

SECTION J: STUDENTS

Section J of the NEPN/NSBA classification system contains policies, regulations, and exhibits on students – admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare, and school-related activities.

✓JB	Equal Educational Opportunities
✓JBA	Nondiscrimination on the Basis of Sex (Compliance with Title IX)
✓JBA-E	Nondiscrimination on the Basis of Sex (Compliance Officer)
✓JBB	Sexual Harassment
✓JBB-R	Sexual Harassment (Grievance Procedure)
✓JEA	Compulsory Attendance Ages
✓JEB	Entrance Age
✓JEC	Preschool Age Recommendations
✓JF	Student Admissions to/Withdrawals from School
✓JFAB	Admission of Nonresident Students
✓JFABD	Admission of Homeless Students
✓JFBB	Inter-District Choice/Open Enrollment
✓JFBB-R	Inter-District Choice/Open Enrollment
✓JFC	Student Withdrawal from School/Dropouts
✓JFC-R	Student Withdrawal from School/Dropouts
✓JH	Student Absences and Excuses
✓JH-E	Student Absences and Excuses
✓JH-R	Student Absences and Excuses
✓JHCA	Open/Closed Campus
✓JHD	Exclusions and Exemptions from School Attendance
✓JHD-E	Exclusions and Exemptions from School Attendance
✓JI	Student Rights and Responsibilities
✓JIBA	Student Government
✓JICA	Student Dress Code
✓JICC	Student Conduct on Buses (also EEAEC)
✓JICC-R	Student Conduct on Buses (Safety Regulations) (Also EEAEC-R)
✓JICDA	Code of Conduct/Discipline
✓JICDE	Bullying Prevention and Education
✓JICEA	School-Related Student Publications
✓JICEA-R	School-Related Student Publications (School Publications Code)
✓JICED	Student Expression Rights
✓JICF	Secret Societies/Gang Activity
✓JICFA	Hazing
✓JICG	Use of Tobacco by Students
✓JICH	Drug and Alcohol Use by Students

JHB
TRUANCY
JHCA
STUDENT CONDUCT

WJICH-R	Drug and Alcohol Use by Students
WJCI	Weapons in School
WJICJ	Use of Cell Phones and Pagers
WJIE	Pregnant Students
WJIG	Married Students
WJIH	Student Interrogations, Searches and Arrests
WJIHB	Parking Lot Searches

WJJ	Student Activities (Co-curricular and Extracurricular)
WJJ-R	Student Activities (Co-curricular and Extracurricular)
WJJA	Student Organizations (Secondary Schools)
WJJB	Student Social Events
WJJC	Student Activity Schedules
WJJD	Student Activities Fees
WJJE	Student Fund-Raising Activities
WJJEA	Solicitation of Donations
WJF	Student Activities Funds
WJJH	Student Travel
WJJHA	Senior Class Trip
WJJHB	National Convention Trips
WJJID	Student Physicals for School Athletics
WJJJ	Extracurricular Activity Eligibility
WJJJ-R	Extracurricular Activity Eligibility

WJK	Student Discipline
WJK-R	Student Discipline
WJK-2	Discipline of Students with Disabilities
WJKA	Corporal Punishment
WJKA-R	Use of Physical Intervention
WJKBA	Disciplinary Removal from Classroom
WJKBA-R	Disciplinary Removal from Classroom
WJKD/JKE	Suspension/Expulsion of Students
WJKD/JKE-E	Grounds for Suspension/Expulsion
WJKD/JKE-R	Suspension/Expulsion of Students
WJKD/JKE-2	Suspension/Expulsion of Handicapped Students
WJKF	Educational Alternatives for Expelled Students
WJKF-R	Educational Alternatives for Expelled Students
WJKG	Expulsion Prevention

WJLA	Student Insurance Programs
WJLC	Student Health Services and Requirements
WJLCA	Physical Examinations of Students
WJLCB	Immunization of Students
WJLCB-R	Immunization of Students
WJLCCA	Students with HIV/AIDS
WJLCCA-R	Students with HIV/AIDS

JLSDA
 STUDENTS WITH FOOD ALLERGIES
JLCE-E
 CONSENT TO RELEASE INF.
JLDCG
 JLDAC
 NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PURCHASER RIGHTS AMENDMENT
JLJ
 PHYSICAL ACTIVITY
JRCA
 SHARING OF STUDENT RECORDS / INFORMATION BETWEEN SCHOOL DISTRICT AND STATE AGENCIES

Administering Medicines to Students
 Administering Medicines to Students
 Permission for Administering Medication to a Student
 Record of Student Medication
 First Aid and Emergency Medical Care
 Enrollment Information
 First Aid and Emergency Medical Care
 Medicaid Reimbursement
 Guidance and Counseling
 Screening/Testing of Students (And Treatment of Medical Disorders)
 Reporting Child Abuse/Child Protection
 Reporting Child Abuse/Child Protection
 Supervision of Students
 Student Dismissal Precautions
 Student Automobile Use and Parking
 Academic Honors
 Student Fees, Fines and Charges
 Student Records/Release of Information on Students
 Student Records/Release of Information on Students
 Student Use of the Internet and Electronic Communications
 Student Use of the Internet and Electronic Communications (Annual Acceptable Use Agreement)

Equal Educational Opportunities

Every student of this school district shall have equal educational opportunities regardless of race, color, creed, sex, marital status, national origin or handicap.

Further, no student shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted by the district.

More specifically, as prescribed by legal requirements, the school district shall treat its students without discrimination on the basis of sex as this pertains to access to and participation in course offerings, athletics, counseling, employment assistance and extracurricular activities.

Adopted: August 21, 1978

Revised to conform with practice: Date of manual adoption

Reviewed: September 19, 2005

LEGAL REFS: Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d
Title IX of the Education Amendments of 1972, 20 U.S.C. 1681
29 U.S.C. 701 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
Equal Educational Opportunities Act of 1974, 20 U.S.C. 1701-1758

CROSS REFS: ACA, Nondiscrimination on the Basis of Sex
ACE, Nondiscrimination on the Basis of Handicap/Disability

Nondiscrimination on the Basis of Sex (Compliance with Title IX)

1. Designation of responsible employee

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Title IX.

The designee, the district's Title IX compliance officer, shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with Title IX and its administrative regulations, including the development of all necessary procedures and regulations.

The Title IX compliance officer shall annually notify all students of the district regarding the district's policy and grievance procedure and of his or her name or title, office, address and telephone number. Notification shall be by posting and/or other means sufficient to reasonably advise all students.

2. Grievance procedure

All students shall have a ready means of resolving any claim of discrimination on the basis of sex in the educational programs or activities of the district. Grievance procedures for sexual harassment are set forth in JBB*-R. All other complaints regarding sexual discrimination shall be filed with the Title IX compliance officer.

A complaint may also be made in the Office of Civil Rights at any time before or during the district's grievance procedures at: The Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado, 80204.

3. Dissemination of policy

The superintendent shall notify applicants for admission, students, parents/guardians, sources of referral of applicants for admission, employees and applicants for employment that it does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation. See AC-E.

Adopted: September 19, 2005

LEGAL REFS: 20 U.S.C. 1681 *et seq.* (Title IX of the Education Amendments of 1972)

Prairie School District RE-11J, New Raymer, Colorado

Nondiscrimination on the Basis of Sex
(Compliance Officer)

The district's Title IX compliance officer is:

Mrs. DaShanda Bringelson
Prairie School District
42315 WCR 133
New Raymer, CO 80742
970-437-5351

Date of Designation: September 19, 2005

Sexual Harassment

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws which prohibit sex discrimination.

District's commitment

The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone who reports sexual harassment or participates in a harassment investigation.

All indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties shall be investigated by the district and appropriate corrective action shall be taken. Corrective action includes taking necessary steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

What constitutes sexual harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's partial education program or activity
2. Submission to or rejection of such conduct by student is used as the basis for education decisions affecting the student
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment

For a one-time incident to rise to the level of harassment it must be severe.

Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

Sexual harassment as defined above may include, but is not limited to:

1. sex-oriented verbal "kidding," abuse or harassment
2. pressure for sexual activity
3. repeated remarks to a person with sexual or demeaning implications
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another
5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns

Legitimate nonsexual touching or other nonsexual conduct is not sexual harassment.

Reporting sexual harassment

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a formal grievance as set forth in regulation JBB*-R. All student reports and reports and indications from district employees or third parties shall be forwarded to the grievance officer.

If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the superintendent to investigate the matter.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

Receiving sexual harassment reports

All sexual harassment reports shall be forwarded to the grievance officer. The grievance officer shall keep a confidential log, separate from other school records, wherein reports of sexual harassment shall be recorded. The purpose of such a log is to aide the grievance officer in the investigation of sexual harassment reports and in discovering, investigating and resolving recurring sexual harassment problems.

Upon receiving a report, the grievance officer shall proceed as set forth herein and in regulation JBB*-R.

Investigating sexual harassment reports

The age of the student shall be taken into account when determining whether particular conduct actually occurred, whether particular conduct is sexual harassment and in determining the appropriate response by the district.

The grievance officer may consider the following types of information in determining whether sexual harassment occurred:

1. statements by any witness to the alleged incident
2. evidence about the relative credibility of the parties involved
3. evidence relative to whether the alleged harasser has been found to have harassed others
4. evidence of the allegedly harassed student's reaction or change in behavior following the alleged harassment
5. evidence about whether the student claiming harassment took action to protest the conduct
6. evidence and witness statements or testimony presented by the parties involved
7. other contemporaneous evidence
8. any other evidence deemed relevant by the grievance officer

In deciding whether conduct is sufficiently severe, persistent or pervasive, all relevant circumstances shall be considered by the grievance officer, including:

1. the degree to which the conduct affected one or more students' education
2. the type, frequency and duration of the conduct
3. the identity of and relationship between the alleged harasser and the allegedly harassed student
4. the number of individuals involved as alleged harassers and as subjects of the harassment
5. the age and sex of the alleged harasser and the subject of the harassment

6. the size of the school, location of the incident and context in which it occurred
7. other incidents at the school

Interim district action

When appropriate, the district shall take interim measures during the investigation of a harassment report to protect the alleged subject of the harassment from further harassment or retaliation.

In cases involving potential criminal conduct, the grievance officer shall determine whether appropriate law enforcement officials should be notified.

District action following investigation

If the conduct is determined to be sexual harassment, the district shall take all reasonable action to end the sexual harassment, to prevent its recurrence, to prevent retaliation against the student making the report and anyone participating in the investigation and to restore lost educational opportunities to the harassed student. In addition, the harasser shall be disciplined according to any applicable discipline policy.

