

student & family handbook

2024-25



introduction

Welcome to the 2024-25 school year! We are excited to partner with you on your student's educational journey. Understanding what to expect in the school year and knowing your rights and responsibilities is important to all families.

We encourage you to review the Jeffco Public Schools Student and Family Handbook with your student and keep it handy for reference. This handbook outlines Jeffco's policies, procedures and student expectations. Our strong partnership with families, staff and students provides the foundation that helps Jeffco students **achieve their biggest dreams**.

Together, we are leaders building a community of leaders!

- Jeffco has more than **50 award-winning schools**, with distinctions that include:
 - **U.S. News & World Report's #1 high school in Colorado**
 - A National Blue Ribbon School
 - Two Governor's Bright Spot Award winners
 - 19 Governor's Distinguished Improvement winning schools; and
 - 25 John Irwin Schools of Excellence
- Students in Jeffco's Class of 2024 collectively earned more than **\$10M in academic scholarships**, including the prestigious National Merit Scholarship, Daniels Fund Scholarship and Boettcher Foundation Scholarship.
- More than 5,500 Jeffco students were concurrently enrolled in college classes, **collectively earning 29,188 college credits**, which equals \$4.48M in tuition savings.
- For 50 years, Jeffco has been a national leader **in providing students with a competitive edge in college readiness and career opportunities** through its three Warren Tech campuses.



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mission, vision & values

MISSION

Our mission is to provide a world-class education that prepares all Jeffco students for bright and successful futures as local and global citizens.

VISION

Our vision is for Jeffco Public Schools to be a thriving district where all students achieve their biggest dreams.

VALUES

Focus on Students: In Jeffco, we make decisions and measure outcomes based on how well we serve our students. We exist to help students succeed and act with intensity to give our students the education they need and deserve today.

Excellence: In Jeffco, we aspire to be a world-class school district which requires us to inspire one another to make an impact, focus on solutions, maximize our partnerships, and hold ourselves accountable for successful outcomes for all students.

Equity: In Jeffco, not all students, staff, and families are starting from the same place nor do they need the same things to reach their fullest potential. We view individual differences as assets to be leveraged as we help all students thrive.

Integrity: In Jeffco, acting with integrity creates honesty, trust, responsibility, and a spirit of transparency. It is a constant commitment to do the right thing for our students, staff, families, and community.

Belonging: In Jeffco, we cultivate environments where all students, staff, families, and members of our community are safe, accepted, respected, included, encouraged by others, and feel that their voices and perspectives are valued.

Jeffco's four priority areas are:

- Our Learners: Our Future
- Our People: Our Strength
- Our Operations: Our Foundation
- Our Communities: Our Legacy



student health

HEALTH PROTOCOLS

Jeffco's Department of Health Services directs and supports both individual student care and the health and well-being of the broader school community. This includes conducting health surveillance and public health reporting, preventing and managing infectious and chronic diseases, promoting healthy behaviors, helping students and families access healthcare resources, and addressing social determinants of health and health disparities.

The Colorado Department of Public Health and Environment created a public health guidance form for schools and childcare centers, and Jeffco uses it to guide our health protocols.

When evaluating a sick child, we must consider which diseases are currently circulating among students, staff, and the community. Known exposure to cases or an outbreak of a contagious disease, even without a confirmed diagnosis, may necessitate more stringent return-to-school requirements.

Keep children and adults at home for the following:

1. They are at risk of infecting others with a contagious illness due to symptoms such as fever, coughing, sneezing, gastrointestinal issues, etc.
2. They do not feel well enough to participate in usual activities.
3. A child needs more care than teachers and staff can provide while still caring for the other children.



IMMUNIZATIONS

Each student entering a Colorado school for the first time is required to present a [certificate of immunization](#) from a licensed physician, an authorized representative of the Colorado Department of Public Health and Environment (CDPHE) or local health department stating that the student has received immunizations against the following communicable diseases unless the student has a certificate of medical or nonmedical exemption (C.R.S. 25-4-902):

- Hepatitis B.
- Diphtheria, tetanus, pertussis (DTaP).*
- Inactivated poliovirus (IPV).*
- Measles, mumps, rubella (MMR).*
- Varicella (chicken pox).*
- Tetanus, diphtheria, pertussis (Tdap).**

*Students 4 through 6 years of age are required to have their final doses of DTaP, IPV, MMR and Varicella prior to kindergarten entry.

**Students are required to have Tdap prior to entry into 6th grade. One dose of Tdap is required for 6th through 12th grades. For additional information, please visit the [CDPHE website](#).

ADMINISTERING MEDICATION TO STUDENTS

School personnel will only administer prescription, nonprescription, or essential/non-essential oils, and herbal medications to students if it cannot reasonably be done outside of school hours and the parent or guardian is unavailable to administer the medication at school.

A written [Medication Agreement form](#) must be signed and submitted by the parent/guardian and signed by a medical provider with prescriptive authority for all prescription, nonprescription, essential/non-essential oils, and herbal medications to be administered or self-administered at school. Please refer to the [Extended Field Trip Medication Protocol](#) for Medication Agreement forms related to overnight/extended field trips.

Families are responsible for providing all medication for their student.

School personnel will keep the Medication Agreement Form as a written record of all medications administered to students. This record will include the student's name, the medication, dosage, date, time administered, and the name of the school personnel assisting the student.

All medication administered by the school will be stored in a secure, locked, and clean container or cabinet.

For additional information, please refer to [District Policy JLCD, Administering Medicines to Students](#).

For information regarding the administration of medical marijuana to qualified students, please refer to [District Policy JCLDB, Administration of Medical Marijuana to Qualified Students](#).

HEALTH EDUCATION

Jeffco Public Schools recognizes that good health is crucial for overall personal development. In a school setting, good mental and physical health can greatly enhance a student's ability to engage in classroom activities and benefit from educational opportunities.

We will schedule the fifth-grade Growing and Changing health unit and the seventh and tenth-grade Healthy Decision Making health unit annually. Families may request that a student be exempt from a specific portion of the program.

For additional information, please refer to the following district policies:

- [District Regulation IHAM-R, Health and Family Life/Sex Education Opt-Out](#)
- [District Policy IHAM, Health Education](#)

CONCUSSIONS

Jeffco Public Schools recognizes the increasing concern about injuries resulting in concussions and concussion-like symptoms. Mild traumatic brain injury (TBI), or concussion, in children and youth is a rapidly growing public health issue. Please visit our

[concussion website](#) for more information. If we suspect a student has suffered a concussion at school or during a school-sponsored activity, we will implement the [concussion protocol](#), viewable at the bottom of the webpage. If a student suffers a suspected concussion outside of school, we urge families to notify school administration immediately so we can begin these protocols.

MEDICALLY NECESSARY SERVICES AT SCHOOL

Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act of 1990 ("Title II of the ADA") provide rights and protections to students with disabilities to access medically necessary treatment required by the student to have meaningful access to the

benefits of a public education or to attend school without risks to the student's health or safety due to the student's disabling medical condition. For additional information, please refer to [district policy JLCDC](#).



student rights & responsibilities

What is expected of students? What guides these expectations? What rights do students have? This section will help answer these questions. Student rights and responsibilities are derived from a variety of sources, including, but not limited to: Colorado state laws, federal laws, local laws, and district policies, which guide student conduct expectations, rights and responsibilities. Students shall be held accountable for complying with these laws, policies and regulations. Families are expected to cooperate with school authorities and participate in school conferences regarding the behavior of their student(s).

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



EQUAL EDUCATIONAL OPPORTUNITY: PREVENTING DISCRIMINATION, HARASSMENT AND BULLYING

We are committed to providing a safe learning environment where all members of the school community are treated with dignity and respect. Consequently, it is district policy that no person shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination in any district program or activity on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, genetic information, age, veteran status, disability, or pregnancy. In support of this, the Jeffco Public Schools' Family and Community Partnerships Office offers proactive methods to foster safe and collaborative school environments and community partnerships.

