

BYERS SCHOOL DISTRICT 32J  
2023 – 2024  
STAFF HANDBOOK



## *MISSION STATEMENT*

*To nurture and encourage people of all ages to become well-rounded, productive, self-sufficient members of society who will experience the continuing achievement of excellence in a safe environment. We will accomplish our vision of tomorrow by responding to the challenges of today.*

## *BOARD VISION*

*Preparing all students for Career Bound Readiness.*

## *OPEN DOOR POLICY*

*We encourage you to use the chain of command for complaints or grievance; however, if your grievance is with your direct supervisor, the district practices an open door policy so you may speak with his/her supervisor.*

# BYERS 32J FACULTY HANDBOOK

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Dear Staff Member,

Welcome to Byers School District 32J for the 2023-2024 school year. I hope your summer was a rewarding one and that you are ready to meet the challenges of the coming school year.

This handbook has been prepared to assist you in carrying out your responsibilities as a staff member. It is important that we, as a staff, are consistent in carrying out the policies and regulations of the Board of Education. Familiarize yourself with this handbook and if you have any questions concerning its content, please feel free to call on either one of us for assistance.

We hope you will help us in making the staff of Byers School District 32J the very best it can possibly be during the 2023-2024 school year.

We influence so many lives each day. If we can give each student something positive in their lives each day, we will make a difference. Working together we can make a difference.

Sincerely,

Kelly Boren  
Jr./Sr. High Principal

Sincerely,

Machaela Eymann  
Elementary Principal

*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 política 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 inglés no será una barrera para participar o admisión. Los estudiantes elegibles para participar en programas CTE para educación agrícola 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 Título IX, Stacy Sondburg, 444 East Front Street, Byers, CO, 80103*

*Byers School District is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment. To request reasonable accommodation, contact Stacy Sondburg, Business Manager, (303) 822-5292 x1139, [Sondburg.stacy@byers.k12.co.us](mailto:Sondburg.stacy@byers.k12.co.us)*

## **GENERAL INFORMATION**

- A. The primary role of the teacher is to guide and help each student under his/her immediate charge to achieve maximum individual potential. This role requires each teacher to individualize the separate components of instruction and to assess, prescribe, and sequence learning events. The conditions of learning need to be maximized to the limits of resources available and the capacities of each learner. The teacher must be prepared to use a wide variety of human and non-human resources to achieve this end.
- B. Teachers need to treat students fairly and in a friendly and humane manner. They need to show self-control and create an atmosphere where students enjoy learning. They are to be sensitive to the feelings and individual needs of students. Learning situations should be developed where students can utilize individual creativity as well as learn basic skills.
- C. Teachers need to be flexible and develop a critical ability of their work in order to constantly improve the quality of the educational process. Teachers are to emphasize the development of affective skills as well as the cognitive skills. The goal of education is where students are experiencing success in a learning environment that safeguards their emotional needs.
- D. The general organization of the Byers Schools shall be such that grades PS-6 shall be classified as elementary. The secondary school of the district shall be organized 7-12. For general purposes, grades 7 and 8 are junior high and grades 9-12 are senior high. Teachers shall be assigned teaching duties by the administration as needs of the district dictate.
- E. Teachers and other employees, like any other citizens, may inspect minutes, budgets, attend board meetings, ask for hearings, and present petitions for redress. Transmittal of teacher-board communications shall be via the principal through the office of the superintendent.
- F. Teachers are expected to: 1.) issue hall passes if a student has permission to leave the class  
2.) supervise students during passing periods.
- G. Teachers are encouraged to use the materials and services available from the East Central Board of Cooperative Services. The Byers School District participates in a joint educational venture with many other school districts to provide materials and services which each alone could not afford. The BOCES maintains an instructional materials center and provides speech therapy services, remedial reading services, special education services; and psychological services, to name a few. Catalogs for ordering materials or equipment from the BOCES are maintained in the library.
- H. No teacher will allow any form of food or music in any classroom except with principal approval.
- I. If a student leaves the classroom or school grounds without approval, notify the principal immediately so that appropriate action can be taken
- J. Report cards shall be issued every nine weeks. Teachers are expected to put a letter grade as well as a comment on each student's grade sheet, as well as check the verification report for grading accuracy.



- K. Mid-term report cards shall be issued at the mid point of each quarter to any student who has a cumulative grade of a D or F in any class.
- L. At the end of each school year each certified employee shall complete the provisions of the employee's contract.
- M. Teachers are discouraged from treating injured students other than with immediate first aid. Injured students, when mobile, should be brought to the office for attention. The office and the teacher are responsible for notifying the parent to determine their wishes on the matter. If the parents cannot be contacted the family doctor or the rescue squad shall be called in case of serious injury.
- N. Teachers are never to dispense cold tablets, aspirin, or other pills to students. Application of medications such as iodine, metholate, or other antiseptics should not be done by teachers. Administering of medications should be done by the school nurse or building designee. Teachers should refer any problems of a medical nature to the office.
- O. An injured student that is not mobile should be left where he/she is. The principal or emergency personnel should be notified immediately. An accident report must be filed by the teacher following any school related injury to a student.
- P. All Junior high/High school teachers are expected to participate and attend commencement services each year. It is recommended that Elementary teachers attend commencement.
- Q. Teachers, before checking out at the close of school, must list all keys on a form provided by the office.
- R. The rate of pay established by the Board of Education for teachers who use their planning period to substitute for other teachers is \$18.75 per period. Any administrator who covers a class shall not be entitled to remuneration.
- S. The guidance counselor may not be used more than three periods in any one day to substitute for a teacher. Normally, the guidance counselor should not exceed more than five substitutions per week which would also be a consistent rule for any teacher.
- T. Substitution pay shall only be granted when a teacher is ill or unable to perform normal duties.
- U. A teacher who desires to be relinquished from duty temporarily and who is not ill or unable to perform normal duties shall be responsible for assuring that the class is covered by another teacher at no pay. This must be approved in advance by the principal.
- V. When a teacher needs to accompany students on a field trip or athletic event, it is presumed that enough teachers are free to cover the classes. This especially applies to early dismissal for athletic events or field trips where twenty or more students will be gone. No remuneration shall be granted faculty members who may be already freed because of an event of this nature. A primary test for any case shall be whether or not the planning period has been taken away and no other planning period is available to the teacher for that day. Under no circumstances shall a teacher pay another to perform duties for which they are under contract to perform.
- W. At the beginning of each school year, teachers shall be issued a lesson plan book. Maintaining a lesson plan in each subject at least one week in advance is strongly recommended and may be

assigned at the discretion of the principal. Lesson plans serve several purposes. It aids the teacher in planning well-thought, deliberate courses of action for teaching. It is an invaluable aid to the substitute teacher. Teachers shall be assigned at least one preparation period per day or its equivalent. Teachers shall use preparation periods for working on lesson plans, grading papers, or educational planning work. Teachers are not to leave the school grounds during preparation periods unless excused by the principal or the superintendent.

- X. All videos or audio-visual materials must be approved by the building level administrator all audio-visual materials shall relate to academic learning, objectives, and content standards.
- Y. It shall be a policy of the central office to accommodate any person desiring a conference with the Superintendent. Teachers, general employees, and students will be expected to follow a chain of command for the resolution of problems. Problems and conflicts of opinion should be settled at the lowest level possible. Only when resolution of a problem cannot be remedied at the level involving the principal, should it come to the attention of the superintendent. Procedure in board of education policy shall be followed in all cases of appeal or grievance.
- Z. Each Junior High and High School teacher will have a copy of their course syllabi on file in the Principal's office by the start of the school. Course Syllabi will be distributed to students at the start of first semester and at the start of second semester. If the semester exam is worth more than 15% of the student's grade the parent and student will be required to sign the course syllabi and return it to the instructor.
- AA. All teachers are required to read the student policy handbook and enforce it. They are to read the student policy to their students in the classroom during first week of school and make sure that all of their students are aware of the rules and procedures. See policy CHCA.
- BB. Students are expected to remain in their designated class and should not be allowed to or given a pass to see another teacher unless it is during their planning period.
- CC. Teachers are expected to attend all Faculty meetings.
- DD. Teachers are not to give out Windows/Infinite Campus screen names or passwords to substitute teachers or to student aides. All Infinite Campus grade books will be password protected.

### **FLAG SALUTE/PLEDGE OF ALLEGIANCE** – Policy IMDA

Patriotism, understanding, and respect for our flag and country should be emphasized not only in Social Studies classes, but also inculcated in the spirit of the school in general. Therefore, Byers School District 32J encourages the salute to the American flag to begin the school day. Staff should understand that no student can be compelled to stand or salute the flag, but that he/she is expected to remain quiet during the ceremony. It is also the policy of the Byers school system that there is an American flag displayed in every classroom.

### **LUNCH COUNT**

Teachers will take a lunch count the first period of each morning to ascertain the number of students desiring to eat in the cafeteria. The lunch count will be provided in Infinite Campus.

### **NUTRITION BREAK**

A nutritional break will be offered to the students during the 2023-2024 school year. The nutritional break will be free for all students.

### **OPEN CAMPUS HIGH SCHOOL ONLY**

It shall be the responsibility of the parents to submit a letter to the school stating that their child is not allowed to leave during the noon lunch period. It is assumed that parents who do not deliver aforementioned notice for their children do not mind them going downtown. Students at the secondary that are declared academically ineligible at the beginning of each week will have their open campus privileges removed for that week.

### **LUNCH PRICES**

Lunch will be free for Elementary and Secondary students; however, extra lunches will be \$3.15 for Elementary students and \$3.40 for Jr./Sr. High students. Adult prices are \$1.00 for extra servings for staff, \$4.40 for Adult visitors, \$3.90 for Senior Citizens. Cartons of milk are \$.50 and juice \$.50. Breakfast is free for students and \$3.00 for adults.

### **SCHOOL CLOSING**

An automated call will be sent at the earliest convenience and school closings will be given to KCNC-Channel 4 (CBS affiliate), KUSA-Channel 9 (NBC affiliate), KMGH-Channel 7 (ABC affiliate), and FOX Channel 31 (FOX affiliate).

### **TEACHER CHECK-OUT**

A teacher check list will be provided by the office for teachers to use in closing out the school year. In addition to specific items pertaining to inventories, records, and storage, the form will provide space for summer addresses and telephone number if known. Checks and other information will be forwarded to the address listed by the teacher. It is expected that the teacher will check out in a timely manner not to exceed two weeks after the end of the school year.

### **COMMUNITY RELATIONS**

It is desirable to create good community relations at all times. There is a need for teachers to be sensitive to how parents feel about the school and to be aware of the goals and expectations that are set by parents and the community at large.

## **COUNSELING**

Counseling is an important service which should be utilized by students. Teachers should be familiar with and help students take advantage of this opportunity by making appropriate referrals.

When a teacher notices a significantly desirable change in the behavior of a student a commendable notice should be sent home and a written note given to the principal.

Teachers are encouraged to submit awards and the names of students for awards to the office of the principal. The scope of the award may cover anything approved by the principal. Awards assemblies may be scheduled to include the public.

## **SCHOOL SPONSORED ACTIVITIES**

Teachers and coaches who accompany students on a trip shall insure that student conduct does not interfere with the performance of the bus driver. The driver shall be in charge of the general safety of the students being transported. Teachers shall follow bus driver requests requiring students to behave while being transported. Teachers and coaches will also see that the bus is free of litter before departing from the bus following the trip.

Scheduling of all interscholastic events and activities requiring the use of buses shall be done through the office of the athletic director. The Athletic Director shall coordinate bus activities with the transportation director.

The use of any school owned property for personal gain shall be grounds for dismissal.

Teachers and coaches that attend afterschool activities shall make a good faith effort to make sure all students have left the building before they lock up and leave.

## **VISITORS**

All school personnel shall refer visitors to the appropriate administrative office. All-Day visitors must register with the principal.

### *Junior/Senior High School*

All student visitors to the Junior High and High School must check in at the High School office and wear a visitor nametag. The nametag needs to be returned to the High School office at the conclusion of the visit. All visitors must have pre-approval for visitation by the Principal at least 48 hours prior to arrival, so that the teachers may also be informed. The visitor must be of Junior High and/or High School age and are expected to following all rules of Byers School District 32-J. The Principal shall reserve the right to reject a request for a visitor's pass.

### *Elementary*

Parents and adults are welcome to visit the school and the classrooms of their children. If they plan to visit, previous arrangements are to be made with both the teacher and the principal. Visiting children must be accompanied by an adult at the elementary level.

### **AUTHORITY TO INSTRUCT**

No teacher shall have the authority to instruct or direct the activities of a school custodian or other employees of the school. Teacher-custodial relationships should be respectful, cordial, and friendly. Requests for custodial services should be placed on a job work order and forwarded to the principal. Suggestions for improvements of custodial services should likewise be transmitted to the principal.

Teachers shall not have the authority to instruct or direct the activities of any school secretary or any other non-certified employee.

### **CURRICULUM**

The curriculum of the Byers School District consists of all the experiences of the learner which are under the control of the school district. District organization for instructional programs and programs for curriculum development are under the control of the Superintendent of Schools and the leadership of the building principals. Constant evaluation, adaptation, and development of the curriculum is necessary if the district is to meet the needs of the children in the schools. The principal will encourage and direct the building staff in evaluating, planning, and implementing curriculum for continual program development.

Efforts should be made to work closely within the recommended district curriculum for each grade level. Curriculum programs which involve students in discovery, inquiry, exploration, self-understanding, social development, communication skills, evaluating, predicting outcomes, problem-solving, creativity, and analyzing values are to be encouraged. Under the direction of the principal, teachers are to organize learning activities so that there is a high level of student involvement in the learning process. Alternative learning activities need to be provided so that students can exercise some choice. The learning process must be individualized to meet the interest and needs of each child.

All textbooks used in all courses of study in the Byers schools shall have been approved and adopted by the Board of Education after approval and recommendation by the superintendent. Textbook adoptions are made for a minimum of four years. It is understood that the final decision to adopt a textbook rests with the school Board following a recommendation of the superintendent and the failure of the Board of Education to agree with the choice of the textbook does not make it a matter subject to grievance procedure.

The test reports for each student become a part of the student cumulative file. Test results will be shared with parents during the parent-teacher conference or in a notice which is sent home at a later time.

