

**2017-2018
STUDENT AND
PARENT HANDBOOK**



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2017-2018

Student and Parent Handbook and Calendar

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Nondiscrimination Policy
– OFFICIAL NOTICE –

Mesa County Valley School District No. 51 (“District”) does not unlawfully discriminate on the basis of race, color, creed, national origin, religion, sex, sexual orientation, genetic information, marital status, ancestry, age or disability or need for special education services in admissions or access to, or treatment or employment in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

Complaint procedures have been established for students, parents, employees and others who believe they have been subjected to discrimination in violation of applicable laws and/or District nondiscrimination policies. The following individual has been designated as the District’s compliance officer to whom complaints and inquiries regarding the complaint procedures and other nondiscrimination matters should be directed:

Tony Giurado
District Compliance Officer
Mesa County Valley School District 51
930 Ute Avenue
Grand Junction, CO 81501
(970) 254-5362

Inquiries or concerns regarding nondiscrimination in matters of employment may also be directed to:

U.S. Equal Employment Opportunity Commission
303 E. 17th Ave., Suite 510
Denver, CO 80202

or

Colorado Civil Rights Commission
1560 Broadway, Suite 1050
Denver, CO 80202

Inquiries or concerns regarding other nondiscrimination may also be directed to:

Office for Civil Rights
U.S. Department of Education
1244 North Speer Blvd., Suite 310
Denver, CO 80204
Telephone: (303) 844-5695

Mesa County Valley School District 51 Entrance Requirements and Information

Acknowledgement of Student and Parent Handbook

- Each School District 51 parent and student must review the information in the 2017-2018 Student & Parent Handbook, including the Attendance, Conduct and Discipline Code, Directory Opt Out procedure and referenced Board Policies with your child, and sign and return the acknowledgment form at the back of this book to your child's school.

Registering for School

- When registering your child for the first time in School District 51, please bring your child's certified birth certificate, immunization records, social security card (optional) and, if possible, a copy of your child's last report card to your attendance area school. Complete details regarding enrollment and registration may be obtained by contacting your child's school the Instructional Office at 930 Ute Avenue, 2nd floor. 254-5311 or www.d51schools.org.

Immunization requirements

- Colorado law requires all students to be immunized against certain diseases. Students must meet the immunization requirements in order to attend school. Colorado state law provides for exemption to immunization requirements based on a medical exemption, religious exemption, or personal exemption. Exemption forms can be obtained from your child's school.
- An official notification letter from the Mesa County Health Department can be found on page 9.
- See the chart on page 10 for a list of immunizations requirements and timing.

Official Notice: Students with Food Allergies

School District 51 recognizes that many students are being diagnosed with potentially life-threatening food allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among students, the Board of Education sets forth policy JLCDA *Students with Food Allergies*. The district encourages parents to keep a supply of the prescribed medication used to treat the food allergy/anaphylaxis at school, unless the student has an approved treatment plan that authorizes the student to carry the medication with him/her and can self-administer the medication. Any food allergy/anaphylaxis health care plan must be developed in conjunction with the school's Registered Nurse.

Please contact your school or 254-5417 for the number of the Registered Nurse to start the process of developing the plan. An Allergy and Asthma Action Plan form complete with Health Care Provider and parent/guardian signature will be required. For additional information please visit the district website at www.d51schools.org.

School Attendance Areas and School of Choice

- The District has designated an attendance area for each of its schools. Students residing within the boundaries of a school's designated attendance area have priority in registering to attend that school.
- The Board of Education recognizes and has determined that students should be given the option to attend a school or participate in a program located in an area other than that of their assigned school. Students may apply to attend a school or participate in an academic program outside the attendance area in which they reside (a "school of choice"). Such applications are granted if space is available in the requested school or program on a "first-come, first-served" basis.
- Students currently enrolled in "schools of choice" may continue in such schools as long as there is space available or until they complete the grade levels offered at the school.
- Enrollment in "schools of choice" is governed by Board of Education Policy JCBB and Regulation JCA/JFBB-R. Parents interested in enrolling their child in a "school of choice" next year are encouraged to review this policy and regulation.
- School attendance area boundaries are subject to change. Continuing students should plan on being served by the same elementary, middle and high school as last year. If the attendance boundaries for your school are changed, you will be notified.
- Parents of students who wish to change school enrollment or who wish to enroll in an academic program, for which they are otherwise qualified, at another school after the "school of choice" application deadline should submit the appropriate form requesting a transfer. The request shall be reviewed and acted upon in accordance with the regulations accompanying this policy. Under this option, once a student has registered in a school, no transfer to another building shall be allowed without permission from the building principals of the sending and receiving schools unless there is a change of the student's residence. Transfers are only granted at the end of semesters.
- Students who are new to School District 51 or who have moved within the District during the summer may locate their attendance area school by calling the Instructional office at 254-5311 or by accessing the School Finder on the District's website at www.d51schools.org, under *Parents* and then selecting *Enrollment*.

Transportation

- The District contracts with Student Transportation of America to provide transportation of eligible students to and from schools within their attendance area. Transportation to the school in your attendance area is provided according to the guidelines set forth in Board of Education Policy EEA. Elementary school students who live more than two miles from school, and middle and high school students who live more than three miles from school are eligible to ride the bus to and from school. The District does not

provide transportation to students attending programs or “schools of choice” outside their attendance area. However, parents may seek to contract privately with Student Transportation of America for transportation of students who are otherwise ineligible for District transportation, such as living within the walking boundaries. Such fee-based transportation may be offered at Student Transportation of America’s discretion if seating space is available and if the requested transportation can be incorporated into an existing Student Transportation of America bus route. A Pay Rider form can be found on the District’s website at www.d51schools.org under the Parents tab. Students may not ride a bus other than their Student Transportation of America assigned bus.

- Information on specific bus number, bus stop and stop times for individual students is available at your child’s school or by calling Student Transportation of America at 697-1050.
- School bus routes are designed based on a number of considerations, the most important of which is student safety.
- If you have concerns about transportation, first call Student Transportation of America, 697-1050. If you need further assistance, then call the District’s Transportation Department at 254-5102.

Preschool

- School District 51 offers Early Childhood Preschool Programs for children who meet “at-risk” criteria or who have disabilities qualifying them for preschool services. If you believe your child may be eligible for such programs, please review the information available on the District’s website, www.d51schools.org, or contact the District’s Student Services Department for Early Childhood Education at 254-5429.

Kindergarten and Elementary School

- To enroll in kindergarten, a child must be five (5) years of age on or before July 15 of the year of enrollment. Younger students may be accepted if transferring from another public school kindergarten program and if the principal or designee determines that placement of the student in kindergarten is appropriate. A child who is four (4) years old on or before July 15 and has been identified as a highly advanced gifted student in accordance with applicable state law and the District 51 Early Access Program Plan, may enroll in kindergarten if the principal or designee determines the placement of the student in kindergarten is appropriate.
- To enroll in first grade, a child must be six (6) years old on or before July 15 of the year of enrollment. Younger students may be accepted if transferring from a first grade in another public school and if the principal or designee determines that placement of the student in first grade is appropriate. A child who is five (5) years old on or before July 15 and has been identified as a highly advanced gifted student in accordance with applicable state law and the District 51 Early Access Program Plan, may enroll in first grade if the principal or designee determines that placement of the student in first grade is appropriate.
- Children begin their school experience in a friendly atmosphere. School District 51 schools reflect a concern for each child, and continually develop and evaluate programs in an effort to provide the finest educational opportunities. The goals established by the Board of Education, the revised Colorado Academic Standards, and program goals for each subject area provide a basis for curriculum in schools.
- The instructional program for kindergarten through grade 5 emphasizes the basic subjects of reading, writing and mathematics, as well as spelling, science, and social studies. Special programs in art, music and physical education enrich the basic curriculum. In addition, the District offers ELL (English Language Learners), gifted/talented, Title I, special education and related services.
- For information, contact the Instructional Office at 254-5311.
- The Mesa County School District No. 51 may use outside agencies and institutions to complete state-mandated health screenings. Such agencies and institutions will be required to comply with applicable state and federal privacy laws governing access to and disclosure of confidential student information and records.

Middle School/High School

- School District 51 middle and high school programs are designed to help students develop and expand their abilities, interests and skills. All programs are based on the school District’s goals, aims, content standards, and program and course goals, and furnish students with a wide variety of education experiences.
- Middle schools, grades 6-8, provide a continuation of the general education program which began in elementary school. Middle and high school students are required to take English-Language Arts, social studies, mathematics and science every year. The middle school program also includes courses in art, technology education, physical education and music.
- For information about Middle Schools or High Schools contact the Instructional Office at 254-5311.

Student Services and Programs

Special Education

- In accordance with state and federal laws, the District provides a wide range of services for students ages 3 through 21, who qualify for special education and/or related services because of a disability. Such students receive services based on individualized education program specifically formulated to meet their needs. Individualized education plans take into consideration relevant information and data concerning the student from a variety of sources, including parents, educators, and other professionals.
- If you believe your child may have an emotional, physical, intellectual or mental disability, please contact her/his teacher or a school administrator as soon as possible.

Gifted/Talented

- Elementary and middle school students identified for higher levels of academic challenge are offered additional learning opportunities at their regular school site through the Gifted/Talented Program. This program helps students expand their creative and critical thinking skills and sharpen independent study skills, and provides opportunities for students to probe more deeply into content areas of interest. Research shows children often display gifted behavior around topics that interest them. Through exploration of enrichment programs, additional content areas in which a student may be gifted or talented may be discovered. Please direct questions about Gifted/Talented programs to your child's teacher.

English Language Learners (ELL) Program

- The mission of the English Language Learners (ELL) Program in School District 51 is to provide instruction and support for English language learners as they acquire the necessary English language skills to achieve success in school and the community.
- To accomplish this mission, the District encourages cooperation and communication between school administrators, staff members, ELL office staff, students, and families. It also provides training in appropriate instructional strategies for all interested District staff and supports learning in ELL classrooms, as well as regular classrooms, through the use of standards-based materials.
- The District seeks to increase student achievement of academic standards through the use of carefully designed English language development plans for English language learners that guide instruction and assessment of English language learners, and promote collaborative teaching.
- The District is committed to continuously make improvements to the ELL program through monitoring of student growth and regular program evaluations.

Migrant

- Instruction and support services are provided to help migratory children compensate for gaps and disruptions in their education due to, or aggravated by, frequent moves from one school District to another. Parents who have or know of a child who may benefit from these services should call the District's Migrant Education office at 254-5495.

Academic Options

- Academic Options offer a number of non-traditional learning opportunities for students with a broad range of needs, diverse learning styles and a variety of desired educational venues. There are programs available for students of all age levels that provide rigorous non-traditional curriculum that meets, or exceeds all academic standards as mandated by the Colorado Department of Education. Career and Technical opportunities are also available in several locations. For more information about academic options, contact the Director at 254-5311 or visit the *Academic Options* page on the District 51 web site under the parent tab.

Student Rights and Responsibilities

The following information is provided for students and parents to review and discuss together regarding students' rights and responsibilities. Students should understand they will face disciplinary action for violating school rules and regulations. The discipline imposed will vary depending on a number of factors, including the age of the student and the seriousness of the offense. School District 51 has established disciplinary procedures to assure that applicable student rights, including the right to due process, are protected. Further information on all of the topics listed below may be found in the policies and regulations available on the District's website.

Appearance

- The image of the school and the individual pride of the students are evident in the manner in which students present themselves to the public. Individual schools have guidelines dealing with standards of decency, safety and cleanliness and the District has a student dress code which can be referenced online under policy JICA. When a student's dress or grooming disrupts the learning process, the designated official has a responsibility to take action. Contact your school's principal for more information regarding school dress code policies.

Attendance

- Student attendance is a direct responsibility of the parent/guardian and the student. It shall be the policy of the District to promote and foster an efficient instructional atmosphere by implementing practices designated to promote full attendance by all students. As outlined in policy JEA and JH, unless excused, each student shall be in regular attendance at all scheduled classes and activities designated for pupil attendance by the school calendar. Students may be excused from attending scheduled classes or school activities for the following reasons: a) temporary illness or injury; b) absence approved by the school administrator; absence due to physical, mental or emotional disability; and d) absence caused by detention from a court or law enforcement authority.

Lockers and Desks

- It is important that students and parents understand that while students are allowed to use their assigned desks and lockers for temporary storage of personal belongings, all desks and lockers shall at all times remain the property of the District, and the District reserves the right to inspect and search them along with any contents found inside at any time, for any cause whatsoever, and without notice to the student.

Student Discipline and Conduct

- The Board of Education believes that effective student discipline is a prerequisite for sound educational practice and productive learning. All policies and procedures for handling minor and major discipline problems for all students of the District shall be designed to achieve this goal. Disorderly students also shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions. Please refer to the Attendance, Conduct and Discipline Code in this handbook for specific discipline policies and guidelines.

Student Use of Information Technology Resources (Internet, E-mail, and Computer Systems/Networks)

Technological advances have fundamentally altered the way in which information is retrieved, conveyed and transmitted in our society. Such changes require educators to adapt and integrate appropriate new technology into the learning process to facilitate, support and enhance delivery of curriculum and as tools and resources to educate and to inform. The District is committed to make available for student use computers, Internet access, email and other information technology resources in schools for the following purposes:

- To provide access to relevant and appropriate academic information and resources available on the internet and through electronic communication and data storage systems;
- To allow students to participate in on-line or electronic curriculum or distance learning activities as needed or appropriate;
- To consult and communicate with other students and individuals for educational purposes;
- To conduct academic or educational research;
- To engage in activities requiring students to think critically, analyze information, write clearly, and use problem-solving skills;
- To practice and develop computer and research skills necessary for continued education or entry into the workforce upon graduation; and
- To foster intellectual curiosity and shape positive student attitude toward lifelong learning.

Responsible Use Agreement (RUA) – To use the District’s technology, including Internet access, e-mail, computers and networks, all students, unless they are 18 years of age or older, must have an RUA signed by a parent or guardian. The student must also sign the RUA if he/she is in grades 6 – 12. All completed RUA forms must be returned to the child’s school. The Principal may deny access to the District’s technology if a completed RUA has not been submitted.

