

School District 51
MESA COUNTY VALLEY
Engage, Equip, and Empower

Student and Parent Handbook

Name: _____
Grade: _____

2023 - 2024

2023-2024

Student and Parent Handbook and Calendar

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Nondiscrimination Policy
– OFFICIAL NOTICE –

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Mesa County Valley School District 51 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for students, parents, employees, and members of the public. The following person has been designated as the compliance officer for the district:

Jan Blair
596 N. Westgate Drive, Grand Junction, CO 81505
(970) 254-5500 x 12102
Jan.Blair@d51schools.org

The following person has been designated as the Title IX Coordinator for the District

Jan Blair
596 N. Westgate Drive, Grand Junction, CO 81505
(970) 254-5500 x 12102
Jan.Blair@d51schools.org

Policies, Procedures and Forms

The Board of Education Policy AC, Nondiscrimination, Regulation AC-R(1), Nondiscrimination (Compliance and Complaint Procedures), Regulation AC-R(2), Sexual Harassment Complaint, Investigation and Hearing Procedures and Exhibit, AC-E(2), Sexual Harassment Complaint, Investigation and Hearing Form can be found at D51schools.org.

Outside agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex, gender), Section 504/ADA (handicap or disability), may be filed directly with:

The Office for Civil Rights
Department of Education, Region VIII
Federal Office Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204
Telephone: (303) 844-5695

Complaints regarding violations of Title VII (employment and the ADEA (prohibiting age discrimination in employment) may be filed directly with:

Federal Office of Equal Employment
Opportunity Commission
303 E 17th Ave., Suite 510
Denver, CO 80202

OR

Colorado Civil Rights Commission
303 E. 17th Ave., Suite 1050
Denver, CO 80202

Mesa County Valley School District 51 Entrance Requirements and Information

Acknowledgement of Student and Parent Handbook

- Each School District 51 parent and student must review the information in the 2023-2024 Student & Parent Handbook, including the Attendance, Conduct and Discipline Code, Directory Opt Out procedure and referenced Board Policies with your child, and sign and return the acknowledgment form at the back of this book to your child's school.

Registering for School

- When registering your child for the first time in School District 51, please bring your child's certified birth certificate, immunization records, social security card (optional) and, if possible, a copy of your child's last report card to your attendance area school. Complete details regarding enrollment and registration may be obtained by contacting your child's school, the Instructional Office at 930 Ute Avenue, 2nd floor. 254-5311 or 254-5362 or www.d51schools.org.

Immunization requirements

- Colorado law requires all students to be immunized against certain diseases. Students must meet the immunization requirements in order to attend school. Colorado state law provides for exemption to immunization requirements based on a medical exemption, religious exemption, or personal exemption. The link to the exemption process and forms can be found on the Nursing Services page on the District website <https://www.d51schools.org/cms/one.aspx?portalId=81872&pageId=10332288>
- An official immunization letter issued by the Colorado Department of Health and Environment can be found on pages 12-14 of the 2023-2024 parent-student handbook.

Official Notice: Students with Food Allergies

School District 51 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 of Education sets forth policy JLCDA *Students with Food Allergies*. The district encourages parents to keep a supply of the prescribed medication used to treat the food allergy/anaphylaxis at school, unless the student has an approved treatment plan that authorizes the student to carry the medication with him/her and can self-administer the medication. Any food allergy/anaphylaxis health care plan must be developed in conjunction with the school's Registered Nurse.

Please contact your school or 254-5417 for the number of the Registered Nurse to start the process of developing the plan. An Allergy and Asthma Action Plan form complete with Health Care Provider and parent/guardian signature will be required. For additional information, please visit the district website at <https://d51schools.ss13.sharpschool.com/cms/One.aspx?portalId=81872&pageId=164742>.

School Attendance Areas and School of Choice

- The District has designated an attendance area for each of its schools. Students residing within the boundaries of a school's designated attendance area have priority in registering to attend that school.
- The Board of Education recognizes and has determined that students should be given the option to attend a school or participate in a program located in an area other than that of their assigned school. Students may apply to attend a school or participate in an academic program outside the attendance area in which they reside (a "school of choice"). Such applications are granted if space is available in the requested school or program on a "first-come, first-served" basis.
- Students currently enrolled in "schools of choice" may continue in such schools as long as there is space available or until they complete the grade levels offered at the school.
- Enrollment in "schools of choice" is governed by Board of Education Policy JCA/JFBB and Regulation JCA/JFBB-R. Parents interested in enrolling their child in a "school of choice" next year are encouraged to review this policy and regulation.
- School attendance area boundaries are subject to change. Continuing students should plan on being served by the same elementary, middle and high school as last year. If the attendance boundaries for your school are changed, you will be notified.
- Parents of students who wish to change school enrollment or who wish to enroll in an academic program, for which they are otherwise qualified, at another school after the "school of choice" application deadline should submit the appropriate form requesting a transfer. The request shall be reviewed and acted upon in accordance with the regulations accompanying this policy. Under this option, once a student has registered in a school, no transfer to another building shall be allowed without permission from the building principals of the sending and receiving schools unless there is a change of the student's residence. Transfers are only granted at the end of semesters.
- Students who are new to School District 51 or who have moved within the District during the summer may locate their attendance area school by calling the Instructional office at 254-5311 or 254-5362 or by accessing the School Finder on the District's website at www.d51schools.org, under *Parents* and then selecting *Enrollment*.

Transportation

- The District contracts with Student Transportation of America to provide transportation of eligible students to and from schools within their attendance area. Transportation to the school in your attendance area is provided according to the guidelines set forth

in Board of Education Policy EEA. Elementary school students who live more than two miles from school, and middle and high school students who live more than three miles from school are eligible to ride the bus to and from school. The District does not provide transportation to students attending programs or “schools of choice” outside their attendance area. However, parents may seek to contract privately with Student Transportation of America for transportation of students who are otherwise ineligible for District transportation, such as living within the walking boundaries. Such fee-based transportation may be offered at Student Transportation of America’s discretion if seating space is available and if the requested transportation can be incorporated into an existing Student Transportation of America bus route. A Pay Rider form can be found on the District’s website at www.d51schools.org under the Parents tab. Students may not ride a bus other than their Student Transportation of America assigned bus.

- Information on specific bus number, bus stop and stop times for individual students is available at your child’s school or by calling Student Transportation of America at 697-1050.
- School bus routes are designed based on a number of considerations, the most important of which is student safety.
- If you have concerns about transportation, first call Student Transportation of America, 697-1050. If you need further assistance, then call the District’s Transportation Department at 254-5102.

Preschool

- School District 51 offers Early Childhood Preschool Programs for children who meet “at-risk” criteria or who have disabilities qualifying them for preschool services. If you believe, your child may be eligible for such programs, please review the information available on the District’s website, www.d51schools.org, or contact the District’s Student Services Department for Early Childhood Education at 254-5429.

Kindergarten and Elementary School

- To enroll in kindergarten, a child must be five (5) years of age on or before August 31 of the year of enrollment. Younger students may be accepted if transferring from another public school kindergarten program and if the principal or designee determines that placement of the student in kindergarten is appropriate.
- To enroll in first grade, a child must be six (6) years old on or before August 31 of the year of enrollment. Younger students may be accepted if transferring from a first grade in another public school and if the principal or designee determines that placement of the student in first grade is appropriate.
- Children begin their school experience in a friendly atmosphere. School District 51 schools reflect a concern for each child, and continually develop and evaluate programs in an effort to provide the finest educational opportunities. The goals established by the Board of Education, the revised Colorado Academic Standards, and program goals for each subject area provide a basis for curriculum in schools.
- The instructional program for kindergarten through grade 5 emphasizes the basic subjects of reading, writing and mathematics, as well as spelling, science, and social studies. Special programs in art, music and physical education enrich the basic curriculum. In addition, the District offers ELL (English Language Learners), gifted/talented, Title I, special education and related services. For information, contact the Instructional Office at 254-5311.
- The Mesa County School District No. 51 may use outside agencies and institutions to complete state-mandated health screenings. Such agencies and institutions will be required to comply with applicable state and federal privacy laws governing access to and disclosure of confidential student information and records.

Middle School/High School

- School District 51 middle and high school programs are designed to help students develop and expand their abilities, interests and skills. All programs are based on the school District’s goals, aims, content standards, and program and course goals, and furnish students with a wide variety of education experiences.
- Middle schools, grades 6-8, provide a continuation of the general education program which began in elementary school. Middle and high school students are required to take English-Language Arts, social studies, mathematics and science every year. The middle school program also includes courses in art, technology education, physical education and music.
- For information about Middle Schools or High Schools contact the Instructional Office at 254-5311 or 254-5362.

Student Services and Programs

Special Education

- In accordance with state and federal laws, the District provides a wide range of services for students ages 3 through 21, who qualify for special education and/or related services because of a disability. Such students receive services based on individualized education program specifically formulated to meet their needs. Individualized education plans take into consideration relevant information and data concerning the student from a variety of sources, including parents, educators, and other professionals.
- If you believe your child may have an emotional, physical, intellectual or mental disability, please contact her/his teacher or a school administrator as soon as possible.

Gifted/Talented

- Elementary and middle school students identified for higher levels of academic challenge are offered additional learning opportunities at their regular school site through the Gifted/Talented Program. This program helps students expand their creative

and critical thinking skills and sharpen independent study skills, and provides opportunities for students to probe more deeply into content areas of interest. Research shows children often display gifted behavior around topics that interest them. Through exploration of enrichment programs, additional content areas in which a student may be gifted or talented may be discovered. Please direct questions about Gifted/Talented programs to your child's teacher.

Culturally & Linguistically Diverse Education (CLDE)

- Vision of the Department of CLDE- Engage, equip, and empower multilingual learners by promoting value, equity, language acquisition, and academic achievement.
- Mission of the Department of CLDE- To provide multilingual learners with access to rigorous academic standards and quality instruction in order to become fluent in English, while incorporating students' language and culture in preparation for success in a global society.
- Goals of the Department of CLDE- By building collaborative relationships and targeted professional learning between District 51 stakeholders, the goal is to increase student achievement of academic standards through the strategic use of the Colorado English Language Proficiency Standards (CELP). Through careful design of the District 51 Learning Model with ongoing assessment and reporting of language acquisition, the goal is to create a timely progression of English language acquisition for successful transition into all mainstream content classrooms.

Migrant

- Instruction and support services are provided to help migratory children compensate for gaps and disruptions in their education due to, or aggravated by, frequent moves from one school district to another. Parents who have or know of a child who may benefit from these services should call the District's Migrant Education office at 254-5495.

Academic Options

- Academic Options offer a number of non-traditional learning opportunities for students with a broad range of needs, diverse learning styles and a variety of desired educational venues. There are programs available for students of all age levels that provide rigorous non-traditional curriculum that meets, or exceeds all academic standards as mandated by the Colorado Department of Education. Career and Technical opportunities are also available in several locations. For more information about academic options, call 254-5497.
- **Concurrent Enrollment** – School Board policy IHCD allows a student to take concurrent enrollment classes while in high school. A student intending to enroll in a concurrent enrollment class should contact a school counselor and complete the D51 Concurrent Enrollment Agreement.
- **STEM Endorsed High School Diploma** – Central High School provides the opportunity for a student to receive a Colorado Science Technology Engineering and Math (STEM) endorsed high school diploma. A student intending to pursue a Colorado STEM endorsed high school diploma should contact a school counselor.

Student Rights and Responsibilities

The following information is provided for students and parents to review and discuss together regarding students' rights and responsibilities. Students should understand they will face disciplinary action for violating school rules and regulations. The discipline imposed will vary depending on a number of factors, including the age of the student and the seriousness of the offense. School District 51 has established disciplinary procedures to assure that applicable student rights, including the right to due process, are protected. Further information on all of the topics listed below may be found in the policies and regulations available on the District's website.

Appearance

- The image of the school and the individual pride of the students are evident in the manner in which students present themselves to the public. Individual schools have guidelines dealing with standards of decency, safety and cleanliness and the District has a student dress code which can be referenced online under policy JICA. When a student's dress or grooming disrupts the learning process, the designated official has a responsibility to take action. Contact your school's principal for more information regarding school dress code policies.

Attendance

- Student attendance is a direct responsibility of the parent/guardian and the student. It shall be the policy of the District to promote and foster an efficient instructional atmosphere by implementing practices designated to promote full attendance by all students. As outlined in policy JEA and JH, unless excused, each student shall be in regular attendance at all scheduled classes and activities designated for pupil attendance by the school calendar. Students may be excused from attending scheduled classes or school activities for the following reasons: a) temporary illness or injury; b) absence approved by the school administrator; c) absence due to physical, mental or emotional disability; and d) absence caused by detention from a court or law enforcement authority.

Lockers and Desks

- It is important that students and parents understand that while students are allowed to use their assigned desks and lockers for temporary storage of personal belongings, all desks and lockers shall at all times remain the property of the District, and the District

reserves the right to inspect and search them along with any contents found inside at any time, for any cause whatsoever, and without notice to the student.

Student Discipline and Conduct

- The Board of Education believes that effective student discipline is a prerequisite for sound educational practice and productive learning. All policies and procedures for handling minor and major discipline problems for all students of the District shall be designed to achieve this goal. Disorderly students also shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions. Please refer to the Attendance, Conduct and Discipline Code in this handbook for specific discipline policies and guidelines.

Student Use of Information Technology Resources (Internet, E-mail, and Computer Systems/Networks)

Technological advances have fundamentally altered the way in which information is retrieved, conveyed and transmitted in our society. Such changes require educators to adapt and integrate appropriate new technology into the learning process to facilitate, support and enhance delivery of curriculum and as tools and resources to educate and to inform. The District is committed to make available for student use computers, internet access, email and other information technology resources in schools for the following purposes:

- To provide access to relevant and appropriate academic information and resources available on the internet and through electronic communication and data storage systems;
- To allow students to participate in on-line or electronic curriculum or distance learning activities as needed or appropriate;
- To consult and communicate with other students and individuals for educational purposes;
- To conduct academic or educational research;
- To engage in activities requiring students to think critically, analyze information, write clearly, and use problem-solving skills;
- To practice and develop computer and research skills necessary for continued education or entry into the workforce upon graduation; and
- To foster intellectual curiosity and shape positive student attitude toward lifelong learning.

Responsible Use Agreement (RUA) – To use the District’s technology, including Internet access, e-mail, computers, and networks, all students, unless they are 18 years of age or older, must have an RUA signed by a parent or guardian. The student must also sign the RUA if he/she is in grades 4 – 12. Parental RUA approval/denial will be included as part of the Online process. The first time each year a student logs into StudentVUE they will be required to download a copy of the Student and Parent Handbook which references Regulation JS-R and RUA form JS-E. By acknowledging review of the Student and Parent Handbook, the parent/guardian agrees to the terms and conditions of the RUA. RUA forms will be included in paper registration packets. All RUA acknowledgments will be maintained in the Student Information System. The Principal may deny access to the District’s technology if a completed RUA has not been submitted. For more information about technology use by students, please contact the school’s administration.

Student Use Restrictions - District Policy prohibits students from using District computers or networks to access inappropriate material. However, it is still possible that students may find or receive material that parents or District staff consider objectionable. Although student use of the school computers and networks is supervised by staff, the District cannot guarantee the appropriateness of information obtained by or through use of District technology, nor does the District endorse or approve the content of all information available on the Internet or other electronic sources. The District encourages parents to discuss with their students their family values and expectations about how these values should guide their student’s activities while they are on the Internet. In addition, it is important that parents discuss with student’s relevant safety issues pertaining to the Internet, e-mail, and electronic communications. A helpful brochure titled, “Child Safety on the Information Highway,” can be located at the following website address: <http://www.safekids.com/child-safety-onthe-information-highway>. The District’s Code of Student Conduct applies to the use of District computers and networks and to a student’s online activities and electronic communications at school.

Surveys

- No student shall be required to submit to any survey that concerns one or more protected areas under federal law. Parents or eligible students may opt out of voluntary surveys by submitting a written request.

Parent-Teacher Communications

Parents are encouraged to discuss their child’s progress with his/her teacher. If parents have a concern or issue, they should follow these guidelines:

- ◆ Call the teacher first to discuss the child’s circumstances. A simple phone call gives the teacher a “heads-up” on issues related to the child and may clarify questions or misunderstandings.
- ◆ Set up an appointment with the teacher. **Parents and all visitors must check in at the office when coming on school grounds before the meeting.**
- ◆ At any time, if either the parent or the teacher feels that a meeting is unproductive, it can be concluded and rescheduled for a future time with other parties, including counselors and administrators.