### **COURSE SYLLABI**

Course Syllabi will be distributed to students at the start of first semester and at the start of second semester. If the semester exam is worth more than 15% of the student's grades the parent and student will be required to sign the course syllabi and return it to the instructor.

### **WEIGHTED COURSES** – Policy IKC-E

Certain courses are weighted on a 4.5 scale and a 5.0 scale. See policy for details.

## **GRADING SCALE** – Policy IKA

The grading scale for Byers School District 32J is printed below for parental and student reference. The grading scale is listed in both numerical and letter form.

<b><u>Grade</u></b>	<b><u>Percentage</u></b>	<b><u>G.P.A. equivalent</u></b>
A	90 to 100 %	4.0
B	80 to 89 %	3.0
C	70 to 79 %	2.0
D	60 to 69 %	1.0
F	Less than 60 percent	0.0
I	Incomplete	0.0
S	Satisfactory	0.0
U	Unsatisfactory	0.0

Note: S and U may be used only in courses approved by the Board of Education.

Although the above is a general grading guideline, some flexibility may be used by teachers to allow for differences in lengths and/or difficulties of tests and assignments or for variations of student accomplishments on any particular test or assignments. Variations in the above guidelines must have prior administrative approval.

## **GRADE POINT AVERAGES**

Byers High School calculates Cumulative Grade Point Averages on a 4.0 scale. Any percentage grade will be converted to a grade of A, B, C, D accordingly.

Each teacher shall evaluate each student in each subject they teach at least once every week in a marking period and so date and record in the cumulative record book the kind and/or type of evaluation done. Any work done by a student should be evaluated for one marking period. If at any time beyond the halfway point, through a marking period a teacher ascertains that a student is receiving a failing grade and an interim progress report was not sent to the home at the halfway point, the teacher shall mail a report indicating that a drastic change has occurred in the performance of the student.

If, at the end of a nine-week period, all of the work of a student is not turned in for evaluation, the teacher shall enter on the report card an "I" for "incomplete". The student shall have three school days to remove the "incomplete" for a letter grade. If the student does not remove the "incomplete" grade, the work not turned in shall be evaluated as "failure". The incomplete work shall then be averaged with the complete work for a letter grade which the teacher shall enter on the appropriate grade sheet and report card. The teacher shall then notify the parent by mail that the "incomplete" has been removed (whether by student action or the teacher) and that grade for the subject has been changed and finally what the grade change is. This rule shall be waived for length of time purposes only should extenuation circumstances warrant. Consideration for lengthy illness and/or other reasons as may be determined by the principal shall constitute such exceptions.

Unless coming under the option of the principal (lengthy and/or other reasons), as mentioned in a previous paragraph, any student turning in work late beyond three school days may have the work evaluated as being worth nothing, unless written permission is on file in the office of the principal.

## **STUDENT GRADES**

The confidentiality of student grades shall not be breached for any reason. Disputes involving student grades shall not be communicated to any other person, including teachers. The dispute shall involve initially the student, the parent, the teacher and the principal. Failing to resolve the matter, the second step will involve, in addition to the above, the superintendent. There shall be no further appeal except that granted by law for the parent to take the case to a court of competent jurisdiction.

A written report of the findings of the principal and the superintendent including their recommendation shall be given the parent and the teacher.

Every teacher shall communicate to students at least once every week the amount of work to be accomplished. This has special significance for the teachers in the junior and senior high schools. This pertains to a week-by-week explanation of the work to be accomplished in any one week or, if the student is on independent study, an explanation (remainder) of the work each week to be accomplished in the marking period. When students are involved in special independent study, teachers shall reduce to writing agreements concerning the work to be accomplished and the evaluation method used for grading. The student, his parents or guardians, the teacher, and the principal shall be given a copy of the agreement. Nothing shall be construed by the teacher complying with this paragraph to relieve them of any other condition for grading issued in this section.

Students attending vocational schools outside the district shall be bound by the attendance policies of the school for grading purposes.

Responsibility for affixing grades upon grade sheets, report cards, and permanent records shall be vested in the staff and supervised by the principal. At the end of the school year all grade sheets and grade books shall become part of the permanent records of the school. At the close of the school year teachers will be responsible for completing the records of students.

## **EXTRA-CURRICULAR HONORS**

Athletic honors, student activities, club membership, etc. shall be maintained on the permanent record of students beginning in grade seven. Directors and sponsors of such activities shall assure the records are complete.

## **CLASS DROPS**

Once a student registers for classes and the term begins, a student is expected to complete the semester in the classes he/she registers for. This means that students may NOT change classes at any time during a semester except in cases of extreme extenuating circumstances. This change must be approved by the Principal. Any student who fails the first semester of a continuation class may be denied admission to the class for the following semester. It will be at the discretion of the instructor and/or the principal to allow admission for the following semester.

## **HONOR ROLL**

Honor Roll will be posted after each nine weeks grading period.

Students with a GPA. of 4.0 for the quarter will be on the "A" honor roll or Superintendent's honor roll. Students with a GPA. of 3.0 to 3.99 for the quarter will be on the "B" honor roll or Principal's honor roll. Students with a GPA of 2.5 to 2.99 for the quarter will be on the honor roll. Semester GPA's will be used at the end of each semester.

## **GRADUATION REQUIREMENTS**

Every student must become acquainted with school and state requirements for graduation. Too often students reach their junior and senior years lacking necessary credits for graduation, generally due to careless failures in the freshman and sophomore years. Students must then take extra courses or courses by correspondence to graduate. Such situations can be costly, inconvenient and embarrassing. Late graduation can be avoided by careful planning upon enrollment in high school.

Byers Jr./Sr. High School High School has a seven period day. Each student in high school could receive 7 units of credit per year. Over a four-year period, a student should receive 28 units of credit. A student is eligible for a high school diploma when a minimum of 25 units of credit have been earned and all required classes have been successfully completed, and they have completed the first sem. of their senior year. The following are the requirements for the General Curriculum and College Prep Curriculum.

### **GENERAL CURRICULUM**

#### **English: 4 units**

9<sup>th</sup> – English 1 unit

10<sup>th</sup> – English 1 unit

Expository Writing 1/2 unit

Am Literature 1/2 unit

English Electives 1 unit

#### **Social Studies: 3 units**

Geography 1/2 unit

World History 1 unit

American History 1 unit

American Government 1/2 unit

#### **Mathematics: 3 units**

Applied Math 1 unit

Pre-Algebra 1 unit

Algebra I 1 unit

Geometry 1 unit

Business Math 1 unit

Pre-Calculus 1 unit

#### **Science: 3 units**

Biology 1 unit

Chemistry or Physical Science 1 unit

Science Elective 1 unit

#### **Educational Area: 3 units**

Health 1/2 unit

Computer Literacy 1/2 unit

Speech 1/2 unit

Economics 1/2 unit

Personal Finance 1/2 unit

Employability Skills 1/2 unit

#### **Physical Education: 1 unit**

Strength Training 1 unit

Physical Education 1 unit

#### **Other Electives: 8 units, including 3 Career Readiness Electives**

### **25 units total needed to graduate**

Vocational Curriculum: Pickens Tech programs available to Juniors and Seniors. Classes fulfill elective requirements. Certain program classes may fulfill a Math, English and/or Science credit.



**Community Service Requirement (beginning with the 9<sup>th</sup> grade class of 2017 and each 9<sup>th</sup> grade class thereafter)**

Over the course of the student's high school career, it is an expectation that the student accumulates a minimum of 30 hours of community service.

**Career Bound Readiness (beginning with the ninth grade class of 2017 and each ninth grade class thereafter)**

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. In addition to meeting the district academic standards, students must demonstrate proficiency in English and Math according to the following state expectations in order to qualify for graduation and receive a diploma from Byers High School. Byers School counselor, principal and superintendent has the authority to adapt the college and career demonstrations necessary to earn a standard high school diploma to accommodate for students with the following exceptions: English Learners, gifted students and students with disabilities.

Competency Demonstration	English	Math
Accuplacer	62 (comprehension)	61 (elementary Algebra)
ACT	18	19
ACT Compass	79	63
ACT WorkKeys	Bronze +	Bronze +
SAT	430	460
ASVAB	31	31
Advanced Placement Exam	2	2
Concurrent College Enrollment	C- or better	C- or better
Industry Certificate	Individualized	Individualized
District Capstone	Individualized	Individualized

**INDEPENDENT STUDY**

Students will be allowed to register for Independent Study classes under the following circumstances:

- The student is a Junior or Senior, or if the student is identified as Gifted/Talented.
- The teacher gives prior approval.
- If student fails an independent study course, college course or any course considered a privileged course they will not be allowed to take a privileged course the following semester.
- The principal will have final approval of all requests.

Drop request forms are available in the counseling and main office.

Once a student registers for classes and the term begins, a student is expected to complete the semester in the classes he/she registers for.

This means that students may NOT change classes at any time during the semester except in cases of extreme extenuating circumstances. Certain classes have prerequisites that must be successfully completed before students will be allowed to register for these classes.

## **INDEPENDENT STUDY- WORK PROGRAMS**

Work programs granted under work permits may not be counted as credits. Students will be allowed to register for Independent Study classes under the following circumstances:

- A student is a Senior.
- A student has successfully completed all classes in a given scheduled class period. Simply not liking any class period is not a valid reason to take an independent study class.
- The class is an extension or upper level class of one that is offered in the schedule.
- Prior approval of the teacher, counselor and principal.
- If a student fails any course during the preceding semester they will not be allowed to take an individual study course the following semester.

## **GUIDELINES FOR STUDENT ASSISTANTS AT SECONDARY LEVEL**

The guidelines listed below are to be followed if you choose to accept a student assistant. Since student assistants receive one semester hour of credit, it is expected that they will be assigned work equal to a one-hour class. If you do not have enough work to keep an assistant busy for the full time, you will want to either share the workload of an assistant with a colleague or rethink the decision to choose a student assistant. All student assistant assignments must be approved by the principal or counselor.

You will take daily attendance for your student assistants. Please stress the importance of consistent attendance to all student assistants. Unexcused absences will result in the student being withdrawn from the assistantship.

You must prepare a list of duties as well as clear, precise, daily directions for assistants.

1. Student assistants should be able to assist you in the following activities:
  - a. Lab preparation, lab, and lab cleanup.
  - b. Bulletin board preparation and maintenance.
  - c. Correct objective tests.
  - d. Grade homework or lab reports where answers are totally objective.
  - e. Perform lab research to aid you in preparation for your class.
  - f. Organize materials to be used in class.
  - g. Run errands in the building-with a pass indicating student assistant.
  - h. Staple materials.
  - i. Type materials.
  - j. Others – as long as they are not in conflict with items under Section 2, which follows:
2. Student assistants should not participate in the following activities:
  - a. DO NOT allow assistants to check in and then leave before the end of period.
  - b. DO NOT allow assistants to place grades in your grade book.
  - c. DO NOT allow assistants to grade subjective questions or essay test.
  - d. DO NOT allow assistants to visit friends during the class period.
  - e. DO NOT allow assistants to visit or spend time in the commons area.
  - f. DO NOT allow assistants to average grades.
  - g. DO NOT allow assistants to pick up mail from the faculty mailboxes.

## **PREREQUISITIES**

Certain classes have prerequisites that must be successfully completed before students will be allowed to register for these classes. Students should check with individual classroom teachers and the Guidance Counselor to see if prerequisites have been met. Listed below is a partial list of classes that require prerequisites:

Advanced Art -	One semester of High School Art
Algebra I -	"C" grade or better in previous math classes.
Geometry -	Algebra I
Algebra II -	Algebra I and Geometry
Advanced Math -	Algebra I, II, and Geometry
Chemistry -	Algebra I and Biology I
Physics -	Algebra I, Biology I, and Chemistry
Creative Foods -	Basic Foods
Spanish II -	Spanish I

## **POST SECONDARY OPTIONS ACT**

Any student who enrolls in and successfully completes college level classes under the Post-Secondary Options Act of 1988 may substitute that credit for those classes required for graduation credit so long as the course content is comparable to the course content of classes offered at Byers Jr./Sr. High School High School.

Byers School District 32J allows Juniors and Seniors to take post-secondary courses and determines the number of credit hours a student may enroll in for each academic sem. or quarter. The district will only be responsible for payment of up to (30) thirty credit hours for dual enrollment courses.

In order to enroll in post-secondary classes, students will need to have a 2.75 overall GPA or better during the second semester of their sophomore year. Students that receive a "D" or lower at any time during their sophomore year will be considered at risk. Enrollment in post-secondary classes must be approved by the counselor and principal.

Students who take post-secondary classes must receive a "C" or above. If a student receives a "D" or "F" that student will be required to pay Byers School District the cost of the course. A "D" will maintain high school credit.

## **COLORADO STUDENT ASSESSMENT PROGRAM**

CMAS tests will be administered online to students in Grades 3 – 8 in the areas of Language Arts and Mathematics. CMAS is the Science and Social Studies test given in the spring. 4<sup>th</sup> and 7<sup>th</sup> graders will be tested in Social Studies, 5<sup>th</sup> and 8<sup>th</sup> graders will be tested in Science. The PSAT will be given to 9<sup>th</sup> and 10<sup>th</sup> graders and the SAT test is given in 11<sup>th</sup> graders in the spring of each year or during the testing window approved by the Colorado Department of Education. District personnel will be assigned to administer or proctor these assessments.

## **STUDENT REGISTRATION**

All student registrations for each academic semester will be signed by at least one parent or guardian, the student, the students' advisor and the Principal. Any class changes from previous registrations must also be signed by at least one parent or guardian, the student, the students' advisor and the Principal. In a move to allow students more flexibility in scheduling, Byers High School offers an open curriculum. Students are not limited to taking classes at a prescribed time. However,

it must be clearly understood by each student and his/her parents that it is each individual students' responsibility to register for and pass the required classes needed for graduation.

A priority system for registration for classes will be used for registration. Seniors will register first, Juniors will register second, Sophomores third, and Freshman last. Once a class limit is reached no other students will be allowed to register for the class. Two class positions will be reserved at registration time to accommodate transfer students. If classes are not filled by transfer students by the beginning of the Fall term, then pre-registered students may fill the reserved positions.

