



**Mapleton Public Schools**

**Student Behavior Standards**

**Conduct and Discipline Code**

*"Guaranteeing Each Child Achieves His or  
Her Dreams"*

**Preschool – 12<sup>th</sup> Grade**

Revised June 2018

## **DISTRICT BELIEFS**

### **WE BELIEVE THAT:**

- It is the nature of all people to learn
- All people are entitled to respect
- All people determine their future by the choices they make
- All people have equal worth
- The greater good is the responsibility of each individual
- Everyone deserves unlimited opportunity to maximize his or her unique abilities
- Learning always leads to opportunity
- Honest communication is the essence of community
- Integrity is the basis of trust
- People thrive in a caring environment
- Success requires constant improvement
- The children of today are the hope of tomorrow
- Growth requires risk
- All people deserve a fair return on their investment of effort, time, and resources

## **DISTRICT MISSION**

The mission of Mapleton Public Schools, a community that embraces its children through high performing schools of choice, is to ensure that each student is empowered to achieve his or her dreams and contribute to his or her community, country and world through an education system distinguished by:

- A resourceful community working together to ensure that no obstacles impede student success
- A tenacious pursuit of rigorous academics and personal development
- An effective, student-focused and compassionate staff
- Small family-like environments where relationships inspire achievement
- Practices that honor the deeply-rooted history and diversity of our community

# **Mapleton Public Schools**

7350 N. Broadway  
Denver, Colorado 80221

## **Board of Education**

**TBD, President**

**Cindy Croisant, Vice President**

**Stephen Donnell, Secretary**

**Sheila Montoya, Treasurer**

**Thomas Moe, Asst. Secretary/Treasurer**

**Charlotte Ciancio, Superintendent**

**Revised June 2018**

**Please note that this booklet contains summaries of School District policies and regulations, copies of which are maintained and available for inspection and copying at each school and at the District's central administration building, as well as on the District's website at**

**<http://www.mapleton.us>**

**In the event of any conflict or inconsistency between this booklet and the actual policies and regulations, the policies and regulations shall govern.**

Si usted prefiere recibir esta información en español, por favor llame al (303) 853-1000. Alguien le atenderá en español.

August 2018

Dear Parents or Guardians:

Welcome to Mapleton Public Schools! In Mapleton, we believe that a community should embrace its children through high performing schools of choice. Our goal is to ensure that each student is empowered to achieve his or her dreams and contribute to his or her community, country and world.

By choosing to enroll your child in one of our schools, you are entering into a partnership that focuses on removing obstacles that impede student success; commits to rigorous academics and personal development; strives to surround children with student-centered and compassionate staff; values relationship building to inspire achievement; and honors the deeply rooted history and diversity of our community. Our goal is the success of your child.

The standards and behavior expectations outlined in this document lay the groundwork for safe and successful schools and represent the minimum expectations for Mapleton students. Each individual school will have additional expectations that define and support the unique culture and climate of each school.

Thank you for being part of the Mapleton Public Schools family. We welcome your active participation in your student(s) learning. If you have specific concerns or comments, please contact my office at 303.853.1015.

Sincerely,

A handwritten signature in cursive script that reads "Charlotte Ciancio".

Charlotte Ciancio  
Superintendent  
Mapleton Public Schools

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## **Introduction**

Students attending Mapleton Public Schools, like members of any community, have both rights and responsibilities. The purpose of this booklet is to ensure our students and parents understand these rights and responsibilities, as well as the consequences for violating District rules.

The expectations and procedures outlined in this booklet represent minimum standards for behavior and conduct established by the District. Every school will have additional expectations that define and support the unique culture and climate of the school.

Please take time to review and discuss the information contained in this document with your student. You and your son or daughter will then need to sign the page at the back of the booklet that indicates that you have read and discussed the information contained in the booklet. This page should be removed from the booklet and returned to your school's main office within one week of receiving booklet.

## **A Word to Parents**

The success of any school depends to great degree on how actively involved parents are with their children's education. There are a variety of ways you can become involved in your child's education, including:

- Talking with your child each day about what they are learning in school
- Participating in homework activities
- Reviewing and discussing grades on school assignments and report cards
- Attending back-to-school nights and parent/teacher conferences
- Participating in school activities and committees

Communicating openly about issues and concerns is another critically important way parents can help us provide the best schools possible. Please help us identify and address problems quickly by letting us know when you have concerns. The best place to start is with the person who is most directly connected to the concern. If the concern involves a teacher or classroom, then the place to start is with a teacher. If the concern involves the school or program, then the best place to start is with the director of the school.

Mapleton staff members are available and able to identify and resolve problems, and most often a concern gets resolved quickly once it is brought to the attention of teacher or school director. If a concern is not resolved with a first contact, parents are encouraged to bring the concern to a supervisor for further review. Unresolved concerns about a classroom or teacher should be shared with the school director. Unresolved concerns

about a school or its director should be shared with the District’s central administrative staff (303-853-1000).

Thank you for being an active partner in your child’s education. Working together, we can ensure that all our students achieve their dreams during and beyond their time at Mapleton.

## **Student Health and Wellness**

Mapleton Public Schools views immunization records in the Colorado Immunization Information System (CIIS) but does not provide individual student information to CIIS. The immunization information is only shared with CDPHE when there is an infectious disease outbreak/epidemic and unprotected students are at risk of getting the infectious disease. This system helps ensure that students in schools across Colorado have the necessary immunizations to keep them well. Parents/guardians have the right to exclude their child’s information from the registry at any time. Please contact the Registered Nurse at your child’s school for more information or visit the CIIS website: [www.ColoradoIIS.com](http://www.ColoradoIIS.com).

### **Student Immunization Information and Requirements**

Immunizations are an important part of our children’s health care and Colorado law requires that children going to school be vaccinated to prevent vaccine preventable disease.

#### **Required Student Immunizations:**

Minimum number of doses required for Certificate of Immunization - Kindergarten through Grade 12:

<b>Vaccine</b>	<b>Number of Doses</b>	<b>Grades K-12 (5-18 Years of Age)</b>
		<i>Vaccines administered <math>\leq 4</math> days before the minimum age are valid</i>
<b>Pertussis</b> <i>DTaP only licensed through 6 yrs. of age.</i>	5 to 6	5 <b>DTaP</b> (if dose 4 was administered on or after the 4 <sup>th</sup> birthday, the requirement is met). The final dose of DTaP must be administered no sooner than 4 years of age. <b>Tdap</b> is required for students entering 6 <sup>th</sup> through 12 <sup>th</sup> grades.
<b>Tetanus/Diphtheria</b> <i>DT only licensed through 6 yrs of age</i>	3 to 5	5 <b>DT</b> (if dose 4 was administered on or after the 4 <sup>th</sup> birthday, the requirement is met). If child is 7 yrsyrs. of age or older, must have 3 appropriately spaced tetanus/diphtheria containing vaccines (DTap, DT,Td,Tdap) – 4 weeks between dose 1 & 2 and 6 months between dose 2 & 3
<b>Polio (IPV)</b>	3 to 4	4 <b>IPV</b> (if dose 3 was administered on or after the 4 <sup>th</sup> birthday, requirement met). Final dose must

		be given no sooner than the 4 <sup>th</sup> birthday.
<b>Measles/Mumps /Rubella (MMR)</b> <i>proposed for this school year-1 dose of Rubella meets requirement.</i>	2	The 1 <sup>st</sup> dose cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for children entering K, through 12 <sup>th</sup> grades.
<b>Varicella (Chickenpox)</b> <i>Documentation of disease from a health care provider (physician, RN or PA) is required.</i>	1 or 2	The 1 <sup>st</sup> dose cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for children entering K through 6 <sup>th</sup> grade. 1 dose is required for 7 <sup>th</sup> through 12 <sup>th</sup> grades.
<b>Hepatitis B</b> <i>Students who have not received 3 doses of Hep B vaccine prior to 7/1/2009, must follow the minimum intervals recommended by the Advisory Committee on Immunization Practices (ACIP)</i>	3	The second dose must be administered at least 4 weeks after the first dose. The third dose must be administered at least 16 weeks after the first dose and at least 8 weeks after the second dose. The final dose is to be administered no sooner than 24 weeks or 6 months of age. The 2-dose series is acceptable for ages 11-15. 2 doses can only be accepted using the approved vaccine for the 2-dose series with proper documentation (name of the vaccine, dosage, dates, and intervals).

