given during school hours, please arrange for it to be administered around lunchtime to minimize classroom disruption.

The following procedure must be followed for medications to be administered at school:

- Prescription medications must be provided in the original pharmacy-labeled bottle.
- Separate bottles for home and school are recommended.
- The label must include the student's name, prescribing doctor's name, name of the medication, dosage, administration times, and prescription date.
- Over-the-counter medications must be brought to school in their original container or packaging, clearly labeled with the student's name, and kept in the main office or health room.
- The Permission to Administer Medications During School Hours form must be completed by the parent or guardian and signed by the health care provider with prescriptive authority for each medication, including over-the-counter medicine.
- The medication provided must match the medication listed on the form, including brand and dosing information.
- For medications administered on an as-needed basis, the note must indicate the amount to be administered, the frequency, and the reason for giving the student the drug.

Medication will not be administered if it comes in a plastic bag, plain bottle, envelope, or other improper container. All medication must be stored in the health room.

Cough Drops

Cough drops are not permitted in the building without a completed Permission to Administer Medications During School Hours form on file. The only exception is the district-approved Halls Fruit Breezers. These should be given to your child's teacher for distribution and kept in the classroom. Students should not carry Fruit Breezers in their backpacks throughout the day.

Chapped Lips

Students may keep Chapstick or lip balm in their backpacks or pockets for personal use. The health room also provides Vaseline for students with chapped lips. If you prefer to opt your child out of receiving Vaseline, please contact the office.



Lotion

If your child needs to use hand lotion at school, please inform the teacher and provide permission for your child to apply the specified brand of lotion. The lotion should be kept in the student's backpack when not in use, and students should be reminded not to share their lotion with others.

Student/Parent Responsibilities

Personal Items/Property Brought to School

Students should obtain teacher permission before bringing personal items to school, as problems can arise when items are brought without approval. Money and other valuables should only be sent when necessary, be clearly labeled, and be handed directly to the teacher (for example, lunch money or field trip fees).

Personal items left at school will be placed in the lost and found. Unclaimed items will be discarded or donated at the end of each quarter. Academy Endeavour is not responsible for lost, stolen, or damaged personal property.

Care of School Property

Students are responsible for any loss or damage to school items and property. Fines will be charged to cover the cost of replacement.

Student Dress Code

Parents and students share the primary responsibility for appropriate dress. Clothing should be suitable for Colorado's changing weather and prioritize health and safety. Clothing that is revealing, obscene, or contains references to sex, body parts, drugs, alcohol, or violence is not allowed. Hats and sunglasses should not be worn inside the building except on special occasions, such as designated hat days approved by the teacher or school. Hoodies should not be worn with the hood up while indoors.

Bicycles/Skateboards/Rollerblades/Scooters/Motorized Devices

Students may ride bicycles and scooters to school and should park them in the racks provided at the back of the building. Students must walk—not ride—through crosswalks and while on school grounds. Each student is responsible for securing a bike or scooter with a lock. Parents are encouraged to review proper bicycle and traffic safety with their children, and helmets are strongly recommended.

Skateboards, rollerblades, and Heelies are not allowed to be stored in classrooms and should not be used on school grounds. AEES is not responsible for storing or charging any transportation devices. Any items left on school property for more than one week will be considered abandoned and disposed of accordingly.

Safety and Security

Bullying

At AEES, there is a strong and ongoing emphasis on character and ethics both inside and outside the classroom.

The district is committed to maintaining a school climate free from threats, harassment, and all forms of bullying. Bullying in any form is unacceptable. Bullying includes the use of coercion or intimidation to



control another person or cause physical, mental, or emotional harm, including cyberbullying or physical acts or gestures.

Bullying is prohibited against any student for any reason, including but not limited to academic performance or any characteristic protected by federal and state law.

Bullying does not include all conflicts between students. Students who engage in bullying or retaliate against individuals who report bullying in good faith are subject to disciplinary action, including suspension, expulsion, or referral to law enforcement.

The district cannot address bullying incidents unless they are reported. Please inform a trusted adult at school if you have been bullied or witnessed bullying.

Many bullying incidents occur outside of school hours and on personal devices. The school will not investigate or intervene in conflicts that do not directly affect the school day or learning environment.

Safety Drills

Fire and other emergency drills—including tornado (shelter), lockdown, secure the perimeter, and evacuation drills—are conducted regularly to ensure that students and staff are prepared in the event of an emergency. Emergency routes are posted in every room, and teachers review the designated safety areas and evacuation procedures with students. When a class evacuates the building during an emergency, students remain with the teacher until the all-clear signal is given.