For the benefit of the student and his or her education, it is essential that parents make every attempt to work through issues. No one knows a child better than the parents, and like them, teachers and principals also have the best interest of the child in mind. Together, parents and schools can reach the most appropriate solutions to issues involving a child’s education.

General Information

Asbestos Notification to Staff and Parents of Students

- The District maintains an asbestos management plan as required by the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act. Regulatory oversight of the District's asbestos management plan is performed by the Air Pollution Control Division of the Colorado Department of Public Health and Environment. The purpose of this required notice is to inform staff members and parents of all students of the existence and locations of the District's asbestos management plan.
- The District's asbestos management plan identifies the location and condition of known and suspected asbestos materials located in all buildings throughout the District. The management plan also documents the continuing inspection and maintenance of these asbestos containing materials. The management plan is available for review in the office area of all schools or can be viewed at the Central Administration Maintenance Office located at 2115 Grand Avenue, Grand Junction, CO. Please contact Charles Pope at 254-7525 for more information regarding the District's asbestos management plan.
- School campuses and facilities that are known, or assumed, to contain asbestos building materials are: Administrative Services Compound, Appleton Elementary, Broadway Elementary, Central High, Chatfield Elementary, Clifton Elementary, Emerson Building, Fruita Middle, Fruita Monument High, Fruitvale Elementary, Gateway K-12, Grand Junction High, Hawthorne Building, Lincoln Orchard Mesa Elementary, Grand River Academy, Grand River Academy – West Campus,, Mesa View Elementary, Mt. Garfield Middle, New Emerson Elementary, Nisley Elementary, Orchard Avenue Elementary, Orchard Mesa Pool Building, Pomona Elementary, Scenic Elementary, Shelledy Elementary, Taylor Elementary, Tope Elementary, West Middle, and Wingate Elementary.
- School campuses and facilities that are asbestos free are: Bookcliff Middle, Career Center, Chipeta Elementary, Dos Rios Elementary, Dual Immersion Academy, Fruita 8/9, Grand Mesa Middle, Independence Academy, Juniper Ridge, Mesa Valley Community, Mesa View Elementary, Monument Ridge Elementary, Orchard Mesa Middle, Palisade High, Pear Park Elementary, R-5/Summit, Redlands Middle, Rim Rock Elementary, Rocky Mountain Elementary, Thunder Mountain Elementary.

Emergency Response Plan

- The District has adopted an Emergency Response Plan that is available for review and inspection by parents and members of the general public upon request. The purpose of this plan is to establish the emergency response procedures to be followed in the event of natural and man-made disasters, and emergencies, and to assign responsibilities to District staff in the event of such emergencies. These procedures are created in cooperation with law enforcement and fire agencies to emphasize the importance of unified command during an incident.
- Pursuant to the Emergency Response Plan, if an emergency, disaster, or crisis occurs at a school or other District facility (day or night), the administrative staff of such facility or their designee is authorized to respond immediately and to direct students and staff to evacuate, if deemed necessary. Upon arrival of a civil authority and/or central District administrator, such civil authority or central District administrator will ensure unified command is established for all emergency operations or responses at such facility.
- **The District's Emergency Response Plan is intended to achieve the following purposes:**
 - ◆ Preventing crises when possible through pro-active planning;
 - ◆ Enhancing the safety and well-being of students, staff and the general public;
 - ◆ Protecting individuals and property;
 - ◆ Maintaining control of crisis situations
- During an emergency, a situation occurring at or near a school building, the District will utilize many methods of communication to reach parents and inform the community. They are:
 - ◆ Phone calls to all registered phone numbers for the schools impacted
 - ◆ Emails to all registered email addresses for the schools impacted
 - ◆ Text alerts to all parties who have previously signed up for alerts on the schools impacted
 - ◆ Social media postings at www.facebook.com/schoolDistrict51 and @District51 on Twitter
 - ◆ Updated, detailed information will be posted online at www.d51schools.org

Parents can verify that updated and accurate phone numbers (land and cell) and email addresses are in the student database by contacting their student(s) school. From the cell phone parents wish to register, text the word "Join" to the number 56360. If the District's messaging system finds a match for your phone number in its database, you will receive a confirmation message thanking you for joining school alerts. If there was not a match found, you will receive a message to contact the school. It is suggested that once you sign up, you create a contact in your phone for the 56360 number that will alert you to emergency messages coming from the District. The District will only use the text feature to communicate in the event of an emergency.

Sex Offender Information

As required by Colorado law, the District provides the following information regarding how parents may access information concerning registered sex offenders:

1. Parents may request a sex offender registry list from their local law enforcement agency.
 - ◆ Registry information can be released to any person residing within the law enforcement agency's jurisdiction.
 - ◆ Persons requesting information will need to show proper identification or other proof of residence.
 - ◆ When necessary for public protection and demonstration of a "need to know," law enforcement agencies may provide information concerning sex offenders who reside within other law enforcement jurisdictions. In determining whether there is a "need to know," the law enforcement agency will, at a minimum, consider the nature and extent of the person's presence

or the presence of the person's immediate family in a specific jurisdiction.

2. Parents may also visit the Colorado Bureau of Investigation (CBI) website (<http://sor.state.co.us>) for information concerning certain *high-risk* registered sex offenders residing in the state.

Notice Regarding Use of Video Security Cameras

- In order to maintain and improve discipline and to promote the health, welfare and safety of its staff and students, video cameras may be used on school property. Refer to Policy JRCB. Video recordings may be retained in accordance with established student record procedures governing access, review and release of student records.
- Requests for viewing video recordings will be limited to the school administrators, staff, parent/guardian or eligible student (18 years of age or older) with a legitimate interest, law enforcement agencies, or others as deemed appropriate by the building administrator. For more information regarding video surveillance procedures, see Regulation JRCB-R.

Student Records

- The District collects and maintains educational information and data regarding students as necessary to provide them with the best possible instructional service.
- Examples of basic educational records kept by the District include, but are not limited to, copies of the student's birth certificate, academic work completed, attendance information, standardized test results, grades received and health/immunization records. Supplementary materials that may be included as part of a student's educational records include, but are not limited to, copies of disciplinary information, guidance information, social work data, medical and psychological reports and evaluations, special education records, law enforcement records and court orders.
- Basic information is considered permanent and is maintained for an indefinite period.
- Requests for access to education records of active students should be directed to the administration of the school where the student currently attends or is enrolled.
- Except for high school transcripts, requests for access to education records of inactive (former) students should be directed to the District's Pupil Records office, located at 2115 Grand Avenue, Grand Junction, CO, 81501, such office can be reached by telephone at 254-5430.
- Requests for copies of high school transcripts should be directed to the high school from which the student graduated.

Notification to Parents and Students of Rights Concerning Student School Records

The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians and eligible students (students over 18 years of age) certain rights with respect to education records, as follows:

1. **The right to inspect and review the student's education records.** A parent/guardian or eligible student making such a request must submit to the school official having custody of the record(s) a written request that identifies the record(s) he/she desires to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.** A parent/guardian or eligible student may ask the District to amend a record by writing to the custodian of the records, clearly identifying the part of the record he/she wants changed, and specifying why it is inaccurate, misleading or in violation of the privacy rights of the student. If the District decides not to amend the record as requested, the District will notify the parent/guardian or eligible student of the decision and advise of his/her right to a hearing regarding the request for amendment and provide the procedures for such hearing.
3. **The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.** Whenever the District is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the records to be released; reasons for such release; identity of any requester and the intended use of the information; method or manner by which the records will be released; and the right to review or receive a copy of the records to be released. Disclosure of personally identifiable information contained in education records can be made without consent as follows:
 - a. To a school official who has legitimate educational interest in the education record or the personally identifiable information contained therein. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member; a person serving on the Board of Education; a person or company with whom the District has contracted to perform specialized tasks (such as an attorney, auditor, consultant or health care provider); or a parent/guardian or student serving on an official committee, or assisting another school official in performing his or her tasks.

A school official has 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 District business and not for purposes extraneous to the officials 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.

- b. To officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The District will provide a copy of the record to the eligible student or students' parent/guardian if so requested.
 - c. In connection with a student's application for or receipt of financial aid or Medicaid enrollment verification.
 - d. To governmental agencies and officials as required by law.
 - e. To educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
 - f. To accrediting institutions to carry out their accrediting functions.
 - g. In emergency situations to appropriate persons if the information is necessary to protect the health or safety of the student or others.
 - h. To anyone, if required by a judicial order or lawfully issued subpoena after reasonable efforts to notify the parent/guardian or eligible student of such order or subpoena.
 - i. To a court presiding over a legal action initiated by the District where the education records are relevant, or initiated by a parent/guardian or eligible student where the records are relevant for the District's defense.
 - j. The District is permitted by law to disclose directory information without written consent of the parent or eligible student. Directory information means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information by completing form JRA/JRC-E(2). Directory information which may be released includes but is not limited to the student's name, photograph, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent and previous education agency or institution attended by the student, and other similar information. However, unless otherwise provided by law, addresses and telephone numbers of students shall not be disclosed as directory information except to a state or federal law enforcement agency where such student is under investigation by such agency and the agency shows that such information is necessary for the investigation.
4. **The right to file a complaint with the U.S. Department of Education concerning any alleged failures by the District to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:
- Family Policy Compliance Office
 - U.S. Department of Education
 - 400 Maryland Avenue
 - S.W, Washington, DC 20202-4605



Advancing Colorado's health and protecting the places we live, learn, work and play

Dear parents/guardians of students attending Colorado kindergarten – 12th grade schools for the 2023-24 school year:

We know you're thinking of all the things you need to do to make sure your student is ready for school. Getting vaccinated is an important part of their school readiness and keeps children from catching and spreading diseases that can make them sick and potentially disrupt in-person learning.

Required and recommended vaccines:

- Colorado law requires students who attend a public, private, or parochial Kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent unless a *Certificate of Exemption* is filed. For more information, visit cdphe.colorado.gov/schoolrequiredvaccines. Your student must be vaccinated against:
 - Diphtheria, tetanus, and pertussis (DTaP, Tdap)
 - Hepatitis B (HepB)
 - Measles, mumps, and rubella (MMR)
 - Polio (IPV)
 - Varicella (chickenpox)
- Colorado follows recommendations set by Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices. **Prior to starting Kindergarten**, students must receive their final doses of DTaP, IPV, MMR, and varicella. **Prior to starting sixth grade**, students must receive one dose of Tdap vaccine, even if the student is younger than 11 years. You can view recommended vaccine schedules at: www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html (birth through 6 years) or www.cdc.gov/vaccines/schedules/easy-to-read/adolescent-easyread.html (7 to 18 years).
- CDC also recommends vaccines for COVID-19, hepatitis A (HepA), human papillomavirus (HPV), influenza (flu), and meningococcal disease (MenACWY and MenB), but these are not required for school entry in Colorado.

Exclusion from school

- Your student may be excluded from school if your school does not have an up-to-date *Certificate of Immunization*, *Certificate of Exemption*, or an in-process plan on file for your student.
- If someone gets sick with a vaccine-preventable disease or there is an outbreak at your student's school and your student has not received the vaccine for that disease, they may be excluded from school activities. That could mean lost learning time for them and lost work and wages for you. For example, if your student has not received a MMR vaccine, they may be excluded from school for 21 days after someone gets sick with measles.

Have questions?

Talk with a health care provider or your local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can find a vaccine provider at cdphe.colorado.gov/immunizations/get-vaccinated. You can read about the safety and importance of vaccines at www.cdc.gov/vaccines/parents/FAQs.html, childvaccineco.org, ImmunizeForGood.com, and cdphe.colorado.gov/immunization-education. Staying up to date on routine immunizations is important for adults, as well as children. We encourage parents and **guardians to find out what vaccines might be due. It's never too late for families to get back on track! Learn more about vaccines for adults at www.cdc.gov/vaccines/adults/rec-vac/index.html.**

Paying for vaccinations

If you need help finding free or low-cost vaccines and providers who give them, go to COVax4Kids.org, contact your local public health agency (find LPHA contact information at cdphe.colorado.gov/find-your-local-public-health-agency), or call the Mile-High Family Health Line at 303-692-2229 or 1-800-688-7777 to ask about Medicaid contact information and health clinics located in your area.

Vaccination records

- Share your student's updated *Certificate of Immunization* with their school every time they receive a vaccine.
- Need to find your student's vaccine record? It may be available from the [Colorado Immunization Information System \(CIIS\)](#). Visit [COVaxRecords.org](#) for more information, including directions for how to use the CIIS Public

Portal to view and print your student's vaccine record.

Exemptions

- If your student cannot get vaccines because of [medical reasons](#), you must submit a *Certificate of Medical Exemption* to your school, signed by a physician (MD, DO), advanced practice nurse (APN), or delegated physician assistant (PA). You only need to submit this certificate once, unless your student's school or information changes. You can get the form at [cdphe.colorado.gov/vaccine-exemptions](#).
- If you choose not to have your student vaccinated according to Colorado's school vaccine requirements for reasons that are nonmedical, you must submit a *Certificate of Nonmedical Exemption* to your school. Nonmedical exemptions must be submitted annually at every new school year (July 1 through June 30). There are two ways to file a nonmedical exemption.
 1. File the *Certificate of Nonmedical Exemption* WITH the signature from an immunizing provider in Colorado who is a physician (MD, DO), advanced practice nurse (APN), delegated physician's assistant (PA), registered nurse (RN), or pharmacist licensed in Colorado; OR
 2. File the *Certificate of Nonmedical Exemption*, which you will be able to access upon completion of the state's online immunization education module.
- Downloadable certificates and a link to the online education module are available at [cdphe.colorado.gov/vaccine-exemptions](#).

How's your school doing on vaccinations?

Some parents/ guardians/caregivers, especially those with students who have weakened immune systems, may want to know which schools have the highest immunization rates. Annually, schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department. Schools do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard described in [§25-4-911, CRS](#). Schools must include their MMR immunization and exemption rates from the most recently completed school year in this letter. Schools may choose to also include immunization and exemption rates for other school-required vaccines.

Additional immunization and exemption rates can be found at [COVaxRates.org](#).

| Child Care/Preschool/Head Start Name | 2022-2023 MMR Immunization Rate REQUIRED IN LETTER | 2022-2023 MMR Exemption Rate REQUIRED IN LETTER |
|--------------------------------------|---|--|
| APPLETON ELEMENTARY | 93.47% | 4.43% |
| BOOKCLIFF MIDDLE SCHOOL | 95.57% | 1.1% |
| BROADWAY ELEMENTARY | 91.54% | 3.08% |
| CENTRAL HIGH SCHOOL | 97.5% | 2.0% |
| CHATFIELD ELEMENTARY | 98.27% | 0.58% |
| CHIPETA ELEMENTARY | 96.44% | 1.37% |
| CLIFTON ELEMENTARY | 95.72% | 2.75% |
| DOS RIOS ELEMENTARY | 96.14% | 1.16% |
| DUAL IMMERSION ACADEMY | 95.32% | 1.44% |
| FRUITA 8-9 | 95.6% | 3.0% |
| FRUITA MIDDLE SCHOOL | 95.6% | 2.0% |

| | | |
|---------------------------------|--------|-------|
| FRUITA MONUMENT HIGH SCHOOL | 97.1% | 2.4% |
| FRUITVALE ELEMENTARY | 95.34% | 2.33% |
| GATEWAY SCHOOL | 91.3% | 0% |
| GRAND JUNCTION HIGH SCHOOL | 95.4% | 1.0% |
| GRAND MESA MIDDLE SCHOOL | 97.85% | 2.0% |
| GRAND RIVER ACADEMY | 94.2% | 1.3% |
| INDEPENDENCE ACADEMY | 96.5% | 3.1% |
| JUNIPER RIDGE | 79.0% | 11.0% |
| LINCOLN ORCHARD MESA ELEMENTARY | 94.95% | 2.52% |
| LOMA ELEMENTARY | 94.25% | 3.54% |
| MESA VALLEY COMMUNITY SCHOOL | 74.8% | 24.3% |
| MESA VIEW ELEMENTARY | 94.67% | 3.25% |
| MONUMENT RIDGE ELEMENTARY | 93.53% | 1.94% |
| MOUNT GARFIELD MIDDLE SCHOOL | 96.03% | 3.4% |
| NEW EMERSON SCHOOL AT COLUMBUS | 94.96% | 3.6% |
| NISLEY ELEMENTARY | 91.83% | 1.63% |
| ORCHARD AVENUE ELEMENTARY | 96.17% | 1.60% |
| ORCHARD MESA MIDDLE SCHOOL | 98.07% | 1.9% |
| PALISADE HIGH SCHOOL | 98.5% | 1.1% |
| PEAR PARK ELEMENTARY | 98.06% | 1.45% |
| POMONA ELEMENTARY | 94.03% | 2.56% |
| R-5 HIGH SCHOOL | 97.7% | 2.3% |
| REDLANDS MIDDLE SCHOOL | 95.76% | 4.1% |
| RIM ROCK ELEMENTARY | 91.12% | 1.64% |
| ROCKY MOUNTAIN ELEMENTARY | 95.65% | 2.06% |
| SCENIC ELEMENTARY SCHOOL | 89.85% | 7.89% |
| SHELLEDY ELEMENTARY | 92.63% | 2.65% |
| TAYLOR ELEMENTARY | 93.02% | 6.31% |
| THUNDER MOUNTAIN ELEMENTARY | 92.27% | 3.14% |
| TOPE ELEMENTARY | 89.46% | 4.76% |
| WEST MIDDLE SCHOOL | 96.57% | 3.1% |
| WINGATE ELEMENTARY | 94.22% | 2.84% |

Food & Nutrition Services (School Breakfast and Lunch Programs)

General Information

We “fuel successful learning” by providing **healthy scratch cooked meals** and **salad bars at each school, every day**. District 51 participates in the [Nourish Colorado School Meal Initiative](#) providing scratch cooking, culinary training & resources for all Food Service staff. All District 51 menus receive annual nutrient analysis performed by a Certified Dietician and exceed the USDA nutrition guidelines. Students at all grade levels are required to receive a minimum of ½ cup of fruit and/or ½ cup of vegetables with meals. See www.myplate.gov for further information.

