

STUDENT AND PARENT HANDBOOK 2016-2017

It is the intention of Pueblo County School District 70 to provide students and their parents or guardians the highest quality of education possible with the resources available to the District. To achieve this goal District personnel, parents, guardians, and students must work together to manage distractions to the students' educational process. This handbook outlines expected behaviors for students while at school or participating in a district-sponsored activity. Additionally, behaviors that interfere with the educational process are identified in this handbook and the consequences for those behaviors. This document is meant to be a guide for everyone involved in a students' educational career so that each student can reach their ultimate potential academically, socially and emotionally.

It is our hope that each student and their caretakers read the following information carefully and together so that everyone is familiar with areas that can interfere with a students' educational process. The District wishes each student a positive school year and educational career. The District is dedicated to the education process and minimizing distractions to that process. Please take time to read the information contained in this handbook so that all students can minimize their chances of being distracted from or distracting others from the educational process.

Additionally, if a student also participates in athletics and other extra-curricular activities, it is important to note that there is a code of conduct for that participation as well. If a student violates some level of the educational student code of conduct then there is a good chance that it violates the code of conduct for athletics or extra-curricular participation at the school as well. If that is the case then the student has the potential to receive two levels of consequences for their violation; one for school/educational participation and a second consequence as it relates to their athletic or extra-curricular participation. Please read both code of conduct documents intensely so everyone is aware of the potential consequences for violations of the conduct rules. The athletic handbook is available at each school upon request.

Thank you for participating in the exciting educational opportunities in Pueblo County School District 70.

NONDISCRIMINATION STATEMENT

Pueblo County School District 70 does not unlawfully discriminate on the basis of race, color, religion, national origin, gender, age, genetic information, or handicap (disability) in admission or access to, or treatment, or employment in its education programs or activities. Inquiries about ADA, Section 504, Title VI, and Title IX may be addressed to the Superintendent of Schools, 301 28th Lane, Pueblo, Colorado 81001. 719-542-0220

STUDENT CODE OF CONDUCT (Policy JICDA)

The following review of discipline issues and procedures will follow specific due process actions for each student involved in the discipline proceedings. If the principal or designee finds the need to suspend a student, those building professionals will follow the procedures outlined in policy JKD/JKE-R. A copy of that policy is available on the home page of Pueblo County School District 70's website under School Board Policies. Additionally, a hard copy of that policy can be attained through the Student Services Department at (719) 295-6534.

A student will face disciplinary action, which may include possible suspension or expulsion if they are involved in one or more of the following acts:

1. Causing or attempting to cause **damage to the school or school property**, stealing or attempting to steal district property of value.

Action Taken: Student will be suspended. The student will face expulsion proceedings if the value of the property exceeds \$200.00. This includes willful destruction of computers, I Pads, video surveillance equipment and other district technology devices.

2. Causing or attempting to cause **damage to private property**, stealing or attempting to steal private property.

Action Taken: Student may be suspended and/or face expulsion proceedings if the act is considered to be behavior on or off school property that is detrimental to the health welfare and safety of students and staff.

3. Commission of any acts which if committed by an adult would be **robbery or assault** as defined by state law.

Action Taken: Student will be suspended and face mandatory expulsion proceedings, unless the act is considered a third degree assault, if it was committed by an adult. In that case the student will face suspension and may face expulsion proceedings.

4. **Violation of criminal law**, which has an effect on the district or on the general safety or welfare of students or staff. (This includes behavior on or off school property that is detrimental to the welfare or safety of others.)

Action Taken: Student will be suspended and possibly face expulsion proceedings if the action is considered to be detrimental to the welfare or safety of others.

5. Violation of Board policy on **weapons** in the schools. **EXPULSION SHALL BE MANDATORY** for bringing or possessing a FIREARM in accordance with Federal law.
 - a. A firearm, whether loaded or unloaded.
 - b. A knife may be considered a weapon depending on the student's intent for the use of the knife or the action launched with the knife.

- c. Any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury. (This could include Laser Pointers if used or intended to be used to harm others, such as shining it into other individuals' eyes.)

Action Taken: Student will be suspended and may face expulsion proceedings depending on the intent and intensity of the violation. Mandatory expulsion will occur for a student that brings a firearm to school, district events, buses, or other district property.

6. **Violations of the Board's policy on student conduct involving drugs, drug paraphernalia and alcohol. This includes possession or handling of drugs or materials represented as drugs, including prescription drugs or over the counter drugs** on district property including the bus and district sponsored activities. (It is important to note that this could also include the use of e-cigarette types of devices, if it is suspected that the student has been using the device to smoke oils that are a controlled substance for anyone under the age of 21.)

Action Taken: Student will be suspended and face possible expulsion proceedings.

7. **Under the influence of drugs** on district property including the bus and school sponsored activities.

Action Taken: Student will be suspended and face possible expulsion proceedings.

8. **Sale and distribution of drugs, prescription drugs, and/or over the counter drugs, on district property**, including the bus and school sponsored activities.

Action Taken: Student will be suspended and face possible expulsion proceedings.

9. **Possession of alcohol on district property** including the bus and school sponsored activities.

Action Taken: Student will be suspended and may face expulsion proceedings.

10. **Sale and distribution of alcohol** on district property, including the bus and school sponsored activities.

Action Taken: Student will be suspended and face possible expulsion proceedings.

11. **Bullying and/or aggressive behavior toward others. Additionally, violation of the Board's policy on bullying prevention and education.** The Bullying Prevention and Education Policy is JICDE. This policy is a complete detailed definition of bullying and bullying behavior. This definition also includes bullying on social media sites if the bullying is posted during a school day, and/or if a district own technology device is used to perform the bullying act. It is highly recommended that parents review this policy with their children.

Action Taken: Student will be suspended and may face expulsion proceedings.

12. **Fighting behaviors.**

Action Taken: Student will be suspended and may face expulsion proceedings if the act is extremely violent. Principal/Designee will make the decision to send the student to the Director of Student Services for possible expulsion hearing.

13. **Possession and/or use of tobacco products on district property or at district events, this specifically includes the use or possession of e-cigarettes or related paraphernalia.**

Action Taken: Student will be suspended. Student may also face disciplinary action from Student Services Department for repeated offenses. (E-cigarettes and related paraphernalia may constitute a referral to the Director of Student Services Office based on the possession of drug paraphernalia as well. Code of Conduct violation #6).

14. **Participating in sexually or other harassing behavior.**

Action Taken: Student may face suspension and or expulsion proceedings depending on the severity of the behavior and the incident. The Principal/Designee will determine severity after the completion of their investigation.

15. **Violation of the district's policy on nondiscrimination.** The notice of nondiscrimination was outlined earlier in this document.

Action Taken: Student will be suspended and may face expulsion proceedings.

16. **Throwing object, unless part of a supervised school activity, that can cause bodily injury or damage to property.**

Action Taken: Student may be suspended in school or out of school. Depending on the severity the student may face expulsion proceedings.

17. **Directing profanity, vulgar language or obscene gestures toward other students, district personnel or visitors to others.**

Action Taken: Student may be suspended in school or out of school. Depending on the severity the student may face expulsion proceedings.

18. Violation of the Board's policy on **Gang and Gang like activity.**

Action Taken: Student may face suspension and possible expulsion proceedings depending on the severity of the behavior and the incident. The Principal/Designee will determine severity after the completion of their investigation.

