

# STUDENT POLICY HANDBOOK

## 2023-24

This document references policies that are required to be distributed annually. The information provided is a summary of policies. The full policy can be found on the District's webpage at [www.byers32j.k12.co.us](http://www.byers32j.k12.co.us). Policies are located on the District Page, Board of Education, Policies.



I have received a copy of the Student Policy Handbook for the 2023-24 school year.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\*Please return this acknowledgement form to your building secretary.



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# BYERS 32J SUMMARY OF POLICY HANDBOOK

## For Students

### 2023-2024

On the following pages we have attempted to summarize selected district policies, which have been of special significance and interest to students and parents/guardians. Within these policies are those required by law to be distributed yearly. The policies provided are summarized for your convenience. The information and guidance provided highlight key areas; however, they may not represent all areas of interest. If you wish to review additional Board policies, or read these policies in detail, copies are available for your inspection in the District office, principals' offices, superintendent's office and on the District website ([www.byers32j.k12.co.us](http://www.byers32j.k12.co.us)) under District>Board of Education>Policies . As a reminder, the Board has the right to amend, change, or delete any existing policies as well as enact additional policies.

The policies in this document are referenced in the following manner:

Policy Code	Policy Name
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Items in [ ] are notes which provide clarity or are a specific Byers reference and are not extracts from the referenced policy.

Specific legal references and cross references to other policies are listed in the detailed policies.

Policies are often implemented through administrative rule. These rules are designated by the letter R following a policy notation, e.g., ADC-R.

*It is the policy of Byers School District 32J to not discriminate on the basis of age, race, religion, color, national origin, sex or handicap in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Lack of English speaking skills will not be a barrier to participate or admission. Students eligible to participate in CTE programs for Agriculture Ed and Business Ed must be enrolled in the secondary school. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX officer, Stacy Sondburg, 444 East Front Street, Byers, CO 80103.*

*Es la póliza de Byers School District 32J de no discriminar por motivos de raza, edad, religión, color, origen nacional, sexo o impedimento en sus programas, servicios o actividades según requerido por el Título de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas de Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. La falta de habilidades para hablar ingles no sera una barrera para participar o admision. Los estudiantes elegibles para participar en programas CTE para educación agricola y comercial deben estar inscritos en la escuela secundaria. Preguntas con respecto al cumplimiento y/o procedimientos de queja pueden ser dirigidas al oficial del Titulo IX, Stacy Sondburg, 444 East Front Street, Byers, CO, 80103*

**File: AC      NONDISCRIMINATION/EQUAL OPPORTUNITY**

**AC-R-1 NONDISCRIMINATION/EQUAL OPPORTUNITY (Complaint & Compliance Process)**

**AC-R-2 SEX-BASED DISCRIMINATION AND SEXUAL HARASSMENT INVESTIGATION PROCEDURES**

- The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of race, religion, color, national origin, sex, marital status, sexual orientation, pregnancy, national origin, ancestry, citizenship, gender identity, disability. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, religion, color, national origin, sex, marital status, sexual orientation, pregnancy, national origin, ancestry, citizenship, gender identity, disability. Discrimination against employees and applicants for employment based on age, genetic information and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

**File: ADC      TOBACCO-FREE SCHOOLS**

- In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by staff, students and members of the public is banned from all school property.

**File: EBCE      SCHOOL CLOSINGS AND CANCELLATIONS**

- The superintendent is empowered to close the schools or to dismiss them early in event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. It is understood that the superintendent will take such action only after consultation with appropriate authorities. The Board shall ratify the closing at its next regular meeting.

Parents, students and staff members shall be informed early in each school year as to how they shall be notified in event of emergency closings or early dismissals.

All staff members, except for teachers and personnel who work only on teacher work days or on student days, unless otherwise notified shall be required to report to work as soon as possible on emergency days.

During inclement weather, buses will not enter onto private property or roads that are not maintained by county road crews. Designated bus stop pick-up points will be used instead.