Entering the School/Visitors

All outside doors, including the main entrance, remain locked at all times for security. Visitors must present photo identification and state their purpose before checking in at the office. Often, needs can be addressed without entering the building, as office staff can assist remotely.

To maximize safety and minimize disruptions to learning, visitors and parents without a specific purpose will not be admitted without prior approval or a scheduled appointment. Students under 18 visiting siblings must be accompanied by a parent, guardian, or another adult listed as an approved contact in Infinite Campus. Former students and families should arrange visits with staff in advance rather than arriving unannounced.

Emergency Contacts

Please ensure your Parent Portal account in Infinite Campus is up to date with current contact information and emergency numbers. This includes the names of individuals authorized to check your child out of school in case of an emergency.

Items Not Allowed on School Property

Items that can cause harm or serious injury are strictly prohibited on school grounds. This includes, but is not limited to, spring-loaded or pocket knives, darts, firearms, weapons or replicas, cigarettes, drugs, toy weapons, lighters, and matches. Such items, along with anything that disrupts the learning environment, will be confiscated.

Possession of these items may result in suspension or expulsion. Confiscated items must be picked up by a parent or guardian; otherwise, they will be disposed of at the end of the school year. Absolutely no knives, guns, weapons, or replicas will be allowed on campus.

Volunteers

A key part of the school's success is strong parent involvement. Volunteers are welcome in many areas, whether for individual activities, special projects, or regularly scheduled time blocks. For more information



or to become a district-approved volunteer, please contact the front office at 234-5600. All volunteers must be approved by the district and complete a brief school orientation.

Inclement Weather

Dismissal will run normally unless dangerous weather conditions are present, such as blizzard conditions, lightning within 10 miles of the school, or unsafe temperatures below 0 degrees. In the event of unsafe weather conditions, students will be released from the gym and must be signed out by a parent. A notice will be sent with more information on procedure. These are the only instances in which students will not be outside for dismissal, so please have your student dressed appropriately for all types of weather.

When lightning is within 10 miles of the school, students are held until the lightning has moved outside of a 10-mile radius. In these instances, the school will release from the gym, and students who walk home will not be released until conditions improve unless the school receives notification from a parent or guardian allowing the student to walk home in inclement weather.

Indoor/Outdoor Recess Policy

Students will have outdoor recess as often as possible. Indoor recess will only occur on very cold days (wind chill of 20°F or below) or during inclement weather. Please ensure your child is dressed appropriately for the season, including warm clothing, gloves or mittens, and a hat. Students who do not have appropriate outerwear will still be expected to go outside with their class.

PBIS, RULER, and Social Emotional Learning

At AEES, students' academic and social-emotional growth is supported through PBIS (Positive Behavioral Interventions and Supports), REACH for the Stars, and RULER. These initiatives create a safe, respectful, and positive learning environment where all students can thrive.

REACH for the Stars

REACH for the Stars is the school-wide PBIS program that encourages and celebrates positive student behavior. Students are taught specific expectations and are recognized for demonstrating these behaviors throughout the school day.

Students who are caught showing expected behaviors earn punches on their REACH cards, which are kept in the classroom. Once a student earns 25 stars, they may choose from rewards such as:

- Extra recess
- Water bottles or school T-shirts
- Sitting with a friend in class
- Acting as administrator for a day

This program supports both intrinsic and extrinsic motivation and helps students take ownership of their actions in a positive, structured way. In addition to REACH, AEES continues to reinforce District 20's Ten Core Principles, building a strong foundation for ethical and respectful behavior.

The foundation of the program is the teaching matrix, based on the philosophy: "If we expect it, we have to teach it." REACH stands for:

- Respect
- Effort
- Attitude
- Citizenship



- Honesty

These values are taught explicitly in all common areas of the school, including classrooms, hallways, restrooms, cafeteria, playground, office, and during arrival and dismissal. Expectations are introduced in August and formally reviewed after winter and spring breaks.

Families are encouraged to use REACH at home as well. The framework can be integrated into current routines or reward systems and provides consistency between home and school.

RULER – Emotional Intelligence

AEES also implements RULER, a social-emotional learning program developed at the Yale Center for Emotional Intelligence. RULER is grounded in decades of research showing that emotional intelligence is critical for learning, well-being, decision-making, and lifelong success.