19. Engaging in **verbally abusive behavior** including but not limited to name-calling, ethnic or racial slurs, either orally or in writing or other derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence

Action Taken: Student may be suspended and possible expulsion proceedings depending on the degree of the disruption. Principal/Designee will determine the degree of disruption.

20. Participating in behaviors that are considered **extortion, coercion and/or blackmail.**

Action Taken: Student will be suspended. Student may face expulsion proceedings depending on the severity of the behavior. Principal/Designee will determine the severity of the behavior.

21. **Lying or giving false information including engaging in scholastic dishonesty.** (Scholastic dishonesty is defined as cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work).

- Action Taken:** Student may face suspension and possibly expulsion proceedings depending on the severity of the behavior. Academic penalties will be given for scholastic dishonesty as well.
22. **Continued willful disobedience** or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.
- Action Taken:** Student will be suspended. Student may also face expulsion proceedings depending on the severity and frequency of the offense.
23. Behavior on or off district property, that is **detrimental to the welfare or safety** of other students or district personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
- Action Taken:** Student will be suspended. Student may also face expulsion proceedings depending on the severity of the behavior. Principal/Designee will make the determination about the severity of the behavior.
24. Repeated interference with the district's ability to provide educational opportunities to other students. This behavior is categorized as "**Habitually Disruptive Behavior**".
- Action Taken:** Student may be suspended. After two suspensions the student will be placed on a behavior plan that outlines how the student can achieve positive behaviors and academic success. If the behavior plan is violated and the student is suspended for a third time the student will face expulsion proceedings.
25. Engaging in "**hazing**" activities. Hazing is considered behavior on or off district property that is detrimental to the welfare and safety of others. It is defined as behavior that forces prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior that recklessly endangers the health or safety of any individual for purposes of initiation into any student group.
- Action Taken:** Student will be suspended and may face expulsion proceedings depending on the severity of the behavior. Principal/Designee will determine the severity of the behavior.
26. Violation of the Board's **student expression** policy.
- Action Taken:** Student may face suspension and/or expulsion proceedings depending on the severity of the violation. Principal/Designee will determine severity of the violation.
27. Violating of the Board's **dress code** policy as outlined and governed at each school.
- Action Taken:** Student may face suspension and possibly expulsion proceedings depending on the frequency of the violation.
28. Making a **false accusation of criminal activity** against a district employee to law enforcement or to the district.
- Action Taken:** Student will be suspended and may face expulsion proceedings.
29. **Violation of Board policy or building regulations, or established school rules.**
- Action Taken:** Student may be suspended and possibly face expulsion proceedings depending on the severity and frequency of the behavior. Principal/Designee will determine the severity of the behavior.

These above listed actions are district-wide. They should and will occur in every school if a violation is identified. The school retains the ability to add other items to the code of conduct, so please refer to your student's school handbook to clarify items such as public displays of affection, truancies, tardies and other behaviors that may warrant lesser disciplinary actions such as detention or in-school suspension. If you have any questions regarding the definitions of terms used in this section please contact the principal of your son or daughters school for further clarification.

Additionally, it is important to note that parents/guardians are entitled to multiple people sitting in the interviews and meetings with school staff and administration. Simply put, if parents/guardians would like an additional person/witness to sit in during interviews and meetings with staff and/or building administration then you simply need to request it from the building Principal, Assistant Principal, or Dean. With such a request the building level administrative staff will be more than happy to find an additional staff member to sit in on the meeting.

**CLASS ROOM/BUILDING PARTICIPATION
IN
FIELD TRIPS/STUDENT REWARD ACTIVITIES
GRADE LEVEL TRIPS/DANCES/FIELD DAY/ASSEMBLIES**

Many of the district schools enjoy the ability to celebrate the positive academic/behavioral accomplishments of their students by creating opportunities for students to take class or school field trips or grade level trips. Additionally, schools have sponsored activities throughout the school year such as dances and field day experiences that are also a celebration of the educational success of their students. These activities are meant to be a extra events and activities that occur in addition to the classroom experience in their educational career. As a result these types of activities are an earned option for students after they have achieved the academic/behavioral standards and expectations outlined by the school/district. Again, these trips/activities are considered an earned experience and if a student does not achieve the academic/behavioral level outline for the student they will not be allowed to participate in the trip or activity.

The academic/behavioral standard will be outlined and enforced at the school level. It is the school's responsibility to outline the standard for participation clearly to each student. It is the student's responsibility to achieve the standards outlined by the schools and earn the ability to participate in the trip or activity.

**DETENTION
AND
FRIDAY SCHOOL**

Students who face school disciplinary action at the school level for violating district policy and rules could receive detention for minor violations. Detention time and place will be determined at the school level and could occur on Friday's so that the detention time does not affect the student's normal academic schedule or process.

Assignment to Friday school at a building level can also be used as an intervention and or solution for student's who are showing poor academic progress, grades or motivation. Again, this is considered a student intervention at a school level and is supported by district Central Office staff and administrators. Parents concerned about their child's participation in Friday School will need to address their concerns with building level administration.

**BUS RULES
AND
EXPECTATIONS
(Policy JICC)**

Riding the school bus is a privilege and contingent upon the student's good behavior. Specific rules and regulations have been established for the student's behavior on the bus. In addition to the bus rules, students are expected to follow the code of conduct outlined earlier in this document.

**Pueblo County School District 70/First Student
Bus
Code of Conduct**

Pueblo County School District 70 provides transportation for our students through a third party provider, First Student Inc. There are places in the district that we do not provide transportation to and from school. At the elementary level we do not provide morning and afternoon transportation to students who reside within a 1-mile radius of the elementary school. At the middle school level we do not provide transportation to and from the school to students who live within a 1½ -mile radius of the middle school. High School transportation is based on regional stops. It is important to note that generally, bus ridership is a privilege and is available to all students until the students' conduct on the bus proves otherwise. This also includes students' behavior on the bus for field trips and extra-curricular activities. As a result, we believe that parents and students should be aware of our **Code of Conduct** expectations that govern bus ridership.

1. Students should be at the bus stop approximately 5 minutes before the designated pick up time.
2. Behaviors at the bus stop should mirror the behaviors a student is expected to exhibit in the school building. i.e. no behavior that endangers the welfare and safety of the student or others.
3. While on the bus, the bus driver is considered an extension of the staff at a school building. As a result, the bus driver is in charge and the students must comply with the requests of the driver. Failure to do so will result in a disciplinary report and action.
4. The bus driver sets the specific rules for their bus, but there are common rules for all students riding the bus;
 - a. No drugs or prescription drugs (without school permission) allowed on the bus.
 - b. No weapons on the bus. i.e. Knives of any kind, BB guns, pellet guns, soft air guns, replicas of weapons, guns themselves or any device that is used as a weapon.
 - c. No use or possession of any form of tobacco.
 - d. No alcohol.
 - e. No matches, lighters, or any type of explosive material, including CO2 cartridges.
 - f. No profanity or profane gestures.
 - g. Loud and disruptive talking or behavior that would distract or impact the drivers' ability to drive the bus safely.
 - h. No vandalism or destruction of bus property of any kind. Any vandalism will be dealt with through Law Enforcement and parents will be responsible to pay for the repair of the damaged item.

5. Students shall board and depart from the bus only at their own school or at their designated stop unless written permission has been received by either the school or transportation department. Forms can be accessed from the school building office that can be provided to the transportation office.