Students may register for classes that are at a higher level than their grade status. However, students are discouraged from taking classes more than one grade level higher than their status. Freshman and Sophomores may not register for upper level classes.

### **HIGH SCHOOL CREDIT**

A subject which extends over two semesters of instruction or one whole year will earn for the student one (1) unit of credit if completed successfully. A subject which extends over one semester of instruction will earn for a student one half (1/2) unit of credit.

It is the responsibility of the student to see that all college transcripts are submitted to the Office of the Principal in a timely manner so that credit may be properly placed on a students' high school transcript.

Pupils are expected to attend a full school day every day school is in session, with all time periods assigned unless prevented by personal illness or family emergency or as properly excused by the administration. To be classified as a sophomore, the student shall have earned at least 6 credits; for a junior, 12 credits; and a senior, 18 credits.

### **ACADEMIC LETTER**

Students who achieve a G.P.A. of 3.5 or above for a semester will be awarded an Academic letter. Once an Academic letter is awarded for the first semester that the student maintains a G.P.A. of 3.5 or above a bar will be awarded thereafter.

### **VALEDICTORIAN AND SALUTORIAN AWARDS**

These two awards are awarded to the students with the highest and second highest grade point average over the course of four years in High School. To be eligible for this award the student must be enrolled in Byers Senior High School at the beginning of the 2<sup>nd</sup> semester of their junior year and be enrolled at Byers Senior High School all of their senior year. Valedictorian and Salutatorian honors are awarded upon completion of the first 7 continuous semester of a student's high school experience. A student must have a cumulative GPA of 3.7 in order to receive the Valedictorian award. To obtain the Salutatorian award a student must have a cumulative GPA of 3.5.

### **PROGRESS REPORTS**

If a student is doing course work at the grade levels of D or Failing, contact with the parent will be made by the teacher on at mid-quarter basis until the grade rises to at least a C level. A written report will also be sent to the parents once a week. Other written reports may also be sent to the parent at the discretion of the teacher. Written report forms are available in the high school office. When the report is completed, it should be returned to the office. The report is mailed from the office to the home after a copy is filed in the cumulative folder of the student. Contact with the

parents at times other than at the midpoint of the 9 week grading period should be by telephone. The teacher should keep a log of when contact was made with a parent.

### **ALCOHOL/CONTROLLED SUBSTANCE EDUCATION**

In keeping with state statutes, the district shall provide instruction in grades K-12 dealing with the nature of alcohol and controlled substances. This shall include special instruction as to the effects upon the human system; the emotional, psychological, and social dangers of such use with emphasis on non-use by school-age children, and the illegal aspects of such use.

The objectives of this program, as stated below, are rooted in the Board's belief that prevention requires education and that the most important aspect of the policies and guidelines of the district should be the education of each individual to the dangers of drugs, alcohol and tobacco.

1. To create an awareness of the total drug problem-prevention, education, treatment, rehabilitation and law enforcement on the local, state, national and international levels.
2. To relate the use of drugs and alcohol to physical, mental, social and emotional practices.
3. To encourage the individual to adopt an appropriate attitude toward pain, stress and discomfort.
4. To develop the student's ability to make intelligent choices based on facts and to develop the courage to stand by one's own convictions by saying no to drugs, alcohol, and tobacco.
5. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.
6. To understand the personal, social and economic problems causing the misuse of drugs, and alcohol.
7. To develop an interest in preventing illegal use of drugs in the community.

The curriculum, instructional materials and strategies used in this program shall be recommended by the superintendent and approved by the Board of Education prior to implementation.

### **SCHOOL ORGANIZATION ACCOUNTS**

All organization must have fundraisers approved and all necessary paper work turned into the high school principal prior to the start of the fundraiser. All school monies, including those in student organizational accounts are legally district monies and are under the control of the board of education and financial policies of the district. All student activity monies shall be processed through the high school office. All money collected during a week must be turned into the high school office by that Friday. Written reports shall be transmitted to the district bookkeeper in the central office. High school organizations shall deposit monies with the high school secretary, who shall issue a receipt for such monies and credit the appropriate organizational account in a proper ledger. All monies received shall be deposited at least once each week in the Student Activities Account at Independent Bank by the high school secretary. Organizations wishing to withdraw monies credited to their account shall submit a voucher signed by the sponsor, the president of the organization, and the secretary of the organization. The voucher shall be submitted to the high school principal who shall cause a check to be written for the amount of the voucher. All such checks shall then be submitted for approval at the next regular scheduled meeting of the board of education.

The high school principal shall advise the superintendent when any organization begins to exceed the spending limit of their deposited monies. No organization may enter a period of deficit spending without the prior approval of the superintendent of schools. The principal shall notify the superintendent of anticipated deficit spending practices.

### **CLASS TERMINATION BELLS**

When change of class bells ring, teachers should require all students to remain seated until they are personally dismissed by the teacher. Class termination bells are meant to be signals for the teacher to dismiss class and are not signals for students to be free of supervision.

### **MASTER CALENDAR**

A master calendar of all school activities is maintained in the Athletic Director's Office. To have an event scheduled in the main gym, old gym, or commons area it must be cleared through the athletic and activities director or the principal and entered on the master calendar. Use of the library, cafeteria, and elementary must be approved through the elementary principal, and then entered on the master calendar.

### **MAIL BOXES**

Teachers should check their mailboxes at least twice daily for mail and messages.

### **HOLIDAY DECORATIONS**

All holiday or special activity decorations shall conform to fire underwriters' specifications, be of good taste, and appropriate content. All holiday decorations shall be removed and stored prior to holiday dismissals.

### **NON-CURRICULAR MATERIALS**

This policy governs non-curricular material and is not intended and shall not be interpreted with the privilege of teachers to supplement and enrich text and reference book materials through normal curriculum adoption procedures used in their courses with materials which are timely and up to date. However, no teacher shall distribute non --curricular materials in his/her class which are intended to supplement the course work of his/her class without consulting with their building principal.

### **PHONE CALLS**

The purpose of our classroom phone system is to provide better in-house communication, be available for emergencies, and to allow you to make parent/education calls from your own classroom. We ask that teachers follow the following guidelines when using school phones.

1. Teachers will not be interrupted during class time with calls from parents. Unless a teacher lets the secretaries know that they are expecting a particular call would like to receive the call. The secretaries will take messages and let parents know the teacher will call during break time, lunch, or after school.
2. Phones are not for student use, unless approved on an individual basis by the classroom teacher.
3. Any personal calls being made by faculty need to take place during breaks, lunch, or after school-not during instruction time. Teachers shall not make toll calls from school telephones without prior consent from the office.
4. Teachers are discouraged from accepting phone calls from associates or acquaintances during school hours except for urgent reasons. (Family illnesses, accidents, etc.) Teachers shall not make phone calls from other phones and give the school phone number for toll purposes.

### **LANGUAGE**

No person employed by this district and no student in this district shall use profane and/or derogatory language at any time while on the school premises, or while being transported, or attending any approved school function. This shall especially apply to any conversations between employees and students.

### **PUBLIC STATEMENT**

Under no circumstance shall an employee of the school nor any student of the school shall make any public release concerning the affairs of the school without the consent of the superintendent of schools.

### **ROOM CARE**

Teachers are expected to exercise prudence with respect to room care. Duties and responsibilities for room care generally follow dictates of good judgment and safety. If material on the blackboard is not to be erased, directions to the effect should be given to the custodian by writing the words "Do Not Erase."

### **PURCHASES**

No teacher or any other employee of the district shall make a purchase on behalf of the district or its organizations without prior approval of the principal. No student may make any purchase on behalf of the district or its organizations under any circumstances. Practices and procedures for accounting for all district monies shall conform to Colorado Law and district accounting and auditing procedures as established with its auditing firm. All monies, regardless of how obtained or by what organization, are district funds. Procedures shall therefore be issued from the central office pertaining to the accounting of all monies. All sponsors of student organizations and activities shall familiarize themselves with district financial procedures. Teachers will request purchases on the requisition forms provided by the district for that purpose. No employee except those in the office of the superintendent shall have access to district purchase orders.

### **FINANCIAL SUPPORT**

No person shall be authorized to solicit financial support from the general public for any school purpose or project without prior approval of the superintendent. Failure to obtain such authorization shall constitute a refusal to accept such monies so collected, except that such acceptance may be on the behalf of the district by the board of education. Such monies shall then become the property of the district and shall be spent or accounted for at the specific direction of the board of education.

### **STUDY HALLS**

Study halls, when scheduled, shall be used for that purpose. Card playing, listening to radios, playing with dice, visiting, and other non-educational activities shall not be permitted.

### **REPORTS, GENERAL**

All employees are required to complete all reports on time as requested by the principal or the central office.

### **SAFETY/HAZARD**

It will be the general responsibility of teachers and the specific responsibility of the principal and the superintendent to consistently be aware of the safety of students in the school district. Employees shall report all possible safety hazards to the principal who will take steps to remedy the

hazard including reporting the situation to the superintendent. Any unusual incidents should be brought to the attention of the superintendent if (1) it could result in a fire, or result in a possible safety hazard to school personnel or the children or; (2) it could be misconstrued and possibly bring discredit to the school district, its personnel, or its students. No student or employee shall bring to or house on school premises any animal, plant object or device which may bring harm to any person.

### **BULLETIN BOARDS**

Hall bulletin boards should be used for information that is of general interest to the student body and general public. Teachers will share in the responsibility of posting appropriate information or displays on hall bulletin boards voluntarily or as assigned by the principal.

No person shall mar, deface, write or paint upon, hang, glue, tape or otherwise affix any picture, poster, advertisement, or decoration of any kind to the walls, ceilings, interiors, or exteriors of any building without the written consent of the principal in charge of such buildings or structures. Bulletin boards, where established, may constitute an exception to this rule at the discretion of the principals.

### **SUBSTITUTE TEACHER PROTOCOL**

Teachers who are ill and need use of sick leave should contact their building secretary. If an illness results in an absence of more than one day, the teacher or his/her representative will call the school before 3:00 p.m. This will permit the office to advise the substitute concerning the following day. If no call is received, it will be assumed that the teacher will be returning to school on the following day.

When teachers are absent, the following information shall be available for the substitutes: Written instructions on assignment procedures, current lesson plans for classes, seating charts (where applicable), the daily schedule, and appropriate access to necessary materials for conducting the class (keys, etc.). A teacher, upon returning from an absence, must file a report at the office for the purpose of record-keeping and payroll purposes. Absences not covered by accumulated leave will be deducted from pay at the per diem salary rate of the teacher.

*In the absence of the superintendent he shall designate an administrator in charge. Generally, a principal will have responsibility for the supervision of the district. The district shall have at least one administrator or designee on duty at all times.*

### **PERSONAL TIME OFF (PTO)**

#### *Instructional Staff – Policy GBGG*

Full-time teachers at Byers 32-J shall receive 80 hours of leave at appointment. All leave will be issued in hours based on the hours worked per day. Unused leave for teachers who begin employment after June 1, 1994 may accumulate 480 hours. All teachers employed by the district on or before June 1, 1994 may have leave accumulate with no limit until such time as their employment with Byers School District 32-J ends.

Leave will be credited to the leave account of the teacher on the first day of the school year. Leave hours can be taken when required throughout that school year even though leave hours may not be fully earned when taken.



For each actual workday an employee is absent after leave allowance is exhausted, deductions will be made from the employee's salary in the amount equal to annual salary divided by the number of actual working days for which he/she is scheduled.

Hours accumulated yearly after the 2013-14 school year above 250 hours may be redeemed annually the following school year at 25% per diem. Only hours accumulated above 250, during the current year may be redeemed. A total of 80 hours may be redeemed per year.

An employee may choose to keep their hours above 250 for accumulation purposes only and not redeem them (up to 480 hours). When the employee leaves the service of the district, a maximum of 480 hours will be redeemed at fifty dollars for every eight hours of accumulated leave (for those employees hired after June 1, 1994). Employees hired prior to June 1, 1994 will receive fifty dollars for every eight hours accumulated leave in excess of 240 hours.

At the end of service to the district, an employee may redeem their leave hours as follows. If the employee has accumulated over 250 hours, they can redeem 80 hours of leave accumulated in the current school year at 25% per diem. All remaining hours will be paid at fifty dollars for every eight hours as outlined above. Accumulated hours 1-250 are paid at fifty dollars for every eight hours.

The District office will notify employees yearly of their qualification to redeem hours. Employees must designate annually on the form provided by the district whether they will accumulate hours or redeem those hours above 250.

Personal leave must be requested by the employee and approved by their immediate supervisor. Personal leave will not be approved or granted the first two weeks of school or the last two weeks of school or to extend a school break (Spring Break, Thanksgiving, Christmas, Presidents' Day, Martin Luther King Day, Columbus Day, Labor Day, Memorial Day, Good Friday/Easter Monday). However, an employee may petition to their direct supervisor to extend the leave during these times in extenuating circumstances. The supervisor has the final say in approving the leave requested. If leave is taken without the above mentioned approval, it may result in a dock day.

#### *Support Staff – Policy GDCA*

Year-round employees shall receive twelve (12) days leave per year with pay to be earned at the rate of one day per month worked. All leave will be issued in hours based on the employee's hours per day. All days will be issued at the time the employee is hired, or the beginning of the fiscal year. Paid leave may not be used during the first thirty days of employment. Unused leave for employees who begin employment after June 1, 1994 may accumulate to 480 hours maximum. All employees who were employed by the district on or before June 1, 1994 may have leave accumulate with no limit until such time as their employment with Byers School District 32-J ends. At the time an employee leaves the district, days that have been given but have not been earned will be deducted from the employee's leave balance.

School-term employees shall receive nine (9), ten (10), or eleven (11) days of leave, depending on the number of months worked, to be earned at the rate of one day per month worked. All leave will be issued in hours based on the employee's hours per day. All hours will be issued at the time the employee is hired, or the beginning of the fiscal year. Leave may not be used during the first thirty

days of employment. Unused leave for term employees who begin employment after June 1, 1994 may accumulate to 480 hours maximum. All classified employees who were employed by the district on or before June 1, 1994 may have leave accumulate with no limit until such time as their employment with Byers School District 32-J ends. At the time an employee leaves the district, days that have been given but have not been earned will be deducted from the employee's leave balance.

