

**Expectations of the Board through 3.A
Treatment of Students/Public**

To: Board of Education

From: Dr. Chris Fiedler, Superintendent of Schools

Re: Expectations of the Board – 3.A Treatment of Students/Public

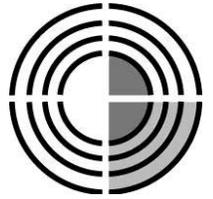
I hereby present the report on the Expectations of the Board in regard to Treatment of Students/Public, Executive Limitation 3.A, in accordance with the schedule as set forth in Board policy. I certify the information in this report is true.

Signed: 
Dr. Chris Fiedler
Superintendent, School District 27J

Date: May 26, 2015



SCHOOL DISTRICT 27J
GOVERNING POLICY OF
THE BOARD OF EDUCATION



Policy III.A – TREATMENT OF STUDENTS/PUBLIC

Date Adopted/Last Revised: January 27, 2009 Management Limitations

With respect to interactions with students and the public, the Superintendent will not cause or allow conditions or procedures that are unclear, unfair, unsafe, untimely, undignified or unnecessarily intrusive.

I interpret “students” to mean: all children and young adults served by staff and programs of School District 27J, including preschool children, students enrolled in kindergarten through twelfth grade programs, young adults ages 18 to 21 served in special education programs, and students who are seeking enrollment in district programs. In addition, “students” includes former students who were enrolled at one time who are seeking re-entry into School District 27J, including students who have completed an expulsion.

I interpret "unclear" to mean: published information or interactions which do not result in clearly defined expectations, opportunities or intent.

I interpret "unfair" to mean: unjust, inequitable, prejudicial, or discriminatory.

I interpret "unsafe" to mean: dangerous or insecure.

I interpret "untimely" to mean: longer than necessary for required or requested actions to be carried out.

I interpret "undignified or unnecessarily intrusive" to mean: disrespectful or unwarranted.

Data Reported:

During the cycle of this report, no complaints were filed with the Office of the Superintendent of Schools and the General Counsel by parents/guardians asserting that their student has been denied equitable educational options and opportunities.

In a large organization like School District 27J, the interpersonal exchanges each day number in the millions. In School District 27J compliance is evident in the clear, consistent valuing and monitoring of a climate that is characterized by support and encouragement of high student achievement and the well-being of all students.

General Counsel provides technical assistance, policy development, monitoring of legal issues (e.g., special education, contractual, employment, open government, etc.), training and legal information for district staff to insure their ability to perform their duties in a legal and ethical manner thus ensuring compliance with this and related monitoring reports.

Safety and security are key considerations in the treatment of students and the public. New

employees are required to have background checks conducted by the Colorado Bureau of Investigation or the Colorado Department of Education. School volunteers are also required to receive a criminal background check, which is conducted through a paid service. Procedures for contractors were put in place this school year, which included protocols for background checks and proper identification.

All school buildings use a visitor screening and badging system. All elementary and middle schools are now using controlled entry systems during school hours that allow staff to view and talk to entrants before remotely unlocking the main door to allow entry.

To support school safety and security, secondary school campuses have School Resource Officers (SROs) from the Brighton or Commerce City Police Departments. Both the Commerce City and Brighton Police Departments provide a fulltime officer for Prairie View High School. Prairie View Middle School has an officer assigned fulltime, while Overland Trail Middle School, Vikan Middle School and Eagle Ridge Academy share one Brighton officer. One Brighton officer is assigned to Brighton High School and Brighton Heritage Academy. Coverage is also needed for the BOLT and the Bridge Program, both located in the Brighton Learning and Resource Center (BLARC). While there are no secondary schools in Thornton, the Thornton Police Department actively supports West Ridge and Brantner Elementaries.

High schools also have 27J employees in the role of campus supervisors. Prairie View High School has four, Brighton High School has three, and one was added this year to serve the BOLT/Bridge programs at the BLARC.

