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Note: [All referenced Policies can be found here](#)

# Mission, Vision, and Beliefs

## Mission

Engage all learners in authentic learning for global application. (Policy AD)

## Vision

E<sup>5</sup>

Excellent Educational Experiences for Every Student, Every Day

## Beliefs

Family partnership is critical for student success.

Rigorous, authentic learning experiences create successful global citizens.

Meaningful, professional learning opportunities improve educators' practice and impact student learning.

Physical, social, and emotional wellness in a safe, positive environment is the foundation for learning.

Effective communication, collaboration, and active engagement with our community is integral to school success.

## Global Outcomes

Global Outcomes, or GOs, are attributes and skills that each student will learn, know, and demonstrate as a graduate of Estes Park School District.

### OUR GLOBAL OUTCOMES



**COMMUNICATION:** I thoughtfully process and express ideas in multiple ways.



**CRITICAL THINKING AND PROBLEM SOLVING:** I ask challenging questions, analyze complex information, and find solutions.



**CREATIVITY:** I explore my curiosities and passions in order to produce innovative-imaginative products.



**PHYSICAL, SOCIAL, AND EMOTIONAL WELLNESS:** I seek to understand, value, engage with, and advocate for others in my community and globally.



**COMPASSION AND GLOBAL AWARENESS:** I seek to understand, value and advocate for, and engage with others in my own community and globally.



**PERSEVERANCE:** I strive to take on challenges knowing I have the capacity to grow.



**COLLABORATION:** I build from diverse perspectives and assets when working together toward a common goal.

### Estes Park Students will Learn:



# Volunteers and Visitors

All school volunteers and visitors are required to use the main front entrance, and they must check in at the office as they arrive at school.

All visitors will be required to provide proper identification and sign in to the volunteer/visitor Securly System. They will be given an identification badge to wear during time spent on campus. Please note that as part of the safety check done to verify visitors coming into the school buildings, each entry will be immediately run through the Sex Offender Registry.

## Check-in Procedure

- Buzz in at the front door of the building
- Sign in at the iPad in the front office with your information. This does a level 1 background check to communicate a match to anyone on the sex offender list.
- Check in with the front office staff and present an identification.
- Exchange the identification for a yellow lanyard with volunteer or visitor identification that is expected to be worn the entirety of your visit.
- Enjoy your time visiting or volunteering
- Give the lanyard back to the office staff in exchange for your identification.

Volunteers having direct interaction with students will be expected to follow the same procedure as visitors for check in, however they will be required to pass a mandatory background check prior to student interaction. Please allow at least a week prior to the event or volunteer duty to allow the background check to come back from the outside vendor used.

There are numerous opportunities to volunteer in Estes Park School District. Parents/guardians and members of the general community are encouraged to participate in the schools. If you need more information about volunteering in the schools, please call the school office to inquire about the best way to connect with these opportunities.

For visits during the school day, parents/guardians should make arrangements with a classroom teacher prior to their visit. Special permission must be obtained for classroom visits in excess of thirty (30) minutes. Parents/guardians wishing to visit a classroom other than the class their child attends must receive specific permission from the principal.

# Student Rights | Responsibilities

Student rights and responsibilities are derived from a variety of sources including, but not limited to: Colorado state laws, Federal laws, local laws, and Board of Education and Administrative policies which guide student conduct expectations, rights and responsibilities.

All students have the right to access quality public education. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Members of the school community, students, families, and school staff have the responsibility to promote regular attendance at school; to facilitate orderly conduct and behavior; ensure freedom from fear of insult, harassment, or injury; and provide maximum opportunities for student success.

## Equal Opportunity—Prevention of Discrimination, Harassment, and Bullying

Estes Park School District R-3 is committed to providing a learning environment where all members of the school community are treated with dignity and respect. Consequently, it is the district policy that no person, otherwise qualified, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any District program or activity on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services.

The District affirms the rights of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. The District further recognizes that sexual harassment is a form of sexual discrimination and a violation of the law. The Board of Education is committed to learning and working environment that is free from general and sexual harassment. It is a violation of District policy for any member of the Estes Park School District staff or student body to discriminate against or harass any staff member or student. (Policy AC)

### **Discrimination | Harassment**

Discrimination is defined as treating a person of a particular group differently based on their protected class characteristic. Harassment is defined as verbal, written or physical conduct that denigrates or shows hostility toward an individual because of a person's protected status and has the purpose of effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive education environment.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the district's premises or circulated by email, phone (including voice messages), text messages, social networking sites, or other means. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors

may include: unwanted sexual advances or requests for sexual favors; sexual jokes or innuendos; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; and other physical verbal, or visual conduct of a sexual nature in the workplace.

All public schools receiving federal funding must comply with Title IX of the Education Amendments of 1972, and this includes Estes Park Schools. A school has a responsibility to respond promptly and effectively to a claim of sexual harassment or sexual violence. Schools can use general disciplinary procedures to address complaints of sex discrimination complaints.

### **Nondiscrimination Statement**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Estes Park School District R-3 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth, is also prohibited in accordance with state and/or federal law. Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified for the district:

Ruby Bode, Superintendent of Schools, Compliance Officer and Decision Maker  
1605 Brodie Avenue  
Estes Park, CO 80517  
Telephone: 970-586-2361 Ext. 3003  
ruby\_bode@estesschools.org

Sundee Pietsch, Director of Student Services, Title IX Coordinator  
1605 Brodie Avenue  
Estes Park, CO 80517  
Telephone: 970-586-2361 Ext. 3008  
sundee\_pietsch@estesschools.org

Carmen Williams, Director of Curriculum, Instruction and Assessment, Title IX Investigator  
1605 Brodie Avenue  
Estes Park, CO 80517  
Telephone: 970-586-2361 Ext. 3021  
carmen\_williams@estesschools.org

## **Bullying**

is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power, the use of coercion or intimidation to obtain control over another to cause physical, mental, or emotional harm to another person. Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived. (Policy JICDE, JICDD)

**Retaliation** is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

**False accusations** of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

## **Reporting and Investigation**

Any student who believes they have been a victim of bullying or who has witnessed such bullying is strongly encouraged to immediately report it to a school administrator, counselor, or teacher. The report will be gathered using Policy JICDE\*-E-1 - Bullying Report Form.

The incident is immediately investigated by the administrator assigned using Policy JICDE\*-E-2 - Bullying Investigation Form. Parents and students involved are immediately contacted. Findings are reported to all parties upon completion of the investigation. Parents and students have the right to appeal the findings. Findings will result in discipline consequences for those involved in bullying behavior. If the behavior is criminal, it is reported to law enforcement. Safety measures will be put in place at school as needed. Restorative conversations will take place as appropriate. Re-education programming and Interventions will be put in place until behavior change is evident.