**File: EEAG      STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

- A staff member may transport a student or group of students in his own car for school-related purposes only if he has standing authorization to do so or with special permission covering the specific trip. [Specific procedures/requirements are being developed for the driving, training and operation of the District's activity bus].

**File: EF-E-1 SCHOOL MEAL PAYMENTS**

- This policy is intended to serve the purposes of meeting student needs, minimizing the identification of students with insufficient funds to pay for school meals and maintaining the fiscal integrity of the district's school food service account.

**File: EFC FREE AND REDUCED-PRICE FOOD SERVICES**

- The district shall take part as feasible in the National School Lunch and other food programs which may become available to ensure that all students in the district receive proper nourishment.

The administration shall establish regulations which conform with state and federal (or other) requirements regarding participation in programs for free and reduced price meals and supplementary food. Such regulations shall be presented to the Board from time to time for its approval.

**File: IC/ICA SCHOOL YEAR/SCHOOL CALENDAR/INSTRUCTION TIME**

- The district calendar for the next school year shall be prepared by the superintendent and presented to the Board for approval in the spring of each year. In preparing the calendar, the superintendent shall consider the educational objectives of the district, including how best to address the needs of all students to enable them to meet or exceed state and district content standards. The superintendent shall also consult with other districts in the area.

**File: IHAMB-R HEALTH AND FAMILY LIFE/SEX EDUCATION (Exemption Procedure)**

- The Board believes that the purpose of family life and sex education is to help students acquire factual knowledge, skills and attitudes which will result in behavior that contributes to the well-being of the individual, the family and society.

**File: IJNDAB\* INSTRUCTION THROUGH ONLINE COURSES**

- The Board of Education believes online education courses that are supplemental to the district's education program may serve as an effective tool to expand the educational opportunities for students at all levels of achievement. Online courses can enhance, supplement or enrich the existing curriculum and can also provide an alternative means of instruction.

Online education courses will be part of the district's educational program to increase accessibility and flexibility in the delivery of instruction for students in grades six through 12. The district will not use online education as the sole medium for instruction in any required subject area for students in grades K-6, unless online instruction is deemed appropriate under the circumstances.

Specific guidelines and appropriate procedures [are outlined in further detail].

**File: IKA GRADING/ASSESSMENT SYSTEMS**

- Classroom assessment practices shall be aligned with the district's content standards and assessment program. Assessment is an integral part of the teaching and learning process that should occur continuously in the classroom. The primary purpose of classroom assessment shall

be to enable teachers to make instructional decisions for students on a continual basis. The administration and professional staff shall devise a grading and/or assessment system for evaluating and recording student progress and to measure student performance in conjunction with district content standards. The records and reports of individual students shall be kept in a form meaningful to parents as well as teachers. The grading/assessment system shall be uniform district-wide at comparable grade levels.

**File: IKE      ENSURING ALL STUDENTS MEET STANDARDS  
(Promotion, Retention and Acceleration of Students)**

- The Board believes that early identification of students who are not making adequate progress toward achieving standards and effective intervention are crucial. In accordance with the Board's policy on grading and assessment systems, teachers shall assess the teaching and learning process on a continual basis. Teachers shall identify students early in the school year who are not making adequate progress toward achieving the district's academic standards and may choose to implement an individual learning plan for each such student.

**File: IKF      GRADUATION REQUIRMENTS**

- Requirements for graduation from the Byers public schools will be specified in the high school handbook and shall reflect the requirements of the statutes, any applicable requirements relative to accreditation and pupil and local needs. All such policies will be set upon recommendation of the principal and superintendent and must be approved by the Byers School District 32-J Board of Education.

**File: IMB      TEACHING ABOUT CONTROVERSIAL/SENSITIVE ISSUES AND USE OF  
CONTROVERSIAL MATERIALS**

- Teachers may use controversial learning materials and discuss controversial issues if they contribute to the attainment of course objectives directly related to Board-adopted academic standards. The educational purpose of teaching about controversial issues or using controversial materials must be student achievement in academic standards rather than reaching conclusions about the validity of a specific point of view. [Outlined further are definitions and procedures of participation in activities here and in IMBB].