All students, families and community members are expected to be aware of the standards of conduct addressed in district policies regarding discrimination, harassment, and bullying and are expected to comply with these policies. Failure to comply may result in student discipline or restricting parent/community access to school property.

DISCRIMINATION & HARASSMENT

Discrimination occurs when someone is treated differently or less favorably due to that person's inclusion in a protected class. Harassment is a form of discrimination and can take many forms. For instance, harassment may include oral, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of the person's perceived protected status and which has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive education environment.

Harassing conduct may also include dehumanizing language, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the district's premises or

circulated by e-mail, phone (including voice messages), text messages, social networking sites, or other means. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

For additional information, review these policies:

- [District Policy AC, Nondiscrimination and Equal Opportunity](#)
- [District Policy JB, Equal Educational Opportunities](#)
- [District Regulation JB-R1, Student Discrimination Complaint Process](#)
- [District Regulation JB-R2, Equal Educational Opportunity - Transgender Students](#)
- [District Regulation JB-R3, Grievance Procedure for Section 504 of the Rehabilitation Act](#)

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching of a private body part; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature including sexual violence.

All public schools receiving any federal funds must comply with Title IX of the Education Amendments of 1972. Jeffco Public Schools I has a responsibility to respond promptly and effectively to claims of sex-based harassment, sexual harassment or sexual violence. Title IX requires Jeffco to adopt and publish grievance procedures for students to file complaints of sex discrimination, including complaints of sexual harassment or sexual violence. Schools can use general disciplinary procedures to handle complaints that do not meet the criteria for

sex discrimination.

Complaints of unlawful discrimination and harassment based on gender or sex may be made at any time of the day, in any manner: in person, by mail, by telephone, or by electronic mail, using the contact information for the district Title IX Coordinator listed below.

Attn: Title IX Coordinator
1829 Denver West Drive, Bldg. #27
Golden, CO 80401-001
Phone: 303-982-6544
Email: titleix@jeffco.k12.co.us

For additional information, please refer to [District Policy JBB, Sexual Harassment of Students](#)

BULLYING

Bullying is defined as any written or oral expression, 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 for any reason, including but not limited to behavior that is directed toward a student on the basis of academic performance or based on protected status. For additional information, please refer to [District Policy JICDE, Prevention of Bullying](#).

REPORTING

If you feel you have been a victim of or witness to discrimination or harassment, report it immediately. Please see the [Concerns, Complaints, and Grievances section of this handbook](#) for guidance.

SCHOOL ATTENDANCE

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

It is the family's responsibility to ensure their student attends school and to notify the school when their student is absent for a legitimate reason, such as an illness or family emergency. Each family should also ensure their student's school has their correct contact information so that the school can communicate about any

attendance issues that may arise.

UNEXCUSED ABSENCES & TRUANCY

Colorado law (C.R.S. 22-33-104) requires that every child who has obtained the age of six years on or before August 1 of each year and is under the age of 17 years attend school for a minimum number of hours per year.

If a student is absent without a valid parent/guardian excuse – or, in some instances, a written medical excuse from a medical provider – or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A *habitual truant* shall be defined as a student of compulsory attendance age who has four days of unexcused absences from school in any one month or ten days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences. District leadership will work with individual schools to determine what are accepted as valid reasons for excused absences, regardless of a parent/guardian excusing a student's absence.

For additional information, please refer to the following district policies:

- [District Policy JH, Student Absences & Excuses](#)
- [District Policy JHB, Truancy](#)

DROPOUT PREVENTION & RECOVERY

The [Student Engagement Office](#) is dedicated to re-engaging students who are at risk of dropping out or who have dropped out of school. This office works to connect students and families to the educational, social, and community supports that prepare them for a successful future.

For additional information, please visit the [Jeffco Public Schools Student Engagement webpage](#).

MAKE-UP WORK

It is essential that students absent from school make up for missed work. Students and their families must request and collect make-up work on the day the student returns to class.

For additional information, please refer to the following district policies:

- [District Policy JH, Student Absences and Excuses](#)

ASSESSMENTS, TESTING AND SURVEYS

Curriculum, instruction and assessment work together to support student learning. Assessments measure student progress toward the Colorado Academic Standards, help teachers identify each student's instructional needs and inform families about what and how their student is learning. Assessments also help to gauge how well schools are supporting the achievement of all students in Jeffco Public Schools. The accurate assessment of student achievement is a critical component of Jeffco's instructional program. Classroom, district and state assessments serve various purposes at different points in the learning process and have a place in Jeffco Public Schools and state accountability systems.

Every school's climate and culture are critical to students' academic achievement and social-emotional health. Jeffco Public Schools administers surveys to students and families to ensure that all schools create the best climate for students, staff and families. Participation in these surveys is optional for every respondent. Based on federal and state law, no student is required, as part of any applicable program, to participate in a survey, analysis, or evaluation that reveals information without prior parental written consent concerning certain sensitive information. Jeffco's current student and family surveys do not ask questions about any sensitive information. These surveys are used to improve school climate, assist students with key social-emotional concerns, and ensure that school conditions are ideal for student achievement.

The federal Protection of Pupils Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys, the collection and use of information for marketing purposes, and certain physical exams. For additional information, please refer to [District Policy JLDAC, Screening/Testing of Students](#).

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND STUDENT DATA PRIVACY

In accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws, parents/guardians and students over 18 years of age (eligible students) are afforded certain rights with respect to the student's education records.

- The right to provide written consent before the district discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to inspect and review the student's education records within 45 days after the district receives a request. Parents/guardians or eligible students may submit a Request to Review Education Records form, located on the Jeffco Public Schools website, to the Student Records Center identifying the record(s) they wish to inspect.
- The right to request the amendment of an education record that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents/guardians or eligible students may submit a Request to Amend Education Records form, which is located on the [Jeffco Public Schools website](#), to the Student Records Center that clearly identifies the part of the record they want changed and specifies why it should be changed.
- Parents/guardians or eligible students may submit a directory information opt-out designation as communicated on the [Jeffco Public Schools website](#).
- Parents/guardians or eligible students may opt out of having student personally identifiable information (PII) disclosed to

military recruiters as communicated on the [Jeffco Public Schools website](#).

- Parents/guardians or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Jeffco Public Schools to comply with the requirements of FERPA. Complaints may be sent to:

Student Privacy Policy Office
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Student education records may be disclosed to school officials without prior written consent if that school official has a legitimate educational interest in those records. A school official is a person employed by Jeffco Public Schools as an administrator, supervisor, teacher, support staff member, or member of the Board of Education. A school official may also be a volunteer, contractor, or consultant who, while not employed by Jeffco Public Schools, performs an institutional service or function for which Jeffco Public Schools would otherwise use its own employees and who is under the direct control of Jeffco Public Schools with respect to the use and maintenance of PII from education records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Jeffco Public Schools discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.

CHOICE ENROLLMENT

Jeffco Public Schools is committed to providing learning opportunities to meet the diverse needs of students. The goal is for every student to succeed in school. While most students enroll in their assigned neighborhood school, Jeffco Public Schools recognizes that some students may benefit from a different educational setting, as deemed appropriate by their family. As such, we offer a variety of school choices, allowing students to

attend a school or participate in a program other than their assigned neighborhood school. Resident and non-resident students shall be allowed to attend any school or participate in any program of their choice on a space-available basis, subject to the provisions of district policy.

For additional information, please refer to [District Policy JFBA, District Choice Enrollment](#).

STUDENT-LED ORGANIZATIONS

Student-led organizations are permitted in secondary schools and may meet on school premises during non-instructional time, as designated by the school principal. Students wishing to establish an organization shall work with their school and within district policy. Membership in all student organizations shall be on a voluntary basis and only open to students currently enrolled in the school at which meetings are to be held. Student organizations shall not engage in any activity that is contrary to law, district policy or school rules.

For additional information, please refer to [District Policy JJA, Student Organizations](#).



student conduct

ACADEMIC HONESTY

Jeffco Public Schools values promoting a learning environment that upholds academic honesty. To encourage ethical behavior, we must educate all students about the importance of academic integrity.