For D51 Menu click [here](#).

Healthy School Meals for All - School District 51 will be “opting” into the new [Colorado Healthy School Meals for All](#) (HSMA) beginning with the 2023-24SY. The primary intent of HSMA is helping make sure Colorado children and teens have access to nutritious food by providing free breakfast and lunch to all students. See enclosed [HSMA Parent Flyer](#) for further information.

Students wishing to purchase a second meal, extra milk or other additional items will need to have funds available in their cafeteria account for the purchase. Middle schools and high schools offer an increased assortment of entrée choices including: hot entrée, deli sandwiches, pizzas, salad bars & hamburgers. Milk without a meal is not free. Students who bring a meal from home and would like to purchase a milk will need to have funds available in their cafeteria account. Payments to cafeteria accounts can either be made at the cafeteria or online through [My Payments Plus](#).

Meal Benefit online application process begins July 17th 2023. Just like in previous years, it's important for families to still provide their household income information when requested by their district. While meals will be provided for free to all students, it's necessary for districts to continue gathering this information in order to receive full access to federal funding. Additional funds will go directly to schools to help cover the cost of meals, and will also support afterschool activities and other nutritional programs for students. All household income information provided to your school district is strictly confidential and protected by law. Only one form is required for all children in the household. Immigration, migrant, citizenship or refugee status is not required when completing the form. Families who qualify may also be eligible to receive waived student fees, bus passes, utility bill support including internet services and more. Households can apply online at www.Myschoolapps.com. Parents without internet access can pick up the paper application at any school or the Nutrition Services Office at 2280 E. Main Street, Grand Junction. A new application must be completed each year.

Notification Regarding Special Dietary Guidelines for Students with Food Allergies

Please refer to the [district website](#) for the latest requirements for students with Special Dietary Needs. For daily menu and allergens go to the [Nutrition Services Menu Webpage](#).

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or 3210 E. Colfax Ave. Denver, CO 80203 Phone 303-866-2334
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

MESA COUNTY VALLEY SD 51 CAFETERIA CHARGE STANDARD PROCEDURES

Purpose

The District is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable guidance from the United States Department of Agriculture (USDA), this procedure is intended to serve the purposes of meeting student needs and maintaining the fiscal integrity of the District's school food service account.

Student Cafeteria Accounts

Student cafeteria accounts shall be established by the School Food Authority (SFA). Funds may be added to the account with either check or cash payments at the school or through the District's online payment system (www.mypaymentsplus.com). Parents may call the Nutrition Services Office at 970-254-5181 to make a payment over the phone. Students may also pay for purchases and/or add funds to accounts on the day of service.

All students can receive one free breakfast and one free lunch every school day. Students will need funds on their account for ala carte or "extra" items, such as milk, additional entrées or if they request a second meal. Milk without a meal is not free. Students at the elementary level will be allowed to charge ala carte milk.

Students with unused credit in their accounts at the point of disenrollment or graduation may request a refund of the credit.

NOTE: All adult meals, including employees of D51, are required to be pre-paid or paid in full at the time of purchase.

Notification of Low or Insufficient Funds

Notification of a negative balance on a student cafeteria account will be provided privately to the parent(s) via email, letters and automated phone call reminders.

Cafeteria debt that was incurred prior to implementation of Healthy School Meals for All (anything prior to the 2023-24 school year) will continue to be collected.

Collection of Meal Charge Debt

Delinquent Debt: As defined by the USDA, delinquent debt includes overdue balances with active, reasonable efforts being made to collect the outstanding amount due. Mesa County Valley SD 51 considers student meal accounts with a negative balance to be in delinquent status.

- **Uncollectable and Bad Debt:** Delinquent debts that have been determined to be uncollectible will be reclassified as "bad debt". Graduating senior accounts are classified as bad debt as of the last day of May following graduation. Mesa County Valley SD 51 also classifies student accounts as "bad debt" when collection efforts have been unsuccessful for twelve (12) months after a student has left the District. Repayment of "bad debt" is an unallowable expense for the NSFSA; therefore, payment for this bad debt balance will come from other sources such as: The District's general fund, Special funding from state or local governments, or donations.

Donations: Regardless of their source, monies received through D51 Nutrition Services as donations to pay off negative meal balances will be deposited into a District account set up specifically for meal account donations. Donations will be distributed annually at the end of the fiscal year (June 30) and applied to all accounts identified as bad debt. Any excess donated funds not used on bad debt in the current year, will be carried over to the next fiscal year.

Refunds: Families may request a refund of the student(s) meal account(s) at any time by contacting the school cafeteria or the Nutrition Services Office at 970-254-5181.

MESA COUNTY VALLEY SCHOOL DISTRICT 51
2023-2024

School Meal Benefits – Information Letter to Households

Dear Parent/Guardian:

All students in Mesa County Valley School District 51 will have access to free healthy, nutritious school meals beginning in the 2023-24 school year thanks to the [Healthy School Meals for All program](#) approved by Colorado voters.

Just like in previous years, it's important for families to still provide their household income information when requested by their district. While meals will be provided for free to all students in participating schools, it's important for districts to continue gathering this information in order to receive full access to federal funding.

This packet includes an application for meal benefits, and a set of detailed instructions. You can also find applications at all school locations, at the Nutrition Services office located at 2280 East Main St. Grand Junction or apply online at www.MySchoolApps.com.

Below are some common questions and answers to help you with the application process.

1. *Who QUALIFIES FOR MEAL BENEFITS?*

- a. All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Medicaid, the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Family (TANF/Colorado Works – Basic Cash Assistance or State Diversion), are eligible.
- b. **Foster children that are under the legal responsibility of a foster care agency or court are eligible. Foster children may be added as a household member of the foster family if the foster family chooses to apply. Including foster children as household members may help other children qualify for benefits. If the foster family is not eligible, it does not prevent a foster child from receiving benefits.**
- c. **Children who qualify for their districts Head Start program are eligible.**
- d. Children who meet the definition of homeless, runaway, or migrant are eligible.
- e. Children may receive meal benefits if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for meal benefits if your household income falls at or below the limits on this chart.

| FEDERAL ELIGIBILITY INCOME CHART For School Year 2023 – 2024 | | | |
|--|----------|---------|---------|
| Household size | Yearly | Monthly | Weekly |
| 1 | \$26,973 | \$2,248 | \$519 |
| 2 | \$36,482 | \$3,041 | \$702 |
| 3 | \$45,991 | \$3,833 | \$885 |
| 4 | \$55,500 | \$4,625 | \$1,068 |
| 5 | \$65,009 | \$5,418 | \$1,251 |
| 6 | \$74,518 | \$6,210 | \$1,434 |
| 7 | \$84,027 | \$7,003 | \$1,616 |
| 8 | \$93,536 | \$7,795 | \$1,799 |
| Each additional person add: | \$9,509 | \$793 | \$183 |

- 2. *HOW DO I KNOW IF MY CHILDREN QUALIFY AS homeless, MIGRANT, OR RUNAWAY?* Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, with another family or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not already been notified that your children will receive meal benefits, please call **HOMELESS (REACH) at (970) 254-5528 or MIGRANT at (970) 254-5495.**
- 3. *Do I need to fill out an application for each child?* No. Use one Meal Benefit Application/Family Economic Data Survey for all students in your household. We cannot approve an application/data survey that is not complete, so be sure to fill out all required information. Return the completed application/data Survey to: **Connie Barteck, Nutrition Services, Mesa County Valley School District 51, 2280 E. Main St. Grand Junction, CO 81501. (970-254-5181)**
- 4. *SHOULD I FILL OUT AN APPLICATION/DATA SURVEY IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR MEAL BENEFITS?* No, but please read the letter you received carefully and follow the instructions. If any children in your household are missing from your eligibility notification, contact **Connie Barteck at Nutrition Services (970-254-5181)** or Connie.Barteck@d51schools.org immediately.
- 5. *CAN I APPLY ONLINE?* Yes! You are encouraged to complete an online application/data survey instead of a paper application/data survey if you are able. The online application/data survey has the same requirements and will ask you for the same information as the paper application/data survey. Visit www.Myschoolapps.com to begin or to learn more about the online application/data survey process. Contact Connie Barteck at Nutrition Services (970)254-5181 or Connie.Barteck@d51schools.org **if you have any questions about the online application/data survey.**
- 6. *MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?* **Yes.** Your child's application is only valid for that school year and for the first 30 days of this school year. You must send in a new application/data survey unless D51 Nutrition Services notified you that your child is eligible for the new school year.

7. I RECEIVE WIC. CAN MY CHILDREN RECEIVE MEAL BENEFITS? Children in households participating in WIC may be eligible for meal benefits. Please send in a completed meal benefit application/data survey or apply online at www.Myschoolapps.com
8. *Will the information I give be checked?* You may be selected to provide written proof of the household income you report on the meal benefit application.
9. *If I don't qualify now, may I apply later?* Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for meal benefits if the household income drops below the income limit.
10. *What if I disagree with the decision about my application?* You should talk to D51's Free & Reduced Program Specialist. You also may ask for a hearing by calling or writing to: **Dan Sharp, Nutrition Services, 2280 E. Main St. Grand Junction, CO 81501. (970)254-5191.**
11. *May I apply if someone in my household is not a U.S. citizen?* Yes. You, your children or other household members **do not** have to be U.S. citizens to apply for meal benefits. Immigration, migrant, citizenship or refugee status is not required to be provided during the application/data survey process, and families should continue to apply for meal benefits. The application does require the last four numbers of a Social Security number or an indication that there is no Social Security number. Social Security number information is not reported to any organization outside of Mesa County Valley School District 51. The data survey does **NOT** require the last four numbers of a Social Security number.
12. *What if my income is not always the same?* List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete income application. The last four digits of the Social Security Number of an adult household member is NOT required to complete a data survey.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application/data survey, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so. The last four digits of the Social Security Number of an adult household member (or an indication of "none") is required to process a complete meal benefit application. The last four digits of the Social Security Number of an adult household member is NOT required to complete a data survey.
14. *We are in the military. do we REPORT OUR INCOME DIFFERENTLY?* Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact Connie Barteck at Nutrition Services (970)254-5181 or Connie.Barteck@d51schools.org for more information.
16. *My family needs more help. Are there other programs we might apply for?* To find out how to apply for other assistance benefits, contact your local assistance office. Colorado PEAK is an online service to screen and apply for medical, food and cash assistance programs. It can be accessed at <http://coloradopeak.force.com/>.

If you have other questions or need help, contact Connie Barteck at Nutrition Services (970)254-5181 or Connie.Barteck@d51schools.org

Sincerely,

Connie Barteck

Eligibility Official

Mesa County Valley S.D. 51

Non-discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

4. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue,
SW Washington, D.C. 20250-9410; or

2. **Fax:** (833) 256-1665 or (202) 690-7442; or
3. **Email:** program.intake@usda.gov

This institution is an equal opportunity provider.

School Directory

Elementary Schools

| | | |
|---|------------------------------------|----------|
| Appleton , 2358 H Road, Grand Junction, CO 81505..... | Corey Hafey, principal..... | 254-6400 |
| Broadway , 2248 Broadway, Grand Junction, CO 81507..... | Britni Westbrook, principal..... | 254-6430 |
| Chatfield , 3188 D.5 Road, Grand Junction, CO 81504..... | Dave McCall, principal..... | 254-4930 |
| Chipeta , 950 Chipeta Avenue, Grand Junction, CO 81501..... | Jayne Chiaro, principal..... | 254-6825 |
| Clifton , 3276 F Road, Clifton, CO 81520..... | Amy Shepherd, principal..... | 254-4760 |
| Dos Rios , 265 Linden Avenue, Grand Junction, CO 81503..... | Cinnamon Cain, principal..... | 254-7910 |
| Dual Immersion Academy , 552 W. Main St, Grand Junction, CO 81501..... | Tyler McLaughlin, principal..... | 254-6070 |
| Fruitvale , 585 30 Road, Grand Junction, CO 81504..... | Angela Galyon, principal..... | 254-5930 |
| Lincoln Orchard Mesa , 2888 B.5 Road, Grand Junction, CO 81503..... | Randell Foster, principal..... | 254-7940 |
| Loma , 1360 13 Road, Loma, CO 81524..... | Nicole Wimsatt, principal..... | 254-6520 |
| Mesa View , 2967 B Road, Grand Junction, CO 81503..... | Stacey Cohen, principal..... | 254-7970 |
| Monument Ridge , 1501 K.4 Road, Fruita, CO 81521..... | Emma-Leigh Larsen, princ..... | 254-7050 |
| New Emerson , 2660 Unaweep Avenue, Grand Junction, CO 81503..... | Terry Schmalz, principal..... | 254-6500 |
| Nisley , 543 28 ¾ Road, Grand Junction, CO 81501..... | Dorothy Wolf, principal..... | 254-5900 |
| Orchard Avenue , 1800 Orchard Avenue, Grand Junction, CO 81501..... | Teal Maxwell-Richards, princ..... | 254-7560 |
| Pear Park , 432 30 ¼ Road, Grand Junction, CO 81504..... | Zach Moore, principal..... | 254-5960 |
| Pomona , 588 25 ½ Road, Grand Junction, CO 81505..... | William Pfaffendorf, princ..... | 254-4990 |
| Rim Rock , 1810 J.6 Road, Fruita, CO 81521..... | Sally Huddle, principal..... | 254-6770 |
| Rocky Mountain , 3260 D ½ Road, Clifton, CO 81520..... | Tyler Jones, principal..... | 254-4900 |
| Scenic , 451 West Scenic Drive, Grand Junction, CO 81507..... | Kris Scott, principal..... | 254-6370 |
| Shelley , 363 North Mesa Street, Fruita, CO 81521..... | Camellia Kidd, principal..... | 254-6460 |
| Taylor , 689 Brentwood, Palisade, CO 81526..... | Shawn Wilson, principal..... | 254-4870 |
| Thunder Mountain , 3063 F ½ Road, Grand Junction, CO 81504..... | Stephanie Williams, principal..... | 254-5870 |
| Tope , 2220 North 7th Street, Grand Junction, CO 81501..... | Carrie Bollinger, principal..... | 254-7070 |
| Wingate , 351 South Camp Road, Grand Junction, CO 81507..... | Amie Schraeder, principal..... | 254-4960 |

Middle Schools

| | | |
|--|-----------------------------------|----------|
| Bookcliff , 540 29 ¼ Rd, Grand Junction, CO 81504..... | Jim Butterfield, principal..... | 254-6220 |
| Fruita , 239 North Maple, Fruita, CO 81521..... | Jeremiah Johnston, principal..... | 254-6570 |
| Grand Mesa , 585 31 ½ Road, Grand Junction, CO 81504..... | Kimberlie Davis, principal..... | 254-6270 |
| Mt. Garfield , 3475 Front Street, Clifton, CO 81520..... | Danielle Bagwell, principal..... | 254-4720 |
| Orchard Mesa , 2736 C Road, Grand Junction, CO 81503..... | Danny Medved, principal..... | 254-6320 |
| Redlands , 2200 Broadway, Grand Junction, CO 81507..... | Scott Davis, principal..... | 254-7000 |
| West , 123 West Orchard Avenue, Grand Junction, CO 81505..... | James Swartwood, principal..... | 254-5090 |