RULER teaches five key emotional intelligence skills:

- Recognizing emotions in oneself and others
- Understanding the causes and consequences of emotions
- Labeling emotions accurately
- Expressing emotions appropriately
- Regulating emotions effectively

These skills are integrated into academic instruction and daily routines. The goal is to help students, teachers, and families recognize and manage emotions in healthy and constructive ways. When schools and families work together to support emotional development, students not only feel better—they perform better.

Counselor Information

Overview

The elementary years are a critical time for children to develop the foundation for lifelong learning, self-awareness, and interpersonal skills. As students grow, they begin transitioning from self-focused thinking to developing empathy and cooperation with others. They learn to solve problems, take responsibility, and build meaningful friendships.

At AEES, the school counselor is trained in child development and offers programs that support students' academic, social, and emotional growth. Guidance activities are provided regularly to all students throughout the school year. Topics may include:

- Study skills
- Social skills
- Conflict resolution
- Decision-making
- Personal responsibility
- Coping strategies
- Drug prevention education



For students who need additional support, small group counseling sessions are offered. These groups provide a safe space to discuss concerns, build skills, and take responsibility for choices. Counseling services may also include:

- Individual student observations and assessments
- Intervention planning
- Parent education and consultation
- Teacher collaboration
- Crisis management and follow-up
- Referrals to outside support services as needed

Counseling at AEES is a collaborative effort among students, parents, teachers, and administrators, with the school counselor serving as an advocate to help each child reach full academic, personal, and social potential.

Confidentiality

Counselors respect the privacy rights of students. However, any information that may pose a risk to a student's health, safety, or welfare—or that of others—will be shared with parents, even if the student objects. If you have any questions about confidentiality or specific counseling services, please contact the school counselor directly.

Parent's Right to Decline Counseling Services

Parents have the right to decline school counseling services for their child. To opt out, parents may submit a signed letter or stop by the office to complete a form indicating this preference. If your child transitions to a different school, it is your responsibility to update your preference with the new school.

Contact Information

Kim Kieffer, AEES School Counselor | 719-234-8594



Part 2: Student Rights and Responsibilities

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 in a safe and supportive environment.

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 the District partners 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 the District, 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 .

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 their academic performance, on the basis of their weight, height, or body size, 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 .

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 staff's 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 IHEDA 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.

Confidential Student Records-also see (The) Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g, and administrative policy JRA/JRC)

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



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 disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or need for special education services.

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 and procedure JRA/JRC R), 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 parent or eligible student will be provided an electronic copy of the file through a secure link.
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, within 10 school days of the date records were first examined, clearly identifying the part of the record they want changed, and specifying 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 adjust this setting in your Infinite Campus account.

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)(A)(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 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 those 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, family composition, national origin, religion, ancestry, or need for special education services.. The dignity of each individual is best served when all concerned, whether staff or students, treat one another respectfully. Academy District 20 is committed to a learning and working environment free from any form of violence or abuse including, but not limited to, actions, words, or insults towards our students, staff, and parents.

The District does not tolerate harassment or bullying in Academy District 20 schools, at school activities or on school buses or at District bus stops. To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time.



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

In accordance with federal and state law, Academy District 20 does not discriminate on the basis of disability, race, color, gender, sex, sexual orientation, gender identity, gender 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:

Compliance Coordinator
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. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has a close family relationship;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian;
8. Income (other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program; and/or
9. Social security number.

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

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information.
2. The administration of any protected information survey; and



3. Any non-emergency, invasive physical examination or screening (other than a hearing, vision, or scoliosis screening) that is:
 - a. Required as a condition of attendance;
 - b. Administered by the school and scheduled by the school in advance; and
 - c. Not necessary to protect the immediate health and safety of the student or of other students.

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 (“eligible student”) 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/guardians of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent to opt their 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/guardians 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/guardians 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 (“eligible student”) 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:

[El Paso County Sheriff's Office Sex Offender Search](#)

OR

[Colorado Springs 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, or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

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 order and safety. The District administration recognizes that students have a right to express themselves through dress and personal appearance; however, students must not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the student dress code will be notified of the violation and required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. Disciplinary actions subsequent and/or repeated violations of the student dress code may include a parental conference and more severe disciplinary consequences, including suspension or expulsion.

