

2013-14

# STUDENT RIGHTS & RESPONSIBILITIES

---



## *Our Vision*

is to help students acquire the knowledge and abilities to be responsible citizens who contribute to our society.

---

*Code of Conduct and Discipline*



# OUR COMMITMENTS

---

*Our Commitments summarize our promises to our students, parents, employees, and community. They are based on our Core Values and provide a broad philosophy that filters our daily work.*

**Commitment to our Students.** Douglas County School District is committed to the success of our students as lifelong learners and critical thinkers. We value all students as individuals with visions of their own futures and connections to the world, and we will guide them toward their full potential. DCSD will encourage our students to build meaningful relationships with their peers, teachers, administrators, and staff. DCSD is committed to providing our students with physically and emotionally safe educational environments, the necessary tools for learning, and the freedom to explore their many options in life.

**Commitment to our Parents and Families.** Douglas County School District is committed to welcoming, encouraging and supporting parents and family members as key partners in the education of our students. We value parents' ideas, opinions and concerns, knowing they have an understanding of how issues and events affect their students and families. DCSD will keep our parents and families engaged and informed with current information. DCSD is committed to providing our parents and families with choices to meet each student's individual learning needs.

**Commitment to our Employees.** Douglas County School District is committed to respecting and supporting all employees. We value the skills and experiences our colleagues possess - qualities which allow them to meet high expectations and fulfill varied responsibilities. DCSD empowers our employees to make decisions about students' successes in a collaborative environment. We encourage staff members to embrace the choices they have in career and professional development opportunities. DCSD is committed to retaining our staff through competitive compensation and by promoting an environment in which employees share their passion for their work.

**Commitment to our Community.** Douglas County School District is committed to engaging our community members as partners in providing a world-class education for our students. We value the support of our community to graduate well-rounded citizens who will make meaningful contributions to our society. DCSD will responsibly use the taxpayer resources provided by our community, acting as good neighbors and in the best interest of our students. DCSD is committed to being honest stewards of the property entrusted to us by our community, and will be accountable to them through transparent dealings and the academic growth of our students.



# OUR PRIORITIES

**Choice** - Providing each child the maximum opportunity for success

- Communicating the unique qualities of each school to our students, employees, parents, and community gives all students the highest possibility for success.
- Empowering every school to achieve their desired state provides many learning opportunities for students and synergy in our schools.

**World-Class Education** - Achieving sustainable learning for the 21st century

- Students must be prepared to compete on a world stage for jobs that require a high level of creativity and innovation.
- Sustainable learning is essential and requires the most important information to be taught in a way that can be retained, that stretches across content areas, and that incorporates the tools our young people will be required to use in the workforce.
- Education is more personalized, and students develop a deep understanding of self, world, career, and their own pathway to success.

**System Performance** - Defining and measuring what matters most

- We will define what matters most to our stakeholders.
- Our development of a cutting-edge System Performance Framework will measure student, educator, school, leaders, and District performance.
- Authentic measurements will lead to continuous improvement for our students and allow our stakeholders to remain informed.

## CORE VALUES

### **Educational Excellence**

High expectations are the focus of everything we do. We challenge all people to acquire a foundation of knowledge and academic skills, and to achieve their highest potential.

### **Human Diversity**

Varied beliefs and backgrounds strengthen a public education system. We respect differences which contribute to a better society for all human beings.

### **Individual Potential**

Individuals develop within an environment that nurtures intellectual, social, emotional, physical and aesthetic growth.

### **Lifelong Learning**

Education is a process that begins at birth and continues throughout life. We foster curiosity, motivation and the desire to learn that extends beyond school settings.

### **Productive Effort**

The pursuit of greater knowledge and more powerful thinking demands hard work, perseverance and commitment.

### **Shared Responsibility**

The partnerships among parents, students, staff and community members are characterized by mutual commitment and collaborative effort.

### **Ethical Behavior**

Our actions are distinguished by the highest standards of personal behavior, including trust, honesty, fairness, integrity and mutual respect.

### **Continuous Improvement**

Our district, its systems and processes will be subject to continual scrutiny and improvement. We will be recognized for management by fact, results focus and a long-range outlook.



# TABLE OF CONTENTS

Our Commitments .....	2
Our Priorities, Core Values .....	3
What We Have Learned About Successful Students .....	5
Behavior Expectations .....	6

## STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights and Responsibilities/Due Process Rights (JI/JIA) .....	8
---	---

## SECTION A: STUDENT CONDUCT POLICIES

Student Conduct (JIC/JICDA) .....	10	Procedure for Suspension .....	37
Weapons in School (JICI) .....	10	Procedure for Expulsion .....	40
Student Involvement Regarding Drugs and Alcohol (JICH, JICH-R) .....	12	Procedure for Classroom Removal .....	43
Smoking and Other Uses of Tobacco by Students (JICG) .....	16	Discipline of Habitually Disruptive Students (JKC, JKC-R) .....	44
Nondiscrimination/Non-Harassment of Students (JBA) .....	17	Corporal Punishment/Use of Reasonable Restraint by Employees (JKA, JKA-R) .....	46
Prevention of Bullying (JICB) .....	20	Searches (JIH) .....	51
Student Dress (JICA) .....	22	Use of Video Cameras .....	53
Gang-Related Behaviors and Dress (JICF) ..	23		
Student Conduct on School Buses (JICC, JICC-R-1, JICC-R-2, JICC-R-3) ..	24		
Student Use of District Information Technology (JICJ, JICJ-R) .....	28		
Student Possession and Use of Portable Electronic Devices (Including Cellular Phones) (JIHA) .....	30		

## SECTION B: STUDENT DISCIPLINE POLICIES

Student Discipline (JK) .....	31		
Student Suspension, Expulsion, and Classroom Removal (JKD/JKE) .....	31		
Grounds for Suspension, Expulsion or Classroom Removal .....	32		
At-Risk Students .....	34		
Suspension Authority and Procedures ..	34		
Expulsion Authority and Procedures ..	35		
Crimes of Violence and Unlawful Sexual Behavior .....	36		
Student Suspension, Expulsion, and Classroom Removal (JKD/JKE-R) ....	37		

## SECTION C: OTHER IMPORTANT POLICIES

Student Attendance (JH) .....	54
Student Admissions and Denial of Admissions (JF) .....	57
Admission of Nonresident and Homeless Students (JFAB, JFAB-R) .....	58
Interscholastic Athletics (JJI) .....	61
Student Publications (JICEA) .....	62
Student Organizations (Secondary Schools) (JJA) .....	64
Student Fees (JQ, JQ-R) .....	66
Communicable Diseases and Long-Term Illnesses (JLCC) .....	68
Administering Medicines to Students (JLCD) .....	68
Students With Food Allergies (JLCDA) ....	70
Student Education Records (JRA/JRC, JRA/JRC-R) .....	71
Screening/Testing of Students (JLDAC) ....	79
Assignment of Students to Schools (JCA/JFB, JCA/JFB-R) .....	81
Visitors and Volunteers in the Schools (KI, KI-R) .....	86
Public Conduct on School Property (KFAA) ..	88



## WHAT WE HAVE LEARNED...

While the primary purpose of this document is to inform students and parents in Douglas County of their rights, responsibilities and the consequences of their behavior, we also want to extend our appreciation to students who behave well, make responsible decisions and work hard; these students comprise the majority of our learners. Over the years we have noted that our most successful students have many characteristics and behaviors (traits) in common.

### ***Most Successful Students:***

---

- Are engaged in activities in addition to classes.
- Acquire the knowledge and abilities to be responsible citizens who contribute to our society.
- Dress appropriately.
- Are supported by their families and rooted in family values.
- Organize and effectively present ideas and information orally and in writing.
- Develop and defend a well-reasoned position.
- Apply appropriate time to task and manage multiple priorities.
- Collect, evaluate and use data to monitor and improve performance.
- Identify and recognize a problem, consider alternatives, and devise and implement a logical plan of action.
- Identify goals and constraints, evaluate alternatives and reach a conclusion.
- Use efficient techniques to acquire and apply new knowledge and skills.
- Demonstrate punctuality, readiness to work, initiative and the capacity for lifelong learning and personal growth.
- Contribute to group effort through cooperation and consensus.
- Show versatility and the ability to change.
- Are able to think critically, using reason and logic when facing decisions about what to believe or do.
- Embrace universal ethical principles such as honesty, integrity and justice.
- Demonstrate self-motivation and resourcefulness to continue their learning.
- Apply what they have learned by using their knowledge and skills productively.
- Develop and demonstrate leadership skills, becoming influential in creating a vision of what the future can be.
- Take ownership and accept responsibility for their wellbeing by making educated choices concerning their social, emotional and physical health.



# BEHAVIOR EXPECTATIONS

## ***Work Habits/Time Management***

---

Students, staff, parents and community will develop and use productive work habits.

*Indicators:*

- Complete work to the best of their ability.
- Strive for excellence in all their work.
- Honor time commitments.
- Arrive at school/class prepared to work.
- Work cooperatively with others and independently when appropriate.
- Persevere even when tasks are difficult.

## ***School Climate***

---

Students, staff, parents and community will behave in a manner which fosters a positive school environment.

*Indicators:*

- Participate actively in the learning process.
- Encourage parent and community involvement.
- State expectations clearly.
- Show sensitivity toward others.
- Use courteous and polite language and behavior.
- Exercise self discipline.
- Follow school and district rules.

## ***Dress***

---

Students, staff, parents and community will dress appropriately for the school environment.

*Indicators:*

- Dress in a clean, neat and safe manner.
- Dress in a manner that is non-demeaning to self or others.
- Dress in a manner that promotes practices that are consistent with district policies.
- Dress in a manner which is conducive to the activity in which engaged.

## ***Physical and Emotional Safety***

---

Students, staff, parents and community will promote, create and maintain an environment free from physical and emotional harm.

*Indicators:*

- Control anger and resolve conflicts through non-violent means.
- Ensure that schools are free from weapons.
- Ensure that schools are free from harmful substances.
- Ensure that schools are free from intimidation, discrimination and harassment.



# BEHAVIOR EXPECTATIONS

## ***Respect for Grounds and Property***

---

Students, staff, parents and community will be thoughtful caretakers of the school and district property and the property of others.

*Indicators:*

- Use property and materials for their intended purpose.
- Take responsibility for maintaining school and district property.
- Show respect for the personal property of others.

## ***Integrity and Responsibility***

---

Students, staff, parents and community will accept personal responsibility and accountability for their actions or inactions.

*Indicators:*

- Honor commitments.
- Promote excellence by setting challenging and attainable goals.
- Serve self and others through community involvement.
- Take the initiative to help others.
- Determine the right thing to do and do it.
- Adhere to all requirements within the District Assessment Policy.

## ***Diversity***

---

Students, staff, parents and community will respect the unique attributes and qualities of every individual.

*Indicators:*

- Treat others with fairness and compassion.
- View diversity as enhancing the school environment and community.
- Promote and encourage increased knowledge and understanding of diversity in curriculum and school-related activities.

## ***Communication***

---

Students, staff, parents and community will communicate effectively to build a more positive school environment.

*Indicators:*

- Communicate with positive intent.
- Communicate in an open, trusting and truthful manner.
- Express ideas clearly.
- Listen actively and encourage feedback.
- Communicate in a timely and on-going manner.
- Clarify communication directly with the source.



## STUDENT RIGHTS AND RESPONSIBILITIES

### *Policy JI/JIA*

---

#### STUDENT RIGHTS AND RESPONSIBILITIES/DUE PROCESS RIGHTS

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In so doing, he/she is expected to conduct him or herself in a manner compatible with the school's function as an educational facility, and in accordance with District policies and regulations concerning student conduct and discipline, including but not limited to the grounds for suspension, expulsion and classroom removal in policy JKD/JKE. Conduct that disrupts or threatens to disrupt the operation of a school, that interferes in any way with the public or private rights of other students or citizens, that threatens or endangers the health or safety of any person, or that damages property, will not be tolerated and will result in disciplinary action.

It is the intent of the District to afford vigilant protection of the constitutional freedoms of all school personnel and students, and to guarantee those protections as provided in the Constitution, including the rights of free inquiry and expression, the right to freedom of association, and the right to administrative due process.

Of equal importance is the right of school authorities to prescribe and control, consistent with fundamental and constitutional safeguards, student conduct in the schools, on school grounds, at school sanctioned activities and events, and while being transported in school approved vehicles.

In exercising this right, each building principal, working with his/her staff and with the students, will attempt to achieve the objectives and follow the procedures set forth by District policies and administrative regulations pertaining to the various aspects of student rights, student conduct, and student discipline.

#### *Objectives to be Achieved*

The primary objective is the proper recognition and preservation of a student's constitutional rights, and allowance for such rights:

1. **Freedom of Expression** - Students may freely express their points of view, provided they do not seek to coerce others to join in their way of expression and provided also that they do not substantially disrupt school operations, intrude upon the rights of others, or endanger the health and/or safety of other students or school personnel.
2. **Personal Appearance** - Restrictions on a student's hairstyle or manner of dress will be imposed when there is a "clear and present danger" to the student's health and/or safety, or where the behavior causes an interference with work, or creates classroom or school disorder. Participation in voluntary activities may make it necessary to impose specific requirements for grooming and dress, due to the nature of the activity. Gang-related dress is specifically addressed by District Policy JICE, Gang-Related Behaviors and Dress.
3. **The Right to Petition** - Students are allowed to present petitions to the administration at any time. Collecting signatures on petitions is limited to before



## STUDENT RIGHTS AND RESPONSIBILITIES

and after school hours. No student will be subjected to disciplinary measures of any kind for signing a petition to the administration - assuming that the petition is free of obscenities, libelous statements, personal attack, or advocating disruption which poses a threat to the regular school program, and is within the bounds of reasonable conduct.

4. **Student Property** - A student's person and/or personal effects in his/her possession (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of locker contents may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. Locker clean-out sessions will be conducted as determined by the principal. Such clean-outs will be to dispose of waste materials, recover missing books and other school property, and for other reasons as determined by the principal.
5. **Textbooks and Library Resources** - Students are responsible for the proper care of school textbooks and library resources that are provided for their use. Students who damage or fail to return school textbooks and/or library resources shall be responsible for the cost of replacing them. Student payment of such replacement costs may be enforced by withholding the diploma, transcript, or grades of any student who fails to return a textbook or library resources or to replace a textbook or library resources damaged by the student at the completion of any semester or school year, and/or by refusing to allow the student to participate in any school graduation or continuation ceremony. Before these methods of enforcement are implemented with respect to any student, the school shall make other reasonable efforts to obtain payment for the textbook(s) or library resource(s). If the school determines that a student is unable to pay the full amount of a textbook or library resource at one time, it may obtain payment through other methods, including but not limited to payment plans or service at the school where the student is enrolled.
6. **Student Involvement in School Affairs** - While on school grounds, in school facilities, at school-sponsored activities, when being transported in vehicles approved by the District, or off school property when their conduct has a nexus to school or any District curricular or non-curricular activity or event, students shall comply with District policies and regulations pertaining to student conduct. (See Student Conduct Code, District Policy JIC/JICDA and subcodes.) Students shall have the right to participate, as suitable to their age and maturity, in decision making processes; student government; and student organizations. They shall have the constitutional rights to freedom of assembly and expression, and the right to possess and distribute literature, as set forth in District policies pertaining to student organizations and publications.



## SECTION A: *Student Conduct Policies*

### ***Policy JIC/JICDA***

---

#### **STUDENT CONDUCT**

Public schools provide students with the opportunity for self improvement and individual growth. School authorities have the right to control student conduct. Students are expected to conduct themselves at all times in a manner which is compatible with the school's function as an education facility, and in accordance with District policies and regulations concerning student conduct and discipline, including but not limited to the grounds for suspension, expulsion, and classroom removal in policy JKD/JKE. Conduct which disrupts or threatens to disrupt the operation of a school, which interferes in any way with the rights and privileges of other students or citizens, which endangers the health or safety of any person, or which damages property, will not be tolerated and will result in disciplinary action. All employees of the District shall be expected to share responsibility for supervising behavior of students and for seeing that students abide by the established rules of conduct.

This policy JIC/JICDA, all of its subcodes, and any corresponding regulations approved by the Board shall constitute the student conduct code for the District. A summary of this policy, its subcodes, and any corresponding District regulations, as well as any individual school rules governing student conduct, shall be distributed to each student in the District and his or her parents, guardian, or legal custodian at the beginning of each school year, and to each new student and his or her parents, guardian, or legal custodian upon enrollment, and shall be kept on file within each school building throughout the year.

### ***Policy JICI***

---

#### **WEAPONS IN SCHOOL**

The Board of Education will not tolerate unauthorized student possession or use of dangerous weapons on District property or at District sponsored activities. Such behavior is unacceptable, detrimental to the safety of others, and destructive to a positive learning environment.

Carrying, bringing, using, or possessing a dangerous weapon in a school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school principal or the District is prohibited.

"Dangerous weapons" include, but are not limited to:

1. Firearms, loaded or unloaded
2. Pellet or BB guns or other devices, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. Fixed-blade knives with blades that measure longer than three inches in length or spring-loaded knives or pocket knives with blades that measure longer than three and one-half inches in length (the knife blade will be measured from the hilt to the top of the blade); and any knives, regardless of length, which a student uses or presents in a threatening manner.
4. Another object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
5. Any other object identified and defined as a dangerous weapon by state statute.



## SECTION A: STUDENT CONDUCT POLICIES

For purposes of this policy, a “firearm” includes:

1. Any weapon, including a starter gun, which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer; or
4. Any explosive, incendiary, poison gas, bomb, grenade, or similar device.

School staff members shall confiscate dangerous weapons possessed in violation of this policy and submit them to the appropriate school administrator. Law enforcement authorities shall also be contacted in accordance with applicable law.

### **Mandatory expulsion in accordance with state and federal law**

The principal shall initiate expulsion proceedings for students who carry, bring, use or possess a firearm in a school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Unless expulsion is otherwise required by federal law, a student may, but need not, be expelled for violating this policy if, as soon as possible upon discovering that he or she is in possession of a dangerous weapon, the student notifies and delivers the weapon to a teacher, administrator, or other authorized person.

In accordance with federal and state law, expulsion shall be for one calendar year for any student who is determined to have brought a firearm to school without the authorization of the school or the District. The superintendent may modify the length of this required expulsion period on a case-by-case basis. Such modification must be in writing. Any student bringing a firearm or other dangerous weapon to school shall be referred to the criminal justice or juvenile delinquency system. As required by law, the District shall maintain records which will describe the circumstances involving expulsion of students who bring weapons to school, including the name of the school, the number of students expelled, and the types of weapons involved.

Student possession or use of fixed-blade knives with blades that measure less than three inches in length or pocket knives with blades that measure less than three and one-half inches in length (the knife blade will be measured from the hilt to the tip of the blade), box cutters, razor blades, hobby knives and similar instruments without the specific authorization of a school official is prohibited. The possession or use of such items without authorization may be grounds for disciplinary action including, but not limited to suspension or expulsion.

### **Discretionary discipline in accordance with state law**

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on District property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any District curricular or non-curricular event without the authorization of the school or school District is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure



## SECTION A: STUDENT CONDUCT POLICIES

to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

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

### *Policy JICH*

---

#### STUDENT INVOLVEMENT REGARDING DRUGS AND ALCOHOL

The Board of Education recognizes that the unlawful or unauthorized student distribution, gift/exchange, sale, use, possession or purchase of drugs or alcohol constitute a hazard to students. Therefore, the Board assumes its responsibility for minimizing this hazard to students by providing drug and alcohol abuse prevention programs designed to educate students regarding the harmful effects of drug and alcohol abuse and to develop decision-making skills regarding the use of such substances. Because effective prevention requires the combined efforts of parents and the District, the Board supports the concept that parents have the responsibility to cooperate in efforts to prevent drug and alcohol abuse problems and to seek help from public and private agencies for students involved in drug and alcohol abuse.

As used in this policy, “drugs” are all substances defined under federal and state statutes as “drugs” or “controlled substances,” as well as counterfeit drugs, substances falsely represented as being drugs, and drug-containing paraphernalia.

As used in this policy, “legal drugs” are defined as over-the-counter and prescription drugs, including vitamins and other dietary supplements, that are properly possessed and used by the person for whom they are intended in accordance with all applicable District policies and regulations, including but not limited to policy JLCD. However, marijuana dispensing, usage or possession authorized as per Amendment 20 (Colorado’s Medical Marijuana Amendment) is not considered a “legal drug” under federal law or District policy.

As used in this policy, “illegal drugs” are all drugs not defined herein as legal drugs.

Student distribution, gift/exchange, sale, use, possession, purchase or being under the influence of alcohol or illegal drugs is prohibited in all District schools, on all school grounds and District property, at any school-sanctioned activities, when students are being transported in vehicles dispatched by the District, and at any time or in any place where the student’s conduct interferes with or disrupts the educational program or operations of the District.

Compliance with the standards of conduct set forth in this policy and its accompanying regulations is mandatory for all students. A violation shall subject a student to appropriate disciplinary action, up to and including expulsion and referral for prosecution. **Expulsion shall be mandatory for any distribution, gift, exchange or sale of an illegal drug or alcohol in a school building or in or on school property.** The District reserves the right to expel students where there is a sufficient connection between the off-campus behavior and the school, notwithstanding other provisions in this policy and regardless of whether it is a first-time offense. Specific disciplinary guidelines shall be described in the regulations that guide the enforcement of this policy. In appropriate circumstances, disciplinary sanctions may include the completion of an approved drug or alcohol abuse rehabilitation program.



## SECTION A: STUDENT CONDUCT POLICIES

The regulations shall be in keeping with applicable laws and shall be observed by all staff members. Appropriate procedures shall be followed by all school personnel in working with students who may:

1. be under the influence of alcohol or illegal drugs on school property, at school-sanctioned activities, while being transported on school approved vehicles, or at any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of the District;
2. use or possess alcohol or illegal drugs on school property, at school-sanctioned activities, while being transported on school approved vehicles, or at any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of the District; and/or
3. be engaged in acts of giving/exchanging, selling, distributing, purchasing alcohol or illegal drugs on school property, at school-sanctioned activities, while being transported on school approved vehicles, or at any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of the District.

