



# BVSD STUDENT RIGHTS AND RESPONSIBILITIES GUIDE

**VERY IMPORTANT INFORMATION**

for Students and Parents of BVSD

2019-20

---

PAGES:	4	Policy and Expectations Regarding Academic Honesty and Integrity
	12	Students Absences and Excuses
	21	Student Use of District Technology
	22	Parent-Teacher Calendar
	23-24	Parent/Student Multi-Item Sign-Off Sheet
	25-26	Required and Recommended Vaccines for Students (Colorado Department of Public Health and Environment)
	27	Opt-Out Form for Disclosure of Personal Information to Military



**Boulder Valley School District**  
*Excellence and Equity*

# BVSD EDUCATION CENTER DIRECTORY

---

BVSD EDUCATION CENTER / 6500 Arapahoe Ave., P.O. Box 9011 / Boulder, CO 80301

Phone: 303-447-1010 / TDD: 303-442-2400

www.bvsd.org

<b>Superintendent</b>	<b>720-561-2811</b>	<b>Language Development</b>	<b>720-561-5183</b>
<b>Pre-K-12 School Leadership</b>		<b>Food Services</b>	<b>720-561-5042</b>
Elementary Schools	<b>720-561-5913</b>	<b>Health Services</b>	<b>720-561-5544</b>
K-8/Middle & High Schools	<b>720-561-5086</b>	<b>Transportation Services</b>	<b>720-561-5120</b>
Athletics & Activities	<b>720-561-5086</b>	<b>Communications</b>	<b>720-561-5824</b>
Discipline	<b>720-561-5035</b>	<b>Human Resources</b>	<b>720-561-5031</b>
Early Childhood Education	<b>720-561-5075</b>	<b>Finance and Accounting Services</b>	<b>720-561-5138</b>
<b>Assistant Superintendent of</b>		<b>Operational Services</b>	<b>720-561-5062</b>
<b>Instructional Leadership and Equity</b>	<b>720-561-6062</b>	<b>Information Technology</b>	<b>720-561-5055</b>
<b>Curriculum and Instruction Division</b>	<b>720-561-5167</b>	<b>Assessment and Evaluations</b>	<b>720-561-5147</b>
<b>Special Education</b>	<b>720-561-5152</b>	<b>Legal Department</b>	<b>720-561-5903</b>
<b>Student Enrollment</b>	<b>720-561-5247</b>	ADA/504 Compliance	<b>720-561-5835</b>
<b>Open Enrollment</b>	<b>720-561-5900</b>		

## Notice of Nondiscrimination/Equal Opportunity

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado law and Board of Education Policy AC (Nondiscrimination/Equal Opportunity), Boulder Valley School District does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Complaint procedures have been established for students, parents, employees and members of the public. The following persons have been identified as the compliance officers for the district:

### **Compliance Officer for students, parents & members of the public:**

Rob Anderson, Superintendent  
Boulder Valley School District  
6500 Arapahoe Rd.  
Boulder, CO 80301  
720-561-2811  
Superintendent@bvsd.org

### **Compliance Officers for employees:**

Mike Gradoz, Asst. Superintendent  
for Human Resources  
Boulder Valley School District  
6500 Arapahoe Rd.  
Boulder, CO 80301  
720-561-5080  
mike.gradoz@bvsd.org

Melissa Ribordy  
Director of Human Resources  
Boulder Valley School District  
6500 Arapahoe Rd  
Boulder, CO 80301  
720-561-5272  
melissa.ribordy@bvsd.org

### **Outside agencies**

Complaints regarding violations of Title VI (race, national origin), Title IX (sex/gender), Section 504/ADA (disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 N. Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the U.S. Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

# Contents

Introduction .....	4
Student Rights and Responsibilities .....	4
Academic Honesty and Integrity .....	4
Student Conduct.....	6
Student Suspension/Expulsion.....	7
Searches .....	10
Buildings and Grounds Security /Video Surveillance Procedures.....	10
Portable Electronic Devices in School .....	10
Student Abuse of Alcohol and Other Drugs.....	11
Discipline of Students with Disabilities .....	12
Students Absences and Excuses.....	12
Student Submission to Surveys,Analyses or Evaluations .....	13
Student Educational Records .....	13
Parents' Rights to Exclude Their Child from Health Education.....	14
Health Education.....	15
Human Sexuality.....	15
Open Enrollment .....	15
Nondiscrimination .....	16
Complaint and Grievance Process.....	16
Complaints Concerning Discrimination .....	16
Student Complaints and Grievances .....	16
Public Complaints .....	16
Public Complaints about the Curriculum or Instructional Materials or Strategies .....	16
Third Party Recruiters in BVSD High Schools.....	17
Disclosure to Military .....	17
Sex Offender Registration Notification.....	17
Code of Athletic Conduct.....	18
Student Fees, Fines and Charges .....	19
Students with Food Allergies.....	19
Student Organizations: Secondary Schools.....	20
Student Use of District Technology .....	21
Parent-Teacher Calendar.....	22
REQUIRED Parent/Student Sign-Off Form.....	23-24
Required and Recommended Vaccines for Students (Colorado Department of Public Health and Environment).....	25-26
OPTIONAL Opt-Out Form for Disclosure of Personal Information to Military.....	27

Note: Complete, detailed copies of all district policies and regulations are available on the district's website.

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

## INTRODUCTION

---

This handbook is provided as a quick reference for students and parents. In addition to the Boulder Valley School District policies and regulations cited, individual schools have the authority to implement supplementary rules regarding student discipline, including student dress. It is the responsibility of the student and parent/guardian to become familiar with the information contained in your school's student handbooks as well those included in this publication.

**Note to parents of students at BVSD charter schools (e.g., Boulder Prep, Horizons, Justice High, Summit, and Peak to Peak):** Some of the rights and responsibilities contained in this handbook have been waived at your school. For specific rights and responsibilities at your school, please contact your school administration. Your school may also have a different calendar and forms.

## STUDENT RIGHTS AND RESPONSIBILITIES

---

### District Policy JF

Learning can take place only when there is an appropriate balance between rights and responsibilities. It is the legal duty of school authorities both to protect the individual's rights and to maintain such control and discipline as is necessary to ensure order so that learning can take place.

The principal is responsible for maintaining order and decorum in the school. Authority for decision making at the building level rests with the principal or designated representative.

Colorado laws, district and school policies and regulations pertaining to student conduct, discipline, rights and responsibilities shall be made known to students, who shall in turn be held accountable for complying with them. Parents are expected to cooperate with school authorities and to participate in school conferences regarding the behavior of their children.

## ACADEMIC HONESTY AND INTEGRITY

---

### District Policy JFA, JFA-R, 4/10/07

#### SECTION I: INTRODUCTION AND RATIONALE

BVSD Mission: the Boulder Valley School District challenges students to achieve their academic, creative and physical potential in order to become responsible, contributing citizens.

The Boulder Valley School District recognizes the importance of promoting a learning environment that values academic honesty. In order to foster ethical behavior in our students and thus meet the goals outlined in the BVSD Mission Statement and the graduation requirements prescribed in the New Century Graduate, we believe that educating all students regarding the characteristics of academic integrity is a critical component in successfully preparing them for their future endeavors.