In the event that an employee has taken more leave than has been earned and is terminating his/her employment, the employee will have the number of unearned days used deducted from his/her retained salary.

Hours accumulated yearly after the 2013-14 school year above 250 hours may be redeemed annually the following school year at 25% per diem. Only hours accumulated above 250, during the current year may be redeemed. Only hours above 80 accumulated in the current year may qualify for redemption each year.

An employee may choose to keep their hours above 250 for accumulation purposes only and not redeem them. When the employee leaves the service of the district, a maximum of 480 hours will be redeemed at fifty dollars for every eight hours of accumulated leave (for those employees hired after June 1, 1994). Employees hired prior to June 1, 1994 will receive fifty dollars for every eight hours accumulated leave in excess of 240 hours.

At the end of service to the district, an employee may redeem their unused leave as follows. If the employee has accumulated over 250 hours, they can redeem 80 hours of leave accumulated in the current school year at 25% per diem. All remaining hours will be paid at fifty dollars for every eight hours as outlined above. Accumulated hours 1-250 are paid at fifty dollars for every eight hours.

The District office will notify employees yearly of their qualification to redeem hours. The employee must designate annually on the form provided by the district whether they will accumulate hours or redeem those hours above 250.

Personal leave must be requested by the employee and approved by their immediate supervisor. Personal leave will not be approved or granted the first two weeks of school or the last two weeks of school or to extend a school break (Spring Break, Thanksgiving, Christmas, Presidents' Day, Martin Luther King Day, Columbus Day, Labor Day, Memorial Day, Good Friday/Easter Monday). However, an employee may petition to their direct supervisor to extend the leave during these times in extenuating circumstances. The supervisor has the final say in approving the leave requested.

### **COMMUNICABLE DISEASES (STUDENTS)**

By law, admission to school may be denied to any child suffering from a disease whereby his or her attendance is inimical to the welfare of other pupils. This includes any disease which poses an unacceptable risk of being communicated to others.

Certain chronic communicable diseases can be properly medically managed and infected students are entitled to attend regular classes as long as they do not present acute conditions or behaviors that would put others at risk. The decision for a child's attendance shall be determined by the Superintendent, district approved physician and the school nurse

Any child excluded from the regular educational program under this policy will be provided with home bound or similar instruction as appropriate following an evaluation and staffing consistent with the educational needs of the child for education outside the regular classroom. The child's parents and physician may be consulted with regard to determining appropriate alternative educational programming for the child.

If a child is determined to have evidence of Head Lice via observation of nits on the child's hair shaft or live lice in the hair, the child will be sent home to have appropriate treatment with Pediculicide, removal of all nits from hair and treatment of the home environment. The child may return to school as soon as treatment has been completed and there are no visible nits in the hair. If there are any visible nits, a child will not be allowed to be in the school due to the possibility of survival of lice in the nit sack and reinfestation. The child will be sent home for further nit removal, even if a pediculicide has been used.

In all proceedings hereunder, the district shall respect the child's right to privacy. Only those persons with direct responsibility for the education or care of the child should be informed of his/her condition. All such persons should be fully advised of necessary precautions to be taken in contact with the child and in recognizing and dealing with situations which may pose a risk of transmission of the disease.

### **SCHOOL DAY**

Teachers are expected to use good judgment and professionalism in determining when their school day begins and ends. A general guide is 7:45 a.m. until 3:45 p.m. On Fridays, the guideline will be 7:45 a.m. until 3:15 p.m. They should make themselves available to students as appropriate after school.

### **BUDGETS**

Insofar as possible, teachers will have their budgets departmentalized in the high school by subjects and/or activities. It is expected that once approved all teachers will stay within their budget limitations. Teacher budgets, like the district budget, will be on a fiscal year basis. Vocational budgets will follow state mandates with regard to reporting and record keeping.

### **SALARY SCHEDULE**

As new salary schedules are made, employees shall be issued a copy. However, a current copy is always on file with the district bookkeeper in the central office. The schedule usually lists all salaries and fringe benefits. Employees having any problems concerning salaries should see the district bookkeeper.

### **INJURED ON THE JOB**

Any employee who is injured on the job should report the injury to the central office immediately. Failure to do so could jeopardize any compensation to which the employee may be entitled. (See page 48)

### **TEACHER ILL DURING THE WORK DAY**

An employee who becomes ill during the work day should notify the principal in order that an appropriate substitute may be secured to cover duties. If other employees, such as teachers, are used to cover a professional work-station, it is expected that the ill teacher will reciprocate when

requested to do so at some future date for another professional. A teacher ill during the day will be considered ill for any afternoon or evening events for that day. The implication is that a teacher who is too ill to teach is also too ill to coach, chaperon, or attend afternoon or evening activities. Any employee who leaves his work-station for any reason without the expressed consent of a principal or superintendent shall be considered absent without cause. An employee so absent will be docked pay equivalent to time missed.

### **TEXTING**

The Byers School District and its Administration strongly recommends that employees wishing to communicate with students and/or players do so by mass text only.

### **SUPERVISION OF STUDENTS**

Each teacher shall provide reasonable and controlled supervision of all students assigned during any set period of the day. Teachers are to be present with and supervise students who are in their charge or class. Teachers will share the morning, noon, and afternoon recesses, and other such duties as set on the schedule by the principal. Follow and check the schedule often to determine duties assigned.

### **DRESS CODE**

Teachers and other staff members project an image to the community and to students about the professionalism of the district. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. The principal or the immediate supervisor has the final authority to decide what professional attire is.

### **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 middle knuckle of the middle finger when the arm is at the side of the body.
2. Sunglasses and/or hats worn inside the building.
3. Inappropriately sheer, tight or low-cut clothing (e.g. midriffs, halter tops, back-less 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.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
5. 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 when teaching or assisting with physical education classes, or when coaching athletic activities. Exceptions also include appropriate attire based upon the specific teaching assignment and specific instructional situation.

**TEACHER EVALUATIONS** – Policy GCOA

The principal shall evaluate teacher performance and effectiveness as prescribed in the Board Policy Manual. The goal of all evaluations should be the improvement of instruction. Teacher evaluations will be conducted as outlined in the board policy. The principal will provide teacher direction for professional growth concerning job performance problems which need remedying. Assistance for improvement may be initiated if problems are recognized. If a teacher feels the need for help in an area of teaching, a request should be made to the principal and an effort will be made to provide assistance. Probationary teachers will have at least two documented observations by his/her evaluator each school year, which results in a written evaluation each year. Non-probationary teachers shall receive at least one documented observation each year and at least one evaluation that results in a written report every three years. Effective 2012-2013, non-probationary teachers shall receive a written evaluation report each academic year.

**CLASSIFIED EVALUATIONS** – Policy GDO

During an employee's first year in the position he or she will be evaluated after two months, after six months, and during the last month of the employment year. Other employees, beginning with the second year of employment, will be evaluated a minimum of one time annually, according to the schedule developed by the immediate supervisor. Any employee who assumes a different position will be evaluated after six months and one year in the new job. Employees whose performance has been rated as less than effective will be placed on probation and evaluated more frequently as indicated in the procedures which follow. Additional evaluations may also be completed at the discretion of the supervisor. The district reserves the right to discipline or terminate the employment of a support staff employee without regard to the outcome of any past or pending evaluation or whether evaluations have been conducted.

**SOCIAL NETWORKING SITES**

Staff that choose to participate in Social Networking sites need to be mindful of the content that they choose to display and/or comment on. It is strongly recommended that the accounts be blocked from public view and that staff members are very conscientious about inviting student as friends. Please remember that information posted on the site(s) that could cause detriment to Byers School District 32J, its staff or student community could be subject to disciplinary action.

**PARENT-TEACHER CONFERENCE**

Parent-teacher conferences will be coordinated with the faculty at a special meeting time. The conference will involve a discussion of any or all of the pupils learning activities and social interaction behavior which the teacher or parent wish to discuss. Teachers should make valid observations and have accurate records of pupil work to aid in discussion with parents.

**STUDENT DISPLAYS OF CLASSWORK (ELEM.)**

Each teacher will be responsible for displaying student work in the school for viewing during back-to-school night, for viewing by other classes and visitors.

### **ACTIVITY SPONSORS**

Sponsors of any activity shall not permit students to use any school facility unsupervised. All students participating in activities will have signed and on file in the athletic director office the Activity handbook permission form. It is the activity sponsors responsibility to distribute and review the expectation of the Activity Handbook with their club or organization. Sponsors shall have the duty of guiding and directing student activities, permitting students some degree of self determination, and overruling them when it is warranted in their professional judgment. It shall be the duty of sponsors to keep the high school principal informed of all activities at all times. Fund raising, dues, collections, raffles, suppers, dances, and all other activities must be approved. All advertising posters and other general information by any other organization shall be initialed by the sponsor(s) for assurance of correct wording content and spelling.

### **MEETING WITH ADMINISTRATION**

All meetings with Administrative personnel should be made in advance by calling the school office, stating the basis for a meeting, and asking when the school administrative personnel is available to meet with the person requesting the meeting. School administrative personnel shall make themselves available when possible.

### **PERMIT TO LEAVE THE BUILDING/TO GO TO BUSES**

Teachers may not excuse students from school for any reason. Only the principal and the superintendent may excuse a student from school. Requests for students to leave campus to secure an item needed in the classroom will be denied for liability and insurance reasons. Students are not to be dismissed to go out to their bus before the designated school dismissal time.

### **PUPILS BECOMING ILL AT SCHOOL**

When a pupil becomes ill at school, he/she will be assisted to the office. The secretary may contact the parent to take the child home.

### **EXCUSE FROM P.E.**

Interpretation of urgent reasons for excusing a student from gym classes is the decision of the principal. When a student is to be excused from participation in gym, the office shall notify the teacher concerning the reason and stipulate the time period for excuse.

### **RECESS EXCUSE (ELEMENTARY)**

When a parent desires a child to remain in from recess a signed note must be dated by the parent. These children will be allowed in the elementary section of the library under the supervision of the librarian. If a child needs to stay in for an extended period of time, a note from a doctor will be required.

### **ATHLETIC/ACTIVITIES DIRECTOR**

The athletic/activities director shall have general charge of all interscholastic competitions and is responsible to the high school principal. All activities shall be in accordance with the rules and regulations established by the Colorado High School Activities Association, it's Junior High Division, and participating leagues. In general, all high school sports activities shall be held after normal school hours.

### **ACTIVITIES/TRANSPORTATION**

The district will furnish transportation for participation to and from all sports and other activity events as approved by the high school principal and the activities/athletic director. Students and coaches shall use such transportation to and from the event and may not be excused from the exercise of this rule except by the high school principal. Requests for waivers of this rule by parents should be directed by phone or in person to the high school principal. When sports activities or other interscholastic activities need to be held during school hours, it shall be by direct approval of the school principal and the superintendent of schools.

### **FEES (STUDENTS)**

Fees may be charged to students for consumable supplies, or projects which are an integral part of any course. Fees may be charged to students when materials are bought by the district and the student makes a special project from them. Teachers must keep records of all fees charged to students. Any malicious destruction of any property may be charged, will be approved in advance by the principal and superintendent.

### **HOMEWORK**

Assigned homework is to be moderate and reasonable. The center of learning activities is our school. Teachers are encouraged to give home assignments to their students. It is expected that should homework be given, the teacher will review the work accomplished by the student and evaluate it. Under no circumstances may a homework assignment be made prior to (during) a holiday period. This does not include weekends.

### **ATHLETIC/ACTIVITY FEES**

At the High School level, a student shall pay an activity/athletic fee of \$125 prior to the first contest in the first sport they play in. The fee is a total of \$125 no matter how many sports are participated in. Considerations shall be made for those who may not be able to afford the fee (based on free/reduced status).

At the Junior High level, a student shall pay an athletic/activity fee of \$75.00 prior to the first contest in the first sport they play in. The fee is a total of \$75.00 no matter how many sports an athlete participates in.

The money shall be used solely to subsidize the athletic program official's fees. Personal equipment such as uniforms, shoes, personal protection equipment, and other appropriate equipment shall be purchased by the student. This equipment shall be personal property and responsibility of the student. The equipment must meet the standards established by the athletic staff and Colorado High School Activities Association for the student to participate on a school-sponsored team.

Student athletic/activity fees will help offset growing costs in the general fund additional dues may be required for individual activities which will be deposited into the activity fund.

### **STUDENT ATTENDANCE**

Regular attendance at school is essential if students are to derive the greatest benefit from public education. Students enrolled in Byers School District 32J are required to attend classes in accordance with the Colorado Compulsory Attendance Law (22-33-104) and Article IX, Section 2, of the Colorado Constitution.

Good attendance is critical to the success of students. Higher education and job settings after school require good attendance from people in the work force. Regular attendance develops habits that are vital for success in the working world. Absences, whether excused or unexcused, are detrimental to the learning process in that work made up outside of class is not as effective as the actual classroom experience. Byers School District 32J has developed an attendance policy that will promote daily student attendance and maintain instructional continuity in the classroom. The two most important factors in insuring a child's education are parental involvement and responsibility. Senate Bill 93-140 intends to have parents be partners in enforcement of compulsory attendance.

### **ABSENCE LIST**

General attendance of Jr. High and high school students is accounted for in the high school office. By 8:30am each morning, teachers are responsible for entering attendance information into Infinite Campus, the high school secretary will then type a master absence list which teachers will receive second period. Teachers are still responsible for taking attendance each period. Please enter this data each period.

### **DUE PROCESS** – Policy JIA

Students have the right to be respected as individual persons. They have the right to learn in their own individual style without anxiety; to be evaluated on their present behavior without prejudice; and, to explain their actions fully when they have violated student or school policy, and to be informed of student policy violation.

### **FIREWORKS**

Fireworks of any kind are prohibited. Students having fireworks of black powder in any form shall have such confiscated and the student should be sent to the office for appropriate disciplinary or legal action.

### **EXCUSED ABSENCES**

The following shall be considered as excused absences:

1. A student who is temporarily ill or injured and notice is provided to the school at time of absence. Pre-arranged shall be approved for appointments or circumstances of a serious nature, which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period of time due to physical, mental or emotional disability, and notice is provided to the school at the time of absence.
3. Activities of an educational nature with advanced approval by the administration.
4. The administration may excuse students for other reasons deemed appropriate in compliance with the intent of this policy.

