



EARLY COLLEGE HIGH SCHOOL NEWS

Home of the Phoenix

AUGUST 2017

**Office &
Attendance
719-328-2020**

**Registrar
719-328-2025**

**Counseling
719-328-2085**

**Click [HERE](#) for
Career
Pathways
Information
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Welcome Back!

Dear Early College High School Families,

Welcome back to the 2017-2018 school year!

Please Plan Accordingly for the Following Important Dates:

College Pathways Students (formerly known as College Select Students) are required to attend a PPCC Concurrent Enrollment Orientation. If College Pathways Students attended the PPCC Concurrent Enrollment Orientation last year, there is no need to attend the PPCC Concurrent Enrollment Orientation this year. There are a variety of dates and times to choose from:

PPCC's Fall Concurrent Enrollment Orientation Schedule

Date	Time	Campus	Room
August 8, 2017	4:00-6:00 p.m.	Downtown	N203
August 9, 2017	4:00-6:00 p.m.	Rampart Range	W102
August 10, 2017	4:00-6:00 p.m.	Centennial	A221
August 16, 2017	6:00-8:00 p.m.	Centennial	A221
August 17, 2017	6:00-8:00 p.m.	Rampart Range	W102

Tuesday, August 15, 2017: Link Leader Training from 8:30 a.m.-3:00 p.m.

Wednesday, August 16, 2017: Students and Parents must choose one of two MANDATORY Whole School Orientations to attend. (All students, College Bridge and College Pathways, are required to attend an Early College Orientation.)

The first Orientation will be offered at 11:30 a.m. in the Mini-Auditorium.

The second Orientation will be offered at 6:00 p.m. in the Large Auditorium.

ALL students will pick up their fall 2017 schedules immediately following one of these two Orientations.

Thursday, August 17, 2017: First Day of School for 9th Grade, Newly Enrolled, and Link Crew Students ONLY. School begins at 7:30 a.m. Students should plan on arriving no later than 7:20.

Friday, August 18, 2017: First Day of School for ALL OTHER Students. School begins at 7:30 a.m. Students should plan on arriving no later than 7:20.

Continued...

Welcome Back! continued ...

Exciting Updates

First, we are immensely proud of Education Teacher, Annie Friesema, as her Teacher Cadet student, Julia Austin, earned a gold medal in the Teach & Train event at the National Family, Career and Community Leaders of America (FCCLA) Conference in Nashville, TN on July 6, 2017!

Next, I am very pleased to introduce our new team members for 2017-2018:

- Kelsey Johnson, Counselor
- Kayla Sanchez, Post-Secondary Workforce Readiness Data Processor

Our teachers have been busily working all summer long to introduce amazing new opportunities to our students this year! From redesigning their college courses to include real world, project based learning opportunities that include industry certifications, to building out new courses that we've added to our curriculum, students can expect more opportunities for learning and growth at the ECHS campus!

Brand new courses include:

- College Trigonometry, MAT 122

Brand new internship opportunities include:

- Cyber Security
- Landscaping Design
- Hospitality
- Visual & Design Arts

Additionally, teachers and counselors have spent the summer attending professional development trainings. Some of the trainings your teachers and counselors have attended include:

- Colorado Association of Career and Technical Education CareerTech Summit
- Advancement Via Individual Determination Summer Institute
- Naviance Summer Institute
- American School Counselor Association Annual Conference

- 2017 Cherry Creek Advanced Placement Summer Institute
- Summer 2017 Yearbook Camp

A HUGE kudos goes out to Cyber Security Teacher Bill Tomeo, who partnered with Pikes Peak Community College's Workforce Development Center and provided paid internship opportunities (with assistance from Alternative Cooperative Educator Emily Sherwood) for 19 students this summer. The partnership companies who hosted students at their sites included:

*Barnett Engineering & Signaling Laboratories
Boecore
TechWise
Center for Technology Research and Commercialization C-TRAC
LeaderQuest
Rim Technologies
Summit Technology Solutions
IP Automation
Tiny House Company
Spring Fabrication
ConcealFab
Relius Medical
Spire Manufacturing Solutions
Tumbleweed Tiny House Company*

A special "Thank you" goes to Christy Rotunno, for spending her summer revamping the Early College High School & Career Pathways website. It's clean, beautiful, and well organized. We hope that students and families find it easier to navigate than our previous website.

Finally, Parents, are you interested in knowing what is going on at Early College? Are you interested in having a voice in the decisions that are made at Early College? Please consider joining our School Accountability Committee--meetings are held the first (non-vacation) Monday of every month at 4:30 p.m. Join us in Room 170! Our next meeting will be held on Monday, September 11.

Let's make it a GREAT year, families!

Sincerely,

Aurora Umana-Arko

Principal, Early College High School & Career Pathways

ECHS SCHOOL COUNSELING STUDENT EXPECTATIONS AND RESPONSIBILITIES

Please read the following carefully for important changes for students in the 2017-2018 School Year.

1. Primary Student Expectation
 - a. Students will demonstrate college readiness by taking ownership of their education. This means students are aware of, and meet, all requirements and deadlines.
 - b. Consequences
 - i. Student's that do not meet the following expectations **will be required to attend classes on Early College's campus only and/or may be asked to enroll in a different school and/or may not be able to graduate.**
2. Student Schedules
 - a. Schedules may have been changed to ensure that graduation requirements are being met and that students will graduate on time.
 - b. If you have questions about your schedule or you wish to make a change, you must sign up for an appointment with Mrs. Everette. **Students with scheduling concerns will not be seen without an appointment.**
3. Orientation/Welcome Back to School Day
 - a. **All returning students must attend a Welcome Back Session** to learn about new policies, procedures, and people in the Counseling Department. Student schedules will not be passed out until after the session has concluded.
 - b. There are two Welcome Back Sessions scheduled. Students may choose to attend the 11:30 am session being held in mini-auditorium, or the 6:00 pm session being held in large auditorium. Both sessions will contain the same information.
4. Concurrent Enrollment Agreements
 - a. Concurrent Enrollment Agreements must be turned in by the stated deadlines of November 16 and April 12. **Late or incomplete CEA's will no longer be accepted and any college courses will be dropped!**
 - b. Mrs. Mackins and Mrs. Everette will no longer be accepting CEA's from students. All CEA's must be turned into the locked mailbox posted outside the Counseling Department Door (room 193).

Continued...

Sponsorship space in this newsletter is extremely affordable! Reach parents in your local community & a significant portion of your investment goes back to the school! Businesses that want to sponsor this school, please contact TSCA at info@tscaschools.com or 970-239-1641.



Visit UNC

Daily tours: 8:45 a.m. and 2:30 p.m.