## **Theft or Loss of Personal Property**

Estes Park School District will not be held responsible for the loss or theft of personal items from students at school. The district shall not be responsible for loss, theft or destruction of personal technology devices brought onto school property or while the student is attending district- or

school-sponsored activities or events. While the district is not held liable for theft or loss of personal property, it is important to report any loss or damage to the principal immediately. (Policy JICJ)

### **Attendance**

The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Attendance at school is the responsibility of the student, families, and district. Statutes C.R.S. 22-33-104, and C.R.S. 22-33-107 provide that every child who has obtained the age of six years on or before August 1 of each year and is under the age of seventeen years, except as provided by C.R.S. 22-33-104 shall attend public school for “at least” the minimum required hours of each school year. Please note there are a number of exceptions to these provisions contained in statute and policy.

### **Unexcused Absences/Truancy**

Unexcused absences are defined as absences not covered according to the guidelines for excused absences (Policies [JH](#) and [JHB](#)). If a student is absent without valid excused absence or if the student leaves school or a class without the permission of the teacher or administrator in charge, the student shall be considered truant.

**State Law:** “It is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.”

**Habitually Truant** A student is considered habitually truant when they have missed 4 total days of unexcused absences from school in any one month, OR 10 total days of unexcused absences during any school year. If a child becomes habitually truant, the school can begin a truancy case. These cases follow the process laid out in CRS 22-33-108.

**Chronic Absenteeism** A student is considered chronically absent when they have missed 16 total absences in a school year, whether the absences are excused or unexcused.

### **How much is too much?**

#### **Chronic Absenteeism:**

16 absences (excused or unexcused) or more in a school year

#### **Warning Signs:**

10 or more absences in a school year

#### **Satisfactory Attendance:**

9 or fewer absences in a school year

### **Excused Absences and Pre-arranged Absences**

If a student will be absent from school, a parent/guardian should notify the school office as soon as possible and follow the How Sick is Too Sick guidelines. [English Version](#) / [Spanish Version](#). If your child is absent for more than 3 days due to illness, provide a doctor's note or consult with the school nurse for approval.

When a student requests to be dismissed during the school day, the student's parent/guardian must communicate what the school before dismissal will be approved.

Parents/Guardians who are planning a trip during the school year or who know ahead of time that a student will be absent for any reason, should notify the school with Pre-Arranged Absence Request , or in writing, to seek administrator approval prior to the absence. Administrators may grant approval up to a maximum of 10 consecutive days. Staff members are not required to prepare work in advance for vacations (Policy JH).

### **Make-Up Work**

It is essential that students absent from school make up missed work. It is the responsibility of the student and family to initiate requests for, and to pick up

make-up work on the day the student returns to class from an excused absence. (Policy JH).

The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Attendance at school is the responsibility of the student, families, and district.

## **Assessments and Testing**

Curriculum, instruction, and assessment work together to support student learning. Assessments measure student progress toward the Colorado Academic Standards, help educators identify each student's instructional needs, and inform families about what and how their students are learning. Assessments also help to gauge how well Estes Park School District is supporting the achievement of all students. The accurate assessment of student achievement is a critical component of Estes Park Schools' instructional program.

The climate and culture of a school district is critical to the academic achievement and overall social-emotional health of students. Classroom, district, and state assessments serve a variety of purposes through different areas of the learning process and have an important place for the district in creating a whole-child focus, as well as through state accountability systems.

The district believes that students will respond more positively to the opportunity for success than to the threat of failure. The district shall seek, therefore, in its instructional program to make achievement both recognizable and possible for students. It will emphasize achievement in its processes of evaluating student performance. (Policy IKA)

## **Student-Led Organizations**

Student-led organizations are encouraged in schools to support students in broadening their knowledge and citizenship in subject matter that is covered by curriculum. Student-led organizations will operate within the framework of state statutes, Board policy, administrative policy/rules, and the parameters of the learning program.

These organizations are allowed to meet on school premises during non-instructional time, as designated by the school principal.

Students wishing to establish an organization shall work with their school administrator and within district policy. It is the responsibility of the building principal to develop general guidelines for the establishment and operation of student organizations within the particular school.

Membership in all student organizations shall be open to any interested/eligible students on a voluntary basis and only open to students currently enrolled in the school at which meetings are to be held. Student organizations shall not engage in any activity which is contrary to law, district policy, or school rules. (Policy JJA-1 and JJA-2)

## **Surveys | Screening | Evaluation of Students**

Parents/guardians and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students whether created by the district or a third party. For purposes of district policy, "eligible student" means a student 18 years of age or older or an emancipated minor.

Any survey, assessment, analysis, or evaluation administered or distributed by a school to students shall be subject to applicable state and federal laws protecting the confidentiality of student records. Any school personnel who requires participation in a survey, assessment, analysis, or evaluation in a public school's curriculum or other official school activity is required to obtain written consent of a student's parent or legal guardian before giving the student any survey, assessment, analysis, or evaluation intended to reveal information, whether the information is personally identifiable or not, concerning the student or student's parents' or legal guardians':

- Political affiliations;
- Mental or psychological conditions potentially embarrassing to the student or the student's family;

- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of individuals with whom a student has close family relationships;
- Legally-recognized, privileged, or analogous relationships, such as those of lawyers, physicians, and members of the clergy;
- Religious practices, affiliations, or beliefs;
- Social security number

Any school personnel that is responsible for administering any such survey or assessment as outlined by policy must give written notice at least two weeks in advance to the student's parent/guardian or eligible student and shall make a copy of the document available for viewing at convenient times and locations. (Policy JLDAC, JLDAC-E, JLDAC-E-1, C.R.S. 22-1-123)

## Student Code of Conduct

### Positive Behavior Expectations:

#### ROARS

Respect - How we interact with and treat each other

Ownership - How we take accountability for our learning, behavior, attitude, and decisions

Attentive - How we engage in the present moment and give our best effort

Responsible - How we honor our commitments and are dependable

Safe - How we protect the wellbeing of ourselves and others

On or off campus, in any school classroom, or an extension of a school learning environment, student conduct is expected to comply with the standards of behaviors addressed in this document. In the interest of avoiding any interference with the educational process, no threat to the safety and well-being of any persons will be tolerated. Students are expected to



exhibit behavior that is appropriate to the time, location, and intended function of a given area or activity. (Policy JICDA)

Students are expected to:

- Follow established district, school, and classroom rules.
- Act in a manner that supports goals, processes, and benefits of public education.
- Accept responsibility for their own behavior.
- Demonstrate respect for others, their rights, and their property.
- Refrain from acting in any way that could harm or injure themselves or others.
- Avoid disruption of, and/or interference with, the processes of learning and teaching.

### Code of Conduct

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off district property when the conduct has a nexus to school or any district curricular or non-curricular event.

- Causing or attempting to cause damage to district property or stealing or attempting to steal district property.

- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Willful destruction or defacing of district property.
- Commission of any act, which, if committed by an adult, would be robbery or assault as defined by state law.
- Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
- Engaging in “hazing” activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
- Violation of the district’s policy on bullying prevention and education.
- Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
- Violation of any Board or district policy or regulations, or established school rules.
- Violation of the district’s policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
- Violation of the district’s policy on student conduct involving drugs and alcohol.
- Violation of the district’s violent and aggressive behavior policy.
- Violation of the district’s tobacco-free schools policy.
- Violation of the district’s policies prohibiting sexual or other harassment.
- Violation of the district’s policy on nondiscrimination.
- Violation of the district’s dress code policy.

- Violation of the district’s policy on gangs and gang-like activity.
- Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
- Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or others.
- Lying or giving false information, either verbally or in writing, to a district employee.
- Engaging in scholastic dishonesty, which includes but is not limited to: Cheating on tests, plagiarism, or unauthorized collaboration with another person in preparing written work.
- Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
- Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
- Repeated interference with the district’s ability to provide educational opportunities to other students.
- Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff. (Policy AC, ADC, ADD, GBGB, JBB\*, JIC, JICA, JICC, JICDD\*, JICDE, JICF, JICH, JICI, JK and JK-R, JK-E-2, JKD/JKE)

### **Student Conduct in School Vehicles**

The privilege of riding in a school vehicle is contingent upon a student’s good behavior and observance of the student code of conduct and established regulations for student conduct both at designated school vehicle stops and on-board school vehicles.

The operator of a school vehicle shall be responsible for the safety of students in the vehicle, both during the ride and while students are entering or leaving the vehicle. Students are required to conform to all rules concerning discipline, safety, and behavior while riding in the school vehicle. It is

the vehicle operator's duty to notify the transportation manager and the principal of the school involved if any student persists in violating established rules of conduct. (Policy JICC)

## **Academic Integrity**

Estes Park Schools recognizes the importance of promoting a learning environment that values academic integrity. In order to foster ethical behavior, it is important to educate all students on the characteristics of academic integrity.

Students are expected to refrain from giving or receiving unauthorized assistance on any test or assignment; students are expected to refrain from plagiarism or any other form of academic dishonesty. When engaged in learning activities, students should demonstrate the discipline necessary to seek guidance from their instructor rather than resorting to inappropriate behavior. Students are expected to contribute and fully participate in any group work, as assigned by teachers.

## **Dress Code**

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve order and safety.

Responsibility for the dress and appearance of students generally rests with individual students and their families. Students may wish to express themselves by the manner of their dress and appearance, however, students shall not wear clothing or affect an appearance at school or school-sanctioned activities or events that are or may be disruptive to the educational environment.

Estes Park Schools' standards on student attire are intended to help students focus on schoolwork, reduce discipline problems, and improve school order and safety.

Disciplinary action for violation of the student dress code shall include notifying the student of the

violation and a requirement that the dress or appearance be corrected before the student re-enters the classroom, school environment, and/or school-sanctioned activity or event. At the discretion of the building-level administrator, a family conference may be held. More serious consequences may result from repeated or serious violations.

Subject to the approval of the superintendent or designee, principals or designees, in conjunction with the school accountability committees, may establish additional, specific standards for their schools. These standards will be distributed to students and parents. For additional information on student dress code, please see policy JICA or contact the building administrator. (Policy JICA)

## **Language**

Students are expected to refrain from the use of intimidating, profane, abusive, or harassing language, comments, or gestures towards students, school personnel, or others. (Policy JICDA)

## **Search, Seizure, Interrogation, and Arrest**

To maintain safety and order, searches of students' persons/effects, lockers, or automobiles may be deemed necessary, upon reasonable suspicion.

School personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials.

School authorities are legally entitled to conduct inspections of lockers and school-issued iPads at any time, without notice, without prior consent, and without a warrant.

Anything found in the course of a search conducted by school officials which is evidence of a violation of law, Board policy, school rules, or which by its presence presents an immediate danger of physical harm, may be seized and offered as evidence in any suspension or expulsion proceedings. Such evidence may also be turned over to law enforcement in accordance with this policy. Such

materials shall be kept in a secure place by the principal until it is presented at the hearing. (Policy JIH)

## Student Use of the Internet, Electronic Communication

The Internet and electronic communications (email and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet/electronic communications requires students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and may offer an opportunity for students to participate in distance-learning activities, ask questions/consult with experts, communicate with other students and individuals, and locate materials to meet students' information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, includes child pornography or is otherwise harmful to minors, as defined by the Board. Students should take responsibility for their own use of district technology devices to avoid contact with material or information that may be harmful to minors. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

### **Blocking or filtering obscene, pornographic, or harmful information**

Technology that blocks or filters material and information that is obscene, child pornography, or is otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall report access to material and information that is inappropriate, offensive, or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

### **No Expectations of Privacy**

District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission or receipt of materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district.

### **Student Email**

With the expanding reliance using electronic communication between students, faculty, and staff in today's society, the district has adopted a student email service that will facilitate communication between instructors and students along with communications between students and various administrative departments. By using a standard email service, the district will be able to communicate announcements concerning class information and other important school related information in a quicker and more reliable manner than using printed material. At this time, email will not completely replace printed information but will

complement it by offering students a faster method in which to receive information. The district's email service will be one of the district's primary and official means of communication.

Student email addresses will be assigned by the district in a timely manner. The district uses email as one of its official means of communication and expects all emails to be received and read by students and faculty in a timely manner. Email can be accessed both on campus and off campus.

### **Unauthorized and Unacceptable Uses**

Students shall use district technology devices in a responsible, efficient, ethical, and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shall access, create, transmit, retransmit, or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- that is not related to district educational objectives.
- that contains pornographic, obscene, or other sexually-oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion.
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies.
- for personal profit, financial gain, advertising, commercial transactions, or political purposes.
- that plagiarizes the work of another.

- that uses inappropriate or profane language likely to be offensive to others in the school community.
- that is knowingly false or could be construed as intending to purposely damage another person's reputation.
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret.
- that contains personal information about themselves or others, including information protected by confidentiality laws.
- using another individual's Internet or electronic communications account without written permission from that individual.
- that impersonates another or transmits through an anonymous remailer.
- that accesses fee services without specific permission from the system administrator.

### **Security**

Security on district technology devices is a high priority. Students who identify a security problem while using district technology devices must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier.
- gain or attempt to gain unauthorized access to district technology devices.
- read, alter, delete, or copy, or attempt to do so, electronic communications of other system users.

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or district technology devices.

## **Safety**

In the interest of student safety and security, the district shall educate students and parents about appropriate online behavior, including cyberbullying awareness and response; interacting on social media, and other forms of direct electronic communications.