Code of Conduct Violation Process:

First Violation: Driver verbally warns the student and may move the student to a different seat.

Second Violation: Driver issues a written warning (conduct report) to the student that must be signed by the parent and returned to the driver before the student is allowed back onto the bus.

Third Violation: Driver will issue a second written warning that is reviewed by the central transportation department and will result in a 1-day suspension of bus riding privileges. Conduct report must be signed by the parent and returned to the driver before student will be allowed back onto the bus.

Fourth Violation: Driver will issue a third written warning that is reviewed by the central transportation department and will result in a 3-day suspension of bus riding privileges. Conduct report must be signed by the parent and returned to the driver before student will be allowed back onto the bus.

Fifth Violation: Driver will issue a fourth written warning that is reviewed by the central transportation department and will result in a 5-day suspension of bus riding privileges. Conduct report must be signed by the parent and returned to the driver before student will be allowed back onto the bus.

Any further violations will result in suspension from the bus pending a hearing with the Director of Student Services for Pueblo County School District 70. A decision about further ridership privileges will be made at that hearing.

Automatic suspension of ridership privileges includes, but is not limited to;

- Physical harm or threat of physical harm to the driver or other individuals on the bus.
- Property damage.
- Endangering other vehicles traveling with the bus on roadways.
- Any other behavior that jeopardizes the welfare and safety of individuals on or around the bus.

It is important for parents and students to keep in mind that severe violations of bus code of conduct can also result in school disciplinary action as well as ridership disciplinary action. Additionally, any suspension of bus ridership on any bus means that ridership on all buses is suspended.

We hope and expect that students will have a safe and pleasurable experience riding the buses provided by the services of First Student. We encourage families to review these basic rules and regulations and support a positive educational experience.

PUEBLO COUNTY SCHOOL DISTRICT 70

DRESS CODE

**Administrative Regulation
In Accordance with Policy JICA**

Pueblo County School District 70 encourages individuality among our students and encourages them to celebrate their unique qualities and potential. The best manner in which our students can express their individuality and unique qualities is through exhibiting their ultimate potential academically, athletically, in fine arts, community service projects, or other similar endeavors. Some students may choose to exhibit their individuality through clothes they wear. All students are encouraged to wear clothing to school that is appropriate for the educational environment and not disruptive or distracting to their own education process or the educational process of others, including the school staff.

If, once at school, the students clothing and attire are identified as disruptive to the educational process by a building staff member, then the student will be referred to the building level administration for final review and decision. If building level administration deems the students attire to be disruptive to the educational process, then the students will be asked to contact their parents to create alternative solutions to the disruptive attire. The school may have options available at the facility such as a school shirt with the school emblem that the students may wear, or the school emblem that the students may wear, or the school may request that the students simply remove or cover the item that is deemed distracting such as piercings or tattoos.

The building level administration will be the final authority on the educational distractibility of the student's attire. If building level administration asks the students to create alternatives for their attire then the students must comply. Parents and students may discover differences between school facilities. Educational distractibility is determined by each building level administration as they have identified the educational process in each of their own facilities.

Pueblo County School District 70 believes that this type of dress code will allow students to celebrate their individuality and also provide for the larger function of the building level educational process.

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**TOBACCO FREE SCHOOLS
(Policy ADC)**

School District 70 promotes healthy lifestyles for students, staff and the community. As a result, the use of tobacco products is prohibited on school property by staff, students, and community members. School property is defined as physical school district property, including buildings, storage areas, sheds, grounds/acreages, buses, and district owned vehicles. Tobacco products are defined as cigarettes, e-cigarettes, cigars, pipe tobacco, snuff, chew and all other products made of tobacco or substances packaged for smoking. For questions regarding the specific policy please contact your student's principal. As outlined earlier in this handbook, e-cigarette devices and similar devices can be considered drug paraphernalia if building administration suspects that it was used in such a manner to deliver/inhale oils that are considered controlled substances to individuals under the age of 21.

**SCHOOL ACCREDITATION
(Policy AED)**

The Board of Education has a contract with the Colorado Department of Education, (CDE); to provide an educational process to students that foster greater accountability and student achievement. This accreditation contract binds the Board to manage the district and its schools to meet certain standards, goals and other requirements outlined by CDE. School District 70 is accredited, along with all of its individual schools. The Board will continue to strive to manage the educational process, to remain accredited, and further promote strong student achievement. For further information regarding accreditation, contact the superintendent's office or refer to policy AED.

**FREE AND REDUCED-PRICE
LUNCH AND FOOD SERVICES
(Policy EFC-R)**

School District 70 provides families with free and reduced-price lunch programs. Participation in this program is based on information provided by the family on forms sent home with the students. Additional forms can be requested from school offices if needed. The information on these forms is kept confidential and reviewed only by food service personnel. Eligibility guidelines for the free and reduced-price program are provided by the U.S. Office of Management and the U.S. Department of Agriculture. No discrimination will occur in School District 70 for any student including students participating in the free and reduced-price lunch program. If an application is denied, the parents/guardians may appeal this decision to the superintendent, and a hearing will be held. Procedures for the hearing will follow those prescribed in Section 9 of the National School Lunch Act as amended. For further questions please contact the district's Food Services Office.

**HIV/AIDS EDUCATION
(Policy IHAMC)**

The Board of Education recognizes that Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) continue to pose a public health crisis. As a result, this topic will be included as a part of the district's health education curriculum. Within this curriculum students will be discussing the voluntary behaviors that place them at risk of becoming infected. The curriculum will be developmentally appropriate for students and be presented in a systematic manner. Instructors of this curriculum will be trained regularly to maintain current knowledge of the facts regarding HIV and AIDS.

Parents will be notified at least 10 days prior to the presentation of this material in a classroom. This will allow parents time to review the curriculum if they so desire. Parents can request that their child be exempt for religious and/or personal reasons. This request must be in writing and submitted to the principal of your child's school at least five school days in advance of the presentation in the classroom. The request must be specific as to the reasons for exemption. Each principal will grant the request and then a dialogue will occur between the instructor and the parent to determine the length of the exemption. The student will have the opportunity to participate in an alternative activity during the exemption time period. Principals will notify parents within two days after the request for exemption has been made. For further information please contact the principal of your child's school or refer to board policy IHAMC.

**ACADEMIC ACHIEVEMENT
And
GRADING/ASSESSMENT
(Policy IK, IKA)**

It is the responsibility of the Board of Education to focus its attention and energy on the quality of education provided and the academic achievement of students. The Board's goal is to improve student achievement by setting clear academic expectations for students through content standards. As a result, each student is expected to meet or exceed the academic content standards. Students who struggle meeting the content standards will be provided with extended learning opportunities and support services.

The focus of these services will be to provide learning opportunities that will enhance the academic skills of the student so they reach their full potential.

The Board of Education feels that it is the responsibility of the school, staff, and students for the students' learning. Staff is expected to create an educational environment that is challenging, encouraging and supportive of student learning. Students are expected to study and learn to the best of their ability. Students' learning will be continuously monitored against the content standards. Information regarding student progress will be given to parents on a regular basis.

Student knowledge will be assessed through various methods, all focused on acquisition of the content standard of knowledge. All assessment methods will be a reflection of the Board adopted content standards. For further information please contact your child's principal or review board policy IKA.