High Schools

| | | |
|--|------------------------------------|----------|
| Central , 550 Warrior Way, Grand Junction, CO 81504..... | Tracy Arledge, principal..... | 254-6200 |
| Fruita 8/9 , 1835 J Road, Fruita, CO 81521..... | Jason Plantiko, principal..... | 254-6720 |
| Fruita Monument , 1102 Wildcat Avenue, Fruita, CO 81521..... | Newt Klusmire, principal..... | 254-6600 |
| Grand Junction , 1400 North 5th Street, Grand Junction, CO 81501..... | Jory Sorensen, principal..... | 254-6900 |
| Palisade , 3679 G Road, Palisade, CO 81526..... | Dan Bollinger, principal..... | 254-4800 |
| R-5 , 2150 Grand Ave., Grand Junction, CO 81501..... | Nicholas Steinmetz, principal..... | 254-6880 |

K-12

| | | |
|---|----------------------------|----------|
| Gateway School , 42575 CO-141 Gateway, CO 81522..... | Mark Allen, principal..... | 254-7080 |
|---|----------------------------|----------|

Academic Options

| | | |
|--|-----------------------------------|----------|
| Career Center , 2935 North Ave., Grand Junction, CO 81504..... | Todd McClaskey, interim prin..... | 254-6000 |
| Valley School 2935 North Ave., Building #D, Grand Junction, CO 81504..... | Todd McClaskey, interim prin..... | 254-6000 |
| Grand River Academy , 600 N. 14 th Street, Grand Junction, CO 81501..... | Steve States, principal..... | 254-6393 |
| GRA West , 2387 Patterson Road, Grand Junction, CO 81505..... | Steve States, principal..... | 254-6393 |
| Juniper Ridge Community School , 640 24 ½ Rd., Grand Junction, CO 81501..... | Kathleen Mumaw, director..... | 639-0884 |
| Independence Academy , 651 29 Road, Grand Junction, CO 81504..... | Lisa Gonsalves, director..... | 254-6850 |
| Summit School Program , 1250 Grand Ave, Grand Junction, CO 81501..... | Paul Tancrede, principal..... | 254-6885 |
| WCCC , 2508 Blichmann Ave., Grand Junction, CO 81505..... | Dennis Bailey-Fougner, princ..... | 255-2600 |
| Mesa Valley Community , 2387 Patterson Rd., Grand Junction, CO 81505..... | Laurajeane Downs, director..... | 254-7202 |

School District 51 Attendance, Conduct and Discipline Code

Policy: ADC

2/16/2021

TOBACCO-FREE SCHOOLS

The Board believes that tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, the district should provide both effective educational programs and a positive example to students concerning the use of tobacco products.

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

Possession of any tobacco product by a student is also prohibited on school property.

For purposes of this policy, the following definitions shall apply:

1. "School property" means all property owned, leased, rented, or otherwise used or contracted for use by the school district, including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for students or children under the age of 21 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as administration, support services, maintenance or storage. The term shall not apply to buildings used primarily as residences, i.e., teacherages.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
 - d. At a school-sanctioned activity or event.
2. "Tobacco product" means:
 - a. Any product or substance that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including, but not limited to, cigarettes, cigars, cigarillos, pipe tobacco, snuff, chewing tobacco, or liquid nicotine/e-liquids; and
 - b. Any product or device including an electronic device that can be used to deliver nicotine to the person inhaling from the product or device, including, but not limited to electronic cigarettes ("e-cigarettes"), hookah, e-hookah, cigars, cigarillos, pipes, and vape pens or any supplies or equipment designed or used for smoking or vaping, including, but not limited to, atomizers, tanks, chargers or e-liquids/juice, regardless of whether such supplies or products contain tobacco or nicotine.
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" means lighting, chewing, inhaling, ingesting smoking, vaping or applying any tobacco product.

Disciplinary measures for students who violate this policy shall include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and Board policy. This policy will be published in all employee

and student handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Policy: GBGB

3/26/2019

PERSONAL SECURITY & SAFETY

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

In instances involving student assault upon, disorderly conduct toward, harassment of, or alleged offense under the Colorado Criminal Code directed towards a teacher or school employee or instances of damages occurring on school premises to the personal property of a teacher or school employee by a student, the following procedures shall apply:

1. The teacher or school employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.
2. The principal shall, after receipt of the complaint and proof deemed adequate to the principal, suspend the student for three days, suspension to be in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student where injury or property damage has occurred.
4. The superintendent or designee shall report the incident to the district attorney or the appropriate law enforcement agency or officer who shall be requested, upon receiving the report to investigate the incident to determine the appropriateness of filing criminal charges or initiation of delinquency proceedings.

Communication of Disciplinary Information

The principal or designee shall communicate discipline information concerning any student enrolled in the District to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

Policy: JBB

4/19/2016

SEXUAL HARASSMENT

The Board of Education has adopted policies prohibiting sex discrimination in the delivery of educational services. These policies are in furtherance of state and federal anti-discrimination laws, including the Colorado Anti-Discrimination Act, Title VII of the 1964 Civil Rights Act, and Title IX of the Educational Amendments of 1973. Students of the district are specifically advised that sexual harassment by students, whether directed toward another student or toward a staff member, will be considered a form of sexual discrimination prohibited by Board policy. Sexual harassment committed by a student, at school or while engaged in a school related activity, shall be deemed a serious violation of Board policy and shall subject the offending student to disciplinary action, which may include suspension or expulsion.

A. Definitions

1. Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same gender and whether or not the student resists or submits to the harasser, when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of a

student's participation in an education program or activity.

- b. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
 - c. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment.
2. For a one-time incident to rise to the level of harassment, it must be severe.
 3. Acts of verbal or physical aggression, intimidation or hostility based on gender, even though not involving conduct of a sexual nature may also constitute sexual harassment.
 4. Sexual harassment as defined above may include, but is not limited to:
 - a. sex-oriented verbal "kidding," abuse or harassment.
 - b. pressure for sexual activity.
 - c. repeated remarks to a person with sexual implications.
 - d. Unwelcome touching, such as patting, pinching or constant brushing against the body of another.
 - e. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.
 - f. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated, by his or her conduct, that it is unwelcome.
 - g. A person who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
 5. Legitimate non-sexual touching or other non-sexual conduct is no sexual harassment.

B. Sexual Harassment Prohibited

1. For the purposes of this policy, unwelcome sexual advances or requests for sexual favors, and other unwelcome conduct of a sexual nature constitute prohibited sexual harassment if the conduct substantially interferes with the performance, or creates an intimidating, hostile, or offensive work or school environment for the person to whom it is directed.
2. Any conduct of a sexual nature directed by a student toward a staff member is presumed to be unwelcome and shall constitute sexual harassment.

C. Reporting, Investigation, and Discipline

1. It is the express desire of the Board to encourage victims of sexual harassment to report such claims.
 - a. Any student who feels that she/he is being subjected to sexual harassment by another student is encouraged to report the conditions to the appropriate teachers, counselors, principals or other district employees.
 - b. Students are also urged to report any unwelcome conduct of a sexual nature by fellow students if such conduct interferes with the individual's school performance, or creates a hostile or offensive educational environment.
 - c. All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. No reprisals or

retaliation will be allowed to occur as a result of the good-faith reporting of charges of sexual harassment.

d. Staff members are urged to report any conduct of a sexual nature by students to the building administrator or the Title IX compliance officer and to the appropriate official as provided in Policy GBGB, Staff Protection.

2. In determining whether alleged conduct constitutes sexual harassment the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

3. Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with Policy JLF.

D. Notice

Notice of this policy shall be incorporated in all student handbooks

Policy: JEA

9/19/2017

COMPULSORY ATTENDANCE AGES

Every child who has attained the age of six (6) years on or before August 1 of each year and is under the age of seventeen (17) is required to attend public school during each school year for at least one thousand fifty-six (1,056) hours if a secondary school pupil, nine hundred sixty-eight (968) hours if an elementary school pupil in a grade other than kindergarten, nine hundred (900) hours if a full-day kindergarten pupil and four hundred fifty (450) hours if a half-day kindergarten pupil, with such exceptions as provided by law. Exceptions include a child:

1. who is temporarily ill or injured or whose absence is approved by the building principal;
2. who is enrolled for a minimum of one hundred seventy-two days in an independent or parochial school which provides a sequential program of instruction which includes, but is not limited to, communication skills of reading, writing, and speaking, mathematics, history, civics, literature, and science;
3. who is absent for an extended period due to physical, mental, or emotional disability;
4. who has been suspended, expelled or denied admission in accordance with the provisions of state law and board policy;
5. to whom a current age and school certificate or work permit has been issued pursuant to the "Colorado Youth Employment Opportunity Act of 1971", article 12 of title 8, C.R.S.;
6. who is in the custody of a court or law enforcement authorities;
7. who is pursuing a work-study program under the supervision of a public school;
8. who has graduated from the twelfth grade;
9. who is being instructed at home:
 - a. by a teacher certified; or
 - b. under a non-public home-based educational program pursuant to § 22-33-104.5, C.R.S.; or
10. who is enrolled in a school where the state board of education has approved a lesser number of days.

Parent/Guardian Responsibility Colorado law (§22-33-104(5)(a), C.R.S.) declares that two of the most important factors in ensuring a child's educational development are parent/guardian involvement and parent/guardian responsibility. The law further declares that it is the obligation of every parent/guardian, except parent(s)/guardian(s) whose children are enrolled in an independent or parochial school or a nonpublic home-based educational program, to ensure that every child under such parent's/guardian's care and supervision receives adequate education and training and, therefore, that every parent/guardian of a child who has attained the age of six (6) years on or before August 1 of each year and is under the age of seventeen (17) years shall ensure

that such child attends the public school in which such child is enrolled in compliance with the requirements of the law.

Enforcement of Compulsory School Attendance. The Board shall designate one or more of the employees of the District to act as attendance client manager for the District. It is the attendance client manager's duty in appropriate cases to counsel with students and parent(s)/guardian(s) and investigate the causes of nonattendance and report to the Board so as to enforce the provisions of the School Attendance Law of 1963. The maximum number of unexcused absence that a student may incur during any calendar year before judicial proceedings may be initiated is ten (10) days, or an accumulation thereof.

With respect to a child who is "habitually truant" (meaning a child who has attained the age of six (6) years on or before August 1 of the year in question and is under the age of seventeen (17) years having four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year - absences due to suspension or expulsion of a child to be considered "excused" absences for the purposes of truancy enforcement under this section) the school shall:

1. Annually, at the beginning of the school year and upon any enrollment during the school year, the parent/guardian of each child enrolled in a district school shall be notified in writing of the parent's/guardian's obligations pursuant to section 22-33-104(5), C.R.S.;
2. Annually at the beginning of the school year and upon any enrollment during the school year, obtain from the parent/guardian of each child a telephone number or other means of contacting such parent/guardian during the school day; and
3. Establish a system of monitoring individual unexcused absences of children which shall provide that, whenever a child fails to report to school on a regularly scheduled school day and school personnel have received no indication that the child's parent/guardian is aware of the child's absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify by telephone such parent/guardian.
4. Develop a plan for a student who is declared habitually truant with the goal of assisting the child to remain in school. When practicable, the child's parent/guardian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make all reasonable efforts to meet with the parent/guardian to review and evaluate the reasons for the child's truancy.

Policy: JEA-R

9/19/2017

COMPULSORY ATTENDANCE AGES

Colorado has a Compulsory School Attendance Act which requires students to attend school until the age of seventeen (17) [§22-33-104(1), as amended, C.R.S.]

Two of the most important factors in ensuring a child's educational development are parent/guardian involvement and parent/guardian responsibility. It is the obligation of every parent/guardian to ensure that every child under such parent/guardian's care and supervision receives adequate education and training. The Compulsory Attendance Act states that every parent/guardian of a child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years shall ensure that such child attends the public school. Parents/guardians whose children are enrolled in an independent or parochial school or a non-public home-based educational program shall be exempt from this legal requirement [§22-33-104(5)(a) and (b), C.R.S.]

Compliance with the law means every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school for at least one thousand fifty-six hours if a secondary school pupil or nine hundred sixty-eight hours if an elementary school pupil during each school year, with such exceptions as provided by law. A child with four (4) unexcused absences a month or ten (10) unexcused absences during the school year is considered to be "habitually truant." An excused absence can be obtained for medical purposes, legitimate

advanced parental permission, absence approved by the administrator of student's school, or matters of an emergency nature.

The District shall utilize early warning systems to review relevant data of students in grades six through nine who are demonstrating behaviors that indicate the student is at a greater risk of dropping out.

In an effort to address the problem of truancy, to enforce the School Attendance Act, and communicate a clear message to the community of the importance of school in a youngster's life, the following procedures will be followed:

1. Annually, at the beginning of the school year and upon any enrollment during the school year, the parent/guardian of each child enrolled in a district school shall be notified in writing of the parent/guardian's obligations pursuant to section 22-33-104(5), C.R.S.
2. Annually at the beginning of the school year and upon any enrollment during the school year, the district shall obtain from the parent/guardian of each child a telephone number or other means of contacting such parent/guardian during the school day; and
3. Establish a system of monitoring individual unexcused absences of children which shall provide that, whenever a child fails to report to school on a regularly scheduled school day and school personnel have received no indication that the child's parent/guardian is aware of the child's absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify by telephone such parent/guardian.
4. Parents/guardians will be contacted orally or in writing for any unexcused absence by their child. An effort will be made to remedy the attendance problem prior to the seventh unexcused absence.
5. After four (4) unexcused absences, the parent(s)/guardian(s) and student will be formally notified by the school of the child's status with the School District. Such notice will be in writing and will be sent by regular mail. Such correspondence shall:
 - a. Inform the child and parent(s)/guardian(s) with a computer printout of the number of unexcused absences to date.
 - b. Inform the parent(s)/guardian(s) and child of the School Attendance Act [§22-33-104(5)(a), C.R.S.]
 - c. Inform the parent(s)/guardian(s) and child of the District's intent to seek enforcement of the applicable statutes.
 - d. Invite parent(s)/guardian(s) and child to discuss the school's concerns and to resolve the child's failure to attend.
6. Develop a plan for a student who is declared habitually truant with the goal of assisting the child to remain in school. When practicable, the child's parent(s)/guardian(s), shall participate with district personnel during the development of the plan. Appropriate school personnel shall make all reasonable efforts to meet with the parent(s)/guardian(s) to review and evaluate the reasons for the child's truancy.
7. After the sixth (6th) unexcused absence, the Attendance Office is to receive a copy of the letter sent to parent(s)/guardians, a truancy check list and a school attendance plan.
8. After the tenth (10th) unexcused absence, the attendance client manager may consult with the school attorney prior to serving a Truancy Notice upon the parent(s)/guardian(s) and child.
9. If compliance with the School Attendance Law does not occur, the attendance client manager may seek a court order requiring the child's school attendance.
10. Failure to comply with the court order may cause the attendance client manager to seek appropriate sanctions which may include interventions and treatment plans [§22-33-108, as amended, C.R.S.].

- Upon failure to comply with the court order the School District's attorney may seek appropriate sanctions with the courts [§ 22-33-108(7) C.R.S.].

Policy: JIC

8/6/2002

STUDENT CONDUCT

Students shall be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property and consideration of the rights and welfare of all students should govern student actions.

All employees of the District share the responsibility for seeing that behavior of students meets the standards of conduct conducive to a learning situation. Emphasis shall be placed upon the growth of the ability for the student to discipline himself.

The Board recognizes that acceptable behavior is essential to development of responsible and self-disciplined citizens and to provision of an effective school program. It is the intention of the Board of Education that the District's schools help students acquire behavior patterns which will enable them to be responsible, contributing members of society.

We believe that a public school must be an orderly environment in which learning is not jeopardized by disruptions. Within these limitations, students must be given opportunities to bear responsibilities, to accept the reasonable exercise of authority and to resist both oppression and license. One of the most important student responsibilities is to obey a school rule or policy until such a rule or policy is revoked. A necessary assumption is that students will accept the responsibilities inherent in their rights and that school staff members will use their authority with respect for the integrity and human dignity of their students.