**File: IMBB      EXEMPTIONS FROM REQUIRED INSTRUCTION**

- To receive such an exemption, the parent or legal guardian must present a written request for exemption to the school principal, stating the conflict involved.

**File: JB      EQUAL EDUCATIONAL OPPORTUNITIES**

- Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, marital status, disability or need for special education services.



**File: JBB      SEXUAL HARASSMENT**

- The district is committed to maintaining a learning environment that is free from sexual harassment. 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.

**File: JEA      COMPULSORY ATTENDANCE AGES**

- Every child who has attained the age of seven years and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance.

**File: JFBA      CONTINUING ENROLLMENT OF STUDENTS WHO BECOME  
NONRESIDENTS**

Resident elementary students who become nonresidents

Students enrolled in elementary school who become nonresidents during or between school years may remain enrolled in or re-enroll in the elementary school subject to the following requirements:

1. The student was included in the district's most recent pupil enrollment count and has been enrolled continuously in elementary school since the count was taken.
2. The parent/guardian has submitted a written request to the principal asking for the student to remain enrolled or to re-enroll in the school.
3. The request has been approved by the principal after a determination that space exists in the school to accommodate the student.

Once the elementary student's request is approved, the student may enroll or re-enroll in the requested school as long as he or she enrolls prior to the pupil enrollment count date. The district shall enter into a written agreement with the student's district of residence. However, this agreement will not contain any requirement that the district of residence or the parent/guardian pay tuition nor shall either district be required to provide transportation.

Resident secondary students who become nonresidents

Secondary students who become nonresidents during the school year may remain enrolled through the semester at the student's current school. Students enrolled in the twelfth grade may finish the school year at the current school.

**File: JFBB      INTER-DISTRICT CHOICE/OPEN ENROLLMENT  
JFBB-R INTER-DISTRICT CHOICE/OPEN ENROLLMENT  
JFBB-E APPLICATION FOR INTER-DISTRICT CHOICE/OPEN ENROLLMENT**

The Board recognizes that students may benefit from having a choice of schools to attend within the public school system that is not limited by school district boundaries. Nonresident students from other school districts within the state who are accepted pursuant to the regulations approved by the Board may enroll in particular programs or schools within this district on a space available basis without payment of

tuition, except as otherwise provided by law. Any student enrolled pursuant to this policy will be allowed to remain enrolled in the school or program through the end of the school year except as provided in the accompanying regulation. If a student who is open-enrolled desires to enroll in the district for a subsequent school year, then the student will need to re-apply for admission and enrollment in accordance with this policy and its accompanying regulation. Admission to the district and enrollment in a school or program for one school year does not guarantee admission to the district or enrollment in a school or program for subsequent years.

**File: JFC      STUDENT WITHDRAWAL FROM SCHOOL/DROPOUTS**

- The Board recognizes and promotes the importance of obtaining a high school diploma, as a diploma assists students to lead healthy and productive lives after graduation. Those youth who withdraw from school and prepare to face life with less than a high school education will have a much more difficult time entering the workforce or pursuing other goals. Therefore, the Board strongly urges every teacher, guidance counselor, principal, parent and citizen to exert all the influence which he/she can command to keep all district students in school through high school graduation.

Principals, teachers and guidance counselors are encouraged to make dropout prevention a priority through personal contacts with students and specialized programs. The goal is to enable those students who are considering dropping out or have dropped out of school to return and resume their programs with a minimum degree of disruption.

To emphasize the importance of a high school diploma and to encourage students to reconsider their decision to withdraw from school, the district shall notify the student's parent or parents, or legal guardian or custodian in writing, when the district has knowledge that a student has dropped out of school. Such written notification shall be in accordance with this policy's accompanying regulation. For purposes of this policy, "dropout" shall mean any student included in the district's "student dropout rate," as defined by the rules of the State Board of Education.

**File: JH      STUDENT ABSENCES AND EXCUSES**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

### Excused absences

The following shall be considered 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 of a *serious nature only* which 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. A student who is suspended or expelled.

As applicable the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as defined by C.R.S. 22-32-138(1)(e)), 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.

### Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose academic appropriate penalties that relate directly to classes missed while unexcused.

The administration shall develop regulations to implement appropriate penalties.

Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceeding are initiated to enforce compulsory attendance is four unexcused absences from school in a month or 10 during any calendar year or school year.

### Chronic absenteeism

When a student has an excessive number of absences, these absences negatively impact student's academic success. For this reason, a student who has 20 total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent".

If a student is identified as “chronically absent,” the principal or designee shall develop a plan to improve the student’s attendance. The plan shall include best practices and research-based strategies to address the reasons for the student’s chronic absenteeism. When practicable, the student’s parent/guardian shall participate in the development of the plan.

Nothing herein shall require the principal or designee to identify a student as “chronically absent” prior to declaring the student as a “habitual truant” and pursuing court proceedings against the student and his or her parent/guardian to compel the student’s attendance in accordance with state law.

#### Make-up work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student’s expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be one days allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student’s suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student’s expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

#### Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

#### **File: JHB      TRUANCY**

- If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A “habitual truant” shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 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 an “habitual truant.” In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant. The administration shall develop regulations to implement appropriate penalties for truancy.

**File: JIC      STUDENT CONDUCT**

It is the intention of the Board of Education 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 Board in accordance with applicable 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 emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

All Board-adopted policies and Board-approved regulations containing the letters "JIC" in the file name constitute the conduct section of the legally-required code.

The Board shall consult with parents/guardians, students, teachers, administrators and other community members in the development and review of the conduct and discipline code.

The conduct and discipline code shall be provided to each student upon enrollment in elementary, junior high and high school. The district shall take reasonable measures to ensure each student is familiar with the code. Copies shall be posted or kept on file in each school of the district. In addition, any significant change in the code shall be provided to students and posted in each school.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of district property, and the rights and welfare of other students and staff. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the conduct and discipline code.

**File: JICA      STUDENT DRESS CODE**

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall 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 dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions as outlined in the school discipline code.

### Unacceptable Items

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. Shorts, dresses, skirts or other similar clothing shorter than the tip of the middle finger when the arm is at the side of the body.
2. Sunglasses worn inside the building
3. Hats are not allowed in the Elementary (Pre-K – 6<sup>th</sup>) or Junior High
4. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
5. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
6. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process

### Exceptions

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

Hats are allowed in the High School (9<sup>th</sup> – 12<sup>th</sup>) with the exception on days of testing, presentations or other days deemed appropriate by the teacher.

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

### **File: JICC     STUDENT CONDUCT IN SCHOOL VEHICLES**

- The privilege of riding in a school vehicle is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at designated school vehicle stops and on-board school vehicles.

## **File: JICDA CODE OF CONDUCT**

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on 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 and the conduct has a reasonable connection to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.
7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district's tobacco-free schools policy.
10. Violation of the district's policy on sexual harassment.
11. Violation of the district's policy on nondiscrimination.
12. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property
13. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
14. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
15. 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.

16. Lying or giving false information, either verbally or in writing, to a school employee.
17. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
18. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
19. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
20. Repeated interference with the school's ability to provide educational opportunities to other students.
21. 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 purpose of initiation into any student group.
22. Violation of the district's dress code policy
- 23. Violation of the district's policy on student expression**

**File: JICDD VIOLENT AND AGGRESSIVE BEHAVIOR**

The Board recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the district.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension, and/or expulsion in accordance with Board policy concerning student suspension, expulsions and other disciplinary interventions. As appropriate and in accordance with applicable law, students may also be referred to law enforcement authorities. At the district's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. The district may also conduct a threat assessment of the student.

Students must immediately report questionable behavior or potentially violent situations to an administrator, counselor or teacher.

A staff member who witnesses or receives a report of a student's act of violence and aggression must notify the building principal or designee as soon as possible.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with or use of a dangerous weapon — as described in the Board's weapons policy.