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds or at school activities:



1. inappropriately sheer, short, tight or low-cut clothing that bares or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
2. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - a. Refer to drugs, tobacco, alcohol, or weapons
 - b. Are of a sexual nature
 - c. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - d. Are obscene, profane, vulgar, lewd, or legally libelous
 - e. Threaten the safety or welfare of any person
 - f. Promote any activity prohibited by the student code of conduct
 - f. Otherwise disrupt the teaching-learning process

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:

1. First Offense - The student may be suspended for up to three school days.
2. Second Offense - The student may be suspended for up to five school days.
3. 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. Policies are maintained online with public access. Copies can be printed upon request at any District school.

The code shall apply to behavior in the classroom, on school grounds, in school vehicles, at school activities and events, and in certain circumstances, to off-campus behavior. In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the



supervisory authority vested by the board in all District staff members, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All staff members of the District shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

Student Discipline (administrative policy JK)

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

Student Fees and Fines (administrative policy JQ)

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

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

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

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

Student Interrogations, Searches, and Arrests (administrative policy JIH):

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

Interviews by school administrators

When a violation of District policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a report of child abuse is made to school officials 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 and witnessed by another person of the same sex as the student.

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.

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 to self or others may be:

- Seized and offered as evidence in any expulsion proceeding. Such material shall be kept in a secure place by the school administration or security 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.

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.

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. 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, artificial intelligence, 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' District-provided devices will be filtered at all times. Student personal devices are filtered while on the District network.

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, generate using an artificial intelligence tool, 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 information protected by confidentiality laws
- using another individual's Internet or electronic communications account
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator
- as a means for 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. Additionally, 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 and media literacy 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 (DPD)

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, artificial intelligence, 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 need not be locked, but shall be kept in a secure location away from the reach of students. 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, Expulsion and Denial of Admission (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. The use, possession, or sale of a drug or controlled substance.
6. The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault under C.R.S. 18-3-204 if committed by an adult
7. Possession of a dangerous weapon without the authorization of the school or the school district.
8. Repeated interference with a school's ability to provide educational opportunities to other students.
9. 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.
10. Failure to comply with the immunization requirements as specified in Colorado law and administrative policy JLCB unless one of the following has been provided: a written authorization signed by a parent/guardian requesting local public health officials administer the immunizations; a certificate of medical exemption; a certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment; or a certificate of non-medical exemption. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

Grounds for denial of admission

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

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



recorded as a disciplinary action but may be noted in the student's immunization record with an appropriate explanation.

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 District-enrolled students 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 3 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.

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm 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 such 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. Students who violate this policy provision may be subject to disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

In accordance with 20 U.S.C. § 7961 (“Gun Free Schools Act”), 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.



Part 3: Parent Rights and Responsibilities

Summative Statement

In Academy District 20, we are committed to honoring the rights of parents and promoting parental involvement in the District. We believe that parents and guardians are each student's first and most important teachers and have the first priority in leading their student's educational journey. We value their voice in every aspect of their student's experience and have created this document to serve as a guide outlining the shared rights and responsibilities of parents, guardians, and the school.

We partner together to ensure safe, supportive, high-quality learning environments for every student to ensure they have the knowledge, skills and character to succeed into the future. This document summarizes what families can expect (rights) and what we ask of them (responsibilities), aligned to current policies and procedures.

Parental Rights Section

Safe, Supportive Schools Rights

Every learner deserves safety, dignity, and connectedness. The District works to prohibit and address bullying and discrimination, follow fair discipline processes, report concerns quickly, and uphold conduct that supports a positive school climate.

Parents shall:

- Have clear information about campus safety practices, including visitor check-in, ID requirements, and controlled entry.
- Understand the role of School Resource Officers (SROs) and how to submit anonymous tips via Safe2Tell.
- Have timely, lawful notifications about safety incidents as permitted by policy and privacy laws.
- Be provided with learning environments for their students that are free from unlawful discrimination and harassment. (AC; notice & compliance officer info)
- Be provided with environments for their students that are protected from bullying, violent or aggressive behavior, and weapons. (JICDE; JICDD; JICI)
- Have clear, fair discipline with due process for students. (JKD/JKE)
- Be notified when a staff member has been accused of specific criminal offenses. (KDBA)

Welcoming Environment & Communication Rights

A welcoming environment, powered by clear and accessible communication strengthens partnership. The District works to share timely information, resolve concerns, and ultimately provide the most welcoming environment possible to support learning for students.