### **UNEXCUSED ABSENCES**

An unexcused absence is one in which the parents/guardians are unaware of the absence, one in which the school has not been properly notified according to school procedures, or one for which the school will not accept as valid the reason given for the absence. Students will not be excused for work. The school reserves the right to determine whether an absence is excused. Students that have more than 6 unexcused absences in any given course per semester will not receive credit for the course.



### **MAKE-UP WORK**

A student will have one school day for each day missed to make up all work for excused absences unless prior arrangements have been made with the individual teachers. At the secondary level, students will need to take any missed assessments on the next day of attendance

### **HABITUAL TRUANT**

State law defines a “habitual truant” as a student between the ages of seven and sixteen who has four unexcused absences in one month or ten unexcused absences during any one school year. Although students older than sixteen years of age may not be classified as “habitual truant”, these students are subject to the Byers School District 32J attendance guidelines for unexcused absences.

### **NOTIFICATION PROCEDURE FOR UNEXCUSED ABSENCES**

After the 3<sup>rd</sup> unexcused absence from any class in one quarter, the home will be notified by phone or by letter. Parents should contact the school to schedule a conference with the principal to review and determine the reasons for the students’ absences. The school will contact the home if additional unexcused absences occur. Unexcused absences will have serious consequences. Passing a course becomes more difficult with each absence and unexcused absences may result in a student being assigned to Saturday detention.

The classroom teacher shall notify the principal in writing of each student who has 3 unexcused absences in a class during a quarter.

### **ALCOHOL/DRUGS/TOBACCO SMOKING & POSSESSION OF**

The use or possession of tobacco is prohibited by students and staff in district buildings or property. The use of alcohol and/or drugs is prohibited at all times on school property. Any student who comes to school or a school function who appears to be under the influence of drugs or alcohol shall be immediately contacted by the teacher and reported to the principal. Students will not be permitted to use or be in possession of tobacco products in any form on school premises. School employees shall not use drugs or alcohol while on the school premises at any time. Any employee who violates this policy could face termination or referral for prosecution.

### **SEARCH**

No employee has the right to search a student. Students may be asked to empty contents of purse or pockets upon request. Denial can be used as evidence. Any student may be compelled to open any school locker upon request. Lockers belong to the school and their use is granted to the student only as a service. However, staff members should use discretion, logic, and professionalism in making a request of a student. In most cases, except in extreme likelihood of danger to students or others, teachers should consult the principal in matters involving search of lockers. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior. Student vehicles may be inspected whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. Such patrols and inspections may be conducted without notice or student consent.

### **ASSEMBLIES**

Teachers are required to attend all assemblies unless excused by the principal. At assemblies, teachers will sit at strategic places for control of student behavior. Teachers will be alert for students leaving the building during assemblies and report such instances to the administration.

The total time allotted for any pep assembly shall not exceed twenty minutes except in special circumstances. Pep assemblies shall be scheduled sparingly and in such a manner as to not shortchange students from their classroom work. It will be the responsibility of the sponsors of cheerleaders and pep club to aid the principal in scheduling pep assemblies at least one week in advance. Sponsors shall have general charge of the assembly.

### **FUNDRAISING PROJECTS, STUDENT ORGANIZATIONAL**

All organizational projects undertaken by students and their sponsors shall meet the following criteria:

- The project shall be submitted in writing to the principal with the signature of the sponsor. The proposal shall detail: (1) a justification for the project; (2) the expected educational outcomes to be derived from the project; and (3) the ways and means by which the project may be completed.
- If approved, the project proposal shall have the approval of the principal in writing.
- Any project proposal approved by the principal shall not vary from the exact proposal as approved.
- A copy of the approved proposal shall be filed in the office of the principal, and a copy shall be retained by the sponsor submitting the proposal.
- Any proposed changes in the proposal must be re submitted in writing as if it were a new proposal and proceed through the steps listed about. Verbal proposals and verbal confirmation of approval are not acceptable.

### **CLOTHING, APPAREL, ORGANIZATION**

It shall be binding upon the part of both sponsors and students planning to purchase or establish any apparel for use associated with the Cheerleaders, Pep Club, or any other student organization (excluding band and sports), that prior to such purchase or establishment of apparel, the sponsor, students and the parents of the students involved shall meet, discuss, and mutually agree to such purchase or establishing of apparel. See also: Purchases, Administrative Guide.

### **OUTSIDE SCHOOL ATHLETICS**

No teacher shall encourage a student to engage in a clinic, workshop, seminar, or any other function wherein the student may be instructed in sports or any other interscholastic competition without first clearing such information with the athletic director or principal. Student participation in certain activities could result in their suspension from interscholastic competitions, or result in the school being suspended from all activities.

Student participation in activities and sports should be of a positive nature. It is the responsibility of the sponsor of an activity or sport to promote all activities and sports sponsored by Byers School District 32J. If a student begins an activity or sport, the sponsor should encourage the student to complete that activity or sport season. Quitting or changing activities by a student during a competitive season should be discouraged by sponsors.

### **TEACHING ASSIGNMENTS/TRANSFERS** – Policy GCKA

All assignments and transfers of employees shall be made by the board of education on the recommendation of the superintendent. The superintendent shall take into consideration the best interests of the students and the overall school program.

### **SUPERVISION OF DANCES/FIELD TRIPS**

Any teacher may be asked to help run and supervise concessions, sell tickets or generally help supervise sports or other school activities.

School organizations requesting dances should submit their request to the administration. When approved, the dance shall meet the following criteria. (This includes the Junior-Senior Prom).

- Once a student enters the building, he/she shall stay for the entire dance. Should he/she desire to leave prior to the end of the dance, he/she may, but cannot return.
- At least three faculty members shall chaperon the dance.
- If drunken or disorderly persons come to the dance and assistance is required for removal of said person, the chaperons shall notify the proper authorities.
- Except for prom, street shoes will not be permitted at any time on the gym floor of the high school.
- The dance shall close at the hour agreed upon.
- The sponsor, club, or group shall have sufficient funds available to cover expenses prior to the activity.
- Eligibility is required for the all Dances.

Field trips must be approved in advance by the principal. A roster of the students attending the field trip must be left at the school prior to departure. Parents must be notified in advance of any out-of-district trips. All overnight trips must be approved by the board of education. An itinerary will be provided to parents for all overnight trips outlining where the students will be and any information pertinent to the departure/return and items necessary for the trip. Trips are scheduled through the activity director. Upon return, a trip expense report must be filed before reimbursement is made.

### **CLASS PARTIES**

No parties shall be planned or participated in during the regular school day in any class without prior approval of the appropriate building principal.

Three parties may be held each year in the elementary school at Halloween, Christmas, and Valentine's Day. Each teacher can select room organizers to help with these parties. A voluntary gift exchange will be held at Christmas.

### **TARDIES (JR./SR. HIGH SCHOOL)**

Being on time is a necessary responsibility in our society. A tardy is defined as arriving to class sometime within five minutes after class has begun. A tardy will be considered unexcused unless the student was detained for a reason approved by a note from a teacher, counselor or administrator. A student who is tardy three times to class in a quarter will serve one half hour detention after school.

### **FACULTY MEETINGS**

Faculty meetings will be scheduled at the discretion of the building principal within the guidelines established by board policy. It is expected that all faculty members will attend faculty meetings. Special meetings may be called at the discretion of the superintendent, principal, or a simple majority of the faculty membership.

## **DISCIPLINE**

Teachers share general responsibilities of discipline during the entire school day. Student behavior in the halls, lavatories, cafeteria or any area outside the supervised classroom is categorically the responsibility of any teacher who is in the vicinity. Demand and expect respect from all students attending Byers School District 32J. Teachers should maintain good disciplinary standards and take care of most problems themselves. However, any problem of a serious nature which a teacher feels he cannot handle will be dealt with expeditiously by the principal. When this situation arises, the student should be sent immediately to the office of the principal. The following are some tried and proven suggestions for teacher use in prevention of disciplinary problems:

1. Be punctual in meeting classes. The teacher will have difficulty dealing with students who are tardy in class when guilty of the same offense.
2. Be prepared to commence class under full throttle. The teacher who is unprepared and unorganized is doomed to have discipline problems. Well organized lesson plans are imperative. Uninvolved and disinterested pupils merely cause trouble.
3. Be as courteous to all students as you expect them to be to you. Students do not want to be made to look bad before peers. Create an atmosphere in the classroom that will make all students welcome and therefore want to come into the classroom. Never make students feel rejected and unwanted by using cutting remarks which tend to degrade or ridicule. Do not send students to run personal errands (ie. Fill coffee, buy a pop) during instructional or class time.
4. Be firm, fair and consistent. It is easy to slack off, but extremely difficult to get tough after the class is out of control. As often as possible, give directions only once.
5. Minor incidents which are designed to get attention for the offender are less troublesome for the teacher if they are ignored for the moment. It is often effective for the teacher to take the troublesome student and place him in a leadership role (taking roll for attendance, collecting papers, etc.) and/or move him to a different location in the room. Talk to the offender later in private, trying sincerely to understand and solve the problem. Render discipline with a calm voice. Shouting disorganizes children and is very unprofessional.
6. Do not discuss a student, his work or grades before his classmates.
7. Be free with praise, but do it with justification and sincerity. Insincere and indiscriminate praises are sometimes worse than no praise at all.
8. Be honest with students. Do not try to bluff your way. Do not be afraid to admit that you may not have the answers to all questions.
9. Have a sense of adult humor, but do not attempt to be a comic or clown. Be friendly and congenial.
10. Try to deal with all students uniformly. Favoritism creates problems.
11. Refrain from indulging in gossip with colleagues about students or with students about colleagues.
12. If used, punishment must be fair and just. Teachers must carry discipline through if changes are expected in student behavior.
13. Keeping in close contact with parents or guardians will help prevent many discipline problems.

Unless a discipline problem is so extreme it warrants immediate action by the principal the teacher and the student should attempt to resolve the problem. In so doing, teachers should keep a written account of the discipline incident. If a discipline problem becomes chronic with a student the next avenue to be used to resolve the problem shall be parental contact. Parental contact may involve meeting with the student and his/her parents. After all attempts to resolve a chronic discipline problem have been made, the problem shall be referred to the principal for action.

## **USE OF PHYSICAL INTERVENTION**

### **Policy JKA/JKA-R**

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.

#### **Physical intervention**

Corporal punishment shall not be administered to any student by any district employee.

Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student that does not constitute restraint as defined by this policy, to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon a student or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint (contained in this policy and accompanying regulation) are followed.

#### **Restraint**

For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but limited to bodily physical force and seclusion. If property damage may be involved, restraint may only be used when the destruction of property could possibly result in bodily harm to the individual or another person. Restraint shall not include the holding of a student for less than one minutes by a district employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

If a student is physically restrained for a period of time longer than one minute, but less than five minutes, the student's parent(s) are required to be notified. The notice must be given in writing on the same day the restraint occurs, and must include the date of restraint, student's name, and the number of times that day that the student was restrained.

If a student is physically restrained for a period of time longer than five minutes, the school administration shall verbally notify the parent or guardian as soon as possible, but not later than the end of the school day that the restraint was used. Additionally, the school administration shall mail, fax, or e-mail a written report of the incident, including all information required by law, to the parent or legal guardian of the student not more than five calendar days after the use of the restrain on the student.

District employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance from a student. District employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

If a student is placed in a seclusion room, the student must be continually monitored. The seclusion room must have at least one window to monitor students when the door is closed. If it is not feasible to utilize a room with a window, monitoring by video camera must be possible. The seclusion room must be a safe space free from injurious items and must not be a space used by school staff for offices, storage, or custodial purposes.

Restraint shall only be administered by district employees trained in accordance with applicable State Board of Education rules.

**Exceptions**

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111 (3); and
2. When the student is opening displaying a deadly weapon, as defined in C.R.S 18-1-901 (3)(e).

## **DISCIPLINARY REMOVAL FROM CLASSROOM**

### **Policy JKBA/JKBA-R**

Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior interferes with the classroom environment and will not be tolerated.

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class by a teacher and placed temporarily in an alternative setting in accordance with these procedures and consistent with state and federal law.

For purposes of this policy and procedure, a “class” includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies and other such learning opportunities taught or supervised by a teacher. “Teacher” means a person holding a teaching license or authorization issued by the state who is employed to instruct, direct or supervise the instructional program. It does not include substitute teachers as defined in state law.

#### **Informal removal to the principal’s office**

An informal removal from class occurs when a student breaks one or several classroom rules in a class period or during the school day. The teacher may remove a student by using approved discipline management techniques such as having the student stand in the hall outside the door or some other safe “time out” environment either in or out of the classroom, or sending the student to the principal’s office for a short period of time. Generally, the student will be allowed to return to his or her classroom later the same day. The procedures set forth below do not apply to an informal removal from class.

#### **Formal removal from class**

A teacher may formally remove a student from class for the following conduct or behavior:

1. Conduct that is prohibited in the student code of conduct. A teacher’s decision to remove a student from class for behavior covered by board policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended and/or expelled.
2. Disruptive, dangerous, or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:
  - a. Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing;
  - b. Inappropriate verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing, or baiting;
  - c. Behavior that may constitute sexual or other harassment;
  - d. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational



- environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time;
  - e. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.;
  - f. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out;
  - g. Destroying or damaging the property of the school, the teacher or another student; or
  - h. Loud, obnoxious, or outrageous behavior.
3. Conduct that otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, this behavior includes:
- a. Open defiance of the teacher, manifest in words, gestures, or other overt behavior;
  - b. Open disrespect of the teacher, manifest in words, gestures, or other overt behavior; or
  - c. Other behavior likely or intended to sabotage or undermine classroom instruction.

### **Procedures to be followed for formally removing a student from class**

Unless the behavior is extreme as determined by the teacher, a teacher shall warn a student that continued misbehavior may lead to removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

1. Instruct the student to go to the main office. Unless prevented by the immediate circumstances, the teacher shall send a note with the student stating the reason for the student's removal and call the building principal's office.
2. Obtain coverage for the class and escort the student to the main school office. The teacher shall inform the building principal or designee of the reason for the student's removal from class.
3. Seek assistance from the main school office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the main office. The principal or designee shall be informed of the reason for the student's removal.