The superintendent in accordance with state law shall approve periodically a code of conduct for students. The rules: (1) shall not infringe upon constitutionally protected rights, (2) shall be clearly and specifically described, (3) shall be printed in a handbook or some other publication made available to students and parents, and (4) shall have an effective date subsequent to the dissemination of the published handbook.

The superintendent shall consult with parents, students, teachers, administrators and other community members in the development of the code of conduct. This code shall provide that students:

- Conform to reasonable standards of socially acceptable behavior.
- Respect the rights, person, and property of others.
- Preserve the degree of order necessary for a positive climate for learning.

All employees of the District shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

Policy: JICDA

6/25/2019

CODE OF STUDENT CONDUCT

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, when being transported in vehicles owned, dispatched or contracted for by the District or one of its schools, at a school or school-sponsored activity or event, during a District-sponsored activity or event, and off school property when the conduct or activity has a reasonable connection to school or any school or District-sponsored curricular or non-curricular activity or event.

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Causing or attempting to cause physical injury to another person except in self-defense.
- Commission of any act which if committed by an adult would be robbery or assault as defined by state law.

- Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students or staff.
- Violation of District policy or building regulations.
- Violation of the District's policy on dangerous weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal and state law. See policy JICI.
- Violation of the District's alcohol use/drug abuse policy. See policy JICH.
- Violation of the District's violent and aggressive behavior policy. See policy JICDD.
- Violation of the District's tobacco-free schools policy. See policy ADC.
- Violation of the District's policy on sexual harassment or nondiscrimination. See policy AC, JBB.
- Throwing any object that might cause bodily injury or damage property, whether or not the property hit by the object is school-owned, unless such activity is part of a supervised school or school-sponsored activity or sport.
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
- Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements to others that precipitate disruption of the school program or incite violence.
- Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Lying or giving false information, either verbally or in writing, to a school employee.
- Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
- Behavior on or off school property, which is detrimental to the welfare or safety of other students or school personnel.
- Repeated interference with the school's ability to provide educational opportunities to other students.
- Engaging in "hazing" activities, including but not limited to: forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
- Violation of the District's dress code policy. See policy JICA.
- Violation of the District's policy on student expression. See policy JJC.
- Violation of the District's policy regarding student conduct on school buses. See policy JICC.
- Violation of the District's policy on bullying prevention and education. See policy JICDE.
- Intentionally making a false accusation of criminal conduct or activity against a District employee to law enforcement or to a District official.
- Violation of the District's policy on student use of information technology resources. See policy JS.

Each principal shall distribute a copy to each student. Copies also shall be available to any member of the public upon request.

Policy: JICDD

2/1/2022

VIOLENT AND AGGRESSIVE BEHAVIOR

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

Student exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with Board policy concerning student suspension, expulsions, and other disciplinary interventions. As appropriate and in accordance with applicable law and Board policy students may also be referred to law enforcement authorities. At the discretion of

the District and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. The District may also conduct a threat assessment of the student.

Students shall immediately report questionable behavior or potentially violent situations to an administrator, counselor or teacher. All reports shall be taken seriously.

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

Acts of violence and aggression shall be well documented and communicated by the staff to the building principal and the superintendent. The principal or the principal's designee shall communicate discipline 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 immediate involvement of the parents/guardians is essential. Law enforcement officials shall be involved if there is any violation of law.

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

An act of violence and aggression includes but is not limited to the following behaviors:

- Possession, threat with or use of a weapon - as described in the Board's weapons policy.
- Physical assault - the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
- Verbal abuse - includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing (including text, social media or other electronic means), at an individual, his or her family or a group.
- Intimidation - an act intended to frighten or coerce someone into submission or obedience.
- Extortion - the use of verbal or physical coercion in order to obtain financial or material gain from others.
- Bullying - as described on the Board's policy on bullying prevention and education.
- Gang/Hate Activity - as described in the Board's Secret Societies/Gang Activity Policy (JICF).
- Sexual Harassment or other forms of harassment - as described in the Board's sexual harassment policy and nondiscrimination policy.
- Stalking - the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
- Defiance - a serious act or instance of defying or opposing legitimate authority.
- Discriminatory Slurs - insulting disparaging or derogatory comments made directly or by innuendo regarding a person's race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, religion, national origin, ancestry, disability or need for special educational services.
- Vandalism - damaging or defacing property owned by or in the rightful possession of another.
- Terrorism - a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

Policy: JICDE

2/1/2022

BULLYING PREVENTION AND EDUCATION

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

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

Bullying is defined as any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason, including, but not limited to, any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) are actual or perceived.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, shall be subject to appropriate disciplinary action but not limited to suspension, expulsion and/or removal from the classroom. However, the building principal may also consider other actions or interventions that may be appropriate in response to student bullying or to prevent its recurrence, including referral to law enforcement authorities. In determining the appropriate action to be taken in response to incidents of student bullying, the building principal or principal's designee shall take into consideration the severity and pattern, if any, of the bullying behavior, and other Board policies and regulations, if any, that address the type of conduct that may be involved. Bullying behavior that constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The Superintendent or his designee shall develop a comprehensive plan to address bullying at all school levels. The plan shall be designed to:

1. Send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. Train staff and students in taking pro-active steps to prevent bullying from occurring
3. Implement consistent procedures for immediate intervention, investigation, and appropriate discipline for students engaged in bullying behavior.
4. Initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. Foster productive partnerships and communication with parents and community members in order to help maintain a bully-free environment.
6. Support targets of bullying by establishing procedures for follow-up, monitoring, and communication with them and their families.
7. Recognize and praise positive, supportive behaviors of students toward one another on a regular basis and build character of all students.
8. Provide a safe and welcoming environment for students who are at increased risk of being bullied by peers.
9. Require decision-making, action planning and monitoring based on available data.
10. Collect input and analyze current and accurate data regarding bullying using District-wide tools.

If District school(s) apply for bullying prevention and education grant(s) pursuant to C.R.S. 22-93-102, the following provisions shall apply:

- The District's comprehensive plan to address bullying will incorporate provisions for adequate due process and safeguards for students accused of bullying behaviors, in accordance with applicable law and Board policy.

- The District will administer surveys of students' impressions of the severity of bullying in their schools. Such surveys will be conducted in accordance with applicable law and Board policy. Students' survey responses will be confidential. Participation in the surveys will not be required.
- The District school(s) included in the District's bullying prevention and education grant will appoint a team of persons to advise school administration concerning the severity and frequency of incidents. The team(s) may include, but need not be limited to, law enforcement officials, prosecutors, social workers, health professionals, mental health professionals, counselors, teachers, administrators, parents and students.

Policy: JICH

1/22/2013

ALCOHOL USE/DRUG ABUSE BY STUDENTS

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

The possession, distribution, sale or use of alcohol, drugs and other controlled substances is a serious violation of law and punishable by fine and/or imprisonment. The unlawful possession or use of alcohol or controlled substances is also wrong and harmful to students. A student is required to obey the same laws on school grounds as off, and school personnel have the same responsibility as every other citizen to report violations of the law. Accordingly, students possessing, distributing, buying, selling or using alcohol, drugs or other controlled substances prohibited by law on school premises or at school-sponsored activities should be reported promptly to the appropriate law enforcement officials.

It shall be a violation of board policy and considered to be behavior which is detrimental to the welfare, safety or morals of other students or school personnel for any student to possess, use, sell, distribute or procure or to be under the influence of alcohol, drugs or other controlled substances. For purposes of this policy, "under the influence" means manifesting one or more signs, symptoms or abnormal behaviors associated with the use of alcohol, drugs or controlled substances, including, but not limited to, loss of coordination or muscle control, slurred speech, reddened eyes, vomiting, having the detectable odor of alcohol or other controlled substances on the breath or about the person, nervousness, restlessness, sleepiness or lethargy, loss of memory, disorderly conduct or abusive language. In determining whether a violation of this policy has occurred, school authorities shall not be bound by any finding or conclusion of any judicial or quasi-judicial proceeding to which the school District is not a party. Any transaction or occurrence whereby a student transfers or conveys alcohol, drugs or other controlled substances to another person, including any sale, exchange, trade, gift, or sharing, shall be deemed to be a distribution in violation of this Policy.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the District or the safety or welfare of students or employees. It shall be a violation of this policy for a student otherwise covered by this policy to be under the influence of alcohol, drugs or other controlled substances, regardless of whether the use or consumption of the substance occurred before or after regular school hours, off school premises or during nonschool-related events or activities.

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

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

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.

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

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

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents and students with information concerning education and rehabilitation programs which are available. Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school District assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

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

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

Policy: JICH-R

6/25/2019

ALCOHOL USE/DRUG ABUSE BY STUDENTS (OFFENSES INVOLVING ALCOHOL OR CONTROLLED SUBSTANCES)

School policy prohibits use, possession, distribution or being under the influence of alcohol, drugs or other controlled substances on school premises or at school activities. For purposes of this regulation, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students. For purposes of this regulation, distribution includes any sale, exchange, trade, gift, sharing or transfer of alcohol, drugs or other controlled substances to another person.

Entering or being upon school premises or being in a school-related activity while using, possessing or under the influence of alcohol, drugs or intoxicants are serious violations of school rules and shall be grounds for appropriate discipline. "Under the influence" is defined as manifesting one or more signs, symptoms or abnormal behaviors associated with the use of alcohol, drugs or controlled substances, including, but not limited to, loss of coordination or muscle control, slurred speech, reddened eyes, vomiting, having the detectable odor of alcohol or other controlled substances on the breath or about the person, nervousness, restlessness, sleepiness or lethargy, loss of memory, disorderly conduct or abusive language.

This regulation also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance, and drug-containing paraphernalia.

It is the objective of District 51 to have a drug free environment within each school. Therefore, the district will enforce policy for any student on school property, in attendance at school, in a school vehicle or takes part in any

school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees by using, being under the influence, possessing, purchasing and/or distributing alcohol or controlled substances.

1. Procedures to follow if a student is suspected of using or being under the influence of alcohol and/or drugs.

- a. If a student displays or exhibits unusual behavior due to possible use of drugs, alcohol or other controlled substances or appears to be under the influence of the same, the staff member(s) observing such behavior or condition should immediately escort the student to a school clinic, main office or other suitable location. When necessary, other staff members should assist in handling difficult or irrational students.
- b. A school administrator should be summoned if it is not feasible or possible for a staff member to escort the student to a suitable location. Should a situation occur outside the classroom, or at a school sponsored function, a school administrator should be informed as soon as possible.
- c. The health assistant, nurse, or a school authority should evaluate and decide upon the severity of the student's condition. Further action will depend upon the circumstances surrounding the student's situation. When immediate and expert medical attention is required, school personnel will follow emergency procedures. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated.
- d. School personnel should attempt to determine what substance was taken, by what method, in what quantity, and other factors. The student and possible witnesses should be questioned. This action must comply with the Board policy on interrogations and searches.
- e. A parent or guardian is to be contacted as soon as possible. The contacted person is to come to the school for their student, or meet that student in the emergency room of a local hospital. In making the initial telephone contact, emphasis should be placed on describing the student's behavior and the need for immediate family attention. If there is definite evidence of substance abuse, the staff member contacting the parent should indicate that the student "appears" to be under the influence of drugs, alcohol or other controlled substance.
- f. The student is to be kept under observation by a staff member while waiting for a parent, guardian, or the emergency personnel.
- g. Students who use or are under the influence of alcohol, drugs, other controlled substances in violation of Board policy may be subject to disciplinary action as follows:

- (1) First Offense: A five (5) day suspension from school and a parent/guardian conference will be scheduled prior to re-admittance. Parent/guardian and student will be provided information concerning voluntary drug and alcohol treatment programs. The student may elect to participate in a voluntary drug/alcohol abuse counseling program with attendance verification submitted to the school administration. Upon choice of this option, the student will be readmitted. The principal or designee may offer additional alternatives to suspension. Restorative practices are encouraged and must be documented.

- (2) Second Offense Within a Three Year Period: A five (5) to ten (10) day

suspension from school and may include a referral to the superintendent of schools for consideration as to whether the student should be expelled for a period not extending beyond one calendar year. Parent/guardian and student will be provided information concerning voluntary drug/alcohol abuse counselling program with attendance verification submitted to the school administration. Upon choice of this option the student will be readmitted. The principal or designee may offer additional alternatives to suspension. Restorative practices are encouraged and must be documented. In accordance with state law, the superintendent may, but shall not be required to, commence proceedings for expulsion of the student.

- (3) Third Offense: Any student who violates the District's alcohol use/drug abuse policy for using or being under the influence of alcohol, drugs or controlled substances after having been previously suspended or expelled from a District school in a three year period will be suspended for 10 days with a recommendation for expulsion.

2. Procedures to follow if a student is suspected of possessing or distributing alcohol and/or drugs.

- a. If a staff member witnesses or has reasonable cause to suspect the possession, sale or distribution of drugs, alcohol or other controlled substances involving a student who is on school property, in attendance at school, in a school vehicle or is taking part in any school sponsored or sanctioned activity he/she should immediately take the student(s) to a school administrator.
- b. An administrator should be contacted immediately if a staff member knows or has reasonable suspicion that a student has illegal hidden drugs on their person, or secured in a locker or other place of concealment.
- d. The first staff member should then document the facts giving rise to his/her suspicion. Documentation should include the subject(s) name, address, age, grade level, location in the building where the evidence and/or contraband was discovered or is presumed to be located, witness(es), and a brief summary of the details surrounding the case.
- e. An administrator will carry through on all investigations involving the possession and/or confiscation of dangerous and illegal drugs. This action must comply with the Board policy on interrogations and searches. Any evidence will be placed in a sealed container, dated and initialed by both the staff member and administrator. Employees will be used as witnesses when required as the investigation proceeds. Local law enforcement agencies will be contacted. The District Attorney will be asked to file charges against students selling alcohol, drugs or other controlled substances on or around the school campus.
- f. A parent or guardian will be contacted as soon as possible and made aware of the situation involving the student.
- g. Students who possess alcohol, drugs, other controlled substances or drug-containing paraphernalia in violation of Board policy may be subject to disciplinary action as follows:

- (1) First Offense: A five (5) day suspension from school and a parent/guardian conference will be scheduled prior to re-admittance. Parent/guardian and student will be provided information concerning voluntary drug and alcohol treatment programs. The student

may elect to participate in a voluntary drug/alcohol abuse counseling program with attendance verification submitted to the school administration. Upon choice of this option, the student will be readmitted. The principal or designee may offer additional alternatives to suspension. Restorative practices are encouraged and must be documented.

- (2) Second Offense Within a Three Year Period: A five (5) to ten (10) day suspension from school and may include a referral to the superintendent for consideration as to whether the student be expelled for any period not extending beyond one calendar year. Parent/guardian and student will be provided information concerning voluntary drug and alcohol treatment programs. The student may elect to participate in a voluntary drug/alcohol abuse counseling program with attendance verification submitted to the school administration. Upon choice of this option, the student will be readmitted. The principal or designee may offer state law, the superintendent may, but shall not be required to, commence proceedings for expulsion of the student.

- (3) Third Offense: Any student who violates the District's alcohol use/drug abuse policy for possessing or distributing alcohol, drugs or controlled substances after having been previously suspended or expelled from a District school in a three year period will be suspended for 10 days with a recommendation for expulsion.

- g. Students who distribute alcohol, drugs, other controlled substances or drug-containing paraphernalia in violation of Board policy may be suspended from school and referred to the superintendent for consideration of whether the student should be expelled for any period not extending beyond one calendar year. In accordance with state law, the superintendent may, but shall not be required to, commence proceedings for expulsion of the student.

For purposes of determining whether a student should be disciplined for a second offense or third offense, school administrators may presume that the student was previously suspended or expelled for violation of District policy prohibiting possession, distribution, use or being under the influence of alcohol or drugs during the student's enrollment in the District if such disciplinary action is documented in the education/disciplinary records kept and maintained by the District regarding the student, regardless of whether the discipline occurred or was recorded in a prior school year or grade or at a different District school.

Disciplinary action shall follow the procedures prescribed in Board Policy JKD/JKE, Student Suspension/Expulsion. These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority.

Policy: JICI 12/11/2012

DANGEROUS WEAPONS IN THE SCHOOLS

The Board of Education determines that carrying, bringing, possession and/or use of a weapon by students on school property or at school activities is detrimental to the welfare and safety of the students and school personnel within the District.