Students shall not reveal personally identifiable information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

## **Vandalism**

Vandalism will result in cancellation of privileges and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt the operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

## **Unauthorized Content**

Students are prohibited from using or possessing any software applications, mobile apps, or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

## **Student Projects | Monitoring Student Use**

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically-defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

All students shall be supervised by staff while using the Internet or electronic communications. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

## **Student Use of Electronics and Internet**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, electronic communications, and district technology devices is a privilege, not a right. Failure to follow the procedures contained in this policy may result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion, and other disciplinary interventions. The school district may deny, revoke, or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses, or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

### **Electronic Devices in Classrooms**

Technology can be an amazing instructional tool and the district recognizes the importance technology has in the lives of young people in terms of being connected with each other. In addition, it must be used respectfully and appropriately without disruption to normal classroom function. Each building, and in some cases, classrooms, have their own policy parameters regarding cell phones, music players, earbuds, and other electronic communication devices. All Estes Park School District students will have 1:1 access to Apple iPads. For more information on the specific agreement of use for these district-owned devices, please see the iPad Handbook and Agreement.

Teachers may allow students to use various personal technology devices in the classroom at designated times to aid in classroom learning. Students are asked to respect and follow the set guidelines for their building and classroom at all times.

Inappropriate use includes but is not limited to: Taking pictures or videotaping of others without

their knowledge or permission, recording private conversations, texting during class time, gaming, watching movies, etc. Students should not use these devices for personal reasons during school as it distracts from learning and should wait until lunch or passing period to make personal calls or texts. Students may not make or receive personal phone calls during class, even if they excuse themselves to the hallway. Violation of this policy can result in confiscation of the device.

### **iPads**

Students will be issued a school iPad for educational purposes. It is the responsibility of all parents, guardians, and students to understand and accept the stipulations set forth in the iPad Agreement and Handbook.

### **Use of Video and Audio Monitoring**

The district recognizes that maintaining the safety and security of students, staff, and district property is best implemented with a multi-faceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is used.

Video surveillance may be utilized in and around schools, on district property and on school transportation vehicles. Cameras may be equipped with audio recording capabilities as well. Video surveillance shall be in accordance with applicable law pertaining to such use. The district also shall comply with applicable law related to maintaining video recordings. (Policy ECAF, ECAF-R)

## **Eligibility**

For purposes of this policy, the following definitions apply

1. "Activity" means any extra-curricular or interscholastic activity including, but not limited

to, any academic, artistic, athletic, recreational or other related activity offered by a public school;

2. "School of attendance" means the school in which a student is enrolled and attends classes;

3. "School district of residence" means the school district in which a student resides' and

4. "School of participation" means a school in which the student participates in an activity, but is not the student's school of attendance.

5. "Academic Units" means the units of credit as defined by the school's accrediting agency (or school district) per semester. For example, a class offered for a quarter is 0.25 credits, a class offered for a semester is 0.5 credits.

6. "CHSAA" refers to the Colorado High School Activities Association which is the governing body for all high school activities throughout the state of Colorado.

### **Participation in activities**

All students are entitled to participate in extracurricular activities at their school of attendance. The district shall allow students enrolled in any school (including charter schools, non-public schools and home schools) to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance.

The following students shall be eligible to participate in activities at schools within the district provided they meet the eligibility requirements for participation

1. District students who want to participate in an activity in any other school within the district;

2. Students from other school districts which have boundaries contiguous to this district may

participate if the district of residence does not sponsor the particular activity;

3. Students who are residents of this school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education; and/or

4. Students who are residents of the district but who are being educated in an independent or parochial school if the school in which the student is enrolled does not sponsor the activity.

A student may participate in activities at more than one school of participation during the same school year only if the original school of participation does not offer an activity in which the student wishes to participate. A student must choose the school that offers the greatest number of activities in which the student wishes to participate.

### **Eligibility Requirements**

To participate in activities at a school of attendance, a student shall meet all of the requirements imposed by the school of attendance. To participate in activities at a school of participation students must comply with

1. All eligibility requirements imposed by the school of participation; and
2. The same responsibilities and standards of behavior, including related classroom and practice requirements that apply to enrolled students.

If a student has not met all of the eligibility requirements or if the student would have become ineligible to participate at a school, the student cannot gain or regain eligibility by applying to participate in activities at another school. Any penalties assessed to a student

must first be paid at the school of attendance or participation before regaining eligibility to participate at another school.

### **Transfer students**

If a student transfers enrollment to another school without an accompanying change of domicile by the student's parent/guardian, the student's eligibility to participate is determined by the district's eligibility requirements and Colorado High School Activities Association (CHSAA) rules.

### **Participation fee**

Non-enrolled students participating in district activities shall pay the same fee charged enrolled students for participation in the activity. The district may charge non-enrolled students up to 150% of the fee charged enrolled students.

### **CHSAA requirements**

Eligibility requirements as published by the Colorado High School Activities Association (CHSAA) shall be observed by all students at the high school level. Additional eligibility requirements may be imposed by the school district for both high school and middle school students.

Such eligibility requirements shall include good citizenship, acceptable academic standing, parental permission and good health (sports only). All eligibility requirements shall be published in applicable student/parent handbooks.

Student participation in an activity through any amateur association or league that is not a member of Colorado High School Activities Association (CHSAA) shall not prevent the student from participating or affect eligibility to participate in the same activity at any school as

long as the student has the express written permission of the Principal at the school of participation, the student's class attendance is not compromised and the student is in good academic standing.

### **Appeal**

Any student who is sanctioned or is found by the school, school district or CHSAA to be ineligible to participate in any extra-curricular activity may appeal the sanction or finding. Students may not appeal sanctions for unsportsmanlike conduct or ejection from the activity. As an alternative, a student may bypass the appeal process by filing a request for binding arbitration with the school district or entity issuing the sanction or finding. The cost associated with the arbitration procedure shall be shared according to state law. The parties shall select an arbitrator and proceed as provided in state law. Students may not appeal a coach's team rules that are uniformly applied to all team members.

The administration in Estes Park School District R-3 recognizes that the academic program must have top priority in the educational process.

It is agreed that promoting student participation in athletic and activity programs derives numerous benefits. Conspicuous among these benefits are increased classroom incentives, community involvement, improved school spirit and student morale, and the enhancement of student self-awareness. The athletic and activity programs may also contribute to the development of positive student/faculty relations.

Coaches and sponsors will not accept students for participation without proper office clearance. In order to represent our school, students must be eligible in accordance with state and school guidelines.

(Note – General eligibility rules shall apply to students participating in All-State Band, All-State Choir, Solo and Ensemble Festival, and College/University Honor Groups, but scheduled performances or concerts of regular school classes, including drama, band and choir, are not considered activities if a grade is given for participation. These performances must be held during the assigned class time or outside the regular school day.