STUDENT PROGRESS REPORTS (Policy IKAB)

Parents will be informed regularly of their student's progress. The reporting procedure will consist of grade checks every three weeks, midterm reports at the end of the first and third nine-week period, and a formal report card at the end of the semester. All progress reports will reflect the student's progression toward state and district content standards.

All Colorado State Assessment Program (TCAP) results will be included on each student's final report card for the school year. College entrance exam results will be included on the student's official transcript.

Parents are encouraged to contact your child's instructor anytime you have questions regarding your child's progress. The instructor will always make themselves available to parents to discuss their student's progress. For further information regarding student progress please contact your child's principal or review board policy IKAB.

GRADUATION REQUIREMENTS (Policy IKF)

There are some changes with respect to graduation requirements within the last few years. Please make specific contact with the school counselor assigned to your child to get the most current information regarding graduation credits. All high schools in the district have the ability to make site based decisions about credits and courses that grant credits. In general, each student will be required to attend high school for four years unless early graduation or senior release is granted. Students transferring into the district must meet the district graduation requirements. The final determination for granting outside credits will be made by the building principal. This includes in-district students who take courses outside of the District 70 educational system.

Students entering the district from home schooled situations will be asked to present proof of academic progress. This proof may be in the form of a transcript from an accredited home school program, student's work and/or any assessment that the student participated in while in the home school program. In addition, the district may administer additional testing to the student to verify the accuracy of the student's transcripts. For further information please contact your child's building principal.

EARLY GRADUATION (Policy IKFA)

Early graduation is possible for students in District 70. Specific procedures must be followed and it is granted only in special circumstances. For information on the approval process please contact your child's building counselor and/or review policy IKFA.

**SEXUAL HARASSMENT
(Policy JBB)**

District 70 recognizes sexual harassment as behavior that is detrimental to the health welfare and safety of students and adults. As a result, this district addresses such issues aggressively and swiftly. All steps will be taken to investigate the allegations thoroughly and completely. If the allegations are found to be true all steps will be taken to end the sexual harassment immediately, even if it means removing the person instigating the harassment.

Behaviors recognized as sexual harassment are: unwelcome sexual advances, request for sexual favors, verbal or nonverbal conduct that is taken by anyone to be sexually harassing, and physical conduct that is perceived by anyone to be sexually harassing behavior. In some situations the harassment may be resolved by making the harasser aware of their behavior and that it is considered to be sexually harassing. In more severe situations, more intensive corrective actions will be taken.

Sexually harassing behavior will not be tolerated from students or adults. If a student feels that their grade or academic performance is based on their participation or submission to sexually harassing conduct they need to report the sexually harassing behavior to their teacher, counselor, or principal. Students and adults reporting sexual harassment will be asked to file a formal grievance as outlined in board policy JBB-R. At that point, building administration and the district grievance officer will perform a complete investigation. All reports will be confidential in nature and handled in such a manner. Specific investigation procedures can be reviewed in policy JBB and JBB-R.

**COMPULSORY ATTENDANCE
(Policy JEA)**

Every child who has attained the age of 6 years and is under the age of 17 years is required to attend public school, with exceptions as provided by law. It is the parents' responsibility to make sure their children get to school and attend regularly. School District 70 will pursue appropriate legal action if students between the ages outlined above are not attending school regularly. It is important to note that student tardies can also accumulate and be counted as truancy's. Thus, it is important for parents to get their students to school and get them to the school on time.

**ASSIGNMENT OF NEW STUDENTS TO CLASSES AND GRADE LEVELS
(Policy JGA-R)**

Students transferring into the district from an accredited program will be placed into the appropriate grade level based on the information from the sending schools program. Students transferring into the district from a non-accredited educational program will participate in district designated tests and assessments in the areas of math, science, social studies, reading and writing to determine the student's knowledge of various content standards. In addition, students and/or parents will need to submit curriculum, teacher qualifications, material/textbooks, work samples, transcripts, if available, and results from national tests taken within the last year while the student participated in the non-accredited educational program. The principal/designee will make the final placement decision after gathering all of the above information and performing an interview with the student/parents concerning the information that has been gathered. For further information please contact your child's building principal and/or review policy JGA-R.

**STUDENT ABSENCES
(Policy JH)**

Students are expected to be in school and in class. Excused absences are absences for illness, injury (whether temporary or extended situations), death of family a member, and observance of a religious holiday. Parents must report the absence within 24 hours of the occurrence of the absence. In situations where an extended absence will be necessary, the parents need to communicate with the school ahead of time. It is important that parents attempt to arrange medical appointments outside of school hours. If this cannot occur, parents are expected to have their student's absence pre-approved by building

administration. Students are allowed to leave the campus if they are involved in a district approved work-study program or a school-sponsored activity of an educational nature. They are also allowed to have prearranged absences for up to three days if the absence has an educational value. These will obviously need to be prearranged with building administration and will be granted only if the student does not have unexcused absences. If the excused absences appear to be in excess, the principal/designee may require suitable proof that the absence was justified. The proof may include written statements from the student's physician. The building principal ultimately determines which absences are excused or unexcused. If excused absences become habitual and impede the student's academic progress then the principal may place specific stipulations on any further absences for that student. If those stipulations are violated then the student will face truancy proceedings.

Unexcused absences are considered truanies. Parents will be notified when their student has received an unexcused absence. That notification may occur orally or in writing. Appropriate penalties are outlined in the board policies and will be determined at each school. Truancy procedures will occur if a student acquires excessive unexcused absences. Students are eligible to make up the work missed because of an absence. In cases of unexcused absences, the instructor will decide how much credit, if any, will be given for make-up work. The school will may initiate truancy proceedings if a child has attained 10 unexcused absences in a school year.

Student tardiness is not desirable. Students will only be excused for tardies when accompanied by a pass given to the student by a staff member of the school. Instructors will honor all passes given to students by building staff. In all other situations the student will be considered tardy to class. Excess tardies will eventually be considered unexcused absences, and be penalized accordingly. For further information please review your child's school handbook or contact your student's building principal. Parents may also review board policy JH and JH-R for more information.

RELEASE TIME FOR STUDENTS (Policy JHC)

Senior students who have three or fewer requirements to complete for graduation are eligible for release time for employment purposes. The student's classes must be scheduled in a morning block or afternoon block section of time. The student will not be allowed to come and go from the school campus. Students and parents must request release time from the building administration. The student's employment must be at least half time or three hours per day. All other students will comply with the districts closed campus policy, which states that all students will remain on campus throughout the school day, including lunch periods. The only exception will be in cases where building administration receives written permission from the student's parents for the student to leave the campus.

SCREENING/TESTING OF STUDENTS (Policy JLDAC)

Parents or guardians have the ability to inspect all instructional materials including teaching manuals, films, tapes, or other supplementary materials associated with any survey, analysis or evaluation that would be considered a part of any educational program. Students are not required to participate in surveys, analysis, or evaluations that reveal the student's or parents:

- Political affiliations
- Mental Health issues
- Sexual behaviors or attitudes
- Behaviors that are illegal, anti-social, self-incriminating or demeaning
- Critical appraisals of other individuals
- Legally recognized confidential relationships
- Income information

Parents will be given sufficient notice regarding their child's possible participation in these activities.