During learning activities, students should exhibit the discipline to seek guidance from their instructors instead of resorting to inappropriate behaviors that can undermine their academic and personal growth. This responsibility is shared by students, families, teachers and staff.

DRESS CODE

Responsibility for student dress and appearance rests with individual students and their families. While students may express themselves through their dress and appearance, they must not wear clothing or adopt an appearance that disrupts the educational environment at school or school-sanctioned activities. Jeffco Public Schools' standards on student attire aim to help students focus on schoolwork, reduce discipline problems, and improve school order and safety.



Principals, with the approval of their school community, may establish additional specific standards for their schools. These standards should be gender-neutral and must be published and distributed to families.

When a student violates the dress code, they will be notified of the violation and required to correct their dress or appearance before reentering the classroom, school environment or school-sanctioned event. At the discretion of the building-level administrator, a family conference may be held. More serious consequences may result from repeated or severe violations.

For additional information, please refer to the following district policies:

- [District Policy JICA, Student Dress Code](#)
- [District Policy JICA-R, Adoption of School Uniforms](#)
- [District Policy JICF, Secret Societies/Gang Activity and Dress](#)

STUDENT USE OF THE INTERNET

The Internet, district networking resources, district-owned computing devices, and 1 to 1 devices, along with related electronic instructional resources, are used in schools to support student learning. These resources are for educational purposes only.

Teachers and school administration determine the use of the Jeffco Instructional Network based on the educational goals of the school and classroom and may determine to limit access. Students are encouraged to use the network to do homework, class-related research and class work when appropriate. In compliance with the Child Information Protection Act (CIPA) requirements, the use of Jeffco's networking resources and devices will be monitored. Jeffco Public Schools accepts no responsibility for loss, damage or theft of a personal device connected to the network.

By acknowledging access to this handbook, students and families also are acknowledging understanding of the following policies:

- [District Policy JSA, Student Use of Personal Devices](#)

- [District Policy JS, Student Use of District Computing Resources and the Internet](#)
- [Technology Usage Agreement](#)

STUDENT OWNED DEVICES

We expect students to use their district-assigned Chromebooks for schoolwork throughout the school day. Our network provides secure Internet access for students who wish to use their own personal devices (tablets, smartphones, etc.) outside of classroom activities during the school day. This network is designated for personal devices only and not for student-assigned 1:1 devices. Students must use their personal devices in accordance with district policy. Additional information can be found on the [website for TechforEd](#).

STUDENT CONDUCT ON SCHOOL BUSES

The privilege to ride a school bus is contingent upon following the expectations outlined in this handbook.

The driver of the school bus shall be in complete charge of the bus during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all regulations concerning discipline, safety and behavior while riding on the school bus. Students are expected to use their district-issued bus pass each time they ride the bus. The driver shall notify appropriate authorities if a student persists in violating the established rules of conduct. After due warning has been given to the student and/or families, the privilege of riding the bus may be withheld from the student.

Violation of district policies and regulations while on the school bus may result in student discipline up to and including suspension or expulsion, in accordance with district policy.

For additional information, please refer to [District Policy JICC - Student Conduct on School Buses](#).

STUDENT CONTRACT - TRANSPORTATION

This applies to behavior on school buses and at bus stops. If a bus is equipped with seatbelts, they must be worn at all times.

Level 1 Offenses that cause Delay, Disruption or Distraction

1. Failure to remain properly seated in the assigned seat
2. Loud, disruptive talking or yelling or noises
3. Disturbing or targeting another student, driver or assistant
4. Eating or drinking on the bus
5. Littering
6. Failure to keep your hands, feet and body to yourself
7. Unauthorized cell phone usage, including talking on the phone, taking pictures or making videos
8. Refusal to show bus pass or give student name on driver's request; Use of a false bus pass

Level 2 Offenses that are Disrespectful, Illegal, Damaging or Demeaning

9. Profanity, obscene language or gestures
10. Extending anything or any part of your body outside of the bus window
11. Refusal to follow bus driver instructions or other defiant behavior
12. Spitting on the bus or at others
13. Throwing objects on the bus or at the bus
14. Having tobacco, alcohol, drugs, including paraphernalia on the bus
15. Defacing school district property or personal property (Under \$2,000)
16. All forms of bullying, including verbal, physical or electronic
17. Possession of laser pens, lighters, fireworks or other combustibles
18. Inappropriate touching or physical displays of affection
19. Unsafe behavior not listed elsewhere

Level 3 Offenses which are Extremely Damaging or Dangerous

20. Fighting or physical assault
21. A weapon, simulated weapon, firearm, destructive device or dangerous instruments
22. Lighting matches, lighters or setting anything on fire
23. Lighting fireworks or other explosives on fire
24. Destroying school district or personal property (Over \$2,000)
25. Verbal, ethnic, racial and or sexual abuse, or threat of harm or violence directed towards anyone
26. Using tobacco, alcohol or drugs, including vaping
27. Activation or tampering with emergency or safety equipment on the bus
28. Unauthorized exit from the emergency door or any window
29. Use of laser pens, lights or other shining or reflective devices to distract or obscure the driver's vision
30. Shoving student(s) in the path of any on-coming vehicle
31. Physically impeding the movement of school bus
32. Throwing objects out of the bus
33. Throwing objects at/toward the driver/assistant or other student
34. Theft of personal or district property
35. Inappropriate sexual behavior, such as exposing private parts, performing sexual acts or gestures
36. Urinating
37. Any action causing harm to others

DISCIPLINARY GUIDELINES FOR SCHOOL BUS OFFENSES

All bus suspensions are school days. Subsequent offenses are cumulative from the original offense. In all cases, a copy of the citation will be sent home, emailed or mailed to the student's home address. If a student is suspended from the bus, parents or guardians are responsible for providing transportation to and from school.

If a student is suspended from the bus, parents or guardians are responsible for providing transportation to and from school.

Restorative Practices may be utilized after a citation.

	Level 1	Level 2	Level 3
Grades K-5			
1st Offense	Assigned Seat	Assigned Seat	1-3 Days Suspension
2nd Offense	1-3 Days Suspension	1-3 Days Suspension	3-5 Days Suspension
3rd Offense	3-5 Days Suspension	3-5 Days Suspension	5-10 Days Suspension
4th Offense	5-10 Days Suspension	5-10 Days Suspension	10 Days-Rest of Year
Grades 6-8			
1st Offense	Assigned Seat	1-3 Days Suspension	1-3 Days Suspension
2nd Offense	1-3 Days Suspension	3-5 Days Suspension	3-5 Days Suspension
3rd Offense	3-5 Days Suspension	5-10 Days Suspension	5-10 Days Suspension
4th Offense	5-10 Days Suspension	10-15 Days Suspension	10 Days-Rest of Year
Grades 9-12			
1st Offense	Assigned Seat	1-3 Days Suspension	3-5 Days Suspension
2nd Offense	1-3 Days Suspension	3-5 Days Suspension	5-10 Days Suspension
3rd Offense	3-5 Days Suspension	5-10 Days Suspension	10-20 Days Suspension
4th Offense	5-10 Days Suspension	20 Days-Rest of Year	20 Days-Rest of Year

Other district or legal actions may be taken, and consequences may vary. The bus pass will not be refunded due to suspension.



student accountability

Self-direction and personal responsibility are the goals of Jeffco Public Schools. Students must be accountable for their actions, and effective student discipline is a major contributor to the creation of a positive and productive learning environment for all students. Jeffco Public Schools strives to build healthy relationships between students and staff and teaches students to be accountable and rebuild relationships when necessary. In accordance with state law, Jeffco Public Schools uses this student and family handbook as a written code of conduct based upon the principle that every student is expected to follow accepted rules of conduct and show respect for others. Jeffco Public Schools does believe that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.

Please refer to [District Policy JK, Student Discipline](#), and subcodes for additional information.



SUSPENSION & EXPULSION

Jeffco Public Schools officials will consider the following factors to determine whether to suspend or expel a student:

1. The student's age;
2. The student's disciplinary history;
3. The student's eligibility as a student with a disability;
4. The seriousness of the violation committed by the student;
5. The threat posed to any student or staff; and
6. The likelihood that a lesser intervention would properly address the violation.