- The RUA form will be provided with the school’s registration paperwork and may also be obtained by contacting the school’s administration. Once a signed RUA has been submitted to the student’s school, the RUA is in effect for as long as the student is attending that school. A newly-signed RUA is required when a student is registering to attend one of the District’s schools for the first time, is changing schools because of a family move or grade promotion, or is experiencing a change in guardianship. Schools will retain the signed RUA for as long as the student is attending the particular school. For more information about technology use by students, please contact the school’s administration.

Student Use Restrictions - District Policy prohibits students from using District computers or networks to access inappropriate material. However, it is still possible that students may find or receive material that parents or District staff consider objectionable. Although student use of the school computers and networks is supervised by staff, the District cannot guarantee the appropriateness of information obtained by or through use of District technology, nor does the District endorse or approve the content of all information available on the Internet or other electronic sources. The District encourages parents to discuss with their student their family values and expectations about how these values should guide their student’s activities while they are on the Internet. In addition, it is important that parents discuss with students relevant safety issues pertaining to Internet, e-mail and electronic communications. A helpful brochure titled, “Child Safety on the Information Highway,” can be located at the following web site address: <http://www.safekids.com/child-safety-on-the-information-highway>. The District’s Code of Student Conduct applies to use of District computers and networks and to a student’s online activities and electronic communications at school.

Parent-Teacher Communications

Parents are encouraged to discuss their child’s progress with his/her teacher. If parents have a concern or issue, they should follow these guidelines:

- ◆ Call the teacher first to discuss the child’s circumstances. A simple phone call gives the teacher a “heads-up” on issues related to the child and may clarify questions or misunderstandings.
- ◆ Set up an appointment with the teacher. **Parents and all visitors must check in at the office when coming on school grounds before the meeting.**
- ◆ At any time, if either the parent or the teacher feels that a meeting is unproductive, it can be concluded and rescheduled for a future time with other parties, including counselors and administrators.

For the benefit of the student and his or her education, it is essential that parents make every attempt to work through issues. No one knows a child better than the parents, and like them, teachers and principals also have the best interest of the child in mind. Together, parents and schools can reach the most appropriate solutions to issues involving a child’s education.

General Information

Asbestos Notification

- The District maintains an asbestos management plan as required by the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act. Regulatory oversight of the District's asbestos management plan is performed by the Air Pollution Control Division of the Colorado Department of Public Health and Environment. The purpose of this required notice is to inform staff members and parents of all students of the existence and locations of the District's asbestos management plan.
- The District's asbestos management plan identifies the location and condition of known and suspected asbestos materials located in all buildings throughout the District. The management plan also documents the continuing inspection and maintenance of these asbestos containing materials. The management plan is available for review in the office area of all schools or can be viewed at the Central Administration Maintenance Office located at 2115 Grand Avenue, Grand Junction, CO. Please contact Eric Nilsen at 254-5233 for more information regarding the District's asbestos management plan.
- School campuses and facilities that are known, or assumed, to contain asbestos building materials are: Administrative Services Compound, Appleton Elementary, Broadway Elementary, Central High, Chatfield Elementary, Clifton Elementary, East Middle, Emerson Building, Fruita Middle, Fruita Monument High, Fruitvale Elementary, Gateway K-12, Grand Junction High, Hawthorne Building, Lincoln Orchard Mesa Elementary, Lincoln Park Elementary (Grand River Academy), Mesa View Elementary, Mt. Garfield Middle, New Emerson at Columbus Elementary, Nisley Elementary, Orchard Avenue Elementary, Orchard Mesa Middle, Pomona Elementary, Scenic Elementary, Shelledy Elementary, Taylor Elementary, Tope Elementary, West Middle, and Wingate Elementary.

Emergency Response Plan

- The District has adopted an Emergency Response Plan that is available for review and inspection by parents and members of the general public upon request. The purpose of this plan is to establish the emergency response procedures to be followed in the event of natural and man-made disasters, and emergencies, and to assign responsibilities to District staff in the event of such emergencies. These procedures are created in cooperation with law enforcement and fire agencies to emphasize the importance of unified command during an incident.
- Pursuant to the Emergency Response Plan, if an emergency, disaster, or crisis occurs at a school or other District facility (day or night), the administrative staff of such facility or their designee is authorized to respond immediately and to direct students and staff to evacuate, if deemed necessary. Upon arrival of a civil authority and/or central District administrator, such civil authority or central District administrator will ensure unified command is established for all emergency operations or responses at such facility.
- **The District's Emergency Response Plan is intended to achieve the following purposes:**
 - ◆ Preventing crises when possible through pro-active planning;
 - ◆ Enhancing the safety and well-being of students, staff and the general public;
 - ◆ Protecting individuals and property;
 - ◆ Maintaining control of crisis situations
- During an emergency, a situation occurring at or near a school building, the District will utilize many methods of communication to reach parents and inform the community. They are:
 - ◆ Phone calls to all registered phone numbers for the schools impacted
 - ◆ Emails to all registered email addresses for the schools impacted
 - ◆ Text alerts to all parties who have previously signed up for alerts on the schools impacted
 - ◆ Social media postings at www.facebook.com/schoolDistrict51 and @District51 on Twitter
 - ◆ Updated, detailed information will be posted online at www.d51schools.org

Parents can verify that updated and accurate phone numbers (land and cell) and email addresses are in the student database by contacting their student(s) school. From the cell phone parents wish to register, text the word "Join" to the number 56360. If the District's messaging system finds a match for your phone number in its database, you will receive a confirmation message thanking you for joining school alerts. If there was not a match found, you will receive a message to contact the school. It is suggested that once you sign up, you create a contact in your phone for the 56360 number that will alert you to emergency messages coming from the District. The District will only use the text feature to communicate in the event of an emergency.

Sex Offender Information

As required by Colorado law, the District provides the following information regarding how parents may access information concerning registered sex offenders:

1. Parents may request a sex offender registry list from their local law enforcement agency.
 - ◆ Registry information can be released to any person residing within the law enforcement agency's jurisdiction.
 - ◆ Persons requesting information will need to show proper identification or other proof of residence.
 - ◆ When necessary for public protection and demonstration of a "need to know," law enforcement agencies may provide information concerning sex offenders who reside within other law enforcement jurisdictions. In determining whether there is a "need to know," the law enforcement agency will, at a minimum, consider the nature and extent of the person's presence or the presence of the person's immediate family in a specific jurisdiction.
2. Parents may also visit the Colorado Bureau of Investigation (CBI) website (<http://sor.state.co.us>) for information concerning

certain *high-risk* registered sex offenders residing in the state.

Notice Regarding Use of Video Security Cameras

- In order to maintain and improve discipline and to promote the health, welfare and safety of its staff and students, video cameras may be used on school property. Refer to Policy JRCB. Video recordings may be retained in accordance with established student record procedures governing access, review and release of student records.
- Requests for viewing video recordings will be limited to the school administrators, staff, parent/guardian or eligible student (18 years of age or older) with a legitimate interest, law enforcement agencies, or others as deemed appropriate by the building administrator. For more information regarding video surveillance procedures, see Regulation JRCB-R.

Student Records

- The District collects and maintains educational information and data regarding students as necessary to provide them with the best possible instructional service.
- Examples of basic educational records kept by the District include, but are not limited to, copies of the student's birth certificate, academic work completed, attendance information, standardized test results, grades received and health/immunization records. Supplementary materials that may be included as part of a student's educational records include, but are not limited to, copies of disciplinary information, guidance information, social work data, medical and psychological reports and evaluations, special education records, law enforcement records and court orders.
- Basic information is considered permanent and is maintained for an indefinite period.
- Requests for access to education records of active students should be directed to the administration of the school where the student currently attends or is enrolled.
- Except for high school transcripts, requests for access to education records of inactive (former) students should be directed to the District's Pupil Records office, located at 2115 Grand Avenue, Grand Junction, CO, 81501, such office can be reached by telephone at 254-5430.
- Requests for copies of high school transcripts should be directed to the high school from which the student graduated.

Notification to Parents and Students of Rights Concerning Student School Records

The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians and eligible students (students over 18 years of age) certain rights with respect to education records, as follows:

1. **The right to inspect and review the student's education records.** A parent/guardian or eligible student making such a request must submit to the school official having custody of the record(s) a written request that identifies the record(s) he/she desires to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.** A parent/guardian or eligible student may ask the District to amend a record by writing to the custodian of the records, clearly identifying the part of the record he/she wants changed, and specifying why it is inaccurate, misleading or in violation of the privacy rights of the student. If the District decides not to amend the record as requested, the District will notify the parent/guardian or eligible student of the decision and advise of his/her right to a hearing regarding the request for amendment and provide the procedures for such hearing.
3. **The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.** Whenever the District is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the records to be released; reasons for such release; identity of any requester and the intended use of the information; method or manner by which the records will be released; and the right to review or receive a copy of the records to be released. Disclosure of personally identifiable information contained in education records can be made without consent as follows:
 - a. To a school official who has legitimate educational interest in the education record or the personally identifiable information contained therein. A school official is a person employed by the District as an administrator, supervisor, teacher, or support staff member; a person serving on the Board of Education; a person or company with whom the District has contracted to perform specialized tasks (such as an attorney, auditor, consultant or health care provider); or a parent/guardian or student serving on an official committee, or assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if disclosure to the official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official District business and not for purposes extraneous to the officials areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
 - b. To officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The District will provide a copy of the record to the eligible student or students' parent/guardian if so requested.
 - c. In connection with a student's application for or receipt of financial aid or Medicaid enrollment verification.

- d. To governmental agencies and officials as required by law.
 - e. To educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
 - f. To accrediting institutions to carry out their accrediting functions.
 - g. In emergency situations to appropriate persons if the information is necessary to protect the health or safety of the student or others.
 - h. To anyone, if required by a judicial order or lawfully issued subpoena after reasonable efforts to notify the parent/guardian or eligible student of such order or subpoena.
 - i. To a court presiding over a legal action initiated by the District where the education records are relevant, or initiated by a parent/guardian or eligible student where the records are relevant for the District's defense.
 - j. The District is permitted by law to disclose directory information without written consent of the parent or eligible student. 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. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information by completing form JRA/JRC-E(2). Directory information which may be released includes but is not limited to the student's name, photograph, date 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 and previous education agency or institution attended by the student, and other similar information. However, unless otherwise provided by law, addresses and telephone numbers of students shall not be disclosed as directory information except to a state or federal law enforcement agency where such student is under investigation by such agency and the agency shows that such information is necessary for the investigation.
4. **The right to file a complaint with the U.S. Department of Education concerning any alleged failures by the District to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:
- Family Policy Compliance Office
 - U.S. Department of Education
 - 400 Maryland Avenue
 - S.W, Washington, DC 20202-4605



K - 12th Grade School Required Immunizations - 2017-18 School Year

Dear parents and guardians of students in Colorado kindergarten - 12th-grade schools:

- Colorado law requires students who attend a public, private or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:
 - diphtheria, tetanus & pertussis (DTaP, DT, DTP, Tdap))
 - hepatitis B (HepB)
 - polio (IPV)
 - varicella (chickenpox)
 - measles, mumps, rubella (MMR)

Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

- Colorado rule requires that students entering kindergarten receive their final doses of DTaP, IPV, MMR and Varicella. Students must receive 1 dose of Tdap vaccine for 6th-grade entry, even if they are under 11 years of age.
- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view parent-friendly versions of the current ACIP vaccine schedules for children 0 - 6 years of age at www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf and preteens/teens 7 - 18 years of age at www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf.
- Please take your student's updated vaccine record to school every time he or she receives a vaccine.
- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You can get the form at www.colorado.gov/vaccineexemption.
- If you choose not to get your student vaccinated according to the current ACIP schedule for religious or personal belief reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted every year. You can either submit the state health department's non-medical form (online or paper copy) for inclusion in the Colorado Immunization Information System (CIIS), provide a paper copy of the CDPHE non-medical exemption form to your student's school, or submit a signed non-medical statement of exemption to your student's school. Such a statement should include the following information: student's full name, age or date of birth, date the exemption was submitted, the vaccines declined, and which type of non-medical exemption is being taken (personal belief or religious). If you choose to include your student's information in CIIS, you may opt your student out of CIIS at any time. Your student's school may ask you to also provide them with a paper copy if you submit online. You can get online and downloadable versions of the form at www.colorado.gov/vaccineexemption.
- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report vaccination and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Vaccination and exemption rates will be posted on the state health department website beginning in Spring 2017.
- You may want to talk to a healthcare provider licensed to give vaccines or a local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at www.immunizeforgood.com and www.colorado.gov/cdphe/immunization-education.
- If you need help finding a healthcare provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency.
- Please share Page 2 of this letter with your student's healthcare provider as it provides helpful information about vaccines required for school entry per Colorado law.

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment
303-692-2700 | cdphe.dcdimmunization@state.co.us



Dear Colorado healthcare provider:

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

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

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

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

- A student is considered fully immunized if he or she has received all doses of school-required vaccines according to the current ACIP schedule. Note: students are required to receive their final doses of DTaP, IPV, MMR and Varicella by kindergarten entry and their Tdap by 6th grade entry, even if the student is 10 years of age.
- A student is in the process of getting up-to-date on required vaccines and has a written plan from a parent/guardian on file with the school.
- The student (emancipated or 18 years of age or older) or student's parent/guardian has submitted a signed non-medical exemption (*Religious or Personal Belief*) or the healthcare provider (medical doctor, doctor of osteopathic medicine, advanced practice nurse or delegated physician's assistance) has signed an official *Immunization Medical Exemption Form* because of a condition that precludes a patient from receiving vaccine(s).

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

If you have questions about the ACIP immunization schedule, vaccines marked as invalid in your patient's immunization record, or about Colorado School Immunization Law, please contact us from 8:30 a.m. to 5 p.m., Monday - Friday at 303-692-2700 or cdphe.dcdimmunization@state.co.us. If you have questions about the Colorado Immunization Information System (CIIS), please contact us 8:30 a.m. to 5 p.m., Monday - Friday at 303-692-2437 (press 2), 1-888-611-9918 (press 1) or cdphe.ciis@state.co.us.