Within 24 hours of the student's removal from class, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the student's removal from class.

## **Notice to parent/guardian**

As soon as practicable, the building principal or designee shall notify the student's parent/guardian, in writing that the student was removed from class. The written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The notice shall provide an opportunity for the parent/guardian to attend a student-teacher conference regarding the removal. If the student's removal is also subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom misconduct, the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

## **Placement procedures**

Each building principal shall designate a room or other suitable place in the school to serve as the short-term removal area.

When the student arrives at the main office, the building principal or designee shall give the student an opportunity to briefly explain the situation. If the building principal or designee is not available immediately upon the student's arrival, the student will be taken to the designated short-term removal area and the principal or designee will speak to the student as soon as practicable.

At the discretion of the building principal or designee, the student may be placed in another appropriate class, program or educational setting, provided students are supervised in such alternative setting.

Students placed in the short-term removal area shall be supervised. During their time of placement, students are expected to do work of an academic nature. If possible, such work shall be related to the work in the class from which the student was removed or may be related to the student's misconduct. In no event shall a student's time in the short-term removal area be recreation or other free time.

In most cases, a student shall remain in the short-term removal area for the duration of the class from which he or she was removed. Prior to allowing the student to resume his or her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building principal or designee may consider a different placement option.

## **Behavior plan**

The principal or designee and teacher shall consider whether a behavior plan should be developed for the student upon the student's first removal from class. The behavior plan will be similar, if not the same, as a remedial discipline plan developed for disruptive students in accordance with Policy JK. A behavior plan shall be developed and implemented after the teacher formally removes a student from class for the second time and must be developed and implemented before a student may be removed from class for the remainder of the term of the class.

**Removal for remainder of term**

Upon the third formal removal from class, a student may be officially removed from the teacher's class for the remainder of the term. The principal shall be responsible for determining the appropriate education placement of the student, which may or may not be another section of the same class, depending on a variety of circumstances. The principal's decision regarding placement is final.

Once a student is officially removed from class, a loss of credit may occur if the principal determines that it would be too disruptive to enroll the student in another class after the start of the term.

**Review by principal**

The principal is required to collect data pertaining to the number of students who are removed from class during the year. This information will be reported to the public on the safety section of the school report card. While there are a variety of factors to consider when analyzing this data, an unusually high number of formal documented student removals from any one teacher may be cause for concern. The principal shall review this data with teachers at least annually.

A student may be removed from a classroom by a teacher only in accordance with the requirements of this regulation and accompanying policy and the applicable provisions of state and federal law. All teacher actions under this regulation shall be subject to evaluation and supervision by the teacher's supervisor as provided in Board policies and procedures.

**BYERS JR./SR. HIGH SCHOOL DISTRICT 32J**  
**DISCIPLINE OF STUDENTS: POLICY FOR SUSPENSION, INVOLUNTARY**  
**TRANSFER, EXPULSION, AND DENIAL OF ADMISSION**

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 general and major student discipline problems shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

The Board 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.

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.

**Immunity for Enforcement of Discipline Code**

An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures.

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from civil liability unless the person is acting willfully or wantonly. It is an affirmative defense in any criminal action that a person is acting in good faith and in compliance with the discipline code.

**Disciplinary Information to School Personnel**

In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

For purposes of this policy, “disciplinary information” means confidential records maintained by or in possession of the principal or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of the district’s code of student conduct and/or there is reasonable cause to believe, through information provided to the principal from another credible source, that the student could pose a threat to the health and safety of other students and school personnel based on prior misbehavior.

"Disciplinary information" is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to

request disciplinary information from the principal or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or school officials.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parent/guardian may challenge the accuracy of disciplinary information through the administrative regulations which accompany this policy.

### **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 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 been suspended three times for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events three times during the school year in violation of their individual remedial discipline plans shall be declared habitually disruptive students. Expulsion is mandatory for "habitually disruptive" students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student.

### **Discipline of Special Education Students**

Appropriate discipline for special education students shall be in accordance with the student's individual education plan (IEP), any behavior intervention plan and policy. In order to comply with all state and federal laws, the special education director shall be contacted prior to the use of any disciplinary measure which is not authorized by the student's IEP or behavior intervention plan. Disciplinary action shall be in accordance with the accompanying regulations and policies.

### **Distribution of Conduct and Discipline Code**

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. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be distributed to each student and posted in each school.

### **Due Process**

The Board of Education 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.

### **Alternatives to Suspension**

As an alternative to suspension, the principal or designee at personal discretion 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.

### **Delegation of Authority**

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.

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 days plus up to and including an additional 10 days necessary in order to present the matter to the Board.

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 within 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 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 or designee 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 or designee shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

The Board or designee 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.

### **Information to Parents**

Upon expelling a student, district personnel shall provide information to the student's parent or guardian concerning the educational alternatives available to the student during the period of expulsion, including the right of the parent/guardian to request that the district provide services during the expulsion. If the parent/guardian chooses to provide a home-based education program for the student, district personnel shall assist the parent/guardian in obtaining appropriate curricula for the student if requested by the parent/guardian.

If a student is expelled for the remainder of the school year and is not receiving educational services through the district pursuant to policy JKF\*, the school district shall contact the expelled student's parent or guardian at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services from some other source.

### **A. Procedure of Suspension of 10 Days or Less**

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction. Pursuant to policy JKD/JKE, the superintendent has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less.

The following procedures will be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures will apply.

When the term "parent/guardian" is used, it refers to the parent/guardian of students under 18 years of age; if the student is 18 years or older, it refers to the student. All references to parent/guardian are intended to also include legal custodian.

1. **Notice.** The principal, designee or the superintendent at the time of contemplated action will give the student and the parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent/guardian.
2. **Contents of Notice.** The notice will contain the following basic information:
  - a. A statement of the charges against the student.
  - b. A statement of what the student is accused of doing.
  - c. A statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.
3. **Informal Hearing.** In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses.

The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.

4. **Timing.** The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.
5. **If the Student's Presence in School Presents a Danger.** Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
6. **Notification Following Suspension.** If a student is suspended the administrator delegated the authority to suspend will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.
7. **Removal from School Grounds.** A suspended student must leave the school building and the school grounds immediately following the meeting with the parent/guardian at which time the best way to transfer custody of the student to the parent/guardian will be determined.
8. **Re-Admittance.** No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
9. **Make-Up Work.** Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive 50% credit for make-up work which is complete satisfactorily.

#### **B. Procedure for Expulsion or Denial of Admission**

In the event the Board of Education contemplates action denying admission to any student or prospective student or expelling any student or prospective student, the following procedures will be followed:

1. **Notice.** Not less than 5 days prior to the date of the contemplated action, the Board of Education or designee of the district will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail addressed to the last known address of the student or the student's parent/guardian.



2. **Emergency Notice.** In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.
3. **Contents of Notice.** The notice will contain the following basic information:
  - a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
  - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within 5 days after the date of the notice.
  - c. A statement of the date, time and place of the hearing in the event one is requested.
  - d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant and that the student may be accompanied and represented by a parent/guardian and an attorney.
  - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.

1. **Conduct of Hearing.** A hearing may be requested by the parent/guardian. Such hearing will be conducted by the superintendent.

The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the superintendent but including in all events the student, the parent/guardian and, if requested, an attorney.

Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and the superintendent may consider and give appropriate weight to such information or evidence he or she deems appropriate. The student or representative may question individuals presenting information.

A sufficient record of the proceedings will be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.

The superintendent will prepare specific factual findings and issue a written decision within five days after the hearing.

5. **Appeal.** Within 5 days after the decision of the superintendent, the student may appeal the decision to the Board. Failure to request an appeal within 5 days will result in a waiver of the right to appeal and the superintendent's decision will become final.

If an appeal is properly requested, the Board will review the findings of fact from the hearing and arguments relating to the decision. The student may be represented by counsel at the appeal. Representatives of the district and the parents may make brief statements to the Board, but no new evidence may be presented unless such evidence was not reasonably

discoverable at the time of the hearing. Members of the Board may ask questions for purposes of clarification of the record.

The Board will make final determination regarding the expulsion of the student and his parent/guardian of the right to judicial review.

6. **Parental Responsibility.** If a student between the ages of six and 16 is expelled, the parent/guardian will be responsible for ensuring compliance with the compulsory school attendance law during the expulsion period. Upon expelling a student, district personnel will provide information to the student's parent/guardian concerning the educational alternatives available to the student during the period of expulsion, including the right a parent/guardian to request that the district provide services during the expulsion. If the parent/guardian chooses to provide a home-based education program for the student, district personnel will assist the parent/guardian in obtaining appropriate curricula for the student if requested by the parent/guardian.

If a student is expelled for the remainder of the school year, the school district will contact the expelled student's parent/guardian at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services. District personnel need not contact the parent/guardian after the student is enrolled in another school district or in an independent or parochial schools, or if the student is committed to the department of human services or sentenced to a juvenile or adult detention facility.

7. **Re-Admittance.** A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:
  - a. the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled;
  - b. there is an identifiable victim of the expelled student's offense; and
  - c. the offense for which the student was expelled does not constitute the crime against property.

If the district has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member or the victim's immediate family.

No student will be readmitted to school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

### **C. Procedures of Expulsion for Crimes or Violence**

The following procedures will apply when the district receives notification that a student has been charged in juvenile or district court with a crime of violence as defined by state law.

1. The Board or its designee will make a preliminary determination whether it will proceed with an expulsion hearing, based on the following factors:
  - a. The student's behavior was detrimental to the safety or welfare of other student's, teachers or school personnel.
  - b. Educating the student in school would disrupt the learning environment, provide a negative example for other students or create a dangerous and unsafe environment for students, teachers or other school personnel.
  - c. Grounds for expulsion of the student exist.The determination may be made in executive session to the extent allowed by state law.
2. If it is determined that the student should not be educated in the schools of the district and that grounds for expulsion exist, the district will proceed with the expulsion of the student, in accordance with the procedures set forth above.
3. Alternatively, expulsion proceedings may be postponed, pending the outcome of the court proceedings. If the expulsion proceedings are postponed, the student will not be permitted to return to school during that period. An appropriate alternative education program, including but not limited to, an on-line program authorized by state law or a home-based education program will be established for the student during the period pending the resolution of the juvenile proceedings. The time that a student spends in an alternative education program will not be considered a period of expulsion.
4. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Board or designee may proceed to expel the student following the procedures set forth in these regulations.
5. Information regarding the details of the alleged crime of violence will be used by the Board or its designee for the purposes set forth in this policy, but will remain confidential unless the information is otherwise available to the public by law.

### **Remedial Discipline Plans**

1. The principal may develop a 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 plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.
2. To develop the plan, the principal will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the principal believes should attend.
3. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and cooperatively to establish goals, objectives and timelines to modify such behavior. A written plan will be prepared which addresses the student's disruptive behavior, educational needs and what steps are necessary to keep the child in school. The plan will include incentives for good behavior and consequences if the student is disruptive in violation of the plan.

4. The plan may be written in the form of a contract which the student and the parent/guardian will sign and date.
5. The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student's cumulative file.

### **Habitually Disruptive Students**

A student will be declared "habitually disruptive" if suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds or at school activities or events because of student behavior that was initiated, willfull and overt.

1. The principal will inform the superintendent if a student is suspended for a second time for causing a material and substantial disruption.
2. The student and the parent/guardian will be notified in writing of each suspension which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student" and the mandatory expulsion of such students.
3. District procedures for expulsion will be initiated when the student is suspended for the third time. The period of suspension will be extended if necessary, to conduct an expulsion proceeding.

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**B Y E R S   J R . / S R .   H I G H   S C H O O L**  
**I N T E R - O F F I C E   M E M O R A N D U M**

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**DATE:**    August 1, 2023  
**TO:**        All interested parties  
**FROM:**    Machaela Eymann, Elementary Principal, Kelly Boren, Jr./Sr.  
                 High School Principal  
**RE:**        Power to suspend

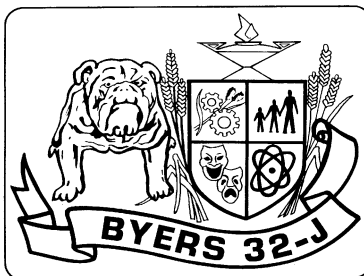
Let it be known that we designate Mr. Jeremy Kerns, Mrs. Amy Burns, and Mr. Dallas Hacker as our Administrative Assistants for the 2023-24 school year, as persons who will have full power to implement any discipline procedures afforded in the school discipline code up to and including the power to suspend students in accordance with the 2023-2024 school discipline code.

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Machaela Eymann, Elementary Principal

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Kelly Boren, Jr./Sr. High School Principal



**NOTICE  
POLICY STATEMENT**

Byers School District 32J Hereby notifies all parents, students, patrons, employees, and potential employees that it will not discriminate on the basis of in admissions, access to, treatment, or employment in education programs or activities which it operates. This requirement and not to discriminate in education programs and activities extends to employment therein and admission thereto.

Any person who believes he or she has been a victim of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, shall file a complaint with the district's compliance officer.

The following person has been identified as the compliance officer for the district:

Byers School District 32J  
Stacy Sondburg, Business Manager  
444 East Front Street  
Byers, Colorado 80103  
(303) 822-5292

**FALSE STATEMENTS, ERRORS, OR OMISSIONS IN THIS HANDBOOK SHALL NOT  
SUPERSEDE ANY POLICY SET FORTH IN THE BYERS SCHOOL DISTRICT 32J  
POLICY MANUAL, AND COLORADO REVISED STATUES.**

ALL ACCIDENTS MUST BE REPORTED TO THE DISTRICT OFFICE WITHIN 24 HOURS.

The following procedure should be followed when an employee is injured on the job.

1. Contact your supervisor immediately. No matter how small the injury may seem, we have to report every accident. Your supervisor will contact the district office.
2. The district office will give authorization to Plains Medical Center in Strasburg if it is necessary for the employee to be seen by a doctor.
3. Injury reports must be filled out by both the employee and supervisor. All completed paperwork should be turned in to the district office.