Parents shall:

- Have accessible digital content and tools that meet Colorado standards (e.g., Web Content Accessibility Guidelines (WCAG) 2.1/2.2) and a process to request alternatives if needed. (ACE)
- Receive timely, respectful responses to concerns—including a clear pathway for complaints/appeals. (KE; KFA)
- Have opportunities to engage as partners in learning and school life. (KB; KBA Title I)



Academic Excellence Rights

Rigorous, standards-aligned instruction helps every student thrive. The District provides transparent curriculum review, handles sensitive topics with balance, and offers established procedures for requesting alternatives or challenging materials.

Parents shall:

- Have an environment for students that has high-quality instruction aligned to the Colorado Academic Standards, reviewed on a regular cycle. (IIAC & procedures)
- Have an environment for students that has objective, age-appropriate instruction on complex or controversial topics with space for respectful questions and discourse. (IMB/IMB-R)
- Have a clear process to request alternative materials or to challenge content, including library materials, with forms made available upon request. (KEC; IJL)
 - And have the ability to have their students not participate in programming that does not align with family values.
 - This includes Human Sexuality curriculum, in which families directly select participation for their students via school-based opt-in forms. Families that do not select a participation are opted out of this curriculum for their students.
- Have supplemental educational resources approved and governed by age-appropriate restrictions. (IIAC E-1)
- Have clear attendance expectations and prompt outreach when absences occur. (JH; JHB)
- Have annual notice of no-tuition concurrent-enrollment options, anticipated textbook/fee costs, and transferability of credits. (Concurrent Enrollment policy)

Data Privacy Rights

Student data must be protected and used responsibly. The District honors the Family Educational Rights and Privacy Act (FERPA), provides annual notices, safeguards privacy, and offers opt-out options for families where possible.

Parents shall:

- Have a FERPA right to inspect and request amendment of education records, control disclosure of directory information, and file complaints. (JRA/JRC; JRA/JRC-E-1)
- The ability to opt out of disclosure to military recruiters. (JRA/JRC-E-2)
- Have advanced notice and opt-outs for protected information surveys, and certain exams or data collection. (PPRA and other applicable policy content)
- The right to request video review via the established video process. Note: Safety/security video may include other students and is generally protected by FERPA.

Health, Wellness & Student Medications Rights

We believe healthy students learn best. The District follows health plans and medication procedures, shares essential medical information with families, complies with immunization requirements or lawful exemptions, and provides health and safety supports when needed.

Parents shall:

- Have a school environment where support services are offered and available at each school; with the ability to contact the counselor or office to access support.
 - Confidentiality has limits under FERPA and safety laws; staff will communicate when those limits apply.
- Have a school environment with safe administration of medications at school with nurse oversight; documented storage and record-keeping. (JLCD)



- Have a school environment with clear allergy/anaphylaxis plans; permission to self-carry epi-pens/inhalers when authorized; availability of emergency opiate antagonists. (JLCDA; JLCD; naloxone policy)
- Have access to immunization information, required forms, and exemptions as provided by law. (JLCB; JLCB-E1/E2)
- Have parameters for medical marijuana administration to qualified students. (JLCDB)

Technology, Digital Citizenship & Data Security Rights

Technology should expand learning while protecting students. The District and its parents, staff, and students shall use devices and accounts responsibly, practice digital citizenship, report misuse or security issues, and comply with network safety expectations.

Parents shall:

- Have a school environment with age-appropriate digital citizenship and device-use training will be provided to students.
- Have a school environment with reasonable protection from harmful online content on District networks and devices (CIPA compliance). (JS; ACE)

Transportation & Activities Rights

Safe travel and activities enrich the student experience. The District and its parents, staff, and students shall follow transportation rules, meet eligibility and conduct expectations for athletics and activities, and communicate needs or concerns in advance.

Parents shall:

- Have clear guidelines for eligibility for athletics and activities that aligns with District policy and CHSAA guidelines; academics and attendance are factored into eligibility.
- Have a school environment free from hazing/harassment; this behavior may result in both activity and disciplinary consequences.
- Have access to student transportation per District policy; with clear safety expectations on buses and at stops. (EEA; EEA-E; cross-refs in JECC)
- Have clear rules for athletics/activities participation and assignments. (IGDJ and regulations)
- Have a school environment with activities such as clubs that are governed by appropriate rules and review by administrators at each site. (JJA)
- Have safe, supervised student field trips with advanced information. (IJOA & exhibits)

Choice, Enrollment & Family Arrangements Rights

Transparent enrollment processes support family choice and student stability. The District and its parents, staff, and students shall provide accurate documentation, follow placement and transfer procedures, and honor lawful custody and records access.