When engaged in learning activities, students should demonstrate the discipline necessary to seek guidance from their instructor rather than resorting to inappropriate behaviors that may undermine their own academic and personal development. Therefore, the district will actively support our students in taking ownership of their learning both inside and outside of the classroom. District educators will encourage the development of ethical behavior in their students and support constructive dialogue regarding the characteristics of academic integrity in their classes. This is a shared responsibility of all parties: students, parents, and district educators.

This regulation defines those behaviors that constitute unethical academic behavior and outlines the range of consequences schools can consider when infractions occur. Faculty and students should be certain to allocate time to review this regulation and discuss any additional expectations that emerge.

# ACADEMIC HONESTY AND INTEGRITY

---

(continued)

This regulation and the associated policy will be printed and distributed to all students annually in the *Student Rights and Responsibilities Guide*. Students will be expected to acknowledge that they have received information related to academic honesty and that they understand the expectations placed upon them as members of the BVSD academic community.

## SECTION II: POLICY

Boulder Valley School District students are expected to respond to academic challenges with the highest degree of integrity and honesty that support the culture of the community and the characteristics of the New Century Graduate.

## SECTION III: DEFINITIONS

Academic Integrity: Compliance to accepted ethical standards

Academic Dishonesty: Deliberate, unacceptable behaviors that include but are not limited to: misrepresentation, obtaining unauthorized information, and tendering of information

Misrepresentation: Students misrepresent their work by handing in the work of someone else:

- Plagiarizing: unacknowledged use of information, ideas, or phrasing of others. This includes copying exact words of another writer without proper documenting of source, stealing or passing off words, graphics, and artwork that is not one's own
- Purchasing a paper from a service or other sources
- Reproducing another person's paper and submitting it as one's own
- Having someone else take an exam
- Inventing of information or citation in an academic exercise and misquoting or quoting out of context
- Submitting a reproduction of another person's work
- Signing of another's name to an official document and/or submission of information known to be false

Obtaining unauthorized information: Information that is obtained dishonestly:

- Copying homework
- Working with another student on work that is intended to be done independently
- Downloading and submitting term papers from on-line resources
- Sharing answers through data storage devices
- Using cell phones or PDA devices to take electronic pictures of exams
- Text-messaging answers of academic work
- Stealing materials from teachers or classmates

Tendering of information: Students giving or selling their work to another person who plans to submit it as his or her own:

- Giving work to another student to be copied
- Giving someone answers to an exam during an exam
- Discussing an assessment with students who have not yet been assessed on the material
- Giving or selling a written assignment to another student

## ACADEMIC HONESTY AND INTEGRITY

(continued)

### SECTION IV: INFRACTIONS AND CONSEQUENCES

Suspected incidents of academic dishonesty should be referred by instructional staff to the school's administration for investigation. In order to maintain a reasonable level of consistency within a school, consequences will be applied by the school's administration after consultation with the appropriate instructional staff.

The general magnitude of an infraction and the level of premeditation involved should be considered before consequences are determined. Schools should strive to maintain consistency in consequences from infraction to infraction.

Possible consequences to infractions may include:

- Parent/Guardian conference with teacher(s) and/or administration
- A certified letter to be signed by the parent/guardian
- A failing grade for the assignment
- Redo the assignment within a given amount of time
- Suspension
- Suspension of Internet access
- Suspension of Network privileges
- A failing grade for the class
- Ineligibility for groups/activities
- Community service
- Restorative Justice

Students should be reminded that a violation of copyright law carries criminal penalties.

Appeals related to this regulation should follow the process outlined in Policy KL and KL-R, *Public Complaints*.

## STUDENT CONDUCT

District Policy JFC, 11/13/01

While on school grounds, in school facilities, in school vehicles, or at school-sponsored activities, students shall comply with all policies and regulations pertaining to student conduct. Specifically:

1. Student conduct shall at all times reflect consideration for the rights and privileges of others; cooperation with all members of the school community is required.
2. Students shall maintain high personal standards of courtesy, decency, morality, and honesty in their relationship with others.
3. Students shall respect the authority of school staff and officials. This includes compliance with school regulations, district policies, and Colorado law.
4. Diligence in study and achievement commensurate with ability is expected of all students. Respect for scholarship should be encouraged and scholastic integrity shall be maintained. Students are expected to be prompt and regular in their attendance of school and classes and are responsible for work missed due to excused or unexcused tardiness or absence.
5. No student shall engage in or encourage behavior which poses a clear and convincing threat of disruption of the school operations.
6. No student shall engage in or encourage behavior which is detrimental to the welfare or safety of students, teachers, or school personnel on or off school property.
7. Students shall not use, bring, carry, possess, buy, sell, or exchange alcohol, narcotics, or other dangerous or restricted drugs or controlled substances.

## STUDENT CONDUCT

---

(continued)

8. No student shall use, possess, bring, or carry any dangerous weapon of any kind or a knife of any blade length on school property, in school-approved vehicles, or at school-sponsored activities without prior permission of the school principal or designee or the Superintendent or designee.
9. Students shall not cause or attempt to cause damage to school or private property, nor steal or attempt to steal school or private property.
10. No student shall engage in bullying behavior in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events.

Violations of Colorado law, district or school rules of conduct will result in disciplinary action, which may include suspension or expulsion. Specific district policies referenced in this section are:

- Student Absences and Excuses — Policy JH, JH-R
- Dangerous Weapons in the Schools — Policy JICI
- Student Abuse of Alcohol and Other Drugs — Policies JFCH/JFCI and JFCH/JFCI-R
- Tobacco-Free Schools — Policy ADC
- Searches — Policy JFGA
- Student Conduct on School Buses — Policy JFCC
- Student Suspension/Expulsion — Policy JGD/JGE
- Non-Discrimination — Policy AC/AC-R
- Student Dress — District Policy JICA, JICA-R

## STUDENT SUSPENSION/EXPULSION

---

District Policy JGD/JGE, 6/26/07

For certain misbehaviors, a student may be prevented from attending school and participating in school activities for a specified and limited period of time.

### Grounds for Suspension and Expulsion

Students may be suspended or expelled for the following behaviors while in school buildings, on school grounds, in school vehicles or at school-sponsored activities. (In appropriate circumstances a student may be suspended or expelled for behavior off school property.):

1. Serious violations, as determined by the principal, including but not limited to fighting, initiating or participating in bomb scares or false alarms; improper sexual contact; the unauthorized use, possession, exchange or sale of alcohol or controlled substances; and being under the influence of alcohol or controlled substances.
2. Carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, for which expulsion is mandatory. "Dangerous weapon" means: (a) a firearm, whether loaded or unloaded; (b) any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; (c) a fixed-blade knife with a blade longer than 3 inches in length or a spring-loaded knife or a pocket knife with a blade longer than 3-1/2 inches; or (d) any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury. A student may, but need not, be expelled for the behavior described in this paragraph if, as soon as possible upon discovery that he or she is in possession of the dangerous weapon, the student notifies and delivers the weapon to a teacher, administrator or other authorized person.
3. The sale of a drug or controlled substance for which expulsion is mandatory.
4. The commission of an act which, if committed by an adult, would be robbery under the criminal law, for which expulsion is mandatory.