Other reliable clinical resources include:

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

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment
303-692-2700 | cdphe.dcdimmunization@state.co.us



Food & Nutrition Services (*School Breakfast and Lunch Programs*)

General Information

We “fuel successful learning” by providing **healthy scratch cooked meals** and **salad bars at each school, every day**. District 51 participates in the Live Well Colorado School Meal Initiative providing scratch cooking, culinary training & resources for all Food Service staff. All District 51 menus receive annual nutrient analysis performed by a local Registered Dietician and exceed the USDA nutrition guidelines. Students at all grade levels are required to receive a minimum of ½ cup of fruit and/or ½ cup of vegetables with meals. See www.myplate.gov for further information.

Middle Schools and High Schools offer an increased assortment of entrée choices including: hot entrée, deli sandwiches, pizzas, salad bars, hamburgers & chicken sandwiches. All breads offered are whole grain products. A variety of a la carte items are available at an additional cost. All a la carte items meet the USDA Smart Snack guidelines.

Breakfast is offered at all schools except New Emerson & Broadway Elementary. Students who receive free or reduced-priced lunches also qualify for free breakfasts. Starting in the 2014-15 school year; the State of Colorado has authorized to fund all Pre-K through fifth grade students who qualify for reduced priced meals will now receive free lunch.

Lunch and breakfast prices are set annually in accordance with the Healthy, Hunger-Free Kids Act Paid Lunch equity rule. Please see the “Meal Price” page at www.d51schools.org for the latest menu and pricing information. The District recommends students purchase breakfasts and lunches by the week, month or, students may choose to purchase by the day. Meal payments can either be made at the school cafeteria or online through www.mypaymentsplus.com.

Free or reduced-price breakfast and/or lunch annual application process begins July 1, 2017. For speed & accuracy of data, households are requested to apply online at www.d51schools.org (simply hit the “myschoolapps.com” button on the District’s home page). Parents without internet access can pick-up the paper application at any school or the Nutrition Services office at 2280 E. Main Street, Grand Junction, Colorado. A new application must be completed each year to be eligible for Free or reduced price meal benefits.

Free breakfast for all students is available at the following schools: Clifton Elementary, Chipeta Elementary, Dos Rios Elementary, Fruitvale, Nisley, Rocky Mt. Elementary, Bookcliff Middle School & Mt Garfield Middle School are participating in a No Charge (Universal Breakfast Program). **If your children attend any of these schools, breakfast will be available to them at no charge.** To receive Free or Reduced **Lunch** at these schools, parents will need to complete the annual free and reduced meal benefit application.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Notification Regarding Special Dietary Guidelines for Students with Food Allergies

Please refer to the district website for the latest requirements for students with Special Dietary Needs at www.d51schools.org go to the Parent tab, then Meal tab, then click on the “Special Dietary Needs” page which will provide detailed instructions for completing the required form.

Share Table practice

The **practice of "share" tables and food leaving the cafeteria** is addressed by the USDA/CDE guidelines-see link below. Each school will establish a **"designated" share table** (not mandatory at HS) in the cafeteria near the tray drop-off area. Share tables can provide additional nutrition/fuel for students later in the day fueling successful learning.

To ensure safe food consumption for students, **all milk** at the end of each meal period will be discarded. Any milk reused creates an inherent food safety risk for staff, students and the school district.

MOST IMPORTANT: Our primary responsibility is **safe food**. Any **food** requiring **temperature control** OR **package seal is torn/opened** OR **brought from home** should be disposed in trash to prevent transfer or growth of food borne pathogens.

***3-418 Re-service (Colorado Retail Food Establishment Guidelines)**

Once served to a consumer, portions of leftover food shall not be served again except that packaged food, other than potentially hazardous food (time/temperature control for safety food), that is still in an unopened package and is still in sound condition, may be re-served.

School Meal Charge Policy

School Meal Payments

The district is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable federal guidance from the United States Department of Agriculture (USDA), this policy is intended to serve the purposes of meeting student needs, minimizing the identification of students with insufficient funds to pay for school meals and maintaining the fiscal integrity of the district's school food service account.

Student meal accounts and meal charges

Student meal accounts shall be established by the district School Food Authority (SFA).

Parents will be encouraged to pre-pay for students paying full or reduced price for meals. The district shall ensure that parents have access to at least one no-cost method of paying for meal services, such as the ability to pay in person. At the time funds are distributed into student accounts, parents will be permitted to limit the amount of funds that a student may use daily, including for a la carte purchases.

Students will be permitted to pay for meals and/or add funds to student accounts the day of service.

If a student has money to purchase a full or reduced price meal at the time of the meal service, the student must be provided a meal. The student's money may not be used to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

Students paying full or reduced price for meals and who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal. However, these students will be denied permission to charge a la carte or "extra" items, such as milk or additional entrée.

A meal account balance remains with the student until the student is no longer enrolled in the district. Students with unused credit in their accounts at the point of disenrollment or graduation will receive a refund in the amount of the credit.

Notification of low or negative balances

Notification of a low balance on a student account will be provided privately by District to Parent via email, letters and auto-call reminders when the student's balance is negative.

When notified of a low balance on a student account, parents will be reminded of this policy and the process for submitting applications for free or reduced price meal benefits. Parents will also be notified that any school meal debt accrued prior to the district's determination that the student is eligible for free or reduced lunch remains the parent's responsibility.

Notification of chronic negative balances greater than \$200 on a student account will receive direct mail notification.

Collection of meal charge debt

In collecting debt, the district shall ensure that collection efforts do not have a negative impact on the students involved and instead focus on the adult(s) in the household responsible for providing funds for student meal purchases. The district will work with parents to establish repayment plans with payment levels and due dates appropriate to the household's particular circumstances.

For students with delinquent meal charges of \$200 or greater, the following process will be used to collect debt. Direct mail letter to the parents/guardians from the Nutrition Services Director, Dan Sharp stating:

There have been numerous attempts at notification of this unpaid balance through letters and phone calls. To date, we have not received a response. The balance extended on this account is far in excess of the allowed charges. Please be aware that the amount owed on this account is a legitimate debt and continued neglect to fund the account will result in transfer of the account to a local collection agency.

Collection efforts on all accounts from one school year will continue into the following school year, including when students transfer to a school outside of the district.

LETTER TO HOUSEHOLDS 2017-2018

Dear Parent/Guardian:

Children need healthy meals to learn. Mesa County Valley School District 51 offers healthy meals every school day. Breakfast costs **\$1.85** at all schools (K-12) and lunch costs **\$2.85** at the elementary level (grades K-5) **\$3.00** for grades 6-8 and **\$3.25** for grades 9-12 and at the Fruita 8/9. Your children may qualify for free meals or for reduced price meals. The reduced price is **\$0.00** for breakfast and **\$0.40** for lunch.

Students in all grades that qualify for reduced price meals will receive breakfast at no charge. Students in preschool through 5th grade who qualify for reduced meals will also receive lunch at no charge.

1. Who can receive free meals?

- a. All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Families (TANF (also known as Colorado Works) – Basic Cash Assistance or State Diversion), are eligible for free meals.
- b. **Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.**
- c. **Children participating in their schools Head Start program are eligible for free meals.**
- d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- e. Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2017 – 2018			
Household size	Yearly	Monthly	Weekly
1	\$22,311	\$1,860	\$430
2	\$30,044	\$2,504	\$578
3	\$37,777	\$3,149	\$727
4	\$45,510	\$3,793	\$876
5	\$53,243	\$4,437	\$1,024
6	\$60,976	\$5,082	\$1,173
7	\$68,709	\$5,726	\$1,322
8	\$76,442	\$6,371	\$1,471
Each additional family Member add:	\$7,733	\$645	\$149

2. How do I know if my children qualify as Homeless, Runaway or Migrant?

Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't already been notified your children will receive free meals, please call **HOMELESS (REACH)** at **(970)254-5488** or **MIGRANT** at **(970)254-5495**.

3. Do I need to fill out an application for each child?

No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Connie Barteck, Nutrition Services, Mesa County Valley School District 51, 2280 E. Main St. Grand Junction, CO 81501. (970-254-5181)**

4. Should I fill out an application if I received a letter this school year saying my children are approved for free meals?

No, but please read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Connie Barteck at Nutrition Services (970)254-5181 or Connie.Barteck@d51schools.org immediately.

5. Can I apply online?

Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Go to MySchoolApps.com to apply online. Contact Connie Barteck at Nutrition Services (970)254-5181 or Connie.Barteck@d51schools.org **if you have any questions about the online application.**

6. My child's application was approved last year. Do I need to fill out another one? Yes. Your child's application is only valid for that school year and for the first 30 days of this school year. You must send in a new application unless Nutrition Services notified you that your child is eligible for the new school year.

7. **I receive WIC. Can my children receive free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. **Will the information I give be checked?** Yes, and we may ask you to send written proof of the household income you report.
9. **If I don't qualify now, may I apply again later?** Yes. You may apply at any time during the school year. For example, children with a parent or guardian who become unemployed may become eligible for free or reduced price meals if your household income drops below the income limit.
10. **What if I disagree with Nutrition Services decision about my application?** You should talk to Nutrition Services officials. You also may ask for a hearing by calling or writing to: **Dan Sharp, Nutrition Services, 2280 E. Main St. Grand Junction, CO 81501. (970)254-5191.**
11. **May I apply if someone in my household is not a U.S. citizen?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. **What if my income is not always the same?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. **What if some household members have no income to report?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left blank, those will also be counted as zeros. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. **We are in the military. Do we report our income differently?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. **What if there isn't enough space on the application for my family?** List any additional household members on a separate piece of paper, and attach it to your application.
16. **My family needs more help. Are there other programs we might apply?** To find out how to apply for other assistance benefits, contact your local assistance office. Colorado PEAK is an online service to screen and apply for medical, food, and cash assistance programs. It can be accessed at <http://coloradopeak.force.com/>.

If you have other questions or need help, call **(970)254-5181**.

Sincerely,

Connie Barteck

Eligibility Official
Mesa County Valley S.D. 51

Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

School Directory

Elementary Schools

Appleton , 2358 H Road, Grand Junction, CO 81505.....	Corey Hafey, principal.....	254-6400
Broadway , 2248 Broadway, Grand Junction, CO 81507.....	Scot Bingham, principal.....	254-6430
Chatfield , 3188 D.5 Road, Grand Junction, CO 81504.....	Dave McCall, principal.....	254-4930
Chipeta , 950 Chipeta Avenue, Grand Junction, CO 81501.....	Jayme Kyle, principal.....	254-6825
Clifton , 3276 F Road, Clifton, CO 81520.....	Yogi Cherp, principal.....	254-4760
Dos Rios , 265 Linden Avenue, Grand Junction, CO 81503.....	Vernann Raney, principal.....	254-7910
Dual Immersion Academy , 552 W. Main St, Grand Junction, CO 81501.....	Monica Heptner, principal.....	254-6070
Fruitvale , 585 30 Road, Grand Junction, CO 81504.....	Angela Galyon, principal.....	254-5930
Lincoln Orchard Mesa , 2888 B.5 Road, Grand Junction, CO 81503.....	Leia Kraeuter, principal.....	254-7940
Loma , 1360 13 Road, Loma, CO 81524.....	Margaret Hofer, principal.....	254-6520
Mesa View , 2967 B Road, Grand Junction, CO 81503.....	Stacey Morton-Cohen, princ.....	254-7970
New Emerson , 2660 UnawEEP Avenue, Grand Junction, CO 81503.....	Terry Schmalz, principal.....	254-6500
Nisley , 543 28 ¾ Road, Grand Junction, CO 81501.....	Crystal Stephenson, principal.....	254-5900
Orchard Avenue , 1800 Orchard Avenue, Grand Junction, CO 81501.....	Vicki Woods principal.....	254-7560
Pear Park , 432 30 ¼ Road, Grand Junction, CO 81504.....	Dan Bunnell, principal.....	254-5960
Pomona , 588 25 ½ Road, Grand Junction, CO 81505.....	Emma-Leigh Larsen, princ.....	254-4990
Rim Rock , 1810 J.6 Road, Fruita, CO 81521.....	Sharon Kallus, principal.....	254-6770
Rocky Mountain , 3260 D ½ Road, Clifton, CO 81520.....	Patricia Virden, principal.....	254-4900
Scenic , 451 West Scenic Drive, Grand Junction, CO 81507.....	Benjamin Alexander, princ.....	254-6370
Shelleyd , 363 North Mesa Street, Fruita, CO 81521.....	Deb Lamb, principal.....	254-6460
Taylor , 689 Brentwood, Palisade, CO 81526.....	Jennifer Morrell, principal.....	254-4870
Thunder Mountain , 3063 F ½ Road, Grand Junction, CO 81504.....	Diane Carver, principal.....	254-5870
Tope , 2220 North 7th Street, Grand Junction, CO 81501.....	Carrie Bollinger, principal.....	254-7070
Wingate , 351 South Camp Road, Grand Junction, CO 81507.....	Amie Landman, principal.....	254-4960

Middle Schools

Bookcliff , 540 29 ¼ Rd, Grand Junction, CO 81504.....	Jim Butterfield, principal.....	254-6220
East , 830 Gunnison Avenue, Grand Junction, CO 81501.....	Leah Gonyeau, principal.....	254-5020
Fruita , 239 North Maple, Fruita, CO 81521.....	Brigham Leane, principal.....	254-6570
Grand Mesa , 585 31 ½ Road, Grand Junction, CO 81504.....	Jennifer Marsh, principal.....	254-6270
Mt. Garfield , 3475 Front Street, Clifton, CO 81520.....	Rocio Roybal, principal.....	254-4720
Orchard Mesa , 2736 C Road, Grand Junction, CO 81503.....	Cheryl Vana, principal.....	254-6320
Redlands , 2200 Broadway, Grand Junction, CO 81507.....	Jory Sorensen, principal.....	254-7000
West , 123 West Orchard Avenue, Grand Junction, CO 81505.....	Vernon Walker, principal.....	254-5090

High Schools

Central , 550 Warrior Way, Grand Junction, CO 81504.....	Lanc Sellden, principal.....	254-6200
Fruita 8/9 , 1835 J Road, Fruita, CO 81521.....	Jason Plantiko, principal.....	254-6720
Fruita Monument , 1102 Wildcat Avenue, Fruita, CO 81521.....	Todd McClaskey, principal.....	254-6600
Grand Junction , 1400 North 5th Street, Grand Junction, CO 81501.....	Ari Goldberg, principal.....	254-6900
Palisade , 3679 G Road, Palisade, CO 81526.....	Dan Bollinger, principal.....	254-4800
R-5 , 2150 Grand Ave., Grand Junction, CO 81501.....	Don Trujillo, principal.....	254-6880

K-12

Gateway School , Gateway, CO 81522.....	Mark Allen, principal.....	254-7080
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Academic Options

Career Center , 2935 North Ave., Grand Junction, CO 81504.....	Camron Wyatt, principal.....	254-6000
Grand River Academy , 600 N. 14 th Street, Grand Junction, CO 81501.....	Ron Roybal, principal.....	254-6393
Juniper Ridge Community School , 640 24 ½ Rd., Grand Junction, CO 81501.....	Patrick Ebel, principal.....	639-0884
Independence Academy , 651 29 Road, Grand Junction, CO 81504.....	TBD, principal.....	254-6850
Summit School Program , 1250 Grand Ave, Grand Junction, CO 81501.....	Tami Houston, principal.....	254-6885
Valley School , 2508 Blichmann Ave., Grand Junction, CO 81505.....	Sara Krick, principal.....	255-2708
WCCC , 2508 Blichmann Ave., Grand Junction, CO 81505.....	Dennis Bailey-Fougner, princ.....	255-2600
Mesa Valley Community , 2387 Patterson Rd., Grand Junction, CO 81505.....	Laurajeon Downs, director.....	254-7202

School District 51 Attendance, Conduct and Discipline Code

Policy: ADC

9/16/14

TOBACCO-FREE SCHOOLS

The Board believes that tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, the district should provide both effective educational programs and a positive example to students concerning the use of tobacco products.