Parents shall:

- Have clear processes for administrative transfer and choice enrollment, subject to capacity and safety. (JECC; JFAA cross-refs)
- Have a District that respects legal custody arrangements and access to records consistent with court orders. (KBBA)



Parental Responsibilities Section

Safe, Supportive Schools Responsibilities

Parents will:

- Follow posted visitor procedures (check-in, ID, badge) and respect staff directions during drills and emergencies.
- Utilize Safe2Tell for threats to student or school safety. Please report concerns to school contacts or Safe2Tell promptly.
- Treat others with dignity; follow school rules and staff directions. (JKD/JKE)
- Report safety concerns, including cyberbullying. (JICDE; JS)
- Ensure students follow dress, appearance and behavioral expectations that support a safe, orderly school.

Welcoming Environment & Communication Responsibilities

Parents will:

- Keep contact information current; and review school and district communications including regularly scheduled school and district newsletters.
- Use the District's concern/complaint process constructively and at the lowest level first. (KE/KE-R)

Academic Excellence Responsibilities

Parents will:

- Discuss coursework with students; use established procedures to request alternatives or lodge challenges when needed. (IMB-R; KEC)
- Ensure regular, on-time student attendance; notify the school of absences; participate in plans if attendance becomes a concern. (JH; chronic absenteeism provisions)

Data Privacy Responsibilities

Parents will:

- Review annual notices; submit directory information or recruiter opt-out forms by stated deadlines. (JRA/JRC E-1/E-2)

Health, Wellness & Student Medications Responsibilities

Parents will:

- Provide required health documentation and medications; follow medication and health-plan procedures. (JLCD; JLCB)

Technology, Digital Citizenship & Data Security Responsibilities

Parents will:

- Report nonfunctioning District-provided devices via the classroom teacher, then to the help desk and finally to the District for support to avoid instructional disruption.
- Use District devices and accounts ethically; protect privacy; follow the Student Responsible Use rules (annually reviewed). (JS; cross-refs)
- Report security or misuse concerns immediately. (JS)

Transportation & Activities Responsibilities

Parents will:



- Follow transportation safety rules; adhere to CHSAA/District eligibility and conduct expectations in activities. (IGDJ regs)
- Submit permissions and required forms on time; meet academic/behavioral expectations for participation. (IJOA)

Choice, Enrollment & Family Arrangements Responsibilities

Parents will:

- Provide accurate residency/custody documentation; follow transfer and appeal steps in policy. (JECC; KBBA)

Shared Responsibility & Additional References

Shared Responsibility on Raising Concerns

Most issues are solved closest to where they arise. The District instructs families to address concerns beginning with the appropriate staff member, move to school leadership if needed, and use the District's posted complaint or appeal process when an issue remains unresolved.

Established Process:

1. Start with the staff member closest to the issue.
2. If unresolved, contact the school principal/department lead.
3. Escalate per policy to the principal's supervisor or District office.
4. If still unresolved, follow KE/KE-R to the Superintendent; the Board is the final step for public complaints, with separate KEC procedures for instructional resources. (KE; KEC)

Important Notes:

- Be Respectful, Constructive and Timely—in meetings, emails, and online spaces.
- Public-conduct expectations apply at school and district events.
- Staff are not available 24/7 and do not typically have the ability to respond outside of their scheduled workday.

Quick Reference to Core Policies (non-exhaustive)

- Nondiscrimination/Equal Opportunity: AC (+ AC-E notice)
- Bullying/Violence/Weapons: JICDE; JICDD; JICI; KFA (public conduct)
- Discipline/Due Process: JKD/JKE (+ Students with Disabilities procedure)
- Student Records/FERPA: JRA/JRC; JRA/JRC-E-1; JRA/JRC-E-2 (military opt-out)
- Instructional Materials/Challenges: IIAC (+ R-1/R-2); IMB (+ IMB-R); IJL; KEC
- Parent Engagement: KB; KBA (Title I)
- Accessibility: ACE (Digital Accessibility)
- Technology Use: JS (Student Use of the Internet, Electronic Communications & Digital Media)
- Attendance: JH; JHB (truancy)
- Health & Medications: JLCD; JLCDA; JLCB (+ E1/E2); JLCDB; naloxone provisions
- Transportation: EEA (+ EEA-E); JECC cross-refs
- Field Trips: IJOA (+ exhibits)
- Athletics/Activities: IGDJ (and regs)
- Custody: KBBA