For additional information, please refer to the following district policies:

- [District Policy JK, Student Discipline and subcodes](#).
- [Discipline Matrix](#) (guidance provided to schools to support discipline practice) [2024-2025 Matriz de disciplina](#)

INVESTIGATIONS OF SUSPECTED STUDENT MISCONDUCT

To protect the safety and welfare of students and school personnel and maintain order and discipline on school property or at school-sponsored activities or events, school authorities may search a student's locker or desk and its contents, personal property or automobile under the circumstances described in policy and may seize any illegal, unauthorized or contraband materials.

School lockers, desks and other storage areas provided for student use on school premises are school property and remain at all times under the ownership and control of the school. Lockers, desks and storage areas, as well as the contents therein, are subject to inspection at any time, without notice and without cause, at the discretion of Jeffco Public Schools. No student shall lock or impede access to any locker or storage areas except with a lock provided or approved by school authorities.

Searches of a student's person or personal effects,

such as a backpack, purse, book bag, electronic devices, motor vehicle, etc., within the school or on school grounds may be conducted by the principal or designee when that official reasonably suspects that the search will uncover evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws or uncover the presence of an item that presents an immediate danger of physical harm or illness to any person.

For additional information, please refer to [District Policy JIH, Student Interviews, Interrogations, Searches, and Arrests](#) and [Regulation JIH-R](#).

TOBACCO, DRUGS & ALCOHOL

Jeffco Public Schools is committed to promoting the general health, welfare and well-being of our school community. Consequently, it is district policy that no student shall be permitted to use, be under the influence of, possess, distribute, gift, purchase, exchange, or sell any tobacco product, alcohol, or illegal drug while on district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by Jeffco Public Schools or one of its schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

Illegal drugs are all substances defined under either federal statutes as drugs or controlled substances or state statutes as controlled substances, including marijuana or marijuana concentrate as well as counterfeit or synthetic illegal drugs and substances falsely represented as being drugs. Drugs also are legal and illegal drugs not properly possessed under state or federal law. An exception will be made for the administration of medical marijuana in accordance with state law and district policy.

Compliance with the standards of conduct set forth in policy and its accompanying regulations is mandatory for all students. A violation shall subject a student to appropriate disciplinary action, up to and including expulsion and referral for prosecution. Students may have the option to complete an alternative to the suspension program in lieu of other disciplinary procedures.

All students, families and community members are expected to be aware of the prohibited conduct addressed in district policy and comply with the prohibitions. Failure to comply may result in student discipline up to and including expulsion; or family member or community member trespass from district property.

School property means all property owned, leased, rented, or otherwise used or contracted for by a school. This includes, but is not limited to: all buildings used for instruction, administration, support services, maintenance or storage; the grounds surrounding those buildings if the school is authorized to exercise dominion and control over the grounds; and all vehicles used by the school for transporting students, workers, visitors or other persons.

Tobacco product means any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested, inhaled or applied to the skin of an individual. Tobacco products do not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product. However, due to the wide range of nicotine levels available in tobacco cessation products, the school may request a written document from a medical provider for anyone under the age of 18 detailing dosage recommendations for tobacco cessation product use. Use means the lighting, chewing, smoking, inhaling, vaporizing, ingesting or application of any

other tobacco substance.

High school students may have access to group programs at the school to help students quit tobacco. Participation in the program is completely voluntary. Through the program, students learn to identify their reasons for using tobacco and healthy alternatives to tobacco use. As a part of the program, the facilitator collects pre- and post-survey responses from students who participate to assess changes in tobacco use and perception of harm.

For additional information, please refer to the following district policies:

- [District Policy JICH, Student Involvement Regarding Drugs and Alcohol](#)
- [District Policy ADC, Tobacco-Free Schools](#)

WEAPONS IN SCHOOL

Carrying, bringing, using or possessing a weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school district is prohibited.

For additional information, please refer to the following district policies:

- [District Policy JICI, Weapons in School](#)
- [District Policy JK, Student Discipline, and subcodes.](#)



student safety

Jeffco Public Schools emphasizes student safety through general supervision of students in school buildings, on school grounds, on school buses and through special attention to the following:

1. Maintaining safe school environments;
2. Observing safe practices, particularly in areas of instruction or extracurricular activities that have special hazards;
3. Establishing and enforcing rules and regulations designed to protect the safety of students while in or on school property;
4. Providing first aid for students in case of accident or sudden illness; and
5. Providing safe vehicles for transporting eligible students to and from school or to and from school-sponsored events.

For additional information, please refer to [District Policy JLI, Student Safety.](#)



BEHAVIORAL THREAT ASSESSMENTS

In support of maintaining school safety, staff will investigate reports of, or evidence regarding, student behavior on or off school grounds that could pose a threat to the safety or welfare of other students or staff.

Threatening or potentially dangerous behavior may include verbal, written, non-verbal communication or gestures. Threats may be direct, indirect, conditional or veiled. Threats may be communicated in person, electronically, through a third party, or by other intentional or unintentional means.

School staff may conduct a behavioral threat assessment following district policy to assess the potential level of danger of a student's behavior. Families may be invited to assist school staff in completing the assessment. However, family refusal to assist staff in completing the assessment will not prevent staff from completing those parts of the assessment about which staff is knowledgeable. Jeffco Public Schools may also make a determination of risk based on information received from law enforcement agencies, court personnel, mental health professionals, human services or other agency partners.

Families will be notified when a behavioral threat assessment is being conducted or as soon as possible after such assessment has been conducted, regarding their student. Records of student behavioral threat assessments shall be provided to families upon request. Students may be required to participate in developing a safety plan and comply with such a plan.

For additional information, please refer to [District Policy JLI, Student Safety](#).

CAMPUS SECURITY

Student safety is of the utmost importance to Jeffco Public Schools. Therefore, we have various resources to provide students with a safe and secure learning environment.

SCHOOL PATROLS

Jeffco Public Schools Department of School Safety utilizes acknowledged best practices to protect our schools. The Patrol Division monitors district schools for over 20 hours every day, seven days a week, including holidays. For information about patrol issues such as extra patrols or traffic controls, call 303-982-2450.

Call Security Dispatch at 303- 982-2445 if something requires immediate attention. If it is a life-threatening situation, call 911.

CAMPUS SUPERVISORS

Jeffco Public Schools secondary schools have highly trained Campus Supervisors who communicate information to administrators and respond to inquiries to help identify potential problems regarding the welfare, safety, and security of students, personnel, visitors and the building.

SCHOOL RESOURCE OFFICERS

The School Resource Officer (SRO) program proactively partners with local law enforcement agencies to ensure schools remain safe. SROs are generously funded by municipalities or Jefferson County, assigned to our schools and work in concert with our security team members. These officers provide a positive law enforcement presence in the school community and the uniformed officers act as positive role models to students, mentor and support students daily, build relationships with our school communities and help deter illegal activity.

STANDARD RESPONSE PROTOCOL

As part of the Emergency Response Plan, Jeffco Public Schools has adopted the Standard Response Protocol (SRP), a program that uses common language between students, staff, parents and first responders when describing actions to be taken in the event of an emergency. Families should review the [Standard Response Protocol](#). Should an emergency at school arise, you will be notified in accordance with your SchoolMessenger preferences.

Please keep your contact information and preferences up-to-date through Infinite Campus Parent Portal.

SAFE2TELL®

Safe2Tell® is designed to help students anonymously report any potentially threatening behavior that endangers them, their friends, family or the community. To make a report, call 1-877-542-7233 from anywhere, 24 hours a day, seven days a week. You may also make a web tip or download the Safe2Tell® mobile app.

For additional information, please refer to the [Safe2Tell® website](#).