Dangerous Weapons

Carrying, bringing, using or possessing a dangerous weapon in any school building, on school grounds or other District property, when being transported in vehicles owned or dispatched by the District or the District's transportation contractor, at any school-sponsored or District-sponsored activity or event, or off school property when the conduct has a reasonable connection to school or any District curricular or non-curricular event without the authorization of the school or the school District is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

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

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

The principal may initiate expulsion proceedings for students who carry, bring, possess or use a dangerous weapon in violation of this policy. In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The Superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis.

Firearm facsimiles

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 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.

Local Restrictions

The Board of Education determines that extra precautions regarding knives are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing of any knife, regardless of the length of the blade, in any school building, on school grounds or other District property, when being transported in vehicles owned or dispatched by the District or the District's transportation contractor, at any school-sponsored or District-sponsored activity or event, or off school property when the conduct has a reasonable connection to school or any District curricular or non-curricular event without the authorization of the school or the school District is prohibited. Students who violate this policy provision shall be subject to appropriate discipline, including suspension or expulsion.

Recordkeeping

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

Referral to law enforcement

In accordance with applicable law, school personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the District to the appropriate law enforcement agency.

Policy: JK

6/25/2019

STUDENT DISCIPLINE

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

All policies and procedures for handling general and major discipline problems for all students of the District shall be designed to achieve these broad objectives. Disorderly students also shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

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

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

All Board-adopted policies and Board-approved regulations containing the letters "JK" in the file name shall be considered as constituting the discipline section of the legally-required code.

The superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, and high school and once to each new student in the District. Copies shall be available on the District web site and at each school upon request.

Enforcement of discipline code

All discipline policies and procedures must conform with requirements of law.

Discipline policies and procedures may include acts of reasonable and appropriate physical intervention or force in dealing with disruptive students which are not in conflict with the legal definition of child abuse. An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures.

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from criminal prosecution or civil liability unless the person is acting willfully or wantonly.

Disciplinary plans shall include the appropriate use of prevention, intervention, restorative justice practices, peer mediation, counseling, or other approaches to address student misconduct, which approaches are designed to minimize student exposure to the criminal and juvenile justice system.

School administration shall not order a victim's participation in a restorative justice practice or peer mediation if the alleged victim of an offending student's misconduct alleges that the misconduct constitutes unlawful sexual behavior, a crime in which the underlying factual basis involves domestic violence, stalking or a violation of a protection order.

Disciplinary information

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

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

"Disciplinary information" is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the principal or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or school officials.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent or guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parents or guardian may challenge the accuracy of disciplinary information through the process outlined in Board policy and administrative regulations concerning challenges to the content of education records (JRA/JRC, JRA/JRC-R).

Discipline of Habitually Disruptive Students

A student who has been suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities because of behavior that was initiated, willful, and overt on the student's part may be declared to be "habitually disruptive." The student and the parent, guardian or legal custodian of the student shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive. Declaration as a habitually disruptive student shall be grounds for suspension or expulsion of a student.

The student shall be required to participate in an individual remedial discipline plan that shall address the child's disruptive behavior, his or her educational needs and the goal of keeping the child in school. No student shall be declared habitually disruptive prior to the development and implementation of a remedial discipline plan. The remedial discipline plan shall be developed after the first suspension for a material and substantial disruption and reviewed and, if appropriate, modified after the second suspension. The District shall encourage and solicit the full participation of the child's parent, guardian or legal custodian in the development of the remedial discipline plan.

Discipline of Special Education Students

Appropriate discipline for special education students shall be determined by the student's individual education plan (IEP). The director of pupil services shall be contacted prior to the use of any disciplinary measure which is not authorized by the student's IEP as additional procedural considerations are required in accordance with the District's responsibilities under state and federal law.

Policy: JK-R

3/28/2017

STUDENT DISCIPLINE

Remedial discipline plans

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

1. To develop the plan, the principal will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the principal believes should attend.
2. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and cooperatively to establish goals, objectives and timelines to modify such behavior. A written plan will be prepared which addresses the child's disruptive behavior, educational needs and what steps are necessary to keep the child in school. The plan may include incentives for behavior improvement and consequences if the student violates the plan.
3. The plan may be written in the form of a contract which the student and the parent/guardian will sign and date.
4. The parent/guardian will be provided a copy of the remedial discipline plan.
5. Appropriate discipline for special education students shall be determined by the student's individual education plan (IEP). The executive director of student services shall be contacted prior to the use of any disciplinary measure which is not authorized by the student's IEP as additional procedural considerations are required in accordance with the district's responsibilities under state and federal law.

Habitually disruptive students

A student may be declared "habitually disruptive" if three or more times during the course of the school year the student causes a material and substantial disruption on school grounds, in a school vehicle, at school activities or sanctioned events.

1. The principal will inform the superintendent or his/her designee when a student causes a second material and substantial disruption.
2. The student and the parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student".
3. A student who has been declared habitually disruptive shall be suspended and/or expelled in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Policy: JKA 4/16/2019

USE OF PHYSICAL INTERVENTION

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

Physical Intervention

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

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

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

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

Restraint

For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force and seclusion. Restraint shall not include:

1. The holding of a student for less than five minutes by a District employee for the protection of the student or others and actions excluded from the definition of restraint in state law;
2. Brief holding of a student by one adult for the purpose of calming or comforting the student;
3. Minimal physical contact for the purpose of safely escorting a student from one area to another;
4. Minimal physical contact for the purpose of assisting the student in completing a task of response.

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 prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law 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 prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

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

Policy: JKAA 4/16/2019

The Board believes that, in appropriate circumstances, the use of "time-out" or "quiet" rooms is an acceptable method of in-school discipline. The purpose of this policy is to specify certain limitations upon time out use.

Students placed in time-out rooms shall always be subject to observation and adult supervision. Students placed in time-out settings shall not be "locked in" or physically restrained so that egress from the room is involuntarily prevented. In order to prevent such seclusion time out rooms shall never be locked, bolted or blocked and, preferably, doors to the rooms shall be partially opened when students are placed therein.

Policy: JKAA-R 4/16/2019

TIME OUT ROOMS

It is the policy of the Board, in appropriate circumstances, to use physical isolation of misbehaving students through the use of "time-out rooms" or "quiet rooms" rooms as an acceptable method of in-school discipline which may avoid the educational, social and family disruptions which frequently result when a student is suspended from school. The term "time-out rooms" within the scope of Policy JKAA and this regulation is to be distinguished from traditional methods of in-class or in-school separation of a student for correction of minor misbehaviors or for educational purposes where the student is not placed alone in a room isolated from other students or staff. The purpose of this regulation is to specify certain limitations upon the use of time out rooms.

Time-out rooms may be employed as a method of discipline for conduct which would otherwise merit a suspension from school under the Code of Student Conduct. A student may be placed in a time-out room only by order of the building principal or designee.

An attempt should be made to contact the student's parent or guardian by telephone prior to placing him or her in a time-out room. This contact should be in addition to other procedures currently in effect. If a parent or guardian cannot be reached immediately, school personnel are free to place

the student in the time-out room without parental contact. Efforts to make contact with a parent should be fully documented and included in an incident report.

If the parent or guardian, at any time, indicates that the child should not be placed in a time-out room, an alternative method of discipline, including but not limited to suspension, should be selected.

Students placed in time-out rooms shall always be subject to observation and adult supervision. Students placed in time-out room shall not be "locked in" or physically restrained so that egress from the room is involuntarily prevented. In order to prevent such seclusion time out rooms shall never be locked, bolted or blocked and, preferably, doors to the rooms shall be partially opened when students are placed therein.

Policy: JKBA 8/6/2002

DISCIPLINARY REMOVAL FROM CLASSROOM

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

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

1. violates the code of conduct adopted by the Board;
2. has caused or is causing a material and substantial disruption of the classroom because of conduct or behavior which is or was initiated, willful and overt on the part of the student.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the District from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed.

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

Policy: JKBA-R 8/6/2002

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

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class

by a teacher and placed temporarily in an alternative setting in accordance with these procedures.

For purposes of this policy and procedure, a "class" includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies and other such learning opportunities taught or supervised by a teacher. "Teacher" means a person holding a license issued by the state who is employed to instruct, direct or supervise the instructional program.

Informal separations from class

The teacher may use traditional methods of in-class or in-school separation of a student for correction of minor misbehaviors or violation of classroom rules or for educational purposes without formally removing a student from her class pursuant to Policy JKBA. Such informal separations may include, by way of example and not by way of limitation, having the student stand in the hall outside the door, sending the student to the principal's office for a short period of time or other supervised separation of the student from other students either in or out of the classroom which does not involve use of a "time-out room" or "quiet room." Generally, in the case of an informal separation the teacher will allow the student to rejoin the class later the same class period or school day. The procedures set forth below do not apply to an informal separation from class. Separations for which the teacher does not prepare or submit written documentation to the building principal or designee as required below shall be presumed to be an informal separation rather than a removal from class.

Formal removal of disruptive students from class

A teacher may formally remove a disruptive student from class on the following grounds:

1. The student has engaged in conduct or behavior which is prohibited by the student code of conduct. A teacher's decision to remove a student from class for behavior covered by District policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.
2. The student has caused or is causing a material and substantial disruption of the classroom because of conduct or behavior which is or was initiated, willful and overt on the part of the student. Disruption of the classroom shall be deemed to be material and substantial if the teacher determines that it seriously interferes with his or her ability to teach effectively.

Procedures for formal removal

If a teacher determines that grounds for formal removal exist, and a prior warning of possible removal from class has failed to result in cessation of the disruptive behavior or the teacher determines that immediate removal of a disruptive student from the class without prior warning is warranted or necessary under the circumstances to restore order or maintain classroom safety and discipline, the teacher may take one of the following courses of action to initiate removal from the class:

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

No later than the next working day following the student's removal from class, the teacher shall submit to the building

principal or designee a short and concise written explanation of the basis for the student's removal from class.

Notice to parent/guardian

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

Placement procedures

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

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

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

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

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

Behavior plan

The principal or designee and teacher shall consider whether a behavior plan should be developed for a student upon the student's first removal from class. The behavior plan may be documented on the same forms used for remedial discipline plans developed for disruptive students in accordance with Policy JK. A behavior plan shall be developed after the teacher formally removes a student from class for the second time.

Removal for remainder of term

Upon the third formal removal from class, a student shall be officially removed from the teacher's class for the remainder of the term. The principal shall then consult with appropriate staff members and determine the appropriate placement of the student, which may or may not be another section of the same class, and which may include suspension or expulsion, depending on the circumstances.

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

Report by principal

Principals are required to collect data pertaining to the number of students who are formally removed from class at his or her school during the school year for violations of the District's conduct and discipline code. This information will be included in a report submitted annually to the Board of Education in accord with Board policy and state law.

Policy: JKC

STUDENT PROBATION 8/6/2002

In order to carry out their important functions, school authorities have the inherent power to maintain order and discipline in the schools. Whenever a student's conduct in school becomes detrimental to the institution's function, he becomes liable for action to restrict his privilege and rights of school attendance.

Such action may be:

1. Administrative Probation

Administrative probation is a conditional enrollment during a trial period. Responsibility for placing a student on administrative probation shall reside with the building principal.

2. Board Probation

When in the judgment of the principal, a student's behavior is not acceptable and after other means have not been effective, the Board may put the student on probation with the understanding that further acts of unacceptable behavior determined by the building principal shall lead to expulsion.

In the absence of the principals, the superintendent or his designated authority may perform the duties of the principals as outlined in this policy.

The superintendent or his designee shall be authorized to establish appropriate regulations to administer this policy. However, any regulations shall include appropriate due process procedures.

Policy: JKD/JKE 1/17/2023

STUDENT SUSPENSION/EXPULSION

It is the policy of the Board of Education to provide an educational climate which maintains a disciplined and orderly environment that recognizes, preserves, and protects the individual rights of all students. This policy and the accompanying regulation shall be distributed annually to each student in elementary, middle, and high school and once to each new student in the District. In addition, this policy and the accompanying regulation and grounds for suspension/expulsion shall be posted on the District's website.

Delegation of Authority

1. The Board of Education delegates to the principals of the school district or to a person designated in writing by the principal the power to suspend a student in third or a higher grade for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1)(a), (1)(b), (1)(c) or (1)(e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1)(d) unless expulsion is mandatory under law (see JKD/JKE-E), but the total period of suspension shall not exceed 25 school days. For a student in preschool, kindergarten, first grade, or second grade, the Board of Education delegates to the principals of the school district or to a person designated in writing by the principal the power to suspend a student for not more than three school days on the grounds stated in C.R.S. 22-33-106.1(2), unless the principal or designee determines that a longer period of suspension is necessary to resolve the

safety threat or expulsion in mandatory under law (see JKD/JKE-E).

2. The Board of Education delegates to the superintendent of schools the authority to suspend, in accordance with Section 22-33-105, C.R.S., a student for an additional ten (10) school days, plus up to and including an additional ten days necessary in order to present the matter to the Board.
3. Unless otherwise determined by the Board, the Board of Education delegates to the superintendent of schools or to a designee who shall serve as a hearing officer the authority, to deny admission to or expel for any period not extending beyond one calendar year any student whom the superintendent, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the public schools of the District. If the hearing is conducted by a designee serving as a hearing officer, the hearing officer shall prepare findings of fact and recommendations for the superintendent at the conclusion of the hearing. The superintendent shall render a written opinion in the expulsion matter within five days after the hearing whether the hearing is conducted by the hearing officer or the superintendent.
4. The superintendent shall report each case acted upon at the next meeting of the Board, briefly describing the circumstances and the reasons for action taken. Any denial of admission or expulsion by the superintendent shall be subject to appeal to the Board. The appeal shall consist of a review of the facts that were present, arguments relating to the decision and questions of clarification from the Board.

Proportionate Discipline Interventions and Consequences

In matters involving student misconduct that may or will result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified in writing and involved in the disciplinary procedures. Proportionate discipline interventions and consequences shall be imposed to address the student's misconduct and maintain a safe and supportive learning environment for students and staff.

The Board and/or its designee(s) shall consider the following factors in determining whether to suspend or expel a student:

1. the student's age;
2. the student's disciplinary history;
3. the student's eligibility as a student with a disability;
4. the seriousness of the violation committed by the student;
5. the threat posed to any student or staff; and
6. the likelihood that a lesser intervention would properly address the violation.

As another intervention and alternative to suspension, the principal or designee at personal discretion may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations. This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

Nothing in this policy shall limit the Board's and its

designees' authority to suspend and/or expel a student as deemed appropriate by the Board and its designees. The decision to suspend and/or expel a student instead of providing an alternative to suspension or expulsion or the failure of an intervention to remediate the student's behavior shall not be grounds to prevent the Board and its designees from proceeding with appropriate disciplinary measures, including but not limited to suspension and/or expulsion.

Expulsion for unlawful sexual behavior or crimes of violence

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 and 18 is alleged to have committed an offense that would constitute unlawful sexual behavior, a crime of violence if committed by an adult, or any other crime that is listed in C.R.S. 19-01-304(5.5), basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

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

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

Information to parents

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

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

Policy: JKD/JKE-E 2/28/2019

GROUNDS FOR SUSPENSION/EXPULSION/DENIAL OF ADMISSION

According to Colorado Revised Statutes 22-33-106(1)(a-g) and 22-12-105 (3), the following may be grounds for suspension or expulsion from school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student.

- a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in school vehicles or at school activities or events. Any student who is enrolled in a public school may be subject to being declared an habitually disruptive student.
 - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."
5. The use, possession or sale of a drug or controlled substance as defined in Section 18-18-102(5), C.R.S.
 6. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2, Article 3, Title 18, C.R.S. other than the commission of an act that would be third degree assault under C.R.S. 18-3-204 if committed by an adult.
 7. The carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or the school district.

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

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

NOTE: In accordance with federal law, expulsion shall be mandatory and for no less than one full calendar year for a student who is determined to have brought to or possessed a firearm at school. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

8. Repeated interference with a school's ability to provide educational opportunities to other students.
9. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
10. Failure to comply with the provisions of Part 9, Article 4, Title 15, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
11. Intentionally making a false accusation of criminal activity against a district employee to law enforcement or to the district.