### **Academic Eligibility Requirements-Estes Park High School**

In order for any student-athlete to be eligible to participate, they must meet several requirements set by CHSAA and the Estes Park School District. Estes Park Schools have the right to set different requirements as long as they are not more lenient than those set by CHSAA. In order to gain and maintain eligibility, every student must:

1. Must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Academic Units of credit. Be a full-time student and must pursue a minimum four year program as outlined in Estes Park School District policy, as well as CHSAA By-laws, which can be found in the office of the Athletic Director. Exceptions include home school students that live in the district, or students who attend another high school that does not offer a sport/activity that Estes Park offers.
2. Must attend at least 100% of the regular school day to travel, practice, or compete in any team related activity. Issues that do arise, such as doctor's appointments, family functions, etc. can be excused and eligibility can be reinstated by the building principal or athletic director.
3. A completed athletic participation packet must be completed and on file with the athletic director. This packet includes the

medical evaluation form with a current physical, student eligibility form, acknowledgement form for code of conduct rules and standards handbook, Bobcat athletic warning statement, athletic injury/ emergency card and a completed concussion baseline test.

#### **4. CHSAA Semester Eligibility**

**Requirements:** Must not be failing more than the equivalent of one-half (0.5) Academic Units of credit. This means a student can not fail two or more classes in the previous semester. The district has chosen Plan A of the CHSAA bylaw 1710 and this is a CHSAA requirement. A student who finishes a semester with two or more failing grades will not be able to participate until the eligibility regain date set by CHSAA, which is about half-way into the following semester and can be found in the CHSAA bylaws.

5. Return all equipment. Any athlete who fails to either turn in, or make good on any equipment checked out to them will not be able to participate in the next season's practices or events until they are cleared by the previous season's head coach.
6. **Estes Park School District Weekly Reports:** Eligibility is pulled every Monday at noon when school is in session. The eligibility report comes into effect the following day (Tuesday) and will stay in effect through Monday of that same reporting period. This is the district's weekly academic periodic check that has been chosen under CHSAA bylaw 1710. A student must not be failing more than the equivalent of one-half (0.5) Academic Units of credit during the reporting period. Ineligible students are not allowed to travel to away games on the bus. They will be required to provide their own transportation to away games, if they choose to attend. Students are not

able to regain eligibility during the weekly periodic eligibility check as stated in the CHSAA bylaws.

7. If applicable, complete a transfer form through CHSAA. This is for students who are new to Estes Park High School and have participated in high school athletics before at another school. Please contact the athletic director if you think you may qualify.

### **Behavioral Eligibility**

Students who represent Estes Park School District R-3 are required to meet standards of personal behavior, in addition to standards of academic performance. A student may be declared ineligible for a specific period of time if, in the judgment of the school administration, the student is not representative of the school's ideals in matters of conduct and sportsmanship. Parents will be notified of their child's behavioral ineligibility by the school office. To appeal a decision, the student, with parents/guardians or legal custodian, may schedule a conference with the Principal/Designee.

### **Academic Eligibility Requirements-Estes Park Middle School**

The middle school follows the same district policy as the high school. The difference between the Middle School and High School eligibility requirements is that at any time during the weekly periodic eligibility check, middle school student-athletes are able to regain eligibility once the student can produce proof that he/she is back to eligibility. The student can regain eligibility at any time between when the report is pulled and when the eligibility period ends by presenting proof to the Athletic Director, or Principal. (Policy JJJ, JJJ-R)

## **Student Accountability, Discipline, and Conduct**

Self-direction and personal responsibility are goals linked into the Estes Park School District Global Outcomes for student success.

Students must be accountable for their actions, and Estes Park School District recognizes that effective student discipline, remedial discipline plans, clear code of conduct expectations, as well as restorative practices help to create a positive and productive learning environment for all students.

In accordance with state law, Estes Park School District uses this handbook to convey a code of conduct, based upon the principle that every student is expected to follow the accepted rules of conduct and show respect for persons in authority. Certain behavior, especially behavior that disrupts the classroom environment, is unacceptable and may result in disciplinary action. (Policy JK, JK-R, JK\*-2, JIC)

### **Tobacco, Drugs and Alcohol**

As part of the mission to support a whole-child focus, Estes Park School District is committed to promoting the general health, welfare, and well-being of the school community. Estes Park School District promotes a healthy environment for students by providing education, support, and decision-making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community, and local agencies.

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

For purposes of this policy, controlled substances include but are not limited to: Narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, or any other controlled substances as defined in law, or any prescription or non-prescription drug, medication, vitamin, or other chemical substances not taken in accordance with the Board's policy and regulations on administering medications to students.

The policy on tobacco, drugs, and alcohol shall apply to any student on district property, being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Compliance with standards of conduct set forth in this policy and its accompanying regulations are mandatory for all students. A violation shall subject a student to appropriate disciplinary action, up to and including expulsion and referral for prosecution. The District partners with the Estes Park Police Department and Estes Valley Restorative Justice to respond to violations. All students, families, and community members are expected to be aware of the prohibited conduct addressed in district policy and comply with the prohibitions. Failure to comply may result in student discipline up to and including expulsion.

"School property" means all property owned, leased, rented, or otherwise used or contracted for by a school.

"Tobacco product" means any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested, inhaled, or applied to the skin of the individual. (Policy JICH, JICH-R, JLCE, ADC, IHAMA, JIH, JK\*-2, JKD/JKE, JLCD)

## **Weapons in School**

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

Using, possessing, or threatening to use a dangerous weapon on school property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. Carrying, bringing, using, or possessing a weapon in any school building, on school grounds, in any school vehicle, or at any school sponsored activity without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

Students who use, possess, or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with Board policy concerning student suspensions, expulsions, and other disciplinary interventions.

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

Extra precautions are important and necessary to provide for student safety. The use, possession, or threat of use of any knife, regardless of the length of

blade, on district property or while being transported in vehicles that are dispatched by the district or one of the schools is prohibited. Students violating this provision of policy will be subject to disciplinary action, up to and including suspension/expulsion or other disciplinary interventions.

In accordance with applicable law, any student bringing a weapon or firearm to school without authorization of the school or school district must be referred to law enforcement. (Policy JICI, KFA, JKD/JKE, ADD-E, JK\*-2)

### **Physical Intervention**

To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with the policy and accompanying regulation.

Corporal punishment will not be administered to any student by any district employee.

Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student, that does not constitute restraint to accomplish the following:

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

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

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

student with use of a prone restraint, mechanical restraint or chemical restraint as those terms are defined by applicable state law and policy regulations.

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

For full term definitions, terms, general requirements and exceptions, refer to (Policy JKA, JKA-R)

### **School-Related Student Publications**

The district encourages students to express their views in school-sponsored publications while observing rules for responsible journalism and complying with this policy and state and federal law. To protect the rights of all members of the school community and to support the district's educational mission and purposes, students are prohibited from publishing expression in which:

- Is false or obscene.
- Is libelous, slanderous, or defamatory under state law.
- Presents a clear and present danger of the commission of unlawful acts, violation of school rules, or material and substantial disruption of the orderly operation of the school.
- Violates the privacy rights of others.
- Threatens violence to property or persons.