Register at unco.edu/visit



UNIVERSITY OF
NORTHERN
COLORADO

STUDENT EXPECTATIONS AND RESPONSIBILITIES, *CONTINUED...*

5. Campus Pathways Students (Formerly Select Students or Off Campus Students)

- a. All Campus Pathway students must complete a Campus Pathway Application for Off Campus Courses, before being permitted to attend courses at a college campus. This Application must be completed and submitted annually; this includes students who have already been participating in off campus courses.
- b. Campus Pathways Students must carry a minimum of 12 credit hours (or a combination of ECHS classes and PPCC courses). However, we highly encourage all Campus Pathways Students to carry at least 15 credit hours to ensure timely completion of an Associate Degree.
 - i. All students attending PPCC for the first time must attend PPCC's Orientation.
 - ii. The dates for PPCC Orientation are as follows:

August 8th, 2017	4pm-6pm	Downtown	N203
August 9th, 2017	4pm-6pm	Rampart Range	W102
August 10th, 2017	4pm-6pm	Centennial	A221
August 16th, 2017	6pm-8pm	Centennial	A221
August 17th, 2017	6pm-8pm	Rampart Range	W102

6. ICAP

- a. The Individual Career and Academic Plan (ICAP) is a graduation requirement and must be completed by all students annually.
- b. All seniors must complete a Free Application for Federal Student Aid (FAFSA) as part of their ICAP.
- c. To ensure that all students are meeting their ICAP requirements, ECHS will begin a new program this year – **ICAP Fridays.**
 - i. ICAP Fridays will take place on the second Friday of each month, beginning on Sept. 8.
 - ii. Students will report to their assigned ICAP instructor and participate in a 45 minute lesson and activity using Naviance (a web-based college and career exploration program).
 - iii. The exact time of the lessons will be announced at a later date.
 - iv. All students will have an assigned instructor and attendance requirements will be the same for these classes as with all other classes.
 - v. Attendance is mandatory for all students. Campus Pathways students are welcomed and encouraged to attend the ICAP Friday lessons and activities. For those students who are not able to attend the ICAP Friday events, there will be 3 Saturday sessions that students may attend. The exact dates for these sessions will be announced at a later date.

Continued...

STUDENT EXPECTATIONS AND RESPONSIBILITIES, *CONTINUED...*

7. Annual Student-Counselor Meetings

- a. All students are expected to attend an annual meeting with the School Counselor.
- b. The purpose of these meetings are to:
 - i. Discuss academic and career goals, review ICAP progress, create/review 4 year plans of study, and to review student academic progress.
 - ii. Assess any areas of concern or struggles the student may be having via student surveys.
 - iii. Review academic history to look for areas of weakness the student may need support in. Counselor and student will discuss of what is causing the weakness and what the student can do differently.
 - iv. Answer questions about College and/or career choices.
 - v. Plan course enrollments for the coming semesters.
- c. Students will be notified of their meeting date and time. Meetings can be rescheduled if the date and time set are not convenient.
- d. Students who do not attend the meetings will not be permitted to enroll in college courses until the meeting has taken place.
- e. The anticipated timeline is:
 - i. 9th grade and off campus students will be done beginning in August through September.
 - ii. 11th and 12th grade will be done in November
 - iii. 10th grade will be done in December

8. Counseling Office Hours

- a. In addition to her regular school hours, Mrs. Everette will now be available once per month for student and/or parent meetings in the evenings.
- b. The meetings times will be from 5:00pm to 7:30pm on the second Tuesday of each month.
- c. Advance appointments are strongly encouraged.



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Your Business Here!
contact (970) 239-1641
info@tscaschools.com

 The School
Communications
Agency

WELCOME TO CAREER PATHWAYS!

Career Pathways Students and Families,

Welcome to Career Pathways! We are looking forward to another exciting year providing our students with a relevant and rigorous education that is connected, responsive and real. As classes begin in the Fall, Career Pathways will offer courses in Business & Marketing, Education, Hospitality and Tourism, Information Technology, Transportation, and Visual & Design Arts. Please take a few minutes to peruse our website at www.earlycollege.d11.org/careerpathways for additional information on each of our programs, and to view the current program brochures and Course Guide.

Through the six (6) CTE programs offered at the Roy J. Wasson Academic Campus, students may earn college credit and industry certifications to promote their postsecondary success. All of the Career Pathway courses are articulated, which means students are able to receive college credit for their courses. Through this opportunity, students are offered a chance to “go to college” right here in D11. Families will also save money on college tuition through this program, as no tuition or fees are required to be paid by the student, as long as the student maintains a “B” average or better in the course.

Students in the Career Pathways program receive applicable education in Career and Technical Education (CTE) programs from dedicated staff and industry professionals. Our staff includes the 2016 CACTE Educator of the Year, the 2017 Colorado ProStart Educator of the Year, and the 2017 Colorado Certified Journalism Educator of the Year. Each of our instructors hones their craft throughout the year by attending national and state level conferences, instructional seminars and classes, and through serving our local D11 community.

I look forward to connecting with each of you on August 18th! For those students pre-registered, please ensure you receive your schedule from your home high school Counselor. If you have any questions or would like additional information on the Career Pathways program, please feel free to contact me directly.

Joy Griffin
Career Pathways Counselor
Direct Line: 719.328.2053
Email: joy.griffin@d11.org

D11 Career Panels are an in-district opportunity for middle and high school students to interact with industry professionals in a wide variety of *career* areas to learn what it takes to prepare for a specific *career*, and what it takes to be successful in the world of work.

September 21, 2017 – Cyber Security

November 9, 2017 – Hospitality & Tourism

February 8, 2018 – Visual & Design Arts

April 26, 2018 – Architecture/Engineering/Construction



PARENTCONNECT WEBSITE

Dear D11 Parents/Guardians,

You can now update information about your District 11 student(s) through the ParentConnect website. Phone numbers, email addresses, health concerns and emergency contact information for each of your children can be updated, or you can verify that there are no changes.

Please go to <https://d11connect.d11.org/ParentPortal> to complete this process. You will need your ParentConnect PIN and password. If you do not know your PIN and password, click on the "Need Your Login Information" link, enter your email address, and you will receive an email containing your PIN and password. Once logged in, click on the "Fall Update" link (top right) to review and update each section.

Once you have completed the update process, you will receive an email for each student verifying you are done. You can then take that email to your school's registration event as proof you have updated your information.

If you need assistance, there is a help video on the left side of the ParentConnect home page. If you need additional assistance, you may call the help line at 719-520-2487 between July 17 and July 31. Beginning August 1, please contact your child's school for help.

Exciting News!! District 11 has a brand new mobile app that will launch on August 15. When the app becomes available, you will use your ParentConnect PIN and password to log in to the app. Things like your student's grades, assignments and lunch balances will be available on the D11 app, as well as many other features. You will hear more about the app as we get closer to the launch.