## STUDENT SUSPENSION/EXPULSION

---

(continued)

5. The commission of an act which, if committed by an adult, would be first or second degree assault under the criminal law, for which expulsion is mandatory.
6. Continued willful disobedience or open and persistent defiance of proper authority, including, but not limited to, repeated violations of school district policy and repeated instances of misconduct, no single occurrence of which might otherwise constitute a ground for suspension or expulsion.
7. Willful destruction or defacing of school property.
8. Behavior on or off school property which is detrimental to the welfare or safety of the student, other students, or of school personnel, including behavior which creates a threat of physical harm to the student or other students.
9. Declaration of the student as habitually disruptive for which expulsion shall be mandatory. "Disruptive behavior" means behavior by the student which is initiated, willful, and overt. After the first and second suspension of a student for disruptive behavior, the school must develop a remedial discipline plan for the student. The district will encourage the full participation of the student's parents in the development of any such remedial discipline plan. Expulsion is mandatory upon receiving the third suspension for disruptive behavior.
10. Repeated interference with the school's ability to provide educational opportunities to other students.
11. Assault upon, disorderly conduct toward, harassment of, making knowingly false allegations of child abuse against, and any criminal offense against a teacher or school employee, or damage to property of a teacher or school employee which occurs on school premises. A minimum of three days' suspension is mandatory for such behavior.
12. Use or possession of any tobacco product.
13. Unauthorized absence from school for all or any portion of the school day.
14. Stealing or attempting to steal property belonging to the school district or to a private individual.
15. Vandalism, damage or destruction of property belonging to the school district or to a private individual.
16. Sexual harassment of students or staff.
17. Violation of rules concerning proper use of school district computers and/or concerning Internet access.
18. Trespassing onto district property or remaining on school district property after being requested to leave by an authorized school official.
19. Gang-related activity.
20. Violation of any school or district policy or regulation governing student conduct.

Suspension is viewed as a very serious step in the discipline and intervention process. A school principal or designee may suspend a student for up to five school days for grounds 6-20 listed above and may suspend a student for up to ten school days for grounds 1-5 listed above.

The superintendent or designee may extend the suspension if necessary, according to policy JGD/JGE. In no event may the total period of suspension exceed twenty-five consecutive school days.

"Classroom suspension" means the exclusion of a student from the classroom by a teacher for causing a material and substantial disruption in the classroom through behavior that is initiated, willful, and overt on the part of the student.

"In-school suspension" means the exclusion of a student from the classroom and from participation in regular school activities, with continuous supervision and instruction in a location separate from the regular school environment.

### Procedure for Suspension:

- Due process takes place at an informal hearing at which the principal or designee shall give the student written or oral notice of the charges against him/her. The student will be provided an opportunity to present his/her side of the story.
- At this informal hearing, the student does not have the right to secure counsel, to confront and cross-examine witnesses, or to call witnesses to verify his/her version of the incident. There need be no delay between the time notice is given and the time of the hearing.

## STUDENT SUSPENSION/EXPULSION

---

(continued)

### Procedure for Suspension (continued):

- The informal hearing should precede removal of the student from school, unless an emergency or threat of substantial disruption requires immediate removal, in which case the informal hearing should follow as soon after the student's removal as practicable.
- The principal or designee shall, as soon as possible, notify the parent that the student has been suspended, the grounds for the suspension, and the time and place for the parent to meet with the principal to review the suspension.
- The student's parent or guardian must be notified in writing of each suspension. Suspension letters should clearly state whether the suspension is being counted toward declaration of the student as habitually disruptive.
- A student suspended for more than ten continuous school days may request a review before a school leadership director or designee.

In lieu of suspension, a principal or designee may, in his or her discretion, with consent of the student's teachers, permit the student to remain in school on the condition that the student's parent, guardian or legal custodian attend class with the student for a period of time established by the principal or designee. In the event that the parent, guardian or legal custodian cannot or will not attend class with the student, or this alternative would be or becomes disruptive to the educational process, this alternative shall be terminated and the student shall be suspended. (This alternative is not available if expulsion proceedings have been or will be initiated.)

Expulsion is the exclusion of a student from school and participation in school activities for a specified period of time, not to exceed one calendar year.

### Procedures for Expulsion:

- Prior to starting the expulsion process, procedures for suspension must be followed.
- The student and parent or guardian will be given written notice of the charges against the student.
- For students with disabilities, a conference will be held to determine whether the behavior is a manifestation of the disability.
- If requested by the student's parent(s), an expulsion hearing may be held before the Superintendent or designee.
- Information about hearing procedures will be provided in writing at the time of notification.
- The Superintendent will review the findings and will make a decision.
- In the event of a decision to expel, the student will be advised of the right to appeal to the Board of Education.

For any infraction, continued and willful persistence in the behavior after interventions may result in a recommendation for expulsion. In some instances, particularly those affecting the safety of other students, expulsion will be recommended earlier in the sequence of consequences.

## SEARCHES

### District Policy JFGA, 6/11/87

A student's person and/or personal effects, such as a purse, book bag, back pack, etc., may be searched whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

All lockers, desks, storage, and similar areas provided for student use on school premises are school property and remain at all times under the control of the school. Student use of such areas is subject to the right of school authorities to open or enter into the same and inspect the contents for any reason at any time without notice or student consent.

The interiors of student vehicles may be inspected if a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school rules.

## BUILDINGS AND GROUNDS SECURITY / VIDEO SURVEILLANCE PROCEDURES

### District Policy ECA/ECA-R, 5/8/18

- video surveillance may occur on District property and on vehicles used for District-provided transportation;
- video cameras may be placed in locations deemed appropriate by designated school administrators, including exterior and interior locations;
- video surveillance cameras will not be concealed in any manner and will not be used in locker rooms, restrooms, gymnasiums, auditoriums, individual offices or classrooms. Permissible locations include outdoor facilities, school buses, and common areas in indoor facilities (such as hallways, lobbies and stairwells.);
- video monitoring may occur before, during or after school hours;
- video recordings may be used in connection with the enforcement of Board policy, administrative regulations, building rules and other applicable laws, including student and staff disciplinary proceedings and matters referred to local law enforcement agencies;
- video recordings may become a part of a student's educational record or a staff member's personnel record;
- the District will comply with all applicable state and federal laws related to student data privacy and record maintenance and retention;
- The policy and regulation are available here: [bvsd.org/policies/Policies/ECA.pdf](https://bvsd.org/policies/Policies/ECA.pdf) and [bvsd.org/policies/Policies/ECA-R.pdf](https://bvsd.org/policies/Policies/ECA-R.pdf)

### **Portable Electronic Devices in School**

BVSD recognizes that portable electronic devices are tools of both communication and learning that, depending upon their use, can either add value to or disrupt the school environment. Portable electronic devices include cell phones, iPods, PDAs, MP3s, wireless email devices, laptops, etc.

Portable electronic devices shall not be turned on or used in any way at school or at school-sponsored activities unless approved by school personnel. Portable electronic devices with cameras may not be used to violate the privacy rights of another person (ex. You may not photograph others in a bathroom or locker room.). Your school may have additional rules and expectations regarding the use of portable electronic devices. Refer to your school's handbook or ask your Principal.

Students are required to turn portable electronic devices over to school personnel when requested. Under certain circumstances, law enforcement authorities may be notified. Portable electronic devices are considered personal effects in a student's possession and thereby subject to Board Policy JFGA governing searches of such items. Except in cases of emergency, a cell phone or other electronic communication device will not be searched without the consent of either the student or parent.