Students learn standard emergency protocols – Evacuate, Shelter, Lockout and Lockdown – during routine all-hazard drills conducted by every school. School performance in conducting drills was improved this school year. Administrators held tabletop drills with School Safety Teams, representatives from community partners and invited parents/guardians to observe during the 27J All School Drill in October. Customized scenarios were prepared for each campus that were realistic and challenging. During 27J’s Leadership Training held before students returned to school in the fall, district staff and school administrators participated in a large tabletop exercise involving a toxic gas release scenario. Emergency managers from Brighton and Commerce City helped facilitate the exercise.

School Safety Team members are required to complete incident command training for schools (online FEMA module) in compliance with the School Safety Act, and currently 157 of 205 staff members have completed the module. Many of the 50 pending staff members were new to the district or their School Safety Team this year. The Colorado School Safety Resource Center has created online training modules for high school Campus Supervisors and a module specifically for front office staff that process visitors. These modules are assigned to the appropriate personnel in schools and district buildings.

Students in Colorado can anonymously report all types of school safety concerns and threats through Safe2Tell. School District 27J actively promotes Safe2Tell to its students. A wide range of tips are received by schools and law enforcement, and each one is investigated and a disposition report is filed with Safe2Tell.

Conclusion: I report compliance.

The Superintendent will not:

1. Elicit information for which there is no clear business necessity.

I interpret “no clear business necessity” to mean requesting student information without a clear and reasonably articulated need to know the information in order to provide educational services according to current best business (educational) practices.

Data Reported:

Information about students elicited outside the regular enrollment procedures and instructional assessment needs are in compliance with superintendent policies governing education research (LC and LC-E Conduct Educational Research).

Superintendent Policy ILA-R Testing Programs strictly governs the administration of group achievement testing, but also includes language regarding the collection of survey information, specifically stating: “*Prior to the administration of any questionnaire, survey or examination which contains questions concerning parents’ or students’ beliefs or practices in sex, family life, morality or religion, written permission must be obtained from the parent or guardian of the student.*”

- In fall 2014 SD27J staff and middle schools students at OTMS worked with a group of Harvard researchers to pilot an instructional unit for the book/movie *The Giver*. Student surveys were completed pre/post - before instruction started and after it was completed. Parents had the option to opt students out of the surveys, which had questions about the similarities and differences in the movie and book.
- During the 14-15 school year Brighton High school worked with the Special Olympics to have BHS students compete the Project Unity surveys about attitudes toward special needs students. Parents had to sign a permission form for students to participate.

Conclusion: I report compliance.

2. Collect, review, transmit, store or destroy student information in a manner that fails to protect against improper access to that information.

I interpret “collect, review, transmit and store” to mean the gathering and maintenance of electronic data.

I interpret “destroy” as causing the inability to utilize the resource.

I interpret “student information” to mean: information as defined in COLO> REV. STAT. §§ 24-72-201 et seq. (Colorado Public Records Act).

I interpret “improper access” as access to a resource that is not approved or allowed.

Data Reported:

State statute C.R.S. §§ 22-1-123 and C.R.S. §§ 24-72-201 et seq. (Colorado Public Records Act) and

Superintendent Policies (JRA, JRA-E, JRA-R, JRC, JRC-E Student Records/Release of Information on Students) have provisions for collection and use of student information. Schools may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance (*Source: The Legal Handbook for Colorado School Administrators.*) However, schools are required to inform eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974). The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. Evidence of compliance of notification occurred at the beginning of the current academic year, as the information is contained in the student handbook that is available on the 27J website.

Student information is maintained in Infinite Campus (IC), the district's student information database. Access to IC is restricted according to the job description of each employee and is password protected. Access to IC by parents is limited to the records of their own student and is also password protected. Electronic information is backed up offsite to IC's secure data center, this redundant system is also an indicator of compliance with the asset protection monitoring report.

Confidentiality of student records is guaranteed under several federal laws, including Individuals with Disabilities Education Improvement Act (IDEIA) 20 U.S.C. §§ 1400-1487, FERPA (Family Educational Rights and Privacy Act) 20 U.S.C. § 1232g, and No Child Left Behind Public Law 107-110 (which guarantees confidentiality of a student's entitlement to receive free or reduced lunch).

School District 27J is a signatory to the state archive standards which govern the length of time records are kept and the procedures around destruction of records.