MEDICAIDE NOTIFICATION

ANNUAL NOTIFICATION UNDER 34 CFR § 300.154(d)(2)(v)

The regulations implementing the individuals With Disabilities Education Act (IDEA), afford parents of eligible students certain rights with respect to a school district's ability to access private insurance or public benefits, such as Medicaid, to help pay for certain services that are provided at school. These rights are as follows:

1. *YOU HAVE THE RIGHT TO RECEIVE NOTICE IN AN UNDERSTANDABLE LANGUAGE.*

The school district must give you an annual written notice of your rights, which must be written in language understandable to the general public; and also provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so.

2. *YOUR CHILD'S CONFIDENTIAL INFORMATION CANNOT BE DISCLOSE WITHOUT YOUR CONSENT.* Parental consent must be obtained under the Family Educational Rights and Privacy Act (FERPA) regulations at 34 CFR part 99 and the IDEA regulations at §300.622 before the school district discloses, for claiming purposes, your child's personally identifiable information to the agency district responsible for the administration of the State's public benefits or insurance program (e.g. Medicaid);

3. *YOUR CHILD HAS A RIGHT TO SPECIAL EDUCATION AND RELATED SERVICES AT NO COST TO YOU.* This means that, with regard to services required to provide a Free Appropriate Public Education ("FAPE") to an eligible child under IDEA, the school district

- May not require parents to sign up for or enroll in public benefits or insurance programs in order for their child to receive FAPE;
- May not require parents to incur an out-of-pocket expense such as the payment of a deductible or co-pay amount incurred in filing a claim for services provided pursuant to this part, but may pay the cost that the parents otherwise would be required to pay;
- May not use a child's benefits under a public benefits or insurance program if that use would:
 - Decrease available lifetime coverage or any other insured benefit;
 - Result in the family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the child outside of the time the child is in school;
 - Increase premiums or lead to the discontinuation of benefits or insurance; or
 - Risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures.

4. *YOU MAY WITHDRAW CONSENT AT ANY TIME.* Once you've given consent for disclosure of confidential information about your child to the agency responsible for the administration of the State's public benefits or insurance program (e.g.; Medicaid), you have a legal right under FERPA regulations to withdraw that consent whenever you wish.

5. *IF YOU REFUSE A CONSENT, OR WITHDRAW CONSENT, THE SCHOOL DISTRICT STILL HAS TO PROVIDE REQUIRED SERVICES AT NO COST TO YOU.* If you refuse to provide consent for the disclosure of personally identifiable information to the agency responsible for the administration of the State's public benefits or insurance program (e.g., Medicaid), or, if you give consent but then later withdraw consent, that does not relieve the school district of its responsibility to ensure that all required services are provided at no cost to the parents.

CARE OF SCHOOL PROPERTY (JICB)

Students and their parents/guardians will be responsible for the care of all books and other school property used by the student. Any damage resulting from irresponsible behavior by the student will be the responsibility of the student and parents/guardians to correct and repair.

**STUDENT NETWORK/INTERNET ACCEPTABLE USE POLICY
(JS)**

A. Purpose

1. Pueblo County School District 70 (“PSD70”) has obtained access to *the Network*, a regional electronic communication system, which includes Internet access. District staff has been authorized to develop regulations and agreements for the use of *the Network* that are in accord with the District policy statement and other District policies, including the student disciplinary code. This document contains the District Internet regulations and agreements.
2. PSD70 is providing students of the district with access to *the Network*, a regional electronic communication system, which includes Internet access.
3. *The Network* has a limited educational purpose. The term “educational purpose” includes use of the system for classroom activities, professional or career development, and limited high-quality personal research activities. All use must be in compliance with the acceptable use provisions of PSD70 and the Internet service provider.
4. Users may not use *the Network* system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. PSD70 acquisition policies will be followed for purchase of goods or services through the system for PSD70 use.
5. Users may not use the system for unauthorized political lobbying. Students may use the system to communicate with their elected representatives and to express their opinion on political issues in accord with state law and PSD70 District policies.
6. Student use of the system will also be governed by PSD70’s Code of Conduct (FILE: JICDA). All use will be in compliance with the acceptable use provisions of the Children’s Internet Protection Act (CIPA) and the Internet service provider.

B. Responsibilities

1. The Superintendent, or his/her designee, will serve as the coordinator to oversee the District system.
2. The building Principal, or his/her designee, will serve as the building-level coordinator for the system, will approve building-level activities, ensure teachers receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting all PSD70 Acceptable Use Policies at the building level.
3. District staff is authorized to develop regulations and agreements for the use of *the Network* that are in accord with this policy statement and other District policies, including the student disciplinary code. These regulations can include, but are not limited to:
 - a. Acceptable use policies for students, staff and board members, and community members.
 - b. The level of access that will be provided at various grade levels.
 - c. A district Web policy.
 - d. Agreements for students, employees, and community members and informational material for parents.

C. Due process

1. PSD70 will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through PSD70's system.
2. In the event there is an allegation that a student has violated this policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in PSD70's Code of Conduct (FILE: JICDA).
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accord with the applicable provision of the code.
4. Any District administrator or school employee may terminate the account privileges of a student user by providing notice to the student user. Student accounts not active for more than 90 days may be removed, along with the user's files without notice to the user.

D. Search and seizure

1. Student users have a limited privacy expectation in the contents of their personal files and records of their on-line activity while on the District system.
2. Routine maintenance and monitoring of the system may lead to discovery that the student has been or is violating this policy, PSD70's Code of Conduct (File: JICDA), or the law.
3. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy, PSD70's Code of Conduct (FILE: JICDA), or the law. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. PSD70 is authorized to conduct an individual search.
4. Students should be aware that their personal files may be discoverable under CRS 24-80-101, State Archives and Public Records, CRS 24-72-201, the Colorado Open Records Act, and/or CRS 24-6-401, the Colorado Sunshine Act.

E. Academic freedom, free speech, and selection of material

1. Board policies on Academic Freedom and Free Speech will govern the use of the Internet.
2. When using the Internet for class activities, teachers will:
 - a. select material that is appropriate in light of the age of the students and that is relevant to the course objectives;
 - b. preview the materials and sites they require students' access to determine the appropriateness of the material contained on or accessed through the site;
 - c. provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
 - d. Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.
3. An Internet filtering system will be used by PSD70 to assist in filtering objectionable content governed by Academic Freedom and Free Speech as approved by the Superintendent and/or Board of Education. Individual Internet sites may be blocked as deemed necessary by teachers, principals, and/or administrative employees of the District.

F. Parental/guardian notification and responsibility

1. The District will notify the parents or guardians about the District network and the policies governing its use. Parents or guardians must sign an agreement to allow their student to have an individual account. Parents or guardians may request alternative activities for their child(ren) that do not require Internet access.
2. Parents or guardians have the right at any time to investigate the contents of their child(ren)'s e-mail files. Parents or guardians have the right to request the termination of their child(ren)'s individual account at any time.
3. PSD70's Student Acceptable Use Policy contains restrictions on accessing inappropriate material and student use will be supervised. However, there is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents or guardians bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents or guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District system. An Internet filtering system will be used by PSD70 to assist in filtering objectionable content governed by Academic Freedom and Free Speech as approved by the Superintendent and/or Board of Education.
4. PSD70 will provide students and parents or guardians with guidelines for student safety while using the Internet.
5. Parents or guardians are responsible for monitoring their student's use of *the Network* if they are accessing PSD70's system from home.