BVSD shall not be responsible for loss, theft or destruction of portable electronic devices brought onto school property.

## STUDENT ABUSE OF ALCOHOL AND OTHER DRUGS

---

### District Policy JFCH/JFCI-R, 01/31/03

Students are subject to immediate suspension for use, possession, distribution or sale of illicit drugs, including alcohol and anabolic steroids, or drug-containing paraphernalia. For purposes of disciplinary actions, student infractions of this policy will be cumulated for a three-year period. The administrator will determine if the student is under the influence of alcohol or an illegal substance based on a body of evidence, which includes, but is not limited to, the student's behavior, odor, physical appearance or witness statements.

#### First offense (use and/or possession):

The student will be suspended from three to five days pursuant to policy JGD/JGE, student suspension/expulsion. If the student is suspended beyond three days, alternatives to suspension must be offered for days four and five.

#### Second offense (use and/or possession):

The student will be suspended from school for five days pursuant to Policy JGD/JGE, Student Suspension/Expulsion

#### Third offense and subsequent violations (use and/or possession):

The student will be suspended for five days and a recommendation will be made for more severe disciplinary action, including, but not limited to, extended suspension.

### **CONSEQUENCES**

Your student is not allowed to have or use alcohol, illegal substances or paraphernalia on school grounds or at any school event or activity.

#### ***Violation will result in several consequences including:***

- 3-5 day out-of-school suspension
- loss of credit and assignments per district policy for unexcused absences
- removal from activities/leadership roles
- loss of participation in athletics (see posted athletic policy on BVSD website: <http://bvsd.org/policies/Policies/JFCH-JFCI.pdf>)
- possible self-reporting of violation on college applications (specifically to academies)
- could affect acceptance and/or scholarships to colleges
- referral to law enforcement

School administration will determine if a student is "under the influence," in possession of or has used alcohol or illegal substances by a body of evidence which could include, but is not limited to the student's behavior, odor, physical appearance or witness statements.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

---

### **District Policy JGD/JDE, 6/26/07**

Except as otherwise provided below, students with disabilities may be disciplined on the same grounds and under the same procedures as students who do not have disabilities.

- The principal or designee shall immediately remove a student with a disability from a situation which he/she poses a threat of physical harm to himself/herself or to other persons, usually by suspending the student. In some cases, placement in an interim alternative educational setting is permissible even if the disabled student's behavior was a manifestation of his/her disability.
- Students with disabilities may not be suspended in excess of ten consecutive school days (or subjected to a series of suspensions or removals during the school year that constitute a change of placement) unless a determination has been made that the misconduct was not a manifestation of the student's disability.
- Prior to expulsion of a student with a disability, a determination must be made that the misconduct constituting grounds for expulsion was not a manifestation of the student's disability.

## **STUDENT ABSENCES AND EXCUSES**

---

### **District Policy JH, 6/25/13 and JH-R, 6/26/13**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. In most situations, the missed classroom experience cannot be adequately replicated. Students who have good attendance generally achieve higher grades, enjoy school and are college and career ready after leaving school.

- Schools shall make reasonable efforts to notify parents or guardians of absences each time a student is absent without authorization or in case of excessive excused absences.
- Parents or guardians have the responsibility to contact the school on the day of or prior to a student's absence.
- A building administrator has the authority to determine whether an absence is excused or unexcused.
- Excused absences may include:
  - temporary illness or injury
  - an absence which is approved by a building administrator on a pre-arranged basis
  - religious holidays
- The school administrator or his/her designee has the discretion to excuse absences on a pre-arranged basis in the following circumstances:
  - interviews with college admissions officials
  - interviews with career employer representatives
  - special family activities
  - extenuating circumstances determined by the building administrator
- Examples of unexcused absences include but are not necessarily limited to the following:
  - truancy for an entire school day or one or more class periods during the school day
  - working, other than employment through a work-study program under the supervision of the school
  - single period absences, unless documented (e.g. court appearances, medical reasons, or with advance approval by a building administrator)
  - absences for which medical documentation is required or has been requested, but has not been provided

## **STUDENT ABSENCES AND EXCUSES**

---

(continued)

### **Missed Work**

Students are responsible for all class work missed due to any absence either excused or unexcused. Within two school days after his/her return to class following an absence, the student must arrange to make up work missed. The teacher shall make educationally appropriate provisions for completion of missed class work. Credit for class work missed due to an excused absence shall be allowed when satisfactorily completed.

Credit for class work missed due to unexcused absences shall not be allowed unless specifically permitted by the teacher.

Whenever a student's educational progress becomes affected because of absence, the school will notify and attempt to meet with the parent or guardian to plan for remediation.

## **STUDENT SUBMISSION TO SURVEYS, ANALYSES OR EVALUATIONS**

---

District Policy JFJ, 10/24/96, JFJ-R

No student shall be required as part of any program funded by the United States Department of Education to submit, without prior written consent, to a survey, analysis, or evaluation (not directly related to academic instruction and that is designed to elicit information about behavioral, emotional, or attitudinal characteristics of an individual or group) that reveals:

- Political affiliations
- Mental and psychological problems potentially embarrassing to the student or his/her family;
- Sex behavior and attitudes
- Illegal, anti-social, self-incriminating and demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **STUDENT EDUCATIONAL RECORDS**

---

District Policy JO, 8/22/91, JO-R, 9/26/96

The staff and administrators of BVSD safeguard the educational records of students in accordance with the requirements of federal and state laws, and consistent with district policy. Disciplinary information regarding a student may be provided to another school where a student moves, transfers, or makes an application for transfer. Consent of the parent, guardian or student to release the information is not required.

A principal or designee may communicate disciplinary information about a student enrolled in the school to all teachers and/or counselors who have direct contact with the student. The teachers and counselors who receive disciplinary information must keep it confidential and do not have the authority to communicate the information to another person.

## STUDENT EDUCATIONAL RECORDS (continued)

---

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the district as an administrator, supervisor, instructor, or support staff member; members of the Board of Education; persons or companies with whom the district has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, therapists and others); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## PARENTS' RIGHTS TO EXCLUDE THEIR CHILD FROM HEALTH EDUCATION

---

### Kindergarten-8 Health Education and Human Growth and Development/Sexuality Information

Both Colorado state statute and the policies of the Board of Education recognize the rights of parents and guardians to make important decisions about their child's education regarding health, human growth and development and human sexuality. Parents have the right to be informed regarding the content of these units of instruction or courses and to exclude their child from any specific portion or portions of the instruction on the grounds that it is contrary to their religious beliefs and teachings or closely held personal beliefs. Each school will send home information regarding the material to be covered and a parental exclusion request form prior to the beginning of instruction. More information regarding this topic can be found on the Boulder Valley website under district policies, specifically, policies IGAI, IGAE, and the associated regulations.

### High School Health Education and Human Growth and Development/Sexuality Information

Both Colorado state statute and the policies of the Board of Education recognize the rights of parents and guardians to make important decisions about their child's education regarding health, human growth and development and human sexuality. Parents have the right to be informed regarding the content of these units of instruction or courses and to exclude their child from any specific portion or portions of the instruction on the grounds that it is contrary to their religious beliefs and teachings or closely held personal beliefs. Each school will send home information regarding the material to be covered and a parental exclusion request form prior to the beginning of instruction. Specific courses that address these topics include Issues in Health, Teen Challenges, and Living on Your Own. In addition, some schools may schedule programs that deal with these topics. Please contact your child's school to see if such a program is upcoming and how you can review the content in order to make a decision regarding your child's participation. More information regarding this topic can be found on the Boulder Valley website under district policies, specifically, policies IGAI, IGAE, and the associated regulations.