SEX OFFENDER REGISTRY

Various law enforcement agencies provide sex offender data in order to enhance public safety. Generally, sex offender registries contain information about individuals who have been required by law to register and who are in compliance with the sex registry laws. The Colorado Bureau of Investigation (CBI) maintains a directory of adults convicted of felony sex offenses. This directory may be found on the [CBI website](#). In addition to the CBI registry, you may contact your local police department or your county sheriff's office to obtain a list of registered sex offenders in your city, county or state.

FAMILY BEHAVIOR & EXPECTATIONS

All Jeffco students and staff deserve to learn and work in an environment without disruption, threat or intimidation. Family members and adult visitors will display appropriate and professional adult behavior in schools, during school events, and at sanctioned school activities at all times. In accordance with Colorado law, failure of a family member or adult visitor to act appropriately may result in the violator being prohibited from being on school property or attending any school-sanctioned events. Law enforcement will be contacted regarding the matter in cases of significant disruption.

concerns, complaints & grievances

We respect your student's right to inquire and express any concerns they may have. We encourage families to address grievances at the local school level whenever possible.

We believe in addressing family concerns, complaints or grievances promptly and we welcome constructive feedback, as it helps us improve the quality of education and management in our schools. While we have confidence in our professional staff and aim to support them, we also take all concerns seriously. If a complaint is made directly to Jeffco Public Schools, the Board of Education or an individual Board member, it will be referred to the school administration for review and response.

If you have a concern, complaint or grievance, please report it immediately using our standard process.

- Family contact their student's school to address their need or concerns.
- If the issue is unresolved, the family may contact the Family Response Service Team (FRST) at 303-982-FRST (3778) or frstteam@jeffco.k12.co.us.
- If the family need is unresolved, the matter will be referred to an Assistant Director of FRST to reach a resolution.
- If the issue cannot be resolved, FRST will help the family start the formal grievance process as outlined by District Policy KE.



NONDISCRIMINATION

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

Avoiding unlawful discrimination requires the collaborative responsibility of each administrator, supervisor, employee, and student to affirm in actions and deeds the intent and spirit of governing laws and regulations. Toward this end, the district will assist management, staff, and students to implement the district's good faith intent not to discriminate in the district's employment and educational opportunities. Students, the public, parents or staff members who believe they have been the subject of discrimination must report the incident immediately in accordance with district policies:

- [District Policy AC, Nondiscrimination and Equal Opportunity](#)
- [District Policy GBA, Equal Employment Opportunity and Discrimination Complaint Process](#)
- [District Policy JB, Equal Educational Opportunities](#)
- [District Policy Regulation JB-R1, Student Discrimination Complaint Process](#)
- [District Policy Regulation JB-R2, Equal Educational Opportunity - Transgender](#)

Students

- [District Policy Regulation JB-R3, Grievance Procedure for Section 504 of the Rehabilitation Act](#)
- [District Policy JBB, Harassment of Students](#)
- [District Policy KE, Public/Parent Concerns and Complaints](#)

The following contact has been designated to assist the Jeffco Public Schools with its response to complaints of unlawful harassment and discrimination:

Title IX Coordinator/Compliance Officer
1829 Denver West Drive, Bldg. #27
Golden, CO 80401-001
Phone: 303-982-6544

PREGNANCY ACCOMMODATION

There are options for pregnant or parenting teens in the district. [Jefferson County Adolescent Pregnancy and Parenting Program \(JCAPPP\)](#) provides parenting and child development classes to pregnant and parenting teens while they are attending McLain Community High School.

RETALIATION

At Jeffco Public Schools, we ensure that all individuals involved in discrimination or harassment inquiries can participate without fear of retaliation. If you believe you've faced retaliation for reporting such a complaint or participating in an investigation, please contact one of the listed reporting officers or assigned investigators. When a complaint is reported, we conduct a swift inquiry. Retaliation violates our policy and will result in disciplinary or remedial measures. Your safety and well-being are our top priorities.

other important information for families

ADDITIONAL RESOURCES FOR STUDENTS

Jeffco Public Schools offers many educational options and special programs to meet the needs of students. For more information on these programs and resources, please visit the web page links below:

- [Food and Nutrition Services](#)
- [Special Education Services](#)
- [Student Services](#)
- [Gifted & Talented](#)
- [Student Engagement Office](#)
- [At-Risk & Alternative Education](#)
- [Students in the Court System](#)
- [Jeffco Transitional Services](#)
- [Medical Needs – Miller Special School](#)
- [Diversity & Inclusion](#)
- [Native American Education Program \(NAEP\)](#)
- [Title I Programs](#)
- [Community & Family Connections](#)
- [Project Finish Line](#)
- [Health Services](#)



FOOD & NUTRITION SERVICES

Jeffco Public Schools Food and Nutrition Services prepares over seven million meals yearly. We participate in the USDA School Lunch, Breakfast and Commodity Food programs. Since the passage of Healthy School Meals for All (HSMA), all students may now eat breakfast and lunch at no cost. Despite free meals, families are still encouraged to complete a [Student Benefits Application](#) to determine if they qualify for other fee waivers. When completing the Student Benefits Application, families must consent to disclose the application information for use as an application for other fee waivers.

For additional information, please contact the Food & Nutrition Services office at 303-982-6748.

CLOSED OR INACTIVE ACCOUNTS

When a student has graduated or otherwise unenrolled from Jeffco Public Schools, the meal account associated with that student will become dormant or inactive for 11 months. During this time, you may request a refund of the student's account balance, transfer the account balance to another family member's meal account or donate the remaining balance for districtwide unpaid meal debt.

Jeffco Food and Nutrition Services (FNS) will make reasonable efforts to return monies left on dormant or inactive accounts. Those reasonable efforts, at a minimum, will include sending three communications to the last known physical, email address, or phone number, with instructions on how to request a refund or transfer of the balance before the expiration of the 11 months. Should a transfer or refund not be requested and the account stays inactive for more than 11 months, FNS will close the account, deem the balance unclaimed property and escheat the property to the district (balances at or under \$24.99) or the state (balances at or over \$25).

MEAL MODIFICATIONS FOR ALLERGIES

Jeffco Public Schools recognizes that students may have potentially life-threatening allergies mostly caused by food and other allergens. Families, the school administrator and the district

school nurse will develop a health plan using the [Colorado State Student Allergy and Anaphylaxis Health Form](#).

Food and Nutrition Services accommodates students with special dietary needs that are documented by a medical authority. If a student needs a special diet, please complete the [Meal Modification](#) form; this form is required each school year. After completing this form (a medical authority must sign the form), families will work with the district dietitian to create a modified menu for your student.

Please refer to [District Policy JLCDA, Students with Food Allergies](#) for additional information. You can also review the [Jeffco Allergy Handbook](#).

FOOD PROVIDED (NOT SOLD) TO STUDENTS

According to federal rules, school districts must have nutrition standards for foods provided (not sold) to students for fundraisers, celebrations, birthdays and rewards.

For additional information, please refer to District Policies [EFEA, Nutritional Food Choices](#) and [ADF, School Wellness](#)

EXEMPTION FROM CONTROVERSIAL EDUCATION TOPICS

Completion of curriculum is a prerequisite for graduation. Nonetheless, there are occasions when it may be appropriate or necessary to exempt a student from required instruction due to the student's religious beliefs or the student's physical condition. Exemptions from required instruction do not excuse a student from the total credit hours required for graduation or from performing alternate work.

Please refer to [District Policy IMBB, Exemptions from Required Instruction](#), for additional information.

INSTRUCTIONAL TOOL EXPECTATIONS (1:1 DEVICES | TECH FOR ED)

Students in neighborhood and option schools will be assigned a Chromebook from the [district 1:1 program](#) to use for personalized learning in grades 1, 5, and 9 that is Jeffco-owned and managed (with no implied sense of ownership or privacy). Students are expected to use their district-assigned Chromebooks for schoolwork throughout the school day. Students will use this device for the next four years, upon which they will receive an updated one. Students are expected to keep the device in good working order. Normal wear and tear is expected and damages should be reported; intentional damages may result in disciplinary action. All students and families have signed the [Technology Usage Agreement](#) during registration.