**For REQUIRED vaccines: A laboratory test showing immunity is acceptable.**

**Parents must provide one of the following to your child’s school in order to comply with the law:**

1. A completed Certificate of Immunization certifying that the student has received minimum immunizations as indicated above.
2. If a student’s Certificate of Immunization is not up to date, the parent/guardian or emancipated student has 14 days after direct notification to provide documentation that the next required immunization was administered and submit a written plan for completion of any additional required immunizations. If the plan is not completed, the student shall be expelled or suspended from school for non-compliance. Exception to this rule is a shortage of vaccine.
3. Statement of Exemption to Immunization – Colorado Department of Public Health and Environment Certificate of Immunization: Starting July 1, 2017, parents/guardians seeking non-medical (religious or personal belief) vaccination exemptions for children in kindergarten-12th grade must submit non-medical exemption forms **annually**. Medical exemptions only need to be submitted once and require the signature of your child’s doctor or advanced practice nurse. To submit a non-medical or medical exemption go to: [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption) or turn in a signed exemption to

your child's school with the child's name, date of birth, and the immunization that are being exempted.

The following are acceptable exemptions:

- a. A **medical** exemption signed by licensed physician stating that the student's physical condition is such that immunizations would endanger life or health or is otherwise medically contraindicated; or
- b. A **religious** exemption signed by the parent, guardian, or emancipated student that the student adheres to a religious belief opposed to immunizations; or
- c. A **personal** exemption signed by the parent, guardian, or emancipated student that the student adheres to a personal belief opposed to immunizations.

**Immunization requirements will be strictly enforced for all students.**

Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes § 25-4-902.

**Recommended Student Immunizations:**

- **Influenza (flu)** – Number of doses 1 to 2. Recommended for children 6 months of age and older to prevent respiratory illness caused by the flu that can cause illness and sometimes death. 2 doses initially if under 9 years of age with a minimum interval of 28 days between doses, then 1 dose annually, thereafter. Recommended for children 6 months of age and older.
- **Meningococcal Meningitis (MCV)** – Number of doses 1 to 2. Adolescents 11-18 years of age should receive one dose of the vaccine, which helps prevent meningitis that can cause hearing loss, damage to the nervous system, loss of arms or legs, and possibly death.
- **Human Papillomavirus (HPV)** – Number of doses is 3. Recommended for adolescents 11-18 years of age. This vaccine prevents HPV-type related cervical cancer.
- **Hepatitis A (Hep A)** – Number of doses is 2. Recommended for all children 1 year and older to prevent the disease that can affect the liver causing fever, fatigue, loss of appetite, stomach pain, vomiting, and in rare cases, death.

To learn where to obtain immunizations free or at low cost call the Family Health Line at 303-692-2229 or 1-800-688-7777 or the Colorado Helpline: 1-877-462-2911 or the health assistant at your child's school, or on line at [www.mapleton.us](http://www.mapleton.us) for details about the immunization clinics in August and November.

## **Student Health Assessments**

Mapleton Public Schools recognizes that a student's health is an important component in learning and development. In an effort to help all the students in our community achieve their dreams, students will receive hearing, vision, height, and weight assessments.

## **Students with Food Allergies**

Mapleton Public Schools recognizes that many students have been diagnosed with asthma, diabetes, and allergies, seizures, and other complex health conditions. In an effort to provide a safe environment for all students regarding food allergies and anaphylaxis among students, the following requirements have been set forth: If the student qualifies for a 504 plan, or has an Individualized Education Program, said plan shall meet these requirements. Contact your students school Registered Nurse to help create Individualized Health Care Plan.

For allergies requiring a meal accommodation through Nutrition Services, please visit the Nutrition Services webpage for additional information:

<https://www.mapleton.us/District/Department/8-Nutrition-Services/2111-Untitled.html>

### **1. Health care plan:**

The school Registered Nurse, or school administrator in consultation with the school nurse, shall develop and implement a health care plan, which includes: instructions for emergency medical responders for each student with a diagnosis of a potentially life-threatening food allergy diagnosis. Plans are emailed or given by hard copy to all teachers directly involved with students.

### **2. Reasonable accommodations:**

Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment.

### **3. Access to emergency medication:**

Emergency medications for treatment of the student's food allergies or anaphylaxis shall be kept in an unlocked, but secure location accessible to designated school staff.

### **4. Staff training:**

The school administrator, in consultation with the school nurse, shall determine the appropriate recipients of emergency anaphylaxis treatment training which shall include those staff directly involved with a student who has a known food allergy during the school day. At a minimum, the training shall prepare staff to have a basic understanding of food allergies and the importance of reasonable avoidance of agents that may cause anaphylaxis, the ability to recognize symptoms of anaphylaxis, and the ability to respond

appropriately when a student suffers an anaphylactic reaction. The training shall also include instruction in the administration of self-injectable epinephrine.

**5. Parent/Guardian responsibility:**

Whenever possible and in a timely fashion, the parent/legal guardian shall supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student has an approved health care plan and self-carry contract, which authorizes the student to self-carry and self-administer the medication in accordance with District policy JLCD: Administration of Medications.

**Nutrition Services Meal Charge Policy**

Mapleton Public Schools is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. Mapleton offers breakfast at no cost to all students. Prices for school lunches are available on the District's website, [www.mapleton.us](http://www.mapleton.us). Mapleton Public Schools participates in the National School Lunch Program, which provides free or reduced-price lunches for eligible families.

- Parents will be encouraged to pre-pay for student meals.
  - Parents may add money to a student meal account in person with cash or check, or online via [www.myschoolbucks.com](http://www.myschoolbucks.com).
  - Checks returned unpaid will be subject to a \$20 fee.
1. Notification of Low or Negative Balances
    - Parents will be notified when a student meal account balance is low.
    - Notifications will be sent when the student meal account balance becomes negative.
    - If a student meal account becomes negative, parents will be notified of the negative balance and asked to make a payment immediately.
    - If a negative student meal account balance reaches \$25, parents will be notified of the negative balance and asked to make a payment immediately.
    - Parents will be directed to contact the Nutrition Services Department to set up a payment arrangement if payment in full is not feasible.
    - Parents will be notified that failure to make a payment or to set up a payment arrangement within 30 days will result in the debt being turned over to collections.
    - For more information please see Board Policy EF-E1, School Meal Payments.
  2. Free or Reduced-Price Meal Benefits
    - Families who are struggling to cover the cost of school meals are encouraged to complete an application for free or reduced meal benefits through the National School Lunch Program. The application is confidential and is only used to determine eligibility for free or reduced meal benefits. Only one application per family, per school-year is required. The application is available online and can be

accessed through the District's website, or families may obtain a paper application from the District Administration Building or school office. Notification will be sent from the nutrition services department via email or through mail after the application has been processed. You are eligible for the free or reduced-price benefits once your application has been processed and it's been determined you qualify for free or reduced price meals, not when you submit your application. If you do not hear back from us within 10 days of submitting your application, please call the Nutrition Services Department to check the status. Families may contact the Nutrition Services Department at 303.853.1117, or via email at [FoodService@mapleton.us](mailto:FoodService@mapleton.us), with any questions.

## **Student Responsibilities**

*A "responsibility" is an obligation to do what is right.*

### **Protect the right of others to study and learn.**

Students attend school in order to receive an education. No student has the right to interfere with the education of others.

### **Attend school daily unless legally excused.**

Students are expected to attend school each day and to satisfactorily complete makeup work after excused absences.

### **Be on time for classes.**

Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that leads to success.

### **Obey school rules.**

Rules are designed to allow a school to meet its obligation to educate students. A school cannot achieve this obligation if significant time is taken away from instruction to maintain order.

### **Cooperate with school staff in disciplinary cases.**

There is a difference between "tattling" and telling school personnel about potential problems in the school community. Every community depends upon the willingness of its members to help solve problems.

### **Complete all work assignments and meet deadlines.**

The full responsibility for learning is shared between the student and the school. There can be no effective education when students fail to take the responsibility to do the assigned work.

Everything to be learned cannot be accomplished during the school day. Therefore, parents are accountable for seeing that their children make satisfactory progress in school.

**Respect public property and carefully use and return all materials.**

Schools are a community's commitment to its young people. Abusing school property is wrong. It forces the community, through its citizens, to spend additional money in order to provide the same opportunities for future students.

**Come to class with necessary books and materials.**

A student should not delay the start of a class by coming to class unprepared to begin work. All students are expected to be organized and prepared. This will support their learning and the learning of others.