In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by staff, students or members of the public is prohibited on all school property.

Possession of any tobacco product by a student is also prohibited on school property.

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

1. "School property" shall mean all property owned, leased, rented or otherwise used by the school district, including but not limited to the following:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. The term shall not apply to buildings used primarily as residences, i.e., teacher ages.
 - b. All school grounds over which the school exercises control including areas surrounding any 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: any product or substance that contains nicotine or 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, but does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product; and

Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including, but not limited to electronic cigarettes ("e-cigarettes"), cigars, cigarillos, or pipes.

3. "Use" shall mean lighting, chewing, inhaling, ingesting smoking or applying any tobacco product.

Disciplinary measures for students who violate this policy shall include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student shall be expelled solely for tobacco use.

Signs shall be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and Board policy. This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy shall be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Policy: GBGB

8/6/02

STAFF PROTECTIONS

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student directed towards a teacher or school employee.

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school District premises.

1. The school teacher or school employee shall file a complaint with the school administration and the Board of Education.
2. The principal shall, after receipt of the report and proof deemed adequate to the school administration, suspend the student for five days, suspension to be in accordance with the procedure established by this policy title.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student where injury or property damage has occurred.
4. The school administration shall report the incident to the District attorney or the appropriate law enforcement agency or officer for investigation and possible filing of criminal charges or initiation of delinquency proceedings.
5. A copy of this policy shall be distributed to each student and posted in each school building.

Communication of Disciplinary Information

The principal or designee shall communicate discipline information concerning any student enrolled in the District to all teachers and counselors who have direct contact with that student. Any employee who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any teacher or counselor who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

Policy: JBB

4/19/16

SEXUAL HARASSMENT

The Board of Education has adopted policies prohibiting sex discrimination in the delivery of educational services. These policies are in furtherance of state and federal anti-discrimination laws, including the Colorado Anti-Discrimination Act, Title VII of the 1964 Civil Rights Act, and Title IX of the Educational Amendments of 1973. Students of the district are specifically advised that sexual harassment by students, whether directed toward another student or toward a staff member, will be considered a form of sexual discrimination prohibited by Board policy. Sexual harassment committed by a student, at school or while engaged in a school related activity, shall be deemed a serious violation of Board policy and shall subject the offending student to disciplinary action, which may include suspension or expulsion.

A. Definitions

1. Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same gender and whether or not the student resists or submits to the harasser, when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
- b. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
- c. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment.

2. For a one-time incident to rise to the level of harassment, it must be severe.

3. Acts of verbal or physical aggression, intimidation or hostility based on gender, even though not involving conduct of a sexual nature may also constitute sexual harassment.

4. Sexual harassment as defined above may include, but is not limited to:

- a. sex-oriented verbal "kidding," abuse or harassment.
- b. pressure for sexual activity.
- c. repeated remarks to a person with sexual implications.
- d. Unwelcome touching, such as patting, pinching or constant brushing against the body of another.
- e. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.
- f. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated, by his or her conduct, that it is unwelcome.

g. A person who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

5. Legitimate non-sexual touching or other non-sexual conduct is no sexual harassment.

B. Sexual Harassment Prohibited

1. For the purposes of this policy, unwelcome sexual advances or requests for sexual favors, and other unwelcome conduct of a sexual nature constitute prohibited sexual harassment if the conduct substantially interferes with the performance, or creates an intimidating, hostile, or offensive work or school environment for the person to whom it is directed.

2. Any conduct of a sexual nature directed by a student toward a staff member is presumed to be unwelcome and shall constitute sexual harassment.

C. Reporting, Investigation, and Discipline

1. It is the express desire of the Board to encourage victims of sexual harassment to report such claims.
 - a. Any student who feels that she/he is being subjected to sexual harassment by another student is encouraged to report the conditions to the appropriate teachers, counselors, principals or other district employees.
 - b. Students are also urged to report any unwelcome conduct of a sexual nature by fellow students if such conduct interferes with the individual's school performance, or creates a hostile or offensive educational environment.
 - c. All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. No reprisals or retaliation will be allowed to occur as a result of the good-faith reporting of charges of sexual harassment.
 - d. Staff members are urged to report any conduct of a sexual nature by students to the building administrator or the Title IX compliance officer and to the appropriate official as provided in Policy GBGB, Staff Protection.
2. In determining whether alleged conduct constitutes sexual harassment the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.
3. Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with Policy JLF.

D. Notice

Notice of this policy shall be incorporated in all student handbooks

Policy: JEA 7/1/08

COMPULSORY ATTENDANCE AGES

Every child who has attained the age of six (6) years on or before August 1 of each year and is under the age of seventeen (17) is required to attend public school during each school year for at least one thousand fifty-six (1,056) hours if a secondary school pupil, nine hundred sixty-eight (968) hours if an elementary school pupil in a grade other than kindergarten, nine hundred (900) hours if a full-day kindergarten pupil and four hundred fifty (450) hours if a half-day kindergarten pupil, with such exceptions as provided by law. Exceptions include a child:

1. who is temporarily ill or injured or whose absence is approved by the building principal;
2. who is enrolled for a minimum of one hundred seventy-two days in an independent or parochial school which provides a sequential program of instruction which includes, but is not limited to, communication skills of reading, writing, and speaking, mathematics, history, civics, literature, and science;
3. who is absent for an extended period due to physical, mental, or emotional disability;
4. who has been suspended, expelled or denied admission in accordance with the provisions of state law and board policy;
5. to whom a current age and school certificate or work permit has been issued pursuant to the "Colorado Youth Employment Opportunity Act of 1971", article 12 of title 8, C.R.S.;

6. who is in the custody of a court or law enforcement authorities;
7. who is pursuing a work-study program under the supervision of a public school;
8. who has graduated from the twelfth grade;
9. who is being instructed at home:
 - a. by a teacher certified; or
 - b. under a non-public home-based educational program pursuant to § 22-33-104.5, C.R.S.; or
10. who is enrolled in a school where the state board of education has approved a lesser number of days.

Parental Responsibility Colorado law (§22-33-104(5)(a), C.R.S.) declares that two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility. The law further declares that it is the obligation of every parent, except parents whose children are enrolled in an independent or parochial school or a nonpublic home-based educational program, to ensure that every child under such parent's care and supervision receives adequate education and training and, therefore, that every parent of a child who has attained the age of six (6) years on or before August 1 of each year and is under the age of seventeen (17) years shall ensure that such child attends the public school in which such child is enrolled in compliance with the requirements of the law.

Enforcement of Compulsory School Attendance. The Board shall designate one or more of the employees of the District to act as attendance officer for the District. It is the attendance officer's duty in appropriate cases to counsel with students and parents and investigate the causes of nonattendance and report to the Board so as to enforce the provisions of the School Attendance Law of 1963. The maximum number of unexcused absence that a student may incur during any calendar year before judicial proceedings may be initiated is 7 days, or an accumulation thereof.

With respect to a child who is "habitually truant" (meaning a child who has attained the age of six (6) years on or before August 1 of the year in question and is under the age of seventeen (17) years having four unexcused absences from public school in any one month or ten unexcused absences from public school during any school year - absences due to suspension or expulsion of a child to be considered "excused" absences for the purposes of truancy enforcement under this section) the school shall:

1. Develop a plan for a student who is declared habitually truant with the goal of assisting the child to remain in school. When practicable, the child's parent, guardian or legal custodian shall participate with District personnel during the development of the plan. Appropriate school personnel shall make all reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the child's truancy;
2. Annually at the beginning of the school year and upon any enrollment during the school year, notify the parent of each child enrolled in a school of the District in writing of such parent's obligations pursuant to section 22-33-104(5), C.R.S.;
3. Annually at the beginning of the school year and upon any enrollment during the school year, obtain from the parent of each child a telephone number or other means of contacting such parent during the school day; and
4. Establish a system of monitoring individual unexcused absences of children which shall provide that, whenever a child fails to report to school on a regularly scheduled school day and school personnel have received no indication that the child's parent is aware of the child's absence, school personnel or volunteers under the direction

of school personnel shall make a reasonable effort to notify by telephone such parent.

Policy: JEA-R 6/17/08

COMPULSORY ATTENDANCE AGES

Colorado has a Compulsory School Attendance Act which requires students to attend school until the age of seventeen (17) [§22-33-104(1), as amended, C.R.S.].

Two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility. It is the obligation of every parent to ensure that every child under such parent's care and supervision receives adequate education and training. The Compulsory Attendance Act states that every parent of a child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years shall ensure that such child attends the public school. Parents whose children are enrolled in a independent or parochial school or a non-public home-based educational program shall be exempt from this legal requirement [§ 22-33-104(5)(a) and (b), C.R.S.].

Compliance with the law means every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school for at least one thousand fifty-six hours if a secondary school pupil or nine hundred sixty-eight hours if an elementary school pupil during each school year, with such exceptions as provided by law. A child with four (4) unexcused absences a month or ten (10) unexcused absences during the school year is considered to be "habitually truant." An excused absence can be obtained for medical purposes, legitimate advanced parental permission, absence approved by the administrator of student's school, or matters of an emergency nature.

In an effort to address the problem of truancy, to enforce the School Attendance Act, and communicate a clear message to the community of the importance of school in a youngster's life, the following procedures will be followed:

1. Parents will be contacted verbally or by mail for any unexcused absence by their child (see Student Attendance Form 1). An effort will be made to remedy the attendance problem prior to the seventh unexcused absence.
2. After four (4) unexcused absences, the parents and student will be formally notified by the school of the child's status with the School District. Such notice will be in writing and will be sent by regular mail (see Student Attendance Form 2). Such correspondence shall:
 - a. Inform the child and parents with a computer printout of the number of unexcused absences to date.
 - b. Inform the parents and child of the School Attendance Act [§22-33-104(5)(a), C.R.S.].
 - c. Inform the parents and child of the District's intent to seek enforcement of the applicable statutes.
 - d. Invite parent and child to discuss the school's concerns and to resolve the child's failure to attend.
3. After the sixth (6th) unexcused absence, the Director of Attendance is to receive a copy of the letter sent to parents and a habitual truancy referral form.
4. Immediately after the tenth (10th) unexcused absence, the Director of Attendance may consult with the school attorney about serving a Notice of Action, (a Summons to Appear). And a Petition to Enforce the School Attendance Act upon the parent(s) and child.
5. If compliance with the School Attendance Law does not occur, the Director of Attendance may seek a court order requiring the child's school attendance.

6. Failure to comply with the court order obtained shall cause contempt to court proceeding to be initiated [§ 22-33-108(7) C.R.S.].
7. Upon finding of contempt, the School District's attorney shall seek appropriate sanctions to include the intervention and treatment plan [§ 22-33-108, as amended, C.R.S.].
8. Failure to comply with the court order may also cause the named child to be staffed by the Community Assessment Team (C.A.T.)¹ at its next regularly scheduled meeting. An intervention and treatment plan will be formulated at this meeting for recommendation to the court for immediate implementation.
9. Develop a plan for a student who is declared habitually truant with the goal of assisting the child to remain in school. When practicable, the child's parent, guardian or legal custodian shall participate with District personnel during the development of the plan. Appropriate school personnel shall make all reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the child's truancy.
10. Annually at the beginning of the school year and upon any enrollment during the school year, notify the parent of each child enrolled in a school of the District in writing of such parent's obligations pursuant to section 22-33-104(5), C.R.S.
11. Annually at the beginning of the school year and upon any enrollment during the school year, obtain from the parent of each child a telephone number or other means of contacting such parent during the school day; and
12. Establish a system of monitoring individual unexcused absences of children which shall provide that, whenever a child fails to report to school on a regularly scheduled school day and school personnel have received no indication that she child's parent is aware of the child's absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify by telephone such parent.
 1. Representatives include: District Attorney's Office, Probation Department, Social Services, School District, Partners, Division of Youth Services, Mesa County Health Department, Colorado West Regional Mental Health, Hilltop, and the Opportunity Center. Referral under this procedure shall not proceed unless parental consent to release of information to third parties is obtained.

Policy: JIC 8/6/02

STUDENT CONDUCT

Students shall be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property and consideration of the rights and welfare of all students should govern student actions.