The superintendent shall implement age-appropriate, developmentally based drug and alcohol education and prevention programs for all students in all the District's schools, from early childhood through grade 12, that inform students:

1. that the possession and/or use of illegal drugs and the unlawful possession and use of alcohol is wrong and harmful;
2. about the legal, social, and health consequences of drug and alcohol use and effective techniques for resisting peer pressure to use illegal drugs and alcohol;
3. about the standards of conduct and prohibitions on the distribution, gift/exchange, sale, use, possession, purchase or being under the influence of illegal drugs and alcohol set forth in this policy;
4. about available drug and alcohol counseling and rehabilitation programs;
5. about consequences that may result from the distribution, gift/exchange, sale, use, possession, purchase, or being under the influence of illegal drugs and alcohol in violation of this policy.

The Board shall conduct a biennial review of its drug and alcohol abuse prevention program and this policy and accompanying regulations to determine their effectiveness, to implement required changes, and to ensure that disciplinary sanctions are consistently enforced.

### ***Policy JICH-R***

---

#### **STUDENT INVOLVEMENT REGARDING DRUGS AND ALCOHOL**

Disciplinary action, including suspension and/or expulsion, will be taken in cases involving student distribution, gift/exchange, sale, use, possession, purchase or being under the influence of alcohol or illegal drugs in any District school, on any school grounds and District property, at any school-sanctioned activities, when students are being transported in vehicles dispatched by the District, or at any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of the District. As used in these regulations, the terms "drugs," "legal drugs" and "illegal drugs" shall have the same meanings as those set forth in Policy JICH.



## SECTION A: STUDENT CONDUCT POLICIES

General Procedures (note that the District's authority to suspend or expel a student shall not be compromised in any manner by the failure to follow these general procedures)

1. Students who are or appear to be under the influence of alcohol or illegal drugs on school property, at school-sanctioned activities, when being transported in vehicles dispatched by the District, or at any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of the District will be handled in the following manner:
  - a. If a student appears to be displaying unusual behavior in or out of the classroom because of the possibility of current or prior use of alcohol or drugs, the staff member will notify the administrator or designee, who will observe the student.
  - b. When necessary, standard emergency procedures will be followed.
  - c. Parents must be contacted as soon as possible. When contacting parents or the designated person on the student's emergency card, advise them that the child is displaying unusual or dangerous behavior. Describe the behavior but do not attempt to diagnose the student's condition.
  - d. While waiting for parents or further medical aid, the student will not be left alone, but placed in a quiet situation where the student will remain under observation.
  - e. The school staff member(s) who observed the display of unusual behavior will file a written description with the principal to include the date, time, and place of the occurrence.
  - f. Records of student drug and alcohol offenses noting date, type of offense, and disciplinary action taken will be kept at the local school and forwarded to the next Douglas County school the student will be attending.
  - g. If it is determined by the administrator that the student is under the influence of an illegal drug or alcohol, the appropriate law enforcement agency will be called.
2. Students who use or possess alcohol or illegal drugs on school property, at school-sanctioned activities, or when being transported in vehicles dispatched by the District, or any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of the District, will be handled in the following manner:
  - a. A school staff member who comes in contact with evidence and/or prohibited items will notify an administrator immediately.
  - b. A school staff member who has reasonable suspicion to believe that a student is in possession of alcohol or illegal drugs will request that the student accompany him/her to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately. If this occurs, the staff member should make every effort to remain with the student while using other means to contact the principal or principal's designee.
  - c. The principal or designee will attempt to obtain evidence by directly requesting it from the student or through search procedures that are outlined in Policy JIH.
  - d. If the substance is suspected to be alcohol or illegal drugs, the principal or principal's designee may arrange for the testing of the evidence to determine its contents. When appropriate, the principal or designee will then place the



## SECTION A: STUDENT CONDUCT POLICIES

- evidence in an envelope or other suitable container. The envelope or container will be sealed, dated, and initialed by the individual who originally obtained the materials and the principal or designee, and then placed in the school safe.
- e. The principal or designee will contact the parent or guardian as soon as possible, and will call the appropriate law enforcement agency and request that an officer pick up the sealed envelope or container holding the substance. This will be handed to the officer personally by the principal or designee.
  - f. Written documentation must be made by the school staff member(s) initiating the procedure and by the administration to include description, date, time, place of occurrence, and written admission by the student, if obtained.
3. Students who are engaged in distributing, selling, giving/exchanging alcohol or illegal drugs on school property, at school-sanctioned activities, when students are being transported in vehicles dispatched by the District, or at any time or in any place where the students' conduct interferes with or disrupts the educational program or operations of the District will be handled in the following manner:
- a. If an employee is a witness to an act in which suspected alcohol or illegal drugs are being transferred from one student to another, the staff member will immediately attempt to detain the students and request that they accompany him/her to the principal or designee. If the student(s) refuse, the staff member will notify the principal or designee immediately. If this occurs, the staff member should make every effort to remain with the student(s) while using other means to contact the principal or principal's designee.
  - b. Follow the same procedure for handling evidence and/or prohibited items as outlined in paragraphs 2.c. through 2.f. above.

**Consequences for Students Who Use, Possess or are Under the Influence of Illegal Drugs or Alcohol on School Property, at School-Sanctioned Activities, when being Transported in Vehicles Dispatched by the District or at Any Time or in Any Place where the Student's Conduct Interferes With or Disrupts the Educational Program or Operations of the District:**

1. **First Offense**
  - a. The student shall be suspended, except that the principal may recommend expulsion if warranted by the circumstances of the case.
  - b. The principal or principal's designee will attempt to develop with the parents and the student a procedure that will outline the responsibilities of the parent, the student, and the school in an effort to keep any further offenses from occurring.
  - c. Information on available drug or alcohol counseling and rehabilitation programs and recommendations for chemical dependency assessment, diagnosis, and possible treatment will be given to students and parents.
  - d. When appropriate, students and parents will be encouraged to agree to follow up with assessment, diagnosis or treatment as a condition to readmission. Evaluation of any such participation will be made at the parent conference at the time the suspension is reviewed and the student is considered for readmission to school.
  - e. The District's authority to expel a student for a second offense as provided below shall not be compromised in any manner by a failure to take action as described in paragraphs 1.b through 1.d above.



## SECTION A: STUDENT CONDUCT POLICIES

### 2. Second Offense

- a. A recommendation for expulsion may result for a second offense at that level (elementary/secondary).
- b. The student may be expelled upon the second offense and all subsequent offenses at that level (elementary/secondary).

**Consequences for Students Directly Involved in the Distribution, Gift/Exchange or Sale of Illegal Drugs or Alcohol on School Property, at School-Sanctioned Activities, when being Transported in Vehicles Dispatched by the District or at Any Time or in Any Place where the Student's Conduct Interferes with or Disrupts the Educational Program or Operations of the District:**

1. A recommendation for expulsion shall result in each and every case.

### *Policy JICG*

---

#### SMOKING AND OTHER USES OF TOBACCO BY STUDENTS

The Douglas County School District is committed to high standards of personal and public health and safety. Therefore, in recognition of the School District's responsibility to prepare students to make sound decisions about personal health and safety issues, and in recognition of Colorado law, it is the policy of the Board of Education to prohibit the possession or use of tobacco by students, or the use of tobacco by teachers, staff, and visitors in or on any school property or while participating at any student activity sponsored by the School District. Signs regarding this prohibition and the consequences of a violation shall be prominently displayed on all school property.

School property includes, but is not limited to, any building used for instruction, administration, support services, maintenance, or storage, the grounds surrounding those buildings if the school is authorized to exercise dominion and control over those grounds, and all vehicles used by the school for transporting students, workers, visitors, or other persons.

Tobacco means all kinds and forms of tobacco suitable for chewing or smoking and any other product that is packaged for smoking.

Use means the lighting, chewing, or smoking of any tobacco product.

The Board of Education may seek and accept gifts, donations, or grants of any kind from any private or charitable sources or any government agency to meet the expenses required by this policy. Such funds shall be accounted for separately, and, to the extent that such funds are available, shall maintain and operate an educational program at each school to assist students, faculty, and staff to avoid or discontinue the use of tobacco.

This prohibition against tobacco use shall not apply to the use of a tobacco product in a limited classroom demonstration to show the health hazards of smoking.

When schools address student violations of this policy, every effort should be made to include educational alternatives to suspension. This should include educational information regarding the Tobacco Free School Law, the District tobacco free schools policy and the health hazards of tobacco. Schools shall provide resources for cessation including the NOT cessation program. As an educational organization the District should provide both effective educational programs and a positive example to students concerning the use of tobacco.



## SECTION A: STUDENT CONDUCT POLICIES

### *Policy JBA*

---

#### NONDISCRIMINATION/NON-HARASSMENT OF STUDENTS

The Board of Education is committed to the policy that no otherwise qualified student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any District program or activity on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, or ancestry. For purposes of this policy: "Sexual orientation" means a person's actual or perceived orientation toward heterosexuality, homosexuality, bisexuality, or transgender status.

As part of this policy, the Board of Education is committed to maintaining a learning environment for students that is free from harassment based on an individual's disability, race, creed, color, sex, sexual orientation, national origin, religion, or ancestry. All such harassment, by District employees, students and third parties, is strictly prohibited.

Harassment based on disability, race, creed, color, sex, sexual orientation, national origin, religion, or ancestry will be regarded as a violation of this policy when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's education; (2) submission to or rejection of such conduct is used as the basis for educational decisions affecting the student; or (3) such conduct has the purpose or effect of adversely affecting a student's ability to participate in or benefit from District program(s), or of creating an intimidating, hostile or offensive educational environment.

Harassment based on race or color can include unwelcome, hostile and offensive verbal and written conduct based on or directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs. Harassment based on religion can include unwelcome, hostile and offensive verbal or written conduct based on or directed at the characteristics of a person's religion or creed, such as comments regarding surnames, religious tradition or religious clothing, as well as religious slurs and/or graffiti.

Harassment based on national origin, ancestry, or creed can include unwelcome, hostile and offensive verbal or written conduct based on or directed at the characteristics of a person's national origin, such as comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

Harassment based on disability can include unwelcome, hostile and offensive verbal or written physical conduct based on or directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement; hostile or offensive acts; and/or interference with movement or access to necessary equipment.

Due to its possible criminal nature, any physical or sexually natured contact that is based on race, color, national origin, ancestry, creed or disability shall not be considered harassment under this Board Policy.

Sexual harassment of students by District employees includes verbal sexual advances, and verbal conduct of a sexual nature.

District employees that engage in any physical conduct of a sexual nature, request sexual favors or disseminate pornographic material to or attempt to coerce a student in such acts commits a criminal act, not harassment. Behaviors listed in this paragraph shall be reported by any student, staff, or school administrator to law enforcement in accordance with Board Policy and under the mandatory reporting law in the Colorado Revised Statutes.

---



## SECTION A: STUDENT CONDUCT POLICIES

Sexual harassment of students by other students includes unwelcome sexual verbal advances, requests for sexual favors, and other verbal conduct of a sexual nature. Sexual harassment may occur whether the harassment is between people of the same or different gender. Sexual harassment can include unwelcome oral or written conduct, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone. Due to the complexity of child safety and sexual based criminal laws, students who engage in behaviors involving other students to include demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging, or restraining someone's movement in a sexual way can fall under violation of criminal law, and all physically based acts shall be reported in accord with Board Policy and to law enforcement under the mandatory reporting law in the Colorado Revised Statutes.

Sexual Harassment by third parties, to include parents and other adults that are not students or District employees, that is physical or coercive in its nature shall be reported to law enforcement under the mandatory reporting law in the Colorado Revised Statutes. All verbal acts of a sexual nature committed by third parties shall be reported to the Principal or the Principal's designee.

Harassment based on sexual orientation can include but is not limited to damage or vandalism to a person's property directed at or related to a person's sexual orientation, unwelcome, hostile and offensive verbal and/or written language, or physical conduct directed at or related to a person's sexual orientation, such as gossip or personal comments, suggestive and foul language, jokes, spreading rumors or lies regarding the person's sexual orientation, obscene graffiti, threats, or bullying.

All District employees and students share the responsibility to ensure that harassment based on disability, race, creed, color, sex, sexual orientation, national origin, religion, or ancestry does not occur at any District school, on any District property, at any District or school-sanctioned activities or 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. Toward that end:

All students who believe they have been victims of such harassment shall immediately report it to an administrator or teacher at their school. If the harassment is being committed by the principal or another administrator in the building, the report shall be made to the Director of High School, Middle School or Elementary Education, as appropriate. All students who witness such harassment shall immediately report it to an administrator or teacher at their school. If the harassment is being committed by the principal or another administrator in the building, the report shall be made to the Director of High School, Middle School or Elementary Education, as appropriate.

All administrators and teachers who have such harassment reported to them shall promptly forward the report(s) to the principal or principal's designee for appropriate action. If the harassment is purportedly being committed by the principal or another administrator in the building, the report(s) shall be forwarded to the Director of High School, Middle School or Elementary Education, as appropriate. Any sexually based physical offenses shall be reported to law enforcement under the mandatory reporting law.



## SECTION A: STUDENT CONDUCT POLICIES

All district employees who witness such harassment shall take prompt and effective action to stop it, as prescribed by the District and the building principal, and shall promptly report the harassment to the principal or principal's designee for effective action. If the harassment is being committed by the principal or another administrator in the building, the report shall be made to the Director of High School, Middle School or Elementary Education, as appropriate.

Each building principal or principal's designee (or Director of High School, Middle School or Elementary Education, if necessary or appropriate) shall ensure that all reports of such harassment are promptly and thoroughly investigated, and that effective action is taken. Any sexually based physical offenses that shall be reported to law enforcement under the mandatory reporting law.

In addition to the foregoing, students may utilize Policy KE, Public Complaints, to file reports of harassment. Students who wish to appeal any decision regarding reported harassment may file such an appeal first with the Superintendent, and then with the Board of Education, as described in Policy KE. School officials shall inform all students who have reportedly been harassed of the results of the District's investigation and whether action has been taken with respect to the purported harasser(s).

Any student who engages in harassment of another student based on the other student's disability, race, creed, color, sex, sexual orientation, national origin, religion, or ancestry shall be required to attend a meeting with his or her parent(s) or guardian and the principal or principal's designee; be subject to remedial action such as education or counseling; and be subject to disciplinary action up to and including suspension or expulsion. Guidelines for dealing with students who engage in the harassment of other students are outlined below:

### First Offense

1. The student and parent(s) or guardian will meet with the principal or principal's designee.
2. Information on available cultural diversity and relevant counseling programs will be given to student and parent(s) or guardian.
3. The student may be suspended or expelled, and law enforcement authorities may be contacted, depending on the seriousness of the offense.

### Second Offense

1. The student shall be suspended.
2. A meeting of the parent(s) or guardian and the principal or principal's designee will be scheduled prior to re-admittance to school.
3. The student will be required to participate in counseling or attend a cultural diversity program.
4. Depending on the seriousness of the offense, the principal may request that the student be expelled and may contact law enforcement authorities.

### Third Offense

1. A recommendation for expulsion shall be made. Depending on the seriousness of the offense, law enforcement authorities may be contacted.



## SECTION A: STUDENT CONDUCT POLICIES

These guidelines for progressive discipline shall not preclude the principal or principal's designee from eliminating any of the steps in the process if in his or her judgment the misconduct by the student warrants more severe action.

Any District employee who engages in harassment of a student based on the student's disability, race, creed, color, sex, sexual orientation, national origin, religion, or ancestry shall be subject to remedial action such as training, education or counseling; as well as disciplinary action including but not limited to warning, reprimand, transfer, suspension or termination of employment.

Remedial and/or disciplinary actions shall include measures designed to stop the harassment, correct its negative impact on the affected student, and ensure that the harassment does not recur.

Steps shall also be taken to ensure that victims of and witnesses to harassment are protected from retaliation.

No student shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy. To the extent possible, all reports of harassment will be kept confidential. Upon determining that incidents of harassment are occurring in particular District settings or activities, the District shall implement measures designed to remedy the problem in those areas or activities.

The District shall provide counseling resources to student victims where necessary.

The District shall train staff members to recognize and effectively deal with incidents of harassment on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, or ancestry.

The District shall regularly review its compliance with this policy and take necessary action where deficiencies are noted.

### ***Policy JICB***

---

#### **PREVENTION OF BULLYING**

The Board of Education recognizes the negative impact that bullying has on student health, welfare, and safety and on the learning environment at school. Bullying is prohibited on all District property, at District or school-sanctioned activities or events, when students are being transported in vehicles dispatched by the District or one of its schools, and off school property when such conduct has a nexus to school or any District curricular or non-curricular activity or event.

"Bullying" means any written, verbal or pictorial expression, physical act or gesture, or a pattern thereof by a student that is intended to cause distress upon one or more students and is sufficiently severe that it has the effect of:

1. creating an intimidating, hostile, or significantly offensive environment for the learning or performance of school-sanctioned activities of any student; or
2. unreasonably interfering with or disrupting the educational performance or participation in any other school-sanctioned activity of any student.

Cyber-bullying (a form of bullying) involves the use of information and communication technologies such as e-mail, cell phone, PDAs, pagers, text messaging, instant messaging, digital cameras, personal computer, school computer, chat room, personal website,



## SECTION A: STUDENT CONDUCT POLICIES

defamatory website, defamatory online personal polling website, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

All administrators, teachers, classified staff, and students share the responsibility to ensure that bullying does not occur at any District school, on any District property, at any District or school-sanctioned activities or 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. Toward that end:

- All students who believe they have been victims of bullying in any such circumstance shall immediately report it to an administrator or teacher at their school.
- All students who witness student bullying in any such circumstance shall immediately report it to an administrator or teacher at their school.
- All administrators and teachers who have any incident of bullying reported to them shall promptly forward the report(s) to the principal or principal's designee for appropriate action.
- All administrators, teachers, and classified staff who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the District and the building principal, and shall promptly report the bullying to the principal or principal's designee for appropriate action.
- Each building principal or principal's designee shall ensure that all reports involving student bullying in any such circumstance are promptly and thoroughly investigated, and that appropriate action is taken.

In determining the appropriate action to be taken in response to incidents of student bullying, the building principal or principal's designee shall consider existing policies and regulations that address the type of conduct that may be involved in bullying. Such policies and regulations include, but are not limited to, JBA, JBA-R, JI/JIA, JIC/JICDA, JICC, JICC-R-1, JICC-R-2, JICE, JICI, JIHA, JK, JKC, JKC-R, JKD/JKE, and JKD/JKE-R.

Discipline for student bullying may include suspension, expulsion, and/or classroom removal. In addition, the building principal shall consider other actions which may be appropriate in response to student bullying, including but not limited to:

- Holding assemblies and implementing programs to warn students that bullying is prohibited and advise them of the consequences for engaging in bullying activity, to encourage all students to immediately report incidences of student bullying, and to engender an atmosphere where bullying is not tolerated at school or school-related activities.
- Implementing student peer mediation programs.
- Holding conferences with the parents of students who continue to engage in bullying after administrator/teacher intervention, in order to develop cooperative strategies to correct the students' behavior.
- Separating students who continue to engage in bullying after administrator/teacher intervention from other students at school or from particular school programs or activities, until they can conform their behavior to acceptable standards.



## SECTION A: STUDENT CONDUCT POLICIES

- Withholding privileges (i.e., recess, field trips, participation in extracurricular activities, etc.) from students who continue to engage in bullying after administrator/teacher intervention, until they can conform their behavior to acceptable standards.
- Holding training and in-service to assist building staff in being alert to student bullying, taking appropriate action when bullying occurs, and helping to engender an atmosphere where bullying is not tolerated at school or school-related activities.

### *Policy JICA*

---

#### STUDENT DRESS

The Board recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents. Students are encouraged to dress appropriately for all school activities. The following general standards will be in effect:

1. Reasonable cleanliness of wearing apparel is expected as a matter of general health and welfare.
2. To avoid injury and disease, shoes, sandals, or boots must be worn in the buildings.
3. Beach or swim wear and items of clothing intended to be worn while participating in athletics are inappropriate except in the gym and on athletic fields.
4. Dress that causes or is likely to cause disruption of the educational process is prohibited.
5. Wearing apparel that interferes with or endangers the student while he/she is participating in classroom or other school-sponsored activities is prohibited. The decision as to the safety or unsuitability of the clothing is a matter for the instructor's or school administrator's judgment.
6. Pupils must not wear hats or dark glasses in the building without permission from an administrator.
7. Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, and badges, which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang, will not be allowed. The prohibition on gang-related apparel shall be applied at the discretion of building-level administrators after consultation with the superintendent or designee as the need arises at individual schools. (See District Policy JICF, Gang-Related Behaviors and Dress.)

Subject to approval of the superintendent or designee, principals may establish additional specific standards for their own schools. These standards will be published and distributed to students and a copy will be filed with the administration and posted in each school building in accordance with District Policy JIC/JICDA.

Disciplinary action for violation of any standard will include notification of the violation, the requirement that the clothing be changed before re-entering class, and, at the discretion of the building-level administrator, a parental conference. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations.



## SECTION A: STUDENT CONDUCT POLICIES

### *Policy JICF*

---

#### GANG-RELATED BEHAVIORS AND DRESS

This policy has been adopted pursuant to the requirements of state law in recognition of the fact that gang activities at school impose a threat to the welfare and safety of students and others in the school community and cause substantial disruption to the educational process.

The term “gang” as used in this policy refers to all groups of three or more individuals with a common interest, bond, or activity characterized by criminal or delinquent conduct, engaged in either collectively or individually.

1. Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, and badges which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang or group which advocate drug use, violence or disruptive behavior will not be allowed in school buildings or on school grounds, at school-sanctioned activities and events, or while being transported in school approved vehicles. The prohibition on gang-related apparel shall be applied at the discretion of building level administrators, after consultation with the superintendent or designee, as the need arises at individual schools.
2. Gestures, signals, or graffiti which connote gang membership or activities are prohibited in school buildings and on school grounds, at school-sanctioned activities and events, and while being transported in school approved vehicles. This prohibition of gang-related gestures, signals, and graffiti shall be applied at the discretion of building level administrators, after consultation with the superintendent or designee, as the need arises at individual schools.
3. Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to students or staff will result in suspension and/or expulsion.
4. Gangs or individuals who initiate, promote, or participate in activities which threaten the safety or well-being of persons or property on school grounds or at school-related activities, or which disrupt the school environment will be suspended and/or expelled.
5. Gang graffiti on school premises shall be removed, washed down, or painted over as soon as discovered and photographed. The photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal actions against the offenders.
6. Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership shall be referred to the principal or designee for disciplinary action.
7. Disciplinary action for violation of these standards will include notification of the violation; where applicable, the requirement that the apparel be changed before reentering class; and, at the discretion of the building level administrator, a parental conference. More severe disciplinary consequences, including suspension or expulsion, shall result from repeated or serious violations.