**See that school correspondence to parents/guardians reaches home.**

Education requires a partnership between the home and the school. For a partnership to work, everyone must share information. Students have the responsibility to take information home for parents/guardians, to be honest, and not to intercept and/or destroy progress reports, attendance information, and report cards.

**Help make school a safe place.**

You are expected to help make school a safe place. Students shall not bring weapons, drugs or alcohol to school, use gang symbols, wear gang-related clothing or act in a threatening manner. No student shall be permitted to attend or continue to attend any school without meeting legal requirements for immunization against disease unless the student has requested and received a valid exemption as provided by law.

**Student Rights**

*A "right" is a privilege to which one is justly entitled.*

**Equal educational opportunity**

Schools must provide all students an opportunity to get an education. This means free admission to the schools for students who are resident within the District and the right to attend school until the age of 21 or graduation from high school, whichever occurs first.

No student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity based on that student's race, color, religion, national origin, sex, sexual orientation, identity, and/or disability. All students have the right to equal educational opportunity without interference from others.

**Students with disabilities**

Federal law prohibits exclusion from participation in or denial of the benefits of educational programs on the basis of recognized disabilities. The District

will provide to each qualified student, with or without a disability, a free and appropriate public education. The District will not exclude or discriminate against, on the basis of handicap or disability, qualified students with disabilities from participation in nonacademic and extracurricular services and activities.

## **Homeless Students**

Federal law grants special rights to students and families who are homeless. A student is considered homeless if they:

- Lack a fixed, regular, and adequate nighttime residence
- Share housing of other persons due to loss of housing, economic hardship, or a similar reason
- Live in motels, hotels, trailer parks, or camp grounds due to lack of alternative adequate accommodations
- Live in emergency or transitional shelters
- Abandoned in hospitals
- Awaiting foster care placement
- Live in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus, or train stations, or similar settings
- Migratory children who qualify as homeless because they are living in circumstances described above.

Homeless students and students from homeless families have the right to:

- Go to school, no matter where they live or how long they have lived there;
- Continue in the school they attended before they became homeless or the school they last attended, if that is their choice and is feasible;
- Receive transportation to the school they attended before their family became homeless or the school they last attended, if such transportation is requested;
- Attend a school and participate in school programs with children who are not homeless;
- Enroll in school without giving a permanent address;
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents require for enrollment;
- Enroll and attend classes in the school of their choice while an enrollment dispute is being resolved;
- Receive the same special programs and services, if needed, as provided to all other children served in these programs;
- Receive transportation to school and to school programs;
- A waiver of certain school fees and costs.

For more information or to request assistance exercising these rights please call the Liaison for Homeless at 303 853-1449.

### **Due Process**

Students facing disciplinary action are entitled to fair procedures to determine if they are at fault and, if so, what the appropriate discipline should be. They are entitled to appeal expulsion decisions to the Board of Education.

### **Free expression**

Students are entitled to exercise their free speech rights in the school setting as long as doing so does not disrupt educational or other school-related activities. This includes the right to use specified areas for the posting of notices concerning school activities and the right to express opinions in student publications and non-curricular materials, subject to District policies and regulations.

In no event does a student's right of free expression allow speech which is false, obscene or defamatory, or which presents a clear and present danger of the commission of unlawful acts, the violation of school rules or material and substantial disruption of the orderly operation of the school, or which violates the privacy rights of others.

### **Freedom of assembly**

Students are entitled to hold meetings at times and places and in a manner, which does not disrupt classroom instruction, the educational process or the orderly operation of the school. Prior administrative approval is necessary.

### **Grade challenge**

If a student or the student's parent/guardian desires a review of a grade the student received, a request shall be made to the school director. The District procedure for "grade challenge" will be followed.

## **Reporting of Safety Concerns**

Mapleton prides itself in providing a safe learning environment for students. Parents and students can play a very important role in keeping schools safe by reporting all situations that in any way could be unsafe.

Examples of concerns or situations parents and students should report include:

- Potentially dangerous school equipment
- Threats against students or staff
- Fights or assaults
- Bullying
- Gang-related activity
- Harassment

- Suicidal comments by a student
- Weapons
- Drug/Alcohol possession or sale
- School or community vandalism
- School or community crimes
- Child abuse

The fastest and most direct way to report threats to student safety is to tell these concerns to a teacher or school director. The staff member will investigate the concern immediately and take appropriate action to address the concern.

Parents and students can also report school safety concerns anonymously by calling 1-877-542-SAFE. This safety hotline is toll free and available 24 hours a day, 365 days a year. An operator will document your concern and work with the school to address the situation. The operator will not ask for your name and the hotline does not use caller ID.

We can keep our school's safe if we all work together as a community. Please help us by promptly reporting any safety concerns.

## **School Choice**

All Mapleton schools are schools of choice. Students residing within Mapleton's District boundaries will choose the Mapleton School they wish to attend. The District will provide students with transportation to their school of choice once they are approved to attend that school, if they live further than the established walking distance from the school. School choice may be limited when one or more schools reach their attendance capacities. Parents are encouraged to contact the Mapleton Welcome Center at 303-853-1780 for more information.

## **Visitors to the Schools**

It is Mapleton's policy to encourage parents and all citizens of the community to visit the schools throughout the year. Parents and citizens shall have reasonable access to observe classes, activities, and functions at the school upon advance notice to, and authorization by, the school administrator's office. Teachers shall avoid conferring with parents during class sessions; parents desiring an individual conference should make an appointment in advance. Visitations by non-enrolled juveniles unaccompanied by adults are prohibited unless approved by the school director. Visitors shall not distribute information to students or staff without prior approval from the Superintendent's Office.

## **Attendance/Tuancy**

In Colorado students are required by law to attend school until the age of 17.

Unexcused absences involve a student's failure to attend school for all or any part of the day without a legal excuse. Legal excuses, as defined by State law and Board policy, are: (1) illness or injury (2) death of an immediate family member, (3) danger to health from exposure, (4) time required for medical and dental appointments or (5) an absence as approved by the administration of the school.

Academic penalties may be imposed for classes missed by a student without excuse. Suspension and expulsion shall be considered an excused absence for the purpose of the District's attendance policy. Upon request, schools may provide makeup work following a student's suspension from school. The District will provide alternative education services for credit during periods of expulsion.

Truancy involves a student's unexcused absence from school without the knowledge of the student's parents or guardian. In cases of truancy, students may be permitted to make up work missed.

Specific attendance protocols will be communicated to parents and students by individual schools.

Parents/Guardians have the responsibility to contact the school excusing the absence, preferably the day of the student's absence if possible, but no later than 48 hours from the time of the absence. If no acceptable explanation is given the absence is unexcused.

## **Student Dress Code**

Mapleton recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents. Students are expected to dress appropriately for all school activities. The following items are considered inappropriate and shall not be worn in school buildings, on school grounds, and at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length;
2. Pants or shorts that expose under garments.
3. Sunglasses and/or hats worn inside the building.
4. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts; or pants that expose under garments.
5. Tank tops or other similar clothing with straps narrower than 1.5 inches in width;
6. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

- Refer to drugs, tobacco, alcohol, or weapons
- Are of a sexual nature
- By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
- Are obscene, profane, vulgar, lewd, or legally libelous
- Threaten the safety or welfare of any person
- Promote any activity prohibited by the student code of conduct
- Otherwise disrupt the teaching-learning process

## **Use of the Internet and Electronic Communications**

Student use of school computers can provide tremendous support and enrichment for student education and the District's curriculum. Mapleton accordingly supports the use of information technology resources for school-related academic purposes. Such use is a privilege and not a right.

Students are responsible for appropriate behavior when using school computers and the District computer network just as they are responsible for appropriate behavior in classrooms, on school property and at school-sponsored activities.

Students and their parents/legal guardians shall be required to complete and sign the School District's "Acceptable Use Agreement" annually. The completed and signed Agreement shall be kept on file with the school.

### **Students are responsible for:**

- Providing their School Director and teachers with all account administrative access/rights to all websites and social media sites created for classroom/school use.
- Revising content on classroom/school websites or social media sites as directed by their teacher or School Director.
- Consulting with their School Director or the District Communications department before posting comments of a sensitive nature.
- Using only approved MPS logos, templates, skins and design elements.
- Updating end-users on trends and providing positive perspectives on their areas of expertise.
- Remaining continually aware that all content posted is public domain; therefore:
  - News media can use any comments or content posted;
  - Encourage positive feedback but realize I cannot control what others post.
- Ensuring content adheres to MPS privacy, FERPA, copyright and legal guidelines as well as District policies.
  - Using proper grammar proof and edit all content before posting;

- Referring all media-related requests to their teacher who in turn will refer it to the proper personnel.

