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Roaring Fork School District
Student Behavior Policy Handbook

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DISTRICT MISSION STATEMENT

The Mission of the Roaring Fork School District

Together with family and community, all students learn to meet the challenges of life.

The Beliefs of the Roaring Fork School District

Everyone can learn.
Each student has unique learning needs.
Valuing self and others strengthens our society.
All learners have a right to a safe, respectful environment.
An educated citizenry is essential to the continuation of democracy.
Respecting the diversity of others is essential to a healthy community.
Quality teachers are the most important resource schools can provide to facilitate learning.
The education process is a partnership of students, families, schools and communities.
Successful learning is the application of knowledge.
Learning enriches life.
Learning is a life-long process.

The Parameters of the Roaring Fork School District

1. We will not tolerate behavior that threatens the health or safety of self or others.
2. Hurtful, disrespectful, demeaning, racist, sexist language will not be tolerated.
3. We will never allow ourselves to lose the focus of our mission when making decisions.
4. Educating our students to meet or exceed the standards will always be the top fiscal responsibility.
5. We will always consider the students to be our most important customer.
6. Expectations for students will never be based on race or gender.
7. We will always exercise sound stewardship of resources.

Approved: July 1991

Revised: November, 1998

Legal Reg.: C.R.S. 22-32-109.1

Revised: September 2002

Revised: January 2006

File: AC

Nondiscrimination/Equal Opportunity

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age is also prohibited in accordance with state and federal law.

In keeping with these statements, the following shall be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.

3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he or she lives.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or discrimination in violation of district policy.

Annual notice

The district shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the district are offered without regard to race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, disability or need for special education services. The announcement shall also include the name/title, address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired. The notice shall appear on a continuing basis in all district media containing general information, including: teachers' guides, school publications, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

Harassment is prohibited

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work and members of the public can access and receive the benefit of district facilities and programs. All such harassment, by district employees, students and third parties, is strictly prohibited.

All district employees and students share the responsibility to ensure that harassment does not occur at any district school, on any district property, at any district or school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any district curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is so severe, persistent, or pervasive that it creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school. Board policy on sexual harassment will apply to complaints alleging sexual harassment.

Reporting harassment

Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in this policy shall immediately report it to an administrator, counselor, teacher or compliance officer and file a formal complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment or member of the public who believes he or she has been a victim of unlawful discrimination or harassment shall file a complaint with the compliance officer.

All students who witness such harassment shall immediately report it to an administrator or teacher. All employees who have such harassment reported to them shall promptly forward the report to an immediate supervisor or to the compliance officer.

All district employees who witness such harassment shall take prompt and effective action to stop it, as prescribed by the district. Under certain circumstances, harassment may constitute child abuse that must be reported to proper authorities.

Interim district action

When appropriate, the district shall take interim measures during the investigation of a harassment report to protect the alleged subject of the harassment from further harassment or retaliation.

In cases involving potential criminal conduct, the compliance officer shall determine whether appropriate law enforcement officials should be notified.

District action following investigation

The district shall take appropriate action to end the unlawful harassment, to prevent its recurrence, to prevent retaliation against the individual making the report and anyone participating in the investigation and to restore lost educational opportunities to the harassed student or employment opportunities to staff. In addition, any student or employee who engages in harassment of another student or employee shall be disciplined according to applicable district policies. Steps shall also be taken to ensure that victims of, and witnesses to, harassment are protected from retaliation. Further, students or employees who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment.

No student, employee or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy. To the extent possible, all reports of harassment will be kept confidential. Upon determining that incidents of harassment are occurring in particular district settings or activities, the district shall implement measures designed to remedy the problem in those areas or activities.

Notice and training

To reduce harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all district schools and departments. The policy and compliance process shall be incorporated into student and employee handbooks.

District employees shall receive periodic training related to recognizing and preventing unlawful harassment. District employees shall receive additional training related to handling reports of harassment.