All employees of the District share the responsibility for seeing that behavior of students meets the standards of conduct conducive to a learning situation. Emphasis shall be placed upon the growth of the ability for the student to discipline himself.

The Board recognizes that acceptable behavior is essential to development of responsible and self-disciplined citizens and to provision of an effective school program. It is the intention of the Board of Education that the District's schools help students acquire behavior patterns which will enable them to be responsible, contributing members of society.

We believe that a public school must be an orderly environment in which learning is not jeopardized by disruptions. Within these limitations, students must be given opportunities to bear responsibilities, to accept the

reasonable exercise of authority and to resist both oppression and license. One of the most important student responsibilities is to obey a school rule or policy until such a rule or policy is revoked. A necessary assumption is that students will accept the responsibilities inherent in their rights and that school staff members will use their authority with respect for the integrity and human dignity of their students.

The superintendent in accordance with state law shall approve periodically a code of conduct for students. The rules: (1) shall not infringe upon constitutionally protected rights, (2) shall be clearly and specifically described, (3) shall be printed in a handbook or some other publication made available to students and parents, and (4) shall have an effective date subsequent to the dissemination of the published handbook.

The superintendent shall consult with parents, students, teachers, administrators and other community members in the development of the code of conduct. This code shall provide that students:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person, and property of others.
3. Preserve the degree of order necessary for a positive climate for learning.

All employees of the District shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

Policy: JICDA 12/11/12

CODE OF STUDENT CONDUCT

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, when being transported in vehicles owned, dispatched or contracted for by the District or one of its schools, at a school or school-sponsored activity or event, during a District-sponsored activity or event, and off school property when the conduct or activity has a reasonable connection to school or any school or District-sponsored curricular or non-curricular activity or event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self-defense.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students or staff.
6. Violation of District policy or building regulations.
7. Violation of the District's policy on dangerous weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal and state law. See policy JICI.
8. Violation of the District's alcohol use/drug abuse policy. See policy JICH.
9. Violation of the District's violent and aggressive behavior policy. See policy JICDD.
10. Violation of the District's tobacco-free schools policy. See policy ADC.
11. Violation of the District's policy on sexual harassment or nondiscrimination. See policy AC, JBB.
12. Throwing any object that might cause bodily injury or damage property, whether or not the property hit by the object is school-owned, unless such activity is part of a supervised school or school-sponsored activity or sport.
13. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.

14. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements to others that precipitate disruption of the school program or incite violence.
15. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
16. Lying or giving false information, either verbally or in writing, to a school employee.
17. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
18. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
19. Behavior on or off school property, which is detrimental to the welfare or safety of other students or school personnel.
20. Repeated interference with the school's ability to provide educational opportunities to other students.
21. Engaging in "hazing" activities, including but not limited to: forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
22. Violation of the District's dress code policy. See policy JICA.
23. Violation of the District's policy on student expression. See policy JJC.
24. Violation of the District's policy regarding student conduct on school buses. See policy JICC.
25. Violation of the District's policy on bullying prevention and education. See policy JICDE.
26. Intentionally making a false accusation of criminal conduct or activity against a District employee to law enforcement or to a District official.
27. Violation of the District's policy on student use of information technology resources. See policy JS.

Each principal shall post a copy of these rules in a prominent place in each school and shall distribute a copy to each student. Copies also shall be available to any member of the public upon request.

Policy: JICDD 8/6/02

VIOLENT AND AGGRESSIVE BEHAVIOR

The Board recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the District are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the District.

Student exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall receive appropriate intervention to change behavior before a crisis occurs and shall be subject to disciplinary action when appropriate.

Students shall be taught to report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be well documented and communicated by the staff to the building principal and the superintendent. The principal or the principal's designee shall communicate discipline 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. The immediate involvement of the parents/guardians is essential. Law enforcement officials shall be involved if there is any violation of law.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat

of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with or use of a weapon - as described in the District's weapons policy (JICI).
2. Physical assault - the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse - includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or a group.
4. Intimidation - an act intended to frighten or coerce someone into submission or obedience.
5. Extortion - the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying - the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others who are weaker.
7. Gang/Hate Activity - as described in the District's Secret Societies/Gang Activity Policy (JICF).
8. Sexual Harassment - as described in the District's sexual harassment policy (JBB).
9. Stalking - the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance - a serious act or instance of defying or opposing legitimate authority.
11. Discriminatory Slurs - insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, age, marital status, national or ethnic origin or disability.
12. Vandalism - damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism - a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

Policy: JICDE

8/21/12

BULLYING PREVENTION AND EDUCATION

The Board of Education recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment at school. Bullying is prohibited on District property, at District or school-sanctioned activities and 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.

Bullying is defined as any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason, including, but not limited to, any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) are actual or perceived.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, shall be

subject to appropriate disciplinary action including suspension, expulsion and/or removal from the classroom. However, the building principal may also consider other actions or interventions that may be appropriate in response to student bullying or to prevent its recurrence, including referral to law enforcement authorities. In determining the appropriate action to be taken in response to incidents of student bullying, the building principal or principal's designee shall take into consideration the severity and pattern, if any, of the bullying behavior, and other Board policies and regulations, if any, that address the type of conduct that may be involved.

The Superintendent or his designee shall develop a comprehensive plan to address bullying at all school levels. The plan shall be designed to:

1. Send a clear message to students, staff, parents and community members that bullying will not be tolerated.
2. Train staff and students in taking pro-active steps based on data to prevent bullying from occurring
3. Implement consistent procedures for immediate intervention, investigation, and appropriate discipline for students engaged in bullying behavior.
4. Initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate disciplinary measures.
5. Foster productive partnerships and communication with parents and community members in order to help maintain a bully-free environment.
6. Support victims of bullying by establishing procedures for follow-up, monitoring, and communication with them and their families.
7. Recognize and praise positive, supportive behaviors of students toward one another on a regular basis and build character of all students.
8. Provide a safe and welcoming environment for students who are at increased risk of being bullied by peers.
9. Require decision-making, action planning and monitoring based on available data.
10. Collect input and analyze current and accurate data regarding bullying using District-wide tools.

Each school shall designate a data review team to advise school administrators concerning the severity and frequency of bullying incidents that occur in the school. The team may include, but need not be limited to, law enforcement officials, prosecutors, social workers, health professionals, mental health professionals, counselors, teachers, administrators, parents and students.

The Superintendent or his designee will review categories of disciplinary actions and provide a report to the Board of Education on a quarterly basis to assure that appropriate steps are being taken to prevent future incidents of bullying.

Policy: JICH

1/22/13

ALCOHOL USE/DRUG ABUSE BY STUDENTS

The school District shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drug and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents, community and its agencies.

The possession, distribution, sale or use of alcohol, drugs and other controlled substances is a serious violation of law and punishable by fine and/or imprisonment. The unlawful possession or use of alcohol or controlled

substances is also wrong and harmful to students. A student is required to obey the same laws on school grounds as off, and school personnel have the same responsibility as every other citizen to report violations of the law. Accordingly, students possessing, distributing, buying, selling or using alcohol, drugs or other controlled substances prohibited by law on school premises or at school-sponsored activities should be reported promptly to the appropriate law enforcement officials.

It shall be a violation of board policy and considered to be behavior which is detrimental to the welfare, safety or morals of other students or school personnel for any student to possess, use, sell, distribute or procure or to be under the influence of alcohol, drugs or other controlled substances. For purposes of this policy, "under the influence" means manifesting one or more signs, symptoms or abnormal behaviors associated with the use of alcohol, drugs or controlled substances, including, but not limited to, loss of coordination or muscle control, slurred speech, reddened eyes, vomiting, having the detectable odor of alcohol or other controlled substances on the breath or about the person, nervousness, restlessness, sleepiness or lethargy, loss of memory, disorderly conduct or abusive language. In determining whether a violation of this policy has occurred, school authorities shall not be bound by any finding or conclusion of any judicial or quasijudicial proceeding to which the school District is not a party. Any transaction or occurrence whereby a student transfers or conveys alcohol, drugs or other controlled substances to another person, including any sale, exchange, trade, gift, or sharing, shall be deemed to be a distribution in violation of this Policy.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the District or the safety or welfare of students or employees. It shall be a violation of this policy for a student otherwise covered by this policy to be under the influence of alcohol, drugs or other controlled substances, regardless of whether the use or consumption of the substance occurred before or after regular school hours, off school premises or during nonschool-related events or activities.

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, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the board policy and regulations on administering medicines to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.

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

The board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents and students with

information concerning education and rehabilitation programs which are available. Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school District assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

The District shall provide all students and parents with a copy of this policy and its accompanying procedures on an annual basis.

The board shall conduct a biennial review of its drug prevention program to determine its effectiveness, to implement any required changes and to insure that the disciplinary sanctions required are consistently enforced.

Policy: JICH-R 1/22/13

ALCOHOL USE/DRUG ABUSE BY STUDENTS (OFFENSES INVOLVING ALCOHOL OR CONTROLLED SUBSTANCES)

School policy prohibits use, possession, distribution or being under the influence of alcohol, drugs or other controlled substances on school premises or at school activities. For purposes of this regulation, 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, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students. For purposes of this regulation, distribution includes any sale, exchange, trade, gift, sharing or transfer of alcohol, drugs or other controlled substances to another person.

Entering or being upon school premises or being in a school-related activity while using, possessing or under the influence of alcohol, drugs or intoxicants are serious violations of school rules and shall be grounds for appropriate discipline. "Under the influence" is defined as manifesting one or more signs, symptoms or abnormal behaviors associated with the use of alcohol, drugs or controlled substances, including, but not limited to, loss of coordination or muscle control, slurred speech, reddened eyes, vomiting, having the detectable odor of alcohol or other controlled substances on the breath or about the person, nervousness, restlessness, sleepiness or lethargy, loss of memory, disorderly conduct or abusive language.

This regulation also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance, and drug-containing paraphernalia.

It is the objective of District 51 to have a drug free environment within each school. Therefore, the District will take decisive action against any student on school property, in attendance at school, in a school vehicle or takes part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the District or the safety or welfare of students or employees by using, being under the influence, possessing, purchasing and/or distributing alcohol or controlled substances.

1. Procedures to follow if a student is suspected of using or being under the influence of alcohol and/or drugs.

- a. If a student displays or exhibits unusual behavior due to possible use of drugs, alcohol or other controlled substances or appears to be under the influence of the same, a staff member observing such behavior or condition should immediately escort the student to a school clinic, main office or other suitable location. When necessary, other staff members should

assist in handling difficult or irrational students.

- b. A school administrator should be summoned if it is not feasible or possible for a staff member to escort the student to a suitable location. Should a situation occur outside the classroom, or at a school sponsored function, a school administrator should be informed as soon as possible.
- c. The health assistant, nurse, or a school authority should evaluate and decide upon the severity of the student's condition. Further action will depend upon the circumstances surrounding the student's situation. When immediate and expert medical attention is required, school personnel will follow emergency procedures. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated.
- d. School personnel should attempt to determine what substance was taken, by what method, in what quantity, and other factors. The student and possible witnesses should be questioned. This action must comply with the Board policy on interrogations and searches.
- e. A parent or guardian is to be contacted as soon as possible. The contacted person is to come to the school for their student, or meet that student in the emergency room of a local hospital. In making the initial telephone contact, emphasis should be placed on describing the student's behavior and the need for immediate family attention. If there is definite evidence of substance abuse, the staff member contacting the parent should indicate that the student "appears" to be under the influence of drugs, alcohol or other controlled substance.
- f. The student is to be kept under observation by a staff member while waiting for a parent, guardian, or the emergency personnel.
- g. Students who use or are under the influence of alcohol, drugs, other controlled substances in violation of Board policy may be subject to disciplinary action as follows:
 - (1) First Offense: A three (3) to five (5) day suspension from school and a parent/guardian conference will be scheduled prior to re-admittance. Parent/guardian and student will be provided information concerning voluntary drug and alcohol treatment programs. The student may elect to participate in a voluntary drug/alcohol abuse counseling program with attendance verification submitted to the school administration. Upon choice of this option, the student will be readmitted. If counseling is not elected, the student may be suspended from school for an additional ten days by the superintendent. The student and his parent/guardian must attend a readmission conference during the suspension. At the end of the ten days, the student will be readmitted.
 - (2) Second Offense: A five (5) to ten (10) day suspension from school

and a mandatory referral to the superintendent of schools for consideration as to whether the student should be expelled for a period not extending beyond one calendar year. In accordance with state law, the superintendent may, but shall not be required to, commence proceedings for expulsion of the student.

2. Procedures to follow if a student is suspected of possessing or distributing alcohol and/or drugs.

- a. If a staff member witnesses or has reasonable cause to suspect the possession, sale or distribution of drugs, alcohol or other controlled substances involving a student who is on school property, in attendance at school, in a school vehicle or is taking part in any school sponsored or sanctioned activity he/she should immediately take the student(s) to a school administrator.
- b. An administrator should be contacted immediately if a staff member knows or has reasonable suspicion that a student has illegal hidden drugs on their person, or secured in a locker or other place of concealment.
- c. The first staff member should then document the facts giving rise to his/her suspicion. Documentation should include the subject(s) name, address, age, grade level, location in the building where the evidence and/or contraband was discovered or is presumed to be located, witness(es), and a brief summary of the details surrounding the case.
- d. An administrator will carry through on all investigations involving the possession and/or confiscation of dangerous and illegal drugs. This action must comply with the Board policy on interrogations and searches. Any evidence will be placed in a sealed container, dated and initialed by both the staff member and administrator. Employees will be used as witnesses when required as the investigation proceeds. Local law enforcement agencies will be contacted. The District Attorney will be asked to file charges against students selling alcohol, drugs or other controlled substances on or around the school campus.
- e. A parent or guardian will be contacted as soon as possible and made aware of the situation involving the student.
- f. Students who possess alcohol, drugs, other controlled substances or drug-containing paraphernalia in violation of Board policy may be subject to disciplinary action as follows:
 - (1) First Offense: A three (3) to five (5) day suspension from school and a parent/guardian conference will be scheduled prior to re-admittance. Parent/guardian and student will be provided information concerning voluntary drug and alcohol treatment programs. The student may elect to participate in a voluntary drug/alcohol abuse counseling program with attendance verification submitted to the school administration. Upon choice of this option, the student will be readmitted. If

counseling is not elected, the student may be suspended from school for an additional ten days by the superintendent. The student and his parent/guardian must attend a readmission conference during the suspension. At the end of the ten days, the student will be readmitted.