## SECTION A: STUDENT CONDUCT POLICIES

8. 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 the enforcement of this policy and to further its purposes.
9. The superintendent or designee, acting in his/her discretion, may provide in-service training to help school personnel identify gang activities, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior in the schools.
10. Subject to approval of the superintendent or designee, principals may establish additional, specific standards for their own schools. These standards will be published and made available to students and parents.

### ***Policy JICC***

---

#### **STUDENT CONDUCT ON SCHOOL BUSES**

##### ***Transportation of Students***

The Board may furnish transportation to resident students enrolled in the schools of the District who satisfy the following requirements:

1. Reside within the attendance area of the school(s) served;
2. Reside beyond approved walking distances;
3. Are present at authorized points for student pick-up at the designated time; and
4. Comply with District standards and regulations in their conduct and behavior.

##### ***Student Conduct on School Buses***

In the interest of the safety and welfare of school bus passengers, the Board desires the superintendent and designees to establish and enforce strict school bus discipline and safety regulations. Students who do not conform to all regulations and directives concerning discipline, safety, and conduct, or whose behavior could be detrimental to the safety or welfare of others or the safe operation of the bus, may have their bus riding privileges suspended or revoked in accordance with this policy and applicable regulations.

This policy and applicable regulations shall not be limited in their application to bus riding privileges alone, but shall also extend to all District provided or supervised transportation. Disorderly conduct by students at bus stops shall be reported and acted upon in the same manner as misconduct on buses.

Audiovisual recording devices may be installed and used in school buses. In the event such devices are used, tapes shall not be released to anyone outside of the District, except as authorized or required by law.

Nothing contained in this policy and applicable regulations shall preclude the imposition of other disciplinary measures as appropriate, including suspension or expulsion from school in accordance with other District policies and procedures.

### ***Policy JICC-R-1***

---

#### **STUDENT CONDUCT ON SCHOOL BUSES**

##### ***Procedural Guidelines***

##### **A. Regular Daily Bus Service**

The following general procedural guidelines should be followed for scheduled bus service that is not associated with after-school activities.



## SECTION A: STUDENT CONDUCT POLICIES

1. Initially bus drivers should try to resolve the discipline problem or violation of rules directly with the student(s) involved. Bus drivers also will attempt to confer with parent(s) and request their cooperation in resolving the problem. These actions should be documented by the driver.
2. For problems not resolved by step 1, or in cases of more serious discipline or safety problems, including the causing of a disruption requiring the attention of the bus driver or other school personnel to deal with the disturbance, or in the event of a suspension of activity bus riding privileges under section B.1. of this policy, a disciplinary referral shall be made to the school principal or designee ("administrator"). In such cases, unless more severe sanctions appear warranted, the administrator will give the student a formal warning, notify the parent(s), and provide the parent(s) with a copy of the disciplinary referral. Where a student's conduct constitutes disruptive behavior under District Policy JKC, Discipline of Habitually Disruptive Students, the procedures of that policy and corresponding Regulation JKC-R shall be followed by the administrator.
3. If a problem occurs which results in a second disciplinary referral or, in the case of an initial disciplinary referral involving a serious discipline or safety problem, the following procedure shall apply.
  - a. The administrator will advise the student orally or in writing of the charges.
  - b. If the student denies the charges, the administrator will explain the evidence against the student and give the student the opportunity to present his/her side of the incident.
  - c. If, on the basis of this discussion, the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student's bus riding privileges for five school days.
  - d. The administrator shall immediately notify the parent(s) of the suspension of bus riding privileges, the grounds for such suspension, the duration of the suspension, and the time and place for the parent(s) to meet with the administrator to review the suspension. Such meeting shall be held prior to reinstatement of the student's bus riding privileges. The parent(s) shall also be provided with a copy of the disciplinary referral.
4. If a student who has previously had bus riding privileges suspended during the current school year receives another disciplinary referral, the administrator will follow the procedures in 3.a. through 3.d. above, with the following modifications.
  - a. If the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student's bus riding privileges for ten school days; and
  - b. The student's bus riding privileges will not be reinstated until a meeting with the parent(s) and the administrator has taken place or until, in the discretion of the administrator, the parent(s) have agreed to review the suspension. The administrator may also reinstate such privileges where the parent(s) cannot be contacted or if the parent(s) repeatedly fail to appear for scheduled meetings. Where appropriate, a remedial discipline plan shall be developed in accordance with District Regulation JKC-R.



## SECTION A: STUDENT CONDUCT POLICIES

5. If a student who has twice previously during the current school year had bus riding privileges suspended, receives another disciplinary referral, the administrator will follow the procedures in steps 3.a. through 3.d. above with the following modifications.
  - a. If the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student's bus riding privileges for thirty school days; and
  - b. The student's bus riding privileges will not be reinstated until a meeting with the student, the parent(s), the bus driver, the administrator, and the director of transportation has taken place.
6. In cases of severe and/or continuing problems, the school principal or the director of transportation may, after following the steps 3.a. through 3.d. above, suspend privileges for an additional fifteen days during which time an informal hearing will be scheduled before the superintendent, or the superintendent's designee, with the student, the parent(s), and District officials for the purpose of considering the revocation of the student's bus riding privileges for the remainder of the current school year.
7. The decision of the superintendent, or the superintendent's designee, may be appealed by the student to the Board of Education, by filing a written request within five school days.
8. These guidelines shall not preclude the school principal or director of transportation from eliminating any of the steps in the process if in his or her judgment the misconduct by the student warrants more severe action.

### **B. After-School Activity Bus Service When Provided**

After-School Activity Bus Service will only be provided on a limited basis due to budget reduction.

The after-school activity bus provided to secondary-level students supports the educational and extracurricular program by providing service to students at times outside the normal school day. At these times, supervision by school bus personnel is limited, and the driver requires additional support from parents and students in order to promote the health, safety, and welfare of all students. Accordingly, the following guidelines will apply when school bus discipline or safety regulations are violated by a passenger on an after-school activity bus.

1. The first discipline problem or violation of rules will result in a suspension of the student's activity bus riding privileges for five days in accordance with the procedure in Section A.3. above and result in a first disciplinary referral and formal warning under Section A.2., affecting the student's regular daily bus riding privileges as well.
2. The second disciplinary referral from an activity bus driver will result in a thirty-day suspension of activity bus riding privileges following the procedures in Section A.5.
3. In cases of severe and/or continuing problems, revocation of the student's activity bus riding privileges may be considered following the procedures in A.6.
4. These guidelines shall not preclude the school principal or director of transportation from eliminating any of the steps in the process if in his or her judgment the misconduct by the student warrants more severe action.



## SECTION A: STUDENT CONDUCT POLICIES

### *Policy JICC-R-2*

#### STUDENT CONDUCT ON SCHOOL BUSES

##### *Student Safety and Rules of Conduct*

Students are expected to observe the following rules of safety and conduct when using District transportation.

1. Students must meet the bus promptly, follow reasonable instructions of the driver, and respect fellow passengers.
2. Students shall cross the roadway in front of the stopped school bus in full view of the driver. To avoid creating distractions to the drivers, students must remain quiet at railroad crossings and bus loading/unloading zones.
3. Students must remain seated, face forward, and keep the aisles clear. Paper or other debris is not to be left on the bus. Students may talk quietly and shall not make loud, distracting noises. Students shall not use profanity or make obscene gestures to the driver or passengers.
4. Students must not throw anything inside or outside the bus. Students shall not abuse other students, their property, or District property, nor shall they trespass on private property.
5. Students are not allowed to smoke, use, or chew tobacco or tobacco products, nor use or bring alcohol or illegal drugs on buses.
6. Permission to board or leave the bus at other than the scheduled stop must be cleared by the transportation department, the principal, parent or guardian, and written permission must be presented to the driver. Only authorized students and school personnel may board or ride the bus.
7. No dangerous weapons or objects, animals, or insects will be allowed to be carried on the bus. Items too large to be held in the lap or below the seats will not be permitted on the bus.
8. Being rude/disrespectful to the bus driver or engaging in behavior that distracts the driver, including changing seats while the bus is in motion, will subject the student to disciplinary action in accordance with District policy.
9. Lighting matches, lighters, or firecrackers inside the bus, or inflicting bodily harm upon another person may warrant immediate suspension of bus riding privileges and/or other disciplinary action in accordance with District policy.
10. Opening or exiting the rear emergency door may warrant immediate suspension of bus riding privileges and/or other disciplinary action in accordance with District policy.

PARENTS are responsible for providing transportation for the student to attend school during loss of bus riding privileges. Suspension from the bus is not a suspension from class.

### *Policy JICC-R-3*

#### BUS PASSES

1. High School and Middle School students must present a Student ID to the Bus Driver upon boarding the school bus. The Student ID is a picture-ID, issued for the current school year by each High School and Middle School.



## SECTION A: STUDENT CONDUCT POLICIES

2. A grace period will apply at the beginning of each school year to allow each school time to manufacture the IDs. A similar grace period will be granted for students entering the school during the school year -- provided the student presents a properly completed Bus Pass to the Route Driver (per Item #5 below) each day for boarding.
3. Drivers shall check Student IDs each day, both AM and PM, no exceptions.
4. Students who do not have their IDs will always be allowed to ride from school on their regular route, i.e., the one to which they are assigned by Transportation. They will, however, be required to sit in the front seats of the bus, as assigned by the driver, for that ride. Students shall always be allowed to ride from designated bus stops in the morning to school.
5. Permission to ride a bus other than a student's regular assigned route bus must be cleared by the School's Office personnel. The student must present written permission from their Parent or Guardian to the School Office personnel. The written permission must be signed and dated by a Parent or Guardian and include their contact phone number. Once the permission is verified, the School Office personnel will then issue a Bus Pass which the student must present to the Route Driver. The Bus Pass may be valid for a period of one to five school days but must include an expiration date.
6. Drivers will be given a student list to verify eligible riders, updated as needed and at least bi-monthly by the Transportation Area Scheduling office.
7. Drivers should help remind students to bring/show their Student IDs on a consistent basis. The Bus Driver will make a Parent Contact if a student fails to show an ID for five cumulative days.
8. Students who lose their IDs will be allowed not more than one week to replace it before the Route Driver pursues further disciplinary action. Item #4 still applies during this period.
9. Continuing failure of the student to obtain and consistently show their ID following a Parent Contact will warrant a Student Discipline Referral being issued by the Driver.
10. Refusal or habitual failure to comply with this policy can result in a student's bus riding privileges being suspended through the Referral Process.

### *Policy JICJ*

---

#### STUDENT USE OF DISTRICT INFORMATION TECHNOLOGY

To support its educational mission, the Douglas County School District may provide information technology ("IT"), such as computers, networks, Internet access, and electronic-mail accounts, to its students. The Board of Education believes that District IT should be used in schools as a learning resource to educate and to inform.

While parents and students themselves are ultimately responsible for their behavior at school and their use of District IT, the District will make every reasonable effort to ensure that students use District IT appropriately and responsibly. To this end, the District has implemented content filtering measures that direct student learning and restrict student access to inappropriate material, in accordance with applicable law. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills needed to evaluate and choose information sources, to identify information



## SECTION A: STUDENT CONDUCT POLICIES

appropriate to the age and developmental levels of the students, and to evaluate and use information to meet their educational goals.

In addition to rules specifically concerning District IT, general policies, regulations, and rules governing student conduct apply to the use of District IT. Violating such policies, regulations, or rules may result in the loss of the privilege to use some or all of the District's IT, discipline (may include but not limited to suspension and/or expulsion), the requirement that the District be reimbursed for unauthorized charges or costs, the institution of legal proceedings, and referral to law-enforcement authorities. Examples of prohibited uses of District IT appear in Regulation JICJ-R.

Because all District IT is owned, leased, or licensed by the District, the District is responsible for all content stored—permanently or temporarily—on any District IT device, or traveling across any of the District's IT networks. The District therefore has the right and the obligation to monitor all District IT activity, and may be required to disclose records of student IT use (including materials and records of use that have been “deleted”) under public-records law or other laws. Students therefore have no expectation of privacy—as to the District or the public—in any materials they access, receive, or create using District IT.

District IT may fail or become unstable from time to time, leading to loss of data or service interruptions, and the District therefore makes no warranties of any kind related to its IT.

The Board authorizes the Superintendent to develop rules and procedures for student exploration and use of technology. Such procedures shall address issues of privacy, ethical use of information, copyright, illegal and/or unauthorized uses of the networks, and other technology and conditions of usage.

### ***Policy JICJ-R***

---

#### **STUDENT USE OF DISTRICT INFORMATION TECHNOLOGY**

No less than when in class, in the lunchroom, or at school-sponsored events, students are responsible for good behavior when using District IT to travel through cyberspace. Thus all rules and expectations regarding student conduct, as well as all provisions of the student conduct code, apply to student conduct involving District IT. In addition to general behavioral expectations, additional expectations apply when students use District IT. Examples of prohibited use of District IT include the following:

1. Searching, viewing, editing, or retrieving materials that are not related to school work, community service, employment, or further education (therefore, searching or viewing sexually explicit, profane, violence promoting, or illegal materials is not permitted);
2. Downloading or loading software without permission, or using software in a way not permitted by its license;
3. Accessing, viewing, or altering any official record or file of the school or District;
4. Damaging District IT;
5. Violating copyright laws;
6. Using the passwords of other users;
7. Trespassing in the folders, work, or files of other users;



## SECTION A: STUDENT CONDUCT POLICIES

8. Any malicious use or disruption of the District's IT or breach of security features;
9. Intentionally wasting computer system resources;
10. Using the network for commercial purposes;
11. Sharing of the student's home address, phone number, or other information;
12. Using District IT after losing the privilege to do so;
13. Any activity that violates a law or a school or District rule.

### *Policy JIHA*

---

#### STUDENT POSSESSION AND USE OF PORTABLE ELECTRONIC DEVICES (INCLUDING CELLULAR PHONES)

Douglas County School District recognizes that electronic devices are tools of both communication and learning that, depending upon their use, can either add value to communication and learning or can cause disruption in the school environment. As such, electronic devices demand well-reasoned, practical and wise regulation in the school setting. Students may possess and use portable electronic devices including, but not limited to, laptop computers, cellular telephones, MP3 and similar music players, radios, scanners, portable digital assistants (PDAs), wireless e-mail devices, etc., subject to limitations of this and other policies of the District under the following conditions.

- Portable electronic devices are considered personal effects in a student's possession and thereby subject to the rules and regulations governing searches of such items under Board File JIH - Searches.
- It is understood that there is educational value in utilizing portable electronic devices in classrooms when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the educational outcomes they are pursuing. Approval for students' use of such devices will be at the discretion of the classroom teacher or a building administrator unless the use of such a device is provided for in a student's Individualized Education Program (IEP).
- The principal may establish and school personnel may enforce additional guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to campus needs.
- Students are required to turn portable electronic devices over to school personnel when requested. Students who refuse to do so may be subject to school discipline in accordance with District policy.
- Portable electronic devices are allowed on District transportation vehicles within the limits of this policy.
- Portable electronic devices are allowed to be taken and used on school trips, provided that they are used in accordance with this policy and within the rules or guidelines established by school administration.
- Use of cameras or the camera features on a cell phone or other portable electronic devices in a restroom or a locker room or for any use constituting an invasion of any person's reasonable expectation of privacy is strictly prohibited. Any device used for such purposes shall be confiscated by school personnel, and law enforcement authorities may be notified.



## SECTION A: STUDENT CONDUCT POLICIES

- The District assumes no responsibility for loss or damage to personal property of students, including cell phones and other portable electronic devices in the possession of students. If confiscated by school personnel pursuant to this policy, reasonable care will be taken of the item until either its retrieval or its reasonably being deemed discarded.
- Students violating this policy may be subject to disciplinary action.

## SECTION B: *Student Discipline Policies*

### ***Policy JK***

#### **STUDENT DISCIPLINE**

Effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to instill self-discipline and socially acceptable behavior. All policies and procedures for handling discipline problems shall be designed and interpreted to achieve these broad objectives.

In order to ensure maximum educational benefits for all students, each student is expected to conform to all District and school policies and regulations, show respect for and obey those in authority, and otherwise conduct himself or herself at all times in a manner fitting his or her ability, age, and grade. Provisions for disciplining students are to allow other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions.

This policy, all of its subcodes, and any corresponding regulations approved by the Board shall constitute the student discipline code for the District. This policy, its subcodes, and any corresponding District regulations, as well as any individual school rules governing student discipline, shall be distributed to each student and his or her parents, guardian, or legal custodian at the beginning of each school year, and to each new student and his or her parents, guardian, or legal custodian upon enrollment, and shall be posted in a conspicuous place within each school building throughout the year.

### ***Policy JKD/JKE***

#### **STUDENT SUSPENSION, EXPULSION, AND CLASSROOM REMOVAL**

##### ***Definitions***

1. "Suspension" means the exclusion of a student from attending school and participating in school activities for a specified and limited period of time, as set forth under "Suspension Authority" below, unless student contact with the District is otherwise authorized by the school or District administration.
2. "Expulsion" means the exclusion of a student from attending school and participating in school activities for a specified period of time beyond that provided for suspension but not to exceed one calendar year, unless student contact with the District is otherwise authorized by the school or District administration.
3. "In-school suspension" means a suspension in which the student is suspended from participation in regular school activities, but receives continuous educational instruction, supervision, and discipline.



## SECTION B: STUDENT DISCIPLINE POLICIES

4. "Classroom removal" means the exclusion of a student from the classroom by a teacher for causing a material and substantial disruption in the classroom through behavior that is initiated, willful, and overt on the part of the student.
5. "Student with disabilities" means a student for whom a determination of disability has been made by a duly convened staffing committee in accordance with state and federal laws governing the education of children with disabilities.
6. "Informal hearing" means an opportunity for a student to be informed of the evidence and consequences, and to explain his or her position, regarding the incident constituting grounds for discipline. An informal hearing does not include representation by counsel, the ability to confront and cross-examine witnesses, or to call witnesses to verify the student's version of the incident.

### *Grounds for Suspension, Expulsion or Classroom Removal*

The following conduct, occurring at school or on school grounds, at school-sanctioned activities or events, while being transported by school-approved vehicles, or occurring off school property when the conduct has the required connection to school in accordance with governing law, shall subject a student to disciplinary measures, including classroom removal, suspension, expulsion and/or possible notification of the Douglas County Sheriff's Department or other appropriate law enforcement agencies:

1. Continued willful disobedience or open and persistent defiance of proper authority including, but not limited to, a deliberate refusal to obey District staff members, repeated violations of District policy and/or regulations, and repeated instances of misconduct, no single occurrence of which might otherwise constitute grounds for suspension or expulsion.
2. Repeated interference with a school's ability to provide educational opportunities to other students.
3. Repeated disruptive conduct resulting in the student being declared an habitually disruptive student, as defined by District policy JKC, Discipline of Habitually Disruptive Students.
4. Willful destruction or defacing of school property.
5. Behavior on or off school property which is detrimental to the welfare, health, or safety of that student, other students, or of school personnel including without limitation, behavior which creates a threat of physical harm to the student, other students, or school personnel.
6. Incidents of assault upon, disorderly conduct toward, harassment of, the making of a knowingly false allegation of child abuse against, or any criminal act directed toward a school teacher or school employee, or instances of damage occurring on District premises to the personal property of a school teacher or school employee, for which a minimum of a three day suspension shall be mandatory.
7. Committing a serious violation in a school building or in or on school property.
8. Committing a violation of the District's policy on weapons in schools. Expulsion shall be mandatory for the carrying, bringing, using or possessing of a dangerous weapon as defined in Colo. Rev. Stat. 22-33-106(1)(d)(II) and policy JICI, Weapons in Schools, without the authorization of the school or District. For firearm facsimiles,



## SECTION B: STUDENT DISCIPLINE POLICIES

see policy JICI Weapons in Schools for discretionary discipline in accordance with the law.

9. Committing a violation of the District's policy on student involvement regarding drugs and alcohol. Expulsion shall be mandatory for any student involved in the gift, exchange, or sale of an illegal drug or alcohol on school property, at school-sanctioned activities, when being transported in vehicles dispatched by the District, or at any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of the District.
10. Committing an act which, if committed by an adult, would constitute robbery or first or second degree assault, as defined by state law, for which expulsion shall be mandatory.
11. Committing a violation of the District's policy regarding non-discrimination/non-harassment of students and staff.
12. Intentionally causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
13. Intentionally causing, attempting to cause, or threatening physical injury to another person.
14. Committing a violation of the District's smoking and use of tobacco policy.
15. Violating any criminal law which has an effect on the school or on the general safety or welfare of students or staff.
16. Violating any District or building policy, rule, or regulation.
17. Engaging in scholastic dishonesty which includes, but is not limited to, cheating on a test or plagiarism.
18. Disrupting the school program by intentionally causing a false fire alarm or bomb threat.
19. Throwing objects, with the exception of supervised school activities, that cause bodily injury or property damage.
20. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
21. Engaging in verbal abuse, such as name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that precipitate disruption of the school program or incite violence.
22. Committing extortion, coercion, or blackmail, including, without limitation, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
23. Lying or giving false information, either verbally or in writing, to a school employee.
24. Violating the District's policy regarding sexual harassment.
25. Engaging in sexual misconduct including without limitation displays or other inappropriate sexual conduct.
26. Violating the District's policy regarding student use of district information technology.
27. Failure to comply with the immunization requirements of C.R.S. 25-4-901 et seq., except that any suspension or expulsion for such failure to comply shall not be



## SECTION B: STUDENT DISCIPLINE POLICIES

recorded as a disciplinary action, but rather, shall be recorded with the student's immunization records with an appropriate explanation.