**DESIGNATED MEDICAL PROVIDER FOR WORK-RELATED INJURIES AND ILLNESSES**

Employees shall report all work-related injuries or illnesses immediately to his/her supervisor and contact the district office to fill out the appropriate paperwork. If that is not possible, the injured employee must report it within 4 working days after the occurrence. Failure to report the injury or illness to the employer may result in the loss of one-day compensation for each day delay.

All employees must obtain treatment of work-related injuries and illnesses from:

Peak Vista —Strasburg  
55981 E. Colfax Ave  
Strasburg, CO 80136  
(303) 622-9237

*or*

Rocky Mountain Medical Group - Aurora  
13650 E. Mississippi Ave, Ste. 120  
Aurora, CO 80012  
(720)748-7072

Pre-authorization is required from the school district's business office.

In the event of a life-or-limb threatening emergency, the injured employee will be sent to the nearest emergency medical facility. Follow-up care must be provided by the medical provider designated for payment of said treatment.

## **GENERAL SAFETY RULES**

1. **ACCIDENT REPORTING:** Report all accidents or near misses to your supervisor before the end of your shift. Falsification of district records, including employment applications, time records or safety documentation will not be tolerated.
2. **HAZARD REPORTING:** Employees are responsible for notifying a supervisor immediately of any unsafe condition and/or practice.
3. **ALCOHOL OR ILLEGAL DRUGS:** No illegal drugs or alcohol will be allowed on the worksite. Employees will notify their supervisor of any prescription drugs that might affect their judgment.
4. **SEAT BELTS:** All employees who drive or ride in District vehicles or are on District business and drive their own vehicles must wear seat belts.
5. **HORSEPLAY:** Wrestling, running, pushing, throwing any item in play or other disorderly conduct is forbidden while on the job.
6. **MACHINERY:** Report broken or malfunctioning equipment to your supervisor immediately. Only trained, authorized employees are permitted to service or repair equipment and then only after deactivating all energy sources and locking out equipment. Only authorized machinery with all required guards will be used. If you are not familiar with the safety operation of a piece of machinery, ask your supervisor for instruction.
7. **HAZARDOUS MATERIALS:** Follow proper use and handling procedures for all hazardous materials. Do not use a chemical if you are not familiar with the hazardous properties or have not received and been trained on the required protective equipment.
8. **HOUSEKEEPING:** All employees are required to keep their work area clear of debris or other tripping hazards. All debris must be disposed of properly in designated areas.
9. **PERSONAL PROTECTIVE EQUIPMENT:** Employees must practice proper use, care and storage of personal protective equipment.
10. **SIGN/LABELS:** Pay attention to all signs and labels. They are present as reminders for safety.
11. **DRINKING WATER:** Always drink from regular water fountains or approved water coolers. Water from any other source may be unsafe to drink.
12. **HYGIENE:** It is each employee's responsibility to maintain personal hygiene particularly when working with hazardous chemicals. Eat only in designated areas, and always wash your hands before eating.
13. **CONCENTRATE:** Most accidents can be avoided by concentrating on the job to be done. Always be aware of your surroundings and what is going on around you. Safety is a full-time job.



# **BYERS 32J SUMMARY OF POLICY HANDBOOK**

## **2023-2024**

### **APPENDIX A**

On the following pages we have attempted to summarize selected district policies and administrative rules, which have been of special significance and interest to employees. The policies provided are summarized for your convenience. The information and guidance provided highlight key areas; however, they may not represent all areas of employee interest. If you wish to review additional Board policies, or read these policies in detail, copies are available for your inspection in the school library, principal's office and the superintendent's office. As a reminder, the Board has the right to amend, change, or delete any existing policies as well as enact additional policies.

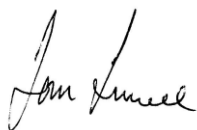
The policies in this document are referenced in the following manner:

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.



File: AC      NONDISCRIMINATION/EQUAL OPPORTUNITY

- The District is committed to a policy of nondiscrimination disability, race, creed, color, national origin, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services.

File: AD      EDUCATIONAL PHILOSOPHY/SCHOOL DISTRICT MISSION

- To nurture and encourage people of all ages to become well rounded productive, self-sufficient members of society who will experience the continuing achievement of excellence in a safe environment. We will accomplish our vision of tomorrow by responding to the challenges of today.

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: ADD      SAFE SCHOOLS

- The Board of Education recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. To that end, the Board directs the superintendent, following consultation with the school district accountability committee and school accountability committees parents, teachers, administrators, students and when appropriate, members of the community, to develop a safe schools plan.

File: AE-R      ACCOUNTABILITY/COMMITMENT TO ACCOMPLISHMENT

- [Describes membership requirements by the District and school accountability committees].

3.              File: AECA\*      SCHOOL REPORT CARDS

- The Colorado legislature has determined that giving each public school a report card grading its performance and improvement in academic achievement and providing overall safety information will assist the general assembly, parents and taxpayers in evaluating whether individual public schools are providing students with an opportunity for a safe and quality education.

File: BDF      ADVISORY COMMITTEES

- [Outlines the process and function of advisory committees at various levels].

File: BDFA\*      DISTRICT PERSONNEL PERFORMANCE ADVISORY COUNCIL

- The council shall be the District Accountability Advisory Committee or a sub-committee of the DAAC.

File: BG      SCHOOL BOARD POLICY PROCESS

- [Outlines the procedures for adding, changing, or deleting Board policy].

File: CCA      ORGANIZATIONAL CHART

- Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate. It is expected that the established lines of authority will serve most purposes. But all personnel shall have the right to appeal any decision affecting their individual employment rights.

File: CF      SCHOOL BUILDING ADMINISTRATION

- All building principals shall act as the chief administrative officers for their own buildings and grounds. They shall be responsible for and shall have authority over the actions of the students, professional and support staff members, visitors and persons hired to perform special tasks.

Principals shall also be responsible for achieving the long- and short-range educational objectives of the school district, as those objectives pertain to students and staff in their buildings. As part of the district's standards-based education program, principals shall also be responsible for development and management of a comprehensive standards-based education program to ensure that all students met or exceed district and state standards.

In the absence of a building principal, the superintendent shall assume all authority and duties of the principal.

File: CHCA      HANDBOOKS AND DIRECTIVES

- In order that pertinent District policies, district regulations and/or school rules may be known by all staff members and students affected by them, district administrators and principals are granted authority to issue staff and student handbooks as found necessary and desirable.

File: CHD      ADMINISTRATION IN THE ABSENCE OF POLICY

- In cases when action must be taken and the Board has provided no guides in policy for such action, the superintendent shall have the power to act.

File: DKC      EXPENSE AUTHORIZATION/REIMBURSEMENT

- Personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administrator responsible for business affairs. Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses.

File: EBBB      ACCIDENT REPORTS

- The Board requires therefore that an accident report be filed on every accident that takes place on school property or that involves a school vehicle, students or staff on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediate evident injuries or damage to property.

File: EBCB SAFETY DRILLS

- Since emergencies can arise on the first day of school as readily as on any other school day, orientation programs for employees and students shall include instruction in the school emergency plan and the use of emergency equipment. Emergency exit information shall be posted in each room.

File: EBCC BOMB THREATS

- [Outlines bomb threat procedures – specific checklists and procedures will be posted/provided in each school].

File: ECAC VANDALISM

- The school system's buildings and grounds are built and maintained with taxes levied on the community's taxpayers, and all damage caused must be paid for in the same way. Therefore, every citizen of the district, students and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the district and the name of the person or persons believed to be responsible. Each employee of the district shall report to the principal of the school every incident of vandalism known to him and, if known, the names of those responsible.

File: EDC AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

- [Outlines the procedures community, civic or charitable groups can use to borrow school equipment].

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: EGAEA ELECTRONIC COMMUNICATION

- All district electronic mail systems are owned by the district and are intended for the purpose of conducting official district business only. District electronic mail systems are not intended for personal use by employees of the district and employees should have no expectation of privacy when using the electronic mail systems.

Users of district e-mail systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Use of the electronic mail system for which the district will incur an expense without expressed permission of a supervisor is prohibited.

Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters. Except for directory information, student records will not be transmitted by electronic mail. Care should be taken when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message "Do Not Forward."

The district retains the right to review, store and disclose all information sent over the district electronic mail systems for any legally permissible reason.

Except as provided, district employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee.

File: GBAA     SEXUAL DISCRIMINATION AND HARASSMENT

- Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws, which prohibit sex discrimination. A learning and working environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any member of the district staff to harass another staff member or students or for students to harass other students through conduct or communications of a sexual nature.

File: GBB     STAFF INVOLVEMENT IN DECISION MAKING

- The superintendent shall include staff in decision-making processes, when feasible, and in the development of regulations and procedures for the district. The superintendent shall weigh with care the counsel given by employees, especially that given by groups designated to represent large segments of the staff, and shall inform the Board of all such counsel in presenting reports of administrative action and recommendations for Board action. So that joint advice may be readily available for the purpose described above, the staff shall be encouraged to elect advisory committees to work with the superintendent and principals in the areas of concern to staff. Furthermore, the superintendent and principals shall, at their own discretion, appoint additional committees as needed.

File: GBEA     STAFF ETHICS/CONFLICT OF INTEREST

- No employee of the Board shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system. An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents/guardians of a student who attends the school served by the employee unless prior approval has been obtained from the Board.

File: GBEA-E   STAFF ETHICS/CONFLICT OF INTEREST

- [Provides minimum guidelines required by law for ethical behavior and conflicts of interest].

File: GBEC     GIFTS TO AND SOLICITATIONS BY STAFF

- [Outlines what are acceptable gifts from students and/or companies. Discusses solicitation policy].

File: GBEB     STAFF CONDUCT (And Responsibilities)

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the district.

As representatives of the district and role models for students, all staff must demonstrate and uphold high professional, ethical and moral standards. Staff members must conduct themselves in a manner that is

consistent with the educational mission of the district and must maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

### **Rules of conduct**

Each staff member must observe rules of conduct established in law which specify that a school employee must not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises, e.g., a teacher should not run a tutoring business during the school year.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.

All staff members are expected to carry out their assigned responsibilities with conscientious concern.

It is not considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which are required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students.

### **Child abuse**

All district employees who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law.

The superintendent is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a school district employee. Such information must remain confidential except that the superintendent must notify the Colorado Department of Education of the child abuse investigation.

### **Possession of deadly weapons**

The Board's policy regarding public possession of deadly weapons on school property or in school buildings applies to district employees. However, the restrictions do not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

### **Felony/misdemeanor convictions**

If, subsequent to beginning employment with the district, the district learns or has good cause to believe that any staff member has been convicted of any felony or misdemeanor other than a misdemeanor traffic offense or infraction the district must make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district must require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized district or BOCES employee, or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints must be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, the district must require the employee to submit to a name-based criminal history record check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing and/or name-based criminal history record check provide relevant information. Non-licensed employees must be terminated if the results of the fingerprint-based or name-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees must not be charged fees for processing fingerprints under these circumstances.

### **Unlawful behavior involving children**

The district may make an inquiry with the Department of Education concerning whether any current employee of the school district has been convicted of, pled *nolo contendere* to, or received a deferred sentence for a felony or misdemeanor crime involving unlawful sexual behavior, an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

## **Notification concerning arrests**

District employees must notify the district when they are arrested for specific criminal offenses, in accordance with this policy's accompanying regulation.

The district must notify students' parents/guardians when district employees are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

\* Specific list of charges that require notification are listed in GBEB-R-2

## **Personnel addressing health care treatment for behavior issues**

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They 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 and obtaining prior written permission from the student or from the student's parent/guardian. See the Board's policy concerning survey, assessment, analysis or evaluation of students. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns school personnel may have.

File: GBEB-A STAFF DRESS CODE

Teachers and other staff members project an image to the community and to students about the professionalism of the district. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, ties, dresses and coordinated separates. The principal has the final authority to decide what is professional attire.

## **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 middle knuckle of the middle finger when the arm is at the side of the body.
- 2) Sunglasses and/or hats worn inside the building
- 3) 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
- 4) Tank tops or other similar clothing with straps narrower than 1.5 inches in width
- 5) 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 when teaching or assisting with physical education classes, or when coaching athletic activities.

File: GBEC DRUG-FREE WORKPLACE (Drug and Alcohol Use by Staff Members)

File: GBEC-E EMPLOYEE ACKNOWLEDGMENT FORM (Drug-Free Workplace Policy Statement)

The Board recognizes the importance of maintaining a workplace that is free from alcohol and drugs to enhance the safety and welfare of employees and students and ensure compliance with applicable law. Accordingly, it shall be a violation of Board policy for any district employee to possess, use or be under the influence of alcohol or illicit drugs on district property, in or on district vehicles, at any school-sponsored or district-sponsored activity or event, or off district property when the employee is on duty.

For purposes of this policy, “illicit drugs” means narcotics, drugs and controlled substances as define in law. Although some actions involving marijuana are no longer prohibited by state law, federal law still prohibits the manufacture, sale, distribution, possession and use of marijuana. As a recipient of federal funds, the district has an obligation to maintain a drug-free workplace. Thus, marijuana is an illicit drug for purposes of this policy. “Illicit drugs” also includes any prescription or over-the-counter drug that does not meet the following four criteria: (1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter; (2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter; (3) the drug is used or possessed at the dosage prescribed or recommended; and (4) the drug is used or possessed consistent with the safe and efficient performance of the employee’s job duties.

Observance of this policy shall be a condition of employment. A violation of this policy shall subject the employee to appropriate disciplinary action which may include suspension, termination and referral for prosecution. In appropriate circumstances, and at the district’s sole discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee’s expense. However, the district is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

After investigation, the superintendent may reinstate an employee who has been suspended if it appears to be in the best interests of the district. The matter shall be reported to the Board of Education.

### **Drug-Free Workplace Act**

Under the federal Drug-Free Workplace Act (the Act), the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in any district workplace. The Act defines “controlled substance” as a controlled substance in schedules I through IV of 21 U.S.C. section 812, which includes but is not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).

Pursuant to the Act, any employee who is convicted or pleads *nolo contendere* under any criminal drug statutes for a violation occurring in the workplace shall notify the superintendent no later than five (5) days

after the conviction. The district has an obligation under the Act to notify the appropriate federal agency within ten (10) days after receiving notice of such conviction if there is a relationship between federal funds received by the district and the convicted employee's work site.