- (2) Second Offense: A five (5) to ten (10) day suspension from school and a mandatory referral to the superintendent for consideration as to whether the student be expelled for any period not extending beyond one calendar year. In accordance with state law, the superintendent may, but shall not be required to, commence proceedings for expulsion of the student.

- g. Students who distribute alcohol, drugs, other controlled substances or drug-containing paraphernalia in violation of Board policy shall be suspended from school and referred to the superintendent for consideration of whether the student should be expelled for any period not extending beyond one calendar year. In accordance with state law, the superintendent may, but shall not be required to, commence proceedings for expulsion of the student.

3. Second Offenses for Use or Possession.

- a. Any student who violates the District's alcohol use/drug abuse policy for using, possessing or being under the influence of alcohol, drugs or controlled substances after having been previously suspended or expelled from a District school at any time during the student's enrollment in the District for a violation of the District's alcohol use/drug abuse policy shall be subject to discipline for a second offense under Paragraph 1 g. (2) or 2 f. (2) above, whichever is applicable.
- b. For purposes of determining whether a student should be disciplined for a second offense, school administrators may presume that the student was previously suspended or expelled for violation of District policy prohibiting possession, distribution, use or being under the influence of alcohol or drugs during the student's enrollment in the District if such disciplinary action is documented in the education/disciplinary records kept and maintained by the District regarding the student, regardless of whether the discipline occurred or was recorded in a prior school year or grade or at a different District school.

Disciplinary action shall follow the procedures prescribed in Board Policy JKD/JKE, Student Suspension/Expulsion. These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority.

Policy: JICI 12/11/12

DANGEROUS WEAPONS IN THE SCHOOLS

The Board of Education determines that carrying, bringing, possession and/or use of a weapon by students on school property or at school activities is detrimental to

the welfare and safety of the students and school personnel within the District.

Dangerous Weapons

Carrying, bringing, using or possessing a dangerous weapon in any school building, on school grounds or other District property, when being transported in vehicles owned or dispatched by the District or the District's transportation contractor, at any school-sponsored or District-sponsored activity or event, or 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 weapons" means:

- a. A firearm, whether loaded or unloaded;
- b. Any pellet or "bee bee" 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 measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches, or
- d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to a slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.

The principal may initiate expulsion proceedings for students who carry, bring, possess or use a dangerous weapon in violation of this policy. In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The Superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis.

Firearm facsimiles

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 building principal 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 principal'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.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Local Restrictions

The Board of Education determines that extra precautions regarding knives 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, in any school building, on school grounds or other District property, when being transported in vehicles owned or dispatched by the District or the District's transportation contractor, at any school-sponsored or District-sponsored activity or event, or 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. Students who violate this policy provision shall be subject to appropriate discipline, including suspension or expulsion.

Recordkeeping

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

Referral to law enforcement

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 District to the appropriate law enforcement agency.

Policy: JK 3/28/17

STUDENT DISCIPLINE

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

All policies and procedures for handling general and major discipline problems for all students of the District shall be designed to achieve these broad objectives. Disorderly students also shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

The Board in accordance with applicable law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

The Board shall consult with administrators, teachers, parents, students and other members of the community in the development of the conduct and discipline code.

All Board-adopted policies and Board-approved regulations containing the letters "JK" in the file name shall be considered as constituting the discipline section of the legally-required code.

The superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, and high school and once to each new student in the District. Copies shall be available on the District web site and at each school upon request.

Enforcement of discipline code

All discipline policies and procedures must conform with requirements of law.

Discipline policies and procedures may include acts of reasonable and appropriate physical intervention or force in dealing with disruptive students which are not in conflict with the legal definition of child abuse. An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures.

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board

shall be immune from criminal prosecution or civil liability unless the person is acting willfully or wantonly.

Disciplinary plans shall include the appropriate use of prevention, intervention, restorative justice, peer mediation, counseling, or other approaches to address student misconduct, which approaches are designed to minimize student exposure to the criminal and juvenile justice system.

School administration shall not order a victim's participation in a restorative justice practice or peer mediation if the alleged victim of an offending student's misconduct alleges that the misconduct constitutes unlawful sexual behavior, a crime in which the underlying factual basis involves domestic violence, stalking or a violation of a protection order.

Disciplinary information

In accordance with state law, the principal or designee is required to 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. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

For purposes of this policy, "disciplinary information" means confidential records maintained by or in possession of the principal or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of the District's code of student conduct and/or there is reasonable cause to believe, through information provided to the principal from another credible source, that the student could pose a threat to the health and safety of other students and school personnel based on prior misbehavior.

"Disciplinary information" is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the principal or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or school officials.

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. The principal or designee is required to inform the student and the student's parent or guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parents or guardian may challenge the accuracy of disciplinary information through the process outlined in Board policy and administrative regulations concerning challenges to the content of education records (JRA/JRC, JRA/JRC-R).

Discipline of Habitually Disruptive Students

A student who has been suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities because of behavior that was initiated, willful, and overt on the student's part may be declared to be "habitually disruptive." The student and the parent, guardian or legal custodian of the student shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive. Declaration as a habitually disruptive student shall be grounds for suspension or expulsion of a student.

The student shall be required to participate in an individual remedial discipline plan that shall address the child's disruptive behavior, his or her educational needs and the goal of keeping the child in school. No student shall be declared habitually disruptive prior to the development and implementation of a remedial discipline plan. The remedial discipline plan shall be developed after the first suspension for a material and substantial disruption and reviewed and, if appropriate, modified

after the second suspension. The District shall encourage and solicit the full participation of the child's parent, guardian or legal custodian in the development of the remedial discipline plan.

Discipline of Special Education Students

Appropriate discipline for special education students shall be determined by the student's individual education plan (IEP). The director of pupil services shall be contacted prior to the use of any disciplinary measure which is not authorized by the student's IEP as additional procedural considerations are required in accordance with the District's responsibilities under state and federal law.

Policy: JK-R 3/28/17

STUDENT DISCIPLINE

Remedial discipline plans

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or event.

1. To develop the plan, the principal will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the principal believes should attend.
2. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and cooperatively to establish goals, objectives and timelines to modify such behavior. A written plan will be prepared which addresses the child's disruptive behavior, educational needs and what steps are necessary to keep the child in school. The plan may include incentives for behavior improvement and consequences if the student violates the plan.
3. The plan may be written in the form of a contract which the student and the parent/guardian will sign and date.
4. The parent/guardian will be provided a copy of the remedial discipline plan.
5. Appropriate discipline for special education students shall be determined by the student's individual education plan (IEP). The executive director of student services shall be contacted prior to the use of any disciplinary measure which is not authorized by the student's IEP as additional procedural considerations are required in accordance with the district's responsibilities under state and federal law.

Habitually disruptive students

A student may be declared "habitually disruptive" if three or more times during the course of the school year the student causes a material and substantial disruption on school grounds, in a school vehicle, at school activities or sanctioned events.

1. The principal will inform the superintendent or his/her designee when a student causes a second material and substantial disruption.
2. The student and the parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student".
3. A student who has been declared habitually disruptive shall be suspended and/or expelled in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Policy: JKA 7/11/11

USE OF PHYSICAL INTERVENTION

District staff members shall not administer corporal punishment to students at any District school. In dealing with disruptive students, any person employed by the District may, within the scope of his/her employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

1. To prevent a student from an act of wrong-doing.
2. To quell a disturbance threatening physical injury to others.
3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
4. For the purpose of self-defense.
5. For the protection of persons or property.
6. To maintain or restore order and discipline.

Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intent of this policy.

However, any method or device used by District employees to involuntarily limit a student's freedom of movement, including physical force, mechanical restraint, physical restraint, chemical restraint or seclusion, shall be in compliance with state law and regulations regarding protection of persons from restraint. The superintendent shall develop procedures and a training program related to the use of restraint that is consistent with this policy and applicable laws and regulations.

Policy: JKAA 8/6/02

The Board believes that, in appropriate circumstances, the use of "time-out" or "quiet" rooms is an acceptable method of in-school discipline. The purpose of this policy is to specify certain limitations upon time out use.

Students placed in time-out rooms shall always be subject to observation and adult supervision. Students placed in time-out settings shall not be "locked in" or physically restrained so that egress from the room is involuntarily prevented. In order to prevent such seclusion time out rooms shall never be locked, bolted or blocked and, preferably, doors to the rooms shall be partially opened when students are placed therein.

Policy: JKAA-R 8/6/02

TIME OUT ROOMS

It is the policy of the Board, in appropriate circumstances, to use physical isolation of misbehaving students through the use of "time-out rooms" or "quiet rooms" rooms as an acceptable method of in-school discipline which may avoid the educational, social and family disruptions which frequently result when a student is suspended from school. The term "time-out rooms" within the scope of Policy JKAA and this regulation is to be distinguished from traditional methods of in-class or in-school separation of a student for correction of minor misbehaviors or for educational purposes where the student is not placed alone in a room isolated from other students or staff. The purpose of this regulation is to specify certain limitations upon the use of time out rooms.

Time-out rooms shall be employed only as a method of discipline for conduct which would otherwise merit a suspension from school under the Code of Student Conduct. A student may be placed in a time-out room only by order of the building principal or designee.

An attempt should be made to contact the student's parent or guardian by telephone prior to placing him or her in a time-out room. This contact should be in addition to other procedures currently in effect. If a parent or guardian cannot be reached immediately, school personnel are free to place the student in the time-out room without parental contact. Efforts to make contact with a parent should be fully documented and included in an incident report.

If the parent or guardian, at any time, indicates that the child should not be placed in a time-out room, an alternative method of discipline, including but not limited to suspension, should be selected.

Students placed in time-out rooms shall always be subject to observation and adult supervision. Students placed in time-out room shall not be "locked in" or physically restrained so that egress from the room is involuntarily prevented. In order to prevent such seclusion time out rooms shall never be locked, bolted or blocked and, preferably, doors to the rooms shall be partially opened when students are placed therein.

Policy: JKBA

8/6/02

DISCIPLINARY REMOVAL FROM CLASSROOM

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. violates the code of conduct adopted by the Board;
2. has caused or is causing a material and substantial disruption of the classroom because of conduct or behavior which is or was initiated, willful and overt on the part of the student.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the District from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed.

The superintendent is directed to establish procedures to implement this policy so that removals from a classroom occur in a consistent manner throughout the District. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

Policy: JKBA-R

8/6/02

Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior

interferes with the classroom environment and will not be tolerated.

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class by a teacher and placed temporarily in an alternative setting in accordance with these procedures.

For purposes of this policy and procedure, a "class" includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies and other such learning opportunities taught or supervised by a teacher. "Teacher" means a person holding a license issued by the state who is employed to instruct, direct or supervise the instructional program.

Informal separations from class

The teacher may use traditional methods of in-class or in-school separation of a student for correction of minor misbehaviors or violation of classroom rules or for educational purposes without formally removing a student from her class pursuant to Policy JKBA. Such informal separations may include, by way of example and not by way of limitation, having the student stand in the hall outside the door, sending the student to the principal's office for a short period of time or other supervised separation of the student from other students either in or out of the classroom which does not involve use of a "time-out room" or "quiet room." Generally, in the case of an informal separation the teacher will allow the student to rejoin the class later the same class period or school day. The procedures set forth below do not apply to an informal separation from class. Separations for which the teacher does not prepare or submit written documentation to the building principal or designee as required below shall be presumed to be an informal separation rather than a removal from class.

Formal removal of disruptive students from class

A teacher may formally remove a disruptive student from class on the following grounds:

1. The student has engaged in conduct or behavior which is prohibited by the student code of conduct. A teacher's decision to remove a student from class for behavior covered by District policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.
2. The student has caused or is causing a material and substantial disruption of the classroom because of conduct or behavior which is or was initiated, willful and overt on the part of the student. Disruption of the classroom shall be deemed to be material and substantial if the teacher determines that it seriously interferes with his or her ability to teach effectively.

Procedures for formal removal

If a teacher determines that grounds for formal removal exist, and a prior warning of possible removal from class has failed to result in cessation of the disruptive behavior or the teacher determines that immediate removal of a disruptive student from the class without prior warning is warranted or necessary under the circumstances to restore order or maintain classroom safety and discipline, the teacher may take one of the following courses of action to initiate removal from the class:

1. Instruct the student to go to the main office. Unless prevented by the immediate circumstances, the teacher shall send a note with the student stating the reason for the student's removal and notify the building principal's office. If the student fails to go to the main office as instructed following removal, the teacher shall inform the building principal's office as soon as possible and state the reason for the student's removal.
2. Obtain coverage for the class and escort the student to the main school office. The teacher shall

inform the building principal or designee of the reason for the student's removal from class.

3. Seek assistance from the main school office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the main office. The principal or designee shall be informed of the reason for the student's removal.

No later than the next working day following the student's removal from class, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the student's removal from class.

Notice to parent/guardian

As soon as possible after a removal, the teacher shall notify the student's parent/guardian, in writing, that the student was removed from class. The written notice shall specify the class from which the student was removed, the duration of the removal, and the grounds for the removal. The notice shall provide an opportunity for the parent/guardian to attend a student-teacher conference regarding the removal. The teacher may request that the principal also be present at the parent-teacher conference. At such conference, the teacher shall explain his or her grounds for the removal. If the student's removal from class is also subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom misconduct, the student's parent/guardian shall also be notified by the principal or designee of the disciplinary action in accordance with legal and policy requirements.

Placement procedures

Each building principal shall designate a room or other suitable place in the school to serve as the short-term removal area.

When the student arrives at the main office, the building principal or designee shall give the student an opportunity to briefly explain the situation. If the building principal or designee is not available immediately upon the student's arrival, the student will be taken to the designated short-term removal area and the principal or designee will speak to the student as soon as practicable,

At the discretion of the building principal or designee, the student may be placed in another appropriate class, program or educational setting, provided students are supervised in such alternative setting.