If inappropriate conduct does not rise to the level of sexual harassment prohibited by law, the matter shall be handled according to any applicable discipline policy.

Notice and training

Notice of this policy shall be circulated to all district schools and departments and incorporated in all student handbooks.

All students and district employees shall receive annual training related to recognizing and preventing sexual harassment. District employees shall receive additional annual training related to handling reports of sexual harassment.

Adopted: August 17, 1998

LEGAL REFS: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.
Title IX of the Education Amendments of 1972, U.S.C. §1681 et seq.
C.R.S. 24-34-401 et seq.

Sexual Harassment (Grievance Procedure)

1. Students who believe they have been subject to sexual harassment will report the incident to any teacher, counselor or principal in their school building or to Mrs. DaShanda Bringelson, who will be referred to as the grievance officer. All reports received by teachers, counselors, principals or other district employees will be forwarded to the grievance officer. If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the superintendent to investigate the matter.
2. Upon receiving a report, the grievance officer will confer with the student who has allegedly been harassed as soon as is reasonably possible, but in no event more than 2 school days from receiving the report, in order to obtain a clear understanding of the basis of the complaint and to discuss what action the student is seeking. The student's parents/guardians will also be contacted and kept informed regarding progress of the investigation.
3. At the initial meeting with the student, the grievance officer will explain the avenues for informal and formal action and provide a description of the grievance procedure. The grievance officer will also explain that whether or not the student files a formal grievance or otherwise requests action, the district is required by law to take steps to correct the harassment and to prevent recurring harassment or retaliation against anyone who makes a harassment report or participates in an investigation. The grievance officer will also explain to the student that any request for confidentiality will be honored so long as doing so does not preclude the school from responding effectively to the harassment and preventing future harassment.
4. Following the initial meeting with the student, the grievance office will attempt to meet with the alleged harasser and his or her parents/guardians in order to obtain a response to the reported harassment and will investigate the matter in accordance with policy JBB*. The grievance officer will complete the investigation within 14 school days of the initial meeting with the student.
5. Within 7 school days of completing the investigation, the grievance officer will determine whether the matter should proceed formally or informally. On the basis of the grievance officer's investigation and if the student requests that the matter be resolved in an informal manner and the grievance officer agrees that the matter is suitable for such resolution, the grievance officer may attempt to resolve the matter informally through conciliation.
6. If the student requests a formal grievance process, the grievance officer will transfer the record to the superintendent or designee for formal resolution within 7 school days of completing the investigation, and so notify the parties by certified mail.

7. After reviewing the record made by the grievance officer, the superintendent of designee may gather additional evidence necessary to decide the case. Within 14 school days of receiving the record, the superintendent or designee will announce any sanctions or other action deemed appropriate, including recommendations to the Board for disciplinary or other action.
8. Whether or not a formal grievance was filed, the district will take all reasonable steps necessary to end the harassment, to make the victim whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone that reports sexual harassment or participates in a harassment investigation.
9. All parties, including the parents/guardians of all students involved, will be notified by the superintendent of the final outcome of the investigation and all steps taken by the district.
10. At any time, the student making a report of sexual harassment may request an end to the informal process and begin the formal grievance process.

Approved: December 13, 1999

Revised: September 19, 2005

Compulsory Attendance Ages

Every child who has attained the age of seven years and is under the age of 16 is required to attend public school with such exceptions as provided by law.

Every parent of a child between the ages of seven and 16 shall insure that the child attends public school unless the child is enrolled in an independent or parochial school or a non-public home-based educational program.

Statutory

LEGAL REFS.: C.R.S. 22-33-104
C.R.S. 22-33-104.5
C.R.S. 22-33-108

Entrance Age Requirement

A child may enter Kindergarten if he/she is five years old on or before June 1 of the year of enrollment. Younger students shall be accepted if transferring from a public school Kindergarten program.

Students enrolling in the First Grade may enter if they are six years old on or before June 1 of the year of enrollment. Younger students shall be accepted if transferring from a First Grade in another public school.

A legal birth certificate or other acceptable records shall be required for enrollment age certification.

Revised: October 16, 2017

LEGAL REFS.: C.R.S. 22-1-115 (*school age*)

C.R.S. 22-32-119 (*kindergarten*)

Preschool Age Requirement

A child may enter Preschool if they are four years old on or before June 1 of the year of enrollment.

A legal birth certificate or other acceptable records shall be required for enrollment age certification.

Revised: October 16, 2017

Student Admissions to/Withdrawals from School

All persons age 5 through 20 who reside within the boundaries of this school district may be permitted to attend public schools without payment of tuition. In addition, persons who do not reside in the district may be admitted under Board policies relating to nonresident students or by specific action of the Board.

A birth certificate or other proof of legal age, as well as proof of residence, may be required by the school administration.

Physical Examination

All students new to the district including preschool and kindergarten students and first graders shall be urged to have a physical examination and to submit a report from the examining physician on a form provided by the district.

Fees for Admission

The Board of Education may establish fees for evening high school, summer school, adult education or community education.

Adopted August 19, 1975

Revised to conform with practice: date of manual adoption

LEGAL REFS.: C.R.S. 22-1-102
C.R.S. 22-1-102.5
C.R.S. 22-1-115
C.R.S. 22-32-115
C.R.S. 22-32-116
C.R.S. 22-33-103 through 22-33-106

CROSS REF.: JLCB, Immunization of Students

Note: C.R.S. 22-1-102 (2) defines who may be considered a "resident."

Admission of Nonresident Students

Students who do not legally qualify as residents of the district may be admitted in accordance with state laws. Tuition may be charged in accordance with statute as directed by the Board.

Students defined in state law as homeless children shall be admitted without payment of tuition.

Students who were expelled from another school district during the preceding 12 months or whose behavior in another school district during the preceding 12 months was detrimental to the welfare or safety of other students or school personnel may be denied admission.

Nonresident students who are children of current staff members shall be considered residents of the district.

Out of district students will be not admitted after October 1.

The superintendent shall present to the Board, for its consideration, any request from parents or legal guardians for exceptions to this policy.

Adopted August 19, 1975

Revised: July 16, 2001

Revised: June 22, 2015

LEGAL REFS: C.R.S. 15-14-104
 C.R.S. 22-1-102 (2)
 C.R.S. 22-1-102.5
 C.R.S. 22-32-113 (1)(c)
 C.R.S. 22-32-115
 C.R.S. 22-32-116
 C.R.S. 22-33-103
 C.R.S. 22-33-103.5
 C.R.S. 22-33-106 (3)(c), (f)
 C.R.S. 22-53-104 (1)

Admission of Homeless Students

Students defined in state law as homeless children shall be admitted without payment of tuition.

Transportation for homeless students who enroll in the district shall be furnished by the district if such transportation is necessary in compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency.

Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child.

Adopted: August 17, 1998

LEGAL REFS.: 42 U.S. C. §11431 and §11432
C.R.S. § 22-1-102.5 (definition of homeless child)
C.R.S. 22-33-103.5 (attendance of homeless children)
C.R.S. 26-5.7-101 et seq (Homeless Youth Act)

Inter-District Choice/Open Enrollment

The Board recognized 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.

In providing for admission of nonresident students, the school district shall not:

1. Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.
2. Establish and offer any particular program in a school if such program is not currently offered in such school.
3. Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites and required levels of performance.
4. Enroll any nonresident student in any program or school after October 1, without the approval of the Board of Education.

Before considering requests for admission from nonresidents, priority shall be given to resident students who apply under the district's open enrollment/transfer plan.

Any student enrolled pursuant to this policy shall be allowed to remain enrolled in the school or program unless overcrowding or other undesirable conditions develop, as described in the accompanying regulation.

Enrollment Process-

The administration shall set an enrollment date during the summer proceeding each school year. Each non-resident student must re-enroll annually by the set summer enrollment date to maintain enrollment status for the following year at Prairie School. Admission of non-resident students to Prairie School will be granted or rejected according to district policy and in accordance with state law. If there are more eligible applicants than policy permits, the following criteria shall determine admittance.

1st - The student's previous school discipline history

2nd - There is prior enrollment of other children from the same household.

3rd - Earliest date of enrollment request.

Transportation

Homeless and disabled students shall be transported, as necessary, in accordance with state and federal law. Buses from this district may enter any nonresident student's district to pick up or deliver the student only with specific permission of the Board of Education of the district of residence.

Nondiscrimination

The Board, the superintendent, other administrators and teachers shall not make any distinction on account of race, color, sex, religion, national background, marital status, disability or handicap of any student who may be in attendance or who seeks admission to any school maintained by the district in the determination or recommendation of action under this policy.

However, the Board reserves the right to restrict enrollment requests if such requests begin to significantly affect the ethnic balance of a school.

Special Education

Requests from the parents/guardians of special education students for admission shall be considered in accordance with applicable state and federal laws. The student's current Individual Education Plan (IEP) shall be used to determine if the requested school or program can meet the student's needs. Once the student is admitted, the district shall conduct a staffing to update the IEP.

Waiver requests

The superintendent shall present to the Board for its consideration any request from parents/guardians alleging violation of a Board policy.

Adopted January 17, 2005

Revised: June 22, 2015

LEGAL REFS: C.R.S. 15-14-104 (delegation of custodial power)
 C.R.S. 19-1-115.5 (child in foster care placement is considered
 resident of school district in which foster home is located)
 C.R.S. 22-1-102 (2) (definition of resident of district)
 C.R.S. 22-20-109 (tuition for special ed services)
 C.R.S. 22-32-113 (1) (c) (transportation of students residing in
 another district)
 C.R.S. 22-32-115 (district may pay tuition for student to attend in
 another district not to exceed 120% of per pupil general fund cost)
 C.R.S. 22-32-115 (2) (b) (subject to 22-36-101 district must permit
 any student whose parents are residents of Colorado to
 attend w/o payment of tuition)
 C.R.S. 22-32-115 (4) (a) (district is not liable for tuition except
 pursuant to written agreement)

C.R.S. 22-32-116 (if become nonresident my finish semester, if in 12th grade or may finish year, special rules for elementary students)

C.R.S. 22-33-103 (any resident may attend district school w/o payment of tuition, tuition can be paid by district of resident pursuant to written agreement, parents may pay tuition if non-Colorado resident)

C.R.S. 22-33-106 (3) (grounds to deny admission)

C.R.S. 22-36-101 et seq. (open enrollment policy must have time line and reasons to deny enrollment)

C.R.S. 22-54-103 (10) (definition of pupil enrollment as of Oct. 1)
1 CCR 301-1, Rule 3.02 (l) (j) (opportunities and options for choice)

CROSS REFS: JFAB, Continuing Enrollment of Students Who Become Nonresidents
JFABA, Nonresident Tuition Charges
JFABD, Homeless Students
JFBA, Intra-District Choice/Open Enrollment

Inter-District Choice/Open Enrollment

The district will consider admission requests from Colorado students who do not reside within the boundaries of the school district but who wish to attend a particular school or program within the district in accordance with the following regulations:

1. **Determination of residency**

Any questions about a student's residency status must be resolved prior to application for admission. These regulations apply to all Colorado students who do not reside within the boundaries of the school district.