Enforcement procedures may vary, depending upon the facts and circumstances of an individual case. For example, when a student faces possible classroom removal, suspension or expulsion from school, a specific detailed procedure must be followed by the principal and/or the principal's designee. In some instances, expulsion is mandatory. When a student faces less serious consequences for failing to comply with District policies and regulations, more simplified procedures are appropriate.

### *At-Risk Students*

Each school is to identify students who are at risk of suspension or expulsion. An at-risk student includes, but is not limited to, any student who is likely to be declared habitually truant or is likely to be declared habitually disruptive. The District shall work with the students' parents or guardians and appropriate local and state agencies, community-based organizations, and institutions of higher education to provide at-risk students with support services to help them avoid expulsion.

The District is to enter into agreements for the provision of services to students at risk of being suspended or expelled and for those who have already been suspended or expelled. The services include, but are not limited to:

1. Tutoring services;
2. Counseling services;
3. Drug or alcohol addiction treatment programs;
4. Family preservation services;
5. Alternative education programs;
6. Vocational education programs.

At minimum, each agreement shall specify the services to be provided, the entity that will coordinate and oversee provision of the services, and the responsibilities of each entity entering into the agreement.

Each agreement shall require each participating entity to contribute funds for the specified services. The agreement shall specify the amount and source of funds and the mechanism for providing funds.

The District shall use a portion of its per pupil operating fund to provide services. The District may also use federal and state money and money received from public or private grants.

The failure of the District to identify a student for participation in an expulsion prevention program, or the failure of such program to remediate a student's behavior, shall not be grounds to prevent school personnel from proceeding with appropriate disciplinary measures or used in any way as a defense in an expulsion proceeding.

### *Suspension Authority and Procedures*

1. Any student who is suspended for ten days or less is entitled to hear the charges and to be given an opportunity to present his or her position at an informal hearing in accordance with the procedures set forth in District Regulation JKD/JKE-R. The hearing should occur prior to removal from the school, unless the student's presence constitutes a continuing danger to that student, other persons or property, or a



## SECTION B: STUDENT DISCIPLINE POLICIES

continuing threat of disrupting the academic process. In the latter case, a hearing should be held as soon as practicable after the student's removal from school.

2. If a student is suspended for more than ten days, he or she shall be given the opportunity to request a review of the suspension before the superintendent or designee. The decision of the superintendent or designee upon such review shall be final.
3. Any student may be suspended from school by a principal or assistant principal for a period of up to five school days; however, the principal or assistant principal may suspend a student for a period of up to ten school days if the conduct giving rise to disciplinary action involves a serious violation, as set forth above in paragraph 7 of the grounds for suspension and expulsion. As provided therein, expulsion proceedings also shall be initiated for certain, enumerated violations.
4. The superintendent may extend a suspension for up to ten additional school days, and another ten days if necessary in order to present the issue of expulsion to the next meeting of the Board. In no event shall the suspension exceed a total of 25 continuous school days.
5. All suspensions are to be in accordance with the procedures set forth in District Regulation JKD/JKE-R.
6. As an alternative to suspension, the suspending authority may, acting in his or her discretion, allow the student to remain in school if the student's parent, guardian, or legal custodian, with the consent of the student's teacher(s), attends school with the student for a specified period of time. If a parent, guardian, or legal custodian does not agree, or fails to attend school with the student, the suspending authority shall suspend the student in accordance with this policy. This alternative shall not be considered if expulsion proceedings are to be initiated or if the conduct giving rise to disciplinary action involved a threat to the welfare or safety of other students or school personnel.
7. A suspending authority may also order in-school suspension, as defined under the definitions section of this policy.
8. Students with disabilities are subject to suspension on the same grounds as students without disabilities, except that such students are subject to the special considerations and procedures outlined in Regulation JKD/JKE-R.

### *Expulsion Authority and Procedures*

1. The power to expel students has been delegated to the superintendent.
2. Expulsion can occur only after the accused student and his or her parents have been given the opportunity for a hearing in accordance with the procedures set forth in District Regulation JKD/JKE-R.
3. The decision of the superintendent may, in accordance with the procedures set forth in District Regulation JKD/JKE-R, be appealed to the Board.
4. Any expelled student receiving services shall be included in the District's pupil enrollment.
5. Students with disabilities are subject to expulsion on the same grounds as students without disabilities, except that such students are subject to the special considerations and procedures outlined in Regulation JKD/JKE-R.
6. In accordance with state law, any student expelled for reasons covered by the grounds for suspension or expulsion in paragraphs 5 (behavior which is detrimental),



## SECTION B: STUDENT DISCIPLINE POLICIES

7 (serious violations), 8 (weapons) or 10 (robbery, or first or second degree assault) set forth above, and who is convicted, adjudicated a juvenile delinquent, receives a deferred judgment, or is placed in a diversion program as a result of committing the offense for which the student was expelled (except with respect to crimes against property), shall not be enrolled or reenrolled in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed. If the District has no actual knowledge of the name of the victim of the offense for which a student was expelled, the student shall be prohibited from enrollment or reenrollment under this policy only upon request of the victim or a member of the victim's immediate family at a school where the student seeks to enroll or reenroll.

### *Crimes of Violence and Unlawful Sexual Behavior*

Whenever the District is notified that a student at least 10 years of age, but under 18 years of age, has been charged in juvenile court with an offense that would constitute a crime of violence or unlawful sexual behavior if committed by an adult, or has been charged in district court with a crime of violence or unlawful sexual behavior, the Board or its designee shall determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or personnel at school, and whether educating the student at school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers and/or other school personnel.

If it is determined that the student should not be educated at school, the District may institute procedures to suspend or expel the student. Alternatively, the District may delay consideration of the student's suspension or expulsion pending the outcome of the juvenile court or district court proceedings, during which time the District shall provide the student with an appropriate alternate education program. The time that a student spends in an alternate education program shall not be considered a period of suspension or expulsion.

As used in this policy, a "crime of violence" means any of the following crimes as defined by law committed, conspired to be committed, or attempted to be committed by a student in connection with which the student used or possessed and threatened the use of a deadly weapon, or caused serious bodily injury or death to any other person except another participant: (1) any crime against an at-risk adult or at-risk juvenile; (2) murder; (3) first or second degree assault; (4) kidnapping; (5) sexual assault; (6) aggravated robbery; (7) first degree arson; (8) first degree burglary; (9) escape; or (10) criminal extortion. "Crime of violence" also means any felony unlawful sexual offense in which the student caused bodily injury to the victim or in which the student used threats, intimidation, or force against the victim.

As used in this policy, "unlawful sexual behavior" means any of the following offenses as defined by law or criminal attempt, conspiracy, or solicitation to commit any of the following offenses: (1) sexual assault; (2) unlawful sexual contact; (3) sexual assault on a child; (4) sexual assault on a child by one in a position of trust; (5) enticement of a child; (6) incest or aggravated incest; (7) trafficking in children; (8) sexual exploitation of children; (9) procurement of a child for sexual exploitation; (10) indecent exposure; (11) soliciting for child prostitution; (12) pandering of a child; (13) procurement of a child; (14) keeping a place of child prostitution; (15) pimping of a child; (16) inducement of child prostitution; or (17) patronizing a prostituted child; (18) promotion of obscenity to a minor; or (19) wholesale promotion of obscenity to a minor.



## SECTION B: STUDENT DISCIPLINE POLICIES

### *Reporting Discipline Actions*

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

The Board shall annually report to the State Board of Education the number of students expelled from the District. Additionally, the principal shall communicate discipline information concerning any student expelled in the school to each teacher and counselor who has direct contact with the student. Those persons receiving information shall maintain the confidentiality of the information and shall not communicate the information to any other person.

When disciplinary information is communicated, a copy of the information will be mailed to the student and the student's parent, guardian, or legal custodian within 30 days of the original communication.

If the student or the student's parent, guardian, or legal custodian wish to challenge the accuracy of the disciplinary information, then procedures outlined in Policy JRA/JRC, Requests to Amend Education Records, should be followed.

### *Annual Reporting Requirements*

The principals of each school in the District shall submit annual written reports to the Board of Education concerning their schools each school year, as required by law. Each principal's report shall include (1) the total enrollment for the school; (2) the average daily attendance rate at the school; (3) dropout rates for grades seven through twelve, if such grades are taught at the school; and (4) the number of violations of the code of conduct and discipline broken down as to type of violation and type of discipline, as required by law, and noting which violations and discipline involved students with disabilities.

The Board of Education shall annually compile the principals' reports from each school in the District and submit its compiled report to CDE, as required by law. The Board's compiled report shall also include the average size of each school in the District, calculated as the total number of students enrolled in the school divided by the number of full-time teachers in the school. The Board's compiled report shall also be made available to the general public, but not in such a way as to disclose confidential personally identifiable student information in violation of state or federal law.

### *Policy JKD/JKE-R*

---

#### STUDENT SUSPENSION, EXPULSION, AND CLASSROOM REMOVAL

##### *Procedure for Suspension*

The following procedures shall be followed in any suspension.

1. **Notice.** The principal, the principal's designee, or the Superintendent shall give the student notice whenever a suspension is contemplated. Notice may be oral or in writing.
2. **Contents of Notice.** The notice shall contain the following:
  - a. A statement of the policy or regulation, which the student is alleged to have violated.
  - b. A statement of the factual basis for the allegation.
  - c. The time and place set for hearing the matter (which, for suspensions of ten days or less, may be at the time and place notice is given).



## SECTION B: STUDENT DISCIPLINE POLICIES

3. **Informal Hearing.** Any student suspended for ten days or less shall be given an opportunity to explain his or her position regarding a disruption in the classroom or an incident constituting grounds for discipline. An informal hearing, however, does not generally include representation by counsel, the ability to confront and cross-examine witnesses, or to call witnesses to verify the student's version of the incident. However, the administrator conducting the informal hearing may, acting within his or her discretion, allow the student to present witnesses and may call persons who witnessed the alleged improper conduct to present evidence in the presence of the student. As a minimum, the student must be given an explanation of the evidence against him or her.
4. **Review.** Any student suspended for more than ten days shall be given the opportunity to request a review of the suspension before the Superintendent or designee. The decision of the Superintendent or designee shall be final.
5. **Timing.** Notice and an informal hearing should precede removal of the student from school unless immediate removal is necessary as provided in paragraph 6 below. There need be no delay between the time notice is given and the time of hearing. Once a determination has been made to suspend a student, the student shall be required to leave the school building and the school grounds immediately upon arrangements being made for a transfer of custody in accordance with paragraph 7 below.
6. **If the Student's Presence in School Presents a Danger.** Notice and an informal hearing need not be given prior to removal from school where a student's presence constitutes a continuing danger to the student himself or herself, other persons or property, or a continuing threat of disrupting the academic process. In such cases, notice to the student of the alleged misconduct and an informal hearing shall follow as soon as practicable after the student's removal from school. Any student who poses a threat of physical harm to himself or herself or other persons shall be removed from school immediately upon arrangements being made for a transfer of custody in accordance with paragraph 7 below.

The principal or designee shall immediately remove a student with a disability from a situation in which he or she poses a threat of physical harm to himself or herself or to other persons. The student shall be suspended or placed in an appropriate alternative setting, subject to the limitations imposed on the discipline of students with disabilities by federal law, as set forth in this regulation.
7. **Transfer of Custody.** No student of minor age shall be released from the custody of school personnel, except in the case of a transfer to law enforcement authorities, until arrangements have been made for a transfer of custody with a parent, guardian, legal custodian, or parent's designee. In accordance with state law, law enforcement authorities may be involved in the removal of students from school where there are reasonable grounds to believe that the student has committed an act which would be a felony, misdemeanor, or municipal ordinance violation if committed by an adult. If transfer is made to law enforcement authorities, the student's parents, guardian, or legal custodian shall be notified as soon as practicable.
8. **Report.** Following a suspension, the principal or his/her designee shall immediately attempt to notify the student's parents, guardian, or legal custodian of the action by



## SECTION B: STUDENT DISCIPLINE POLICIES

telephone. In addition, a written report stating the length of suspension, reasons for the action, and time and place for the parents, guardian, or legal custodian to meet to review the suspension, shall be mailed or delivered to the student's parents, guardian, or legal custodian within three school days following a suspension or as soon thereafter as practicable.

9. **Readmittance.** No student shall be readmitted to school until a meeting has taken place between the principal or designee and the student's parents, guardian, or legal custodian to review the suspension, or until, in the discretion of the principal or designee, a parent, guardian, or legal custodian of the suspended student has substantially agreed to review the suspension with the principal or designee. If the principal or designee cannot contact the parent, guardian, or legal custodian of such student or if a parent, guardian, or legal custodian repeatedly fails to appear for scheduled meetings, the suspending authority may readmit such student. The purpose of the re-admittance conference shall be to address whether there is a need to develop a remedial discipline plan for the pupil in an effort to prevent further disciplinary action.
10. **Students with Disabilities.** Students with disabilities are subject to suspension on the same grounds as students without disabilities, except that such students are subject to the special considerations and procedures outlined in this regulation and current law.

Students with disabilities who engage in misconduct may be removed from their current placement and be suspended, placed in an appropriate interim alternative educational setting, or placed in another setting for not more than 10 consecutive school days, and for additional periods of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement under applicable law). In addition, a student with an IEP may be removed from his or her current placement and placed in an interim alternative setting chosen by the IEP team for not more than 45 consecutive school days if a hearing officer so orders, or if the student, while at school or at a school function: (1) carried or possessed a weapon; (2) knowingly possessed or used illegal drugs, or sold or solicited a controlled substances; or (3) inflicted serious bodily injury upon another person. Section 504 students may be disciplined for the use or possession of illegal drugs or alcohol to the same extent as students without disabilities.

If school personnel seek to remove a student with disabilities from his or her current placement for more than 10 consecutive school days (except as provided in the proceeding paragraph), then the District must, no later than by the date the decision to take such disciplinary action is made, notify the parent of that decision and of all procedural safeguards accorded under applicable law, and, no later than 10 school days after the disciplinary decision is made, meet with the parent and relevant members of the student's IEP or § 504 team (as determined by the District and the parent), to determine in accordance with applicable law if the student's conduct was a manifestation of his or her disability.

If the IEP or § 504 team determines that the student's conduct was not a manifestation of the student's disability, then the District may proceed with discipline



## SECTION B: STUDENT DISCIPLINE POLICIES

in the same manner as with a student without disabilities, except that a student with an IEP must continue to receive educational services as determined by the IEP team. In addition, as deemed appropriate by the IEP team, the student may receive a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior for which the student was suspended, or, if behavioral intervention services and modifications are already in place, have them reviewed and modified as the IEP team deems necessary.

If the IEP or § 504 team determines that the student's conduct was a manifestation of the student's disability, then the District must discontinue the suspension proceedings and return the student to the placement from which he or she was removed, unless otherwise agreed to by the parent. In addition, for students with IEPs, the IEP team must conduct a functional behavioral assessment and implement a behavioral intervention plan for the student, or, if a behavioral intervention plan was already in place, review and modify it as the team deems necessary.

### *Procedure for Expulsion*

In the event that the Superintendent contemplates action expelling any student, the following procedures shall be followed:

1. **Notice.** Not less than ten days prior to the date of contemplated action, the Superintendent shall cause written notice of such proposed action to be delivered to the student and his or her parents, guardian, or legal custodian. Such delivery may be by United States mail or by personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail addressed to the last known address of the student or his or her parents, guardian, or legal custodian.
2. **Emergency Notice.** In the event the Board determines that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened to the extent the Board may direct, provided that the student or his or her parents, guardian, or legal custodian have actual notice of the hearing prior to the time it is held.
3. **Contents of Notice.** The notice shall contain the following:
  - a. A statement of the rule or regulation, which the student is alleged to have violated.
  - b. A statement that a hearing on the question of expulsion will be held within the period of suspension applicable to the student if requested by the student or his or her parents, guardian, or legal custodian.
  - c. A statement of the date, time, and place of the hearing in the event one is requested.
  - d. A statement that the student may be present at the hearing and hear all information against him or her; that the student will have an opportunity to present such information as is relevant; and that the student may be accompanied and represented by his or her parents, guardian, or legal custodian and an attorney.
  - e. A statement that failure to request a hearing within five calendar days or failure to participate in such a hearing constitutes a waiver of further rights in the matter.
  - f. A statement of the effective date and duration of the contemplated expulsion.



## SECTION B: STUDENT DISCIPLINE POLICIES

4. **Hearing.** The hearing shall be conducted by the Superintendent, or his/ her designee acting as the hearing officer. A recording of the hearing will be made.
  - a. At the hearing the student may be represented by an attorney. If a student is represented by an attorney, the student or the student's parent must notify the Superintendent or designee of this fact by telephone or in writing when an expulsion hearing is requested, and in no event fewer than three business days before the hearing date. Failure to provide timely notification of attorney representation will result in a continuance of the hearing and a corresponding extension of the period of suspension to allow the District to obtain legal counsel.
  - b. The student will be afforded the opportunity to confront and cross-examine witnesses called by the school administration. The student may call his or her own witnesses. The school administration may cross-examine the witnesses called by the student. The hearing officer may limit the number of witnesses. Factors justifying the limitation of witnesses include:
    1. Whether the witness saw the offense or possesses other relevant information regarding the offense; and
    2. Whether the witness's testimony is redundant or duplicates other testimony already given.
  - c. If a hearing officer conducts the hearing, the hearing officer will make specific factual findings and will promptly submit to the Superintendent those findings and a recommendation regarding the expulsion.
5. **Superintendent's Decision.** The Superintendent will review the hearing officer's factual findings and recommendation, or if the Superintendent conducts the hearing, the Superintendent will make factual findings. No later than five business days after the hearing conducted by the Superintendent or hearing officer, the Superintendent will issue a written decision.
6. **Appeals to the Board.**
  - a. The student or parent may appeal the Superintendent's written decision to the Board of Education. A request for appeal must be in writing and be received by the District no later than five business days after the student, parent, or representative receives the Superintendent's decision. The written request for appeal must state the grounds for appealing the Superintendent's written decision and explain why those grounds exist and support the relief the appellant seeks (such as a re-hearing, a shortening of the expulsion period, or a complete overturning of the expulsion decision). The grounds for appeal must be one of the following:
    1. The Superintendent's decision is not supported by the facts established at the hearing;
    2. The student was not afforded procedural due process; or
    3. The student was expelled in violation of Board policy.The Superintendent or designee may address matters raised in the request for appeal for inclusion in the record to be considered by the Board. Failure to request an appeal within five business days of receipt of the



## SECTION B: STUDENT DISCIPLINE POLICIES

Superintendent's decision will result in a waiver of the right to appeal and the Superintendent's written decision will become final.

- b. If an appeal is properly requested, the Board will review the record concerning the expulsion. The record includes notices and other documents concerning the suspension and expulsion, the transcript of the testimony, if any, the hearing exhibits, the findings and recommendation of the hearing officer or Superintendent, the Superintendent's written decision, and other documents concerning the expulsion. The student may be represented by counsel at the appeal. Representatives of the District and the parents may make brief statements to the Board, but no new evidence will be presented unless such evidence was not reasonably discoverable at the time of the hearing.
  - c. The Board will make a final determination regarding the expulsion of the student and will inform the student and his or her parent(s) of the right to judicial review.
7. **Students with Disabilities.** Students with disabilities are subject to expulsion on the same grounds as students without disabilities, except that such students are subject to the special considerations and procedures outlined in this regulation and the law. Before expelling a student with disabilities, the District must, no later than by the date the decision to take such disciplinary action is made, notify the parent of that decision and of all procedural safeguards accorded under applicable law, and, no later than 10 school days after the disciplinary decision is made, meet with the parent and relevant members of the student's IEP or § 504 team (as determined by the District and the parent), to determine in accordance with applicable law if the student's conduct was a manifestation of his or her disability.

If the IEP or § 504 team determines that the student's conduct was not a manifestation of the student's disability, then the District may proceed with expulsion in the same manner as with a student without disabilities, except that a student with an IEP must continue to receive educational services as determined by the IEP team. In addition, as deemed appropriate by the IEP team, the student may receive a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior for which the student was expelled, or, if behavioral intervention services and modifications are already in place, have them reviewed and modified as the IEP team deems necessary.

If the IEP or § 504 team determines that the student's conduct was a manifestation of the student's disability, then the District must discontinue the expulsion proceedings and return the student to the placement from which the student was removed, unless otherwise agreed to by the parent. In addition, for students with IEPs, the IEP team must conduct a functional behavioral assessment and implement a behavioral intervention plan for the student, or, if a behavioral intervention plan was already in place, review and modify it as the IEP team deems necessary.
8. **Parental Responsibility for School Attendance.** If a student between the ages of six and seventeen is expelled for the remainder of a school year, the parents, guardian, or legal custodian of the student are responsible under state law for ensuring compliance with Colorado's compulsory attendance laws during the period of expulsion.



## SECTION B: STUDENT DISCIPLINE POLICIES

9. **Readmittance.** A readmittance conference of the type described in paragraph 9 of the procedures for suspension section of this policy shall be held prior to an expelled student being readmitted to school.

### *Procedure for Classroom Removal*

The following procedures shall be followed with respect to any disciplinary removal of a student from the classroom.

1. A teacher may remove a student from the teacher's classroom for one day for causing a material and substantial disruption in the classroom through behavior that is initiated, willful, and overt on the part of the student.
2. Except as otherwise set forth in this section, prior to any disciplinary removal of a student from the classroom, the teacher shall provide the same level of due process to which the student would be entitled for a suspension from school of ten days or less, as set forth above and in Policy JKD/JKE. Also prior to any disciplinary removal of a student from the classroom, the teacher shall consult with the principal or principal's designee to ensure that the student has received due process in connection with the removal and that the student is receiving the appropriate level of discipline for his or her behavior.
3. The teacher initiating the disciplinary removal of a student from the classroom shall provide the principal or principal's designee with assignments and other course work to be completed by the student during the period of removal, and shall contact the parent or legal guardian of the student as soon as possible after the removal to request the parent's or legal guardian's attendance at a conference with the teacher concerning the removal.
4. The teacher may develop a behavior plan approved by the principal or principal's designee after a student's first one-day removal from the classroom during any grading term (quarter, trimester, or semester) and shall develop a behavior plan approved by the principal or principal's designee after a student's second one-day removal from the classroom during any grading term. The behavior plan shall indicate that the third incident during a grading period of material and substantial disruption in the classroom through behavior that is initiated, willful, and overt on the part of the student after classroom removals for the first two incidents will result in the student's removal from the classroom for the remainder of the grading term. The teacher shall provide a copy of the behavior plan, as well as a copy of each revision thereto, to the student and the parent or legal guardian of the student.
5. For any student removed from the classroom for the remainder of the grading term as provided in paragraph 4 above, the teacher responsible for the removal shall provide the principal or principal's designee with a lesson plan, assignments, other coursework, quizzes, and exams for the remainder of the grading term which the teacher must grade and return to the student within a reasonable time so as to allow the student to complete and receive credit for the course.
6. Disciplinary classroom removals shall not count as suspensions for purposes of declaring a student as "habitually disruptive."
7. A teacher's ability to remove a student with disabilities from the classroom for disciplinary purposes shall be subject to governing law and the terms and conditions of the student's IEP or § 504 plan.