According to C.R.S. Section 22-33-106 (2), subject to the district's responsibilities under the Exceptional Children's Education Act, and applicable federal law, the following may be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

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

According to C.R.S. Section 22-33-106 (3), subject to the district's responsibilities under the Exceptional Children's Education Act, and applicable federal law, the following may constitute additional grounds for denial of admission:

1. Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum.
2. Failure to meet the requirements of age, by a child who has reached the age of six at a time after the beginning of the school year, as fixed by the board of education, as provided in section 22-1-115, C.R.S.
3. Having been expelled from any school district during the preceding twelve months.
4. Not being a resident of the district, unless otherwise entitled to attend under the provisions of article 23, 32 or 36 of Title 22, C.R.S.
5. Failure to comply with the provisions of Part 9 of Article 4 of Title 25, C.R.S. Any denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
6. Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel.

Policy: JKD/JKE-R 1/19/21

STUDENT SUSPENSION/EXPULSION

A. Procedure for Suspension by Principal or Superintendent

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five (5) or ten (10) days, depending upon the grade of the student and the type of infraction. (See exhibit coded JKD/JKE-E.) The superintendent has been delegated the power, subject to certain exceptions pertaining to students with disabilities, to suspend a student for additional periods of time. (See policy JKD/JKE.) However, the total period of suspension shall not exceed twenty-five (25) school days. As a general rule, a suspension will three days or less for a student in preschool through second grade, and ten (10) days or less for students in third grade and higher grade levels.

The following procedures may be followed in a suspension except for those of students with disabilities, where the period of suspension is more than ten (10) school days (cumulative), and in cases where the student is suspended pending an expulsion proceeding, in which case the expulsion procedures shall apply.

When the term "student or parent/guardian" is used, this shall mean student if the student is 18 years of age or older; otherwise it shall mean parent/guardian. All references to parent/guardian are intended to include legal custodian, as well.

1. Notice. The principal, or designee or the superintendent at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice shall be given in person. If written, 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 parent/guardian.
2. Contents of Notice. The notice shall contain the following basic information:
 - a. A statement of the charges against the student.
 - b. A statement of the basis of the allegation.
3. Informal Hearing. The student shall be given an opportunity to admit or deny the accusation and to give his or her version of the events. The principal may go further in allowing the student to present witnesses or may himself or herself call the accuser

and hold a more extensive hearing in order to make a proper decision on the contemplated action.

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

Note: Pursuant to state law, in awarding credit for make-up work to a suspended student, the legislature intended to provide an opportunity for the student to reintegrate into the educational program, and help prevent the student from dropping out because of inability to reintegrate into the educational program.

B. Procedure for Expulsion or Denial of Admission

In the event that the superintendent, pursuant to authority delegated by Board policy, contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed:

1. Notice. Not less than five (5) calendar days prior to the date of contemplated expulsion or denial of admission, the superintendent, or an appropriate administrative officer of the District shall cause written notice of such proposed action to be delivered to the student and his or her parent/guardian. 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 parent/guardian.
2. Emergency Notice. In the event the superintendent determines that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened to the extent the superintendent may direct, provided that the student or his or her parent/guardian have actual notice of the hearing prior to the time it is held.

3. Contents of Notice. The notice shall contain the following basic information:

- a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
- b. A statement that a hearing on the question of expulsion or denial of admission will be held if the student or his or her parent/guardian files a written request for such hearing. A hearing request form, JKD/JKE-E(2), shall be included with the notice.
- c. A statement of the date, time and place of the hearing in the event one is requested.
- d. A statement that the student may be present at the hearing and hear all information against him or her, that he or she will have an opportunity to present such information as is relevant; and that he or she may be accompanied and represented by his or her parent/guardian and an attorney.
- e. A statement that failure to file a written hearing request with the superintendent's office at least forty-eight (48) hours prior to the hearing date, or failure to appear for a requested hearing shall constitute a waiver of further rights in the matter.

4. Conduct of Hearing. A hearing may be requested by the student or parent/guardian. Such hearing shall be conducted by a hearing officer designated by the superintendent. The hearing shall be closed except to those individuals whose presence is deemed necessary by the hearing officer, but including in all events the student, his or her parent/guardian, and if requested, an attorney. In addition, if requested by the student, his or her parent/guardian or attorney, such individuals as may have pertinent information shall be admitted only as is necessary to provide such information.

Testimony and information shall be presented under oath. However, technical rules of evidence shall not be applicable, and the hearing officer may consider and give weight to such information or evidence as he or she deems appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or his or her representative may question individuals presenting information.

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

The hearing officer shall make specific findings of fact and submit those findings and a recommendation regarding expulsion or denial of admission to the superintendent as soon as feasible after the hearing. The superintendent shall review the hearing officer's factual findings and recommendation, and issue a written decision within five (5) school days after the hearing.

The superintendent shall report to the Board at its next Business Meeting each action taken denying admission or expelling a student pursuant to the authority delegated by the Board, such report containing a brief description of the circumstances and reasons for such action.

5. Appeal to the Board of Education. A decision of the superintendent may be appealed to the Board.
 - a. Notice of appeal. The student or his or her parent/guardian may appeal the decision of the superintendent to the Board by filing a notice of appeal with the secretary of the Board within ten (10) calendar days after being advised of the superintendent's decision. If the notice of appeal is filed after such ten (10) day period, the decision to allow or deny the appeal shall be at the discretion of the Board. The notice shall state the basis for

the appeal and identify those parts of the record, including those parts of the testimony and exhibits, which should be considered by the Board.

- b. Nature of the Appeal. If a notice of appeal is timely and properly filed, the Board will review the record of the proceedings concerning the expulsion or denial of admission. The record shall include the notices and other documents concerning the expulsion or denial of admission proceedings, including hearing packet and exhibits, if any, along with the transcript of the testimony, if any, the hearing officer's findings and recommendations, and the superintendent's decision. The review shall not be de novo, but shall be limited to whether the superintendent's decision was arbitrary or capricious, a denial of statutory or constitutional right, power, privilege or immunity, in excess of statutory jurisdiction, authority purposes, or limitations, not in accord with the procedures or procedural limitations of District policy or procedure, or based upon findings of fact that are clearly erroneous on the whole record, unsupported by substantial evidence when the record is considered as a whole, or otherwise contrary to law.
- c. Record on Appeal - Arguments and Authority - Response. The party appealing the decision shall pay for the preparation of a transcript of so much of the testimony as may be required to determine the issues raised. Where the basis for appeal is that the superintendent's decision rests upon findings of fact that are clearly erroneous or unsupported by substantial evidence when the record is considered as a whole, a transcript of the entire proceeding shall be provided. The party appealing the decision shall lodge the record on appeal with the secretary of the board within fifteen (15) calendar days after filing the notice of appeal together with written argument and authority in support of the appeal. The superintendent shall have ten (10) calendar days after the lodging of the record, argument and authority to file a response. The board may, but need not, grant oral argument to either the party appealing the decision or the superintendent. If oral argument is permitted, representatives of the District and the parent/guardian may make brief argument or statements to the Board, but no new evidence may be presented. Members of the Board may ask questions for purposes of clarification of the record.
- d. Decision on Appeal. The Board shall render its decision within ten (10) calendar days after the date of the superintendent's response or the date of oral argument, whichever is later. A decision of the Board of Education shall be final, subject to judicial review as provided by Colorado law. The Board's decision shall inform the student and his parent/guardian of the right to judicial review.
- e. Time Extensions. The Board president may grant an extension of any time requirements herein upon a showing of good cause.
6. Parental Responsibility. If a student between the ages of seven (7) and seventeen (17) is expelled, his parent/guardian will be responsible for insuring compliance with the compulsory school attendance law during the expulsion period. Upon expelling a student, school personnel shall provide information to the student's parent or guardian concerning the educational alternatives available to the student during the period of expulsion. If the parent or guardian chooses to provide a home-based education program for the student, District personnel shall assist the parent in obtaining appropriate curricula for the student if requested by the parent or guardian. If a student is expelled and is not receiving educational services through the District, the school shall contact the expelled student's parent or guardian at least once every sixty (60) days until the student is eligible to re-enroll to determine whether the child is receiving educational services. District

staff need not contact the parent/guardian after the student is enrolled in another school district or in an independent or parochial school, or if the student is committed to the department of human services or sentenced through the juvenile justice system.

7. Readmittance.
- a. A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:
1. the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgement or was placed in a diversion program as a result of committing the offense for which the student was expelled;
 2. there is an identifiable victim of the expelled student's offense; and
 3. the offense for which the student was expelled does not constitute a crime against property.
- If the District has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.
- b. No expelled student will be readmitted to a District school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.
- c. Upon recommendation of the District's expulsion intervention coordinator, the superintendent may, by written order, grant an abeyance allowing an expelled student to be readmitted to a school on a probationary or conditional basis prior to the expiration of the expulsion period. Abeyances shall be in the sound discretion of the superintendent, and shall be subject to such terms, conditions and requirements as the superintendent deems necessary or appropriate under the circumstances. The superintendent's decision granting, denying or revoking an abeyance shall be final and not subject to appeal to the Board. Readmission pursuant to an abeyance order shall be subject to subparagraphs a. and b. of this Paragraph B. 7 regarding readmittance of expelled students.

C. Procedure for Expulsion for Crimes of Violence or Unlawful Sexual Behavior

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

1. The Board, or the superintendent as its designee, may make a preliminary determination whether it will proceed with an expulsion hearing, based on the following factors:
 - a. The student's behavior was detrimental to the safety or welfare of other students, teachers or school personnel.
 - b. Educating the student in school would disrupt the learning environment, provide a negative example for other students or create a dangerous and unsafe environment for students, teachers or other school personnel.
 - c. Grounds for expulsion of the student exist.

The determination may be made in executive session to the extent allowed by state law.

2. If it is determined that the student should not be educated in the schools of the District and that grounds for suspension or expulsion exist, the District may proceed with suspension or expulsion

of the student, in accordance with the procedures set forth above.

3. Alternatively, suspension or expulsion proceedings may be postponed, pending the outcome of the court proceedings. If the suspension or expulsion proceedings are postponed, the student will not be permitted to return to school during that period. An appropriate alternative education program, including but not limited to, an on-line program authorized by state law or a home-based education program will be established for the student during the period pending the resolution of the juvenile proceedings. The time that a student spends in an alternative education program shall not be considered a period of suspension or expulsion.
 4. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Board or designee may proceed to suspend or expel the student following the procedures set forth in these regulations.
 5. Information regarding the details of the alleged crime of violence or unlawful sexual behavior will be used by the Board or its designee for the purposes set forth in this policy, but shall remain confidential unless the information is otherwise available to the public by law.
- D. Alternative Educational Services Before or During Expulsion

At the request of a student or a parent/guardian of a student, the District shall provide, for any student who has been expelled from school and school activities pending expulsion proceedings as described above, any alternative educational services that the District deems appropriate for the student. Such services shall be designed to provide a second chance for the student to succeed in achieving an education, and to enable the student to return to the school in which he or she was enrolled prior to expulsion or suspension, to successfully complete the GED, or to enroll in a nonpublic, nonparochial school or in an alternative school, including but not limited to a charter school or a pilot school established pursuant to Colorado law.

In the event alternative educational services are provided at a District school or other facilities owned or operated by the District, it shall not be a violation of the student's expulsion or suspension order for the student to enter upon or attend such facility or facilities at the times permitted or scheduled by District staff for the student to receive such services. However, the student shall be subject to the Code of Student Conduct and other District disciplinary policies and regulations as well as other pertinent school rules while attending alternative educational programs or facilities or while otherwise receiving such services. Students who violate such rules, policies and regulations while receiving such services may be suspended or expelled pursuant to Board policies and this regulation. Except as is required by federal law relating to students with disabilities, the District may terminate provision of alternative educational services to any student who is suspended or expelled while receiving educational services pursuant to this Paragraph until the period of the suspension or expulsion is completed.

Policy: JKG

8/6/2002

EXPULSION PREVENTION

District personnel shall enforce provisions of the student code of conduct so that students demonstrating unacceptable behavior and their parents, guardians or legal custodians understand that such behavior shall not be tolerated and shall be dealt with according to the code.

The principal of each school shall work with the professional staff to identify students who are at risk of suspension or expulsion. Among those students who may be at risk are those who have been or are likely to be declared habitually truant or habitually disruptive.

The District, working with the student's parent/guardian, shall provide students who are identified as at risk of suspension or expulsion with a plan to help them avoid expulsion.

In some cases, a remedial discipline plan may be the means by which various intervention and prevention services are identified and made available to a student. Support services may be provided through agreements with appropriate local governmental agencies, community-based organizations and institutions of higher education.

The failure of the school 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.

Policy: JS-R

6/1/2021

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES

Purpose

This regulation implements Board policy JS by setting forth specific procedures, requirements and restrictions and conditions governing student use of District Information Technology Resources (DITR). For purposes of this policy, DITR shall include hardware, software and data that is owned, leased, licensed, or otherwise kept and maintained by the District for the purpose of accessing, storing, downloading/uploading, recording, sending, receiving, posting, distributing, delivering, displaying or printing electronic or digital information, curriculum, messages, records, mail, files or data. DITR shall include, but is not limited to, District computers, computer systems and computer peripherals, electronic tablets, iPads, e-readers, smartphones and similar devices, District local and wide-area computer networks and servers, District e-mail and other electronic communication systems, District-hosted or District-sponsored internet access, websites and connectivity, and the equipment and software programs or packages associated with such access, connectivity, systems and equipment.

Responsible Use Agreement

Before a student is granted privileges to use the District's technology, including Internet access, e-mail, computers and networks, the student, must have a Responsible Use Agreement, Exhibit JS-E ("RUA") on file with the District. For students that are under 18 years of age, the RUA will be signed by the student's parent or guardian. Students who are 18 years of age or older will sign the RUA personally. All completed RUA forms must be returned to the child's school.

The RUA will be provided to families as part of the District's online registration. The parent/guardian must download and acknowledge that the parent/guardian has reviewed the Student and Parent Handbook, which will include this Regulation JS-R and RUA form JS-E. By acknowledging review of the Student and Parent Handbook, the parent/guardian agrees to the terms and conditions of the RUA. The parent/guardian or student over the age of 18 may choose to register by paper registration, which can be obtained at the student's school. The paper registration will include an RUA to be signed. The online registration process will include a page where the parent/guardian has the option to accept or deny internet access for the student.

Parents/Guardians and students will annually re-confirm the commitment of the student to the terms and conditions of the RUA. The RUA for each student will be kept in the Student Information System.

All students who are enrolled in the 4th grade and above shall also be required to acknowledge that they have received and reviewed a copy of the Student and Parent Handbook prior to logging into Student VUE. The Student

and Parent Handbook includes the RUA, and the acknowledgement by the student shall be acceptance by the student of the terms and conditions of the RUA. All students will annually re-confirm the commitment to the terms and conditions of the RUA by downloading the Student and Parent Handbook prior to accessing StudentVUE. All student acknowledgments will be maintained in the Student Information System.

Access to District Information Technology Resources (DITR)

Student use of DITR is a privilege, not a right. DITR may be used only by students who have been issued network user accounts that are active and have not been denied, closed, locked or suspended. Except as otherwise determined by the building principal in consultation with the Executive Director of Technology Services, a student must meet all of the following requirements to be eligible to receive or maintain an active network user account:

(a) The student has completed and submitted an RUA contained in the Student Parent Handbook signed by the student and/or parent/guardian as required above to the school at which DITR will be used; and

(b) The student is not subject to any disciplinary order issued by the District or revoking, suspending, denying prohibiting or restricting access to or use of DITR or any component thereof; and

(c) The student is not subject to any court order, probation or parole condition or restriction in force or effect that prohibits the Student from accessing or using DITR or any component thereof; and

(d) The student's privilege to access or use DITR is not suspended, revoked or denied by the school or building principal or other administrator due to violations of the rules of use set forth in this regulation, or

A student's network user account may at any time be denied, restricted, closed, locked or suspended at the request of the building principal at the school where the student is enrolled. Such request may be made at any time such principal determines that (1) the student is not eligible to receive or maintain an active network user account under the above requirements, (2) that the student has a record of repeated and willful misconduct involving the Internet, electronic communications or other information technology resources, or for other reasons poses an identifiable and significant security risk, or (3) that the student's privilege to access or use such resources was within the past twelve (12) months revoked or restricted by the school or other institution at which the student was last enrolled or placed.

DITR Services and Functions

The District reserves the right to determine the specific DITR services or functions that will be made available for student use, and the nature, extent, speed and types of such DITR services or functions shall be subject to change at any time. Network traffic or systems may be restricted or shut down when computing requirements exceed available capacity, or when necessary to conduct investigations, make repairs, conduct maintenance or install, replace or upgrade DITR hardware, software or systems. The District's technology department shall, if practicable, provide advance notice to schools and student users regarding any anticipated changes or interruptions in DITR services or functions.