Thank you,

District 11 Administration

An advertisement for school sponsorship. It features a close-up of a red apple on the left. The text 'Sponsor This School' is in large, bold, orange letters. Below it, 'Your Business Here!' is in white, italicized font. Further down, 'contact (970) 239-1641' and 'info@tscaschools.com' are in white. At the bottom right is the logo for 'The School Communications Agency', which consists of three red curved lines forming a speech bubble shape.

Sponsor This School
Your Business Here!
contact (970) 239-1641
info@tscaschools.com

The School Communications Agency

STUDENT CONDUCT, DISCIPLINE AND ATTENDANCE CODE



Contact Us:

www.d11.org

Main: (719)-520-2000

Student Discipline Services: (719)-520-2998

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OUR COMMITMENTS, VISION, AND GOALS

Policy [AD](#)

COMMITMENT:

The staff and school community is committed to the graduate—one who is:

- Academically prepared,
- Culturally competent,
- Highly skilled team member,
- Innovative thinker and problem solver,
- Effective, efficient user of information technology,
- Vital participant in civic responsibility,
- Effective communicator.

DISTRICT VISION:

Every student prepared for a world yet to be imagined

DISTRICT MISSION:

Provide excellent, distinctive educational experiences that equip students for success today and in the future.

GOALS:

Colorado Springs School District 11 will:

1. Demonstrate improvement of student Achievement,
2. Demonstrate a high-performing team,
3. Embrace a culture of constant innovation,
4. Communicate and engage frequently with our customers,
5. Demonstrate operational efficiencies,
6. Demonstrate fiscal prudence and financial responsibility,
7. Provide a safe learning and working environment.

VALUES:

We value:

- Students
- Quality Staff
- Diversity
- A data-driven culture
- Passion
- Strategic vision
- Collaboration
- Integrity

BELIEFS:

We believe in excellence in all we do.

We believe in:

- **Equity:** each student deserves to have access to high quality, standards-based, data driven instruction;
- **Transparency:** honest, clear communication especially with how and why decisions are made;
- **Engagement:** Frequent two-way communication with our customers;
- **Principled leadership:** model all behaviors expected from staff and stakeholders;
- **Learning Environment:** each student deserves a safe, positive learning environment.



NON-DISCRIMINATION DECLARATION

Policy [AC](#)

The Colorado Springs School District 11 Board of Education (the Board) is committed to a policy of nondiscrimination in relation to disability, race, creed, color, sex, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age, and protected activity. Colorado Springs School District 11 (the District) values the diversity of the family, and of the social and cultural backgrounds of the students, parents/guardians, and personnel who participate in its programs and activities. Respect for the dignity and worth of each individual shall be a consideration in the establishment of all policies by the board and in the administration of those policies by the administration.

The District 11 NONDISCRIMINATION COMPLIANCE COORDINATOR has been designated to coordinate compliance with:

- 1) Equal Pay Act of 1963,
- 2) Civil Rights Act of 1964, as Amended,
- 3) Age Discrimination in Employment Act of 1967,
- 4) Title IX – Education Amendments Act of 1972,
- 5) Section 504 of Rehabilitation Act of 1973,
- 6) Pregnancy Discrimination Act of 1978,
- 7) Americans with Disabilities Act of 1990, and
- 8) School District 11 Board of Education Policy AC, Nondiscrimination/Equal Opportunity.

WHY A STUDENT CONDUCT, DISCIPLINE AND ATTENDANCE CODE?

Policy [JIC](#); [JICDA](#); [JICDA-R](#)

The purpose of the Student Conduct, Discipline and Attendance Code is to provide a brief summary of the policies and procedures that guide student conduct and attendance for all schools in Colorado Springs School District 11. This Code is meant as a resource and guide for students, parents/guardians and staff, and provides procedures and clarity for all discipline related issues throughout the District.

The Student Conduct and Discipline Code sets guidelines:

- | | |
|---|---|
| <ul style="list-style-type: none">• To foster sound educational practice and productive learning, and equip every student in the District for success today and in the future;• To develop in every student in the District a positive attitude toward self-discipline, regular attendance, and socially acceptable behavior;• To help every school in the District maintain a learning atmosphere that is safe, conducive to learning, and free from unnecessary disruption; | <ul style="list-style-type: none">• To ensure that every student in the District shows respect for authority, follows district rules and policies, and follows state and federal laws regarding conduct, discipline, and attendance in school;• To serve as a guide for district employees and community members regarding reasonable and appropriate interventions and consequences for unacceptable behavior and attendance. |
|---|---|

HIGHLIGHTS AND CHANGES TO THE STUDENT CONDUCT, DISCIPLINE AND ATTENDANCE CODE

From time to time, policies and regulations that appear in the Student Conduct, Discipline and Attendance Code (hereafter referred to as “the Code”) will be changed, added, or deleted. However, because the Code will not be reprinted after every such modification, this current version of the Code may not contain the most current version of any one policy or regulation. Therefore, in an effort to keep students, parent/guardians, staff, and others apprised to the greatest extent practicable, the current version of each such policy and regulation will be posted on the District website at www.d11.org, and hard copies may be distributed to each district school, various departments and other district work sites. Parents/guardians and others will also be apprised of significant policy and regulation changes through the District website, school newsletters, the Student Conduct and Discipline Code or other appropriate means. Notwithstanding, where differences exist between the current version of a policy or regulation and the version that appears in the Code, the current version of district policy shall apply to students and their conduct.



Policy JK – Student Discipline: Policy JK, *Student Discipline*, and related regulations have been streamlined to better align with Colorado law and state reporting requirements. The old behavior levels have been replaced with language that aligns to statute and practice, providing a clear and enforceable behavior Code.

Attendance Procedures: Please see the section on student attendance for updates and changes to District 11 attendance policies and regulations. These new changes provide increased monitoring of student attendance, chronic absenteeism, and truancy from school. Additional changes include clarification on class and school tardiness at the elementary and secondary school levels.