## SECTION B: STUDENT DISCIPLINE POLICIES

### *Policy JKC*

---

#### DISCIPLINE OF HABITUALLY DISRUPTIVE STUDENTS

Any student who is suspended two times for a material and substantial disruption during any one school year while at school or on school grounds, at a school-sanctioned activity or event, or while being transported in a school-approved vehicle shall be subject to an individual remedial discipline plan developed in accordance with District Regulation JKC-R.

Any student who is suspended for reasons stated in Policy JKD/JKE (Student Suspension, Expulsion, and Classroom Removal), paragraphs 1 (willful disobedience), 4 (willful destruction or defacing school property), 5 (behavior which is detrimental), 7 (serious violation), 8 (weapons), 9 (drugs and alcohol) or 10 (robbery, or first or second degree assault) three times during the course of a school year or calendar year shall be declared an habitually disruptive student and shall be subject to suspension and/or expulsion in accordance with District Policy JKD/JKE and state law.

For purposes of this policy, disruptive behavior means behavior which is initiated, willful, and overt on the part of the student.

#### *Students with Disabilities*

Discipline of students with disabilities who are habitually disruptive shall be subject to the special considerations and procedures specified in Regulation JKD/JKE-R.

### *Policy JKC-R*

---

#### DISCIPLINE OF HABITUALLY DISRUPTIVE STUDENTS

##### *Definitions*

1. **“Habitually Disruptive Student”** - A student who has been suspended for reasons stated in Policy JKD/JKE (Student Suspension, Expulsion and Classroom Removal), paragraphs 1 (willful disobedience), 4 (willful destruction or defacing school property), 5 (behavior which is detrimental), 7 (serious violation), 8 (weapons), 9 (drugs and alcohol) or 10 (robbery, or first or second degree assault), three times for a material and substantial disruption in any one school year or calendar year while at school or on school grounds, at a school-sanctioned activity or event, or while being transported in a school-approved vehicle.
2. **“Disruptive Behavior”** - Behavior initiated by the student which is willful and overt.

##### *Reporting Requirements*

1. All incidents of disruptive behavior by a student occurring while at school or on school grounds, at a school-sanctioned activity or event, or while being transported in a school-approved vehicle, shall be reported in writing to the school principal or designee.
2. The principal or designee shall confer with the staff member reporting an incident of disruptive behavior, and, if determined necessary, may contact the student's parents, guardian, or legal custodian to discuss the incident. If the child is suspended for a material and substantial disruption, the student and the parent, guardian, or legal custodian shall be notified in writing of each suspension counted toward declaring the student habitually disruptive pursuant to this policy.



## SECTION B: STUDENT DISCIPLINE POLICIES

3. The principal or designee shall prepare a brief written summary of the incident. The student and his or her parents, guardian, or legal custodian shall be given a copy of the summary and shall be informed that the continuation of such behavior may result in disciplinary action, including suspension or expulsion pursuant to the terms of this regulation. The student may submit a written response to the incident report within the next five school days which shall be attached to the written summary. The summary and any written response shall be placed in the student's cumulative file.

### *Remedial Discipline Plans*

1. A remedial discipline plan shall be developed for the student after his or her second suspension in any one school year for a material and substantial disruption, as defined above. The remedial discipline plan shall be developed by the principal or designee, with the assistance of the student's teacher(s) and any other school personnel involved, as well as the student and his or her parents, guardian, or legal custodian.
2. If deemed necessary or desirable by the principal or designee, a remedial discipline plan may be developed for the student after his or her first suspension in any one school year for a material and substantial disruption, as defined above.
3. The purpose of meeting with a student's teacher(s) and other school personnel, and with the student and his or her parents, guardian, or legal custodian in developing a remedial discipline plan, shall be to address the student's disruptive behavior, his or her educational needs, and the goal of keeping the child in school. The meeting is also intended to establish goals, objectives, and time lines for modifying the behavior which shall be incorporated into the remedial discipline plan. The plan also shall inform the student of the consequences, including suspension and/or expulsion, should he or she continue to engage in disruptive behavior.
4. If the student, parent, guardian, or legal custodian fails to attend the meeting to establish the remedial discipline plan after reasonable attempts have been made to schedule the meeting, the principal or designee may conduct the meeting and develop a remedial discipline plan for the student with those persons in attendance.
5. The remedial discipline plan is intended to be written in the form of a contract and signed by the student and his or her parents, guardian, or legal custodian.
6. The student and his or her parents, guardian, or legal custodian shall be provided a copy of the remedial discipline plan and a copy shall be placed in the student's cumulative file.

### *Discipline of Habitually Disruptive Students*

1. The principal or designee shall declare a student to be an habitually disruptive student, and shall inform the student and his or her parents, guardian, or legal custodian of such, in writing, once the student has been suspended three times during a single school year or calendar year for a material and substantial disruption.
2. Upon determining a student's status as an habitually disruptive student, the school principal or designee may suspend and/or initiate proceedings for expulsion in accordance with District Policy JKD/JKE, Student Suspension, Expulsion and Classroom Removal.



## SECTION B: STUDENT DISCIPLINE POLICIES

3. The student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of “habitually disruptive student” and the resulting disciplinary action of suspension and/or expulsion of such students prior to disciplinary action.
4. Nothing in this policy shall preclude the principal or designee from otherwise imposing disciplinary action, including suspension or the commencement of expulsion proceedings, at any time against a student for disruptive behavior.

### *Students with Disabilities*

Discipline of students with disabilities who are habitually disruptive shall be subject to the special considerations and procedures specified in Regulation JKD/JKE-R.

### *Policy JKA*

---

#### **CORPORAL PUNISHMENT/USE OF PHYSICAL INTERVENTION AND RESTRAINT BY EMPLOYEES**

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

#### *Physical Intervention*

No corporal punishment shall be administered to any student by any District employee.

There are times within the scope of their employment, when it becomes necessary for staff to use reasonable and appropriate physical intervention with a student that does not constitute restraint as defined by this policy, to accomplish the following:

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

Under no circumstances shall a student be physically held for five minutes or longer unless the provisions regarding restraint contained in the policy and accompanying regulation are followed.

#### *Restraint*

Restraint is defined by state law and this policy as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals, and seclusion. Restraint shall not include the holding of a student for less than five minutes by a district employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

District employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior. District employees are also prohibited from restraining a student by use of a mechanical restraint or chemical restraint,



## SECTION B: STUDENT DISCIPLINE POLICIES

as those terms are defined by applicable State Board of Education rules and this policy's accompanying regulation.

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

### *Exceptions*

The restraint provisions in this policy and accompanying regulation shall not apply to:

1. Peace officers as defined by C.R.S. 16-2.5-101 et seq. who are acting within the scope of their employment or in accordance with C.R.S. 16-3-109; and
2. When the district is engaged in transporting a student from one facility or location to another facility or location when it is within the scope of the district's powers and authority to effect such transportation.

### *Policy JKA-R*

---

#### USE OF PHYSICAL INTERVENTION AND RESTRAINT

##### *Definitions*

In accordance with the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act, the following definitions apply for purposes of this regulation and accompanying policy.

1. **Restraint** means any method or device used to involuntarily limit freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals and seclusion.
2. **Physical restraint** means the use of bodily, physical force to involuntarily limit an individual's freedom of movement. "Physical restraint" does **not** include:
  - a. holding of a student for less than five minutes by a staff person for the protection of the student or others;
  - b. brief holding of a student by one adult for the purpose of calming or comforting the student;
  - c. minimal physical contact for the purpose of safely escorting a student from one area to another;
  - d. minimal physical contact for the purpose of assisting the student in completing a task or response.
3. **Mechanical restraint** means a physical device used to involuntarily restrict the movement of a student or the movement or normal function of the student's body. "Mechanical restraint" does **not** include:
  - a. devices recommended by a physician, occupational therapist or physical therapist and agreed to by a student's IEP team or Section 504 team and used in accordance with the student's Individualized Education Program (IEP) or Section 504 plan;
  - b. protective devices such as helmets, mitts, and similar devices used to prevent self-injury and in accordance with a student's IEP or Section 504 plan;
  - c. adaptive devices to facilitate instruction or therapy and used as recommended by an occupational therapist or physical therapist, and consistent with a student's IEP or Section 504 plan; or



## SECTION B: STUDENT DISCIPLINE POLICIES

- d. positioning or securing devices used to allow treatment of a student's medical needs.
4. **Chemical restraint** means administering medication to a student (including medications prescribed by the student's physician) on an as needed basis for the sole purpose of involuntarily limiting the student's freedom of movement. "Chemical restraint" does **not** include:
  - a. prescription medication that is regularly administered to the student for medical reasons other than to restrain the student's freedom of movement (e.g. Asthma-cort, medications used to treat mood disorders or ADHD, Glucagon); or
  - b. the administration of medication for voluntary or life-saving medical procedures (e.g. EpiPens, Diastat).
5. **Seclusion** means the placement of a student alone in a room from which egress is involuntarily prevented. "Seclusion" does **not** mean:
  - a. placement of a student in residential services in the student's room for the night; or
  - b. time-out.
6. **Time-out** is the removal of the student from potentially rewarding people or situations. A time-out is not used primarily to confine the student, but to limit accessibility to reinforcement. In time-out, the student is not physically prevented from leaving the designed time-out area and is effectively monitored by staff.
7. **Emergency** means serious, probable, imminent threat of bodily injury to self or others with the present ability to effect such bodily injury. Emergency includes situation in which the student creates such a threat by abusing or destroying property.
8. **Bodily injury** means physical pain, illness or any impairment of physical or mental condition as defined in C.R.S. 18-1-901(3)(c).
9. **State Board Rules** mean the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act, 1CCR 301-45.
10. **Parent** shall be as defined by the State Board rules.

### *Basis for use of restraint*

Restraints shall only be used:

1. In an emergency and with extreme caution; and
2. After:
  - a. the failure of less restrictive alternatives (such as Positive Behavior Supports, constructive and non-physical de-escalation, and restructuring the environment); or
  - b. a determination that such alternatives would be inappropriate or ineffective under the circumstances.
3. Restraints shall never be used as a punitive form of discipline or as a threat to gain control or gain compliance of a student's behavior.
4. School personnel shall:
  - a. use restraints only for the period of time necessary and using no more force than necessary; and
  - b. prioritize the prevention of harm to the student.



## SECTION B: STUDENT DISCIPLINE POLICIES

### *Duties related to the use of restraint – general requirements*

When restraints including seclusion are used, - district staff shall ensure that:

1. the restraint is not administered in a way that the student is inhibited or impeded from breathing or communicating;
2. the restraint is not administered in a way that places excess pressure on the student's chest, back, or causes positional asphyxia;
3. the restraint is only administered by district staff who have received training in accordance with the State Board rules;
4. opportunities to have the restraint removed are provided to the student who indicates he/she is willing to cease the violent or dangerous behavior;
5. the restraint shall be removed when it is determined by trained district staff that the restraint is no longer necessary to protect the student or others (i.e. the emergency no longer exists), in the case of seclusion, staff shall reintegrate the student or clearly communicate to the student that the student is free to leave the area used to seclude the student; and
6. the student is reasonably monitored to ensure the student's physical safety.

### *Proper administration of specific restraints*

1. Chemical restraints shall not be used.
2. Mechanical restraints shall not be used, except that this provision shall not apply to armed security officers who have received documented training in defensive tactics utilizing handcuffing procedures and are detaining the student for law enforcement.
3. Physical restraint
  - a. A person administering the physical restraint shall only use the amount of force necessary to stop the dangerous or violent actions of the student.
  - b. A restrained student shall be continuously monitored to ensure that the breathing of the student in such physical restraint is not compromised.
  - c. A student shall be released from physical restraint within fifteen minutes after the initiation of the restraint, except when precluded for safety reasons.
4. Seclusion
  - a. Relief periods from seclusion shall be provided for reasonable access to toilet facilities; and
  - b. Any space in which a student is secluded shall have adequate lighting, ventilation and size. To the extent possible under the specific circumstances, the space should be free of injurious items.

### *Notification requirements*

1. If there is a reasonable probability that restraint might be used with a particular student, appropriate school staff shall notify, in writing, the student's parents, and if appropriate, the student of:
  - a. the restraint procedures (including types of restraints) that might be used;
  - b. the specific circumstances in which restraint might be used; and
  - c. the staff involved.
2. For students with disabilities, if the parents request a meeting with school personnel



## SECTION B: STUDENT DISCIPLINE POLICIES

to discuss the notification, school personnel shall ensure that the meeting is convened.

3. The required written notification may occur at the meeting where the student's behavior plan or IEP is developed/reviewed.

### *Documentation requirements*

1. If restraints are used, a written report shall be submitted within one school day to school administration.
2. The school principal or designee shall verbally notify the parents as soon as possible but no later than the end of the school day that the restraint was used.
3. A written report based on the findings of the staff review required by paragraph G below shall be e-mailed, faxed or mailed to the student's parent within five calendar days of the use of restraint. The written report of the use of restraint shall include:
  - a. the antecedent to the student's behavior if known;
  - b. a description of the incident including a description of the emergency giving rise to the use of restraint;
  - c. efforts made to de-escalate the situation;
  - d. alternatives that were attempted;
  - e. the type and duration of the restraint used;
  - f. injuries that occurred, if any; and
  - g. the staff present and staff involved in administering the restraint.
4. A copy of the written report on the use of restraint shall be placed in the student's confidential file.

### *Review of specific incidents of restraint*

1. The district shall ensure that a review process is established and conducted for each incident of restraint used. The purpose of this review shall be to ascertain that appropriate procedures were followed and to minimize future use of restraint.
2. The review shall include, but is not limited to:
  - a. staff review of the incident;
  - b. follow up communication with the student and the student's family;
  - c. review of the documentation to ensure use of alternative strategies; and
  - d. recommendations for adjustment of procedures, if appropriate.
3. If requested by the district or the student's parents, the district shall convene a meeting to review the incident. For students with IEPs or Section 504 plans, such review may occur through the IEP or Section 504 process.

### *General review process*

1. The district shall ensure that a general review process is established, conducted and documented in writing at least annually. The purpose of the general review is to ascertain that the district is properly administering restraint, identifying additional training needs, minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incidence of injury to students and staff.
2. The review shall include, but is not limited to:



## SECTION B: STUDENT DISCIPLINE POLICIES

- a. analysis of incident reports, including all reports prepared pursuant to paragraphs F.1 and F.3 above and including, but not limited to procedures used during the restraint, preventative or alternative techniques tried, documentation, and follow up;
- b. training needs of staff;
- c. staff to student ratio; and
- d. environmental conditions, including physical space, student seating arrangements and noise levels.

### *Staff training*

1. The district shall ensure that staff utilizing restraint in schools is trained in accordance with the State Board rules.
2. Training shall include:
  - a. a continuum of prevention techniques;
  - b. environmental management;
  - c. a continuum of de-escalation techniques;
  - d. nationally recognized physical management and restraint practices, including, but not limited to, techniques that allow restraint in an upright or sitting position and information about the dangers created by prone restraint;
  - e. methods to explain the use of restraint to the student who is to be restrained and to the student's family; and
  - f. appropriate documentation and notification procedures.
3. Retraining shall occur at a frequency of at least every two years.

## *Policy JIH*

---

### SEARCHES

To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, a student's personal effects, student lockers, desks or storage areas, or automobiles under the circumstances outlined below and may immediately take possession of any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous or detrimental to the health, safety, or welfare of students or school personnel; disruptive of any lawful function, mission, or process of the school; or any item described as unauthorized in then current school rules or District policies.

A student's failure to permit lawful searches and seizures as provided in this policy will be considered grounds for disciplinary action.

### *Personal Searches*

A student's person and/or personal effects in his/her possession (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.



## SECTION B: STUDENT DISCIPLINE POLICIES

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, except that under urgent circumstances, a search may be conducted by a school official alone, without a witness present.

If the administrator feels that a more intrusive search is required, searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to and conducted by a law enforcement officer, and school personnel will not participate in such searches.

### *Locker Searches*

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. General inspections of locker contents may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

### *Automobile Searches*

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to patrol the student parking lots and inspect the exteriors of automobiles on school property.

The interiors of vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

### *Evidence Seized in a Search*

Any item found in the course of a search conducted in accordance with District policy and determined to be evidence of a violation of District policy, school rules, or federal, state or local laws shall be immediately seized and tagged for identification. Such evidence will be kept in a secure place by the principal or principal's designee. If such evidence is determined to be a violation of the law, the principal or designee shall promptly contact a law enforcement officer to pick up the evidence. Otherwise, the evidence shall be maintained by the principal or principal's designee until it is no longer needed as evidence in a school disciplinary hearing, at which time it will be returned to the parent, guardian or legal custodian of the student from whom it was seized.



## SECTION B: STUDENT DISCIPLINE POLICIES

The District may use video cameras in its schools as a means to maintain order and discipline and to protect the health, safety and welfare of students and school personnel. Video cameras will not be used in areas such as student locker rooms or bathrooms. In the event that video cameras are used, tapes shall not be released to anyone outside the District, except as authorized or required by law.

Each school retains the authority to patrol its student parking lots, and all vehicles parked in student lots are subject to sniffs by dogs trained to alert at the scent of drugs, explosives and other contraband. In addition, the interiors and trunks of all vehicles parked by students at school may be searched upon reasonable suspicion that they contain items or substances which it is illegal for students to possess and/or items or substances which district policy or regulations prohibit from being on school property. Failure to allow the search of a vehicle's interior or trunk under these circumstances will result in the student's automatic loss of the privilege of parking at school for the remainder of the academic year.



## SECTION C: *Other Important Policies*

### ***Policy JH***

---

#### **STUDENT ATTENDANCE**

Attendance in class is an integral part of the educational process and students are required to be in attendance every day school is in session each academic year.

#### ***Compulsory Attendance Ages***

Every child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance.

The courts may issue orders against the child, child's parent, or both compelling the child to attend school or the parent to take reasonable steps to assure the child's attendance. The order may require the parent, child, or both to follow an appropriate treatment plan that addresses problems affecting the child's school attendance and that ensures an opportunity for the child to obtain a quality education.

Nothing in this policy shall be interpreted to require a child who begins attending preschool or kindergarten at five or six years of age to advance to first grade in the following school year. A parent of a child who began attending preschool or kindergarten at five or six years of age may notify the child's school of the parent's wish that the child not advance to first grade in the following school year, and a school that receives such notice shall not advance the child to first grade in the following school year.

#### ***Absences***

An absence consists of failure to appear at the assigned school and remain there throughout the entire school day unless dismissed earlier by proper authority. Failure to appear and remain throughout the entire time of a scheduled class period shall also constitute an absence from that class unless dismissed earlier by proper authority.

#### ***Excused Absences***

Excused absences are those resulting from: temporary or extended illness, injury, or physical, mental, or emotional disability; family emergencies; absences excused by the principal through prior requests of parents or guardians; absences approved by the superintendent or designee due to inclement weather; absences pursuant to school release permits under District policy JHD; absences which occur when a student is in custody of a court or law enforcement authority; absences due to suspension or expulsion; and any other absence approved by the principal. If a student is in out-of-home placement as defined by C.R.S. 22-32-138(1)(e), absences due to court appearances and participation in court-ordered activities shall be excused.

#### ***Unexcused Absences***

Unexcused absences are those with or without prior knowledge and approval of the parents but for reasons not acceptable to the principal.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence.



## SECTION C: OTHER IMPORTANT POLICIES

The administration shall develop regulations to implement appropriate penalties. The administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of unexcused absences.

### *Make-up Work*

Credit for work missed during excused absences will be allowed when the required work has been satisfactorily completed within the time specified, unless the absence is due to the student's expulsion from school. When a student fails to complete course requirements, or when the principal considers a student's absences so excessive as to prevent that student from meeting course requirements, credit for the course may be denied. 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. Credit for make-up work will be awarded at the building level based upon a clearly articulated building plan.

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

### *Tardiness*

In accordance with 1 Colo. Code Regs. 301-78 "tardies" may be defined by the local school district. Douglas County School District defines tardiness as a failure to appear on time and is considered a form of absence. Repeated tardiness shall be reported to the building attendance officer. For Department reporting purposes, a student who is present 50 percent or more of any Attendance Period during a scheduled school day shall be considered present for that entire recorded and reported period. Tardies shall not be included in the calculation of Habitually Truant students for Department reporting purposes.

### *Readmission*

Students will be readmitted to school after an absence. A written or telephone message should be received from a parent or guardian explaining the student's absence at the time of readmission or as soon after that time as stipulated by the building principal. An absence not so clarified within the time limit will be treated as an unexcused absence. When a physician has been treating the student, the physician's statement that the student is well enough to return to school should be presented.

### *Closed Campus*

Freshman students may not enter cars or leave the school grounds during school hours without advance permission from the Principal, inclusive of lunch periods.

Other students, who do not have a regularly scheduled class period, may leave campus without advanced permission of the Principal. This flexible schedule option for students is a privilege and subject to revocation based on grades, attendance and/or disciplinary action.



## SECTION C: OTHER IMPORTANT POLICIES

### *Notification of Absences*

Schools shall make a reasonable effort to notify parents, guardians, or legal custodians by telephone as soon as possible when students are absent from school or from assigned classes without acceptable excuse. If students stand to lose course credit because of absence, reasonable effort shall be made to notify the parents, guardian, or legal custodian in advance so that remedial action can be taken.