## HEALTH EDUCATION

---

District Policy IGAE, 04/13/10

The goal of health education in BVSD is to promote in all students the desire and ability to be healthy - physically, mentally, and socially. The health education policy generally outlines curriculum topics that are addressed in health education and identifies parents' rights regarding health education issues.

## HUMAN SEXUALITY

---

District Policy IGAI, 04/13/10

Instruction in human sexuality includes information dealing with the growth and development of the human body, human sexuality, and reproduction. Instruction is provided for every student in grades 5-8 and 10-12. The policy and regulation of human sexuality instruction outlines specific topics and guidelines for teachers and acknowledges the rights of parents.

## OPEN ENROLLMENT

---

District Policy JECC, 01/10/91, JECC-R, 11/09/18

Parents who want their student to attend a school other than the designated neighborhood school to which the student is assigned may apply for entry into another school under BVSD's Open Enrollment policy. Approval of open enrollment is based on available space, programming and staffing at the requested school. When the number of applicants exceeds the number of spaces available, students will be selected by a random selection lottery. A wait list will be kept at the Education Center until the end of August at which time wait lists are frozen (end of September for charter schools).

When a student has been enrolled in any school under the open enrollment policy, that school becomes the "school of attendance." To return to the district designated neighborhood school, an application must be submitted and approval will be granted if there is space available.

After elementary and/or middle school, students will attend their district-designated neighborhood school unless they open enroll to another middle or high school. Students who have open enrolled into a school other than their district-designated neighborhood school are given **no preference** in the open enrollment process for continuing in that school's feeder system. This means that students must open enroll into middle school AND will need to open enroll into high school UNLESS the student lives in the attendance boundaries of those schools. There is **no assurance** the student will be allowed to continue in the feeder system through open enrollment. Once enrolled in a K-8 building, and some of BVSD's other multi-level programs housed in the same building, students do not have to re-enroll.

To help parents identify schools they may wish to consider for open enrollment, opportunities to visit and observe schools may be scheduled by contacting individual school offices. Please be sure to register with the school office when visiting schools.

Parents are responsible for transportation to a school other than their district designated neighborhood school. If space is available on an existing transportation route, parents may annually petition for "ridership" by contacting the district's Transportation Office at 720-561-5120.

## **NONDISCRIMINATION**

---

District Policies AC (Nondiscrimination/Equal Opportunity) 10/23/12, JB (Equal Educational Opportunities) 01/22/19, and JBB (Sexual Harassment), 10/23/12

The Board of Education is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. No otherwise qualified student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any district program or activity on the basis of disability, race, creed, color, sex (which includes marital status), sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services or physical characteristics.

Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in Board policy, or who has witnessed such unlawful discrimination or harassment, is encouraged to immediately report it to an administrator, counselor, teacher or the district's compliance officer and file a complaint as set forth in BVSD Regulation AC-R.

No student shall be subject to adverse treatment in retaliation for any good faith report of discrimination or harassment.

## **COMPLAINT AND GRIEVANCE PROCESS**

---

Persons who have a concern or complaint have access to informal and formal procedures in the Boulder Valley School District. General procedures:

1. Informal discussion at the building level; or
2. Formal complaint using one of the following procedures:

### **COMPLAINTS CONCERNING DISCRIMINATION (District Policy AC-R, 10/23/12)**

A student who believes that he or she has been discriminated against in violation of District Policy AC may file with the District's compliance officer a complaint charging the district, any student or any school employee with unlawful discrimination or harassment. Complaints may be made orally or in writing. Persons who wish to file a written complaint are encouraged to use the form in *AC-E2* ([www.bvsd.org/policies/policies/AC-E2.pdf](http://www.bvsd.org/policies/policies/AC-E2.pdf))

All complaints shall include a detailed description of the alleged events, the dates the alleged events occurred and names of the parties involved, including any witnesses. The complaint shall be made as soon as possible after the incident.

### **STUDENT COMPLAINTS AND GRIEVANCES (District Policy JFH, 06/01/98)**

Students who believe that a decision or an action of school personnel is discriminatory or in violation of district policies or school rules may appeal the decision or action. The appeal procedures described in this policy do not apply to a teacher's determination of a student's grade unless the student believes the grade resulted from discrimination.

### **PUBLIC COMPLAINTS (District Policy KE, 01/14/14)**

The Board of Education and the administration of the district intend to foster positive relationships between employees and patrons of the district by providing a fair, orderly and timely process for handling concerns and complaints concerning the operation of the school or the operation of BVSD as a whole.

It is expected that concerns are resolved at the level most directly affected, that is, with the staff and/or administrators concerned. It is hoped that problems can be resolved in an informal manner.

### **PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS OR STRATEGIES (District Policy KEC, 01/14/14)**

This policy is limited to complaints related to specific issues of curriculum, instructional materials, instructional strategies and educational activities. The Board of Education relies on its teachers and administrators to resolve concerns of patrons.\*

\*Note: If such resolution cannot be accomplished, however, procedures are available for review at the highest administrative level with an opportunity for appeal to the Board of Education.

## **THIRD PARTY RECRUITERS IN BVSD HIGH SCHOOLS**

---

### **District Policy KLMA, 1/14/14**

BVSD provides high-school students with convenient access to recruiters representing organizations which offer information about potential careers, employers (including the military), and post-secondary educational opportunities. These recruiters are allowed access to high-school facilities and students during the school day with the following limitations:

- General meetings or recruiting events are limited to two per school year with principal approval.
- All meetings and events are limited to the counseling office, career center, or specific classrooms.
- Recruiter distribution and posting of only written literature will be allowed.

Evening fairs and in-class “career awareness” presentations are not included in the two-day limit.

All military recruiters, postsecondary institutions and prospective employers shall be treated uniformly with regard to the conduct of on-campus student recruitment. A schedule of recruiters visiting the district’s high schools will be announced to the student body in advance by each school’s guidance office through publications and/or by posting on bulletin boards.

## **DISCLOSURE TO MILITARY**

---

### **District Policy KLMA-E, 1/15/14**

In accordance with Federal law, the Boulder Valley School District Board of Education is required to release the names, addresses and home telephone numbers of secondary school students to military recruiting officers. Such information shall be released to recruiting officers unless a student submits a request, in writing, that such information is not to be released. Please see the optional "Opt Out" form provided in the center of this handbook.

## **SEX OFFENDER REGISTRATION NOTIFICATION**

---

According to the Sex Offender Registration Act, C.R.S. 16-22-101, the Colorado Bureau of Investigation has established a website listing certain high-risk registered sex offenders at [www.sor.state.co.us](http://www.sor.state.co.us).

# ATHLETIC CODE OF CONDUCT

---

The athletic code of conduct must be signed by all students at the beginning of the student's high school athletic career. The code of conduct is in effect for the ENTIRE high school career for all athletic activities. Because not every conceivable incident can be covered by any contract, based on specific circumstances, the school administration reserves the right to determine appropriate consequences. As per long standing BVSD and CHSAA policy, a school administrator may impose athletic consequences for poor citizenship inside and outside the school environment.