THE FOLLOWING POLICIES MAKE UP THE STUDENT CONDUCT, DISCIPLINE AND ATTENDANCE CODE

STUDENT CONDUCT

ECAC - Vandalism
EEAEC - Student Conduct on School Buses
EHC - Educational Technology Resources Policy
GBGB - Staff Personal Security and Safety
JBB - Student Sexual and Racial Harassment/Discrimination
JIC - Student Conduct, Discipline, and Attendance Code
JICA - Student Dress
JICDA - Code of Conduct
JICDE - Bullying Prevention

ADC/JICG - Tobacco Free Schools

JICH - Drug and Alcohol Use by Students

JICI - Weapons in School

ATTENDANCE

JEA - Compulsory Attendance Ages

JH - Student Absences and Excuses

JHB - Truancy

JLIB - Closed Campus/Student

Dismissal Precautions

JHD - Exclusions and Exemptions from School Attendance

DISCIPLINE

IKFB - Graduation Exercises

JIH - Student Interrogations, Searches and Arrests

JK - Student Discipline

JKA - Use of Physical Intervention and Restraints

JKB - Detention of Students

JKBA - Formal Disciplinary Removals from Classrooms by Teachers

JKD/JKE - Student

Suspension/Expulsion/Denial of Admission

JKG - Expulsion Prevention Program

JICF - Secret Societies/Gang Activity

STUDENT RESPONSIBILITIES

Colorado Springs School District 11 has developed the Student Conduct, Discipline, and Attendance Code to help students, parents/guardians, and school personnel understand the guidelines for maintaining a safe learning and working environment. It is intended to provide guidance for all students in grades K-12 in all of the District's traditional, charter, and alternative education settings.



Each Student Who Attends a District 11 School is Expected to Obey District Rules:

- While on school grounds or in school buildings
- While on District grounds or in District buildings
- While in school or district vehicles
- During school-sponsored activities, field trips, and sporting events

The Colorado Revised Statutes and district policies make it clear that behavior which takes place off of school grounds may properly be the subject of suspension or expulsion where the behavior is detrimental to the safety and welfare of other students or school personnel. Not all off-campus behavior will have adverse effects at school, but behavior which does will subject a student to potential discipline, including suspension and expulsion. Furthermore, students who are disciplined for infractions according to the provisions of this Code may also be subject to additional consequences by law enforcement for acts that violate local, state and federal law.

STUDENT RIGHTS

- To a safe and positive learning environment free of crime, violence, intimidation, bullying, harassment, and other forms of discrimination
- To be informed of the policies and procedures for student discipline, attendance, and truancy
- To free expression of thoughts, in speech and writing, that does not violate the rights of others or is disruptive to the learning environment
- To learn about the grading standards used throughout all curriculums and classes
- To privacy of their personal property, unless reasonable suspicion exists to examine such property
- To have a confidential student record as provided by state and federal law
- To due process related for behaviors that could result in suspension or expulsion

GENERAL RULES OF CONDUCT

Policy: [JICDA](#)

- Students shall act in a manner that maximizes the substantial benefits of public education.
- Students shall accept responsibility for their own behavior.
- Students shall develop and use problem-solving skills to resolve conflicts.
- Students shall follow established district, school, and classroom rules.
- Students shall maintain academic integrity.
- Students shall refrain from interfering with learning and teaching.
- Students shall maintain appropriate dress and hygiene.
- Students shall respect others.
- Students shall respect the rights and property of others.
- Students shall refrain from harming themselves or others.
- Students shall refrain from acting in such a manner as to expose others to risk or danger of harm or injury.
- Students shall not use threats or intimidation against others.
- Students shall not engage in unlawful activities.
- Students shall refrain from carrying, bringing, using, or possessing any weapon or weapon facsimile, or use anything else as a weapon, in or on district property.

STUDENT DRESS CODE

Policy [JICA](#)

Colorado Springs School District 11 is committed to a learning environment that is safe, conducive to high student achievement and free from unnecessary disruption. The District's dress code provides guidance for schools on the implementation of school level dress codes. Individual school principals may develop their own dress code policies that meet the guidelines set forth by board policy. Exemptions to this dress code for special occasions or for personal consideration are up to the discretion of the school principal.



The Following Clothing is Appropriate for School:

- Clothing that is worn as designed and covers all private parts of the body, to include midriffs and backs.
- Clothing that fits properly and does not expose undergarments.
- Clothing that is the appropriate length; hemlines no shorter than mid thigh for shorts and skirts.
- Clothing that is free of excessive holes, rips, and tears that expose private areas of the body or undergarments.
- Footwear that protects a student's feet is required; slippers and bare feet are not allowed.
- Clothing that is part of an extra-curricular activity that has been approved by the building principal.
- Clothing that has been approved by the building principal for specific school events.
- Clothing, paraphernalia, and jewelry that contain appropriate messages, free of references to sexually suggestive activity, drugs and alcohol, gangs, or are obscene and profane, hateful, or disruptive to the learning environment.

CLOSED CAMPUS AND DISMISSAL FROM SCHOOL

Policy [JLIB](#)

All district campuses are closed campus systems. These closed campuses help promote safe learning and working environments for all students, staff, and parents/guardians. Students are to remain on campus throughout the school day and need to follow their schools check-in and check-out procedures if they are leaving school. Students may leave the campus during the school day for the reasons listed below. For further information related to this policy, please reference Policy JLIB, *Closed Campus/Student Dismissal Precautions*, 2012.



Students May Leave Campus:

- | | |
|---|--|
| <ul style="list-style-type: none">• For a school sponsored activity or field trip, if approved by the principal or designee.• For a prearranged absence that has been approved by the principal or designee. | <ul style="list-style-type: none">• For lunch, if the student attends high school.• For lunch, if requested by the parent/guardian and approved by the principal or designee. |
|---|--|

STUDENT ATTENDANCE, ABSENCES AND TRUANCY

Policy [JEA](#), [JH](#), [JHB](#).



Colorado statutes and district policies continue to stress the importance of parent/guardian involvement and responsibility in ensuring their student's educational development. The Colorado Compulsory Attendance Law was created to make sure that students from the age of six to 17 -attend school. Recent changes to this law include steps to identify and monitor student attendance that is the result of chronic absenteeism or habitual truancy. These steps include, but are not limited to, attendance plans, referrals

to community support agencies, and/or referrals to the court system. Furthermore, it is the responsibility of the parent/guardian to make sure that the children under their care attend school on a regular basis.

School District 11 believes that mandatory attendance is an essential component of student achievement and the District works hard to make sure that attendance is accurately recorded, monitored, and reviewed for every student. The District has a goal to reach 95 percent attendance for all schools, all grade levels and for all students. The guidelines set forth in this attendance policy apply to all traditional, charter, alternative, and online schools within District 11 and help us reach our attendance outcomes.

✓ Absences are Excused for Any Student Who:

- Is temporarily ill
- Has an absence approved by a school administrator
- Is enrolled in an independent or parochial school
- Who is absent for an extended period due to a mental, physical, or emotional disability
- Has been removed from school for a disciplinary action
- Possesses a qualified current work permit
- Is in the custody of law enforcement
- Is pursuing a school-sponsored work study program under appropriate supervision
- Is being home-schooled in an approved home-school program
- Any other reason set forth in school policies or provided by law

✗ Absences WILL NOT be Excused for the Following Types of Reasons:

"My student's grandparents are coming to town, and we want to take a family trip to the top of Pikes Peak."

"My student overslept because she had to work late last night."