At the beginning of each school year, and upon the enrollment of a new student, a telephone number or other means for contacting each student's parents, guardian, or legal custodian during the day shall be obtained by the school.

Principals or their designees should contact parents to determine the reasons for excessive absences and shall attempt to work with parents to encourage good attendance.

### *Enforcement of Compulsory School Attendance*

Secondary school assistant principals and elementary school principals are designated as attendance officers. As such, the Board of Education authorizes these attendance officers to represent the school district in truancy proceedings.

It is the duty of attendance officers to investigate the causes of nonattendance, counsel with students and parents, and to take action necessary to enforce the compulsory school attendance laws of Colorado in the District, including initiating proceedings to compel attendance and proceedings for enforcement of court orders compelling school attendance.

### *Habitually Truant Students*

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or 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."

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. The plan shall also include strategies to address the reasons for the truancy. When practicable, the student's parents, guardian or legal custodian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the student's truancy.

### *Notification to and Acknowledgement by Parents of Obligation*

At the beginning of each school year, and upon enrollment of each new student subject to the compulsory attendance laws, parents, guardians, and legal custodians shall be notified in writing of their legal obligation to ensure their child's attendance at school and shall be requested



## SECTION C: OTHER IMPORTANT POLICIES

to sign and return to the school a written acknowledgement of such obligation and to furnish the school with a telephone number or other means of contacting them during the school day.

In addition, the District will notify parents of students who have dropped out of the District but who are not subject to compulsory attendance laws (such as students age 17 or older) of the long-term ramifications of dropping out of school, and encourage the student to return to school. The Board authorizes the Superintendent or designee to develop a notice and notification procedures to achieve this objective.

### ***Policy JF***

---

#### **STUDENT ADMISSIONS AND DENIAL OF ADMISSIONS**

All persons aged six and under 21 who have not graduated from high school or who have not received any document evidencing completion of the equivalent of a secondary curriculum (G.E.D.) and who reside (as such term is defined in regulation JFAB-R) within the boundaries of this District may attend public schools without payment of tuition. The District shall also admit preschool children aged three and four who qualify for special programs provided by the District. In addition, persons who do not reside in the District may be admitted under District policies relating to nonresident students, subject to review under District policies relating to exclusion and exemption from school attendance, or by specific action of the Board.

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

Except as otherwise provided by state law concerning enrollment of students in out-of-home placements, students new to the district shall be enrolled conditionally until records, including discipline records, from the schools previously attended by the student are received by the district. In the event the student's records indicate a reason to deny admission, the student's conditional enrollment status shall be revoked.

#### ***Denial of Admission***

The Board of Education, the superintendent, or superintendent's designee may deny admission to the schools of the district in accordance with applicable law. (See *Superintendent File JF-R*).

Due process of law shall be provided to students and parents/guardians 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.

#### ***Nondiscrimination***

The Board, the superintendent, other administrators and district employees shall not unlawfully discriminate based on a student's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, marital status, or disability in the determination or recommendation of action under this policy

#### ***Immunizations***

Pursuant to applicable state law, a student may not attend any District school unless the school receives:

1. An up-to-date certificate of immunization; or



## SECTION C: OTHER IMPORTANT POLICIES

2. Written authorization signed by the parent/guardian or emancipated minor requesting that local health officials administer the immunizations. A student shall be exempted from required immunizations only upon submission of:
  - a. certification from a licensed physician that one or more immunizations would endanger the child's life or health;
  - b. a statement signed by the parent/guardian or emancipated child that he or she adheres to a religious belief opposed to immunizations; or
  - c. a statement signed by the parent/guardian or emancipated child that he or she has a personal belief opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students shall be excluded from school.

For immunizations for students in out-of-home placements (as that term is defined by C.R.S. 22-32-138(1)(e)), unless the district or school is otherwise authorized to deny enrollment to a student in out-of-home placement, the district or school shall enroll the student regardless of whether the district or school has received the student's immunization records. Upon enrolling the student, the school shall notify the student's legal guardian that unless the school receives the student's certificate of immunization or a written authorization for administration of immunizations within fourteen (14) days after the student enrolls, the school shall suspend the student until such time as the school receives the certificate of immunization or authorization.

### *Fees for Admission*

The Board may establish fees for summer school, adult education, some preschool community education programs, and other District-sponsored programs in accordance with applicable law.

## ***Policy JFAB***

---

### **ADMISSION OF NONRESIDENT AND HOMELESS STUDENTS**

#### ***Nonresident Child***

A nonresident child includes any child who is not included under the District's definition of resident child (File: JFAB-R).

Nonresident students may apply to enroll in a program or school in the District. Applications must be submitted pursuant to District Policy and Regulation Files JCA/JFB, JCA/JFB-R, Assignment of Students to Schools. The Board reserves the right to accept or reject students from outside the state as is necessary to protect the best interests of those children who live within the District.

Resident students who become nonresidents during the course of a school year shall be entitled to complete the school year for credit. High school seniors who become nonresidents during the school year shall be allowed to finish the school year as residents.

#### ***Homeless Students***

Homeless students shall be enrolled in the District in accordance with applicable state and federal law. Enrollment shall be immediate in the school of origin or attendance area school as determined in consultation with district personnel and shall be admitted without payment of tuition. In addition, transportation shall be provided to homeless students in



## SECTION C: OTHER IMPORTANT POLICIES

accordance with applicable state and federal law (per McKinney-Vento Homeless Assistance Act (NCLB Title X-C)).

Homeless students shall be provided access to education and other services for which they are eligible to ensure that they have an opportunity to meet the same student performance standards to which all students are held, comparable to services provided to other students in the school, regardless of residency, including, but not limited to, transportation services, vocational and technical education programs, gifted and talented programs, English Language Learner programming, Special Education, and school nutrition programs. All homeless students are eligible for Title 1A services, whether or not they live in a Title 1 school attendance area or meet the academic standards required of other children for eligibility.

If a homeless student becomes permanently housed outside the district during the school year, the student shall be considered a nonresident student and may continue enrollment in the district for the remainder of the school year.

The term “homeless student” is defined in the McKinney-Vento Homeless Assistance Act (NCLB Title X-C) as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth who are:

- sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up)
- living in motels, hotels, or camping grounds (trailer parks) due to the lack of alternative adequate accommodations
- living in emergency shelters or transitional housing programs
- abandoned in hospitals
- awaiting foster care placements
- using a primary nighttime residence that is not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
- living in inadequate accommodations, such as cars, parks, bus or train stations, abandoned buildings, or similar settings
- unaccompanied youth who live in a circumstance described above
- migratory children who qualify as homeless because they are living in circumstances described above.

“Homeless student” applies to children and youth age 21 and under, consistent with their eligibility for public education services.

**Enrollment/Service Disputes:** If an enrollment or service dispute arises between the student’s custodial parent/guardian (or the student not in the custody of a parent/guardian) and the school district, the student shall be immediately enrolled in the school selected by the parent/guardian, or student until the dispute is resolved.

The parent/guardian (or student, if applicable) may appeal an enrollment determination made by the school district to the district personnel within 14 days after receiving the written determination and notice of right-to-appeal.

The school district designee shall issue a written decision on the dispute within 14 days of the receipt of the appeal. The parent/guardian, (or student, if applicable), will then have



## SECTION C: OTHER IMPORTANT POLICIES

5 days to appeal the school district's decision to the Board of Education. The Board of Education shall issue a written decision on the dispute within 60 days of the receipt of the appeal and send the written decision and notice of right-to-appeal to the State Coordinator for the Education of Homeless Children and Youth and to the parent/guardian, (or student, *if applicable*). *The decision of the State Coordinator shall be final.*

### *Nondiscrimination*

The Board, the Superintendent, other administrators and District employees shall not unlawfully discriminate based on a student's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, marital status, or disability in the determination or recommendation of action under this policy.

### *Tuition*

The Board shall, from time to time, fix or adjust tuition rates as provided by Colorado law.

The parents or guardians of nonresident Colorado students who attend school in the District under open enrollment shall not be charged tuition.

The District may enter into a written agreement with a nonresident Colorado student's district of residence under which the district of residence agrees to pay tuition to allow the student to attend school within the District. A copy of such agreement shall be furnished to the parent or guardian of the child covered by the agreement. Such parent or guardian shall not be liable for any part of the tuition, if any, not paid by the district of residence.

When a nonresident Colorado student with a disability enrolls and attends school in the District under open enrollment, tuition may be charged. To the extent that tuition is charged, the student's district of residence shall be responsible for such tuition, the amount of which shall be established by a contract between the two districts.

When a nonresident student, whose parents or guardian resides outside Colorado, attends school in the District, the student's parents or guardian may be required to pay tuition on behalf of the student. Students may qualify for a tuition waiver by filing a certificate from county district court that a bona fide resident of Colorado has been appointed legal guardian.

In case of change from nonresident to Colorado resident status during the school year, tuition fees already paid shall be refunded to the proper source or individual on a pro rata basis for that portion of the school year following establishment of legal residence within Colorado.

### *Tuition From Incoming Residents*

Families wishing to enroll their children in the District prior to moving to Douglas County will be permitted to do so. If the family resides outside of the state prior to enrollment, tuition must be paid in advance (at least one semester), but the full amount will be refunded if the family becomes residents of Colorado within 40 school days.

If the family does not move to Colorado within 40 days, the amount will be retained and tuition will be prorated from the date of enrollment until Colorado residence is established.

Registration officials in the various schools must receive information from the central office that tuition has been paid before registration is permitted.



## SECTION C: OTHER IMPORTANT POLICIES

### *Policy JFAB-R*

---

#### STUDENT RESIDENCY

A child shall be deemed to reside in the District if:

1. The child's parents, or the survivor of them, reside in the District, or the one of them with whom such child resides a majority of the time pursuant to a valid court order resides in the District;
2. The legally appointed guardian of the child resides in the District;
3. The child has been emancipated by his or her parents, lives in the District, and has no guardian;
4. The child has been abandoned by his or her parents and lives in the District;
5. The child has become permanently dependent for his maintenance and support on someone other than his nonresident parents and makes his or her home and receives his or her support within the District;
6. Regardless of the residency of the parents, if any, the child adopts a dwelling place within the District intending to remain there indefinitely and not to return to the dwelling place from which he or she came, and regularly eats or sleeps there, or both, during the entire school year. A child shall be deemed to not have the necessary intent if he or she regularly returns to another dwelling place during vacations or weekends;
7. If one of the child's parents/guardian is a public officer or employee, performing his or her duties and living temporarily in the District other than that of his or her residence. Unless the parents of a child are permanently separated, the residence of the husband shall be deemed the residence of the child, but if the parents have permanently separated, the residence of the child shall be that of the parent with whom the child actually lives; or
8. The child is found to be homeless pursuant to C.R.S. 22-1-102.5 and the child presently seeks shelter or is located in the District, unless the child attended school in another school district at the time the child became homeless, the child remains homeless, the affected school districts find that attendance in such other school district is in the best interests of the child pursuant to section 22-33-103.5, and the child chooses to continue attendance in such other school district.

### *Policy JJI*

---

#### INTERSCHOLASTIC ATHLETICS

The purposes of athletic programs in the secondary schools of the District shall be:

1. To provide a wide basis of participation in both team and individual sports in interscholastic competition.
2. To develop a strong program of competitive sports:
  - a. By encouraging and developing talented athletes in all sports and providing sufficient opportunity, especially at the middle school level, for students to develop individual ability;
  - b. By encouraging the development of team spirit among all members of the team and their coaches;



## SECTION C: OTHER IMPORTANT POLICIES

- c. By developing good attitudes, pride, sportsmanship, and ethical behavior in students, participants, and spectators;
- d. By developing and maintaining a good relationship between athletic teams and the student body, faculty, administration, and community;
- e. By teaching fundamentals and techniques of each sport in a progressive sequence as appropriate for students at higher grade levels;
- f. By providing student athletes with an awareness of potential opportunities as afforded them through competitive athletics.

In keeping with the above goals, the Board shall seek to fund girls' sports on an equal opportunity basis with boys' sports and shall permit and encourage coeducational teams when the particular sport is determined suitable as a coeducational activity. The Board of Education shall encourage students, faculty, and the community to recognize the value of athletics in relation to the total school program.

### *Conduct Rules for Student-Athletes*

The student-athlete (the term student-athlete as used hereinafter includes athletes and student managers) shall obey the Training Rules and Expectations agreed to by the student-athlete as a condition of participation in District interscholastic activities or athletics. A student-athlete who violates any or all of the Training Rules and Expectations is subject to suspension or expulsion from school and from participation in athletic activities.

These regulations include, but are not limited to, the following:

1. The student-athlete must
  - a. Not be involved in the use, possession, distribution, gift, purchase, exchange or sale of alcohol;
  - b. Not smoke or use any form of tobacco;
  - c. Not be involved in the use, possession, distribution, gift, purchase, exchange or sale of drugs, as that term is defined in District policy JICH;
  - d. Be willing to submit to rules of conduct and appearance prescribed by the coach when representing the school;
  - e. Inform the head coach that he/she intends to drop or quit any sport; f. Meet all eligibility rules of the Colorado High School Activities Association and of the District.
2. A student-athlete who violates any or all of the above rules is subject to suspension or expulsion from participation in athletic activities..

### *Policy JICEA*

---

#### STUDENT PUBLICATIONS

##### *A. School-Sponsored Student Publications*

The purpose of school-sponsored student publications is to provide students with experience in reporting, writing, editing, and understanding English and responsible journalism. School newspapers can also serve the additional purpose of disseminating school-related information among the members of the school community. However, the student publications should not feel an obligation to serve as a public relations tool for the



## SECTION C: OTHER IMPORTANT POLICIES

school – this is a function of the school newsletter. 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.

### **Responsibilities of Advisor**

An advisor of a school-sponsored student publication shall:

1. supervise the production of the publication, including general supervision over all activities to create a proper learning environment;
2. establish or limit writing assignments for the students;
3. appoint and remove students from staff positions;
4. direct and control the learning experience that the publication is intended to provide;
5. teach and encourage free, responsible expression and professional standards for English and journalism, including the ability to address difficult issues with judgment, maturity, and sensitivity to the audience and the school community;
6. maintain good communications with the building principal regarding topics which may bring inquiry from staff, community, parents or students; and
7. meet with his/her immediate supervisor for regular review and revision of his/her responsibilities as the advisor to ensure that all school-sponsored publications are in accordance with this policy.

School-sponsored publications that are part of the curriculum for which grades are assigned and academic credit is given serve as vehicles for teaching students the highest standards of writing and journalism including the ability to address difficult issues with judgement, maturity and sensitivity to the audience and the school community. Instilling these standards requires that instructors take an active role in teaching journalistic standards, advising the journalistic process, and supervising the student editors who supervise the work of the other students, just as editors of privately-owned publications exercise control over the work of their reporters, and publishers exercise control over the work of their managing editors. Therefore, faculty advisors are expected to coach, advise or question the work of student authors to insure that it meets high standards of writing and journalism that the educational process is expected to instill in students.

If an issue arises as to whether any materials are of the type prohibited by this policy, the advisor shall encourage the students to immediately consult the student press law center for advice and clarification prior to publishing..

### **Responsibilities of Students**

Student editors of school-sponsored publications shall be responsible for determining the news, editorial opinions, and advertising content of their publications subject to the limitations of sound journalistic practice and state law.

### **Time, Place and Manner Restrictions**

The principal will coordinate with the advisor as to 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. This shall be reviewed and set at the start of each school year.



## SECTION C: OTHER IMPORTANT POLICIES

### *B. Non-School-Sponsored Student Publications*

The Board recognizes that freedom of speech and expression is a fundamental tenet of our nation. Freedom of speech and expression includes the right to distribute written or graphic material that is not part of a school-sponsored publication, class or activity at reasonable times and places and in a reasonable manner, subject to the limitations of this policy and state law.

### *C. Distribution of Materials*

Students wishing to engage in an organized distribution of literature shall notify the building principal (or designee) of their intent to distribute at least twenty-four (24) hours prior to the time of the planned distribution. Except in the case of school-sponsored publications whose distribution has been set at the start of the school year. Principals may establish reasonable guidelines for the distribution to insure that the distribution does not interfere with the ordinary operations of the school and school environment. Students are not required to produce an advance copy of the materials for the principal's review.

The principal of the school may halt distribution only if the distribution interferes with the proper and orderly operation of the school or any school activity. No student may be compelled or coerced to accept any materials being distributed. Students distributing materials are responsible for picking up materials they have distributed that are discarded in the area of distribution.

Students distributing written or graphic materials in violation of this policy may be subject to disciplinary action, including suspension and/or expulsion, in accordance with District disciplinary procedures.

### *D. Unauthorized Publications and Distribution*

Nothing herein shall be interpreted to authorize the distribution of materials that:

1. are obscene or pornographic;
2. are libelous, slanderous or defamatory under state law;
3. invade the privacy of others;
4. contain an expression that is false and not otherwise protected by laws relating to freedom of expression;
5. cause a material and substantial disruption of the orderly operation of the school.

School equipment and supplies shall not be used for publication of non-school-sponsored written or graphic materials.

### *E. Disclaimer and Liability*

All school-sponsored student publications shall contain a disclaimer that expression made by students in those publications is not an expression of the school, the District, the Board, or any District employee or Board member. The District and its employees shall be immune from any civil or criminal action based on any expression made or published by a student.

## ***Policy JJA***

---

### **STUDENT ORGANIZATIONS (Secondary Schools)**

Student organizations in the District's secondary schools may be curriculum-related or noncurriculum-related. This policy shall govern the creation and operation of all such student organizations.



## SECTION C: OTHER IMPORTANT POLICIES

Any organization established by secondary school students shall not engage in any activity which is contrary to law, District policy or school rules; which disrupts or threatens to disrupt the orderly operation of the school; or which would adversely affect the health, safety or welfare of any student or District employee. Failure to comply with these provisions shall be grounds for revocation of the right to continue meeting under this policy, and may result in student discipline, including suspension and/or expulsion.

### *Curriculum-Related Student Organizations*

Curriculum-related student organizations enhance the participating students' educational experience and supplement course work within the educational program of the schools. Curriculum-related student organizations are those that directly relate to the school's curriculum by meeting any one of the following four criteria: (1) the subject matter of the organization is actually taught or will soon be taught in a regularly offered course; (2) the subject matter of the organization concerns the body of courses as a whole; (3) participation in the organization is required for a particular course; or (4) participation in the organization results in academic credit.

Curriculum-related student organizations may be organized by members of the school faculty on their own initiative or at the suggestion of one or more secondary students, upon prior approval of the school principal. All curriculum-related student organizations shall be sponsored and supervised by one or more members of the school faculty authorized by the principal.

### *Noncurriculum-Related Student Organizations*

1. **School Sponsored Noncurriculum-Related Student Organizations.** Secondary schools within the District may sponsor student organizations that do not meet any of the four criteria specified above and are thus not directly related to the school's curriculum. Such organizations must be approved in advance by the school principal and shall be monitored by one or more members of the school faculty authorized by the principal. Such organizations may conduct meetings and activities on school premises, but only during non instructional time. "Non instructional time" means time designated by the principal when actual classroom instruction is not taking place.
2. **Student Initiated and Led Noncurriculum-Related Student Organizations.** Secondary school students shall be permitted to establish noncurriculum-related student organizations, subject to the provisions of the Federal Equal Access Act and the terms of this policy. Such organizations may conduct meetings and activities on school premises during non instructional time only, upon prior application for permission to and approval of the principal. "Non instructional time" means time designated by the principal when actual classroom instruction is not taking place. The principal of each secondary school shall develop rules concerning the scheduling of times and facilities which are available for such meetings and activities.
  - a. Neither the District nor any secondary school shall deny equal access to school facilities for meetings and related activities, or otherwise discriminate against such organizations or their student members, on the basis of the religious, political, philosophical or other content of the speech of noncurriculum-related organizations established by secondary school students.



## SECTION C: OTHER IMPORTANT POLICIES

- b. The meetings of noncurriculum-related organizations established by secondary school students must be voluntary and student initiated; must not materially and substantially interfere with the orderly conduct of educational activities within the school; and must not be directed, conducted, controlled or regularly attended by non-school persons. A member of the school faculty shall serve as a monitor for purposes of general supervision at such meetings. No school employee shall be compelled to attend such meetings if the meetings' content is contrary to the employee's belief. School employees present at such meetings shall attend in a non-participatory capacity only.
- c. Noncurriculum-related organizations established by secondary school students shall not be deemed to be school-sponsored or endorsed. The fact that such organizations are permitted to conduct meetings on school premises and to access school facilities for related activities under this policy shall not constitute an expression of District or school support for the purposes of such organizations or the views expressed at any meetings thereof.

### *Policy JQ*

---

#### STUDENT FEES

Students shall not be charged a fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the District's educational program, except fees and tuition allowed by law. State law allows the District to require students to pay textbook fees, fees for expendable materials, and other miscellaneous fees.

All student fees shall be adopted by the Board. The fees shall remain in place until modified or removed by Board resolution. These fees may be adjusted annually and shall bear a relationship to the actual costs incurred by the District in providing the books, materials, and supplies.

Effective as of the 2010-2011 school year, a transportation fee of .50 cents per ride per participating student will be required and implemented and in accordance with the resolution, District policies, federal law (IDEA) and state law.

Students may be required to pay the cost of food consumed in class and of materials for projects in specified classes when the items produced will be retained by the student, or for transportation costs associated with field trips. They also may be required to pay fees for specified classes in which no credit is given and for participation in or attendance at activities or programs not within the academic portion of the educational program.

Students who are issued school-owned musical instruments or other instructional equipment may be charged reasonable fees.

Fees shall be waived for those students who meet the District eligibility requirements and guidelines set for free and reduced-price meals. In addition, transportation fees shall be waived for those students who have transportation as a related service on their IEP.

Students may be assessed fines or other penalties in accordance with applicable law for lost, damaged, or defaced books, materials, or equipment. Consequences for the failure to pay fees will be in accordance with the accompanying regulation JQ-R.



## SECTION C: OTHER IMPORTANT POLICIES

Students from other school districts that have boundaries contiguous to the District may participate in interscholastic activities in the District if the school in which the student is enrolled does not sponsor the particular activity and if the student meets the District's eligibility requirements for participation. Fees may be required.