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

The publications advisor has the authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when

participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given. (Policy JICEA)

### **Student Distribution of Non-curricular Materials**

To understand Constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, because of the unique nature of the school community, there are limitations on the right of student free speech in the school setting that have been upheld by the courts.

District policy helps to promote a necessary balance between a student's right of free speech and the school's need to maintain an orderly and safe school environment which respects the rights of all students on school grounds and during school-sponsored activities.

Students may distribute non-curricular materials on school property in accordance with district policy, accompanying regulation, and applicable state/federal law.

Students shall not distribute any non-curricular materials on school property or at school-sponsored activities or events that in themselves or in the manner they are distributed:

- Create or threaten a substantial disruption or material interference with the normal operation of the school, activity, or event.
- Advocate or encourage unlawful conduct or conduct that violates Board policy, including but not limited to the Board's policies prohibiting unlawful discrimination, harassment, and bullying.
- Cause or threaten to cause injury to persons or property.
- Are obscene, defamatory, or violate any person's privacy rights.

Students who distribute materials in violation of this policy may be subject to appropriate disciplinary action, including suspension and/or expulsion.

School equipment and supplies shall not be used for publication of such material. (Policy JICEC\*, JICEA, JK, KHC)

### **Disciplinary Removal from Classroom**

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or classroom rules may be subject to removal from class and/or disciplinary action. Student removal from class is a serious measure and will not be imposed in an arbitrary, casual, or inconsistent manner. This district understands that behavioral expectations are always more constructive and more likely to be followed when they are communicated clearly to students.

While it is impossible to specify every type of improper or inappropriate behavior that would justify removal from class under district policy, all instances of formal removal from class will be documented. (Policy JKBA\*, JKBA\*-R, JIC, JK, JK-R)

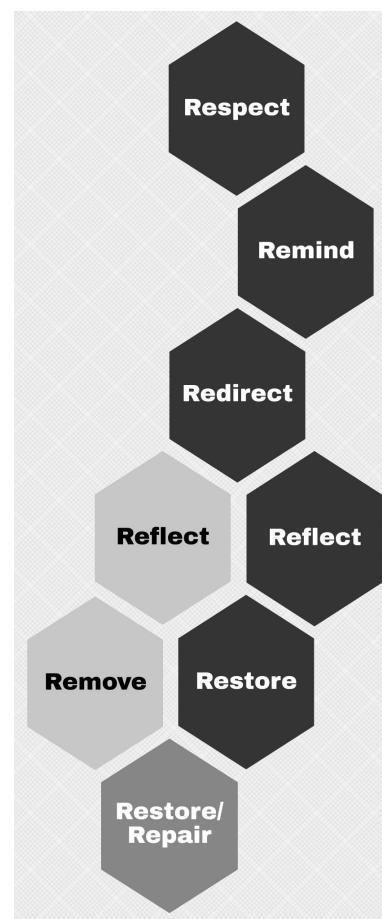
### **Restorative Practices**

Estes Park School District is a Restorative Practices District. Restorative Practices are a set of proactive tools that cultivate community and help build relationships on school campuses. All students, teachers, administrators, parents, and community members connected to a school can work in a restorative way by getting to know each other, actively listening to and respecting each other, and by creating a foundation of trust, empathy, and safety in the school environment. When people engage in a restorative way, it affects the overall campus climate, touches the lives of every community member, and becomes a way of being that makes harm less likely to occur in the first place. However, sometimes harm does occur in the school communities, and Restorative Practices is a specific responsive process under the umbrella of Restorative Justice that supports the students responsible for harm and the community members impacted by that harm.

It is important to understand that Restorative Practices are not meant to replace discipline in school systems. This practice is meant to complement the existing disciplinary matrix surrounding the student code of conduct.

To facilitate Restorative conversations, the District asks the following questions:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?



## Student Safety

### School Safety

All school personnel shall be responsible for the safety of students at school and when students are on the way to or returning from school and while they are on the school premises. Effective learning and teaching take place in a safe, secure, and welcoming environment, and safe schools contribute to improved attendance, increased student achievement, and community support.

The district has an established safety plan. Each staff member is trained how to respond in the event of a crisis. Staff and students have monthly drills to practice emergency procedures so that they are prepared in the event of an emergency. These training programs aid staff and students for crisis

prevention and management, as well as prepare them for emergency response procedures and how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.

The district provides for safe, confidential reporting of security and safety concerns at each school building, as well as procedures for the reporting of criminal activity to law enforcement.

School district staff partners with local emergency responders in the planning and implementation of these drills, which includes regular assessments to evaluate the security needs of each school building and to provide recommendations when necessary. Security for district building and grounds (during regular school hours as well as during non-school hours) contributes to the well-being and safety of students as well as staff, and to the sites themselves.

For safety and security purposes, all doors to the school buildings, including the main entrances, are securely locked between the times of 8:00 am to 3:20 pm. If a parent or visitor needs to come inside the school during these times, they will utilize an intercom/camera monitor to gain access to the main office, at which point they will be asked to sign into the Estes Valley Connects volunteer/visitor tracking software. Each visitor must be properly checked in and wear an identifying name badge for the duration of their time in the buildings.

### **School Resource Officer**

The School Resource Officer (SRO) program is a proactive partnership with the Estes Park Police Department to ensure schools remain safe. An SRO is assigned to the school district and works in collaboration with district security and safety team members. The SRO provides a positive law enforcement presence in the school community and helps deter illegal activity, acts as a positive role model to students, and builds a relationship with the school community.

### **Accidents**

Accidents can occur at school or on school grounds. The school district does not provide medical coverage for student injuries caused by accidents. All students must have emergency phone numbers on file in the office in case of a medical emergency.

**Because of the need to contact parents in case of an emergency, it is extremely important to have updated contact information on file with your child's school building.**

### **Crisis Management**

The district acknowledges the necessity of preparing a school response framework to adequately prepare school personnel, parents, and the community to respond appropriately to a crisis that involves the school community. Crisis situations that could impact the school may or may not occur on school property and include, but are not limited to: Suicide, death, acts of violence, trauma, natural disaster, wildlife, or other accidents.

As an important component of school safety planning, the school district will take the necessary steps to remain in compliance with the National Incident Management System (NIMS), as that system applies to school districts. The district achieved NIMS compliance on July 1, 2009.

### **Safe2Tell®**

Safe2Tell® is designed to help students anonymously report any potentially threatening behavior that endangers them, their friends, family, or the community. To make a report, call (877) 542-7233 from anywhere, 24 hours-a-day, 7 days-a-week.