## **Drug, Alcohol, Tobacco Use, Distribution or Possession of tobacco, drugs, alcohol, or paraphernalia such as but not limited to pipes, bongos or electronic devices such as vap pens.**

### First Offense:

1. The student is suspended for 20 percent of total scheduled contests. Any fractions of games are rounded to the nearest whole number.
2. The period of suspension from school supersedes the 20 percent game suspension. For example, if a student is suspended from school for five days, the student may miss more games than required by the code of conduct.
3. Suspensions must be served at the highest level of competition for that athlete as determined by the athletic director. The athlete may not compete in any scrimmage or contest at any level until the suspensions have been served. For example, a player who plays JV and Varsity must serve his/her suspensions at the varsity level before regaining eligibility. In order for games sat out to count, the athlete must complete the season in which the suspension occurred in good standing.
4. Game suspensions not fulfilled during the season in which the incident occurred are carried over into the next athletic season the athlete competes in (in the same school year). Administrator will determine suspension carry-over from season to season.
5. Game suspensions not fulfilled during the school year in which the incident occurred are carried over into the following school year for the first offense. Consistent with BVSD School Board policy, incidents of drug, alcohol, or tobacco use are carried over for three calendar years. For example, a student violates the code of conduct in the spring season, following the completion of that season he/she will be suspended for any games during the fall season (if he/she competes). Another incident (within three calendar years) will be considered the second for purposes of determining consequences.
6. BVSD will honor any disciplinary consequences imposed by a previous school district before a transfer student becomes eligible to compete at any level in any athletic activity for any BVSD school.

### Second Offense within three Calendar Years:

1. The student is suspended for 50 percent of total scheduled games. Any fractions of games are rounded to the nearest whole number.
2. Suspensions must be served at the highest level of competition for that athlete as determined by the athletic director. The athlete may not compete in any scrimmage or contest at any level until the suspensions have been served. For example, a player who plays JV and Varsity must serve his/her suspensions at the varsity level before regaining eligibility.
3. Game suspensions not fulfilled during the season in which the incident occurred are carried over into the next athletic season the athlete competes in.
4. Game suspensions not fulfilled during the school year in which the incident occurred are carried over into the following school year.

### Third Offense within three Calendar Years:

1. Student is suspended from participation in all athletic activities for one calendar year.
2. The athlete may petition the Athletic Director for re-admittance to the athletic program after a period of four months, if the athlete participates (at the family's expense) in a pre-approved (by school administrator) rehabilitation or treatment program. The rehabilitation or treatment center must provide verification of attendance and a written recommendation for re-admittance before the petition can be considered.

### Reminders:

1. A school suspension may produce more than 20 percent of missed games.
2. Incidents carry over from season to season.
3. Incidents carry over from year to year for three calendar years.
4. Students may not transfer between school/districts to avoid penalties.

### Acknowledgement

I, \_\_\_\_\_, desire to be a participant in the interscholastic athletic program representing BVSD. Participants include team members, team managers, and other students eligible to receive an athletic letter award. My signature acknowledges that I have read and understand this code and agree to comply with it. I agree to the Code of Conduct expectations and acknowledge that they are in place throughout my student athletic career.

---

Student-Athlete Signature

Date

---

Parent/Guardian Signature

Date

## STUDENT FEES, FINES AND CHARGES

---

BVSD is legally authorized to charge fees under Colorado Law. BVSD Board Policy JN *Student Fees, Fines, and Charges* is aligned with State law and governs the assessment of fees in BVSD. For the purposes of fee collection in BVSD, fees will be defined as charges that are mandatory in order for a service or product to be provided. Voluntary contributions are not considered fees.

### Fees are allowed for:

- The purchase of expendable supplies to be used by an individual student in the classroom.
- Payment for a service such as copying additional transcripts, conducting college searches, AP or IB exams.
- Payment for voluntary enrichment activities such as field trips, speakers, and outdoor education trips. If students chose to participate in these activities they must pay the fee. Students may be required to pay for all or part of field trip costs relating to admission or entrance fees, meals, and lodging.
- Athletic program participation.

### Students Eligible for Free and Reduced Price Meals

Families are encouraged to apply for Free or Reduced Lunch eligibility status. **Students eligible for Free or Reduced Lunch status are also eligible for waiver of all academic and athletic fees.** The names of students on Free or Reduced Lunch are strictly confidential. Contact the principal's office for an application and/or additional information.

### Fundraisers and Sales not Considered Fees

Schools can collect voluntary donations to be used for parties or other social events. These fundraising activities are not considered fees. Likewise, schools can sell items like t-shirts, directories, yearbooks, or spirit mementos. These fundraising activities are not considered fees. Students can purchase these items or not, as they choose.

## STUDENTS WITH FOOD ALLERGIES

---

(Board Policy JLCDA, 01/08/19)

Students diagnosed with potentially life-threatening food allergies should contact the school to develop a health care plan. This plan will address communication between the school and emergency medical services. The student's parent/legal guardian should supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to self-carry such medication. In addition, reasonable accommodations will be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment.

## STUDENT ORGANIZATIONS: SECONDARY SCHOOLS

---

(Board Policy IGDA, 02/11/03, IGDA-R, 03/31/04)

Boulder Valley School District recognizes three categories of student organizations at the secondary level:

- School-Sponsored Activities are considered to be a part of the school program and are under the direction of the principal. Examples include school yearbook, school newspaper, choirs, bands, orchestras, student council, athletics and intramurals, etc.
- School-Sponsored Student Academic Organizations must (1) be recognized by the principal, (2) serve as a direct extension of one or more classes actually taught at the school, and (3) enhance the educational experience of participating students and supplement their course work within the educational program of the school.
- Student-Initiated and Led Organizations may be established upon approval of the principal, but they are not sponsored or endorsed by the school. Membership is voluntary and open to students currently enrolled at the school. The school will not discriminate against or deny equal access to school facilities for meetings on the basis of religious, political, philosophical or other content of the speech of the organization.

### Student-Initiated and Led Organizations

Recognized student-initiated and led clubs (category 3) may conduct on-campus meetings and limited on-campus activities, as approved by the principal. No off-campus activities are authorized and no school supervision is provided for off-campus activities even if the off-campus activity seems related to the purpose of the organization and individual members of the organization decide to participate.

# STUDENT USE OF DISTRICT TECHNOLOGY

---

District Policy JS, 10/23/12, and JS, E-1 & E-2, 10/23/12

Boulder Valley School District (BVSD) is pleased to offer students access to district computers, communications systems, the Internet, and an array of technology resources to promote educational excellence. Each student is responsible for her/his use of technology, whether personal or district provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology. Failure to follow the appropriate use procedures may lead to the loss of the privilege to use these educational tools, school disciplinary action including suspension or expulsion, legal action, and/or restitution by the user for costs associated with any damages caused by such violations.