### **Students will not post:**

- Any content that will harm the reputation of Mapleton Public Schools, its employees or students;
- False or speculative information or offensive remarks.

Student use of school computers, including but not limited to use for accessing the District computer network and the Internet, is for school-related academic purposes only.

Administrators may review student files and communications to maintain system integrity and help ensure that the students are using school computers and the District computer network appropriately. Accordingly, student users should not expect that files stored on District computers and/or the District computer network are private.

The District will make every reasonable effort to ensure that students use the Internet appropriately and responsibly. To this end, the District will provide content filtering applications that control student access to inappropriate material on the Internet. In addition, District administrators, teachers, and other staff shall work together to help students develop the intellectual skills needed to properly evaluate and choose information sources from school computers, the District computer network and the Internet appropriate to the students' age and developmental levels, and to evaluate and use these information technology resources to meet the District's educational goals.

Violations of the District's Student Computer and Internet Use policy and regulations may result in loss of the privilege to use some or all of the District's information technology resources, discipline (including suspension or expulsion), the institution of legal proceedings against the student, and/or a requirement that the student pay restitution for the cost of damages caused by such violations.

### **Collaborative Technologies**

Mapleton Public Schools provides a safe environment for students to collaborate by using Microsoft Office 365 for Education. Students may use, Google Apps for blogs, wikis, and other forms of collaborative technologies as long as such use is consistent with School District Policy and provided that a staff member is assigned to a moderator role to ensure that inappropriate material is removed in a timely fashion. It is acceptable for participants to use screen names as long as the staff supervisor shall know the true identity of each student using a pseudonym.

## **Safety**

Students shall not reveal personal information while using the internet or electronic communications. In order to protect student's identity and ensure online safety, the following information is prohibited from being shared on Mapleton supported online collaborative technologies:

- Home address, home phone number, cell phone number, personal email address, screen name for non-school District related email, instant messenger, or social networking site.

## **School District makes no warranties**

The School District makes no warranties of any kind, whether expressed or implied, related to the use of District computers and computer systems, 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 MPS make any guarantee as to the accuracy or quality of information received.

## **Personal Electronic Devices**

Students are permitted to bring personal electronic devices to school, subject to the rules of each individual school. Each school is permitted to regulate student access to personal electronic devices during school hours as appropriate.

If a student chooses to bring a personal electronic device to school, on District grounds, or to a District-sponsored event or activity, compliance with this Policy is required. This includes cell phones, tablets, computers, electronic reading devices, watches, and any other electronic devices capable of accessing the Internet or displaying content from the Internet. Compliance with this Policy on personal electronic devices is required whether the student is connected to District Internet, or not.

Any conduct on District grounds or at a District-sponsored event or activity that violates this Policy, even if the student is using a personal electronic device, will be subject to disciplinary action, including suspension, expulsion, and/or legal action. The District reserves the right to temporarily confiscate any personal electronic device that is used in violation of this Policy and to prohibit a student from bringing a personal electronic device on District grounds or to District-sponsored events or activities for failure to comply with this Policy.

## **Gang Activity**

Mapleton Public Schools desires to keep District schools and students free from the threats and harmful influence of any groups or gangs which

advocate drug use, violence or disruptive behavior. The Director of each school or his/her designee will maintain supervision of school premises, school vehicles and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

The Superintendent or designee will establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support for this policy.

The Superintendent or designee shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior.

Staff members will be informed about conflict management techniques and alerted to intervention measures and community resources, which may help students.

The presence on school premises, in school vehicles and at school-related activities of any manner of conduct or grooming, or any apparel, jewelry, accessory, notebook, other personal property, or manner of grooming, which by virtue of its color, arrangement, trademark, communicative effect or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior, is strictly prohibited.

## **Prevention of Bullying**

The Board recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment at school. Bullying is prohibited on all District properties, at District or school-sanctioned activities or events, when students are being transported in vehicles dispatched by the District or one of its schools, and off school property when such conduct has a nexus to school or any District curricular or non-curricular activity or event.

“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 expression, or by means of a physical act or gesture.

All District employees and students share the responsibility to ensure that bullying does not occur. To that end:

- All students who believe they have been victims of bullying in any circumstance shall immediately report it to a District employee at their school.
- All students who witness student bullying in any such circumstance shall immediately report it to a District employee at their school.
- All District employees who witness student bullying in any such

circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the District and the school Director, and shall promptly report the bullying to the Director or designee for appropriate action.

- Each school director or designee shall ensure that all reports involving student bullying in any such circumstance are promptly and thoroughly investigated, and that appropriate action is taken.

In determining the appropriate action to be taken in response to incidents of student bullying, the school director or designee shall consider existing policies and regulations that address the type of conduct that may be involved in bullying. Discipline for student bullying may include suspension, expulsion and/or classroom removal.

## **Weapons in School**

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. Carrying, bringing, using or possessing a dangerous weapon 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, 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.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, “dangerous weapon” means:

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

The school director may initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. Unless expulsion is otherwise required by federal law, a student may, but need not be expelled, if as soon as possible upon discovering that he or she is in possession of the dangerous weapon the student notifies and delivers the weapon to school officials.

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis only if such modification is made in writing.

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

A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action including but not limited to suspension and/or expulsion. The school director's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

Extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing of any knife, regardless of the length of the blade, other instruments with sharpened blades or edges that might easily be used as a weapon, or any other substance or object, regardless of its intended purpose, used in a manner that may render them dangerous to the user or others, 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 the conduct has a reasonable connection to school or any District curricular or non-curricular event without express authorization is prohibited. Students who violate this provision shall be referred for appropriate disciplinary proceedings.

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

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

## **Drug and Alcohol Use by Students**

The District is committed to helping each student achieve a healthy, balanced, alcohol-free and drug-free lifestyle.

The District recognizes that substance abuse is a treatable health problem. Health problems of youth are primarily the responsibility of the home and community, but schools share in that responsibility because substance abuse problems affect student behavior at school and interfere with student learning. The responsibility for student substance abuse prevention and intervention programs is a shared one.

It is strictly prohibited for any student to possess, use, sell, distribute, receive, procure or be under the influence of alcohol or any controlled substance on school property, in a school vehicle or at any school-sponsored or sanctioned activity, or otherwise at any time or place when such conduct interferes with or disrupts school operations or compromises the safety or welfare of students and/or district employees.

Such conduct shall be considered behavior which is detrimental to the welfare, safety and morals of other students or school personnel and behavior which creates a threat of physical harm to the student engaged in such conduct and/or to other 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, any other controlled substances as defined in law, and any prescription or non-prescription drug, medicine, vitamin or other chemical substances not taken in accordance with District policies and regulations on administering medication to students. "Controlled substances" also include substances that are represented by or to the student to be any of the controlled substances described above, or what the students involved believe to be any of the controlled substances described above.

Students violating this policy shall be subject to disciplinary sanctions, which may include: suspension from school, expulsion from the District, and referral for prosecution.

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

The District, in recognition that drug and alcohol abuse is a community problem, shall actively cooperate with law enforcement, social services,

parents/guardians and all other individuals and community organizations committed to reducing the incidents of alcohol and controlled substance abuse by school-aged youths.

Whenever possible in dealing with student drug and alcohol use, school personnel shall provide students and their parents/guardians with information concerning education and rehabilitation programs that are available. Such information provided to students and parents/guardians shall be accompanied by a disclaimer which clarifies that the District assumes no financial responsibility for the expense of such programs, unless District financial responsibility is otherwise required or voluntarily undertaken by the District.

## **Use of Tobacco by Students**

In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco product and the conspicuous possession of any tobacco product by students while in or on school property, or under the school's jurisdiction during school hours, or while participating in any school-sponsored activity or event, is prohibited.

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

1. "School property" shall mean all property owned, leased, rented or otherwise used by a school, including but not limited to the following:
  - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine healthcare, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences.
  - b. All school grounds over which the District exercises control including areas surrounding any District building, playgrounds, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the District for transporting students, staff, visitors or other persons.
2. "Tobacco" product means:
  - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
  - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, vapor pens, cigar, cigarillo or pipe.

- c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" shall mean lighting, chewing, smoking, ingesting or application of any tobacco product.

## **Harassment of Students**

Mapleton Public Schools is committed to maintaining a learning environment for students that is free from harassment based on an individual's race, color, religion, national origin, ancestry, creed, sex (which includes marital status), sexual orientation, disability, or need for special education services. All such harassment, by district employees, students and third parties, is strictly prohibited.