### **Awareness and prevention program**

The superintendent shall establish an annual awareness and prevention program to inform employees about:

1. The dangers of drug and alcohol abuse.
2. The Board's policy of maintaining an alcohol and drug-free workplace.
3. Available drug and alcohol counseling, rehabilitation and employee assistance programs.
4. Penalties that may be imposed upon employees for violations of this policy.

The district shall conduct a periodic review of its awareness prevention program to determine its effectiveness and implement appropriate changes.

### **Notification to employees**

Information about the standards of conduct required by this policy shall be communicated to employees. All employees shall acknowledge receipt of this policy and related information.

The above restrictions on legal use of alcohol do not apply to adult staff members attending district related social activities off of district property and in possession of at district housing facilities.

File: GBGAA\* STAFF TRAINING IN CRISIS PREVENTION AND MANAGEMENT

- [Describes training requirements and directs superintendent and principals to develop training plans].

File: GBGD PROFESSIONAL STAFF WORKERS' COMPENSATION

- Workmen's compensation leave shall be available only to those persons who sustain a temporary total disability and are unable to perform services for the district while disabled.

File: GBGE STAFF MATERNITY/PATERNITY/PARENTAL LEAVE

- Child care leave of absence without salary and fringe benefits may be granted to staff members for the purpose of child rearing, child care or adoption. Child care leave may be granted for a period of time not to exceed one school year for each employee. The leave need not be taken all at once, but must be taken in increments which coincide with the planning needs of the district.

File: GBK STAFF CONCERNS/COMPLAINTS/GRIEVANCES

GBK-R STAFF CONCERNS/COMPLAINTS/GRIEVANCES (regulation)

- It is the Board's desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

## File: GBGA STAFF HEALTH (And Physical and Mental Health Examination Requirements)

Through its overall safety program and various policies pertaining to school personnel, the Board shall seek to insure the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain good health and practice good health habits.

Under the following circumstances, the Board may require physical examinations of its employees. The district shall pay for all such physical examinations. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only in limited circumstances.

### Routine Physical Examinations

Subsequent to a conditional offer of employment and prior to commencement of work, the district may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the state. The district may condition an offer of employment on the results of such examination if all entering employees in the applicable job category are subject to such examination. A 30-day grace period may be allowed if approved by the superintendent.

All bus drivers including full-time, regular part-time or temporary part-time drivers shall be required to have a physical examination once every two years to obtain or renew an operator's permit.

### Special Examinations

The Board recognizes that an individual's medical diagnosis is privileged information between the patient and medical professionals. However, whenever a staff member's medical condition is such that it interferes with his ability to perform his duties or there is an unacceptable risk to the health and safety of others, the district has a responsibility to take necessary steps to evaluate the employee's condition and make appropriate employment decisions.

The Board may request physical examinations and/or mental health examinations of any employee at any time to determine if the employee has a physical and/or mental condition, disease or illness which may interfere with his ability to perform his duties or which may pose an unacceptable risk to the health, safety or welfare of the employee or others. The school district shall select the medical professional to conduct such examination and shall pay the costs associated with such examination.

When the employee cannot perform the essential functions of the job with reasonable accommodation or medical evidence establishes that the employee's condition poses a significant risk to the health, safety or welfare of the employee or others the school district may suspend and/or terminate the employee in accordance with applicable policies and regulations and applicable law.

### Readily-Transmitted Communicable Diseases

An employee with an acute, common communicable disease shall not report to work during the period of time in which he is contagious/infectious. The district reserves the right to require a physician's statement prior to the employee's return to work. An employee afflicted with a serious, readily-transmissible disease or condition shall be encouraged to report the existence of the condition or illness in case there are precautions that must be taken to protect the health of others.

### HIV Infection

Any employee who becomes aware that he is infected with the human immunodeficiency virus (HIV), which although life-threatening poses little risk of transmission in a school setting, is encouraged to report to a designated school administrator that he is afflicted with the disease. The administrator shall follow the procedures accompanying this policy to evaluate the employment status of the staff member.

To encourage disclosure, the school district shall endeavor to treat these employees in a fair, nondiscriminatory and confidential manner consistent with the district's legal obligations. Federal and state law mandate, pursuant to provisions protecting persons with disabilities, that such employees shall not be discriminated against on the basis of their disabilities and that reasonable accommodations shall be made to enable qualified individuals with disabilities to continue working.

### Confidentiality

In all instances, district personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. The superintendent shall initiate procedures to insure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures.

File: GCBD    PROFESSIONAL STAFF FRINGE BENEFITS

- Employees who work regularly six or more hours per day are covered by the district's group life insurance plan. All full-time regular certificated employees are eligible for the district's health insurance plan.

File: GBGB    STAFF PERSONAL SECURITY AND SAFETY

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged offense under the "Colorado Criminal Code" by a student directed towards a teacher or school employee.

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.
2. The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or his designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

### Communication of Disciplinary Information

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any employee who is

assigned a student with known serious behavior problems will be informed of the student's behavior record. Any employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

File: GCBDA                      TEACHER HOUSING

- School district owned housing is rented to school personnel only, unless the Board of Education decides otherwise in a regular meeting. Employees interested shall submit an application in writing which will be dated.

1<sup>st</sup>-3<sup>rd</sup> year teachers – 1<sup>st</sup> priority

All other teachers – 2<sup>nd</sup> priority

Staff members w/10+ years employment in District – 3<sup>rd</sup> priority

Administration/Classified personnel – 4<sup>th</sup> priority

Community – 5<sup>th</sup> priority

Housing will be checked and conditioned noted by the administration before personnel move in and when they move out. Any repairs needing to be done shall be reported in writing to the administration. Employees shall furnish their own electricity, telephone and cable TV. The district will furnish water, heat and sewer. Pets will be allowed as long as they are not considered dangerous or a threat to children, adults, or service/repair personnel. The district reserves the right to ask a tenant to permanently remove a pet from district grounds. An additional pet deposit of \$250 will be assessed for each pet. An additional "pet rent" of \$50/month will be added to the tenant's rent for pets.

File: GBGG      INSTRUCTIONAL STAFF LEAVE

Full-time teachers at Byers 32-J shall receive 80 hours of leave at appointment. All leave will be issued in hours based on the hours worked per day. Unused leave for teachers who begin employment after June 1, 1994 may accumulate to 480 hours maximum. All teachers employed by the district on or before June 1, 1994 may have leave accumulate with no limit until such time as their employment with Byers School District 32-J ends. Hours accumulated yearly after the 2013-14 school year above 250 hours may be redeemed annually the following school year at 25% per diem. Only hours accumulated above 250, during the current year may be redeemed. A total of 80 hours may be redeemed per year.

An employee may choose to keep their hours above 250 for accumulation purposes only and not redeem them (up to 480 hours). When the employee leaves the service of the district, a maximum of 480 hours will be redeemed at fifty dollars for every eight hours of accumulated leave (for those employees hired after June 1, 1994). Employees hired prior to June 1, 1994 will receive fifty dollars for every eight hours accumulated leave in excess of 240 hours.

At the end of service to the district, an employee may redeem their leave hours as follows. If the employee has accumulated over 250 hours, they can redeem 80 hours of leave accumulated in the current school year at 25% per diem. All remaining hours will be paid at fifty dollars for every eight hours as outlined above. Accumulated hours 1-250 are paid at fifty dollars for every eight hours.

The District office will notify employees yearly of their qualification to redeem hours. Employees must designate annually on the form provided by the district whether they will accumulate hours or redeem those hours above 250.



File: GCI      PROFESSIONAL STAFF DEVELOPMENT

- The Board of Education believes that student achievement must drive all professional staff development efforts and that professional development is an indispensable part of overall school improvement

File: GCKA      INSTRUCTIONAL STAFF ASSIGNMENTS AND TRANSFERS

- The assignment of certificated staff members and their transfer to positions in the various schools and departments of the district shall be recommended by the superintendent and approved by the Board of Education.

File: GCQA      INSTRUCTIONAL STAFF REDUCTION IN FORCE

- [Outlines guidelines for reduction in force].

File: GD      SUPPORT/CLASSIFIED STAFF

- [Defines status of the following employees: full-time, part-time, limited part-time, short-term, hourly, substitute, probationary, regular].

File: GDBC      SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME

- The administration shall determine which school district employees are subject to the minimum wage and overtime requirements of federal law. These non-exempt employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

File: GDBD      SUPPORT STAFF FRINGE BENEFITS

- Employees who work regularly six or more hours per day are covered by the district's group life insurance plan. All full-time regular certificated employees are eligible for the district's health insurance plan.

File: GDCA      SUPPORT STAFF LEAVES AND ABSENCES

- The same policies that apply to leave, maternity leave and leave for other emergency and personal reasons that have been established for the professional staff shall also apply to members of the support staff. [Some exceptions apply].

File: GDD      SUPPORT STAFF VACATIONS AND HOLIDAYS

- Regular classified personnel working on a 12-month basis are entitled to paid vacation.

File: GDQB      RESIGNATION OF SUPPORT STAFF

- In those cases where a classified employee submits a voluntary resignation, he/she shall be required to give two weeks' written notice. Accumulated leave may not be used to constitute all or part of the fourteen (14) day period for prior written notice.

File: GDQD     DISCIPLINE, SUSPENSION AND DISMISSAL OF SUPPORT STAFF

- The Board delegates to the superintendent the authority to dismiss classified personnel. The superintendent may delegate this authority to other appropriate personnel such as the director of transportation. All dismissals of classified employees shall be reported to the Board at its next regular meeting.

File: IJJ        TEXTBOOK SELECTION AND ADOPTION

- Responsibility for the review and selection of textbooks to be recommended shall rest with textbook and/or curriculum committees as appointed by the superintendent or his designee. Membership on such committees shall include representation of teachers who will use the texts, administrators and other staff members as found desirable. Students and parents may be asked to serve.

File: IJL        LIBRARY MATERIALS SELECTION AND ADOPTION

- Materials for school libraries shall be recommended for purchase by the professional personnel of the libraries and approved by the superintendent or designee. Library personnel shall consult with the administration, faculty, students and parents in selecting materials. Library materials shall support the district's educational objectives, including that all students meet or exceed district content standards.

File: IJOA      FIELD TRIPS

File: IJOA-R    FIELD TRIPS

- It is the desire of the Board to encourage field trips as a part of and directly related to the total school program. Specific guidelines and appropriate administrative procedures [are continued here and in IJOA-R].

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: IMDA      PATRIOTIC EXERCISES

- The Board requires all students in grades kindergarten through 12 to recite the Pledge of Allegiance during the school day at a time and manner specified by the building administrator. [See policy IMBB for exemptions].

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.

JFBB            INTER-DISTRICT CHOICE/OPEN ENROLLMENT



JFBB-EINTER-DISTRICT CHOICE/OPEN ENROLLMENT (application)

JFBB-R INTER-DISTRICT CHOICE/OPEN ENROLLMENT (regulation)

- 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: JIA STUDENT DUE PROCESS RIGHTS

- The constitutional rights of individuals assure them the protection of due process of law. Therefore, a system of constitutionally and legally sound procedures will be observed with regard to admissions, special placement and their administration in the district schools.

File: JIC STUDENT CONDUCT

- [States legal requirement for a student code of conduct].

File: JLCA PHYSICAL EXAMINATIONS OF STUDENTS

- Parents shall be encouraged to have their children physically examined prior to entering school and again prior to the fourth, seventh and tenth grades. A dental examination also shall be strongly suggested. Any student engaging in any competitive athletics shall prior to his participation in any form of exercises leading to such athletics be given a physical examination. Teachers shall be alert to the general well-being of students and shall refer any questionable situations to the school principal.

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: JICED\* STUDENT EXPRESSION RIGHTS

Students shall not turn in, present, publish or distribute expression that is disruptive to the classroom environment disruptive to the maintenance of a safe and orderly school, or pervasively vulgar or harmful to students. This restriction includes, but is not limited to expression which is:

1. Obscene
2. Libelous, slanderous, defamatory, or otherwise unlawful under state law
3. Profane or vulgar
4. False as to any person who is not a public figure or involved in a matter of public concern
5. Creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school
6. Violates the rights of others to privacy
7. Threatens violence to property or persons
8. Attacks any person because of race, color, sex, age, religion, national background, disability or handicap
9. Tends to create hostility or otherwise disrupt the orderly operation of the educational process
10. Advocates illegal acts of any kind, including the use of illegal drugs, tobacco or alcohol

Violation of this policy shall result in disciplinary action against the student consistent with district student discipline policies.

### 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.

### File: JRA/JRC STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS

- [Outlines content, release, disclosure and consent requirements. Note: a non-custodial parent may review his or her student's records].

### 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: KDDA-R PRESS RELEASES, CONFERENCES AND INTERVIEWS

- The superintendent's office will issue all news releases on events and activities of a districtwide nature. This will include the assignment of staff and news concerning new personnel in any school. Releases pertaining to the athletics and physical education programs will be the specific responsibility of the director of athletics and physical education but will be issued through the superintendent's office. However, coaches will report the results of games directly to newspapers. Otherwise the release of news pertaining to an individual school will be the responsibility of the school principal, who will send a copy of all releases issued to the superintendent's office. Every effort shall be made to report news of school programs and activities adequately, regularly and well. News releases should be sent to all of the papers and radio stations serving the community.

File: KE PUBLIC CONCERNS AND COMPLAINTS

- 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: KEC PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

- [Amplifies the Board's principles on the selection of books and other materials].

File: KEC-E PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES  
(Citizen's Request for Reconsideration of Instructional Material)

- [Request form]

File: KFA PUBLIC CONDUCT ON SCHOOL PROPERTY

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

File: KHC DISTRIBUTION/POSTING OF PROMOTIONAL MATERIALS

- The concept of individual rights and freedom is inseparably joined with and inevitably restricted by the necessity for the respect of the rights of others and responsibility to the entire community. In the schools, it is necessary to protect individual rights and at the same time to maintain the control and discipline required to provide an orderly environment for learning. In accordance with these requirements, distribution or posting of non-curricular materials by members of the general public will be allowed in the schools in the district only in accordance with the limitations of this policy.