Students placed in the short-term removal area shall be supervised. During their time of placement, students are expected to do work of an academic nature. If possible, such work shall be related to the work in the class from which the student was removed or may be related to the student's misconduct. In no event shall a student's time in the short-term removal area be recreation or other free time.

In most cases, a student shall remain in the short-term removal area for the duration of the class from which he or she was removed. Prior to allowing the student to return to his or her regularly-assigned educational setting in accordance with his or her normal schedule, the building principal or designee shall speak to the student and appropriate staff member(s) to determine whether the student is, or appears to be, ready and able to do so without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building principal or designee may consider a different placement option.

Behavior plan

The principal or designee and teacher shall consider whether a behavior plan should be developed for a student upon the student's first removal from class. The behavior plan may be documented on the same forms

used for remedial discipline plans developed for disruptive students in accordance with Policy JK. A behavior plan shall be developed after the teacher formally removes a student from class for the second time.

Removal for remainder of term

Upon the third formal removal from class, a student shall be officially removed from the teacher's class for the remainder of the term. The principal shall then consult with appropriate staff members and determine the appropriate placement of the student, which may or may not be another section of the same class, and which may include suspension or expulsion, depending on the circumstances.

Once a student is officially removed from class, a loss of credit may occur if the principal determines that it would be too disruptive to enroll the student in another class after the start of the term.

Report by principal

Principals are required to collect data pertaining to the number of students who are formally removed from class at his or her school during the school year for violations of the District's conduct and discipline code. This information will be included in a report submitted annually to the Board of Education in accord with Board policy and state law.

Policy: JKC

STUDENT PROBATION

8/6/02

In order to carry out their important functions, school authorities have the inherent power to maintain order and discipline in the schools. Whenever a student's conduct in school becomes detrimental to the institution's function, he becomes liable for action to restrict his privilege and rights of school attendance.

Such action may be:

1. Administrative Probation

Administrative probation is a conditional enrollment during a trial period. Responsibility for placing a student on administrative probation shall reside with the building principal.

2. Board Probation

When in the judgment of the principal, a student's behavior is not acceptable and after other means have not been effective, the Board may put the student on probation with the understanding that further acts of unacceptable behavior determined by the building principal shall lead to expulsion.

In the absence of the principals, the superintendent or his designated authority may perform the duties of the principals as outlined in this policy.

The superintendent or his designee shall be authorized to establish appropriate regulations to administer this policy. However, any regulations shall include appropriate due process procedures.

Policy: JKD/JKE

12/11/12

STUDENT SUSPENSION/EXPULSION

It is the policy of the Board of Education to provide an educational climate which maintains a disciplined and orderly environment that recognizes, preserves, and protects the individual rights of all students, and provides due process of law to students, parents and school personnel through written procedures consistent with law for the suspension, expulsion, and denial of admission of students when necessary or appropriate.

Further, the Board of Education hereby directs the superintendent to periodically review current procedures

and, if necessary, develop new procedures consistent with this policy.

The superintendent shall arrange to make this policy and the accompanying procedures (along with grounds for which students may be suspended or expelled) distributed once to each student in elementary, middle, and high school, and once to each new student in the District. This policy and the accompanying procedures and grounds for suspension/expulsion shall be posted in each school of the District. In addition, any significant change in this policy and accompanying procedures shall be distributed to each student and posted in each school.

Delegation of Authority

- 1. The Board of Education delegates to the principals of the school District or to a person designated in writing by the principal the power to suspend a student in that school for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1)(a), (1)(b), (1)(c) or (1)(e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1)(d) unless expulsion is mandatory under law (see exhibit coded JKD/JKE-E), but the total period of suspension shall not exceed 25 school days.

As an alternative to suspension, the principal or designee may, in his or her discretion, permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended as provided in this policy and related District disciplinary policies and regulations. This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

- 2. The Board of Education delegates to the superintendent of schools the authority to suspend, in accordance with Section 22-33-105, C.R.S., a student for an additional ten (10) school days, plus an additional ten (10) school days maximum when necessary in order to present the matter to the Board.
- 3. The Board of Education delegates to the superintendent of schools the authority, in accordance with Section 22-33-105, C.R.S., to deny admission to or expel for any period not extending beyond one calendar year any student whom the superintendent, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the public schools of the District. Such denial of admission or expulsion shall be subject to appeal to the Board. Each student subject to denial or expulsion shall be given an opportunity for a hearing before the superintendent or a designee of the superintendent. If the hearing is conducted by a designee acting as a hearing officer, the hearing officer shall forward findings of fact and recommendations to the superintendent as soon as feasible after the hearing. The superintendent shall render a written opinion within five school days after the hearing.
- 4. The superintendent shall report to the Board at its next meeting each action taken denying admission or expelling a student pursuant to the authority delegated hereunder, such report containing a brief description of the circumstances and reasons for such action.
- 5. Such denial of admission or expulsion shall be subject to appeal to the Board. The appeal shall consist of a review of the facts that were presented

and that were determined at the hearing conducted by the superintendent or by a designee acting as a hearing officer, arguments relating to the decision and questions of clarification from the Board.

- 6. In determining whether to suspend or expel a student, the Board and other persons to whom disciplinary authority is delegated pursuant to this policy may consider a variety of factors, including, but not limited to, the following:
 - a. the student's age;
 - b. the student's disciplinary history;
 - c. whether the student has a disability;
 - d. the seriousness of the violation committed by the student;
 - e. whether the violation committed by the student threatened the safety of any student or staff member; and
 - f. whether a lesser intervention would properly address the violation committed by the student.

Expulsion for unlawful sexual behavior or crimes of violence

When a petition is filed in juvenile court or District court that alleges a student between the ages of 12 and 18 is alleged to have committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school District in which the juvenile is enrolled.

The information shall be used by the Board of Education to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

The Board may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the District to provide an alternative educational program for the student as specified in state law.

Annual reports

The Board annually shall report to the State Board of Education the number of students expelled from District schools for disciplinary reasons or for failure to submit certificates of immunization. Expelled students shall not be included in calculating the dropout rate for the school or the District.

Information to parents

Upon expelling a student, District personnel shall provide information to the student's parent or guardian concerning the educational alternatives available to the student during the period of expulsion, including the right of the parent/guardian to request that the District provide services during the expulsion. If the parent or guardian chooses to provide a home-based education program for the student, District personnel shall assist the parent in obtaining appropriate curricula for the student if requested by the parent or guardian.

If a student is expelled for the remainder of the school year and is not receiving educational services through the District, the school District shall contact the expelled student's parent or guardian at least once every 60 days until the beginning of the next school year to determine

whether the child is receiving educational services from some other source.

Policy: JKD/JKE-E 12/11/12

GROUND FORS FOR SUSPENSION/EXPULSION/DENIAL OF ADMISSION

According to Colorado Revised Statutes 22-33-106(1)(a-g) and 3(e) and 22-12-105 (3), the following may be grounds for suspension or expulsion from school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student.
 - a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in school vehicles or at school activities or events. Any student who is enrolled in a public school may be subject to being declared an habitually disruptive student.
 - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."
5. The use, possession or sale of a drug or controlled substance as defined in C.R.S. §12- 22-303.
6. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2, Article 3, Title 18, C.R.S. other than the commission of an act that would be third degree assault under C.R.S. 18-3-204 if committed by an adult.
7. The carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or the school District.

As used in this paragraph, "dangerous weapon" means:

- a. A firearm, whether loaded or unloaded;
- b. Any pellet or "beebee" 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 measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches, or
- d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury, including but not limited to a slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.

NOTE: In accordance with federal law, expulsion shall be mandatory and for no less than one full calendar year for a student who is determined to have brought to or possessed a firearm at school. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

8. Repeated interference with a school's ability to provide educational opportunities to other students.
9. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
10. Failure to comply with the provisions of Part 9, Article 4, Title 15, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
11. Intentionally making a false accusation of criminal activity against a District employee to law enforcement or to the District.

According to C.R.S. Section 22-33-106 (2), subject to the District's responsibilities under Article 20 of that title (Exceptional Children's Education Act), and applicable federal law, the following may be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
2. Physical or mental disability or disease causing the attendance of the child suffering therefrom to be inimical to the welfare of other students.

According to C.R.S. Section 22-33-106 (3), subject to the District's responsibilities under Article 20 of that title (Exceptional Children's Education Act), and applicable federal law, the following may constitute additional grounds for denial of admission:

1. Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum.
2. Failure to meet the requirements of age, by a child who has reached the age of six at a time after the beginning of the school year, as fixed by the board of education, as provided in section 22-1-115, C.R.S.
3. Having been expelled from any school District during the preceding twelve months.
4. Not being a resident of the District, unless otherwise entitled to attend under the provisions of article 23, 32 or 36 of Title 22, C.R.S.
5. Failure to comply with the provisions of Part 9 of Article 4 of Title 25, C.R.S. Any denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
6. Behavior in another school District during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel.

Policy: JKD/JKE-R 1/26/2017

STUDENT SUSPENSION/EXPULSION

A. Procedure for Suspension by Principal or Superintendent

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five (5) or ten (10) days, depending upon the type of infraction. (See exhibit coded JKD/JKE-E.) The superintendent has been delegated the power, subject to certain exceptions pertaining to students with disabilities, to suspend a student for additional periods of time. (See policy JKD/JKE.) However, the total period of suspension shall not exceed twenty-five (25) school days. As a

general rule, a suspension will be ten (10) days or less.

The following procedures may be followed in a suspension except for those of students with disabilities, where the period of suspension is more than ten (10) school days (cumulative), and in cases where the student is suspended pending an expulsion proceeding, in which case the expulsion procedures shall apply.

When the term "student or parent/guardian" is used, this shall mean student if the student is 18 years of age or older; otherwise it shall mean parent/guardian. All references to parent/guardian are intended to include legal custodian, as well.

1. Notice. The principal, his or her designee or the superintendent at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice shall be given in person. If written, delivery may be by United States mail or by personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail addressed to the last known address of the student or his or her parent/guardian.
2. Contents of Notice. The notice shall contain the following basic information:
 - a. A statement of the charges against the student.
 - b. A statement of the basis of the allegation.

This information need not be set out formally, but should sufficiently inform the student or his or her parent/guardian of the basis for the contemplated action. Specific names may be withheld if necessary to shield an informant.

3. Informal Hearing. The student shall be given an opportunity to admit or deny the accusation and to give his or her version of the events. The principal may go further in allowing the student to present witnesses or may himself or herself call the accuser and hold a more extensive hearing in order to make a proper decision on the contemplated action.
4. Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.
5. If the Student's Presence in School Presents a Danger. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing shall follow as soon after the pupil's removal as practicable.
6. Notification Following Suspension. If a student is suspended, the principal delegated the authority to suspend shall notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification shall include the time and place for the parent/guardian to meet with the principal to review the suspension.
7. Removal from School Grounds. A suspended student must leave the school building and the school grounds immediately following the meeting with the parent/guardian at which time the best way to transfer custody of the student to the parent/guardian will be determined.
8. Readmittance. No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the principal, the parent/guardian has substantially agreed to review the suspension with the

principal. However, if the principal cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the principal may readmit the student. The meeting shall address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.

9. Make-up work. Suspended students shall be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the District following the period of suspension. To the extent possible, students will receive full or partial academic credit for make-up work that is completed satisfactorily.

Note: Pursuant to state law, in awarding credit for make-up work to a suspended student, the legislature intended to provide an opportunity for the student to reintegrate into the educational program, and help prevent the student from dropping out because of inability to reintegrate into the educational program.

B. Procedure for Expulsion or Denial of Admission

In the event that the superintendent, pursuant to authority delegated by Board policy, contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed:

1. Notice. Not less than five (5) calendar days prior to the date of contemplated expulsion or denial of admission, the superintendent, or an appropriate administrative officer of the District shall cause written notice of such proposed action to be delivered to the student and his or her parent/guardian. Such delivery may be by United States mail or by personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail addressed to the last known address of the student or his parent/guardian.
2. Emergency Notice. In the event the superintendent determines that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened to the extent the superintendent may direct, provided that the student or his or her parent/guardian have actual notice of the hearing prior to the time it is held.
3. Contents of Notice. The notice shall contain the following basic information:
 - a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
 - b. A statement that a hearing on the question of expulsion or denial of admission will be held if the student or his or her parent/guardian files a written request for such hearing. A hearing request form, JKD/JKE-E(2), shall be included with the notice.
 - 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 he or she will have an opportunity to present such information as is relevant; and that he or she may be accompanied and represented by his or her parent/guardian and an attorney.
 - e. A statement that failure to file a written hearing request with the superintendent's office at least forty-eight (48) days prior to the hearing date, or failure to appear for a

requested hearing shall constitute a waiver of further rights in the matter.

4. Conduct of Hearing. A hearing may be requested by the student or parent/guardian. Such hearing shall be conducted by a hearing officer designated by the superintendent. The hearing shall be closed except to those individuals whose presence is deemed necessary by the hearing officer, but including in all events the student, his or her parent/guardian, and if requested, an attorney. In addition, if requested by the student, his or her parent/guardian or attorney, such individuals as may have pertinent information shall be admitted only as is 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 weight to such information or evidence as he or she deems appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or his or her representative may question individuals presenting information.

A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript shall be at the expense of the party requesting the same.

The hearing officer shall make specific findings of fact and submit those findings and a recommendation regarding expulsion or denial of admission to the superintendent as soon as feasible after the hearing. The superintendent shall review the hearing officer's factual findings and recommendation, and issue a written decision within five (5) school days after the hearing.

The superintendent shall report to the Board at its next meeting each action taken denying admission or expelling a student pursuant to the authority delegated by the Board, such report containing a brief description of the circumstances and reasons for such action.