"My student had to watch his younger brothers and sisters."

"My student needed to finish his English project, so please excuse him from classes while he studies in the library."

"My kids need a day with me so we can spend time together."

When a student misses more than 10 percent of any marking period, whether excused or unexcused, they may be considered *chronically absent*. When a student misses any part of a school day, and an excuse is not provided, a student becomes *truant*. Students who are "skipping" school regularly, or who are absent from school for reasons that do not meet the statutory criteria above, are considered truant from school. *Habitually truant* students are those students who miss more than four days of school in a month, or ten days of school in one year. Chronic absenteeism and truancy impacts a student's achievement and may delay a student's academic progress. Students and parents/guardians who willfully violate this policy may be subject to disciplinary action at the school and through the judicial process.

A student will be considered tardy if they arrive to class within the first 10 minutes of a marking period at the secondary school level or within the first 20 minutes at the elementary school level.

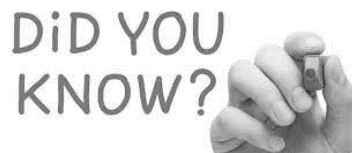
STUDENT AND PARENT/GUARDIAN RESPONSIBILITIES RELATED TO SCHOOL ATTENDANCE

STUDENTS:

- Attend school daily with no absences or tardiness
- Follow school policies for check in and check out
- Respect the classroom rules of each teacher
- Remain on campus during the school day
(high school students have off campus lunch only when approved by the building principal)
- Maintain an active schedule at school
- Monitor individual attendance and grades

PARENTS AND GUARDIANS:

- Notify school of current contact information
- Contact the school for attendance related issues within 48 hours of an absence
- Know the attendance policies at their school
- Monitor their students attendance and grades
- Provide proper documentation, if requested
- Stress the importance of daily school attendance
- Arrange appointments for after school hour



Parents/guardians are encouraged to actively monitor their student's attendance by using the Parent Connect feature in Q. Parent Connect provides access to comprehensive student information throughout the school year. Grades, attendance and discipline, as well as updates from classroom teachers, are easily accessible through Parent Connect. Please contact your student's school to obtain your Parent Connect password and look for Q logo on the District and your school's homepages.

STUDENT MAKE UP WORK RELATED TO ABSENCES

Policy JH

Students may make up work for full credit for excused absences from school. Work missed for unexcused absences may be made up according to school and/or teacher make up work policies. ***It is the student's, and/or parent/guardians, responsibility to obtain all make-up work, including tests when they return to school.*** Students are granted one day of additional make-up time for each day of absence. A school principal may extend the period of makeup work for special circumstances. Any work not handed in within the one day make-up window is subject to a reduction in grade, per the policies of the school or any member of a school's teaching staff. Furthermore, teachers are permitted to require absent students alternative assignments to maintain the integrity of original assignments. These alternative assignments may not be used as a consequence and they should be of equal challenge, score, and weight in the overall academic assessment.

For a full description of the District-wide attendance initiative and protocols please visit:

[Colorado Springs School District 11: School Attendance](#)

SAFE AND BULLY FREE SCHOOLS

Policy [JICDE](#)

In accordance with Colorado Statute 22-33-109.1, Colorado Springs School District 11 is committed to protecting students and staff from discrimination, bullying and harassing behaviors. Bullying, hazing, intimidation, and harassment (hereafter collectively noted as “bullying”) of any kind will not be tolerated in District 11 schools, regardless of how they are communicated. Programs throughout the District are designed to help educate students, staff, and parents/guardians on: identifying bullying behaviors in schools; providing strategies for addressing bullying behaviors; and implementing administrative procedures for the reporting and disciplining associated with such behaviors. Any student who commits an act of harassment or bullying, is subject to disciplinary action. Student should report bullying and unsafe behavior immediately to school staff, the school principal or principal’s designee, at www.d11.org/nobullying, online through [safe2tell](#), or by calling 1-877-542-SAFE.



WEAPONS ON SCHOOL GROUNDS

Policy [JICI](#)

Colorado Springs School District 11 prohibits weapons of any kind on school property, at school events, or off school property where the carrying, bringing, using, or possession of a weapon creates, in the determination of district personnel, a threat to other students or school district personnel. Any student who brings a weapon onto school property is subject to disciplinary action, including possible suspension and expulsion from school. School administrators will contact law enforcement in cases where there is an illegal or dangerous weapon on school grounds, or if there is use of any object in a threatening manner. Law enforcement authorities have the right to make an arrest for any weapons infraction on school grounds that violates Colorado state statutes. Knives, brass knuckles, chemical sprays, sling shots and firearms are among the weapons that are prohibited on School District 11 property. Additionally, items that shoot projectiles by compressed air or spring, like airsoft and paintball guns, are considered dangerous weapons under district policy. *Using a weapon for self-defense will not excuse a student from being disciplined according to District policy.*

School principals are to use judgment in allowing weapons on school grounds for extra-curricular activities or for class sponsored programs. Students who receive approval for such programs are not subject to disciplinary action by the school or district so long as they are used at all times in conformance with the approval granted.

Safe Harbor Provision: Suspension shall not be mandatory under this section if, when the student discovers that he or she has carried, brought, or is in possession of a standard weapon or weapon facsimile, the student notifies a teacher, administrator, or other authorized person in the school district as soon as possible and delivers the standard weapon or weapon facsimile to any such person. Such action shall be considered when determining appropriate disciplinary action, if any.

TOBACCO FREE SCHOOLS

Policy [ADC-JICG](#)

In order to promote a healthy school environment and the general health, welfare and well-being of students, use or possession of tobacco or other nicotine delivery devices by students while in or on school property or at school-sponsored activities is prohibited. Any student in possession of tobacco, or other nicotine delivery devices, is subject to disciplinary action, including suspension from school for repeated infractions.



ALCOHOL AND CONTROLLED SUBSTANCES ON SCHOOL GROUNDS

Policy [JICH](#), [JICH-R](#)

Colorado Springs School District 11 has no tolerance for the use, possession, purchase, or distribution of alcohol, controlled substances,* or drug paraphernalia. Students who are in violation of this policy shall be suspended from school immediately and may receive additional consequences from civil authorities. Students may also be immediately placed on behavior plans, be referred for drug and alcohol counseling, or referred to the District's Student Discipline Office for expulsion from school.