2. **Requests for admission**

Requests for admission as a nonresident student must be initiated by the parent/guardian by filing the approved form with the administration of the school which the student wishes to attend prior to October 1 for enrollment in the following academic year. Board of Education approval for admission will be necessary after the October 1 deadline.

Forms will be available in the administrative office. The administration will explain to the parent/guardian the procedures used to process admission requests.

The administration will make the decision as to whether an application is accepted or rejected based on criteria established in state law and Board policy and regulations. The administration will be responsible for notifying the parent/guardian and student of approval or disapproval of admission.

Approval of a request to enroll in the district will be conditioned on compliance with each of the following:

- a. Actual enrollment and attendance prior to October 1 of the following academic year (unless there is Board of Education approval).
- b. Receipt of all applicable records.
- c. Satisfaction of all district requirements for admission.

In the event any information is falsified or withheld from the district during the admission process, approval for admission will be withdrawn immediately.

Those students who apply for admission who are not accepted at the time of application will be placed on a waiting list and will be considered for approval at a later date if space becomes available. The waiting list will be maintained until October 1 of each year, after which a new listing will be developed for the next 12 months.

3. Grounds for denial of admission

Grounds for denial of admission to a nonresident student who otherwise complies with the district's policies and procedures are limited to the following:

- a. There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for admission to the program or school.
- b. The school requested does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student or does not offer the particular program requested.
- c. The student does not meet the established eligibility criteria for participating in a particular program including age requirements, course prerequisites and required levels of performance.
- d. A desegregation plan is in effect for the school district, and denial is necessary in order to enable compliance with the desegregation plan.
- e. The student has been expelled from any school district in the preceding 12 months or is in the process of being expelled because of habitually disruptive behavior (as defined by law) or for committing a serious offense for which expulsion is mandatory.
- f. The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.
- g. The student has graduated from the 12th grade of any school or is in receipt of a document evidencing completion of the equivalent of a secondary curriculum.

4. Criteria to determine availability of space or teaching staff

Enrollment requests are subject to space availability in the school requested contingent upon district class size guidelines and subject availability as determined by the receiving principal taking enrollment projections into consideration. Students whose enrollment requests have been approved will be assigned to classrooms on the basis of available staff and support services as well as the best use of classroom space.

Class sizes are capped at 16 students.

Requests for enrollment in particular programs will take into consideration the applicant's qualification for the program.

Excluding preschool, admission granted to one child in a family will not necessarily support enrollment of another school age child in the family; however it is important to the board that children from the same household be given priority consideration in determining admittance.

5. **Athletics**

Nonresident students who enroll within the district in accordance with this policy will have the same curricular and extracurricular status as all other students attending the school, limited only by rules of the Colorado High School Athletics Association (CHSAA).

Eligibility for participation in interscholastic athletics will be determined in accordance with CHSAA rules.

6. **Continuing enrollment criteria**

Any student enrolled pursuant to this policy shall be allowed to remain enrolled in the school or program through the end of the school year, and from one school year to the next, unless:

- a. the student is expelled from the school or program
- b. the student's continued participation in the school or program requires the district to make alterations in the structure of the school or to the arrangement or function of rooms
- c. there is a lack of space or teaching staff
- d. the school does not offer appropriate programs or is not equipped to meet the special needs of the student
- e. the school does not offer a program requested by the student
- f. the student does not meet established eligibility criteria
- g. a desegregation plan is in effect and denial of continued enrollment is necessary to comply with the plan

7. **Appeal procedure**

Should a request for admission be denied, the parent/guardian will be advised by the administration that they may appeal the denial by contacting the superintendent.

The administration shall immediately submit the reason for denial of the request and the parent/guardian's request to the superintendent considering the appeal. The superintendent will review the parent/guardian's request and the administration's decision and then make a determination.

Upon request, the Board of Education will review the decision of the superintendent.

Any exceptions to this policy must be considered by the Board of Education.

Adopted January 17, 2005

Revised: June 22, 2015

Student Withdrawal from School/Dropouts

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

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

To emphasize the importance of a high school diploma and to encourage students to reconsider their decision to withdraw from school, the district will notify the student's parent or parents, or legal guardian or custodian, in writing, when the district has knowledge that a student has dropped out of high school. For purposes of this policy, "high school dropout" shall have the same meaning as defined by the rules of the State Board of Education.

Adopted September 19, 2005

LEGAL REFS: C.R.S. 22-2-114.1 (definition of "dropout")
C.R.S. 22-33-104 (compulsory school attendance)
C.R.S. 22-33-107.1 (written notice of dropout status)
C.R.S. 22-33-203 and 204 (services for expelled and at-risk students)

CROSS REFS: IKF, Graduation Requirements

Student Withdrawal from School/Dropouts

When a student is identified by the staff as a potential or immediate dropout, the following procedure is to be implemented:

1. The student and a school counselor will meet for the purpose of discussing the reason(s) for leaving school and the student's plans for the future.
2. The counselor and the student's teachers will meet to discuss the student's present scholastic standing.
3. The student, his/her parents or guardian, the counselor and the principal or designee will review all pertinent information and give their recommendations.

If, after the above procedure has been followed, the student remains firm on his/her intention to leave school, a final meeting will be scheduled between the student and the counselor to discuss those educational and occupational alternatives, which are available to the student. The discussion will include, but not be necessarily limited to, the following subjects: (1) equivalency diploma; (2) adult education classes; (3) correspondence courses; and (4) available skill training program. In addition, work-study programs will be explored.

The principal shall send a written notice that a student had dropped out of school to the parent(s)/guardian/custodian of those students who are no longer subject to the school attendance laws, i.e. those students who are 16 years of age or older. The written notice may include, but not limited to, an encouragement that the student return to school; an explanation of the long-term ramifications to the student of dropping out of school.

Adopted September 19, 2005

Student Absences and Excuses

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

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

Each year the Board establishes the school attendance period by adopting a school calendar. Secondary students are required to have actual teacher-pupil instruction and contact time of 1,056 hours for secondary students and 968 hours for elementary students during each school year.

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

Grade School

In an effort to keep absences to a minimum, the District requires a note from the parent.

Junior High and High School

In an effort to keep absences to a minimum, the District is allowing 6 absences per class, (excused or unexcused) in a semester. After four absences the District will notify parents of the students status in their class or classes. With the 7th absence and each absence thereafter in the semester suitable proof, such as written statements from medical sources, an obituary, or legal documents will be required. The Superintendent can make exceptions for special circumstances.

Parents or guardians are to telephone the school prior to 8:15 a.m., if possible, to make the office aware of an illness or emergency. If not notified by phone, the school may call to verify the absence of the student. A note, from the parent and/or guardian, must accompany the student when returning to school.

Excused absences

The following shall be considered excused absences and not count towards the first 6 absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved

for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours. In example: surgery, physical therapy, etc.

2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who has a prearranged personal absence approved by the administrator of the school of attendance. The parent/guardian must come to the Superintendent and discuss the procedure for the absences, in example: stock show, branding, family trips, etc.

Unexcused absences

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

In accordance with law, the district may impose academic penalties, which relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Student and parent/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The attendance officer for the district shall develop a plan with the goal of assisting the child to remain in school and, when practicable, with the full participation of the child's parent, guardian, or legal custodian. Appropriate school personnel shall make all reasonable efforts to meet with the parent, guardian, or legal custodian of the child to review and evaluate the reasons for the child's truancy.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is ten (10) days during any calendar year or school year. Absences due to suspension or expulsion of a child shall be considered excused absences for purposes of this subsection.

Any student who has been absent from class for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long term illness or death, is considered a "dropout" and shall be reported to the Department of Education by the school district. However, if the student is in attendance at the end of the school year, or enrolled in another school, home student course or on-line program, such student is not considered a dropout and shall not be reported.

Make-up work

Make-up work shall be provided for any class in which a student has an excused absence. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be (2) days allowed for make-up work for each day of absence. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive only 50% credit, which is the consequence for an unexcused absence and consistent with the discipline policy.

Tardiness

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

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy.

The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

Adopted: August 20, 2001

LEGAL REFS.: C.R.S. 22-2-114.1 (3)(a) (definition of "dropout" student)
C.R.S. 22-32-109 (1)(n) (length of school year, instruction & contact time)
C.R.S. 22-32-109, 1(2)(A) (conduct and discipline code)
C.R.S. 22-33-101 et seq. (School Attendance Law of 1963)
C.R.S. 22-33-105 (3)(D)(III) (opportunity to make up work during suspension)
C.R.S. 22-33-107 (3)(a)(b) (enforcement of compulsory school attendance)

CROSS REFS.: IC/ICA, School Year/School Calendar
JEA, Compulsory Attendance Ages
JHB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLIB, Student Dismissal Precautions

Truancy

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as a "habitual truant."

In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school

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

Adopted: April 24, 2017

LEGAL REFS.: C.R.S. 22-14-101 *et seq.* (*dropout prevention and student re-engagement*)

C.R.S. 22-33-104 (*compulsory school attendance*)

C.R.S. 22-33-105 (*suspension/expulsion*)

C.R.S. 22-33-107 (*enforcement of compulsory school attendance*)

C.R.S. 22-33-108 (*judicial proceedings to enforce school attendance laws*)

1 CCR 301-78 Rules 1.00 *et seq.* (*standardized calculation for counting student attendance and truancy*)

CROSS REFS.: IHBG, Home Schooling

JEA, Compulsory Attendance Ages

JFC, Student Withdrawal from School/Dropouts

JH, Student Absences and Excuses

Student Absences and Excuses

The attendance officer for Prairie School District Weld RE-11J will be the following individual:

Mr. Joe Kimmel
42315 WCR 133
New Raymer, CO 80742
970-437-5351

Revised: September 21, 1998
Adopted: October 19, 1998
Revised: September 19, 2005

Student Absences and Excuses

Students will be urged to keep absences to a minimum. More than four absences per semester in any class is considered excessive. When a student has four absences in any class, the school will notify the parent or guardian and will discuss the student's status.