2. Physical assault — the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse — includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or a group.
4. Intimidation — an act intended to frighten or coerce someone into submission or obedience.
5. Extortion — the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying — as described in the Board's policy on bullying prevention and education
7. Gang Activity — as described in the Board's secret societies/gang activity policy.
8. Sexual Harassment or other forms of harassment— as described in the Board's sexual harassment policy and nondiscrimination policy.
9. Stalking — the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance — a serious act or instance of defying or opposing legitimate authority.
11. Discriminatory Slurs — insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background or disability.
12. Vandalism — damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism — a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

**File: JICDE\***

## **BULLYING PREVENTION AND EDUCATION**

- The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is 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 electronic transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation (which includes transgender), national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools,

or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

[See policy for further comprehensive prevention details and goals.]

**File: JICEA SCHOOL-RELATED STUDENT PUBLICATIONS**

- School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism. Because the Board recognizes creative student expression as an educational benefit of the school experience, it encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place.

**File: JICEC STUDENT DISTRIBUTION OF NONCURRICULAR MATERIALS**

- Students shall be allowed to distribute non-curricular written materials on school property subject to restrictions on time, place and manner of distribution set out in the accompanying regulations and the prohibitions set out below and in state law. Students who distribute materials in violation of this policy may be subject to appropriate disciplinary action, including suspension and/or expulsion.

**File: JICF SECRET SOCIETIES/GANG ACTIVITY**

- The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior. The superintendent or designee shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, respond appropriately to gang behavior, and report activity appropriately.

**File: JICH DRUG AND ALCOHOL USE BY STUDENTS**

- It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or exchange or to be under the influence of alcohol, drugs or other controlled substances on school property and/or during school sponsored events.

**File: JICI WEAPONS IN SCHOOL**

- The Board of Education determines that student possession, use and/or threatened use of a weapon is detrimental to the welfare and safety of the students and school personnel within the

district. Such behavior is prohibited on school property and/or during school sponsored events. [Specific details about laws and procedures are outlined in regards to weapons].

**File: JICJ      STUDENT USE OF CELL PHONES AND OTHER PERSONAL TECHNOLOGY DEVICES**

- The Board of Education believes personal technology devices may be useful tools for students in the educational environment and can play a vital communication role during emergency situations. However, use of personal technology devices in school situations must be regulated to assure that the use of such devices does not disrupt or interfere with the educational process or school operations. Therefore, students may only use PTDs on district property, on a district vehicle or at a district or school-sponsored activity or even in accordance with the policy.

For purposes of this policy, “personal technology device” (PTD) includes any privately-owned portable technology device, including but not limited to cell phones, pagers, tablets, laptops, cameras, audio and/or video recorders and players, and all other hand-held electronic communication and data storage devices.

Students may use PTDs as a designated tool for learning if authorized by the student’s teacher. It is the student’s responsibility to ensure that the PTD is turned off or placed in silent mode during unauthorized times.

Student use of PTDs with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms or any other location when such use could violate another person’s reasonable expectation of privacy if used inappropriately.

Students shall not use PTDs to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law.

Violation of this policy or any other district, school or classroom rule or regulation on student use of PTDs may result in disciplinary measures and/or temporary confiscation of the PTD.

Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. If the building principal or designee believes a student’s possession or use of a PTD may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement.

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

**File: JIH      STUDENT INTERVIEWS, INTERROGATIONS, SEARCHES AND ARRESTS**

- The Board of Education seeks 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.

**File: JIHB      PARKING LOT SEARCHES**

- The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion

that the search will yield evidence of contraband. Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times.

**File: JII            STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

- Decisions made by school personnel which students believe are unfair or in violation of pertinent Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints.

Grievance procedures shall be available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of race, color, national origin, ancestry, creed, sex sexual orientation (which includes transgender), marital status, religion, disability or need for special education services, which students are encouraged to report.

**File: JJA-1 & JJA-2    STUDENT ORGANIZATIONS (SECONDARY SCHOOLS)**

- Students are encouraged to broaden their knowledge and citizenship by permitting the formation of clubs or other groups that relate to subject matter covered by the curriculum. Such organizations shall operate within the framework of state statutes, Board policy, administrative rules and the parameters of the learning program.