**DRUG
FREE
ZONE**

**The use, possession, sale or other distribution of marijuana is prohibited on District grounds, in vehicles or at District events. In the event a student has a valid prescription for the use of marijuana for medical purposes, the District cannot maintain it for ingestion on its grounds, in its vehicles or at District events. Any student who has such a prescription must leave school grounds in order to take the prescription, and if they return that same day to school, they will be held to the same standards of conduct as any other student.*

ACADEMIC HONESTY AND PLAGIARISM

Policy [JK](#), [JK-R](#)

Academic honesty and integrity in school work is an essential component to student achievement. Copying another student's work, plagiarizing the work of another author, or cheating on academic tasks and assessments is prohibited. Students who commit acts of dishonesty in the academic area are subject to disciplinary action and academic penalty. Furthermore, the use of District 11's electronic media to commit academic dishonesty is a violation of District 11's Acceptable Use Agreement and may lead to the loss of computer privileges, as well as further disciplinary action.

PARTICIPATION IN EXTRACURRICULAR AND SCHOOL SPONSORED ACTIVITIES

Policy [JK](#), [JK-R](#)

School District 11 believes that school sponsored events and extracurricular activities are a privilege and students who participate in these must follow all applicable laws, District 11 Board policies, and school-based behavior guidelines. District policy continues to make the denial or forfeiture of extracurricular activities and participation in school sponsored events a possible consequence for inappropriate behavior. Any student who commits a discipline infraction may lose the right to participate in school-sponsored events or extracurricular activities for up to one year. Furthermore, any student who is suspended or expelled from school will forfeit their right to participate in extracurricular or school-sponsored events throughout the suspension or expulsion period, including year-end commencement exercises.

PERSONAL ELECTRONICS IN SCHOOL

Policy [JK](#), [JK-R](#)



Cell phones and personal electronics are an important part of the 21st century. It is important that every student understands the acceptable use of these electronic devices at their school, during school academic time and during school-sponsored events. Students who demonstrate inappropriate uses of electronic devices are subject to disciplinary action, as well as confiscation of any device that is deemed disruptive to the learning environment. Furthermore, students may not employ the photographic, video, or audio recording or reproduction capacity of any electronic device for the purpose of photographing, video capture, recording or reproduction of any student or staff person without the prior consent of the student or staff person, or under the supervision of a teacher or administrator. This applies at all times while on school property or at school-sponsored events.

ACCEPTABLE USE AGREEMENT FOR STUDENTS

Policy [EHC-E-1](#), [EHC-E-1\(Spanish\)](#)

Guidelines

I agree to abide by all school rules, district policies, and local, state, and federal laws while using district educational technology resources.

I will abide by copyright law and will give credit to authors, artists, illustrators, photographers, and other creators of information when I use their intellectual property.

I understand that I may use the District's educational technology resources primarily for educational purposes; however, personal incidental use is allowed on a limited basis except for, but not limited to, the downloading or streaming of digital content, such as videos and music for entertainment purposes.

I understand that I may not use district educational technology resources for conducting a personal for-profit business.

I will not attempt to access, read, view, or copy inappropriate or pornographic pictures or information.

I will not use educational technology resources to hurt, harass or bully district staff and students and their family members, including when I use social networking sites either inside or outside of school.

I will report anyone who uses or tries to use District educational technology resources to hurt, harass, or bully me.

I will not share my password with others. I could be held responsible for damage incurred while my password is in use. I will not pretend to be someone else when using district educational technology resources.

I will not read, copy, or damage the work of other students.

I will not give out my name, password, address, or any other personal information to anyone.

I will not use improper language (i.e. swearing, vulgarity, ethnic or racial slurs, name calling) and any other use of language that violates a school or District policy, regulation, practice, rule, or expectation.

I will not spread falsehoods about a person that lowers the affected individual in the eyes of the community.

I will not disrupt the District's network including but not limited to: seeking or obtaining unauthorized access to others' files, documents or other communications; sending or forwarding chain letters or large files to others; introducing malware, worms, Trojans, or viruses.

I will not upload, download, or install personal software on the District network, unless specifically authorized.

I will work with my teacher to submit Web 2.0 tools, as needed for testing, to appropriate personnel and receive authorization to download first when using the District's educational technology resources.

I will not copy computer programs.

I will practice personal responsibility with regard to theft prevention if I bring personally-owned electronic devices to school; and I will abide by my school's rules for current practices regarding use of personal electronic devices at my school.

I will not try to block or get around the filters on the District's educational technology resources.

Knowledge Base

I understand that the District's hardware, software, and network may not work every day.

I understand that sometimes digital files may be lost, and it is my responsibility to back-up my work.

I understand that I am responsible for verifying information and using credible resources on the internet.

I understand that educational technology resources belong to the District and that using them is a privilege, not a right.

I understand and agree that other people may look at the information or messages created, sent or received by me on district computer equipment or other educational technology, including but not limited to: e-mail messages, text messages, sites I have visited on the internet, and files I have uploaded or downloaded on the internet; at any documents created by me; and at any postings I have made to social network sites or blogs, chat rooms, or online websites, and I consent to the District looking at such information, messages, documents, and postings.

Damaging the District's Educational Technology Resources or Network

I might not be allowed to use the District's educational technology resources if I break these rules.

I may have to pay for any damage I cause.

I may be suspended or expelled from school if I damage hardware, software, or the network.

Disclaimer

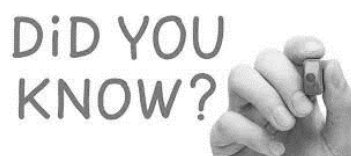
Any user accessing the District's educational technology via a personally owned device releases the District from liability for any damage, loss, or injury.



DISCIPLINARY INFRACTIONS

Policy: [JK](#), [JK-R](#)

Disobedience, Defiance, and/or Repeated Interference	Continued willful disobedience or the open and persistent defiance of proper authority; repeated interference with a school's ability to provide educational opportunities or a safe environment to other students.
Detrimental Behavior	Behavior on or off school grounds that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or other children.
Destruction Of School Property	The willful destruction or defacing of school property.
Tobacco	The unlawful possession or use of tobacco or nicotine delivery devices on school property or at school sponsored events.
Dangerous Weapons	The carrying, bringing or possessing of a dangerous weapon, as defined by Colorado Revised Statute 22-33-102, or a firearm, on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity.
Fighting, Disorderly Conduct and/or 3rd Degree Assault	Physical contact between two or more students that does not result in serious injury or hospitalization; The commission of an act by a student that would be third degree assault, if committed by an adult; when a person knowingly or recklessly causes bodily injury to another person.
Drugs (Non-Marijuana)	The possession, purchase, use, distribution or sale of any amount of a controlled substance on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity.
Marijuana	The possession, purchase, sale, distribution or use of marijuana or drug paraphernalia on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity.
Alcohol	The possession, purchase, use, or distribution of substances that contain any amount of alcohol on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity.
Felony Assault	The commission of an act by a student that would be first or second degree assault, if committed by an adult; when one, with intent to cause serious bodily injury to another person, causes serious bodily injury to any person by means of a deadly weapon, or with intent to cause bodily injury to another person, causes such injury to any person by means of a deadly weapon.
Robbery	The commission of an act that would be robbery if committed by an adult on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity.
Felony	The commission of an act that would be a felony if committed by an adult on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity.
Sexual Violence	The commission of a physical sexual act perpetrated against a person's will or where a person is incapable of giving consent on school grounds, in a school vehicle, or at a school-sponsored event or sanctioned activity.
Other Violations of the Code of Conduct	Behavior that violates applicable Board of Education policies related to discipline, conduct, and attendance.