Harassment based on race, color, religion, national origin, ancestry, creed, sex (which includes marital status), sexual orientation, disability, or need for special education services will be regarded as a violation of this policy when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's education; (2) submission to or rejection of such conduct is used as the basis for educational decisions affecting the student; or (3) such conduct has the purpose or effect of adversely affecting a student's ability to participate in or benefit from District program(s), or of creating an intimidating, hostile or offensive educational environment.

Harassment based on race or color can include unwelcome, hostile and offensive verbal, written, or physical conduct based on or directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs and negative references to racial customs.

Harassment based on religion can include unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at the characteristics of a person's religion or creed, such as comments regarding surnames, religious tradition or religious clothing, as well as religious slurs and/or graffiti.

Harassment based on national origin can include unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at the characteristics of a person's national origin, such as comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

Harassment based on disability can include unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at the characteristics of a person's disability condition, such as imitating manner of speech or movement; hostile or offensive acts; and/or interference with movement or access to necessary equipment.

Sexual harassment of students by District employees includes sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment of students by other students and third parties includes *unwelcome* sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Sexual harassment may occur whether the harassment is between people of the same or different gender. Sexual harassment can include unwelcome oral, written or physical conduct, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.

All District employees and students share the responsibility to ensure that harassment does not occur at any District school, on any District property, at any District or school-sanctioned activities or events, when students are being transported in any vehicle dispatched by the District or one of its schools or off school property when such conduct has a nexus to school or any District curricular or non-curricular activity or event. Toward that end:

- All students who believe they have been victims of harassment shall immediately report it to an administrator or teacher at their school and file a complaint through the District's complaint and compliance process. If the harassment is being committed by the Director or another administrator in the building, the report shall be made to the Executive Director of Human Services.
- All students who witness such harassment shall immediately report it to an administrator or teacher at their school. If the harassment is being committed by the Director or another administrator in the building, the report shall be made to the Executive Director of Human Services.
- All administrators and teachers who have harassment reported to them shall promptly forward the report(s) to the Director or designee for appropriate action. If the harassment is purportedly being committed by the school Director or another administrator in the building, the report(s) shall be forwarded to the Executive Director of Human Services.
- All district employees who witness harassment shall take prompt and effective action to stop it, as prescribed by the district and the Director, and shall promptly report the harassment to the Director or designee for effective action. If the harassment is being committed by the Director or another administrator in the building, the report shall be made to the Executive Director of Human Services.
- Each school Director or designee (or Executive Director of Human Services, if necessary or appropriate) shall ensure that all reports of

such harassment are promptly and thoroughly investigated, and that effective action is taken.

School officials shall inform all students who have reportedly been harassed of the results of the District's investigation and whether action has been taken with respect to the purported harasser(s).

Any student who engages in harassment of another student based on the other student's race, color, religion, national origin, ancestry, creed, sex (which includes marital status), sexual orientation, disability, or need for special education services shall be required to attend a meeting with his or her parent(s) or guardian(s) and the Director or designee; be subject to remedial action such as education or counseling; and be subject to disciplinary action up to and including suspension or expulsion. Any District employee who engages in harassment of a student based on the student's race, color, religion, national origin, ancestry, creed, sex (which includes marital status), sexual orientation, disability, or need for special education services, shall be subject to remedial action such as training, education or counseling; as well as disciplinary action including but not limited to warning, reprimand, transfer, suspension or termination of employment.

Remedial and/or disciplinary actions shall include measures designed to stop the harassment, correct its negative impact on the affected student and ensure that the harassment does not recur. Steps shall also be taken to ensure that victims of and witnesses to harassment are protected from retaliation.

No student shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy. To the extent possible, all reports of harassment will be kept confidential.

## **Bus Misconduct**

A student's ability to ride a school bus is a privilege, not a right and is dependent upon their good behavior and observance of established policies and regulations. Such policies and regulations are made to ensure a safe, worry-free ride for students to and from school and on field and activity trips.

The following procedure is to ensure consistency of discipline among students transported within the District, and to ensure that consequences are clearly defined. After due warning has been given to the student and to the student's parent/guardian, the school director may withhold from the student the privilege of riding in a school vehicle. Violation of District policies and regulations while in a school vehicle may also result in the student's suspension or expulsion from school, in accordance with District policy.

<b>Incident Report</b>	<b>Staff Responsible</b>	<b>Communication/Consequence</b>
<b>Warning</b>	Bus driver	1. Maintain log of student behavior that requires verbal warning.
<b>Reported First Offense</b>	Bus driver will generate a written report.	1. Written warning to student; copy to be signed by parent and returned to the driver; copy to the Director.
<b>Reported Second Offense</b>	Director (or designee) will be given the bus driver's written report. This information will be used in the consequence section.	1. Student conference. 2. Parent conference. School Director will contact the Director of Transportation with any necessary information collected.
<b>Reported Third Offense</b>	Director or (designee) will be given a written report from the bus driver. This information will be used in the consequence section.	1. Parent conference. 2. 3-day bus suspension. 3. Parent will be told the fourth offense may include suspension from the bus ranging from 1 day to the remainder of the school year based on the offense
<b>Reported Fourth Offense</b>	Director or (designee) will be given the bus driver's written report. Information will be used in the consequence section.	1. Parent conference. 2. Suspension of bus riding privileges will vary depending on the offense anywhere from one day to the remainder of the year.

Certain offenses when committed on the bus, or at a bus stop, will result in automatic removal from the bus. These offenses include: alcohol or drug use/possession/distribution/sale/procure, smoking and/or use of any tobacco products, bullying behavior, aggressive physical contact, or any act that endangers other students or the safety of the bus. All disciplinary action will be conducted according to Student Behavior Standards-Conduct and Discipline Code as published here within.

If parents do not agree with a decision concerning bus misconduct at any level, they may appeal to the following individuals, but must do so in the order listed: (1) School Director, (2) Director of Transportation, (3) Chief Operations Officer, and (4) Superintendent.

## **Rules and Consequences for Violations**

*Violations of rules, which are known and understood, must be followed by consequences, which are known and understood.*

The following student behaviors are prohibited and may result in discipline for students who engage in the behaviors while in school buildings, on school grounds, in school vehicles, at a school-sponsored activity, or off school property when the behaviors have some connection with school or

affect school operations:

1. Continued willful disobedience or open and persistent defiance of proper authority including, but not limited to, repeated violations of district policy and/or regulations, and repeated instances of misconduct, no single occurrence of which might otherwise constitute a ground for suspension or expulsion.
2. Repeated interference with a school's ability to provide educational opportunities to other students.
3. Repeated disruptive conduct resulting in the student being declared a habitually disruptive student.
  - a. "Habitually disruptive student" means a child who has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three or more times during the course of a school year.
    - i. The student and the student's parent, legal guardian or legal custodian must be notified in writing of each disruption counted toward declaring the student as habitually disruptive and must be notified in writing and by telephone or other means of the definition of "habitually disruptive student."
4. Willful destruction or defacing of school property.
5. Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel, including behavior which creates a threat of physical harm to the student or to other students.
6. Incidents of assault upon, disorderly conduct toward, harassment of, the making of a knowingly false allegation of child abuse against, or any criminal act directed toward a school teacher or school employee, or instances of damage occurring on the premises to the personal property of a school teacher or school employee, for which a minimum of a (3) three-day suspension shall be mandatory.
7. Bringing or possessing a dangerous weapon on school grounds, in a school vehicle, or at a school activity or sanctioned event without the authorization of the school or the school District. The school director may initiate expulsion proceedings for students who brings or possesses a dangerous weapon in violation of this policy, subject to these provisions. The school director shall initiate expulsion proceeding for students who bring or possess a firearm at school. Please reference the "Weapons" section of this handbook for more information.
8. Use, possession, or sale of a drug, alcohol or controlled substance. Please reference the "Drug and Alcohol Use by Students" section of this Student

Handbook for more information.