### *Policy JQ-R*

---

#### STUDENT FEES

1. A master list of all school fees shall be submitted to the Board of Education no later than May, annually.
2. Transportation Fees:
  - a. Effective as of the 2010-2011 school year, a transportation fee of .50 cents per ride per participating student will be required and implemented in accordance with the resolution, District policies, federal law (IDEA) and state law.
3. Elementary Level Fees:
  - a. All fees shall be considered annually, in May, for fees such as field trips, associated admission costs, and other fees, as approved by the Board.
4. Secondary Level Fees:
  - a. All fees shall be considered annually, in May, at a meeting of the Board of Education in the form of a published fee schedule.
  - b. Schools shall make available to parents a written statement of fees, their derivation, and items covered by the fees.
  - c. Board approval shall not be required for the assessment of reasonable fees for field trips and admissions and for voluntary participation or attendance at a school-sponsored co-curricular or extra-curricular activity or program.
  - d. Fees may be charged for athletics as established by the Board of Education.
5. Waiver of fees:
  - a. All fees, fines and charges shall be waived for indigent students. For purposes of determining whether a student is able to pay, an indigent student is defined as any child who is eligible for a free or reduced price lunch under the federal poverty income guidelines. Procedures for application for waiver of fees shall ensure requests will be processed without embarrassment or publication. Teachers and principals shall make every effort to be sure no student is denied the right to participate in field trips or other enrichment activities because of lack of funds.
  - b. Transportation fees shall be waived for those students who have transportation as a related service on their IEP.
6. Consequences for failure to pay fees.
  - a. Textbooks: For textbooks only, and in accordance with state law, failure to pay textbook fees, including paying for damaged and/or lost textbooks, may result in withholding of diploma, transcript, grades or library resources at the completion of any semester or school year. The School District may also refuse to allow any student to participate in any graduation or continuation ceremony.



## SECTION C: OTHER IMPORTANT POLICIES

- b. Transportation: Failure to pay transportation fees unrelated to field trips, may result in withholding of school privileges (including but not limited to school events, graduation ceremonies, withholding of yearbooks), and other actions (including but not limited to sending it to collections or court). Failure to pay transportation fees for field trips may result in denial of participation in the field trip, withholding of school privileges, or other actions as identified above.
- c. Technology: Failure to pay technology fees may result in denial of participation and access to the parent portal, withholding of school privileges, or other actions as identified above. If parents and/or students are denied parent portal privileges, access to student records in accordance with FERPA will still apply, just not *electronic* access.
- d. All other optional fees (required in participation): Failure to pay all other optional fees as identified in JQ-E, may result in denial of participation in the corresponding activity for which it is charged, withholding of school privileges or other actions as identified above.

### ***Policy JLCC***

---

#### COMMUNICABLE DISEASES AND LONG-TERM ILLNESSES

By law, the District is required to make educational services available to all children who are residents of the District. However, admission to school may be denied to a child suffering from a disease whereby his or her attendance is inimical to the welfare of other pupils. This would include any disease, infectious condition, or illness which may reasonably be considered to pose an unacceptable risk of being communicated to others. Parents are requested to notify the school principal if their child contracts a communicable disease, infectious condition, or illness and to keep any child temporarily affected thereby out of school until the condition is no longer communicable or until he or she has fully recovered.

A child suffering from a long-term physical illness by which he or she is unable to receive reasonable benefit from the ordinary educational program may be determined to be a child with disabilities under state and federal law.

Any child determined to have a long-term illness, disease, or infectious condition that is known or reasonably suspected to be communicable, shall be evaluated, staffed, and placed in an appropriate educational program in accordance with applicable law. When appropriate, the Colorado Department of Health may be requested to become involved.

Neither this policy nor the placement of a child in any particular program shall preclude the District administration from taking any temporary actions, including removal from the classroom, as deemed necessary to protect the health, safety, and welfare of the child or others.

### ***Policy JLCD***

---

#### ADMINISTERING MEDICINES TO STUDENTS

In general, school personnel should not administer medication to students at school unless clearly necessary and where appropriate administration cannot reasonably be accomplished outside of school hours. The parent or guardian shall be responsible for providing all medication to be administered to a student, except acetaminophen (Tylenol or other brand name of acetaminophen), which will be provided in the elementary schools.



## SECTION C: OTHER IMPORTANT POLICIES

Prescription medication will be administered to students at school only on the specific written request of the student's parent or guardian and with the written authorization of the student's physician. The parent or guardian must execute a full release of the District and its personnel from claims arising out of the administration of the medication. The required authorization and release is encompassed in the Request to Administer Medication at School and Release Agreement and Physician's Signed Order (File: JLCD-E-1), which must be completed by the parent or guardian, for each medication or change of medication the parent wishes to have administered to the student.

If a student must receive prescription medication during school hours, the parent or guardian shall furnish the medication in the original pharmacy labeled container. The label shall state the student's name, medication, dosage, number and/or time(s) of dosages per day and name of the prescribing physician. Medication shall be administered at each school only by a school nurse or by his or her designee. Such designee shall be approved by the principal. Medication will be administered by school personnel, only in accordance with the instructions on the prescription label. A parent or guardian may deliver medication to the school during school hours. Medications that are brought by the student must be in the original pharmacy (or pharmaceutical) bottle and sealed in an envelope. If the medication is not in a sealed envelope, the parent or guardian will be contacted.

Acetaminophen will be available in the health room at each elementary school. Designated school personnel may give acetaminophen to students with the following symptoms, provided that prior written parental permission has been given: headache, toothache, dysmenorrhea (menstrual cramps), musculoskeletal pain, and fever over 100° F after the parent has been notified. Acetaminophen shall be administered only in accordance with the acetaminophen protocol.

Verbal request or permission to administer medication may be accepted only when made by the parent or guardian to the school nurse or administrator and only when prior delivery of the required forms is not reasonably possible under the circumstances. Written parental permission and authorization by the prescribing physician must be submitted by the parent before medication will be administered a second day. Medication may not be carried during the school day by elementary school students unless there is a need that is documented by the student's physician.

Seventh and eighth grade students may assume responsibility for bringing to school and administering their own medication providing they carry only enough for one day and have the self administration "permission to carry medication" form on file in the school office. Students using poor judgment in carrying and taking their own medication will have such medication confiscated by school personnel, and parents or guardian will be notified. A structured plan will then be developed for the administration of the medication. Any parent or guardian who chooses not to sign the permission to carry medication form may request that a structured plan be devised for his or her student.

High school students may assume the responsibility of bringing to school and administering their own medication, providing they carry only enough for one day. Students who appear to be using poor judgment in carrying and taking their own medication will have such medication confiscated by school personnel, and parents or guardian will be



## SECTION C: OTHER IMPORTANT POLICIES

notified. A structured plan will then be developed for the administration of medication. Any parent may also request that a structured plan be devised for their student.

Medications will be given only by District employees to whom such responsibility has been delegated by the school nurse at each building. School personnel will maintain a written record of all medications administered to students, using the appropriate District form. The record will include the student's name, medication, dosage, date and time given and the signature of the school personnel administering the medication.

All medications to be administered by school personnel shall be kept in a secure, locked, clean cabinet or drawer.

### *Special Considerations for Asthma and Anaphylaxis*

Notwithstanding the above, a student with asthma, severe allergies, or another related, life-threatening condition may possess and self-administer medication as provided in an approved treatment plan developed in accordance with the Colorado Schoolchildren's Asthma and Anaphylaxis Health Management Act.

## ***Policy JLCDA***

---

### **STUDENTS WITH FOOD ALLERGIES**

The Board recognizes that many students are being diagnosed with potentially life-threatening food allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among students, the Board sets forth the following requirements.

#### ***Health care plan***

The school nurse, or a school administrator in consultation with the school nurse, shall develop and implement a health care plan (plan) for each student with a diagnosis of a potentially life-threatening food allergy. The plan shall address communication between the school and emergency medical services, including instructions for emergency medical responders. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

#### ***Reasonable accommodations***

Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

#### ***Access to emergency medications***

Emergency medications for treatment of the student's food allergies or anaphylaxis shall be kept in a secure location accessible to designated school staff. Whenever possible and in a timely fashion, the student's parent/legal guardian shall supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to self-carry such medication in accordance with Board policy JLCD, Administration of Medications.



## SECTION C: OTHER IMPORTANT POLICIES

### *Staff training*

The principal or equivalent school administrator, in consultation with the school nurse, shall determine the appropriate recipients of emergency anaphylaxis treatment training, which shall include those staff directly involved with a student who has a known food allergy during the school day. At a minimum, the training shall prepare staff to have a basic understanding of food allergies and the importance of reasonable avoidance of agents that may cause anaphylaxis, the ability to recognize symptoms of anaphylaxis, and the ability to respond appropriately when a student suffers an anaphylactic reaction. The training shall also include instruction in the administration of self-injectable epinephrine.

### *Policy JRA/JRC*

---

#### STUDENT EDUCATION RECORDS

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent or guardian or eligible student (a student eighteen years of age or older) except as set forth in state or federal law and this policy.

The Superintendent or designee shall provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records and standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. Building principals shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for release of student education records.

#### *Content and Custody of Records*

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

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

All requests for inspection and review of education records, and requests for copies of such records, as well as disclosure of personally identifiable information, shall be maintained as a part of each student's record, except as provided by law. (Such request/disclosure of records shall be made available to the parent/guardian or eligible student upon request, in accordance with the following requirements.)

School personnel shall use reasonable methods to authenticate the identity of parents, students, school official and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of student electronic records through passwords or other security measures is required.



## SECTION C: OTHER IMPORTANT POLICIES

### *Access to Records*

A parent or guardian shall be able to inspect and review the student's education records if the student is under 18 years old or if the disclosure is in connection with a health or safety emergency. However, if a student is 18 years old or older, the student may inspect his/her own records and, unless the student is claimed by a parent/guardian as a dependent for federal income tax purposes, his/her written permission shall be necessary in order for his/her parents or guardian to inspect them. Such student 18 years old or older shall be known as an "eligible student."

In case of doubt as to whether the records are open to inspection, the custodian shall confer with the School District attorney.

The building principal shall provide such personnel as are necessary to give explanations and interpretations of the education records when requested by parents/guardians or the eligible student. (Only licensed personnel such as the assistant principal or counselor shall be so designated.)

In all cases where access to education records is requested, except as provided in this policy, a written request to see the records must be made by the parent/guardian or eligible student. The principal, upon receipt of the written request, shall provide access to inspect and review the records and set a date and time for such inspection and review. In the absence of extenuating circumstances, the date set will be within three working days after the request has been made. The person examining the records shall do so in the presence of the principal and/or other person(s) designated by him or her.

The record itself shall not be taken from the school building. However, upon request, one copy of the record shall be provided within a reasonable time to the parent/guardian, eligible student, or properly designated third person at a cost not to exceed \$.25 cents per page to be determined by the superintendent or designee.

### *Requests to Amend Education Records*

Parents/guardians or eligible students who believe that information contained in the education records of a student is inaccurate or misleading, or violates the privacy or other rights of the student, may request that the District amend the records, but grades cannot be challenged pursuant to this policy. Parents/guardians or eligible students shall make such requests in writing to the building principal or, in the case of evaluation data resulting from assessment related to identification of a disability, to the director of Special Education. The request to amend a student's education records must clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or otherwise violates the privacy rights of the student and must be made in writing within ten school days of the date the records were first examined unless additional time is granted by the District for good cause shown. If the principal or director of Special Education denies the request to amend the records, the parent/guardian or eligible student may request a formal hearing. A request for a formal hearing must be made in writing within ten school days of the denial and be addressed to the superintendent or designee. The hearing will be held in accordance with the procedures set forth in the regulation accompanying this policy.

### *Disclosure Without Written Consent*

The District may disclose student education records, security video, and/or personally identifiable information contained therein without written consent of the parent/guardian or eligible student only if the disclosure meets one of the following conditions:



## SECTION C: OTHER IMPORTANT POLICIES

1. The disclosure is to a school official within the District having a legitimate educational interest in the education record or the personally identifiable information contained therein. A “school official” for purposes of this policy is a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff; a person serving on the Board of Education; a person or company with whom the District has contracted to perform specialized tasks (such as attorneys, auditors, consultants, and health care providers); or a parent/guardian or student serving on an official committee or assisting another school official in performing his or her tasks.
  - a. For purposes of this policy, a school official is determined to have a “legitimate educational interest” if disclosure to the official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official School District business and not for purposes extraneous to the official’s areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school or school system or institution of postsecondary education, to which the student moves, transfers, makes application to transfer, or otherwise seeks to enroll. Copies of such records shall be provided to the parent/guardian or eligible student upon their request. The records may include data concerning standardized tests; scholastic achievement; disciplinary information; or medical, psychological, or sociological information. Any records sent during the student’s application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, and state educational authorities.
4. The disclosure is to state and local officials and concerns the juvenile justice system’s ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children’s Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent/guardian or eligible student.
5. The disclosure is to representatives of entities to which a student has applied for or has received financial aid when the disclosure is for the purpose of determining the amount, conditions, eligibility, or enforcement of the terms of the aid.
6. The disclosure is to accrediting organizations for accrediting functions.
7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
8. The disclosure is to comply with a judicial order or lawfully issued subpoena. Unless otherwise specified in the order or subpoena, the District shall make a reasonable



## SECTION C: OTHER IMPORTANT POLICIES

effort to notify the parent/guardian or eligible student prior to complying with the subpoena or order.

9. The disclosure is in connection with an emergency, if knowledge of the information disclosed is necessary to protect the health or safety of the student or other persons.
10. The disclosure is of information designated by this policy to be directory information.

Nothing in this policy shall prevent school officials from disclosing information derived from personal knowledge or observation.

### *Disclosure of Directory Information*

The District may disclose directory information from a student's education record without written consent of the parent/guardian or eligible student in accordance with the following provisions:

1. "Directory information" is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. "Directory information" includes, but is not limited to, the student's name, e-mail address, gender, date and place of birth, grade level, participation in officially recognized sports and activities, height and weight of athletic team members, school years attended and degrees, awards, honors, and other distinctions received. Directory information also includes a Student ID number or other unique personal identifier used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password. The addresses, telephone numbers, and photograph of students in elementary or secondary schools shall not be disclosed without the express written permission, utilizing the appropriate form, of the parent/guardian, except to law enforcement agents conducting an investigation of a student if the agents show that it is necessary for the investigation to have access to that information.
2. The parent of a student or an eligible student, while the student is in attendance in the Douglas County School District, has the option of denying the publication of a student's directory information, including publishing directory information on the school website, by submitting a request, in writing, to the building principal or District registrar, utilizing the appropriate form, at least 20 days in advance of disclosure.

### *Limitation of Disclosure*

Personally identifiable information from a student's education records shall be disclosed only on the condition that the party to whom disclosure is made will not disclose the information to any other party without the prior written consent of the parent/guardian or the eligible student.

### *Disclosure of Disciplinary Information to School Personnel*

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



## SECTION C: OTHER IMPORTANT POLICIES

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 when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in the notice to parents and students of rights concerning student school records (JRA/JRC-R).

### *Disclosure to Medicaid*

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent before the release of any non-directory information required for billing.

### *Disclosure to Criminal Justice Agencies*

The superintendent or designee is authorized by law to share disciplinary and attendance information with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district when necessary to effectively serve the student prior to trial. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.

### *School Security as Law Enforcement Units*

Douglas County School District's School Safety and Security Office employs security staff to monitor safety and security in and around schools and is the designated "law enforcement unit." All investigative reports and other records created and maintained by security are not considered education records under Family Educational Rights to Privacy Act (FERPA). Accordingly, schools may disclose information from law enforcement unit records to others, including outside law enforcement authorities, without parental permission and in accordance with law. Law enforcement unit officials who are employed by the school are designated as "school officials" with "legitimate educational interest." As such, they may be given access to personally identifiable information from students' education records.

### *Security Videos*

DCSD's School Safety and Security Office may use security cameras as a tool to monitor and improve safety. Images of students captured on security videotapes that are maintained by the school's law enforcement unit are not considered education records under FERPA. Accordingly, these videotapes may be shared with parents of students whose images are on the video and with outside law enforcement authorities as the school law enforcement unit deems appropriate.

### *Disclosure to the Colorado Commission on Higher Education (CCHE)*

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for



## SECTION C: OTHER IMPORTANT POLICIES

use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

### Disclosure to Military Recruiting Officers

Names, addresses, and home telephone numbers of secondary school students shall be released to military recruiting officers for any branch of the United States Armed Forces within 90 days of the request unless the parent or student submits a request, in writing, during express check-in or to the school, that such information not be released. Reasonable and customary actual expenses directly incurred by the District in furnishing this information shall be paid by the requesting service.

### Disclosure to Other Parties

The District shall not disclose student education records to individuals or parties other than those listed above and in accordance with federal and state law without prior written consent of the parent/guardian or eligible student. Such written consent shall be signed and dated and shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

### Annual Notification of Rights

The District, at the beginning of each academic year, will notify all parents/guardians and eligible students of their rights under this policy. Copies of this policy, and related forms, may be obtained from the office of the superintendent at any time during normal business hours. Complaints regarding violations of rights accorded parents/guardians and eligible students pursuant to the Family Educational Rights and Privacy Act may be submitted to the Family Policy Compliance Office, United States Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-5901.

### Special Education Records

The parents of a student with disabilities must be informed when student records related to special education assessments and services are no longer needed to provide educational services to the student and are scheduled for destruction consistent with the DCSD records destruction policies and procedures. Nevertheless, the student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be retained even when all other personal identifiers have been removed from a student's records. No record will be destroyed by the removal of personal identifiers while still needed to provide educational services to a student.

### Governing Law

The District shall fully comply with FERPA and its regulations and shall be entitled to take all actions and exercise all options authorized under the law. In the event this policy does not address a provision in FERPA, or is inconsistent with or in conflict with federal or state law or regulation, the provision of state and federal law shall control.

## ***Policy JRA/JRC-R***

---

### STUDENT EDUCATION RECORDS

All regulations incorporated in the Board's policy on student education records must be observed by school personnel. The following are procedures to be used in carrying out policy requirements. Eligible students are those students or former students over the age of 18 years.



## SECTION C: OTHER IMPORTANT POLICIES

Either parent is presumed to have authority to inspect education records unless the school has been provided with a court order denying that parent access to the minor student's records.

1. **Requests to review student education records by parents, guardians, or eligible students**
  - a. A request to inspect and review student education records must be submitted on an official form (JRA/JRC-E-2) by the parent, guardian, or eligible student, to the building principal of the school attended by the student.
  - b. Upon receiving the request, the building principal shall collect the student's education records. If the student whose records are requested is or has been identified as a student with disabilities, the principal shall provide a copy of the request to the special education imaging clerk within 24 hours of receipt of the request. The special education records clerk shall assist the principal in securing the records requested.
  - c. Upon receiving the request, the building principal will set a date (usually within three working days after the request has been made) and time for inspection and review of the records.
  - d. The parent, guardian, or eligible student shall examine the student's education records in the presence of the principal and/or the principal's designee. The record itself shall not be taken from the school building.
  - e. If the parent, guardian, or eligible student requests, one copy of the student's education record(s) shall be provided within a reasonable time at a cost not to exceed \$.25 per page in accordance with the policy.
2. **Challenges to content of records**
  - a. A parent, guardian, or eligible student's challenge to a student's education records as inaccurate, misleading, or violating the privacy or other rights of the student must be submitted in writing to the building principal (or director of Special Education) within ten school days of the date the records were first examined, unless additional time is granted by the District for good cause shown. In all instances where challenges are made, the principal or director of special education shall notify the superintendent.
  - b. If the parent/guardian or eligible student challenges any part of the student's education record, the principal (or, in the case of psychological test data, the director of Special Education) should review the part of the record being challenged and may, by mutual agreement with the person making the challenge, destroy, delete, or add the information in question.
  - c. If the principal (or director of Special Education) does not agree with the challenge, the principal (or director of Special Education) shall provide written notice of the decision and of the parent/guardian or eligible student's right to request a hearing. In all instances where challenges are made, principals are to notify the superintendent.
  - d. Hearings on challenges will be held in accordance with the following procedures:



## SECTION C: OTHER IMPORTANT POLICIES

- i. The hearing shall be held within 25 calendar days after receipt of the request. Notice of the date, place, and time of the hearing will be forwarded to the parent/guardian or eligible student by hand-delivery or certified mail.
  - ii. The hearing will be conducted by a building principal or higher administrative official as designated in writing by the superintendent. The official conducting the hearing shall not have a direct interest in the outcome of the hearing.
  - iii. Parents/guardians or eligible students shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
  - iv. The hearing official shall issue a decision in writing within 20 calendar days following the conclusion of the hearing and shall notify the parent/guardian or eligible student of that decision by certified mail.
  - v. The decision of the hearing official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.
  - vi. The hearing official's decision shall include a statement informing the parents/guardians or eligible student of their right to place in the student's records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained as a part of the records as long as the record itself is maintained by the District. If the education record is disclosed by the District to any other party, the explanation shall also be disclosed to that party.
3. **Records of access and of requests**
  - a. All completed request, authorization, and permission forms to view and receive student education records will be filed in the student's file.
  - b. The principal (or, in the case of inactive files, the supervisor of pupil records) shall keep a composite of all requests for inspection and copies of education records.
  - c. Written authorization is not required to be included in a student's education records when the request is made by a parent/guardian, eligible student, or school official within the District having a legitimate educational interest in the records.
4. **Requesting records from other districts/schools**

When a student transfers to this School District from another district, the principal of the receiving school will ask the parent (or student if the student is of age) to sign an authorization for release of education records which will be completed by the principal and forwarded to the school of previous attendance.
5. **Copies of law/Board policy on student records**

A copy of the Family Educational Rights and Privacy Act and the Board policy on student records should be on file in the office of each building principal and of each individual who carries out procedures relative to the act or policy.



## SECTION C: OTHER IMPORTANT POLICIES

### *Policy JLDAC*

---

#### SCREENING/TESTING OF STUDENTS

##### *Physical Screenings*

The sight and hearing of all students in kindergarten, first, second, third, fifth, seventh and ninth grades or students in comparable age groups referred for testing shall be tested during the school year by the school nurse, teacher, principal or other qualified person authorized by the District, as required by law. The parent/guardian shall be informed when a deficiency is found. This provision shall not apply to any student whose parent objects on religious or personal grounds.