The District is not obligated to offer connectivity or to continue user access to any particular online or Internet service or feature. Such decisions are the responsibility of the Executive Director of Technology Services, who shall consider all relevant factors, including, but not limited to, impact on network bandwidth, compatibility with systems in use in the District, and suitability for K-12 educational use. Board policies governing selection of appropriate instructional materials and course content shall be applicable to curriculum and courses delivered by or with DITR. Students shall not be permitted or authorized to enter into any contracts or other

agreements with outside agencies, organizations, or businesses offering online services without review and approval of such arrangement by the Executive Director of Technology Services.

Types of DITR services or functions to which students may be provided access through their network user accounts include, but are not limited to:

1. Internet Access –The Internet is a valuable tool for students. When using the Internet for class activities, teachers will select material that is age appropriate and relevant to course objectives. Teachers will determine the appropriateness of the material contained on or accessed through any web site they require or recommend. Teachers will instruct students to research effectively as outlined in District information literacy standards. School staff will teach Internet safety and appropriate use of internet resources. However, the District shall install and maintain software and other technology protection measures that may limit, block, or filter Internet usage or other on-line activities of students. The District shall not be responsible for any unauthorized charges or fees resulting from students accessing the Internet.
2. Electronic Mail (email) –Use of student network accounts for email or other messaging services shall be limited to consultation and communication with other students, staff and third parties for educational purposes. Students may not establish or access commercial or web-based email accounts through DITR unless such accounts are required by the curriculum and meet the requirements for protection of student confidentiality, privacy, and security set forth below.
3. Guest Accounts –Upon the request of a teacher or administrator and with the approval of the Executive Director of Technology Services or his/her designee, guest accounts may be set up for parents or other guests of students for a specific district-related purpose and time period. The use of guest accounts shall be subject to the same policies and regulations as students, and the account privileges of a guest user may be terminated or restricted at any time without notice in the event of noncompliance or expiration of the time period for which the guest account was authorized. A signed RUA is required for an adult guest account and a parent/guardian signature shall be required if the guest account is assigned to a minor.
4. Interactive Web Communications Areas –The District may provide access to interactive communication areas to students only for specifically defined and authorized educational activities. Students may use interactive electronic communication only under direct supervision of a teacher or other designee as approved by the building administrator.
5. Videoconferencing – The District may provide videoconferencing equipment allowing participants to see, hear, and speak with other participants in real time. With the approval of the Executive Director of Technology Services or his/her designee, videoconferencing activities, events or classes at one school or site may be recorded, linked or shared with participants at other schools or sites within or outside the school district.

Monitoring and Investigation of Student Use

To the extent allowed by law and Board policy, the District shall cooperate to the extent permitted by applicable privacy laws and regulations with any investigation by local, state, and federal authorities or Internet service provider(s) concerning or related to the misuse of DITR and/or suspected violation of any applicable laws. Students should have no expectation of privacy regarding the content of electronic files or accounts they

create, distribute, maintain, access or use by means of DITR. DITR devices and components, student network user accounts, data and information shall remain the property of the District at all times. For the purposes described in Board Policy JS, the District reserves the right to:

1. Inspect, view, monitor, capture, copy, print and archive any and/or all files, communications, email, web sites, blogs and other student network or on-line activity accessed, created, sent, received, downloaded or uploaded by means of DITR. The District's inspection and monitoring activities may include examination and review of files, devices, server storage space usage, processor and system utilization, and all services and applications provided through the DITR or associated with a student's network user account, including electronic mail, messaging, and other means of electronic communications that currently exist or may exist in the future.
2. Block, filter and restrict access to any Internet sites or functions that are deemed inappropriate or unauthorized in accord with Board policy JS.
3. Limit the amount of storage space allocated to student electronic files and/or email, and remove email and/or files taking up an excessive amount of storage space after a reasonable amount of time.
4. Investigate, track, log, access and report all aspects of DITR used by or accessible to students, including computers, laptops, electronic tablets, iPads, e-readers, smartphones and other hardware.

Parent Involvement

Helping students to understand and comply with Board policy and rules regarding responsible student use of DITR shall be a responsibility that is shared by schools and parents/guardians. Parents/guardians may request in writing that a teacher or school set and convey more stringent standards for their children to follow when using technology, which requests shall be accommodated if practicable. Upon written request submitted by a student's parent/guardian, such student's privilege to or use of DITR may be revoked or restricted in the discretion of building principal or administrator.

Technology Protection Measures

In compliance with the Children's Internet Protection Act (CIPA) and other applicable laws, technology protection measures (which may include blocks or filters) designed to prevent Internet access to inappropriate material shall be installed and utilized with respect to each DITR component or device that allows for access to the Internet by a minor. The District recognizes that it is unlikely that such measures will be effective in screening all inappropriate material. If a student accidentally accesses or witnesses another student accessing material that he or she believes is offensive, obscene, pornographic or otherwise inappropriate, he or she should notify the supervising teacher or other District staff member.

Technology protection measures may be relaxed or disabled for student use only for bona fide research purposes authorized by and under the direct supervision of a district staff member, but may not be disabled at times when such action could expose other students to material prohibited under CIPA. The District may, from time to time, reconfigure the technology protection measures to best meet the educational and safety needs of the District, and to comply with legal requirements.

Rules of Responsible Use

General rules of school behavior, including the Code of Student Conduct (Board policy JICDA) shall apply to student use of the Internet and DITR. In addition, students shall, as a condition of granting or continuing access and privileges to use DITR, comply with the following additional rules for responsible use:

Students shall NOT—

1. Change computer settings without authorization.
2. Unplug cables or open computer cases, except as directed by a supervising staff member.
3. Place food, beverages, or other liquids near computers.
4. Download, upload, or share music, games, audio, or video files except with teacher permission.
5. Reveal or transmit personal social security numbers, home addresses, phone numbers, photographs or other personally identifiable information about themselves while using DITR to access the Internet or other electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate or identify him or her. Students shall not use DITR to arrange face-to-face meetings with persons met on the Internet or through electronic communications.
6. Forward, post or distribute a message, file or other material that contains social security numbers, home addresses, phone numbers, photographs or other personally identifiable information about other students without such student's written permission.
7. Agree to meet with someone they have met online without their parent's knowledge and approval.
8. Download or install any software, mobile app, shareware, or freeware onto network drives or disks without prior permission of supervising teacher, or the District's technology department.
9. Create, establish or maintain web pages or other ways to advertise or sell products or services and may not offer, provide, or purchase products or services through the use of DITR, except for school-approved activities.
10. Upload, download, or distribute pornographic, obscene, or sexually explicit, photographs, images, videos.
11. Gain or attempt to gain unauthorized access to any District file servers or other DITR devices or components, outside file servers, or go beyond the student's authorized access. It shall be a violation of this rule to log in or attempt to log in through another person's network user account, or otherwise access or modify another person's files or data.
12. Use DITR to violate any criminal law or to otherwise engage in, support or facilitate illegal acts or activities.
13. Disclose or share passwords except as authorized by school officials, or attempt to obtain, modify or use another person's password or any other identifier, or attempt to log on to the Internet or other DITR as a system administrator.
14. Read, alter, delete or copy or intercept electronic communications of other persons without permission, or attempt to engage in such activities.
15. Use "hacking" software or other tools to hack or compromise DITR security measures or components, or introduce, install or upload spyware, computer viruses or malware to or with DITR or to any device, component or network within DITR. While on school property or at school activities, students shall not use, possess or distribute any software tools designed to facilitate hacking or compromise a computer or network.

16. Engage in vandalism, unauthorized use of software or any unauthorized or unacceptable uses of DITR as enumerated and described in Board Policy JS.

Students SHALL—

1. Use DITR in a responsible, efficient, ethical and legal manner.
2. Comply with building or classroom rules during or regarding the use of DITR.
3. Protect their passwords against inadvertent or unauthorized disclosure. Students who discover or suspect that someone has discovered or is using their password should contact a responsible staff member or Technology Services (Help Desk) immediately.
4. Use printer resources responsibly.
5. Be polite and respectful to others when communicating with others through District email and other DITR services.
6. Refrain from accessing material that is not relevant to their class assignments or course work, or otherwise wasting time and technology resources
7. Obtain approval from teacher and parents before entering or using chat rooms or social networking sites.
8. Assume that all materials available on the Internet are protected by copyright. Students must not copy, download, forward, or upload any copyrighted material without prior approval of the copyright holder and supervising teacher. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through email or news sources must also be credited as to sources.
9. Immediately notify a system administrator, teacher or other school staff member if he or she identifies a security or safety problem, such as a suspected computer virus, or a message or contact they receive that is inappropriate or makes them feel uncomfortable, while using the Internet or electronic communications. Students should not delete, download, forward or distribute the problem file or message to other users or students until and unless instructed to do so by a staff member.
10. Be encouraged to report on-line harassment, threats, bullying, and other misconduct to a teacher or administrator.

Consequences of Misuse

Failure to follow the rules of use contained in this regulation may result in the temporary or permanent loss or restriction of the student's privilege to use DITR and associated inactivation or closure of the student's network user account. Serious or repeated violations of such rules may also result in disciplinary action under Board Policy JS or other school disciplinary policies and regulations. The District may deny, revoke, or suspend access to District Information Systems or close accounts at any time. Students have the responsibility to respect and protect the rights of every other User in the District and on the Internet/network/software, hardware, peripherals, and other Information Systems equipment.

Intentional unauthorized access to and/or damage to District networks, servers, user accounts, passwords, or other DITR may be punishable under local, state, or federal law. In the event any District staff member or administrator receives information causing him or her to conclude or suspect that a violation of state or federal law has occurred or is occurring in connection with student use of DITR, such suspected violation shall be promptly reported to appropriate law enforcement agencies. To the extent permitted by law, the District will cooperate with local, state, or federal officials in any investigation concerning, or related to, suspected criminal or unlawful activities involving student use of DITR.

Students may be issued a District device to be used at school and away from school. Intentional or reckless acts or omissions of the student that results in damage or loss of the District's device may result in the loss of the privilege of being issued a District device. The student may also be charged for such damage or loss.

Student Use of Third Party Sites

Teachers shall take reasonable steps to protect the confidentiality of student personal information when establishing any relationship with a third-party web site or technology system. Students may establish individual

accounts on a third party web site or system for in-school use if the site is on the district approved list of third party resources and teacher guidelines are followed. This list will contain guidelines and restrictions in the use of the specific sites on the list and will be reviewed annually under the direction of the Executive Director, Student Achievement and Growth-Curriculum and Instruction.

Board Policy Reference

The list of Board policies below pertains to student matters and are accessible on the District 51 website, under the Community tab under; Board of Education page at www.d51schools.org. *If you do not have access to a computer, you may contact your child's school to request a copy of the policies.*

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decisions, it shall be the policy of the Board to review its policies on a continuing basis.

- **Alcohol Use/Drug Abuse by Students (Policy JICH)**
- **Alcohol Use/Drug Abuse By Students Offenses Involving Alcohol or Controlled Substances (Regulation JICH-R)**
- **Bullying Prevention and Education (Policy JICDE)**
- **Code of Student Conduct (Policy JICDA)**
- **Compulsory Attendance Ages (Policy JEA)**
- **Compulsory Attendance Ages (Regulation JEA-R)**
- **Dangerous Weapons (Policy JICI)**
- **Equal Educational Opportunities (Policy JB)**
- **Graduation Requirements (Policy IKF)**
- **Performance-Based Policy-Promotion and Retention of Students, Grade K-8 (Policy IKE)**
- **Psychological Testing Of Students (And Treatment of Mental Disorders) (Policy JJDAC)**
- **Secret Societies/Gang Activities (Policy JICF)**
- **Secret Societies/Gang Activities (Regulation JICF-R)**
- **Sexual Harassment (Policy GBAA)**
- **Sexual Harassment (Policy JBB)**
- **Staff Personal Security & Safety (Policy GBGB)**
- **Student Absences and Excuses (Policy JH)**
- **Student Absences and Excuses (Regulation JH-R)**
- **Student Concerns, Complaints & Grievances (Policy JII)**
- **Student Conduct (Policy JIC)**
- **Student Discipline Code (Policies JK through JKG)**
- **Student Publications (Policy JICEA)**
- **Student Publications (Student Publications Code) (Regulation JICEA-R)**
- **Student Dress Code (Policy JICA)**
- **Student Suspension/Expulsion (Policy JKD/JKE)**
- **Student Use of Information Technology Resources (Policy JS)**
- **Student Use of Information Technology Resources (Regulation JS-R)**
- **Student Use of Information Technology Resources (Reponsible Use Agreement) (Exhibit JS-E)**
- **Student Withdrawal from School/Dropouts (Policy JFC) (Regulation JFC-R)**
- **Time Out Rooms (Policy JFC, JFC-R, JKAA)**
- **Tobacco-Free Schools (Policy ADC)**
- **Use of Cell Phones and Other Personal Electronic Devices (Policy JICJ)**
- **Use of Physical Intervention (Policy JKA)**
- **Violent and Aggressive Behavior (Policy JICDD)**
- **Video Cameras in District Buildings (Policy JRCEB)**
- **Video Use (Policy IMBA)**



Adopted: December 13, 2022

Classes Begin August 9 Middle Schools & High Schools

Classes Begin August 11 Elementary Schools (*August 15 - Kinder)

All Schools Classes Not in Session

| | |
|---------------------------------------|--|
| W Teacher Workdays | T Teacher In-Service |
| August 3,8 October 12 January 8 | August 4,7 January 9 |
| March 15 May 24 | EE Teacher Ed Effectiveness September 25 |

| |
|---|
| E/MC Elementary Planning/MS Conference (HS in Session) |
| September 5 |

| |
|---|
| IE/EC Elem Conference/MS/HS In-Service (No School) |
| October 13 |

| |
|--|
| CD Teacher Compensation Day (No School) |
| October 16 April 12 |

| |
|--|
| EM Elementary Planning/MS Inservice (HS in Session) |
| November 3 April 11 |

| |
|---|
| IE Elementary Planning, MS/HS In-Service (No School) |
| March 14 |

| |
|--|
| EC Elem Conferences Only (MS/HS in session) |
| May 10 |

Check with your school for Parent Teacher conference dates

Schools Not in Session (Holidays and/or Vacation Breaks)

| | |
|-------------------|---------------------------|
| September 4 | Labor Day |
| November 20-24 | Thanksgiving Break |
| December 22-Jan 5 | Winter Break |
| January 15 | Martin Luther King Jr Day |
| February 19 | President's Day |
| March 18-22 | Spring Break |

Statistical Record Data

| |
|---|
| Total number of contact days elementary - 170 |
| Total number of contact days middle - 171 |
| Total number of contact days high - 174 |

Classes Begin

August 10

| | |
|------------------|--------------------------------|
| 1st Quarter Ends | October 11 (43 ES/MS - 44 HS) |
| 2nd Quarter Ends | December 21 (42 ES/MS - 43 HS) |
| 3rd Quarter Ends | March 13 (44 ES/MS/HS) |
| 4th Quarter Ends | May 23 (41 ES - 42 MS - 43 HS) |

| July 2023 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| January 2024 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | W | T | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| August 2023 | | | | | | |
|-------------|----|-----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | W | T | 5 |
| 6 | T | W | 9 | 10 | 11 | 12 |
| 13 | 14 | 15* | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| February 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

| September 2023 | | | | | | |
|----------------|----|------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | E/MC | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | EE | 26 | 27 | 28 | 29 | 30 |

| March 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | IE | W | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| October 2023 | | | | | | |
|--------------|----|----|----|----|-------|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | W | IE/EC | 14 |
| 15 | CD | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| April 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | EM | CD | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| November 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | EM | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| May 2024 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | EC | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | W | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| December 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| June 2024 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

Alternative and school-specific calendars are available at your child's school or on the District website at www.d51schools.org.

Student-Parent Handbook Acknowledgement Form

Please review the information in the 2023-2024 Student & Parent Handbook, including the Attendance, Conduct and Discipline Code (see pages 20-33), Directory Opt Out procedure (see page 11) and referenced Board Policies (see page 34) with your child, and sign and return this acknowledgment form to your child's school.

- *We have received and reviewed the Mesa County Valley School District 51 2023-2024 Parent Student handbook.*
- *We understand the districts procedures, regulation and policies referred to in this handbook.*

Print Student Name Grade

Student Signature Date

Parent/Guardian Signature Date

Please return the signed form to the main office at your child's school.

Tear Here