9. Commission of an act that if committed by an adult would be first, second, or third-degree assault, disorderly conduct, vehicular assault, or robbery.
10. Hazing, which shall be deemed to include any activity by which a person recklessly endangers the health or safety of, or causes a risk of bodily injury to, an individual for purposes of initiation or admission into, or affiliation with, any student organization.
11. Willful destruction or defacing of personal property belonging to students or staff members.
12. Stealing or attempting to steal school property or personal property belonging to students or staff.
13. Smoking, chewing or any other use of any tobacco product, or the conspicuous possession of any tobacco product, while in or on school property, under the school's jurisdiction during school hours, or while participating in any school-sponsored activity or event.
14. Receiving, procuring or being under the influence of drugs, alcohol or any controlled substance on school property, in a school vehicle or at any school-sponsored or sanctioned activity, or otherwise at any time or place when such conduct interferes with or disrupts school operations or compromises the safety or welfare of students and/or district employees.
15. Lying or giving false information, either orally or in writing, to a school official.
16. Scholastic dishonesty, including but not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
17. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or school visitors.
18. Harassment or discriminatory behavior directed toward any student or staff member based on race, color, religion, national origin, sex or disability.
19. Threats of serious bodily injury or death to one or more District employees or students; threats to damage or destroy District property or the property of one or more District employees or students; and/or threats to disrupt school or District operations.
20. Violation of any District policy or regulation, or any rule instituted at any

school building governing student conduct.

Factors to be considered by school administration when determining if a student should be suspended, expelled and/or referred to law enforcement:

- a. Applicable state and federal law;
- b. The age of the student;
- c. The disciplinary history of a student;
- d. Whether the student has a disability;
- e. The seriousness of a violation;
- f. Whether a violation threatened the safety of any student or staff member; and
- g. Whether a lesser intervention would properly address a violation.

## **Suspension and Expulsion Procedures**

### **Suspension Procedures**

The following procedures shall be followed in any suspension.

1. A student may be suspended from school by a Director or designee for a period of up to five school days; however, the Director may extend suspension for an additional 5 school days if the conduct giving rise to disciplinary action involves grounds set forth in paragraphs 7-9 of the Rules and Consequences for Violations section above.
2. The Superintendent may extend a suspension for up to ten additional school days, and another ten school days if necessary in order to present the issue of expulsion to the next meeting of the Board of Education. In no event shall the suspension exceed a total of 25 continuous school days.
3. As an alternative to suspension, the suspending authority may, acting in his or her discretion, allow the student to remain in school if the student's parent, guardian or legal custodian, attends school with the student for a specified period of time. If a parent, guardian or legal custodian does not agree, or fails to attend school with the student, the suspending authority shall suspend the student in accordance with this policy. This alternative shall not be considered if expulsion proceedings are to be initiated or if the conduct-giving rise to disciplinary action involved a threat to the welfare or safety of other students or school personnel.
4. **Notice.** The Director, the designee, or the Superintendent shall give the student and his/her legal guardian notice whenever a suspension is employed. Initial notice may be oral; written notice must follow.
5. **Contents of Notice.** The notice shall contain the following:

- a. A statement of the factual basis for the allegation.
  - b. A statement of the policy or regulation, which the student is alleged to have violated.
  - c. The time and place set for hearing the matter (which, for suspensions of (10) ten days or less, may be at the time and place notice is given).
6. **Informal hearing.** Any student suspended for ten days or less shall be given an opportunity to explain his or her position regarding an incident constituting grounds for discipline. An informal hearing, however, does not generally include representation by counsel, the ability to confront and cross-examine witnesses or to call witnesses to verify the student's version of the incident. However, the administrator conducting the informal hearing may, acting within his or her discretion, allow the student to present witnesses and may call persons who witnessed the alleged improper conduct to present evidence in the presence of the student. As a minimum, the student must be given an explanation of the evidence against him or her.
  7. **Review.** Any student suspended for more than ten days shall be given the opportunity to request a review of the suspension before the Superintendent or designee. The decision of the superintendent or designee shall be final.
  8. **Timing.** Notice and an informal hearing should precede removal of the student from school unless immediate removal is necessary as provided in paragraph 9 below. There need be no delay between the time notice is given and the time of the hearing. Once a determination has been made to suspend a student, the student shall be required to leave the school building and the school grounds immediately upon arrangements being made for a transfer of custody in accordance with paragraph 10 below.
  9. **Notice and an informal hearing** need not be given prior to removal from school where a student's presence constitutes a continuing danger to the student himself or herself, other persons or property, or a continuing threat of disrupting the academic process. In such cases, notice of the student of the alleged misconduct and an informal hearing shall follow as soon as practicable after the student's removal from school.

Any student who poses a threat of physical harm to himself or herself or to other persons shall be removed from school immediately upon arrangements being made for a transfer of custody in accordance with paragraph 10 below.

The Director or designee shall immediately remove a student with a disability from a situation in which he or she poses a threat of physical harm to himself or herself or to other persons. The student shall be suspended or placed in an appropriate alternative setting, in accordance with relevant policy and procedures.

10. **Transfer of Custody.** No student of minor age shall be released from the custody of school personnel, except in the case of a transfer to law enforcement authorities, until arrangements have been made for a transfer of custody with a parent, guardian, legal custodian, or parent's designee. In accordance with state law, law enforcement authorities may be involved in the removal of students from school where there are reasonable grounds to believe that the student has committed an act which would be a felony, misdemeanor or municipal ordinance violation if committed by an adult. If transfer is made to law enforcement authorities, the student's parents, guardian, or legal custodian shall be notified as soon as practicable.
11. **Communication with Parents, Guardian or Legal Custodian.** Following a suspension, the Director or designee shall immediately attempt to notify the student's parents, guardian, or legal custodian of the action by telephone. In addition, a letter stating the length of suspension, reasons for the action, and time and place for the parents, guardian, or legal custodian to meet to review the suspension, shall be mailed or delivered to the student's parents, guardian, or legal custodian within three school days following a suspension or as soon thereafter as practicable.
12. **Re-admittance.** No student shall be readmitted to school until a meeting has taken place between the Director or designee and the student's parents, guardian or legal custodian to review the suspension, or until, in the discretion of the Director or designee, a parent, guardian or legal custodian of the suspended student has substantially agreed to review the suspension with the Director or designee. If the Director or designee cannot contact the parent, guardian or legal custodian of such student or if a parent, guardian or legal custodian repeatedly fails to appear for scheduled meetings, the suspending authority may readmit such student.

The purpose of the re-admittance conference shall be to address whether there is a need to develop a remedial discipline plan for the student to prevent further disciplinary action.

13. **Students with Disabilities.** Students with disabilities are subject to suspension in the same manner as students without disabilities, except that such students are subject to the special considerations and procedures outlined in Regulation JKD/JKE-R.

## **Expulsion Procedures**

If the District contemplates action expelling any student, the following procedures shall be followed:

1. **Notice.** The superintendent shall cause written notice of a contemplated expulsion to be delivered to the student and his or her parents, guardian

or legal custodian. Such delivery may be by United States mail or by personal delivery. If mailed, delivery shall be deemed to be completed at the time the notice is deposited in the United States mail addressed to the last known address of the student or his or her parents, guardian or legal custodian.

2. **Contents of Notice.** The notice shall contain the following:
  - a. A statement of the rule or regulation, which the student is alleged to have violated.
  - b. A statement that a hearing on the question of expulsion will be held within the period of suspension applicable to the student if requested by the student or his or her parents, guardian or legal custodian.
  - c. A statement of the date, time and place of the hearing in the event one is requested.
  - d. A statement that the student may be present at the hearing and hear all information against him or her; that the student will have an opportunity to present such information as is relevant; and that the student may be accompanied and represented by his or her parents, guardian or legal custodian and an attorney.
  - e. A statement that failure to request a hearing within five school days or failure to participate in such a hearing constitutes a waiver of further rights in the matter.
  - f. A statement of the effective date and duration of the contemplated expulsion
3. **Hearing.** The hearing shall be conducted by the superintendent or his or her designee. If requested by the student; his or her parents, guardian or legal custodian; or attorney, such individuals in the employ of the district who have pertinent information shall be requested to attend the hearing to the extent necessary to provide such information. Testimony and information shall be presented under oath. However, technical rules of evidence shall not be applicable, and the hearing officer may consider and give appropriate weight to such information or evidence him or she deems appropriate.

The student or his or her representative may cross-examine witnesses against him or her. A sufficient record of the proceedings shall be kept to enable a transcript to be prepared in the event of an appeal.

4. **Superintendent's Decision.** The superintendent shall render a written decision within five school days following the hearing. The superintendent shall report each case acted upon at the next meeting of the Board of Education, briefly describing the circumstances and the reasons for his or her action.
5. **Appeal to the Board.** Within ten school days after the decision of the superintendent, the student may appeal an expulsion of ten days or more to the Board. The Board shall review the decision on the record. No additional testimony or evidence shall be presented unless it was not

reasonably discoverable at the time of the hearing. However, the Board may permit oral argument. The Board may retire to executive session to review and discuss the evidence but the final decision shall be made in public session.