G. Access

The following levels of access will be provided:

1. Classroom Accounts. Elementary age students may be granted Internet access through a classroom account. Alternately, Elementary students may be provided with an individual account under special circumstances at the request of their teacher or building principal and with the approval of their parent. The Student Network/Internet Account Agreement (FILE: JICBA-E) will only be required for an individual account, which must be signed by the student and his or her parent or guardian. Parents or guardians may specifically request that their child(ren) not be provided access through the classroom account by notifying the District in writing (or whatever procedure the District uses for other permissions);
2. Individual Accounts for Students. Secondary students may be provided with individual Internet accounts. The Student Network/Internet Account Agreement (FILE: JICBA-E) will be required for an individual account. This agreement must be signed by the student and his or her parent or guardian with consent from the school building's principal;
3. Schools and/or PSD70's Department of Technology will establish a process that will enable staff to monitor authorized student access.
4. PSD70 Administration will determine the extent to which students at various grade levels will be granted access to the system.

H. Unacceptable Uses

The following uses of the system are considered unacceptable:

1. Personal safety:

- a. Student users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.;
 - b. Student users will agree not to meet with someone they have met on-line without their parent's or guardian's approval and participation;
 - c. Student users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
2. Illegal activities:
- a. Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District System, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing";
 - b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal;
 - c. Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
3. System security:
- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person;
 - b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access;
 - c. Users will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if they download software.
4. Inappropriate language:
- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages;
 - b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language;
 - c. Users will not post information that, if acted upon, could cause damage or a danger of disruption;
 - d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks;
 - e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop;
 - f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for privacy:
 - a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message;
 - b. Users will not post private information about another person.
6. Respecting resource limits:
 - a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, personal research;
 - b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette;
 - c. Users will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people;
 - d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota;
 - e. Users will subscribe only to discussion group mail lists that are relevant to their education or professional/career development. Students may subscribe with the approval of their instructor or building principal and must unsubscribe at the end of the school year unless special arrangements are made.
7. Plagiarism and copyright infringement:
 - a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user;
 - b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
8. Access to inappropriate material:
 - a. Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made if the purpose is to conduct research and access is approved by both the teacher or building principal and the parent or guardian. District employees may access the above material only in the context of legitimate research.
 - b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

I. PSD70 Limitation of Liability and Indemnification

1. PSD70 makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the system will be error-free or without defect. PSD70 will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. PSD70 is not responsible for the accuracy or quality of the information obtained through or stored on the system. PSD70 will not be responsible for financial

obligations arising through the unauthorized use of the system. Users will indemnify and hold PSD70 harmless from any losses sustained as the result of misuse of the system by user. PSD70 will inform all users of the system about this limitation of liability and indemnification.

J. Copyright

1. Users of the system will not engage in copyright infringement. Because the extent of copyright protection of certain works accessed through the Internet or posted on the Internet is unclear, users will make a standard practice of requesting permission from the holder of the copyright if their use of the material has the potential of being considered an infringement.

SCHOOL-RELATED STUDENT PUBLICATIONS (Policy JICEA)

The school district encourages students to express their views orally and in written form, with a degree of order that adds to the educational experience. Students can express themselves in school-sponsored publications and should observe the rules for responsible journalism. Students will not be permitted to express information that is false, obscene, libelous, slanderous or defamatory under state-law. Further, information that presents a clear and present danger of the commission of unlawful acts, violates school rules, substantially disrupts the orderly operation of the school, violates the privacy rights of others, or threatens violence to property or persons will not be permitted.

Student editors of school-sponsored publications will be responsible for determining the news, opinion, and advertising content of their publications. These individuals will be responsible for making sure the information printed meets the guidelines listed above. A publication's advisor at each school will supervise the entire operation and production of the school-sponsored publication. This individual is responsible for teaching and encouraging free and responsible expression and professional standards of journalism. The advisor has the authority to direct and control the learning experience that publications are intended to provide when they are a part of a school class or activity for which grades or credits are given.

Expressions made by students in the school-sponsored publication are not an expression of board policy. The district and its employees shall be immune from civil or criminal penalties for any expression made or published by students. For more information please contact your child's building principal or review policy JICEA.

STUDENT DISTRIBUTION OF NON-CURRICULAR MATERIALS (Policy JICEC)

Students are allowed to distribute non-curricular materials if they notify the building principal at least one day in advance. In addition, the materials must not violate specific rules and regulations established by state law or district policy. The material distributed must not be obscene, libelous, slanderous or defamatory. Also, the material must not advocate illegal activities or violate the rights of others. School owned equipment and supplies will not be used for publication of the non-curricular material unless authorized as a school sponsored activity. If a student chooses to distribute non-curricular material and has made proper notification several restrictions will need to be followed. Students will need to distribute the material in areas designated by the principal and never distributed in a classroom occupied by a regularly scheduled class. The materials will need to be distributed one-half hour before school begins, during regularly scheduled lunches, and/or 15 minutes after the close of school. Any distributed items that are improperly disposed of will be the responsibility of the student distributor to remove. Finally, no student will feel compelled or coerced to accept any of the materials being distributed. Violation of any of these regulations will mean that the student distributor will face disciplinary action and the denial of

the privilege to distribute future materials. For further information contact your student's building principal and/or review policy JICEC.

STUDENT EXPRESSION RIGHTS (Policy JICED)

Student expression is encouraged within the school environment and can come in all forms: written, oral, visual, audio, and electronic media. Students will not express information that is obscene, libelous, slanderous, defamatory, unlawful, violates the rights of others' privacy, threatens violence, is racially challenging, or otherwise disrupts the educational environment. Students violating these rules will be subject to disciplinary action as outlined in previous sections of this handbook. For more information please contact your student's principal and/or review policy JICED.

SECRET SOCIETIES/GANG ACTIVITY (Policy JICF)

School District 70 has no tolerance for gang activity or secret society activity. No gang symbols are acceptable at any time. These symbols may not be present in physical gestures, jewelry, clothing, accessories, notebooks, and manner of grooming that denote gang activity or membership. It will be up to the discretion of the principal to interpret gang activity and/or gang symbols. Students participating in such activity will face disciplinary action. For further information please contact your student's building principal and/or review policy JICF.

STUDENT INTERROGATIONS SEARCHES AND ARRESTS (Policy JIH/JIHB)

Student searches will be conducted when a school official has reasonable grounds to suspect that a student has violated either the law or Board policy. A student and/or his property will be searched if a staff member has reasonable grounds. The searches will only occur on school grounds or during a school sponsored event if the staff member suspects that the student is violating the law or board policy. Any search will respect the privacy of the student and will not be any more intrusive than necessary, considering the age and sex of the student and the nature of the suspected infraction. Whenever possible the student shall be informed of the reasons behind the search and asked for their permission to perform the search. If the student refuses to be searched then disciplinary action will occur accordingly.

After the search, an administrative report will be completed by a building level administrator outlining the reasons for the search, results, and names of students involved, including any witnesses to the search. If evidence is found that implicates the student in violations of the law or board policy, then disciplinary action and reports will occur accordingly.

Reasonable suspicion is the standard used by staff members to determine if a search is required. Reasonable suspicion is defined as the result of having reliable information, through informants, witnesses or other observations that causes a school official to believe that the student has evidence of a violation of the law or board policy. This evidence is considered contraband. Contraband is any substance or material that is prohibited by law or board policy.

The search could be of the student's pockets, any object in the student's possession and/or a "pat down" of the exterior of the student's clothing. These searches will occur with at least one but not more than three witnesses to the search, all being of the same sex of the student being searched. These individuals will not participate in the search itself. No strip searches will occur or be carried out by school personnel. Parents of the student being searched will be notified as soon as reasonably possible.