5. Appeal to the Board of Education. A decision of the superintendent may be appealed to the Board.
 - a. Notice of appeal. The student or his or her parent/guardian may appeal the decision of the superintendent to the Board by filing a notice of appeal with the secretary of the Board within ten (10) calendar days after being advised of the superintendent's decision. If the notice of appeal is filed after such ten (10) day period, the decision to allow or deny the appeal shall be at the discretion of the Board. The notice shall state the basis for the appeal and identify those parts of the record, including those parts of the testimony and exhibits, which should be considered by the Board.
 - b. Nature of the Appeal. If a notice of appeal is timely and properly filed, the Board will review the record of the proceedings concerning the expulsion or denial of admission. The record shall include the notices and other documents concerning the expulsion or denial of admission proceedings, including hearing packet and exhibits, if any, along with the transcript of the testimony, if any, the hearing officer's findings and recommendations, and the superintendent's decision. The review shall not be de novo, but shall be limited to whether the superintendent's decision was arbitrary or capricious, a denial of statutory or constitutional right, power, privilege or immunity, in excess of statutory

jurisdiction, authority purposes, or limitations, not in accord with the procedures or procedural limitations of District policy or procedure, or based upon findings of fact that are clearly erroneous on the whole record, unsupported by substantial evidence when the record is considered as a whole, or otherwise contrary to law.

- c. Record on Appeal - Arguments and Authority - Response. The party appealing the decision shall pay for the preparation of a transcript of so much of the testimony as may be required to determine the issues raised. Where the basis for appeal is that the superintendent's decision rests upon findings of fact that are clearly erroneous or unsupported by substantial evidence when the record is considered as a whole, a transcript of the entire proceeding shall be provided. The party appealing the decision shall lodge the record on appeal with the secretary of the board within fifteen (15) calendar days after filing the notice of appeal together with written argument and authority in support of the appeal. The superintendent shall have ten (10) calendar days after the lodging of the record, argument and authority to file a response. The board may, but need not, grant oral argument to either the party appealing the decision or the superintendent. If oral argument is permitted, representatives of the district and the parent/guardian may make brief argument or statements to the Board, but no new evidence may be presented. Members of the Board may ask questions for purposes of clarification of the record.
- d. Decision on Appeal. The Board shall render its decision within ten (10) calendar days after the date of the superintendent's response or the date of oral argument, whichever is later. A decision of the Board of Education shall be final, subject to judicial review as provided by Colorado law. The Board's decision shall inform the student and his parent/guardian of the right to judicial review.
- e. Time Extensions. The Board president may grant an extension of any time requirements herein upon a showing of good cause.
6. Parental Responsibility. If a student between the ages of seven (7) and seventeen (17) is expelled, his parent/guardian will be responsible for insuring compliance with the compulsory school attendance law during the expulsion period. Upon expelling a student, school personnel shall provide information to the student's parent or guardian concerning the educational alternatives available to the student during the period of expulsion. If the parent or guardian chooses to provide a home-based education program for the student, district personnel shall assist the parent in obtaining appropriate curricula for the student if requested by the parent or guardian. If a student is expelled and is not receiving educational services through the district, the school shall contact the expelled student's parent or guardian at least once every sixty (60) days until the student is eligible to re-enroll to determine whether the child is receiving educational services. District staff need not contact the parent/guardian after the student is enrolled in another school district or in an independent or parochial school, or if the student is committed to the department of human services or sentenced through the juvenile justice system.
7. Readmittance.

- a. A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:
 - (1) the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled;
 - (2) there is an identifiable victim of the expelled student's offense; and
 - (3) the offense for which the student was expelled does not constitute a crime against property.

If the district has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

- b. No expelled student will be readmitted to a district school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.
- c. Upon recommendation of the district's expulsion intervention coordinator, the superintendent may, by written order, grant an abeyance allowing an expelled student to be readmitted to a school on a probationary or conditional basis prior to the expiration of the expulsion period. Abeyances shall be in the sound discretion of the superintendent, and shall be subject to such terms, conditions and requirements as the superintendent deems necessary or appropriate under the circumstances. The superintendent's decision granting, denying or revoking an abeyance shall be final and not subject to appeal to the Board. Readmission pursuant to an abeyance order shall be subject to subparagraphs a. and b. of this Paragraph B. 7 regarding readmittance of expelled students.

C. Procedure for Expulsion for Crimes of Violence

The following procedures will apply when the district receives notification that a student 14 to 17 has been charged in juvenile or district court with a crime of violence as defined by state law.

- 1. The Board, or the superintendent as its designee, may make a preliminary determination whether it will proceed with an expulsion hearing, based on the following factors:

- a. The student's behavior was detrimental to the safety or welfare of other students, teachers or school personnel.
- b. Educating the student in school would disrupt the learning environment, provide a negative example for other students or create a dangerous and unsafe environment for students, teachers or other school personnel.
- c. Grounds for expulsion of the student exist.

The determination may be made in executive session to the extent allowed by state law.

- 2. If it is determined that the student should not be educated in the schools of the district and that grounds for expulsion exist, the district will proceed with the expulsion of the student, in accordance with the procedures set forth above.
- 3. Alternatively, expulsion proceedings may be postponed, pending the outcome of the court proceedings. If the expulsion proceedings are postponed, the student will not be permitted to return to school during that period. An appropriate alternative education program, including but not limited to, an on-line program authorized by state law or a home-based education program will be established for the student during the period pending the resolution of the juvenile proceedings. The time that a student spends in an alternative education program shall not be considered a period of expulsion.
- 4. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Board or designee may proceed to expel the student following the procedures set forth in these regulations.
- 5. Information regarding the details of the alleged crime of violence will be used by the Board or its designee for the purposes set forth in this policy, but will remain confidential unless the information is otherwise available to the public by law.
- D. Alternative Educational Services Before or During Expulsion

At the request of a student or a parent/guardian of a student, the district shall provide, for any student who has been expelled from the district or who has been suspended from school and school activities pending expulsion proceedings as described above, any alternative educational services that the district deems appropriate for the student. Such services shall be designed to provide a second chance for the student to succeed in achieving an education, and to enable the student to return to the school in which he or she was enrolled prior to expulsion or suspension, to successfully complete the GED, or to enroll in a nonpublic, nonparochial school or in an alternative school, including but not limited to a charter school or a pilot school established pursuant to Colorado law.

In the event alternative educational services are provided at a district school or other facilities owned or operated by the district, it shall not be a violation of the student's expulsion or suspension order for the student to enter upon or attend such facility or facilities at the times permitted or scheduled by district staff for the

student to receive such services. However, the student shall be subject to the Code of Student Conduct and other district disciplinary policies and regulations as well as other pertinent school rules while attending alternative educational programs or facilities or while otherwise receiving such services. Students who violate such rules, policies and regulations while receiving such services may be suspended or expelled pursuant to Board policies and this regulation. Except as is required by federal law relating to students with disabilities, the district may terminate provision of alternative educational services to any student who is suspended or expelled while receiving educational services pursuant to this Paragraph until the period of the suspension or expulsion is completed.

Policy: JKG

8/6/02

EXPULSION PREVENTION

District personnel shall enforce provisions of the student code of conduct so that students demonstrating unacceptable behavior and their parents, guardians or legal custodians understand that such behavior shall not be tolerated and shall be dealt with according to the code.

The principal of each school shall work with the professional staff to identify students who are at risk of suspension or expulsion. Among those students who may be at risk are those who have been or are likely to be declared habitually truant or habitually disruptive.

The District, working with the student's parent/guardian, shall provide students who are identified as at risk of suspension or expulsion with a plan to help them avoid expulsion.

In some cases, a remedial discipline plan may be the means by which various intervention and prevention services are identified and made available to a student. Support services may be provided through agreements with appropriate local governmental agencies, community-based organizations and institutions of higher education.

The failure of the school District to identify a student for participation in an expulsion prevention program or the failure of such program to remediate a student's behavior shall not be grounds to prevent school personnel from proceeding with appropriate disciplinary measures.

Board Policy Reference

The list of Board policies below pertains to student matters and are accessible on the District 51 website, under the Community tab under; Board of Education page at www.d51schools.org. *If you do not have access to a computer, you may contact your child's school to request a copy of the policies.*

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decisions, it shall be the policy of the Board to review its policies on a continuing basis.

- **Alcohol Use/Drug Abuse by Students (Policy JICH)**
- **Alcohol Use/Drug Abuse By Students Offenses Involving Alcohol or Controlled Substances (Regulation JICH-R)**
- **Bullying Prevention and Education (Policy JICDE)**
- **Code of Student Conduct (Policy JICDA)**
- **Compulsory Attendance Ages (Policy JEA)**
- **Compulsory Attendance Ages (Regulation JEA-R)**
- **Dangerous Weapons (Policy JICI)**
- **Equal Educational Opportunities (Policy JB)**
- **Graduation Requirements (Policy IKF)**
- **Performance-Based Policy-Promotion and Retention of Students, Grade K-8 (Policy IKE)**
- **Psychological Testing Of Students (And Treatment of Mental Disorders) (Policy JJDAC)**
- **Secret Societies/Gang Activities (Policy JICF)**
- **Secret Societies/Gang Activities (Regulation JICF-R)**
- **Sexual Harassment (Policy GBAA)**
- **Sexual Harassment (Policy JBB)**
- **Staff Personal Security & Safety (Policy GBGB)**
- **Student Absences and Excuses (Policy JH)**
- **Student Absences and Excuses (Regulation JH-R)**
- **Student Concerns, Complaints & Grievances (Policy JII)**
- **Student Conduct (Policy JIC)**
- **Student Discipline Code (Policies JK through JKG)**
- **Student Publications (Policy JICEA)**
- **Student Publications (Student Publications Code) (Policy JICEA-R)**
- **Student Dress Code (Policy JICA)**
- **Student Suspension/Expulsion (Policy JKD/JKE)**
- **Student Use of Information Technology Resources (Policy JS)**
- **Student Use of Information Technology Resources (Regulation JS-R)**
- **Student Use of Information Technology Resources (Reponsible Use Agreement) (Exhibit JS-E)**
- **Time Out Rooms (Policy JKAA)**
- **Tobacco-Free Schools (Policy ADC)**
- **Use of Cell Phones and Other Personal Electronic Devices (Policy JICJ)**
- **Use of Physical Intervention (Policy JKA)**
- **Violent and Aggressive Behavior (Policy JICDD)**
- **Video Cameras in District Buildings (Policy JRCEB)**
- **Video Use (Policy IMBA)**



2017-2018 School Year
Adopted: May 24, 2016
Revised: May 23, 2017

SCHOOLS NOT IN SESSION

<p>All Schools Teacher In-service August 11 & 14, 2017</p> <p>Teacher Work Days August 10 & 15, 2017 October 16, 2017 January 8, 2018 March 9, 2018 May 25, 2018</p> <p>Teacher EE Day September 1, 2017</p> <p>Elem & MS Conferences: HS In-service October 26 – 27, 2017</p>	<p>Elem Planning & MS In-service (HS in Session) September 5, 2017 November 10, 2017</p> <p>Elem Planning Only February 15, 2018</p> <p>Elem Conferences, MS In-service: (HS in Session) February 16, 2018</p> <p>Elem Conferences, MS In-service, HS Non-contact May 3, 2018</p> <p>Elem Planning, MS & HS Non-contact May 4, 2018</p>
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Schools Not In Session

September 4	Labor Day
November 20 - 24	Thanksgiving Break
December 25 - January 5	Winter Break
January 15	Martin Luther King, Jr. Day
February 19	Presidents' Day
March 12 - 16	Spring Break

T	Teacher In-service – All Schools
C	No Schools in Session – Elem & MS Parent Teacher Conferences – HS In-service
E	Elementary Planning Only – MS & HS in Session
E M	Elem Planning & MS In-service, HS in Session
E M	Elementary Parent/Teacher Conferences, MS In-service, HS in Session
N E	No Schools in Session – MS & HS Non-Contact, Elem Parent Teacher Conferences
N M E	No Schools in Session – HS Non-Contact, MS In-service, Elem Planning
W	Teacher Work Day – All Schools
EE	Teacher Educator Effectiveness – All Schools
•	Last Day of Quarter-School in Session
	No School-Non Contract Days

Statistical Record Data

Total number of contact days elementary -	167
Total number of contact days middle -	168
Total number of contact days high -	171

Classes Begin	August 16, 2017
1st Quarter Ends	October 13, 2017 (40 ES/MS – 41 HS)
2nd Quarter Ends	December 22, 2017 (41 ES/MS – 42 HS)
3rd Quarter Ends	March 8, 2018 (39 ES – 40 MS – 41 HS)
4th Quarter Ends	May 24, 2018 (47 ES/MS – 47 HS)

General Staff Information

High School Principals' First Day	July 12, 2017
Middle School Principals' First Day	July 27, 2017
Elementary School Principals' First Day	July 27, 2017
Teachers' First Day	August 10, 2017
Teachers' Last Day	May 25, 2018
Elementary School Principals' Last Day	June 8, 2018
Middle School Principals' Last Day	June 8, 2018
High School Principals' Last Day	June 21, 2018

July 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2018						
S	M	T	W	T	F	S
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7	W	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2017						
S	M	T	W	T	F	S
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6	7	8	9	W	T	12
13	T	W	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2018						
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4	5	6	7	8	9	10
11	12	13	14	E	E	M
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25	26	27	28			

September 2017						
S	M	T	W	T	F	S
					EE	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

March 2018						
S	M	T	W	T	F	S
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October 2017						
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15	W	17	18	19	20	21
22	23	24	25	C	C	28
29	30	31				

April 2018						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 2017						
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5	6	7	8	9	E	M
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2018						
S	M	T	W	T	F	S
		1	2	N	M	5
6	7	8	9	E	N	E
13	14	15	16	17	18	19
20	21	22	23	•	W	26
27	28	29	30	31		

December 2017						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	•	23
24	25	26	27	28	29	30
31						

June 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Student-Parent Handbook
Acknowledgement Form**

Please review the information in the 2017-2018 Student & Parent Handbook, including the Attendance, Conduct and Discipline Code (see pages 19-30), Directory Opt Out procedure (see page 10) and referenced Board Policies (see page 31) with your child, and sign and return this acknowledgment form to your child's school.

- *We have received and reviewed the Mesa County Valley School District 51 2017-2018 Parent Student handbook.*
- *We understand the districts procedures, regulation and policies referred to in this handbook.*

Print Student Name Grade

Student Signature Date

Parent/Guardian Signature Date

Please return the signed form to the main office at your child's school.

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