**File: JJJ            EXTRACURRICULAR ACTIVITY ELIGIBILITY**

- Reviews eligibility and requirements for extracurricular activity participation.

**File: JK            STUDENT DISCIPLINE**

**File: JK-R        STUDENT DISCIPLINE (Regulation)**

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. All policies and procedures for handling student discipline problems shall be designed to achieve these broad objectives.

The Board in accordance with applicable 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. The code shall be enforced uniformly, fairly and consistently for all students.

All Board-adopted policies and Board-approved regulations containing the letters “JK” in the file name constitute the discipline section of the legally required code.

The Board shall consult with administrators, teachers, parents, students and other members of the community in the development and review of the student conduct and discipline code.

**Remedial discipline plans**

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or

events. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

#### Discipline of habitually disruptive students

Students who have caused a material and substantial disruption on school grounds, in a school vehicles or at a school activity or sanctioned events three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in the district's schools shall be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student may result in the student's suspension and/or expulsion in accordance with Board policy concerning student suspension, expulsions and other disciplinary interventions.

#### Distribution of conduct and discipline code

The conduct and discipline code shall be provided to each student upon enrollment in elementary, junior high and high school. The district shall take reasonable measures to ensure each student is familiar with the code. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be provided to students and posted in each school.

### **File: JK-2      DISCIPLINE OF STUDENTS WITH DISABILITIES**

- Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their IEP, any behavioral intervention plan and this policy.

### **File: JKA      USE OF PHYSICAL INTERVENTION AND RESTRAINT**

#### **File: JKA-R      USE OF PHYSICAL INTERVENTION AND RESTRAINT (Regulation)**

#### **File: JKA-E-2      USE OF PHYSICAL INTERVENTION AND RESTRAINT (Exhibit)**

- To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

[See policy for further comprehensive details.]

### **File: JKBA\*      DISCIPLINARY REMOVAL FROM CLASSROOM**

#### **File: JKBA\*-R      DISCIPLINARY REMOVAL FROM CLASSROOM (Regulation)**

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher 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 Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher 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 action.

Upon the third formal removal from class, a teacher may remove the student from the teacher's class in accordance with this policy, its accompanying regulation and applicable law.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual 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. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. violates the code of conduct adopted by the Board;
2. is dangerous, unruly, or disruptive; or
3. seriously interferes with the ability of the teacher to teach the class or other 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 Board policy concerning student suspensions, expulsions and other disciplinary interventions.

The superintendent is directed to establish procedures to implement this policy so that removals from a classroom occur in a consistent manner throughout the district. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

**File: JKD/JKE                      SUSPENSION/EXPULSION OF STUDENTS  
(and Other Disciplinary Interventions)**

The Board of Education shall provide due process of law to students through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. (See JKD/JKE-R.) In matters involving student misconduct that may or will result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified and involved to the greatest possible extent in the disciplinary procedures.

Proportionate disciplinary interventions and consequences shall be imposed to address the student's misconduct and maintain a safe and supportive learning environment for students and staff.

The Board and its designee(s) shall 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.

### Other disciplinary interventions

In lieu of an out-of-school suspension or expulsion and in accordance with applicable law, the principal or designee may consider the use of available interventions to address the student's misconduct. The use of such interventions will vary, depending upon the facts and circumstances of an individual case. Such interventions shall be at the principal's or designee's sole discretion.

As another intervention and an alternative to suspension, the principal or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

Nothing in this policy shall limit the Board's and its designees' authority to suspend and/or expel a student as deemed appropriate by the Board and its designees. The decision to suspend and/or expel a student instead of providing an alternative to suspension or expulsion or the failure of an intervention to remediate the student's behavior shall not be grounds to prevent the Board and its designees from proceeding with appropriate disciplinary measures, including but not limited to suspension and/or expulsion.