Parents/guardians and students 18 years of age or older shall receive notice and have the opportunity to opt out of any non-emergency invasive physical examination or any physical screening (such as routine hearing, vision and dental screenings) that is:

1. normally required as a condition of attendance;
2. administered by the school and scheduled by the school in advance; and
3. not necessary to protect the immediate health and safety of the student, or other students.

##### *Survey, Analysis or Evaluation of Students*

Except as otherwise permitted by law, students shall not be required to submit to a survey, analysis, or evaluation related to curriculum or other school activities that is intended to reveal information, whether the information is personally identifiable or not concerning the student or the student's parents/guardians, without written parental consent, that reveals information concerning:

1. political affiliations
2. mental or psychological problems potentially embarrassing to the student or the student's family
3. sex behavior or attitudes
4. illegal, anti-social, self-incriminating and demeaning behavior
5. critical appraisals of other individuals with whom the student has a close family relationship
6. legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
8. religious practices, affiliations or beliefs of the student or the student's parents/guardians

School personnel responsible for administering any such survey, analysis or evaluation shall give written notice at least two weeks in advance to the student's parent/guardian or to the eligible student, if he/she is 18 years old or older. For purposes of this policy, such student 18 years or older shall be referred to as an "eligible student." The notice shall offer to provide the following written information to the parent/guardian or eligible student upon request:

1. records or information that may be examined and required in the survey, analysis or evaluation;



## SECTION C: OTHER IMPORTANT POLICIES

2. the means by which the records or information shall be examined, reviewed, or disseminated;
3. the means by which the information is to be obtained;
4. the purposes for which the records or information is needed;
5. the entities or persons, regardless of affiliation, who will have access to the information; and
6. a method by which a parent/guardian can grant or deny permission to access or examine the records or information.

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

Parents/guardians and eligible students have the right to review, upon request, any survey, analysis or evaluation administered or distributed by a school to students whether created by the District or a third party.

Nothing in this policy shall:

1. 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 consent as long as such participation is not otherwise prohibited by federal law
2. be construed to prevent a District employee from reporting known or suspected child abuse or neglect as required by state law
3. be construed to limit the ability of a health professional that is acting as an agent of the District to evaluate an individual child
4. be construed to require parental notice or consent for a survey, analysis or evaluation related to educational products or services for or to students or educational institutions. These products and services include, but are not limited to, the following:
  - college or other postsecondary education recruitment or military recruitment activities
  - book clubs, magazines and programs providing access to low-cost literary products
  - curriculum and instructional materials used by District schools
  - tests and assessments used by District schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students
  - the sale by students of products or services to raise funds for school-related or education-related activities
  - student recognition programs

### *Confidentiality*

Any survey, analysis or evaluation administered or distributed by a school to students shall be subject to applicable state and federal laws protecting the confidentiality of student records.

### *Treatment/Testing for Behavior Issues*

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended



## SECTION C: OTHER IMPORTANT POLICIES

testing and how any test results will be used. Prior to conducting any such testing, school personnel shall obtain written permission from the student or the student's parent/guardian in accordance with applicable law. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns school personnel may have.

### *Evaluation of Students with Disabilities*

The giving of parental permission for evaluation or re-evaluation of a student with disabilities and any required consent to the provision of special education services to a student with disabilities is governed by state and federal law and is outside the scope of this policy.

### *Annual Notification of Rights*

The District, at the beginning of each academic year, shall inform parents/guardians and eligible students of their rights under this policy.

This policy is in addition to and does not supersede any other legal rights of parents/guardians and students.

## ***Policy JCA/JFB***

---

### **ASSIGNMENT OF STUDENTS TO SCHOOLS (AND OPEN SCHOOL ENROLLMENT)**

The Board endorses the concept of school choice for all students that may wish to attend a school or participate in a program located in an area other than that of their assigned school. The Board of Education also endorses the neighborhood school concept and makes many decisions based on student population within the attendance areas of residence. Therefore, any student shall be allowed to attend any school or participate in any program of their choice for which they are eligible on a space available basis and subject to the provisions of the accompanying regulation JCA/JFB-R.

#### ***Attendance Areas***

The public schools of Douglas County School District Re.1 are open to all children of the District. Subject to the District's authority to assign students to a particular school for education reasons, students shall attend school in the attendance area determined by their residence, unless a request to attend another school is approved. Approval to attend a school in an area other than that of the student's "assigned school" will, in effect, change the student's "assigned school" to that of the school for which open enrollment was granted.

#### ***Special Education Students***

Requests from the parents of Special Education students for choice enrollment to another school or program shall be considered in accordance with applicable state and federal laws. The student's current Individualized Education Program (IEP) shall be considered by the student's IEP team in determining if the requested school or program can meet the student's needs.

#### ***Open Enrollment***

Students may apply for choice enrollment in a school or program outside their neighborhood attendance area (including a regular District school, magnet school or charter school) and such applications shall be approved if there is space available, the application



## SECTION C: OTHER IMPORTANT POLICIES

has been submitted in accordance with the procedures in regulation JCA/JFB-R, and the other requirements specified in this policy and in regulation have been met. Non-resident students from other school Districts within the state who apply in accordance with this policy and regulation JCA/JFB-R may enroll in schools or programs in this District.

The first round open enrollment period will commence November 1 and end on January 5 annually unless either day is not a school day, in which case the next regular school day will be the commencement or closing day, respectively.

Applications for the second round must be submitted between April 15 and August 15. Applicants may apply to as many schools as they choose during either period.

Applications for open enrollment must be submitted in accordance with the supportive regulations of this policy. Approved applications for open enrollment shall be valid for attendance at that school beginning the following school year and throughout the grades served by the school. The only exception to this rule would be a family moving into the District, and/or students who are returning to DCSD who did not attend a Douglas County School District neighborhood, charter or magnet school in the prior school year, in which case the application may be acted on immediately on a space available basis at the school of their choice.

When the number of eligible applicants exceeds the space available in a program or school to which admission is sought under open enrollment, the priority system as outlined in JCA/JFB-R shall be followed.

### ADMINISTRATIVE TRANSFERS

Principals may initiate an administrative transfer in accordance with this policy and the accompanying regulation JCA/JFB-R. The administrative transfer option is only available for the purpose of moving a student from one school to another in unusual circumstances where the choice enrollment option may be inappropriate or inapplicable, considering the best interest of the student and the school. Administrative transfers are not intended to accommodate students who fail to request a change in assigned schools during the open enrollment period, or whose open enrollment request was not accepted.

#### *Transportation*

Transportation for resident students granted permission to attend a school or program outside their neighborhood attendance area shall be furnished by their parent/guardian unless it is determined that transportation is necessary for the District to comply with the requirements of state or federal law concerning homeless and disabled students. However, students who wish to catch a bus from a stop that transports to the school to which they have open enrolled may, on a space available basis, purchase a Zpass to ride that bus to their newly assigned school.

#### *Changes Affecting Senior High Students*

High school students who transfer from one school to another by open enrollment, choice enrollment or administrative transfer are subject to the rules and regulations for participation in interscholastic activities and athletic contests as determined by the Colorado High School Activities Association (CHSAA).



## SECTION C: OTHER IMPORTANT POLICIES

### *Policy JCA/JFB-R*

---

#### **ASSIGNMENT OF STUDENTS TO SCHOOLS, SCHOOL CHOICE AND OPEN ENROLLMENT**

##### ***Open Enrollment / Second Round Enrollment / New Student Choice Enrollment***

For the purposes of this regulation the phrase “assigned school” is defined as, either the school students are assigned to attend based on their place of residence or the school students are assigned to attend when the school principal has approved a parent’s or legal guardian’s request for open enrollment, second round enrollment or new student choice enrollment.

##### **FIRST ROUND OPEN ENROLLMENT APPLICATION PERIOD**

The first round open enrollment period will commence November 1st and end on January 5th annually unless either day is not a school day, in which case the next regular school day will be the commencement or closing day, respectively. Applications will be available on the District web site for both the open enrollment and second round enrollment periods.

For the first round open enrollment application period, the school shall provide notification of the status of the request (application accepted, denied or put on the annual prioritized list) by January 12th or the first workday following the 12th. Applicants not accepted at the school during the first open enrollment round shall automatically be placed on the annual prioritized list and shall have priority over those applicants applying during the second round. If an opening becomes available during the second round application period, applicants shall be notified by phone regarding the opening.

Approved applications shall be valid for attendance at that school throughout the grades served by the school level. After leaving the elementary level, a student must reapply for open enrollment at the secondary level unless the student is to attend the neighborhood middle school in which the student resides. (Grades 7 through 12 or Grades 6 through 12 within a feeder with a

6th through 8th middle school grade configuration). \*A change in level may occur at either the end of the elementary level programming or the beginning of the secondary level programming if returning to the neighborhood middle school.

Approved applications at the secondary level shall allow the student to continue to attend the middle school and high school within that feeder system. This permission to continue in attendance at other than the assigned school shall not apply to administrative transfers, which must be approved year to year.

Students who wish to return to their neighborhood school or to enroll in a different school must submit an open enrollment application or round 2 enrollment request following the timelines for these applications.

##### **PRIORITIZING APPLICANTS**

Upon receipt, all applications will be time stamped for placement on the annual prioritized list if that process becomes necessary. Where the number of eligible applicants during the open enrollment period exceeds the spaces available in a particular program or school, applications shall be randomly prioritized by grade level within the categories listed in the following steps. Each family shall be treated as one unit during the first round open enrollment period for that school year at that specific school. Selection of the family entitles all eligible family members to enroll in the program or school if it is desired that siblings attend the same school of choice.



## SECTION C: OTHER IMPORTANT POLICIES

FIRST Priority – Resident siblings of students currently enrolled and projected to be enrolled in the school or feeder for the following school year.

SECOND Priority – Student applicants who have a new neighborhood school due to District boundary decisions and wish to remain at their prior neighborhood school.

THIRD Priority – Student applicants wishing to return to their neighborhood school from the school they are currently attending.

FOURTH Priority – Student applicants who are resident within the District who are currently attending an elementary school outside their feeder area and desire to attend a secondary school in the same feeder area.

FIFTH Priority – Student applicants who are resident within the District seeking new open enrollment placements outside their attendance area.

SIXTH Priority – Student applicants of nonresident staff seeking new open enrollment placements with the District.

SEVENTH Priority – Student applicants who are not residents of the District seeking new open enrollment placements.

### SECOND ROUND APPLICATION PERIOD

The second round application period for enrollment is April 15 through August 15 unless either day is not a school day, in which case the next regular school day will be the commencement or closing day, respectively. Round 2 applications will be available at all District schools and on the District website.

Second round applicants may submit an application for any school with appropriate grade levels and programs. Second round applications will not be randomly prioritized, but instead will be processed on a “first come, first serve” basis, and will be added in time stamped order to the First Round annual prioritized list (if one exists). During the second round application period, if space is still available at the school, schools may host additional “interest nights” to follow up with parents/guardians who indicated interest in the school. Under no circumstances shall open enrollment be granted for a school year after October 1\* of that year except in the case of the new student choice option as outlined later in this policy.

---

\*Or the Official Count date as determined by CDE

### NEW STUDENT CHOICE OPTION

Families who move in to Douglas County during the school year and want to enroll their student into a school other than their attendance area school may apply for enrollment in the following manner.

- A New Student application form is required for Douglas County resident students who enter DCSD after Open Enrollment/Second round enrollment has closed and want to attend a school other than the resident address school.
- Eligible students are those new to DCSD and/or students who are returning to DCSD who did not attend a Douglas County School District neighborhood, charter or magnet school in the prior school year.



## SECTION C: OTHER IMPORTANT POLICIES

- Students are not eligible to enroll if the requested school is capped or has students on an annual prioritized list. The applicants' name can be added to the list if requested.
- Completed applications are to be submitted to the requested school. Applications shall be approved as soon as practicable by the principal if there is space available, the application has been submitted in accordance with the procedures specified above and other requirements in Policy JCA/JFB and JCA/JFB-R have been met.
- Approval to attend a school in an area other than that of the student's "assigned school" will, in effect change the student's "assigned school" to that of the school for which enrollment was granted.

### *Annual Prioritized List*

The annual prioritized lists at schools will be purged on October 1 of each year.

### GROUND FOR DENIAL OF ANY TYPE OF ENROLLMENT APPLICATION

1. An application will be denied if:
    - a. There is a lack of space or teaching staff in the requested school or program (as collaboratively determined by central office planning, the applicable area director of schools, and the principal), in which case resident students shall have priority;
    - b. The requested school does not offer appropriate programs for the student or does not offer a requested program;
    - c. The requested school is not structured or equipped with the necessary facilities to meet the special needs of the student;
    - d. The student does not meet the established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and required levels of competence;
    - e. A desegregation plan is in effect for the District, and denial is necessary to enable compliance with the plan;
    - f. The student has graduated from the twelfth grade or holds a document evidencing completion of the equivalent of a secondary curriculum;
    - g. The student has been expelled from any school district during the preceding twelve months or is being expelled for the reasons specified in C.R.S. 22-33-106(1)(c.5) or (d); or the student may be denied permission to enroll pursuant to C.R.S. 22-33-106(3)(A), (B), (C), (E), or (F);
    - h. The student exhibited behavior detrimental to the welfare and safety of other pupils or school personnel in another school district in the previous twelve months; or
    - i. The student fails to comply with District policy with regard to immunization (JKD/JKE).
- In implementing the provisions of this policy the District need not:
- j. Make alterations to the structure of a requested school or make alterations to the arrangement or function of rooms within a requested school;
  - k. Establish and offer any particular program in a school if the program is not currently offered at the school;



## SECTION C: OTHER IMPORTANT POLICIES

- l. Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and required levels of performance; or
- m. Open enroll any student in any program or school after October 1.
2. As authorized by law, the board or Superintendent reserves the right to rescind and/or amend any or all open enrollments or transfers at the end of any semester if, in their respective opinion, overcrowding of facilities or undesirable conditions develop.
3. Per CHSAA rules, interscholastic eligibility may be affected if a student changes schools after the school year begins or if the student has practiced with a school team before the start of the school year.

### APPEAL PROCESS

The parent or legal guardian may appeal the denial of an open enrollment, second round enrollment or administrative transfer by filing a statement of the grounds for appeal with the Level Director within five school days of the receipt of the principal's decision. The Level Director will consider the appeal and may request additional information from and/or a meeting with the parent or legal guardian, student and/or affected principal(s). The Level Director's decision will be communicated to the parent or legal guardian within 10 school days after receipt of the appeal and will be final and not subject to further appeal.

#### *Administrative Transfers*

Other than administrative assignments to a particular school that may be made by the Superintendent or designee for educational or disciplinary reasons at any time, students may not change their assigned school during a school year or for the ensuing year after the open enrollment time period has expired unless they receive an approved administrative transfer. Applications for administrative transfer must be submitted on the District's approved form. The student's current school principal and the requested school principal must agree to the transfer. The parent will be notified of approval or disapproval of the transfer application as soon as practicable.

Administrative transfers, when granted, will be for one school year only or for the remainder of the current school year if the transfer occurs after the beginning of any school year. Renewal of transfers is not automatic and must again follow the open enrollment application process for the ensuing year.

#### *Policy KI*

---

### VISITORS TO SCHOOLS

It is the policy of the Board of Education to encourage parents/guardians to visit schools and classrooms. The Douglas County School District (District) will make reasonable efforts to accommodate parent/guardian requests to visit a school, yet it also recognizes concerns for the welfare of the students. Part of that concern is to assure that students and staff are not distracted from the task of learning by the presence of visitors on campus. To ensure the safety and confidentiality of students, the District limits visitors to:

1. the parents/guardians of current students;
2. other family members of current students who are approved by the student's parent/guardian; and
3. those persons invited by the District for official business and members of the Board of Education.



## SECTION C: OTHER IMPORTANT POLICIES

Visitors shall have reasonable access to observe classes, activities, and functions at the schools upon advance notice to, and authorization by, the building principals.

In order to ensure that no unauthorized persons enter buildings with wrongful intent and that the educational process or other school operations are not disrupted, all visitors to the schools shall report to the school office when entering, and must receive authorization before visiting other parts of the building. This requirement does not apply when visitors are attending an assembly, athletic event, or other school program in areas typically used for large group assembly such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement such as an open house or parent-teacher conferences. Principals may adopt additional building regulations pertaining to school visitors in order to preserve a proper learning environment. All visitors are expected to abide by this policy and the principals' building regulations.

If in the judgment of the principal or principal's designee a visitor's presence may have or is having a disruptive effect on school operations or is interfering with the educational process, the visitor may be denied access to the school or school site, the visitor's access may be restricted as to time or place, and/or the visitor may be directed to leave the school or school site. Unauthorized persons shall not loiter on school property at any time. Law enforcement authorities may be called if necessary to enforce the provisions of this paragraph.

### ***Policy KI-R***

---

#### **VISITORS AND VOLUNTEERS IN THE SCHOOLS**

The Superintendent values the presence in the district of volunteers who support district educational programs and activities. Therefore, the Superintendent authorizes the use of volunteers as follows:

1. When they perform duties on behalf of the school district under the direction of school district personnel, in a district school or in other district facilities, and/or during the regular school day. All volunteers must complete a volunteer agreement form prior to volunteering.
2. When they perform duties on behalf of the school district outside a district school or other facility and/or outside the regular school day, under such conditions as the Superintendent may impose.
3. Not allow staff or non-students wishing to volunteer to complete useful public service as condition of criminal or traffic procedures.

The Superintendent reserves the right to require background checks and/or fingerprinting of volunteers in accordance with the above and in other situations as circumstances require. The Superintendent or designee shall determine when such circumstances exist.

Each school shall follow established procedures for registering the presence of volunteers in the building. Each school shall communicate applicable district policies and procedures to authorized volunteers who work in the district on a regular basis.

In addition to the above requirements, the school shall check the names of any parents, legal guardians, and relatives of students who volunteer their time in the classroom or school against the Colorado Bureau of Investigation Convicted Sex Offender website (<http://sor.state.co.us/default.asp>) before allowing the person to perform volunteer services.

Volunteers in the school who do not have a legally recognized family or guardianship relationship to a student in the school shall be required to complete the District's approved personal information form and have a background check performed through the District's



## SECTION C: OTHER IMPORTANT POLICIES

Volunteer Coordinator, before volunteering in the school.

All volunteers for overnight trips must have the necessary paperwork required by Risk Management to include background checks prior to volunteering.

### ***Policy KFAA***

---

#### **PUBLIC CONDUCT ON SCHOOL PROPERTY**

Douglas County School District welcomes students, parents and the public to visit and use school grounds and facilities when such visitation or use does not interfere with educational, co-curricular or extra curricular use. Persons using or upon School District property for any purpose shall not engage in:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the School District.
2. Coarse and obviously offensive utterances, gestures or displays and the utterance, gesture or display tends to incite an immediate breach of peace, or engage in activities that make unreasonable noise which disrupts the educational process.
3. Physical abuse of or threats of harm to any person on School District owned or controlled property, or at School District sponsored or supervised functions.
4. Damage to property of the School District, or engaging in activity that may cause damage to property of the School District.
5. Entering or remaining on school property during hours of closure without authorization. Hours of closure are 10:00 p.m. to 5:00 a.m., unless otherwise posted. Use of playgrounds, fields, tracks or recreational equipment during the school day or within 30 minutes prior to the start of school or 30 minutes after the dismissal of school without authorization of the principal or designee.
6. Unauthorized entry of school or district facilities and/or grounds, including failure to follow visitor check-in procedures, or unauthorized use of facilities or grounds in violation of Administrative Policy KF Community Use of School Facilities and KFR- 1 Community Use of School Facilities Administrative Procedures and Regulations.
7. Unlawful use, possession, distribution or sale of illegal drugs and other controlled or other illegal substances on School District property, at school sponsored functions, on any School District bus transporting students.
8. Consumption of, being under the influence of, or impaired by alcohol or illicit drugs while in or on a District property or premises, or while attending any District sponsored event or activity.
9. Any use of tobacco products.
10. Violation of parking requirements, restrictions or regulations.
11. Operation or use of motorized vehicles on any location other than designated parking lots or roadways, except as specifically authorized by the superintendent, principal, chief security officer, or designee. Operation or use of unlicensed motorized vehicles on any School District property except as specifically authorized by the superintendent, principal, chief security officer, or designee.
12. Bringing animals onto school property with the exception of guide or assistance dogs, or except as specifically authorized by the building principal or other school official.



## SECTION C: OTHER IMPORTANT POLICIES

13. Open or concealed possession of a dangerous or deadly weapon, as defined in state law, on school property or in school buildings or vehicles unless the person falls within one of the exceptions below:
  - a. He/she is a peace officer certified in the state of Colorado.
  - b. He/she is carrying out duties for the School District which require the possession of a deadly weapon as specifically authorized by the Superintendent or designee,
  - c. He/she is participating in an authorized extracurricular activity or team involving the use of firearms, as approved by the school district.
  - d. He/she has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons, as approved by the school district.
  - e. He/she is presenting an authorized public demonstration for the school or an organized class, as approved by the school district.
14. Any conduct constituting a violation of any federal or state law, local ordinance or duly adopted policy and/or regulation of the District.

Any person considered by the Superintendent or his designee to be in violation of this policy shall be denied entry or instructed to leave the property or event of the School District. In addition, persons in violation of this policy may be subject to criminal or civil penalties.



## NOTES



## NOTES



## NOTES



## NOTES



## NOTES



## NOTES





If you have any questions about the policies contained in this handbook, please contact your school's principal. He or she can explain how these policies may apply to your circumstances.

*District Administration*..... 303-387-0100

*District Security*..... 303-387-9999



The printed Conduct Code is only as current as its print date, therefore, for the most accurate and up-to-date policies, please refer to the policies on the District website at [www.dcsdk12.org](http://www.dcsdk12.org), click on Board of Education, then Board of Education/Superintendent Policies.

The District reserves the right to change its policies at any time and such policies are binding and effective at the time of approval by the Superintendent and/or Board of Education.

Print Date - June 2013

620 Wilcox Street | Castle Rock, CO 80104

[www.dcsdk12.org](http://www.dcsdk12.org)