Conclusion: I report compliance.

3. Operate without communicating to students and the public a clear understanding of what may be expected from District services offered.

I interpret "communicating" to mean informing by providing in a verifiable format.

I interpret "expected" to mean the intended outcome either of a product or of a behavior.

Data Reported:

Standards of conduct and due process procedures are contained in the Code of Conduct which is posted on the District's website. Standard correspondence used in cases of referral for expulsion also contains due process advisements. Copies of these forms are consolidated in the District's shared electronic file storage.

Families of students receiving special education services are provided with a rights and responsibilities document that describes their rights under special education law.

The above are provided routinely in English and Spanish and can be produced in other languages upon request through the services of a translation bank.

The content of the student handbook also is available online through the 27J website, www.sd27j.org, under “Student Code of Conduct”.

The policies and complaint procedures are explained in the student handbook in non-technical language.

The stated purpose of the student handbook is to clearly guarantee every student’s right to lawful, fair and professional treatment as a school citizen in the 27J schools; to outline the responsibilities of each student in order to maintain a safe and positive atmosphere in which learning may take place, and to provide a document for reference on all student policies.

The handbook addresses topics including the most frequently utilized: admission; attendance and dismissal policies; student discipline, rights and responsibilities and due process; student health and immunizations; and other student policies. The handbook also contains the pupil nondiscrimination policy which applies to all areas of school operations, including all school-sponsored programs and activities.

Individual schools have the discretion to create informational handbooks in addition to the district student handbook. Both handbooks are based upon district policies and are incorporated into both into the policies of the district student handbook.

School District 27J has taken actions in order to increase communication with the community. The Public Information Officer position continues to report on individual schools and the District to promote the work of 27J. This includes the timely release of information from the District and schools by making them available online at www.sd27j.org, Facebook and Twitter. The Public Information Officer also focused on news releases to local and regional media at least weekly or more if necessary.

The School District 27J Annual Report is available online through the www.sd27j.org website, in compliance with the Colorado Department of Education requirements. Letters were mailed to the residences of secondary students, and letters were sent home with elementary students. All schools were asked to forward requests for information to the Student Achievement Department. This spring there was one request for a specific school or district information.

Information on the District Mission and Belief Statement are on the website in the “Superintendent” section.

Student Achievement data and information is located on the district website with information on the following topics: 27J Instructional Model, Federal Programs, Curriculum, Instruction, Assessment, and Gifted and Talented.

Other information on the website is provided to support students and parents. This information includes Special Education, Child Find, Preschool Programs, and transition services.

Conclusion: I report compliance.

4. Operate without informing students or the public, as appropriate, of this policy, and without providing a complaint response process to students and/or the public who believe they have not been accorded a reasonable interpretation of their protections under this policy.

I interpret “informing” to mean communicating by providing in a verifiable format.

I interpret “complaint response process” to mean a clearly communicated, published and articulated set of procedures which one can access to seek a resolution.

I interpret “protections” to mean those rights defined through state and federal legislation.

Data reported:

The policies and complaint procedures are published annually in electronic format in the Student Handbook in English and Spanish and in Policy JII, Student Complaints and Grievances, and are accessible to all parents and students online in the Superintendent’s Policies (These policies are listed below). The online student handbook provides summarized versions Superintendent’s Policies with the option to link to the entire policy.

The procedures ensure that complaints are impartially and thoroughly investigated and that confidentiality is maintained to the extent possible.

Standard correspondence regarding due process notification in student expulsion matters has been centralized and is managed by the Director of Intervention Services.

The pupil nondiscrimination policy applies to all areas of school operations, including all school-sponsored programs and activities and is printed on page four of the student handbook. This policy clearly delineates the contact person within the organization who will investigate a complaint. As of the date of this monitoring report no reports of discrimination have been lodged.

The district website was constructed to allow maximum benefit to our external customers. The website can be translated into Japanese, Korean, French, German, Italian, Portuguese, Spanish, and Russian to meet the unique linguistic needs of our families. The flag icons at the bottom of the web page are the links to translation.

Conclusion: I report compliance