If the student accumulates six absences, he may be given a failing grade and removed from the class. The decision to remove a student from class will be based on the following factors:

1. Are the absences excused or unexcused?
2. Has the student been a behavioral problem?
3. Is there a reasonable chance that the student will pass the course?
4. What kind of effort has been made by the student to obtain and complete past make-up work?
5. What does the teacher recommend?

Procedures for Excused Absences

When an absence occurs, a student will bring a written note to the office stating the reason for the absence. The note must include the date of the absence and the signature of the parent or guardian. If the school administration determines the absence is excused, the following procedures will be followed:

1. The office will issue a make-up report form to the student so he may get the make-up assignments from his instructors.
2. The student will ask for a make-up assignment from each instructor. The instructor must initial the make-up report form.
3. The student will return the report form to the office when all instructors have initialed it.
4. Students will have one day to make up work for each day of excused absence.

NOTE: When students know in advance that they will have an excused absence, they should make every effort to get assignments so that they can work on assignments during the period of their absence. Remember, homework can not be made up for unexcused absences.

Procedures for Unexcused Absences

Unexcused absences will be dealt with in accordance with C.R.S. 22-33-107, Enforcement of Compulsory School Attendance, and C.R.S 22-33-108, Judicial Proceedings.

Approved February 1994.

Prairie School District Weld Re-11J, New Raymer, Colorado

Open/Closed Campus

All students shall remain on school premises throughout the school day and during the lunch period unless the building principal has received a written request for permission to leave from a parent or guardian.

Telephone calls from parents or guardians giving permission for students to leave campus shall be accepted only in emergencies. The school office must receive a note explaining the emergency the following day.

Current practice codified August 1993
Adopted: date of manual adoption

LEGAL REFS.: C.R.S. 22-32-109 (1)(w)
C.R.S. 22-32-120 (3)

Exclusions and Exemptions from School Attendance

Denial of admission

The Board of Education or the superintendent may deny admission to the schools of the district for cause. The grounds for denial of admission shall be those established by law. (See Exhibit JHD-E.)

Students who were expelled from any school district during the preceding 12 months or whose behavior during the preceding 12 months in another school district was detrimental to the welfare or safety of other students or school personnel may be denied admission.

The Board shall provide due process of law to students and parents through written procedures consistent with law for denial of admission to a student.

The policy and procedures for denial of admission shall be the same as those for student suspension and expulsion inasmuch as the same section of the law governs these areas.

Exemptions from attendance

A child may be exempt from school attendance as allowed by law.

Current practice codified 1993
Adopted: date of manual adoption

LEGAL REF.: C.R.S. 22-33-104 through 22-33-109

CROSS REFS.: IHBA, Special Education/Programs for Handicapped/Disabled
Exceptional Students
JEB, Entrance Age Requirements
JKD/JKE, Suspension/Expulsion of Students
JLC, Student Health Services and Requirements
JLCB, Immunization of Students

Exclusions and Exemptions from School Attendance

According to the Colorado Revised Statutes 22-33-106 (2), subject to the district's responsibilities under Article 20 of that title (Exceptional Children's Education Act), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program.

- 2.a. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
- b. Physical or mental disability or disease causing the attendance of the child suffering therefrom to be inimical to the welfare of other students.

According to C.R.S. 22-33-106 (3)(a-f), the following shall constitute additional grounds for denial of admission to a public school:

- 3.a. Graduating from the 12th grade of any school or receipt of any document evidencing completion of a secondary education.
- b. Failure to meet age requirements.
- c. Having been expelled from any school district during the preceding 12 months
- d. Not being a resident of the district unless otherwise entitled to attend under C.R.S. 22-, Articles 23 or 32.
- e. Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
- f. Behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.

Student Rights and Responsibilities

The Board recognizes that it has the responsibility to insure students the legal rights that are theirs by virtue of guarantees in federal and state law. Among these rights are the following:

1. The right to a free and full education in the public schools
2. The right to equal educational opportunity and freedom from discrimination
3. The right to due process by law
4. The right to free inquiry and expression
5. The right to express oneself as an individual without infringing upon the rights of others

With rights comes responsibilities. Student responsibilities shall include:

1. Regular school attendance
2. Conscientious effort in classroom work
3. Conformance to school rules

Current practice codified August 1993
Adopted: date of manual adoption

Student Government

The student council is the student government organization of the student body. Its purposes shall be to:

1. Develop good citizenship
2. Improve school morale
3. Promote harmonious relationships throughout the school
4. Assist in the management of the school
5. Provide a means for student expression
6. Provide orderly direction of school activities
7. Promote the general welfare of the school.

Activities governed by the student council shall include the homecoming program and dance, Christmas holiday party during school, extra-curricular awards night in the spring and spirit activities during sports seasons.

The election of officers for the student council shall be in the spring. The offices are president, vice-president and secretary-treasurer.

Current practice codified August 1993

Adopted: date of manual adoption

Student Conduct

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

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

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

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

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

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

Adopted: April 24, 2017

LEGAL REFS.: C.R.S. 22-11-302 (1)(f) (district accountability committee shall provide input to the board regarding the creation and enforcement of the conduct and discipline code)

C.R.S. 22-32-109.1 (2) (policy required as part of safe schools plan)

C.R.S. 22-32-109.1 (2)(a) (school district shall take reasonable measures to ensure students are familiar with the conduct and discipline code)

C.R.S. 22-33-106 (1)(a-g) (grounds for suspension, expulsion and denial of admission)

CROSS REFS.: GBGB, Staff Personal Security and Safety

JIC subcodes (all pertain to student conduct)

JK, Student Discipline, and subcodes

Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognized that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

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

Unacceptable Items

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

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats and caps worn in classrooms or halls; this does not include lunchroom or common areas
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 in physical education classes. Clothing normally worn when participating in school-sponsored extra curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Adopted: December 17, 2001

LEGAL REFS.: C.R.S. 22-32-109.1 (2)(a)(IX) (boards duty to adopt student dress code)

CROSS REFS.: JBB*, Sexual Harassment
JIC, Student Conduct
JICDA, Code of Conduct
JICF, Secret Societies/Gang Activity
JICH, Drug and Alcohol Use by Students
JICI, Weapons in School
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLI, Student Safety

Student Conduct on Buses

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and on board buses.

The driver of a school bus shall be responsible for the safety of the students on his bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the director of transportation and the principal if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to his parents, the principal may withhold from the student the privilege of riding the school bus. The student also may be denied admission to school, suspended or expelled, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

Adopted November 19, 1984

Revised to conform with practice: date of manual adoption

CROSS REFS.: CF, School Building Administration
JICC, Student Conduct, and subcodes
JK, Student Discipline, and subcodes

Student Conduct on Buses (Safety Regulations)

1. Students should never cross the road until flashing lights stop all traffic. Students should then cross in front of the bus.
2. Students on a bus may be assigned to seats and will go to them as directed by the bus driver without crowding or pushing. Students will remain seated while the bus is in motion.
3. Students will not extend arms, legs or heads from bus windows.
4. Students will not talk to the driver while the bus is in motion except in an emergency.
5. Students will not tamper with the emergency doors or windows or any part of the bus equipment.
6. Students will not be permitted to open bus windows except when directed to do so by the bus driver.
7. Students will not fight, scuffle or throw objects on the bus.
8. Students will keep feet, books, lunch boxes and similar objects out of bus aisles.
9. Students must remain seated until the bus has come to a complete stop. No sitting on knees, books, etc.
10. Students will leave the bus in an orderly manner.
11. Students will be quiet and not talk in loud voices or make excessive noise.
12. Students will not use foul or abusive language.
13. Students will not chew or smoke tobacco on the bus.
14. Students will not drink pop on the bus unless given permission by the bus driver.
15. Students will not be defiant to the bus driver or to requests of the bus driver.

16. Students will keep hands and feet to themselves.

Approved November 19, 1984

Prairie School District Weld Re-11J, New Raymer, Colorado

CODE OF CONDUCT

Prairie School exists to help students achieve maximum development of individual knowledge, skills, and competence. It is important that students learn behavioral patterns which will enable them to be responsible, contributing members of society.

Every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. This code emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.

The superintendent may suspend and expel a student who engages in one of more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity or event. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

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. Causing or attempting to cause physical injury to another person except in self-defense.
4. 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.
5. Violation of criminal law.
6. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using, or possessing a deadly weapon without the authorization of the school or school district, 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 smoking and use of tobacco policy.
9. Violation of the district's policy on sexual harassment.
10. Committing extortion, coercion, or blackmail, i.e. obtaining money or objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
11. Continued willful disobedience or open and persistent defiance of proper authority.
12. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
13. Repeated interference with the school's ability to provide educational opportunities to other students.

Adopted: June 19, 2000

DISCIPLINE

Effective school discipline is a result of the combined efforts of students, parents, staff and administration. All staff members are responsible for the enforcement of school district policies. Students are expected to cooperate with staff members in this respect. If a student does not follow school rules, one or more demerits will be given. If more than one demerit is given for an offense, it must have the approval of the superintendent. Parents will be notified by the staff member for each offense.

The following will result in one or more demerits given:

1. After two tardies to class.
2. Creating or attempting to create a disturbance.
3. Showing disrespect or defiance to school staff.
4. Littering on school grounds.
5. Mistreating or causing damage to school or personal property or equipment. The student will also pay for any property purposefully damaged.
6. False notes or calls to the office.
7. Not following staff directions.
8. Stealing.
9. Fighting.
10. Violation of building or district regulations.
11. Harassment of students or staff.
12. Throwing objects with the intent of doing bodily harm.
13. Directing profanity, vulgar language or obscene gestures toward students, staff or visitors to the school.
14. Engaging in verbal abuse, sexual harassment or derogatory statements addressed publicly.
15. Scholarship dishonesty which includes but is not limited to cheating, plagiarism or unauthorized collaboration with another person in preparing written work.
16. Any other action that disrupts the orderly educational process of Prairie School.

The following are the consequence of demerits being given:

- After one..... Counseling and parents notified.
- After two..... Counseling and parents notified.
- After three..... One day in-school suspension and parents notified.
- After four..... Two days in-school suspension and parents notified.
- After five..... One day out-of-school suspension and conference with parents and student to put student on discipline contract. The contract will give the student three choices if he/she receives another demerit: 1) four days in-school suspension. 2) two days out-of-school suspension. 3) expulsion from school (11 days to one year).
- After six..... The contract kicks in and parents are notified (when a student selects a choice, he/she cannot select that choice again).
- After seven..... The student selects a different choice and parents are notified.
- After eight..... The last choice on the contract kicks in and parents are notified.