6. **Students with Disabilities.** Students with disabilities are subject to expulsion in the same manner as students without disabilities, except that such students are subject to the special considerations and procedures outlined in Regulation JKD/JKE-R.
7. **Parental Responsibility for School Attendance.** If a student who is at least (6) six, but not yet seventeen years old is expelled, the parents, guardian or legal custodian of the student are responsible under state law for ensuring compliance with Colorado's compulsory attendance laws during the period of expulsion. The District will provide educational services to expelled students when requested.
8. **Re-admittance.** No student shall be readmitted to school until a meeting has taken place between the Director or designee and the student's parents, guardian or legal custodian to review the expulsion, or until, in the discretion of the Director or designee, a parent, guardian or legal custodian of the expelled student has substantially agreed to review the expulsion with the Director or designee.

If the Director or designee cannot contact the parent, guardian or legal custodian of such student or if a parent, guardian or legal custodian repeatedly fails to appear for scheduled meetings, the Director may readmit such student.

9. In accordance with state law, any student expelled on grounds set forth in paragraph 5, and in paragraphs 7- 9 of the Rules and Consequences for Violations section above and who is convicted, adjudicated a juvenile delinquent, receives a deferred judgment or is placed in a diversion program as a result of committing the offense for which the student was expelled (except with respect to crimes against property), shall not be enrolled or reenrolled in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed. If there is only one school within the district in which the expelled student can enroll, the district may design a schedule for the expelled student that, to the extent possible, avoids contact between the expelled student and the victim or member of the victim's immediate family.

## **Classroom Removal of Disruptive Students**

The following policy and procedures shall apply with respect to any classroom removal:

1. A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior
  - i) Violates the District's code of conduct;
  - ii) Is dangerous, unruly, or disruptive; or
  - iii) Seriously interferes with the ability of the teacher to teach the class or other students to learn.

Prior to any such removal, the student shall be provided with the same level of due process to which the student would be entitled for suspensions from school of ten days or less.

2. A student may be removed from the classroom for one day for causing a material and substantial disruption in the classroom through behavior that is initiated, willful and overt of the part of the student. Prior to any such removal, the student shall be provided with the same level of due process to which the student would be entitled for suspensions from school of ten days or less.
3. The teacher initiating a one-day classroom removal shall provide the Director or designee with assignments and other course work to be completed by the student during the period of removal and shall contact the parent or legal guardian of the student as soon as possible after removal to request his or her attendance at a conference regarding the classroom removal.
4. The teacher may develop a behavior plan approved by the Director after a student's first one-day classroom removal during any grading term (quarter, trimester or semester) and shall develop a behavior plan approved by the Director after a student's second one-day classroom removal during any grading term.
5. The behavior plan shall indicate that the third incident during a grading period of material and substantial disruption in the classroom through behavior that is initiated, willful and overt on the part of the student after classroom removals for the first two incidents will result in the student's removal from the classroom for the remainder of the grading term. The teacher shall provide a copy of the behavior plan, as well as a copy of each revision thereto, to the student and the parent or legal guardian of the student
6. For any student removed from the classroom for the remainder of a grading term as provided in paragraph 3 above, the teacher responsible for the removal shall provide the Director or designee with a lesson plan, assignments, other course work, quizzes and exams for the remainder of the grading term so as to allow the student to complete and receive credit for the course. As soon as possible after a removal from the remainder of the term of the class, school administration shall contact the parent/guardian of the student to request his/her attendance at a student – teacher conference regarding removal of the student.

7. A teacher's ability to impose classroom removals shall be subject to governing law and the district's policies and regulations concerning suspension/expulsion of students with disabilities.

## **Crimes of Violence and Unlawful Sexual Behavior**

Whenever the district is notified that a student at least 12 years of age but under 18 years of age has been charged in juvenile court with an offense that would constitute a crime of violence or unlawful sexual behavior if committed by an adult or has been charged in district court with a crime of violence or unlawful sexual behavior, the Board of Education or its designee shall determine whether the student has exhibited behavior that is detrimental to the safety, welfare and morals of the other students or personnel at school, and whether educating the student at school may disrupt the learning environment, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers and other school personnel.

If it is determined that the student should not be educated at school, the district may institute procedures to suspend or expel the student. Alternatively, the district may delay consideration of the student's suspension or expulsion pending the outcome of the juvenile court or district court proceedings, during which time the district shall provide the student with an appropriate alternate education program. The time that a student spends in an alternate education program shall not be considered a period of suspension or expulsion.

As used in this policy, a "crime of violence" means any of the following crimes as defined by law committed, conspired to be committed or attempted to be committed by a student in connection with which the student used or possessed and threatened the use of a deadly weapon, or caused serious bodily injury or death to any other person except another participant: (1) any crime against an at-risk adult or at-risk juvenile; (2) murder; (3) first or second degree assault; (4) kidnapping; (5) sexual assault; (6) aggravated robbery; (7) first degree arson; (8) first degree burglary; (9) escape; or (10) criminal extortion. "Crime of violence" also means any felony unlawful sexual offense in which the student caused bodily injury to the victim or in which the student used threats, intimidation or force against the victim.

As used in this policy, "unlawful sexual behavior" means any of the following offenses, as defined by law, or criminal attempt, conspiracy, or solicitation to commit any of the following offenses: (1) first, second, or third degree sexual assault; (2) sexual assault on a child; (3) sexual assault on a child by one in a position of trust; (4) enticement of a child; (5) incest or aggravated incest; (6) trafficking in children; (7) sexual exploitation of children; (8) procurement of a child for sexual exploitation; (9) indecent exposure; (10) soliciting for child prostitution; (11) pandering of a child; (12) procurement of a child; (13) keeping a place of child prostitution; (14) pimping of a child; (15) inducement

of child prostitution; or (16) patronizing a prostituted child.

## **Corporal Punishment/Reasonable Restraint**

No corporal punishment shall be allowed in the district.

### **Reasonable Restraint**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the School District. To the extent that their actions comply with state law and Board policy governing physical restraint of students, employees shall have the full support of the Board of Education in their efforts to maintain a safe environment.

There are times when it becomes necessary for staff to use reasonable restraint to protect a student from harming himself/herself or to protect others from harm. Within the scope of their employment, District employees may use reasonable and appropriate physical intervention with a student that does not constitute restraint as defined by this policy, to accomplish the following:

- i) To quell a disturbance threatening physical injury to the student or others.
- ii) To obtain possession of weapons or other dangerous objects upon or within the control of the student.
- iii) For purposes of self-defense.
- iv) 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.

Reasonable restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force and seclusion. Restraint shall not include the holding of a student for less than (5) five minutes by a District employee for the protection of the student or others and other actions excluded from the definition of restraint in State law.

District employees are prohibited from restraining a student by use of a mechanical restraint or chemical restraint.

Restraint shall only be administered by District employees trained in accordance with applicable State Board of Education Rules and Regulations.

An act of physical force or restraint by a teacher or other employee against a student shall not be considered child abuse if the act was performed in good faith and in compliance with this policy. Such acts shall not be construed to constitute corporal punishment.

Within a reasonable time after a teacher or other employee uses reasonable restraint with a student, the teacher or other employee shall report the incident to the Director or designee. The Director or designee shall notify the

parent(s) or guardian of the incident and shall determine what additional action, if any, to take.

In the case of disabled students, any restraint used beyond the three specific situations listed above shall be identified on the student's Individual Education Program (IEP) as part of the student's behavior plan.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint contained in District policy (JKA) are followed.

## **Use of Physical Intervention and Restraint**

The Board of Education for Mapleton Public Schools has revised its policy regarding use of use physical intervention and restraint with students in accordance with State law. The policy is labelled JKA and can be found on the District's website, [www.mapleton.us](http://www.mapleton.us) under "About Us" and "Board Policies." The District has also adopted a new procedure for addressing complaints, labelled JKA-E2. The full procedure and accompanying regulations are posted on the District's website in the same location as the policy. Paper copies can be requested at the District's administration building. Parents are asked to review these documents in their entirety and acknowledge having done so by signing and returning the last page of the Student Conduct and Discipline Code booklet at the beginning of the school year.

## **Searches**

### **Student Searches**

Mapleton Public Schools seeks to maintain a climate in its schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or property of students and to seize any items possessed or used in violation of law or district policy or regulations or deemed injurious or detrimental to the safety and welfare of students and staff.