Law enforcement officials may be requested to perform a search on a student. When this occurs the search by the officer will occur under the standards outlined through criminal law. These searches will include appropriate measures as approved by the Superintendent and will use any method or technology

that is commonly used by the law enforcement agency. During these searches no school employee shall assist or otherwise participate in the search unless given a direct order to participate by the law enforcement officer. If an employee is involved in the search as per direction of the law enforcement officer the search shall be conducted according to board rules and regulations outlined above. If the officer is conducting the search, a search warrant must be produced prior to the search, unless circumstances permit an exception under criminal law. These include but are not limited to; uncoerced consent by the student, probable cause under criminal standards, or the search being part of the student's arrest. If the search is a part of the student's arrest, then the search shall be limited to the student and their immediate surroundings.

All items obtained in the search that are considered contraband will be seized and offered as evidence in any suspension and/or expulsion proceeding. The items may also be turned over to law enforcement agencies if a violation of criminal law exists.

If law enforcement personnel wish to question a student while at school or participating in school activities, the principal or designee shall be present. If the student is under 18, his parents or legal guardian also shall be present, unless the student is emancipated as defined by state law. If a student is arrested, then the principal will request that the officer(s) observe all procedural safeguards involved as outlined by school and criminal laws and policies.

The student may appeal the search to the superintendent within 10 school days after the search occurred. The superintendent will investigate the reasons for the search and issue written findings within 5 school days after receiving the appeal. These findings shall constitute the final district decision regarding the search.

The conditions outlined in this section also include searches of vehicles on school property. If the student or owner of the vehicle refuses to allow the vehicle to be searched, then the privilege of bringing that vehicle or other vehicles on to school property will be terminated without question or hearing. Routine patrols of the parking lots and inspection of the outside of vehicles will occur regularly.

For further information please contact your student's principal or review board policies JIH and JIHB.

STAFF USE OF PHYSICAL INTERVENTION (Policy JKA)

When dealing with a student who is in the act of performing a wrongful act, threatening physical harm to themselves or others, possessing a weapon, or destroying property, district staff may use reasonable and appropriate physical intervention techniques on that student. These techniques will comply with all state and federal regulations regarding physical restraint of a student. Certified trainers are used to instruct staff in proper, nonviolent crisis intervention techniques. The techniques used are safe and comply with all legal guidelines. If you need more information please contact your building principal or review board policy JKA.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES (Policy JII/JII-R)

Students can appeal decisions or rules made by school personnel they feel are unfair, or are in violation of board policy. Formal complaints can be initiated in written form if the complaint falls into one or more of the following areas:

- Conduct of an individual
- Departmental procedures
- Building procedures
- Board policies and regulations

- Curricular programs
- Civil rights

When a complaint is filed in writing, a conference will be held in 5 school days with the appropriate supervisor. Within 10 school days of the conference, the student will receive a written response from the supervisor handling the complaint. If the student is unsatisfied with these findings, then another written appeal can be made to the next level of supervisor within 10 school days. Another conference will be held and within 10 school days another written response will be given to the student. This process can be followed to the Board of Education level. If the student appeals findings to this level, then a meeting with the board will be convened within 20 school days after receiving the student's appeal. A written response from the board will be given to the student within 10 school days. For further information please contact your student's principal or review board policies JII or JII-R.

**STUDENT ACTIVITIES
AND
STUDENT ORGANIZATIONS
(Policy JJA-1)**

Students are encouraged to participate in a wide variety of extracurricular activities. Participation in these activities should be considered a privilege, not a right. At the secondary level, students are allowed to organize clubs or other groups that relate to subject matter covered by the curriculum. Participation in these activities and clubs shall be voluntary and be supervised by a faculty member. Participation in these activities shall follow all board policies and rules for student conduct. Each school will develop their own guidelines for the operation of clubs and organizations within their facility. These organizations and clubs are required to open membership to all interested and/or eligible students. The faculty advisor will attend every meeting held by the club or organization, even if the meeting occurs at an off school-grounds site. For further information, please contact your student's principal or review board policy JJ and JJA.

**OPEN/LIMITED FORUM
(Policy JJA-2)**

Students in grades 7 – 12 shall be permitted to organize and conduct meetings of non-curriculum-related student clubs or other groups. The school will have no connection to these clubs and organizations and will not be considered school-sponsored. Meetings of these clubs or organizations can only occur during non-instructional times so that they do not interfere with the educational processes of that school. These meetings must be scheduled with the principal, organized and conducted within the guidelines outlined by board policy and regulations. A member of the professional staff must be invited to attend every meeting or activity scheduled on the school campus. Individuals not attending school in the district, parents, school personnel or any other non-school persons are prohibited from directing, conducting, controlling or regularly attending the activities of these groups.

The building principal retains the authority to prohibit meetings, which would be unlawful or otherwise disrupt the discipline or educational process of students and staff. These groups will be provided equal access to the facilities if these guidelines are followed, and will not be discriminated against based on religious, political or philosophical content of any speech at such meetings. For further information please contact your student's principal and/or review board policy JJAB.

**EXTRACURRICULAR ACTIVITY ELIGIBILITY
(Policy JJJ)**

All students are encouraged to participate in extracurricular activities. The student must meet eligibility requirements that are outlined through the state activities agency, CHSAA, and the school facility in which the student participates in the activity. If an activity is not available at the student's school of attendance then the student may choose to participate in that activity at another school within the district or other district in the area. When choosing, the student must pick an alternative school that offers the greatest number of activities in which the student wishes to participate. Each student that chooses to participate in extracurricular activities will receive an activities handbook that outlines all of the eligibility

requirements in detail. For further information please contact your student's building principal, athletic director or review board policy JJJ.

STUDENT HEALTH SERVICES REQUIREMENTS (Policy JLC/JLCB-R)

School nursing staff maintains health records on each student in the district. These records are kept separately from other student data and always secured. Access to these files is limited. Only staff with legitimate educational interests and a reason for looking at the student's health file can access the records. Logs will be kept on file access and reasons for log access.

Regular vision and hearing screenings occur for all students in kindergarten, first, second, third, fifth, seventh and ninth grades or students in similar age groups. Other students will be screened if concerns arise and instructional staff makes referrals. Dental screenings are also offered on occasion when community resources can be accessed.

Students are required to provide immunization records upon registering in school. Those students without such records will not be allowed to enroll or otherwise continue their participation in school. Exemptions do exist for health, religious, personal, or other reasons as provided by law. Exemption cards can be obtained from the school.

Students with communicable diseases, infectious conditions, or other illnesses of a serious nature will be referred to the school nurse and referred to the building principal for appropriate action.

For further information please contact your student's principal or review board policy JLC/JLCB-R.

ADMINISTERING MEDICATION TO STUDENTS (Policy JLCD)

Medications administered at school will only be administered by the School Nurse or their designee. No student shall bring medication or take medication at school without the written permission from parents and the student's doctor and without a School Nurse or designee supervising the administration. The medications will need to be in their original container, properly labeled. If the medication is a prescription medication then the student's name, name of the drug, dosage, time for administering, the name of the doctor and current date must be on the bottle. All medication will be kept secure at the building in a location that is supervised by office staff. For further information please contact your student's principal and/or review board policy JLCD.