Students will receive 50% credit for homework made up during in-school or out-of-school suspensions.

Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel, including behavior which creates a threat of physical harm to the child or to other children or that would disrupt the normal school process.

LEGAL REF: C.R.S. 22-33-106 (C)

Bullying Prevention and Education

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

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation (which includes transgender), national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived. [Note: At the Board's discretion, the policy may state "or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. 22-32-109 (1)(II)(I)" instead of listing the specific classes protected by federal and state discrimination laws.]

Bullying is prohibited on district property, at district or school sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

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

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring
3. To implement procedures for immediate intervention, investigation and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

Adopted: December 17, 2001

Revised: October 15, 2018

LEGAL REF: C.R.S. 22-32-109.1 (2)(a)(I)(K) (policy required as part of safe schools plan)

CROSS REFS: AC, Nondiscrimination/Equal Opportunity

JB, Equal Educational Opportunities

JBB*, Sexual Harassment

JICDA, Code of Conduct

JICDD*, Violent and Aggressive Behavior

Devices

JICJ, Student Use of Cell Phones and Other Personal Technology

JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students (and Other
Disciplinary Interventions)

JLDAC, Screening/Testing of Students (And Treatment of Mental
Disorders)

School-Related Student Publications

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

The Board encourages students to express their views in school-sponsored publications and to observe rules for responsible journalism. This means expression which is false or obscene, libelous, slanderous or defamatory under state law; presents a clear and present danger of the commission of unlawful acts, violation of school rules or material and substantial disruption of the orderly operation of the school; violates the privacy rights of others; or threatens violence to property or persons shall not be permitted.

Student editors of school-sponsored publications shall be responsible for determining the news, opinion and advertising content of their publications subject to the limitations of this policy and state law. The publications advisor within each school shall be responsible for supervising the production of school-sponsored publications and for teaching and encouraging free and responsible expression and professional standards of journalism.

The publications advisor has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given.

All school-sponsored publications shall contain a disclaimer that expression made by students in the exercise of freedom of speech or freedom of the press is not an expression of Board policy. The school district and employees are provided immunity from civil or criminal penalties for any expression made or published by students.

The superintendent shall develop, for approval by the Board, a written official school publications code which shall include:

1. A statement of the purposes of official school publications.
2. Responsibilities of official school publications, advisors and student editors.
3. A list of prohibited materials.
4. Reasonable provisions for the time, place and manner of distributing school-sponsored student publications within two school district's jurisdiction.
5. Procedures for resolving differences.

The publications code shall be distributed to all students and teachers at the beginning of each school year.

Adopted: December 18, 2000

Revised: November 21, 2005

LEGAL REFS: C.R.S. 22-1-120 (rights of free expression for public school students)
C.R.S. 22-1-122 (5)(e) (state law does not prevent a student who is working under the supervision of a journalism teacher or sponsor from preparing or participating in a survey, analysis or evaluation without obtaining written parental consent as long as participation is not prohibited by federal law)
C.R.S. 22-32-110 (1)(r) (power to exclude materials that are immoral or pernicious)

CROSS REFS: JICED*, Student Expression Rights
JLDAC, Screening/Testing of Students

School-Related Student Publications (School Publications Code)

1. Purpose

As stated in Board policy, school-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism. Content of school publications should reflect all areas of student interest, including topics about which there may be dissent or controversy.

2. Responsibilities of student journalists

In addition to the responsibilities set forth in the accompanying Board policy, students who work on official student publications will:

- a. Rewrite material, as required by the faculty advisers to improve sentence structure, grammar, spelling and punctuation.
- b. Check and verify all facts and verify the accuracy of all quotations.
- c. In the case of editorials or letters to the editor concerning controversial issues, provide space for rebuttal comments and opinions.

If the Board determines that advertising is allowed in the publication, the student editor will determine the content of any advertisements.

3. Responsibilities of publication advisors

In addition to the responsibilities set forth in the accompanying Board policy, the publication advisor will exercise general supervision over all activities to create a proper learning environment.

4. Prohibited materials

- a. Students may not publish or distribute material that is obscene. "Obscene" means:
 - (1) The average person applying contemporary community standards finds that the publication, taken as a whole, appeals to a minor's prurient interest in sex.
 - (2) The publication depicts or describes in a patently offensive way sexual conduct such as ultimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of genitals.

- (3) The work, taken as a whole, lacks serious literary, artistic, political or scientific value.
- b. Students may not publish expression that is libelous, slanderous or defamatory under state law. "Libelous" is defined as a false and unprivileged statement about a person that injures the individual's reputation in the community.
- c. Expression that is false as to any person who is not a public figure or involved in a matter of public concern is prohibited.

If the allegedly libeled individual is a "public figure or official," the official must show that the false statement was published with actual malice, as the terms are defined in law.

Under the "fair comment rule," a student is free to express an opinion on matters of public interest. Specifically, a student enjoys a privilege to criticize the performance of teachers, administrators, school officials and other school employees.

- d. Expression which presents a clear and present danger of the commission of unlawful acts, violation of lawful school regulations, or material and substantial disruption of the orderly operation of the school, violates the rights of others to privacy, or **threatens violence to property or persons** is prohibited.

In order for a student publication to be considered disruptive, there must exist specific facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial material disruption to normal school activity would occur if the material were distributed. Undifferentiated fear or apprehension of disturbance is not enough; school administrators must be able to show affirmatively substantial facts that reasonably support a forecast of likely disruption. Material that stimulates heated discussion or debate does not constitute the type of disruption that is prohibited.

5. Time, place and manner restrictions

The principal will coordinate with the publications advisor on the time, place and manner of distributing school-sponsored publications to reduce any conflict with school instructional time and/or reduce any disruption of the orderly operation of the school which might be caused by the distribution of school-sponsored publications.

6. Procedures for resolving differences

Student editors will work first with the publications advisor to resolve any

differences. If the problem can not be resolved at this level, the student editors and/or the publications advisor may work with the principal to resolve any problems. If the problem is not resolved at the principal level, the student editors and/or the publications advisor may work with the superintendent to resolve any problem. If the problem is not resolved at the superintendency level, the student editors and/or publications advisor may work with the Board of Education. If the problem is not resolved at the Board level, the student editors and/or publications advisor may seek relief through the judicial system.

7. **Legal advice**

- a. If in the opinion of the student editor, student editorial staff or faculty advisor, material proposed for publication may be "obscene," "libelous," or "cause a substantial disruption of school activities," the legal opinion of the school district's attorney should be sought if authorized by the principal.
- b. Legal fees charged in connection with this consultation will be paid by the Board.
- c. The final decision of whether the material is to be published will be left to the student editor.

ADOPTED December 18, 2000

REVISED December 18, 2000

Student Expression Rights

While students do not shed their constitutional rights when they enter the school or engage in school-related activities, it is the Board of Education's responsibility to adopt rules reasonably necessary to maintain proper discipline among students and create an effective learning environment.

Therefore, all student expression shall be consistent with the aims and objectives of the mission of the school district, the curriculum and this policy. For purposes of this policy, student expression includes expression in any media, including but not limited to written, oral, visual, audio, and electronic media in all classroom and other school-related activities, assignments, and projects.

Students shall not turn in, present, publish or distribute expression that 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.

ADOPTED December 18, 2000

LEGAL REFS.: C.R.S. 22-1-120 (*rights of free expression for public school students*)
C.R.S. 22-32-110 (1)(r) (*power to exclude materials that are immoral or
pernicious*)

CROSS REFS.: JICDA, Code of Conduct
JICDD*, Violent and Aggressive Behavior
JICEC*, Student Distribution of Noncurricular Materials
JK, Student Discipline

Secret Societies/Gang Activity

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior. The principal or designee shall maintain continual, visible supervision of school premises, school vehicles and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

The superintendent or designee shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort.

The superintendent or designee shall provide inservice training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.

Gang symbols

The Board prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior. This policy shall be applied at the principal's discretion after consultation with the superintendent or designee as the need for it arises at individual school sites.

Prevention education

The Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Early intervention is a key component of efforts to break the cycle of gang membership. Therefore gang violence prevention education in the schools shall start with students in third grade.

LEGAL REFS.: C.R.S. 22-1-120 (8)
C.R.S. 22-32-109.1 (2)(a)(VI) (*policy required as part of safe schools plan*)

CROSS REF.: IHACA*, Law-Related Education
JICA, Student Dress Code

File: JICFA

Hazing

Hazing shall be defined as any act of tormenting or mistreating a student. All forms of hazing shall be prohibited in Prairie School. "Snuggies" and "swirlies" shall be considered forms of hazing. The Board expects all students, parents and staff members to cooperate to eliminate such practices.

Current practice codified August 1993
Adopted: date of manual adoption

Use of Tobacco by Students

Smoking and the conspicuous possession of tobacco products by students while in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event is prohibited.

Certificated personnel should carry on intensive programs of education designed to fully inform students about the hazards of smoking.

Adopted August 1974

LEGAL REF.: C.R.S. 18-13-121

CROSS REF.: JKD/JKE, Suspension/Expulsion of Students

Drug and Alcohol Use by Students

Prairie School District shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or procure to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substance is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law. Any prescription or nonprescription drug, medicine, or vitamin will be referred to as over the counter drugs. Any over the counter drug not taken in accordance with the Board policy and regulations on administering medicines to students is a violation to Board policy.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any-school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

~~Students violating this policy shall be subject to disciplinary sanctions, which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law.~~

Situations in which a student seeks counseling or information from a professional staff member the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parent shall be involved and every effort made to direct the substance abuser to sources of help.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school- aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs, which are available.

Information provided to student and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

The district shall provide all students and parents/guardians with a copy of this policy and its accompanying procedures on an annual basis.

The Board shall conduct a biennial review of its drug prevention program to determine its effectiveness, to implement any required changes and to ensure that the disciplinary sanctions required are consistently enforced.