STUDENT FEES

Colorado state law (C.R.S. 22-32-117) allows Jeffco Public Schools to authorize the collection of the following fees.

MANDATORY FEES

The district aims to ensure your student has everything they need for a successful school year. To help cover the costs of consumable supplies that students keep, we ask for fees for items like textbooks, registration, tests, supplies for Advanced Placement and International Baccalaureate classes, field trips, band and vocal music materials and student IDs. Additionally, user fees are in place for parking, athletic sports, instrument rental, outdoor lab and technology, and 1:1 devices.

If your student qualifies for free or reduced lunch or is verified as homeless, unaccompanied or in foster care, these fees may be waived. Some students with Individualized Education Plans (IEPs) may also receive fee waivers, regardless of free or reduced lunch eligibility.

For students not eligible for free or reduced lunch, the district may ask for a reasonable deposit to cover potential loss or damage to equipment, textbooks, musical instruments, etc. This deposit is refundable when the items are returned in good condition, aside from ordinary wear and tear. If no

deposit is required and items are lost, stolen or not returned in good condition, all students, including those eligible for free or reduced lunch, will be assessed up to the full replacement or repair cost, following the law and district policy.

For additional information, please refer to [District Policy JQ. Student Fees and Charges](#)

VOLUNTARY FEES

Fees will be assessed as a condition of participation in a school-sponsored activity or program, not within the academic portion of the educational program, such as enrollment in preschool and before- and after-school and credit recovery programs. In addition, fees are charged for college entrance testing, yearbooks, student transcripts and to be able to attend athletic/activity events and graduation ceremonies.

In order to ensure full participation, some fees may be waived for students who are verified as homeless, unaccompanied, or foster children. Please refer to [Family & Community Partnerships](#).

For additional information about fees, please refer to the following district policies:

- [District Policy JQ. Student Fees and Charges](#)

TRANSPORTATION FEES

Jeffco will not charge transportation fees for the 2024-25 school year as part of the district's plan to discontinue transportation fees.

SCHOOL CLOSURES

We prioritize the safety of our students and staff above all else while considering many other factors when deciding whether to close schools.

COMMUNICATION ABOUT SCHOOL CLOSURES

Jeffco Public Schools utilizes a messaging system to send critical announcements, such as snow closures or individual school closures, to families 24 hours a day via voice messages, e-mail and text messaging. The system sends messages in your preferred language and preferences as set through the [Infinite Campus Parent Portal](#). Please keep your contact information and preferences up-to-date in Infinite Campus to ensure you receive important

news and updates from the district and your child's school.

Please make advance arrangements for your student in case of school closures or emergencies that require an individual school to close. Ensure your student knows where to go if no one is home and how to contact you. In cold weather, ensure they are dressed appropriately, as emergencies like fire alarms or building evacuations can happen unexpectedly. You always have the discretion to keep your student home during extreme weather conditions, and we understand and respect your decision. Simply contact the school to arrange for an excused absence.

Please note: If you are instructed to pick up your student at a location other than their school due to a school closure or emergency, you will be asked to present a photo ID before the student will be released. Please visit [this webpage](#) to learn more about what families should do in an emergency.

Other resources for updates on school closures include [District Policy EBCE, School Closings and Cancellations](#), the [Jeffco Public Schools website](#), Jeffco Public Schools [Twitter](#) and [Facebook](#) pages, and during snow closures local news listings (TV and online).

FAMILY ENGAGEMENT

Jeffco Public Schools recognizes that families are a student's first and most influential teachers and that they share the school's commitment to the educational success of their students. All families play essential roles in their children's education as they communicate high expectations, monitor their child's performance, support learning at home, guide their child's education and advocate for their child. To ensure all students thrive, our staff, families, and community members must work as trusted partners. In Jeffco, family engagement is aligned to the six [National PTA Standards \(Español\)](#)

Jeffco Public Schools is fortunate to have the support of many groups that work directly with Jeffco Public Schools and the Board of Education to ensure students receive the best education possible. Family and community members volunteer their time to serve on several advisory committees. We actively encourage family engagement at the school and district levels.

Please refer to the Jeffco Public Schools website for opportunities and additional information.

SCHOOL ACCOUNTABILITY COMMITTEE

Jeffco Public Schools values community involvement in our schools. Active family engagement ensures that the unique needs of our school community are met through positive collaboration between school leaders, staff and community members. The School Accountability Committee (SAC) plays an important advisory role, recommending matters such as budget, school priorities, improvement plans, infrastructure, and family engagement to the principal. While the SAC advises, the principal is ultimately responsible for meeting federal, state and district requirements and achieving the academic performance standards set by Jeffco Public Schools.

The district encourages you to join the SAC and contribute to the success of your child's school. For more information, please contact your school principal.

GRADUATION PARTICIPATION

Jeffco Public Schools proudly celebrates the achievement of completing the requirements for a diploma. Each graduating senior will be honored in a publicly celebrated graduation ceremony.

High schools will plan their own unique graduation exercises, with the faculty and senior class collaborating closely. While senior class members may contribute fees to help cover graduation expenses, no student will be excluded from participating due to an inability to pay.

For additional information, please refer to:

- [District Policy IKF, Graduation Requirements and Regulation IKF-R](#)
- [District Policy IKFB, Graduation Exercises and Regulation IKFB-R](#)

ATHLETICS & ACTIVITIES

Our high school programs are committed to excellence in athletics and activities while supporting the educational mission of Jeffco Public Schools. Extracurricular athletics & activities are an extension of the classroom and an important part

of our district's comprehensive educational philosophy.

To learn more about Jeffco's athletics and activities, please visit [this webpage](#). Here you will be able to access information regarding our philosophy/vision, sportsmanship expectations, sports medicine resources, contact information, yearly/weekly eligibility requirements, program offerings and more.

Students who are interested in participating in high school athletics and activities are encouraged to contact their high school's coach, sponsor, athletics director or activities director to learn more about the specific program they are interested in.

DISTRICT & SCHOOL CALENDAR

Please refer to the [Jeffco Public Schools website](#) for the most current district calendar. Please refer to your individual school's website for school calendars.



preschool

PHILOSOPHY

Jeffco Preschool Programs provide a childhood experience filled with play, including adventure, investigation, exploration and friendship. We believe that each child is a unique individual and that all children can learn. Our programs strive to ensure families and children feel at home and part of a warm, supportive and inclusive community.



INSTRUCTIONAL APPROACH

We believe in teaching the whole child with attention given to all areas of development, including social-emotional and content knowledge. With student interest and experiences guiding decision-making, the standards-based curriculum is brought to life in play. Teachers create a caring, equitable and inclusive community of learners where information is available through various materials and experiences.

Children are naturally curious about their environment, so play is an essential component of our programming. In an ever-evolving, purposefully designed environment, children experience self-directed learning opportunities where they practice skills aligned with their needs and development. Play promotes a language-rich environment that fosters problem-solving skills, self-regulation and cognitive and social competencies alongside learning of content knowledge.

Preschool lays the foundation for our children to become critical thinkers, gain the necessary executive function skills to be academically successful and continue their educational experiences with confidence and enthusiasm. We want our children to not only be successful in their future academic career but to look back at their experiences with a sense of belonging and fondness for their time spent in preschool.

AGES OF CHILDREN ACCEPTED

To be eligible for preschool, your child must turn three or four by October 1 of the current school year. Students receiving special education services may begin upon their third birthday.

SCHOOL HOURS

Visit the [Jeffco Public Schools website](#) for school registration details and hours.

HEALTH AND IMMUNIZATION REQUIREMENTS

PHYSICAL

Within thirty (30) calendar days of admission and within thirty (30) calendar days following the expiration date of a previous health statement, the parent(s)/guardian(s) of each child must submit a statement of the child's current health status or written verification of a scheduled appointment with a health care provider. The statement of the child's current health status must be signed and dated by a healthcare provider who has seen the child within the last twelve (12) months. The statement must include when the next visit is required by the health care provider. All health statements must be uploaded on the online registration platform or emailed to jeffcoearlylearning@jeffco.k12.co.us

The preschool has the right to refuse to admit a child who does not provide a health care provider's statement, immunization records or an immunization exemption, as these are necessary childcare licensing requirements.