Please refer to Board Policy JS, Student Use of the Internet and Electronic Communications, <http://bvsd.org/policies/Policies/JS.pdf>

All students will be granted access to district technology resources in order to:

- Perform word processing, build spreadsheets, create presentations, browse the Internet, or use Google Apps for Education
- Conduct research on classroom or library computers or other digital devices
- Search the school library catalog for books/resources
- Download educational videos, podcasts, simulations, or content
- Publish student work
- Fulfill requirements in computer lab assignments
- Conduct curricular work using computer-based simulations or content
- Create digital presentations
- Engage in distance learning experiences
- Complete online testing
- Use digital assessment technologies
- Engage in online collaborative projects
- Engage in electronic discussions with experts outside the classroom
- Share or exchange files with students in or outside the classroom
- Store student work for retrieval at home
- Complete online college applications or apply for financial aid online
- Complete other assignments requiring technology as assigned by your student's teacher(s)

## **Email Accounts**

At the secondary level (6-12), students will be given a district email account. At the elementary level (K-5), email accounts are not made available to students unless requested by a teacher, connected to a specific curriculum unit, explicit parent/guardian and principal permission is acquired, and close supervision by adults is provided.

## **Password Requirements**

Students are required to use strong passwords for accessing District technology and email. IT changes the passwords for grades K-4 every 180 days. Students in grades 5-12 are required to change their password every 90 days.

2019



Boulder Valley School District

Excellence and Equity

2020

JULY

Calendar grid for July 2019

AUGUST

Calendar grid for August 2019

SEPTEMBER

Calendar grid for September 2019

OCTOBER

Calendar grid for October 2019

NOVEMBER

Calendar grid for November 2019

DECEMBER

Calendar grid for December 2019

2019-20 BVSD CALENDAR

Main calendar table listing school events, holidays, and assessment days from July to May.

- Legend for calendar symbols: D (District professional development for staff), S (Semester end), Q (Quarter end), T (Trimester end), etc.

SEVERE WEATHER CLOSURES



Under all but the most extreme conditions, school officials have a responsibility to keep school in session. During Colorado winters, snow and ice are to be expected.

As always, we respect a parent's decision regarding attendance or late arrival for their children. A call or a written note will excuse a student's later arrival or absence during these conditions.

EMERGENCY COMMUNICATION

When the Standard Response Protocol (Secure Perimeter, Lockdown, Shelter or Evacuation) is activated at your child's school or a decision has been made to delay or close our schools, BVSD will send an emergency alert letting you know via phone, email and text messaging.

These initial notifications may not include many details, as the situation is developing and accurate information is being gathered. Additional updates will be sent as more information becomes available.

CONNECT WITH US!

- Website: www.bvsd.org/preschool
Twitter: @BVSDcolorado
Facebook: @BoulderValleySchoolDistrict
Instagram: bvsdcolorado

JANUARY

Calendar grid for January 2020

FEBRUARY

Calendar grid for February 2020

MARCH

Calendar grid for March 2020

APRIL

Calendar grid for April 2020

MAY

Calendar grid for May 2020

JUNE

Calendar grid for June 2020

**Parents and students are required to answer these questions during the registration process.**

**PARENT/STUDENT SIGN-OFF SHEET  
BOULDER VALLEY SCHOOL DISTRICT**

**2019-20**

**Student's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**School Name** \_\_\_\_\_

**Parent or Guardian's Name** \_\_\_\_\_

**A. Boulder Valley School District Student Code of Conduct**

Our goal in Boulder Valley School District (BVSD) is to provide a safe and successful environment for your child. Research on Effective Schools states that if children feel safe at school they are productive and successful. Please review the Student Rights and Responsibilities Guide so that you understand the district's behavioral expectations and the consequences for failure to meet those expectations. I understand that in order to participate in middle/high school sports, I must agree to the rules and regulations in the athletic code of conduct.

\_\_\_\_\_ **I have reviewed and understand the district's Code of Conduct.**  
**Student's Initials**

\_\_\_\_\_ **I have read the Student Rights and Responsibilities Guide and reviewed it with my child.**  
**Parent/Guardian Initials**

**B. Academic Honesty**

Students are expected to respond to academic challenges with the highest degree of integrity and honesty. District educators will encourage the development of ethical behavior in their students and support constructive dialogue regarding the characteristics of academic integrity in their classes. Consequences will result when this policy is violated. (Board Policy JFA and JFA-R).

\_\_\_\_\_ **I understand the expectations regarding academic honesty placed upon me as a member of the BVSD academic community.**  
**Student's Initials**

\_\_\_\_\_ **I have reviewed the district's expectations regarding academic honesty with my child.**  
**Parent/Guardian Initials**

**C. Compulsory Attendance**

Frequent absences from the regular classroom disrupt the student's education.

The Colorado legislature has adopted compulsory attendance laws (COLO. REV. STAT. § 22-33-101 et seq.), to ensure regular school attendance for children between six and seventeen years old. These attendance laws place the responsibility of regular attendance on the student and the parent.

If a student has four unexcused absences from school in any one month or 10 unexcused absences during a school year, the student is in violation of the Colorado School Attendance Law and District Policy (JH, JH-R), therefore, the district may commence disciplinary and/or legal action.

\_\_\_\_\_ **Student's Initials**

\_\_\_\_\_ **Parent/Guardian Initials**

**D. Disclosure of Directory Information**

The district may disclose directory information from a student's record. Directory information is defined by Board Policy JO-R (found on our website at [www.bvsvd.org](http://www.bvsvd.org)) as including: the student's name; date and place of birth; participation in officially recognized sports and activities; height and weight of athletic team members; dates of attendance; and degrees, awards, honors, and other distinctions received. The addresses and telephone numbers of students will not be disclosed, except as provided by law. The parent of a student (or an eligible student) may refuse to allow the release of student directory information.

I **agree** to the release of directory information \_\_\_\_\_ **(Parent/Guardian Initials)**

I **do not agree** to the release of directory information \_\_\_\_\_ **(Parent/Guardian Initials)**

## 2019-20 Parent/Student Sign Off Sheet (continued)

### E. Club and Activity Membership

I understand that if I am suspended due to alcohol or substance use or possession or other serious violations, I may lose my privilege of being a member of a club or organization and/or any leadership roles.

Recognized student-initiated and led clubs (category 3) may conduct on-campus meetings and limited on-campus activities, as approved by the principal. No off-campus activities are authorized and no school supervision is provided for off-campus activities even if the off-campus activity seems related to the purpose of the organization and individual members of the organization decide to participate.

\_\_\_\_\_  
Student's Initials

\_\_\_\_\_  
Parent/Guardian Initials

### F. Media Coverage Notice

There may be times during the school year when different media groups (newspapers, television, university, school production class, etc.) will cover activities at the various Boulder Valley Schools with articles, video or still photography that may be published locally or nationally. In addition, schools or the district may want to include school-oriented articles, video or photography in their own publications such as yearbooks and/or on their own websites.

**Parents/Guardians who do not want their student to be included in media coverage must provide the school with written notice to that effect.**

### G. Athletics and Media Coverage

I understand that if I participate in middle/high school sports, the sports events at which I compete are public events and may be covered by media. I also understand my photo, name and other identifying information may be published by district and/or non-district media in print and/or electronic coverage of sporting events in which I participate.

\_\_\_\_\_  
Student's Initials

\_\_\_\_\_  
Parent/Guardian Initials

### H. Health Screenings

In addition to state mandated screenings for vision and hearing for which parental consent is not required, the district may have an opportunity to offer other health related screenings, such as dental screenings or BMI (body mass index) measurement. Personal information obtained from health screenings is kept confidential and parents may be informed of community resources available to address needs identified in the screenings.