All district iPads from grades 6-12 currently have the Safe2Tell® mobile app available as a pre-downloaded option. For additional information, please refer to the Safe2Tell® website. (Policy ADD, ADD-E, KDE, ECA/ECAB, JRCA\*)

## Safe School Drill Codes

The following code systems are utilized at the Estes Park School District. Visit our website for more information about the Estes Park School District Safety Plan.



### **Code Red: Alice (Alert, Lockdown, Inform, Counter, Evacuate)**

Present and immediate life-threatening situation on campus



### **Code Green: Evacuate**

Dangerous situation in building or on campus; leave the building as directed



### **Code Yellow: Secure Perimeter**

Significant change or incident that may impact the school community; return to the classroom, wait for instruction



### **Code Blue: Shelter**

The need to move students and staff from an outside location to safety inside a building due to an immediate danger

## Concerns, Complaints, Grievances

Establishing a good relationship between school and home is critical to school success. Estes Park School District respects a student's rights of inquiry and to express matters of concern. Students are encouraged to settle their grievances at the school level whenever possible.

Estes Park School District believes that family concerns, complaints, or grievances should be

addressed in a timely manner. This policy and its accompanying regulations shall be disseminated to families on an annual basis. The district welcomes constructive criticism of the schools whenever it is motivated by a sincere desire to improve the quality of the educational or management programming. Estes Park School District has confidence in its professional staff, and desires to support their actions while maintaining that they are free from unnecessary, harmful, and destructive criticism and complaints. Due to this, whenever a complaint is made to Estes Park School District or the Board of Education as a whole, or to a Board member as an individual, it will be referred to the school administration for study and reporting.

Any student, family member, or community member who has a concern, complaint, or grievance should report the incident immediately to any of the below listed reporting officials:

- Assistant Principal
  - Principal
  - Director
  - The Superintendent
- (Policy JII, JII-R)

## Compliance

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Estes Park School District R-3 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth, is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for students, parents, employees and members of the public.

Office of Civil Rights, U.S. Department of Education, (1961 Stout Street, Denver, Colorado 80294); or, as applicable with the Equal Employment Opportunity Commission (EEOC) (303 East 17th, Denver, Colorado 80203); or Colorado Civil Rights Division (CCRD) 1560 Broadway, Denver, Colorado 80202

## Student Health and Wellness

The district promotes healthy schools by supporting student wellness, including good nutrition and regular physical activity as part of the total learning environment. Schools contribute to the basic health status of students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and educational success, as children who eat well-balanced meals and are physically active are more likely to be engaged and learn in the classroom and less likely to be absent.

The purpose of the school health program is to supplement the efforts and guidance of the parents/guardians in ensuring the health of their children, and to bring about student awareness of regular health care.

The school wellness goals of the district include:

- Providing a comprehensive learning environment to promote development and practice of lifelong wellness behavior.
- Implementing and promoting nutrition education and proper dietary habits contributing to students' health status and academic performance.
- Promoting healthy nutrition choices to create and encourage a healthy learning environment.
- Providing daily opportunities for students to engage in physical activity. (Policy ADF)

### Student Health Services and Records

The district's school nurse is responsible for oversight of health programs for all schools.

The purpose of the school health program is to supplement the efforts and guidance of parents/guardians to raise student awareness of the benefits of regular health care.

The goals of the school health program are:

- To promote good health habits among students.
- To stimulate a sanitary, safe, and healthful environment at school.
- To assist in the identification and referral of appropriate health care providers for medical, psychological, and physical needs.

Health records are maintained by the nursing staff and kept in a separate and secure health file in the school office. Access to these files shall be limited to only those school personnel 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 teaching environment.

The sight and hearing of students referred for testing will be tested annually by the health services department as required by law. These screenings will not be required for any student whose parent/guardian objects on religious or personal grounds. Additionally, parents/guardians will be notified when a deficiency is found.

The district participates in programs to encourage good dental health including instruction, dental examination clinics when available, and referral to agencies that can provide aid for those in need.

Students showing signs or symptoms of communicable disease, an infectious disease, or illness or disability of a serious nature shall be referred to the health services department, who will then report the presence of a communicable disease, if action is necessary to protect the health of other students and staff. (Policy JLC, JLCC, JLCEA\*, JLDAC)

## **Immunizations**

Estes Park School District complies with the mandatory state immunization requirements. No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for religious, personal, or other reasons as provided for by law.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to district policy and accompanying regulation.

According to state law, students who do not meet immunization standards or do not have a properly signed exemption are to be denied school attendance. Parents who are notified that their student is not up-to-date on immunizations will have fourteen (14) calendar days to obtain the required vaccinations, and, when needed, to submit a written plan (contract) for completion of those immunizations which are administered in a series. (Policy JLCB, JLCB-R, JF, JF-E, JFABE\*, JKD/JKE, JRA/JRC)

## **Administering Medications to Students**

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication.

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to

and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with the regulation accompanying district policy.

Authorization for a student to possess and self-administer medication to treat their condition as outlined in policy may be limited or revoked after consultation between the principal, school nurse, and parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Student possession, use, distribution, sale, or being under the influence of medication inconsistent with district policy concerning drug and alcohol involvement by students and may be subject to the student disciplinary consequences, including suspension and/or expulsion. (Policy JLCD, JLCD-R, JLCD-E, JICH, JKD/JKE, JLCDA\*, JLCE)

## **Food and Nutrition Services**

Research shows that nutrition affects student achievement, and schools play an important role in shaping lifelong, healthy eating habits by offering meals with important nutrients.

Estes Park School District participates in the USDA School Breakfast and Lunch programs. Students who are eligible for free/reduced priced meals also may qualify for other fee waivers beyond meals.

In accordance with the USDA civil rights regulations and policies, the district is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability in any school nutrition program. (Policy EF-E-1 and EF-E-2)

## **Health-Related Instruction**

In compliance with Colorado Revised Statutes Article 25-22-104, parents/guardians are advised that the school district does provide health and health-related instruction to students. The health and health-related curriculum contains information that advises abstinence from high-risk behaviors, fosters positive self-concepts, develops decision-making skills, and provides a mechanism for coping with resisting peer pressure. Students

are allowed an exemption from all or any part of the health education program upon request from the student's parent or guardian. Requests for exemption shall be in writing and addressed to the building administrator. (Policy IHAM-R)

## Important Information for Families

### Communication from the District

The Estes Park School District mass notification system through Blackboard is a messaging system that allows the district to communicate with you concerning your child's assignments, schedule, grades, attendance, and special events happening at school.

In the event of an emergency, this system is the fastest, most reliable way that your child's school or the District can get need-to-know information directly to you. Notifications will be sent out via texts, emails, and phone calls, depending on the type of notification users have selected. As a parent, you choose which notifications you want. These communication tools utilize the contact information for your family that you have provided in PowerSchool.