### Delegation of authority

1. The Board of Education delegates to the principals of the school district or to a person designated in writing by the principal the power to suspend a student in that school for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1) (a), (1) (b), (1) (c) or (1) (e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1) (d) unless expulsion is mandatory under law (see exhibit coded JKD/JKE-E), but the total period of suspension shall not exceed 25 school days.
2. The Board of Education delegates to the superintendent of schools the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 school days plus up to and including an additional 10 days necessary in order to present the matter to the Board.
3. Unless otherwise determined by the Board, the Board of Education delegates to the superintendent of schools or to a designee who shall serve as a hearing officer the authority to deny admission to or expel for any period not extending beyond one year any student whom the superintendent, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the public schools of the district. If the hearing is conducted by a designee serving as a hearing officer, the hearing officer shall prepare findings of fact and recommendations for the superintendent at the conclusion of the hearing. The superintendent shall render a written opinion in the expulsion matter five days after the hearing whether the hearing is conducted by the hearing officer or the superintendent.

The superintendent shall report on each case acted upon at the next meeting of the Board, briefly describing the circumstances and the reasons for action taken. Such denial of admission or expulsion by

the superintendent shall be subject to appeal to the Board. The appeal shall consist of a review of the facts that were presented, arguments relating to the decision and questions of clarification from the Board.

#### Expulsion for unlawful sexual behavior or crime of violence

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

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

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

#### **File: JLC      STUDENT HEALTH SERVICES AND RECORDS**

- The objectives of the school health program are to promote good health habits among students, to stimulate a sanitary, safe and healthful environment in school and to assist in the identification and referral to appropriate health care providers for medical, psychological and physical needs. Health records shall be maintained by the nursing staff and kept in a separate and secure health file in the school health office.

#### **File: JLCB      IMMUNIZATION OF STUDENTS**

##### **File: JLCB-R IMMUNIZATION OF STUDENTS (Regulation)**

- No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law. Students who do not submit an up to date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to regulation JLCB-R.

#### **File: JLCD      ADMINISTERING MEDICATIONS TO STUDENTS**

- Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term “medication” includes both prescription and nonprescription medication, but does not include medical marijuana. The administration of medical marijuana shall be in accordance with state law regarding the administration of medical marijuana to qualified students.



**File: JLCDA\* STUDENTS WITH FOOD ALLERGIES**

- The Board recognizes that many students are being diagnosed with potentially life-threatening food allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among students, the Board sets forth [outlined] requirements in health care plans, accommodations, access to emergency medications, and staff training pertaining to this emergency.

**File: JLCDB\* ADMINISTRATION OF MEDICAL MARIJUAN TO QUALIFIED STUDENTS**

- The Board strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, the district restricts the administration of medications, including medical marijuana, during school hours unless administration cannot reasonably be accomplished outside of school hours. Administration of medical marijuana to qualified students shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and the Board's policy concerning the administration of medications to students.

**File: JLCDC\* MEDICALLY NECESSARY TREATMENT IN SCHOOL SETTING  
JLCDC\*-R AUTHORIZING PRIVATE HEALTH-CARE SPECIALISTS TO PROVIDE  
MEDICALLY NECESSARY TREATMENT IN SCHOOL SETTING**

- The provision of medically necessary treatment to students by private health-care specialists. If medically necessary treatment is required, the administration must be in accordance with applicable law and Board policy.

**File: JLCE-E STUDENT FIRST AID AND EMERGENCY MEDICAL CARE CARD**

- Form filled out by parents directing the District of the procedures to take with their child in a first aid or emergency medical situation.

**File: JLDAC SCREENING/TESTING OF STUDENTS (AND TREATMENT OF  
MENTAL DISORDERS)**

**File: JLDAC-E NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL  
RIGHTS AMENDMENT (PPRA)**

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. For purposes of this policy, "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.

Survey, assessment, analysis or evaluation for which consent is required

Except as otherwise permitted by law, students shall not be required to submit to a survey, assessment, analysis, or evaluation that is intended to reveal information, whether the information is personally identifiable or not, without prior written parental consent of the parent/guardian or eligible student, if that survey, assessment, analysis, or evaluation reveals information in the following areas ("protected information"):

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. For purposes of this policy, “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.