STUDENT DISMISSAL PRECAUTIONS (Policy JLIB/JLIB-R)

Each school has outlined procedures for the dismissal of students during the school day. No student under the age of 18 shall be dismissed from school early without a request from the parents or guardians of the student. Students will not be released based on non-validated telephone calls. Children of divorced parents will only be released to parents who are on record at the school and identified through proper court proceedings and paperwork as able to have access to the child. In most cases this will be the parent who the child lives with. This parent will be considered the custodial parent. This is also the parent whom the school district holds responsible for the education, care and welfare of the child. If other arrangements and responsibilities are outlined by the courts, then the school needs current court orders on record that reflect the current court arrangements. Elementary students shall only be sent home with their parents or guardians unless they authorize another adult to pick up the student. Principals will take all steps necessary to ensure the safety of the students. For more information please contact your student's principal and/or review board policy JLIB/JLIB-R

**STUDENT BICYCLE
AND
AUTOMOBILE USE/PARKING
(Policy JLID/JLIE)**

All means of transportation used by students shall be used in a proper and orderly manner. All vehicles and bicycles shall be parked in the designated areas outlined by school officials. Any misuse of these transportation devices will result in the removal of the privilege to use them and park them on school property.

**STUDENT RECORDS/
RELEASE OF INFORMATION ON STUDENTS
(Policy JRA/JRC)**

Student education records may contain information that identifies the student, academic work completed, level of achievement, attendance data, scores on standardized tests, interest inventory results, health and medical information, family background information, teacher/counselor ratings and observations and behavior reports. In addition to this formal information, teachers and other staff may disclose information made by personal observations and knowledge as it relates to the student's educational performance.

**STUDENT RECORDS/
RELEASE OF INFORMATION ON STUDENTS
(JRA/JRC-E)**

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

1. The right to inspect and review the student's education records within 3 school days of the district receiving a request for access.
2. A parent or eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise violate the privacy rights of the student.

A parent or eligible student may ask the district to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the school principal (or appropriate school official) clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading, or otherwise violates the privacy rights of the student.

If the principal decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. 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 or eligible student shall contain the following:

- The specific records to be released

- The specific reasons for such release
- The specific identity of any person, agency, or organization requesting such information and the intended uses of the information
- The method or manner by which the records will be released
- The right to review or receive a copy of the records to be released

Parental consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program shall not constitute the specific written consent required.

All signed consent forms shall be retained by the school district.

Disclosure of personally identifiable information can be made without consent to the following:

- a. School officials, including teachers, working in the school at which the student is enrolled who have a specific and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly learning environment. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well being of the student or others. A school official is a person employed by the district as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- b. Official of another school, school system or post secondary institution that has requested the records and in which the student seeks or intends to enroll. In this case, disciplinary information shall be included. The district provides a copy of the record to the eligible student or student's parents if so requested.
- c. In connection with a student's application for, or receipt of financial aid.
- d. A criminal justice agency investigating a criminal matter concerning a student enrolled, or who will enroll in the school district, when necessary to effectively serve the student prior to trial. Such information shall only include disciplinary and attendance information and shall only be shared upon certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.
- e. 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. Accrediting institutions to carry out their accrediting functions.
- g. Parents of students over 18 years of age that are dependents for federal income tax purposes.
- h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
- i. Anyone, if required by a court order or subpoena. The district will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order. The district will not provide such notice if the subpoena is issued by a federal grand jury or any other law enforcement purpose where the court has ordered non-disclosure of the existence or contents of the subpoena or information furnished.
- j. A court presiding over a legal action initiated by the school district where the education records are relevant, or initiated by a parent or eligible student where the records are relevant for the school district's defense.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student in advance of the disclosure.

5. The right to file a complaint with the U.S. Department of Education concerning 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, SW
Washington, DC 20202-4605

6. The right to refuse to permit the designation of any or all of the categories of directory information.

The district is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance, no later than September 7, or the following Monday if September 7 is a Saturday or Sunday.

Directory information which may be released may include the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended, and other similar information. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.

7. The right to request that information not be provided to military recruiting officers. Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released.

**CUSTODIAL AND NONCUSTODIAL
PARENT RIGHTS AND RESPONSIBILITIES
(Policy KBBA/KBBA-R)**

Unless otherwise notified through current court order documents, the district will assume that there are no limitations regarding the issue of including both parents in educational information pertaining to their minor child. If this is not the case, then it is the responsibility of the parents to present information contrary to this assumption. Written statements by custodial parents are not accepted as the documentation needed to alter the districts process of keeping parents informed about their child's educational progress. For further information please contact your student's principal and/or review board policy KBBA/KBBA-R.

**PUBLIC'S RIGHT TO KNOW/
FREEDOM OF INFORMATION
(Policy KDB)**

The district supports the right of the public to know about programs and services of each school and the district in general. Every effort will be made to disseminate information requested as it complies with federal and state laws regarding individual privacy issues and confidentiality.

**PUBLIC CONDUCT ON SCHOOL PROPERTY
VISITORS TO SCHOOLS
(Policy KFA)**

The district expects all visitors to the schools and to our activities to conduct themselves appropriately. Individuals who obstruct, disrupt, or interfere with the process of conducting the educational or extracurricular process, threaten destruction of person or property, commit illegal acts, use profanity, use tobacco, or become verbally aggressive, will be asked to leave the property and law enforcement personnel will be contacted if necessary.

Visitors to the school are required to sign in at the school building office and wear appropriate identification that acknowledges their visitor status. The only exception is when parents are invited to an assembly or classroom program.

For further information please contact your student's building principal and/or review board policy KFA/KI.

**AVAILABLE EDUCATIONAL RESOURCES
FOR ALL STUDENTS**

Pueblo County School District 70 believes and expects that we will educate all of the students who attend our school, no matter what educational needs the student may have. Based on this belief, we have provided you with a list of resources and contact information for those resources if you should have any questions.

- **ENGLISH LANGUAGE LEARNERS (719) 295-6518**
Ginger Andenucio, Assistant Superintendent
(Pueblo School District No. 70 has developed a plan to ensure that national-origin minority ELL students have equal and meaningful access to the District's educational services.)
- **SPECIAL EDUCATION (719) 295-6532**
Laurie Stratman, Director
(Pueblo School District No. 70 has a district-wide comprehensive service plan that incorporates a wide variety to services and service providers that can meet the learning/behavior/physical needs of any student in the district.)
- **GIFTED AND TALENTED (719) 295-6518**
Ginger Andenucio, Assistant Superintendent
(Pueblo School District No. 70 continues to develop and refine the services to students with exceptional needs including those that need a more advanced challenge in various academic, and fine arts instruction.)
- **RESPONSE TO INTERVENTION (RTI)**
Local School Principal
(As federal and state mandates continue to refine and guide instructional expectations, Pueblo School District No. 70 continues to provide various levels of academic, behavioral and physical interventions for all students. All students are eligible for intervention services and referrals can be made by teachers, parents or students for possible RTI services. Please just contact your local school if you have needs in this area.)
- **CAREER AND TECHNOLOGY EDUCATION (719) 295-6518**
Ginger Andenucio, Assistant Superintendent (CET)

Pueblo County School District 70 offers a wide variety of career oriented and technology oriented options for all students. These options come in a variety of delivery systems for students while they explore their future professional and technical career options. Please check with your local principal and counseling staff for options and opportunities. If you have further questions please feel free to contact the CET Coordinator.