Parents/guardians can monitor their student's behavior by using the Parent Connect feature in Q. Parent Connect allows access to comprehensive student information throughout the school year. Grades, attendance and discipline, as well as updates from classroom teachers, are easily accessible through Parent Connect. Please contact your student's school to obtain your Parent Connect password and look for the Parent Connect logo on the District and your school's homepages.



STUDENT BEHAVIOR DEFINITIONS

Policy: [JK](#), [JK-R](#)

"Classroom behavior" infractions are those behaviors that are inappropriate for school and will be addressed by classroom teachers. Appropriate disciplinary response, including prevention and intervention shall take place. Repeated classroom behavior infractions may be referred to the Principal (or his/her designee(s)) for further disciplinary action.

"Minor" discipline infractions are those behaviors that disrupt the learning environment and are to be addressed by the Principal (or his/her designee(s)). Minor discipline infractions are those behaviors that do not present a material and substantial disruption to the school and/or do not harm the safety or welfare of pupils and/or staff. Appropriate disciplinary action, including prevention and intervention strategies, detention, and/or school based alternatives, may take place. Further disciplinary action for repeated minor discipline infractions, including suspension by the school Principal (or his/her designee(s)), shall be optional.

"Material and substantial" discipline infractions are those behaviors that will be addressed by the building Principal (or his/her designee(s)). "Material and substantial" means any disciplinary infraction that creates a substantial disruption to the school day and/or threatens the welfare and/or safety of other pupils or school personnel. Behaviors that are material and substantial are presumed to be initiated, willful, and overt on the part of the student. Material and substantial behavior infractions are grounds for suspension by the Principal (or his/her designee) in accordance with C.R.S. 22-33-106. Further disciplinary action, including expulsion by the Superintendent (or his/her designee(s)) shall be optional.

DISCIPLINARY CONSEQUENCES

Policy: [JK](#), [JK-R](#)

Teachers use appropriate and timely responses to address classroom behavior. These responses included, but are not limited to:

- Parent/Guardian contact
- Verbal Warning
- Academic consequences for cheating and/or plagiarism
- Classroom Behavior Plan
- Peer Mediation
- Restorative practices
- Referral to school administration
- Referral to a student personnel services provider: i.e., counselor, school social worker, school psychologist
- Detention: before and/or after school, recess detention, lunch detention; skills center; study hall; time-out; improvement center
- Confiscation of items or contraband

School and District administration, as well as civil authorities where applicable, may use a variety of responses for minor and material and substantial behavior. These responses include but are not limited to:

- Administrator/parent/guardian/student conference
- School based alternatives
- Discipline and/or attendance plans
- Loss of extracurricular activities and/or exclusion from ceremonies, activities, and/or commencement exercises
- Compensation/Restitution for damages
- Classroom removal
- In school suspension
- Out of school suspension
- Referral to law enforcement
- Expulsion
- School placement
- School related arrest

STUDENT INTERROGATIONS AND SEARCHES

Policy: [JIH](#), [JIH \(Spanish\)](#), [JIH-R](#)

Searches may be conducted by a school official who has reasonable suspicion that a search will turn up evidence that the student has violated the law, board policy, or school rules. When reasonable suspicion for a search exists, school personnel may search a student and/or his property while on school premises or participating in a school-sponsored activity, under the circumstances outlined in board policy, and may seize any illegal, unauthorized, or contraband materials.

Any search conducted by a school official will respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction. Whenever possible, the student will be informed of the reason(s) for conducting the search, and the student's permission to perform the search will be requested. A student's failure to cooperate with school officials conducting a search will be considered grounds for disciplinary action.

An administrative report will be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses to the search.

Searches of School Property:

- School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search. Student lockers may be subjected to sniffs by dogs trained to alert at the scent of drugs, alcohol, explosives, or other contraband. If an alert occurs, that will be deemed reasonable suspicion to search further.
- The Principal or his/her designee may search a desk, locker, or any other storage area and its contents when he/she has reasonable suspicion for a search. Whenever reasonably possible, another person will be available to witness the search.

Searches of the Student's Person:

- The Principal or his/her designee may search the person of a student if the school official has reasonable suspicion to believe that the student is in possession of contraband, stolen items or a weapon.
- Search of the person will be limited to any object in the student's possession such as a purse, book bag or briefcase, and the student pulling out his/her pockets.
- Searches of the person will be conducted out of the presence of other students and as privately as possible. At least one, but not more than three, additional persons of the same sex as the student being searched will witness, but not participate in, the search.
- The parent/guardian or guardian of any student searched will be notified of the search as soon as reasonably possible.

Parking Lot Searches:

- Student operated vehicles parked on school property may be searched, if reasonable suspicion exists. School officials must inform the student or vehicle operator that the vehicle will be searched when reasonably possible.
- Student operated vehicles may be searched by law enforcement officials at any time allowed by law.

The Principal or his/her designee may request that a search on school premises, or attending a school-sponsored activity, be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards, rather than under the provisions of board policy. When law enforcement officers respond to such a request, no school employee will assist or otherwise participate in the search, unless under the direct enforceable order of the law enforcement officer.

DISCIPLINARY DUE PROCESS AND PROCEDURES

Policy: [JKD-JKE](#), [JKD-JKE-R](#)

Colorado Springs School District 11 believes that no student shall be suspended or expelled without an appropriate level of due process.

General Considerations:

- | | |
|--|--|
| <ul style="list-style-type: none">• If a student is suspended, the Principal (or designee) shall immediately take reasonable steps to notify the parent/guardian of the student that the student has been suspended and of the grounds for the suspension, the period of the suspension, and the time and place for the parent/guardian to meet with the Principal (or designee) to review the suspension.• Any student under suspension or expulsion will not be allowed in or on school property during the period of suspension or expulsion unless approved by the Principal or designee, or when appropriate, the District designee.• In accordance with Colorado law, a suspended student will be provided an opportunity to complete school | <p>work covering the period of suspension to facilitate reintegration into the educational program following suspension. Make-up work assignments shall be provided for all classes missed during the period of suspension.</p> <ul style="list-style-type: none">• As an alternative to suspension, the Principal (or designee) may permit the student to remain in class with the consent of his/her teachers, if his/her parent/guardian attends class with the student for a period of time specified by the Principal or designee. This provision does not apply for material and substantial behavior that is grounds for expulsion consideration. |
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DUE PROCESS PROCEDURE FOR DISCIPLINARY ACTION AND SUSPENSION

Policy: [JKD-JKE](#), [JKD-JKE-R](#)

Informal Hearing:

The student shall be offered an opportunity to explain his or her position regarding the incident constituting grounds for discipline.