Searches of students may be conducted by school officials who have reasonable grounds for suspecting that the search will turn up evidence of anything which, because of its presence, presents an immediate danger of physical harm or illness to any person, or that the student has violated either the law or District policy or regulations. When reasonable grounds for a search exist, school personnel may search the student and/or the student's property while on school premises or during a school activity under the circumstances outlined in this regulation, and may seize any illegal, unauthorized or contraband materials.

Anything found during a search conducted by school officials which is evidence of a violation of law, District policy, or school rules, or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding. Such material shall be kept in a secure place by the school director until it is presented at the hearing.
2. Returned to the student or the parent/guardian.
3. Turned over to a law enforcement officer in accordance with District policy.

Any search of a student conducted by a school official shall not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction. Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person shall be conducted out of the presence of other students and as privately as possible by a person of the same sex as the student being searched. At least one person of the same sex as the student being searched shall witness but not participate in the search.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. However, a student's failure or refusal to give such permission shall in no way be construed as prohibiting or limiting the district's ability to conduct any search based on reasonable suspicion as described in this regulation. A student's failure to cooperate with school officials conducting a search may be considered grounds for disciplinary action.

### **School Property Searches**

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such school property provided for student use shall be subject to inspection and search at any time.

Students shall assume full responsibility for the security of their school lockers, desks and other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks, lockers and other storage areas assigned to them by the school.

The Director or designee may search a school desk, locker or any other storage area and its contents without reasonable suspicion to verify and help ensure compliance with governing law and with district policy and regulations. Whenever possible, another person shall be available to witness the search.

## **Parking Lot Searches**

The privilege of any student being allowed to bring a motor vehicle onto school premises is conditional on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by the student, student's parent or guardian, or the owner of the vehicle to allow such a search at the time a request to search the vehicle is made shall be cause for termination, without a hearing of the privilege of bringing the vehicle onto school premises. Routine patrolling of student

parking lots and inspection of the outside of motor vehicles therein shall be permitted at all times.

## **Student Records**

### **Access to Records**

A parent or guardian has the right to inspect and review their child's education records. If a student is 18 years of age or older, the student may inspect his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. Such student 18 years old or older shall be known as an "eligible student."

A parent of an eligible student is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency.

The school Director shall provide such personnel as are necessary to give explanations and interpretations of the student records when requested by parents or the eligible student.

1. A request to see the file must be submitted on an official District form by the parent, guardian or student to the Director of the school attended by the student, or in some instances, to the supervisor of student records.
2. The Director, upon receiving the request, will set a date and time for inspection and review of the records.
3. The parent/student shall examine the file in the presence of the Director or another person permitted by policy and designated by the superintendent.

The record itself shall not be taken from the school building. However, upon request, one copy of the records shall be provided within a reasonable time to the parent or eligible student upon payment of copying charges.

## **Requests to Amend Education Records**

Parents or eligible students who believe that information contained in the education records of a student is inaccurate or misleading or violates the privacy or other rights of the student may request that the district amend the records. The request of the school Director to amend a student's records must be made in writing within 10 school days of the date the records were first examined.

If the parent/student challenges any part of the record, the School Director (or in the case of psychological test data, the Director of Special Education) should review the part of the record being challenged and may by mutual agreement with the person making the challenge destroy, delete or add the information in question.

If the Director denies the request to amend, the parent may make a written appeal to the superintendent. This appeal must be answered within 10 school days by the superintendent in writing.

If the first two steps have not resulted in a formal change, then the parent or eligible student may request a formal hearing. A request for a formal hearing must be made in writing and addressed to the Superintendent of Schools. The response to the request must be mailed within 10 school days.

## **Disclosure without Written Consent**

The School District may disclose student education records or personally identifiable information from the student records without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein.
  - a. A "school official" is a person employed by the District as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (attorney, auditor, therapist, or consultant); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
  - b. A school official has a "legitimate educational interest" if disclosure to the school official is:
    - i. Necessary for that official to perform appropriate tasks

- that are specified in his or her position description or by a contract agreement;
- ii. Used within the context of official District business and not for purposes extraneous to the official's areas of responsibility;
  - iii. Relevant to the accomplishment of some task or to a determination about the student; and
  - iv. Consistent with the purposes for which the data are maintained.
2. Officials of another school or school system or postsecondary institution that has requested records in which the student seeks or intends to enroll.
  3. Authorities named in the Family Educational Rights and Privacy Act and accompanying federal regulations. These include: Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
  4. The disclosure is in connection with a student's application for, or receipt of, financial aid.
  5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code.
  6. The disclosure is to accrediting organizations for accrediting functions.
  7. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
  8. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
  9. The disclosure is to comply with a judicial order or lawful subpoena. Unless specified in the order or subpoena, the District shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena.
  10. The disclosure is of "directory information" as defined under District policy JRA/JRC.

The School District may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the

parent or eligible student.

### **Disclosure of Directory Information**

The School District may disclose Directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of information provided such refusal is received in writing in the office of the Director of the school where the student is in attendance no later than September 15<sup>th</sup>, or the following Monday if September 15<sup>th</sup> is a Saturday or Sunday.

“Directory information” means information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student’s name, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a password known only by the authorized user.

Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers within 90 days of the request unless the parent or student submits a written request that such information not be released by September 15<sup>th</sup>. Reasonable and customary actual expenses directly incurred by the District in furnishing this information will be paid by the requesting service.

### **Disclosure of Disciplinary Information to School Personnel**

In accordance with state law, the school Director (or designee) shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom, and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person

State law requires the School Director (or designee) to inform the student and the student’s parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student’s parent may challenge the accuracy of such disciplinary information through the process outlined in this Policy JRA/JRC.

School personnel who share disciplinary and attendance information concerning a student pursuant to this policy are immune from civil and criminal liability if they act in good faith compliance with state law.

### **Release of Information to Other Schools/Agencies**

Information from records may be released to officials of other school systems in which the student intends to enroll on the condition that parents/student are notified, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record as previously described.

### **Requesting Records from Other Districts/Schools**

When a student transfers to this School District from another district, the school Administrator of the receiving school will ask the parent (or student if the student is of age) to sign the authorization form. This form will be completed by the school Administrator and forwarded to the school of previous attendance.

### **Waivers**

A parent or eligible student may waive any or all of his rights protected by this policy. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The District does not require a waiver but may request a waiver. Any waiver under this provision may be revoked at any time in writing.

## **Student Surveys**

Absent written parental consent, students shall not be required to submit to a survey, analysis or evaluation related to curriculum or other school activities that reveals information regarding the student's or student's parent's/guardian's:

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

8. Social Security Number; or
9. Religious practices, affiliations, or beliefs.

School personnel responsible for administering any such survey, analysis or evaluation shall give written notice at least two weeks in advance to the student's parent/guardian and make a copy of the document available for viewing at a convenient location with convenient times. The notice shall offer to provide the following written information to the parent/guardian upon request:

1. Records or information that may be examined and required in the survey, analysis or evaluation;
2. The means by which the records or information shall be examined, reviewed or disseminated;
3. The means by which the information is to be obtained;
4. The purposes for which the records or information are needed;
5. The entities or persons, regardless of affiliation, who will have access to the information; and
6. A method by which the parent/guardian can grant or deny permission to access or examine the records or information.

A student 18-year-old or older is eligible to consent to revealing such information without parental consent. The district shall inform parents/guardians and eligible students of their rights under this policy.

Nothing in this policy shall:

1. Prevent a student who is working under the supervision of a journalism teacher or sponsor from preparing or participating in a survey, analysis or evaluation without obtaining consent, as long as such participation is not otherwise prohibited by law;
2. Be construed to prevent a district employee from reporting known or suspected child abuse or neglect as required by state law; and/or
3. Be construed to limit the ability of a health professional that is acting as an agent of the district to evaluate an individual child.
4. Limit the ability of the District to administer a suicide assessment or threat assessment.

# Mapleton Public Schools

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Student Last Name

First Name

Grade Level

I have read the Conduct and Discipline Code and discussed it with my son/daughter.

Date: \_\_\_\_\_

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Parent/Guardian's Signature

I have read the Conduct and Discipline Code and have discussed it with my parent/guardian.

Date: \_\_\_\_\_

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Student's Signature

**Please return this page to the school office  
within one week of receiving the booklet.**

## For School Use Only

Received on: \_\_\_\_\_

By: \_\_\_\_\_

Signature



**Mapleton Public Schools**