It is important that you communicate with each of your children's schools regularly to ensure that they always have accurate phone numbers and email addresses on file for your family.

Additional information is sent to parents through the year using teacher letters, various district-wide newsletters, electronic tools, updates on social media platforms, and the district website at [www.estesschools.org](http://www.estesschools.org).

### Student Transportation

The District's goal is to provide safe, convenient, timely transportation to the students attending its schools. Buses serve riders on seven routes from the Estes Valley, Glen Haven, Pinewood Springs, and Allenspark areas, traveling 300 miles to bring approximately 300 students to and from school each day, at no additional charge to families.

In addition, three buses are used for field trips. The district transportation department also maintains a fleet of smaller vehicles for transporting small groups of students and faculty.

### Exemption from Controversial Educational Topics

Controversial issues are defined as those problems, subjects, or questions about which there are significant differences of opinion, for which there are no easy resolutions, and discussion of which generally creates strong feelings. Although there may be disagreement over what the facts are and what they mean, subjects usually become controversial issues because of differences in the values which people use in applying the facts.

Controversy is inherent in the democratic way of life. It is essential, therefore, that the study and discussion of controversial issues have an important place in education. Students can develop into free citizens with informed loyalty to democracy only through the exercise of freedom of thought and moral choice and through opportunity to make responsible decisions at their maturity level. These procedures are as characteristic of and essential to a free society as authoritarian indoctrination is to totalitarianism.

Each student has the right and need, under competent guidance and instruction, to study issues appropriate to the student's interest, experience and ability. The student must have access to relevant information, and the student has the obligation to examine carefully all sides of an issue. The student has the right to form and express his/her own point of view and opinions without jeopardizing his/her position in the classroom or in the school.

Each teacher has the right and the obligation to teach about controversial issues within approved curricular areas. It is the teacher's responsibility to select issues for study and discussion that contribute to the attainment of course objectives/curriculum and to make material available to students concerning the various aspects of the issues. The teacher also has the

obligation to be as objective as possible and to present fairly multiple sides of an issue. Although the teacher has the right to express a viewpoint and an opinion, the teacher does not have the right to indoctrinate students to his/her views.

Parents/guardians may opt out their child to view, listen to, read, and or discuss controversial issues. If the parent/guardian feels uncomfortable with the issue and chooses not to allow his/her student to participate, an alternate assignment/activity will be provided. (Policy IMBB)

If, after careful evaluation of all material by teachers and administration, there is any doubt as to the suitability of presenting certain controversial material, the material in question should be submitted to the Superintendent of Schools for final approval. (Policy IMB, IMB-E)x

### **Emergency Closures | Snow Closures**

Information relative to buses not operating, delayed start, or early dismissal of school will be relayed on Denver-area television stations 4, 7, 9, and WB2 will also broadcast school-closing information. If the school buses are unable to operate safely, school will be canceled. Estes Park School District will make every effort to notify television stations in time for the 6:00 a.m. transmission. The stations repeat closing information periodically. The district uses an automated notification system through their website as a primary means of mass notification.

**Please keep your phone numbers and other contact information updated with the front office staff.**

Delayed school starts due to inclement weather or other emergencies may occur. If this becomes necessary, television stations will be informed. The Estes Park School District will utilize a 2-hour delay when this occurs. School will start 2 hours later than normally scheduled, and bus pick-up times will be delayed in the same manner. Any changes to the delayed start schedule will be communicated immediately to families via the school's mass notification system.

Weather, school closure, and delayed start information is also available by calling the district

weather line at (970) 586-7401, which is updated daily at 6:00 a.m.

In the event of an unplanned early school closure, information is maintained in each classroom on each student detailing who to contact or where to release students for an early dismissal.

## **Federal and State Reporting Requirements**

### **Equal Educational Opportunities**

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, marital status, disability or need for special education services.

This concept of equal educational opportunity guides the board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum and regulations affecting students. (Policy JB)

### **Compulsory Attendance**

Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents'/guardians' responsibility to ensure attendance.

The courts may issue orders against the child, the child's parent, or both compelling the child to attend school, or the parent to take reasonable steps to assure the child's attendance. The order may require the parent, child, or both to follow an appropriate treatment plan that addresses problems affecting the child's school attendance and that ensures an opportunity for the child to obtain a quality education. Please note, there are a number of exceptions to these provisions that are contained in the statute and policy. (Policy JH, JEA)

## Civil Rights

The district is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. It is district policy that no person be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, intimidation, or harassment under any district program or activity on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, genetic information, age, veteran status, or disability. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status, or perception of the individual's sexual orientation.

Avoiding unlawful discrimination requires the collaborative responsibility of each administrator, supervisor, employee, and student to affirm in actions and deeds the intent and spirit of governing laws and regulations. Toward this end, the district will assist management, staff, and students to implement the district's good faith efforts not to discriminate in employment and educational opportunities.

Students, public, parents, or staff members who believe they have been the subject of discrimination must report the incident immediately in accordance with district policies.

## Sex Offender Registry

Various law enforcement agencies provide sex offender data in order to enhance public safety. Generally, sex offender registries contain information about individuals who have been required by law to register and who are in compliance with the sex registry laws. The Colorado Bureau of Investigation (CBI) maintains a directory of adults convicted of felony offenses at [www.colorado.gov/apps/cdps/sor/index.jsf](http://www.colorado.gov/apps/cdps/sor/index.jsf). In addition to the CBI registry, citizens may contact their local police department or their county sheriff's office to obtain a list of registered sex offenders in their city, county, or state.

## Student Data, Privacy, FERPA/COPPA

Estes Park School District follows federal and state education privacy laws and adheres to privacy and security policies. For example, the Family Education Rights and Privacy Act (FERPA) gives parents rights related to their children's education records and personally identifiable information (PII). Additional information is available from the U.S. Department of Education at <http://familypolicy.ed.gov/>.

Under FERPA, vendors cannot use education records provided in any way that is not authorized by the school district, including selling this data or allow others to access it except as the district permits in accordance with federal/state privacy laws.

When the Estes Park Schools uses online service providers to process or store data, they also must adhere to certain federal/state privacy laws. The district also expects them to use current security protocols and technology. The federal Children's Online Privacy Protection Act (COPPA) prevents child-directed websites/apps from collecting personally identifiable information from anyone under 13 years of age without parental permission.

Estes Park School District may consent on behalf of parents in the education context when student information is collected for the school's exclusive use and benefit and for no other commercial purposes. (Policy EHC\*)

## Student Records | Release of Information

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or eligible student, except as set forth in law and district policy.

The superintendent or designee will provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures and protocols regarding access to/disclosure of student education records.

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

Student education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

The district may disclose certain specific education and directory information records without written consent if they qualify under circumstances. (Policy JRA/JRC, JRA/JRC-R, JRA/JRC-E-1, JRCA\*)