IMMUNIZATIONS

Preschool follows the same immunization requirements as the district. Please see Appendix A and the Student Health Section for the district immunization requirements.

INCLEMENT AND EXCESSIVELY HOT WEATHER PROCEDURE

In the event of excessively hot or cold temperatures, the students' outdoor playtime will be adjusted accordingly. Children should be dressed to participate in outdoor activities daily. Drinking water is made available to children and play times may be adjusted or involve different kinds of structured activities depending on the temperature.

The parent or guardian should apply sunscreen before dropping the child off. Staff will reapply sunscreen 30 minutes before the scheduled outdoor time(s).

ENROLLMENT AND REGISTRATION

Visit the [Jeffco Public Schools website](#) for information on the process for enrollment and registration.

UNIVERSAL PRESCHOOL PROGRAM (UPK)

The [Universal Preschool Program \(UPK\)](#) allows families to choose the right setting for their child, whether it is in a licensed community-based, school-based or home-based preschool setting. UPK is a result of Colorado Voters [passing Proposition EE in 2020](#).

To access UPK funding, families must apply through the [UPK website](#) when it opens each spring.

- Completion of the preschool enrollment process is separate from applying for UPK funding.
- Families interested in enrolling in preschool should complete the enrollment process through EnrollJeffco.

Tuition will be available in August through the [Infinite Campus Parent Portal](#) or the [Fee Payment Portal](#). From August to April, tuition is collected in nine monthly installments.

All tuition is due on the 1st of each month and delinquent after the 5th.

The first payment is due August 1. A \$10 late fee will be assessed for tuition payments received after the 5th of the month.

[2024-2025 Tuition Fee Schedule English](#)
[2024-2025 Tuition Fee Schedule Spanish](#)
[2024-2025 Tuition Fee Schedule Vietnamese](#)

FUNDING OPPORTUNITIES

Jeffco partners with the [Child Care Assistance Program \(CCAP\)](#) to offer tuition assistance to qualifying families. This tuition assistance may cover some, or even all, of your child's preschool tuition costs. You may contact us at 303-982-1737 or use the links listed below.

CCAP provides financial assistance to eligible

low-income families who need childcare benefits for children from birth to age 12. If you are eligible, a portion of the total childcare cost will be paid directly to the provider. You will be required to pay a portion of the childcare costs to the provider based on family size and income.

[Jumpstart](#) is a funding source only available for families who live in Jefferson County and are not eligible for CCAP. It will cover three months of child care in a graduated manner: 100% for the first month, 75% for the second month then 50% for the third month.

WITHDRAWAL NOTIFICATION

Please submit a written notification of withdrawal to the school and understand that refunds are not given for tuition that has been paid.

STUDENT SUPERVISION

Parents must sign children in and out each day, with the arrival and departure times. Staff members complete an attendance verification at multiple points during the day, including before and after all transitions. The attendance verification includes a name-to-face procedure and student headcount. After verifying the attendance of all children, the staff is responsible for checking the bathrooms, playground and all open classrooms for any children or emergency circumstances.

GUIDANCE, POSITIVE INSTRUCTION, SUPPORTING POSITIVE BEHAVIOR, DISCIPLINE AND CONSEQUENCES

The children in our preschool classrooms are just beginning to learn the complex skills of getting along with others and are learning to go to school. Discipline should be viewed as an opportunity to guide and support our youngest learners as they learn from mistakes and begin to understand the perspectives of others. Discipline is based on an understanding of each child's individual needs and level of development. Staff in our programs are trained to use positive redirection techniques, choices, problem-solving, natural and logical

consequences and direct instruction of social skills and emotional regulation strategies.

Discipline is **not** associated with food, napping or toilet training.

When a student requires additional support with challenging behavior in the classroom, schools have a process that includes consultation with a team and early childhood mental health professionals to identify interventions.

In the very rare instance when suspension or expulsion might be considered, please refer to district policy regarding student discipline on page 15 of this handbook.

NOTIFICATION FOR CHILDREN'S ILLNESSES, ACCIDENTS AND INJURIES

Preschool follows the same illness procedures as K-12. Families will be contacted immediately if a child is injured at school. In the event of a medical emergency, your child will be transported by ambulance to the nearest hospital. Families will be responsible for any costs associated with emergency transportation and medical care of the child.

The school will attempt to reach one of the contacts provided for the student, but if none of them can be reached, school personnel will use discretion in securing medical aid in an emergency, following the District 911 Calling Guidelines. It is understood that neither the school, the district, nor the person responsible for obtaining medical aid will be responsible for the expense incurred.

EMERGENCY PROCEDURES

Drills are held regularly to acquaint teachers and children with the procedures to follow in the event of a person of interest or intruder on the premises, a situation in close proximity to a site, or a natural disaster, such as a tornado, fire, or bomb threat. Copies of the procedures are available upon request.

OFF-SITE EVACUATIONS

This protocol is used when circumstances require the off-site evacuation and relocation of students

and staff to a remote site where students will be accounted for and may be released to their families. During emergencies, we ask that parents, relatives, and friends refrain from rushing to the school incident site to check on the safety of students and staff, as you may impede first responders' access to the impacted site. District communications will utilize SchoolMessenger to communicate information to parents and guardians.

INTRUDERS/UNAUTHORIZED PERSON

District guidelines as outlined in the Jeffco Public Schools Security section and the Emergency Management Plan assists school personnel in recognizing and responding appropriately to crises and emergency situations.

LOST CHILD

Preschool students are supervised at all times. In the event that a student is not with the group, the principal will be notified and an organized search of the premises will be conducted. The family and Child Care Licensing will be notified.

FIELD TRIPS, INTERNET, MEDIA AND SPECIAL ACTIVITIES

Television and video viewing are not a part of the regular school day. Families will be asked to sign a permission slip for their students to watch a video or special event on television. On rare occasions, students may have the option of watching a program or video specifically designed for the interest and benefit of children (i.e., a "G" rated educational movie).

Media and internet usage are aligned with digital learning opportunities for students. Classroom teachers ensure that digital activities are suited for preschool children both developmentally and instructionally.

During the year, students may participate in field trips, which are planned and supervised by the teachers. Transportation for field trips is provided by a Jeffco Public Schools bus or through the coordination of teachers with families. All safety rules are in accordance with school district policy and CDEC Rules and Regulations. Student

emergency information and phone numbers are taken on every trip away from the school premises.

If you arrive after your child's class has left for the field trip, you will need to provide transportation to and from the field trip for your child. We do not leave staff behind to take care of late students. Office personnel are not authorized to look after your child. Under no circumstances should the child be left at the preschool site. Children are expected to use the same transportation coming and going for field trips. A child going on the field trip by bus must return to the preschool by bus.

AUTHORIZED RELEASE

Children will be released only to an authorized person designated by families via their Infinite Campus Parent Portal account, so please keep this updated. Please note that we cannot release a child to an older sibling, student, or childcare provider unless they are 16 years of age. Any designated party must show proper identification (a picture I.D.) before the child is released. **If a child is to be picked up by someone other than a designated person in Infinite Campus, the school must be notified in advance.**

If you will be late picking up your child, please call the school. If the school is unable to reach either the parents or emergency contacts within thirty minutes after school dismissal, it is required to contact the local police department and Jefferson County Social Services.

PERSONAL BELONGINGS

Children should not bring personal items such as money, toys, candy, medicine or lip balms from home as small items can be lost or damaged easily. Check with your child's teacher to find out where your child's necessary personal items (school work, extra clothes, jackets, backpacks, etc.) will be stored.

MEALS AND SNACKS

School lunch is provided for students in full-day classrooms. Parents may provide a healthy meal instead of a school lunch. Part-day programs do not typically offer a dedicated time for snacks, although you are welcome to send nutritious items to be served.

DIAPERING AND TOILET TRAINING

Staff follow diapering procedures as required by the Colorado Department of Public Health & Environment. Families must provide adequate diapers, wipes and change of clothing for their child's day.