Adopted: August 20, 2001

LEGAL REFS.: 20 U.S.C. §3221 (*defines drug abuse education and prevention*)
20 U.S.C. §7116 (*Safe & Drug-Free schools and Communities Act of 1994*)
C.R.S. 18-18-102(3), (5) (*definition of "anabolic steroid" and "controlled substance"*)
C.R.S. 18-18-407 (2) (*crime to sell, distribute or possess controlled substance on or near school grounds or school bus*)
C.R.S. 22-1-110 (*instruction related to alcohol and drugs*)
C.R.S. 22-32-109.1 (2)(a)(VII) (*policy required as part of safe schools plan*)
C.R.S. 22-33-106 (1)(d) (*expulsion mandatory for the sale of a drug or controlled Substance*)

CROSS REFS.: IHAMA, Teaching about Drugs, Alcohol and Tobacco
JIH, Student Interrogations, Searches and Arrests
JKD/JKE, Suspension/Expulsion of Students
JLCD, Administering Medicines to Students

Drug and Alcohol Use by Students

In accordance with the accompanying policy, the following procedures are established for disciplining students for alcohol- or drug-related misconduct.

Use

1. When a student is suspected of use, the person having the suspicion should notify the principal or designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or designee will conduct a check of the suspected student and collect data. This action must comply with the Board policy on interrogations and searches.
 - a. If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.
 - b. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.
2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where he will remain under observation.

Possession

Students who possess alcohol, prescription drugs, other controlled substance or drug-containing paraphernalia in violation of Board policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband must notify the principal or designee immediately.
2. A staff member who has reasonable cause to believe that a student possesses alcohol, any controlled substance or drug-containing paraphernalia in violation of Board policy will request that the student accompany him to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.
3. The principal or designee will attempt to obtain evidence by requesting it directly from the student or through search procedures as outlined in Board policy.
4. The principal or designee will place any evidence in an envelope or alternative container as necessary, which will be sealed, dated, and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in the school safe.

5. The principal or designee will call appropriate law enforcement officials in each instance of possession of sale of controlled substances by a student. The school or testing by the authorities will make a mutual decision as the retention of the contraband.
6. When there is evidence of a student possessing controlled drugs, the student will be suspended and the parent/guardian notified.

First Offense for Use and/or Possession

Over the Counter Drugs, Prescription Drugs, or Vitamins

1. The student will receive a (1) one-day in school suspension, and a parent/guardian conference will be scheduled to discuss proper procedures and regulations.

Alcohol

1. The student will receive (5) five days out-of-school suspension, and a parent/guardian conference will be scheduled prior to readmittance.
2. Parent/guardian and student will be provided information concerning voluntary drug and alcohol treatment programs.
3. The student will participate in a voluntary alcohol abuse-counseling program with attendance verification submitted to the school administration. Upon choice of the option, the student will be readmitted. The student and parent/guardian must attend a readmission conference during the suspension. At the end of the suspension, the student will be readmitted.
4. The principal or designee will attempt to develop with the parent/guardian and the student a procedure that will outline the responsibilities of the parent/guardian, the student and the school in an effort to keep any further offenses from occurring.

Controlled Drugs and/or Drug Paraphernalia

1. The student will receive (11) eleven days to (1) one-year expulsion, and a parent/guardian conference will be scheduled prior to readmittance.
2. Parent/guardian and student will be provided information concerning voluntary drug and treatment programs.
3. The student will participate in a voluntary drug abuse-counseling program with attendance verification submitted to the school administration. Upon choice of this option, the student will be readmitted. The student and parent/guardian must attend a readmission conference during the suspension. At the end of the expulsion, the student will be readmitted.
4. The principal or designee will attempt to develop with the parent/guardian and the student a procedure that will outline the responsibilities of the parent/guardian, the student and the school in an effort to keep any further offenses from occurring.

Second Offense for Use and/or Possession

Over the Counter Drugs, Prescription Drugs, or Vitamins

1. The student will receive a (1) one-day out of school suspension, and a parent guardian conference will be scheduled to discuss proper procedures and regulations.

Alcohol

1. The student will receive (11) days to (1) one-year expulsion, and a parent/guardian conference will be scheduled prior to readmittance.
2. Parent/guardian and student will be provided information concerning voluntary alcohol treatment programs.
3. The student will participate in a voluntary alcohol abuse-counseling program with attendance verification submitted to the school administration. Upon choice of this option, the student will be readmitted. The student and parent/guardian must attend a readmission conference during the expulsion. At the end of the expulsion, the student will be readmitted.
4. The principal or designee will attempt to develop with the parent/guardian and the student a procedure that will outline the responsibilities of the parent/guardian, the student and the school in an effort to keep any further offenses from occurring.

Third Offense for Use and/or Possession

Over the Counter Drugs, Prescription Drugs, or Vitamins

The student will receive a (3) three-day out of school suspension.

Alcohol

The student will receive an automatic expulsion for (11) eleven days to (1) one year.

Distribution

Students who sell, give or exchange alcohol, prescription drugs, other controlled substances or drug-containing paraphernalia in violation of Board policy will be handled in the following manner:

1. If an employee witnesses an act in which alcohol, prescription drugs, other controlled substances or drug-containing paraphernalia are being transferred from one student to another, the staff member will immediately attempt to detain the student and request that the student accompany the staff member to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.
2. The principal or designee will attempt to obtain evidence by requesting it directly from the student or through search procedures in accordance with Board policy.

First Offense

Alcohol

The student will receive an automatic expulsion for (11) eleven days to (1) one year.

Controlled Drugs and/or Drug Paraphernalia

Any student who distributes, trades, exchanges or sells controlled substances will be expelled.

Over the Counter Drugs, Prescription Drugs, or Vitamins

The student will receive a (1) one-day out of school suspension.

Second Offense

The student will receive a (3) three-day out of school suspension.

Third Offense

The student will be expelled for (11) eleven days to (1) one year.

These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority.

Adopted: August 20, 2001

CROSS REFS.: JIH, Student Interrogations, Searches and Arrests
JKD/JKE, Suspension/Expulsion of Students.

Weapons in School

The Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district.

Mandatory expulsion in accordance with state and federal law

Carrying, bringing, using or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in unauthorized extracurricular activity or team involving the use of firearms.

If a student discovers that he or she has carried, brought or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.

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

- a. A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air
- c. A fixed blade knife that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches
- d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school in violation of this Policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis, unless expulsion is otherwise required by federal law.

The district shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement, 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 such case, school personnel shall consult with law enforcement is necessary and how to properly dispose of the firearm or weapon or return it to its owner.

Adopted: August 17, 1998

Revised: May 17, 2010

LEGAL REFS.: 18 U.S.C. §921 (a) (3) (*federal definition of "firearm"*)
20 U.S.C. §8921 et seq. (*Gun-Free schools Act of 1994*)
C.R.S. 22-33-106 (1) (d)

CROSS REFS.: JK*-2, Discipline of Students with Disabilities
JKD/JKE, Suspension /Expulsion of Students
KFA, Public Conduct on School Property

Use of Cell Phones and Other Electronic Devices

The Board of Education recognizes that cell phone and other electronic devices can play a vital communication role during emergency situations. However, the ordinary use of cell phones and other electronic devices in school situations can be disruptive to the educational environment and is not acceptable.

Students may not carry cell phones and other electronic devices during the school day (excluding lunch) inside school buildings, on school buses, at school-sponsored activities and field trips, unless authorization is given by school personnel. Cell phones and other electronic devices must be stored, and off, in student lockers during the school day (excluding lunch).

Violation of this policy will result in disciplinary measures and confiscation of the cell phone or other electronic devices. Confiscated cell phones and other electronic devices shall be returned to the student only after a conference with the student and, if appropriate, the parent/guardian, and school personnel.

Adopted: October 21, 2002

Revised: October 21, 2019

Pregnant Students

The pregnancy of students shall not affect their rights to receive a public education nor their privileges as students in the district nor their opportunities to take part in extracurricular activities or honors offered by the school. Therefore, the following shall apply:

- The district shall not apply any rule concerning a student's actual or potential parental or family status which treats students differently on the basis of sex.
- The district shall not discriminate against any student or exclude any student from its education programs or activities including any class or extracurricular activity on the basis of a student's pregnancy or recovery therefrom unless the student voluntarily requests to participate in an alternative program which may be available.
- Girls who are pregnant may continue in school so long as it is physically advisable as determined by the girl's physician in consultation with the school administration. When it is deemed advisable to discontinue attending regular classes, the student shall meet with the counselor and special education and/or related services personnel to arrange for continuation of study and completion of credits.

Adopted August 21, 1978

Revised to conform with practice: date of manual adoption

LEGAL REFS.: 20 U.S.C. §§1681, 1682 (Title IX)
34 C.F.R. 21 (c)(2)

Married Students

The marital status of students shall not affect their rights to receive a public education nor their privileges as students in the district nor their opportunities to take part in extracurricular activities or honors offered by the school. Therefore, the following shall apply:

- The district shall not apply any rule concerning a student's actual or potential marital status which treats such students differently.
- The district shall not discriminate against any student or exclude any student from its education programs or activities including any class or extracurricular activity on the basis of a student's marriage unless the student voluntarily requests to participate in an alternative program which may be available.

Adopted August 28, 1978

Revised to conform with practice: date of manual adoption

LEGAL REFS.: 20 U.S.C. §§1681, 1682 (Title IX)
34 C.F.R. 21 (c)(2)

Student Interrogations, Searches, and Arrests

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

A. Interrogations (Questioning)

Questioning of a student may be conducted by a school official who has any grounds for suspecting that the questioning will turn up evidence that the student or any other student has violated either the law, a Board policy, or an administrative regulation. School personnel may question a student while on school premises or while at any school sponsored or sanctioned activity. A school sponsored or sanctioned activity is any activity where a Prairie School District employee is performing a school-related supervisory role.

If deemed necessary by the school official, the student shall be informed of the reason(s) for conducting the interrogation. It shall not be necessary to obtain parent or guardian permission to question a student. If practicable, a witness may be present during the interrogation and/or a tape recording may be made of the interrogation.

When the investigation is complete, if the information acquired in the questioning implicates the student in a violation of the law, a Board policy, or an administrative regulation, the student's parent or guardian shall be notified.

B. Searches

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable grounds for a search exist, school personnel may search a student and/or his property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized, or contraband materials.

File: JIH

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

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

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's disciplinary folder.

C. Definitions

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion should be based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on his own experience, that search of a particular person, place, or thing would lead to the discovery of evidence of a violation of Board policy or state laws. Reasonable suspicion requires more than mere hunch.

2. "Contraband" consists of all substances or materials prohibited by Board policy or state law including but not limited to drugs, alcoholic beverages, guns, knives, other weapons and incendiary devices.

D. Search of School Property

School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance, and search pursuant to this policy.

Students shall assume full responsibility for the security of their lockers and/or storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school.

The principal or his designee may search a desk, locker, or any other storage areas and its contents when he has reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

E. Search of the Student's Person

The principal or his designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse or briefcase, and/or a "pat down" of the exterior of the student's clothing.

Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search.

The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. No strip search shall be carried out by any school employee.

F. Law Enforcement Officer's Involvement

The principal or his designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than the provisions of this policy.

When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer.

If law enforcement personnel seek permission from school authorities to search a student, his property or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted unless:

1. There is uncoerced consent by the student.
2. There is probable cause and circumstances such as taking the time to obtain a search warrant would frustrate the purpose of the search.

File: JIH

3. The search is incident to an arrest and is limited to the person and his immediate surroundings.

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or his designee shall be present. If the student is under 18, his parent(s) or legal guardian also shall be present unless the juvenile is emancipated as that term is defined in state law.

Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible.

When custody and/or arrest by the police is involved, the principal shall request that all procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures including but not limited to obtaining proper arrest warrants where required.

G. Seizure of Items

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

1. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
2. Returned to the student or his parent or guardian.
3. Turned over to any law enforcement officer in accordance with this policy.

H. Appeals

Within 10 school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings with five school days after receiving the appeal.

Adopted March 18, 1996.

LEGAL REF.: C.R.S. 19-2-201 et seq.

File: JIH

CROSS REFS.: JIHB, Parking Lot Searches
JK, Student Discipline, and subcodes
JKD/JKE, Suspension/Expulsion of Students

Parking Lot Searches

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

"Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion should be based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on his own personal experience, that search of a particular person, place, or thing would lead to the discovery of evidence of a violation of Board policy or state laws. Reasonable suspicion requires more than mere hunch.

"Contraband" consists of all substances or materials prohibited by Board policy or state law including but not limited to drugs, alcoholic beverages, guns, knives, other weapons, and incendiary devices.

Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the student privilege of bringing any vehicle on to school premises.

Routine patrolling of the parking lot and inspection of the outside of student operated automobiles shall be permitted at all times.

Adopted March 18, 1996.

CROSS REF.: JIH, Student Interrogations, Searches, and Arrests

Student Activities (Cocurricular and Extracurricular)

The Board supports the concept that a wide variety of extracurricular activities should be made available to students. However, participation in such activities is a privilege—not a right. Students wishing to participate in such activities shall be required to meet standards of personal behavior and academic performance which are rationally related to school purposes.

Extracurricular activities are defined as those not falling within the scope of the regular curriculum. They include such activities as sports, student council, cheerleading, etc. Cocurricular activities include activities which directly relate to the academic or vocational courses of the school. FFA, FBLA, and elective academic courses are considered cocurricular. All extracurricular activities must have a faculty or staff sponsor approved by the superintendent and must schedule events through the superintendent. Sponsors may be selected by the students involved in the activity but must be approved by the superintendent. Sponsors shall be expected to accompany and supervise their groups on all authorized school functions. This includes any time the group or part of the group is in the building outside of regular school hours.

Adopted April 18, 2005

Student Activities (Cocurricular and Extracurricular)

Groups sponsored by the school and formed for a purpose other than receiving academic credit will be considered an activity. Students must maintain grades that meet eligibility requirements to participate in cocurricular and extracurricular activities. Exceptions may be granted by the Superintendent in unusual circumstances.

No group meetings will be called unless a sponsor is present. Each meeting will be conducted in a quiet and orderly manner in accordance with Roberts' Rules of Order. The secondary school administrator will set up a schedule for meeting dates. No other meetings may be called except for special meetings which may arise in cases of emergencies. Special meetings must be cleared through the administration office at least one day prior to the time of the meeting.

Each school activity will formulate a schedule of activities for the year during the first month of school in accordance with student council regulations. These schedules must include dates and must be submitted to the administrator so that a yearly school calendar may be prepared. This calendar must be completed before September 30.

A student will be able to hold the office of president in only one major organization (FFA, FBLA, StuCo). Athletics and cheerleading are not considered offices or positions.

Student officers will be elected in the spring to serve terms the following school year in FFA, FBLA, and StuCo.

Elections will begin early enough to allow preparation for spring installation ceremonies.

Student council elections will be held in grades 6-11.

Class Activities

The junior high, freshman and sophomore classes will be allowed one class activity per school year. Juniors and seniors will be allowed two class activities during the year.

Setting up School Activities

The following procedures will be followed for setting up student activities:

1. Present activity to sponsor for guidance.
2. Sponsor or student will clear activity through administration.
3. Activity will be presented to club or class in regular meeting.
4. Written documentation of motion for activity and vote must be kept.

Approved April 18, 2005

Student Organizations (Secondary Schools)

Secondary schools may encourage students to form clubs or other groups that relate to subject matter covered by the curriculum. Such organizations shall operate within the framework of state statutes, Board policy, administrative rules and the parameters of the learning program.

The purposes of student organizations shall be to:

1. Broaden existing interests and create new ones.
2. Encourage social interaction among students.
3. Develop an understanding of group dynamics.
4. Increase and strengthen learning.
5. Utilize leisure time productively.

Current practice codified August 1993
Adopted: date of manual adoption

LEGAL REFS.: 20 U.S.C. §4071 *et seq.*
C.R.S. 22-1-117
C.R.S. 22-1-118

CROSS REFS.: JJAB, Open/Limited Open Forums (Noncurricular Student Organizations)

Student Social Events

All social events must first be approved by the student council and then the superintendent. The student council shall determine the appropriate style of dress for such events. The superintendent shall review the decisions made by the student council.

All social functions must be attended by a teacher or sponsor. Persons attending social events must arrive within one hour after the event begins. Students or guests shall not be allowed to return to the building once they have left. Smoking, alcoholic beverages or illegal drugs will not be tolerated at such events.

Adopted August 19, 1975

Revised to conform with practice: date of manual adoption

CROSS REFS.: JICG, Use of Tobacco by Students
JICH, Drug and Alcohol Use by Students

STUDENT ACTIVITY SCHEDULES

Field trips, fund-raising activities, and other activities involving students should be scheduled well in advance with the superintendent. Activities are to be scheduled on Monday through Saturday whenever possible. However, it is recognized that occasionally Sunday activities may be in the best interest of the student group and/or the school. Requests for Sunday activities must be approved by the superintendent.

Groups who desire to schedule some type of activity on Sunday must meet the following criteria.

1. There must be a compelling reason to hold the activity on Sunday. (Reasons may include cost of activity, time schedule, involvement of out of district guests, etc.) The superintendent will determine whether or not an adequate reason exists.
2. The activity cannot conflict with any church activity for any participants.
3. No student will be required to participate in a Sunday activity.
4. Parental permission for participation in the activity will be required in advance.

Adopted: January 1997

Student Activities Fees

The Board supports the concept that fees should be charged at student athletic events to help offset some of the costs of sponsoring those events, i.e. the costs of officials. However, the following persons will be offered free admission to athletic events held at Prairie School:

- Students on competing teams,
- Coaches and assistant coaches of competing teams,
- Cheerleaders (in uniform) of competing teams,
- Prairie School District Board of Education members,
- Prairie School faculty and staff,
- Volunteers who are working in support of the competition,
- Pre-school children,
- Persons who hold valid passes issued by CHSAA, North Central League, Prairie School, or the media (press, TV, radio, etc.),
- Other persons designated by Prairie School administrators.

All other persons will pay fees established by the North Central League or Prairie School.

Adopted by the Board of Education on April 18, 1995.

Effective September 1, 1995.

Student Fund-Raising Activities

Financing of club or class activities shall be done through various fund-raising projects sponsored by each group. Fund-raising projects shall be subject to two criteria:

1. The number of projects per organization shall be designated. FFA and FBLA shall be allowed three fund-raising activities per school year. Seniors and juniors shall be allowed two fund-raising projects per school year and grades 7-10 shall be allowed two fund-raising activities per year.
2. All fund-raising projects and the dates for such projects shall be cleared through the superintendent.

Service projects shall be those activities that classes or clubs organize to benefit the community or provide service for national projects such as FBLA, community calendar sale, UNICEF, Prairie Mustang clothing, FFA-Rocky Mountain Oyster Fry in February, class suppers during basketball season, senior concessions, etc.

Current practice codified August 1993
Adopted: date of manual adoption

Solicitation of Donations

The Board of Education has determined that excessive solicitation of donations by classes for class suppers is not in the best interests of the students and the district. Therefore, solicitations of donations of food, etc. by students or parents on the behalf of students will be permitted only under the following circumstances.

At the beginning of each school year, class sponsors will meet and prepare a list of potential donors for class suppers. This list will be divided evenly among the classes so that each class has the opportunity to solicit donations for their class supper. No business will be contacted by more than one class for a donation.

Voluntary donations by businesses to the Prairie student activity groups will be allowed, however, such donations must be unsolicited.

The FFA and FBLA may solicit donations from organizations and businesses which have a direct association with the organization and which have benefitted directly from the patrons of the FFA or FBLA.

Donations for academic awards, such as science fair, reading awards, or physical education awards will be allowed.

Adopted: May 17, 1999

Student Activities Funds

Student activity funds may be raised and spent to promote the general welfare, education and morale of all students and shall finance authorized activities of student organizations and the school district.

Student activity funds are considered a part of the total fiscal operation of the school district and, therefore, are subject to the policies and regulations established by the Board of Education and the office of the superintendent. The funds shall be managed in accordance with sound business practices—including sound budgetary and accounting procedures as well as audits—in the same manner as regular district funds. Principals shall participate in the preparation, modification and interpretation of policies and procedures that affect student activity funds.

Current practice codified 1993

Adopted: date of manual adoption

CROSS REFS.: DB, Annual Budget, and subcodes
DG, Banking Services (And Deposit of Funds)
DI, Financial Accounting and Reporting, and subcodes

File: JJH

Student Travel

~~Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate student activity trips and to insure that all reasonable steps are taken for the safety of the participants.~~

These guidelines and procedures shall insure that all student activity trips have the approval of the superintendent. Students must turn in written permission slips signed by the parent or guardian stating the date and place they are allowed to go prior to any trips. Students attending such school-sponsored trips shall not be considered absent from school.