I give my permission for my student to participate in all school-sponsored health screenings.

\_\_\_\_\_  
Parent/Guardian Initials

### I. Student Use of District Technology

I have read and understand Board Policy JS, Student Use of the Internet and Electronic Communications, and Boulder Valley School District's "Student Use of District Technology," which can be referenced in the Student Rights and Responsibilities Guide and through the BVSD website, and agree to abide by all terms and conditions. I further understand that violation of these terms and conditions may result in the loss of the privilege to use these educational tools, school disciplinary action including suspension or expulsion, legal action, and/or restitution by the user for costs associated with any damages caused by such violations.

\_\_\_\_\_  
Student Initials

## FINAL SIGNATURES FOR SIGN-OFF FORM

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## K - 12<sup>th</sup> Grade School-required Immunizations for the 2019-20 School Year

Dear parents and guardians of students in Colorado kindergarten - 12<sup>th</sup> grade schools:

- Colorado law requires students who attend a public, private or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:
  - diphtheria, tetanus & pertussis (DTaP, DTP, Tdap)
  - polio (IPV)
  - measles, mumps, rubella (MMR)
  - hepatitis B (HepB)
  - varicella (chickenpox)
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.
- Colorado rule requires students entering kindergarten to receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6<sup>th</sup> grade must receive one dose of Tdap vaccine, even if they are under 11 years of age.
- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view current versions of the ACIP vaccine schedules for children 0 - 6 years of age at [www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf](http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf) and preteens/teens 7 - 18 years of age at [www.cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf](http://www.cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf).
- Please take your student's updated vaccine record to school every time he or she receives a vaccine.
- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this form once, unless your student's information or school changes. You can get the form at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).
- If you choose not to have your student vaccinated according to the current ACIP schedule for personal belief or religious reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted every year. Multiple options are available at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).
- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Immunization and exemption rates can be found at [www.colorado.gov/pacific/cdphe/school-and-child-care-immunization-data](http://www.colorado.gov/pacific/cdphe/school-and-child-care-immunization-data).
- You may want to talk to a health care provider licensed to give vaccines or your local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at [www.ImmunizeForGood.com](http://www.ImmunizeForGood.com) and [www.colorado.gov/cdphe/immunization-education](http://www.colorado.gov/cdphe/immunization-education).
- If you need help finding a health care provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at [www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency](http://www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency).
- Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry, per Colorado law.

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment  
303-692-2700 | [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us)

December 2018



Dear Colorado health care provider:

Colorado School Entry Immunization Law (25-4-901 et seq, C.R.S) and Colorado Board of Health rule (6 CCR 1009-2) requires students who attend a public, private or parochial K - 12 school, licensed child care, preschool or Head Start program to be vaccinated against many of the diseases vaccines can prevent. Students must be vaccinated against:

- diphtheria, tetanus and pertussis (DTaP, DTP, Tdap)
- polio (IPV)
- measles, mumps, rubella (MMR)
- hepatitis B (HepB)
- haemophilus influenzae type b (Hib)
- pneumococcal (PCV13)
- varicella (chickenpox)

The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices (ACIP). To be considered valid, a dose of vaccine must meet both the **minimum age and minimum intervals** as defined by ACIP. You can view the current ACIP vaccine schedule for persons 0 - 18 years of age at [www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf](http://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf). Vaccines are recommended for rotavirus, hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

Colorado schools are required to review immunization records for school entry and can only accept valid doses of vaccine. Your patients may receive notification of noncompliance if a dose of vaccine does not meet the minimum age or minimum interval requirements, per the ACIP schedule. There are three ways a student can meet the compliance requirements established by Colorado law:

- 1) A student is considered fully immunized if he or she has received all doses of school-required vaccines according to the current ACIP schedule. Note: students are required to receive their final doses of DTaP, IPV, MMR and varicella by kindergarten entry and their Tdap by 6th grade entry, even if the student is under 11 years of age.
- 2) A student is in the process of becoming up-to-date on required vaccines and has a written plan from the parent/guardian on file with the school.
- 3) The student's health care provider (medical doctor, doctor of osteopathic medicine, advanced practice nurse or delegated physician assistant) has signed an official *Immunization Medical Exemption Form* because of a condition that precludes the student from receiving vaccine(s), or the student (emancipated or 18 years of age or older) or student's parent/guardian has submitted a signed non-medical exemption (religious or personal belief).

If students do not meet at least one of the compliance criteria, they are not permitted to attend school. If you have questions about the student's school immunization requirement, please communicate with the student's school nurse or school representative.

If you have questions about the ACIP immunization schedule, vaccines marked as invalid in your patient's immunization record, or about Colorado School Entry Immunization Law, please contact us at 303-692-2700 or [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us). If you have questions about the Colorado Immunization Information System (CIIS), please contact us at 303-692-2437 (press 2), 1-888-611-9918 (press 1) or [cdphe.ciis@state.co.us](mailto:cdphe.ciis@state.co.us).

Other reliable clinical resources include:

- CDC Vaccines & Immunizations - [www.cdc.gov/vaccines/default.htm](http://www.cdc.gov/vaccines/default.htm)
- CDC's 13th edition (2015) of *Epidemiology & Prevention of Vaccine-Preventable Diseases* - [www.cdc.gov/vaccines/pubs/pinkbook/index.html](http://www.cdc.gov/vaccines/pubs/pinkbook/index.html) or the 13th edition supplement (2017) - [www.cdc.gov/vaccines/pubs/pinkbook/supplement.html](http://www.cdc.gov/vaccines/pubs/pinkbook/supplement.html).
- The Immunization Action Coalition: Ask the Experts - [www.immunize.org/askexperts/](http://www.immunize.org/askexperts/)
- CDC Experts at the National Immunization Program - [nipinfo@cdc.gov](mailto:nipinfo@cdc.gov) or 1-800-CDC-Info (1-800-232-4636)

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment  
303-692-2700 | [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us)

**PARENTS' AND STUDENTS' OPT-OUT FORM  
FOR DISCLOSURE OF PERSONAL INFORMATION TO MILITARY**

**IMPORTANT NOTICE TO BOULDER VALLEY HIGH SCHOOL STUDENTS AND THEIR PARENTS/  
GUARDIANS ABOUT ACCESS TO STUDENT INFORMATION**

According to the Federal No Child Left Behind Act of 2001:

“(1)...each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students’ names, addresses, and telephone listings.

(2) CONSENT A secondary school student or the parent of the student may request that the student’s name, address and telephone listing described in paragraph (1) not be released without prior written consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.” (20 U.S.C. § 7908)

Instruction to NOT release student information to recruiters

The No Child Left Behind Act REQUIRES that the school district provide student names, addresses, phone numbers to recruiters from the US military and institutions of higher education UNLESS a parent or the student requests in writing that this information be withheld.

\_\_\_\_\_

**Full Name of Student**

\_\_\_\_\_

**Name of School**

As a parent or legal guardian,

- I request that you DO NOT release the name, address or phone number of the above student to any Armed Forces recruiter or the US Department of Defense.
- I request that you DO NOT release the name, address or phone number of the above student to any institution of higher education.

As a student,

- I request that you DO NOT release my name, address or phone number to any Armed Forces recruiter or the US Department of Defense.
- I request that you DO NOT release my name, address o phone number to any institution of higher education.

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**