Notice to Contemplated Action:

At the time of contemplated action, the teacher, principal, or designee shall give notice, either orally or in writing, to the student or the student's parent or guardian.

Notice Following Suspension:

If a student receives a disciplinary consequence for a violation, the teacher, principal, or designee shall notify the student and the parent/guardian.

If a student is suspended the principal or designee shall immediately notify the student and the parent/guardian. The notice will be in writing and will contain: the grounds for suspension, the duration of the suspension and a time and place for parent/guardian and student to meet with school officials for reentry.

DISCIPLINARY DUE PROCESS PROCEDURES FOR MATERIAL AND SUBSTANTIAL BEHAVIOR INCIDENTS

Policy: [JKD-JKE](#), [JKD-JKE-R](#)

Procedure for Material and Substantial Disciplinary Infractions:

If a student is suspended for a material and substantial disciplinary infraction, the student may be referred to the Superintendent (or his/her designee) for further disciplinary action. The following procedures shall be followed for disciplinary infractions for which expulsion is a possible disciplinary consequence:

A. Notice

Not less than ten days prior to the date of contemplated action, the Superintendent's designee (the "hearing officer") shall cause written notice of a due process hearing to be delivered to the student and the student's parent/guardian.

B. Contents of Notice

- A statement that the hearing officer will conduct a hearing on whether further disciplinary action, including expulsion, should be taken;
- The statutory grounds for suspension or expulsion, including a summary of what the student is accused of doing;
- A statement of the date, time, and place of the hearing;
- A statement that the student may be present at the hearing and hear all evidence against him/her, and that the student may be accompanied and/or represented by his/her parent/guardian or an attorney or both;
- A statement that (a) if the student fails to appear personally, but is represented by his/her parent/guardian or attorney, the student waives further rights to participate personally in the matter; (b) if the student appears, but his/her parent/guardian or attorney fails to appear personally, the parent/guardian or attorney waives further rights to participate personally in the matter; and (c) the student's failure to appear either personally or through his/her parent/guardian or attorney at a scheduled hearing shall constitute a waiver of further rights of the student and his/her parent/guardian and attorney to a hearing in the matter; and
- A statement that, regardless of who may or may not appear on the student's behalf at a scheduled hearing, the hearing officer may conduct a hearing and take action based on all information that is made available to the hearing officer, which action may include expulsion of the student or other disciplinary action in accordance with the conduct and discipline code.

C. Purpose of Hearing

The purpose of a due process hearing shall be for the hearing officer to determine, based on a preponderance of the evidence, whether further disciplinary action is permissible and, if such action is permissible, to make a recommendation to the Superintendent regarding the appropriate disciplinary action.

D. Conduct of Hearing

A hearing shall be conducted by the hearing officer according to the procedures established in board regulation JKD-JKE-R.

E. Written Findings of Fact and Recommendation

At the conclusion of the hearing, or within such greater time as the hearing officer may determine is reasonable and necessary under the circumstances, the hearing officer shall prepare his/her written findings of fact and recommendations. The hearing officer shall inform the student and the student's parent/guardian and/or attorney of his/her findings of fact and recommendation and shall explain the review and appeal process.

F. Intermediate Review

If the parent or guardian wishes to have the hearing officer's recommendation reviewed, the student shall submit the recommendation to the reviewing officer, who shall be a designee of the Superintendent within ten calendar days from the date of the hearing officer's recommendation.

G. Superintendent's Decision

As soon as possible, and not more than ten school days from the time he/she receives either the hearing officer's findings of fact and recommendations or the reviewing officer's recommendation, in the event a review was requested, the Superintendent shall render a written decision.

H. Appeal to the Board

A student may appeal the decision of the Superintendent to the Board of Education. To appeal the decision of the Superintendent, the student shall submit to the Board, in writing, a statement of the reason(s) for the appeal within five school days from the date the Superintendent renders his/her decision.

HABITUALLY DISRUPTIVE STUDENTS

Policy: [JK](#), [JK-R](#)

"Material and substantial disruption" means any infraction which will be presumed to be initiated, willful, and overt on the part of the student. Any student who is suspended for causing a material or substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events shall be required to participate in an individual Remedial Discipline Plan (RDP) for "material and substantial disruption." "Habitually disruptive student" is defined in state law as a student who has been suspended three times during the course of the school year for causing a "material and substantial disruption." "A RDP for 'material and substantial disruption' " means a written plan, which addresses the child's disruptive behavior, his or her educational needs, and the goal of keeping the child in school.

FORMAL DISCIPLINARY REMOVALS FROM CLASS

Policy: [JKBA](#), [JKBA-R](#)

In accordance with Colorado Revised Statute 22-32-109.1 (2)(a)(I)(B), and School District 11 Board of Education policy JKBA, *Formal Disciplinary Removals from Class*, "a teacher may formally remove a disruptive student from class through the end of the quarter after the teacher has, pursuant to this policy and the accompanying regulations, removed the student from the class on a formal short-term basis for a third time during the same quarter." Any such formal removal must include applicable due process procedures and the development of a behavior plan. Any behavior plan must be created by the teacher, school administrator, and if feasible, the parent/guardian, after the first short term removal and reviewed and revised after the second short-term removal.

DISCIPLINING STUDENTS WITH DISABILITIES

Policy: [JKD-JKE-2](#)

The Board of Education has adopted the District's Student Code of Conduct, Discipline, and Attendance for the purpose of, among other things, creating and maintaining safe schools and effective learning environments. As a general rule, the Code applies to all students, and students with disabilities may be disciplined in the same manner and for the same amount of time as typical students, where such discipline does not include removal from school. However, where a school or the District proposes disciplining a student with disabilities by removing the student from school, such removal may occur only as provided for by the Individuals with Disabilities Education Act ("IDEA"), the Exceptional Children's Educational Act ("ECEA") of Colorado, and/or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), as appropriate.

The Board, therefore, directs the administration to adopt procedures for the proper disciplinary removal of students with disabilities and directs that such procedures be consistent with the IDEA, ECEA, and Section 504, respectively, and the Code. Procedures for students with disabilities who qualify under the IDEA and ECEA shall be developed and maintained by the Special Education Department. Procedures for students with disabilities who qualify only under Section 504 shall be developed and maintained by the Office of Equal Opportunity Programs. Such procedures shall be distributed to appropriate personnel and to each school in the District and shall be made available to parent/guardian, upon request.