Adopted May 18, 1976

Revised to conform with practice: date of manual adoption

LEGAL REFS.: C.R.S. 40-10-116 (1)(b)

CROSS REFS.: EEAF, Extracurricular Activity Buses/Field Trips/Special Events
Transportation

SENIOR CLASS TRIP

The Board of Education allows the members of the graduating class to participate in a trip using funds the class has earned through its junior high and senior high school years. The Board reserves the right of approval for the trip. The following limitation and guidelines must be met prior to the release of funds and approval:

1. The trip will take place in the state of Colorado.
2. The trip will be no longer than four days and three nights.
3. The trip will take place before graduation and it will contain an educational component.
4. At least one teacher will sponsor the trip and there shall be a sponsor of the same gender as trip participants.
5. A complete and detailed itinerary of the trip must be presented to the Board by members of the senior class prior to the trip, but no later than the March Board meeting.
6. A complete and detailed accounting of funds for the trip must be presented to the Board by members of the senior class prior to the trip, but no later than the April Board Meeting. Funds will not be released until the Board is assured that adequate funds are available to meet the basic travel, housing, and meal cost for the students and sponsors on the trip. A plan to make up any deficiency in funds, should one exist, must be presented to the Board at the time of approval.

Students who are approved for early graduation and who move up to the senior class will be able to transfer their percentage of the funds from the junior class to the senior class. The superintendent and senior class sponsor will be the final determiner in this accounting process.

Adopted: May 19, 2003

NATIONAL CONVENTION TRIPS

The Board of Education encourages students to participate in activities which could lead to a national convention and contest. The district will assist in the expenses for sponsors and students who qualify for a national convention as a state winner or state officer based upon the following criteria.

1. Any funds paid for the trip by the state organization will be paid first.
2. Of the remaining cost, the district will pay 75% of the travel and hotel expenses for the advisor, sponsor (if necessary) and student(s) to the national contest. The student must present a formal request before the board in order to receive this assistance.
3. The district will pay registration fees and meal expenses for the advisor and/or sponsor (1 per gender of student maximum).
4. The organization will be responsible for the balance of the travel and hotel expenses and the registration and meal expenses for the advisor, sponsor and student(s). Meal expenses will be considered based upon the district per diem policy (GCBE)
5. The organization will be allowed an additional fund raising activity when a student(s) qualifies for the national convention in order to raise the needed funds for the trip.

CROSS REFS.: GCBE Expense Reimbursement

Adopted: January 1997

Student Physicals for School Athletics

Every student engaging in competitive athletics or cheerleading shall be given a physical examination before the student participates in any form of exercises leading to such athletics or cheerleading. The physical examination shall be performed by a doctor of the student's choice at the student's expense.

Physical examination slips, which are available in the office, must be signed by the doctor and the student's parent or guardian. Such slips shall be turned in to the athletic director before the student shall be allowed to participate in athletics or cheerleading.

If a student's physical condition changes due to sickness, injury, pregnancy, etc., the student shall be required to have another physical examination before resuming athletic or cheerleading activities. Subsequent examinations shall be required if the doctor releases the student conditionally, for a specific time or at a reduced level of participation.

Current practice codified 1993
Adopted: date of manual adoption

CROSS REF.: JLCA, Physical Examination of Students

Extracurricular Activity Eligibility

A student must be passing in all subjects and have an overall C average in order to participate in the extracurricular activities of the school.

A student may be declared ineligible because of discipline problems or other infractions of policies and regulations.

Special considerations and exceptions may be granted by the superintendent.

Students who are eligible to participate in activities include:

1. District students who want to participate in an activity .
2. Students from other school districts which have boundaries contiguous to this district may participate if the district of residence does not sponsor the particular activity.
3. Students who are residents of this school district but who are being educated in a home school may participate provided they comply with all laws governing non--public home-based education.
4. Students who are residents of the district but who are being educated in an independent or parochial school if the school in which the student is enrolled does not sponsor the activity.

Adopted September 20, 1982

Revised November 20, 1995, September 16, 1996

LEGAL REFS.: C.R.S. 22-32-116.5
C.R.S. 22-33-104.5 (6)

CROSS REF.: IHBG, Home Schooling

Extracurricular Activity Eligibility

The following rules shall govern participation in all school-approved extracurricular activities:

1. Teachers will have cumulative grade averages calculated each Thursday throughout the nine weeks grading period for eligibility purposes. The cumulative grade average will be conclusive for each nine-week period and will start over each quarter.
2. The eligibility process will begin the third Thursday of each quarter. Students will pick up an eligibility sheet at the office each Thursday and will ensure that each teacher places the cumulative grade on the sheet and signs it. The student will return the completed sheet to the office before leaving school that day. Students who fail to turn in the weekly eligibility sheet on Thursday afternoon will be contacted by the counselor on Friday. If the eligibility sheet is not turned in by Friday, the student will be considered ineligible until the weekly eligibility report is handed into the counselor.
3. Students with unexcused absences will not be eligible for that day's activities. Students who are absent for the entire day or any part of the day may not participate in the day's after-school games, activities or practices. Exceptions may be made if the absence is both excused and pre-arranged at least one day ahead of time. Homework for the pre-arranged absence must also be completed prior to the anticipated absence in order for a student to participate in activities. An absence on Friday will not apply to Saturday activities. The superintendent may make exceptions to this regulation. Illness will not constitute an exception to this regulation.

Approved September 20, 1982

CROSS REFS.: JICDA, Code of Conduct

Student Discipline

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.

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

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.

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.

No student shall be declared habitually disruptive prior to the development and implementation of a remedial discipline plan. The remedial discipline plan is to address the child's disruptive behavior and his educational needs with the goal of keeping the child in school.

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 JK-2, Discipline of Students with Disabilities. 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.

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.

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

Adopted: August 17, 1998

LEGAL REFS.: C.R.S. 18-6-401 (1)
C.R.S. 19-3-303 (1)
C.R.S. 22-32-109 (1) (w), (x) (1, 11)
C.R.S. 22-32-126 (5)
C.R.S. 22-32-110 (2), (3), (4)
C.R.S. 22-33-106 (1) (a-e)
C.R.S. 22-33-202

CROSS REFS.: JIC, Student Conduct, and subcodes
JK subcodes (all relate to student discipline)
JRA/JRC, Student Records/Release of Information on
Students

Student Discipline

Disciplinary information

Open communication between principals and the professional staff is essential to accomplish the educational mission of the district. It is recognized that principals have access to information about individual students that may not be otherwise available to others because this information is not recorded as part of the student's education record. To assure that information is shared with the professional staff that may be important to understanding the particular needs of individual students and any potential risk that a student might pose to the safety or welfare of others, state law requires that the principal take steps to communicate this information to teachers and counselors who have direct contact with the student.

In addition, to make sure that the information communicated is accurate, state law gives students and parents/guardians the right to challenge disciplinary information.

Whenever the principal or designee determines that disciplinary information as defined in Board policy must be communicated to a teacher or counselor, the following steps will be followed:

1. The principal will prepare a brief written statement which sets forth the information to be communicated to a teacher or counselor pertaining to an individual student. If disciplinary information regarding a disabled student is transmitted, the current IEP must also be included. The statement will indicate it is a confidential document. The source of the information will be noted, if applicable.
2. The principal will communicate the information in the statement to the teacher or counselor by providing a copy of the statement. Alternatively, the principal or designee may wait until the student or parent/guardian has had a chance to challenge the content of the statement before communicating the statement to any teachers or counselors. The teacher/counselor and principal or designee may discuss the information in the statement. The principal or designee will record the names of all individuals who are given a copy of the statement.
3. A copy of the written statement will be provided to the student and the student's parent/guardian. However, if a student is 18 years old or older, the student may inspect his or her records and written permission will be necessary in order for the parent/guardian to receive them. Such student 18 years old or older will be known as an eligible student.
4. The principal or designee will take steps to see that the parent/guardian of a student under 17 years of age receives a copy of the statement, either by mailing a copy directly to them and/or alerting them to the fact that the statement has been sent to them, either by sending it home with their child or in the mail.

5. The written statement will indicate that the student and/or parent/guardian may challenge the accuracy of the disciplinary information on the basis that it is inaccurate, false or misleading unless the statement is solely a summary of an incident for which the student and parent/guardian has already been afforded a due process hearing prior to imposition of school discipline. In that case, the challenge procedures do not apply.

Challenges

The following procedures apply when an interested person challenges the statement of disciplinary information:

Step 1

A Step 1 review will be requested in writing within seven days after receipt by the parent/guardian of the written statement. If the interested persons fail to file an intent to challenge within seven days after receiving a copy of the statement, the statement will stand as written and there will be no further opportunity to challenge that particular statement. If the student or parent/guardian challenges any part of the statement, the principal should review the part of the statement being challenged and may, by mutual agreement with the person making the challenge, destroy, delete or add the information in question.

Step 2

If the principal does not agree to change the written statement as requested during the Step 1 review, the student or parent/guardian may request an informal hearing with the superintendent within 10 days after the principal's decision not to change the written statement. This request must be in writing and will state the reasons for the request. The principal may file a written response to the request for a Step 2 review to be considered by the superintendent. The superintendent will make a decision within 10 school days after receiving the request for Step 2 review. The superintendent may take whatever steps necessary to make a determination about the content of the statement, including discussing the matter with the student and parent/guardian and/or principal and making independent inquiries to determine the veracity of the statement.

The superintendent may decide that the statement should be revised in accordance with the student or parent/guardian position or may decide to uphold the principal's statement as accurate. The superintendent's decision is final.

Once an appeal has been held on the disciplinary information contained in a statement, that statement may be communicated to teachers/counselors during the school year without any further challenge. If the statement had been communicated prior to the conclusion of the challenge, and changes were made to the statement, the principal or designee will see that all those who received the original statement are provided a copy of the revised statement.

Any teacher or counselor who receives a statement containing disciplinary information will maintain the confidentiality of the information and will not communicate the information to any other person. A violation of this provision will result in appropriate disciplinary action.

Remedial discipline plans

The principal will develop a remedial discipline plan for every student who is suspended for the second time for a material and substantial disruption. (All references to duties performed by a principal may be delegated to other school officials as appropriate.) The plan will be reviewed and modified, if necessary, if a second suspension occurs.

The following provisions will apply to the remedial discipline plan:

1. The principal, at personal discretion, may develop a plan for any student prior to a suspension.
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.

Disruptive behavior by special education students will be dealt with in accordance with the student's individual education plan (IEP), any behavior intervention plan and policy JK-2, Discipline of Students with Disabilities. It will be the responsibility of the principal and other appropriate district personnel to coordinate these procedures with a special education student's IEP and any behavior intervention plan.

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, willful and overt.

1. The principal will inform the superintendent if a student is disruptive for the second time in violation of the principal's remedial discipline plan.
2. The student and the parent/guardian will be notified in writing of each suspension which counts toward declaring the student habitually disruptive.
3. District procedures for expulsion will initiated when the student is suspended for the third time. The period of suspension will be extended, if necessary, to conduct an expulsion proceedings

Adopted: August 17, 1998