VISITORS

Each visitor must sign in upon arrival and sign out at departure. All visitors must show proper identification. Visitors will be asked to wear a name tag while inside the building.

FAMILY AND TEACHER CONFERENCES

Family/teacher conferences are formally scheduled twice per year and may also be requested by teachers or parents, as needed to discuss children's behavior, progress, and social and physical needs.

COMPLAINTS AND GRIEVANCES

All Jeffco Public Schools Preschools are licensed by the Colorado Department of Early Childhood. The license indicates that this facility has met the required standards for operating a childcare facility. The most recent inspection is available upon request. If you have a concern about the child care services received at this site, please contact:

The Colorado Department of Early
Childhood, Division of Early Learning Licensing
303-866-548 or 1-800-799-5876

appendix a: federal & state legal requirements

ATTENDANCE

All schools will have attendance rules incorporating Jeffco Public Schools' attendance requirements as outlined by district policy. Colorado Revised Statutes (C.R.S.) provide that “every child who has obtained the age of six years on or before August 1 of each year and is under the age of seventeen years shall attend public school for at least” the minimum required hours each school year. The minimum required hours by school level are:

- Half-day kindergarten – 450 hours
- Full-day kindergarten – 900 hours
- Elementary school other than kindergarten – 968 hours
- Secondary school – 1,056 hours

Please note that there are a number of exceptions to these provisions contained in the statute and policy. For additional information, please refer to [District Policy JH, Student Absences and Excuses](#).

IMMUNIZATION

Each student entering a Colorado school for the first time is required to present a certificate of immunization from a licensed physician, an authorized representative of the Colorado Department of Public Health and Environment (CDPHE) or local health department stating that the student has received immunizations against communicable diseases as specified by Colorado Revised Statutes (C.R.S. 25-4-902). Please note there are a number of exceptions to these provisions that are contained in the statute. Student immunization information may be accessed through the Colorado Immunization System in accordance with the

Colorado Department of Public Health and Environment and district protocols.

For additional information, please visit the [CDPHE website](#).

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws, parents/guardians and students over 18 years of age (“eligible students”) are afforded certain rights with respect to the student’s education records.

- The right to provide written consent before the district discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to inspect and review the student's education records within 45 days after the district receives a request. Parents/guardians or eligible students may submit a Request to Review Education Records form, located on the [Jeffco Public Schools website](#), to the Student Records Center that identifies the record(s) they wish to inspect.
- The right to request the amendment of an education record that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents/guardians or eligible

students may submit a Request to Amend Education Records form, which is located on the [Jeffco Public Schools website](#), to the Student Records Center that clearly identifies the part of the record they want changed, and specifies why it should be changed.

- Parents/guardians or eligible students may submit a directory information opt-out designation as communicated on the [Jeffco Public Schools website](#).
- Parents/guardians or eligible students may opt out of having student personally identifiable information (PII) disclosed to military recruiters as communicated on the [Jeffco Public Schools website](#).
- Parents/guardians or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Jeffco Public Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

Student education records may be disclosed to school officials without prior written consent if that school official has a legitimate educational interest in those records. A “school official” is a person employed by Jeffco Public Schools as an administrator, supervisor, teacher, support staff member, or member of the Board of Education. A “school official” may also be a volunteer, contractor, or consultant who, while not employed by Jeffco Public Schools, performs an institutional service or function for which Jeffco Public Schools would otherwise use its own employees and who is under direct control of Jeffco Public Schools with respect to the use and maintenance of PII from education records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Jeffco Public Schools discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student’s enrollment or transfer.

REPORTING OF CHILD ABUSE

Student safety is a top priority in Jeffco Public Schools. Colorado law requires all Jeffco employees to report suspected child abuse or neglect to law enforcement or the Jefferson County Department of Social Services. Each year, our employees receive refresher training on this important obligation.

ASBESTOS MANAGEMENT

In compliance with federal guidelines, Jeffco Public Schools make asbestos management plans for schools and other district facilities available for public inspection. Parents, employees or interested citizens may review the management plan for any school facility and have copies made at their own expense. Each school’s management plan is available at the school, and plans for all district buildings are on file at the Jeffco Public Schools’ Office of Environmental Services, 809 Quail St., Building 4, Lakewood or by calling 303-982-2349.

STORMWATER MANAGEMENT

Per the Colorado Department of Public Health and Environment (CDPHE) Stormwater permits, the Environmental Services Department manages the district’s stormwater program. A copy of Jeffco Public Schools Program Description Document is available for review and comment. To request stormwater program information, report illegal dumping or illicit discharge on school district property or to provide feedback, please contact Jeffco’s Environmental Services Department at 303-982-2349. After hours, please contact District Security at 303-982-2445.

appendix b: glossary

2e or 2x	Twice Exceptional	GPA	Grade Point Average
504 Plan	Disability Accommodation Plan under Section 504 Rehabilitation Act of 1973	GT	Gifted and Talented
ACT	American College Test	HIPPY	Home Instruction for Parents of Preschool Youngsters
ADD/ADHD	Attention Deficit (Hyperactive) Disorder	ICAP	Individual Career and Academic Plan
AEC	Alternative Education Campus	IDEA	Individuals with Disabilities Educational Act
ALP	Advanced Learning Plan	IEP	Individualized Education Plan
AMP	Art, Music, Physical Education	ILP	Individualized Literacy Plan
AP	Advanced Placement	IQ	Intelligence Quotient
Artic	Articulation area. Group of schools; elementary, middle and high school, that serve the same geographic area.	JCAA	Jefferson County Administrators Association
ASD	Autism Spectrum Disorder	JCEA	Jefferson County Education Association
AYP	Adequate Yearly Progress	JCMH	Jefferson Center for Mental Health
BOCES	Board of Cooperative Educational Services	JESPA	Jeffco Education Support Professionals Association
BoE	Board of Education	JSEL	Jeffco Summer of Early Learning
CAAC	Capital Asset Advisory Committee	JVA	Jeffco Virtual Academy
CAGT	Colorado Association for Gifted and Talented	MAP	Measure of Academic Progress
CAS	Colorado Academic Standards	OLR	Online registration - Jeffco's online tool for families to complete annual registration
CBLA	Colorado Basic Literacy Act	PARCC	Partnership for Assessment of Readiness for College and Careers
CBT	Cognitive Behavioral Therapy	PK	Preschool
CCHE	Colorado Commission on Higher Education	PSAT	Preliminary SAT; practice college entrance exam for 10th graders
CCSS	Common Core State Standards	PTA	Parent Teacher Association
CDE	Colorado Department of Education	PTO	Parent Teacher Organization
CHSAA	Colorado High School Activities Association	SAC	School Accountability Committee
CoAlt	Colorado Alternative Assessment	SACC	School Age Child Care
CogAT	Cognitive Abilities Test	SAE	School Age Enrichment
CMAS	Colorado Measures of Academic Success	SAT	College entrance exam for 11th graders
CORA	Colorado Open Records Act. State law requiring that certain information be made available to the public	SEAC	Special Education Advisory Committee
CRS	Colorado Revised Statute	SEO	Student Engagement Office
CTE	Career and Technical Education	SID	Student Identification Number
DAC	District Accountability Committee	SIET	School Innovation and Effectiveness Team
DAS	Differential Abilities Scale (IQ Test)	SOARS	School Online Assessment Reporting System
DDRC	Developmental Disabilities Resource Center	SPAC	Strategic Planning Advisory Council
DIBELS	Early Literacy Skills Assessment	STEAM	Science Technology Engineering Art and Mathematics and Mathematics
ECE	Early Childhood Education	STEM	Science, Technology, Engineering & Mathematics
ELA	English/Language Arts	TDPAC	Technology and Data Privacy Advisory Committee
ELL	English Language Learners	UIP	Unified Improvement Planning
ERD	Educational Research and Design		
ESL	English as a Second Language		
ESS	Exceptional Student Services		
ESY	Extended School Year		
FERPA	Family Educational Rights and Privacy Act		