**File: JLF      REPORTING CHILD ABUSE/CHILD PROTECTION**  
**File: JLF-R    REPORTING CHILD ABUSE/CHILD PROTECTION**

It is the policy of the Board of Education that this school district complies with the Child Protection Act.

To that end, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the appropriate county department of social services or local law enforcement agency. Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

Reports of child abuse or neglect, the name and address of the child, family or informant or any other identifying information in the report shall be confidential and shall not be public information.

The Board shall provide periodic in-service programs for all teachers in order to provide them with information about the Child Protection Act, to assist them in recognizing and reporting instances of child abuse and to instruct them on how to assist victims and their families.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

The superintendent shall submit such procedures as are necessary to the Board for approval to accomplish the intent of this policy.

**File: JLFF\*    SEX OFFENDER INFORMATION**

- At the beginning of each school year, the district shall provide written information to parents and eligible students identifying where and how members of the community may obtain information collected by law enforcement agencies related to registered sex offenders. This information will also be posted on the district’s web site.

**File: JLIB      STUDENT DISMISSAL PRECAUTIONS**

- The school is legally responsible for the health and safety of its students during the school day. Therefore, each school shall set up procedures to validate requests for early dismissal to insure that students are released only for proper reasons and into proper hands.

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**File: JQ        STUDENT FEES, FINES AND CHARGES**

- Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district’s educational program except tuition when allowed by law. However, the district may

require students to pay textbook fees, fees for expendable materials and other miscellaneous fees as more fully set forth in this policy.

All student fees and charges shall be adopted by the Board. The fee shall remain in place until modified or removed by Board resolution. All student fees adopted by the Board shall be used for the purposes set forth in the motion and shall not be spent for any other purpose.

**File: JRA/JRC            STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS**  
**File: JRA/JRC-R        (Regulation)**  
**File: JRA/JRC-E-1      (Exhibit)**

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

#### Content and custody of student education records

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations, reports of serious or recurrent behavior patterns, and any individualized education program (IEP).

#### Access to student education records by parents and eligible students

A parent/guardian ("parent") has the right to inspect and review their child's education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if an eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

**File: JRCA        SHARING OF STUDENT RECORDS/INFORMATION BETWEEN SCHOOL DISTRICT AND STATE AGENCIES**

- It is the Board of Education's intention to utilize all avenues under state law to 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.

**File: JS        STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS**  
**File: JS-E     (Exhibit)**

- Reviews expectations, safety and security of internet use.

**File: KBBA    CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES**

- The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Colorado court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.

**File: KE        PUBLIC CONCERNS AND COMPLAINTS**

- Public complaints made pursuant to this policy may involve personnel or district operations. Such complaints shall be processed in accordance with this policy's accompanying regulation. Public complaints concerning unlawful discrimination, instructional resources or teaching methods shall be processed according to applicable Board policy, as listed in this policy's cross references.

**File: KEC      PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES**

- The Board assumes final responsibility for all books and instructional materials it makes available to students. It holds its professional staff accountable for their proper selection. It recognizes rights of individual parents/guardians with respect to controversial materials used by their own children. It will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach shall be respected.

**File: KEF\*     PUBLIC CONCERNS/COMPLAINTS ABOUT TEACHING METHODS, ACTIVITIES OR PRESENTATIONS**

- The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. [Following the proper channeling of complaints involving instruction, discipline, learning materials or a particular program [is imperative].

**File: KI        VISITORS TO SCHOOLS**

The district will make reasonable efforts to accommodate requests to visit the district's schools, yet also recognizes concerns for the welfare of students. Therefore, the district limits visitors to:

1. Parents/guardians of current students;
2. Other family members of current students who are approved by the student's parent/guardian; and
3. Board members and other persons invited by the district for official business purposes.

To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors shall report to the school office immediately when entering a school. Authorized visitors may: (1) be required to sign in and out; (2) be given name-tags to

wear identifying themselves as visitors; and (3) be accompanied by a district employee for some or all of the visit. School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

Unauthorized persons shall not loiter on school property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.