Adopted: January 2006

Revised: May 2011

LEGAL REFS.:

20 U.S.C. § 1681 (*Title VII, Education Amendments of 1972*)
20 U.S.C. § 1701-1758 (*Equal Employment Opportunity Act of 1972*)
29 U.S.C. § 621 *et seq.* (*Age Discrimination in Employment Act of 1967*)
29 U.S.C. § 701 *et seq.* (*Section 504 of the Rehabilitation Act of 1973*)
42 U.S.C. § 12101 *et seq.* (*Title II of the Americans with Disabilities Act*)
42 U.S.C. § 2000d (*Title VI of the Civil Rights Act of 1964, as amended in 1972*)
42 U.S.C. § 2000e (*Title VII of the Civil Rights Act of 1964*)
34 C.F.R. Part 100
C.R.S. § 2-4-401 (13.5) (*definition of sexual orientation*)
C.R.S. § 18-9-121 (*bias-motivated crimes*)
C.R.S. § 22-32-109 (1)(II) (*Board duty to adopt written policies prohibiting discrimination*)
C.R.S. § 24-34-301 (7) (*definition of sexual orientation*)
C.R.S. § 24-34-301 *et seq.* (*Colorado Civil Rights Division*)
C.R.S. § 24-34-401 *et seq.* (*discriminatory or unfair employment practices*)
C.R.S. § 24-34-601 (*unlawful discrimination in places of public accommodation*)
C.R.S. § 24-34-602 (*penalty and civil liability for unlawful discrimination*)

CROSS REFS.:

ACE, Grievance Procedure

GBA, Equal Opportunity Employment

GBA-E, Non-discrimination Policies

ACAAA, Sexual Harassment

ACAA-R, Sexual Harassment—(Prohibited Conduct)

File: ACAA

Sexual Harassment

The Board recognizes that sexual harassment can interfere with academic and work performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws which prohibit sex discrimination.

District's commitment

The district is committed to maintaining a learning and working environment that is free from sexual harassment. It shall be a violation of policy for any staff to harass staff or students or for students to harass other students or staff through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third parties and appropriate corrective action shall be taken. Corrective action includes taking necessary steps to end the harassment, to make the harassed student or staff member whole by restoring lost educational or work opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

What constitutes sexual harassment

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 or staff member being harassed are the same sex and whether or not the student or staff member resists or submits to the harasser, when:

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

Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

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

1. Sex-oriented verbal "kidding," abuse or harassment
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching, such as patting, pinching or constant brushing against the body of another
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or employment status or similar personal concerns.

Legitimate nonsexual touching or other nonsexual conduct is not sexual harassment.

Reporting sexual harassment

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, students or staff are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal of their school building. The sexual harassment reporting process has two levels. The initial reporting starts by the student or staff member reporting suspected sexual harassment to a “complaint manager”. The second level of reporting sexual harassment is to file a formal grievance with the district grievance officer (superintendent).

Each building will assign at least one “complaint manager” (including non-instructional sites). Some balance by gender, ethnicity, race and linguistic group should be considered. Students and staff need to know the name and location of “complaint managers”.

Students, staff members or “complaint managers” should file a formal grievance with the grievance officer (superintendent) if it is perceived that the complaint hasn’t been resolved at the building level or if further action is deemed necessary by any party in the process.

Students or staff members have the right to file a grievance at anytime during the process. The process for filing a grievance is set forth in regulation ACAA-R-1.

If the alleged harasser is the person designated as the grievance officer (superintendent), an alternate grievance officer will be appointed by the board of education to investigate the matter.

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. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

Receiving sexual harassment reports

The level one response for the “Complaint Manager” is as follows. An internal process for preventing, stopping and preventing the recurrence of sexual harassment has four parts:

1. Receipt of complaint (reporting)
2. Investigation of the allegations (fact gathering)
3. Weighing the evidence and reporting (fact-finding)
4. Administrative action

It is recommended that a single person not perform all the functions. It is recommended that a team consisting of at least two members, one man and one woman be formed. Upon receipt of a complaint, the team members would investigate the complaint. Together they would interview the complainant, witnesses, and respondent.

All sexual harassment reports shall be forwarded to the grievance officer (superintendent). The grievance officer (superintendent) shall keep a confidential log, separate from other school or employment records, wherein reports of sexual harassment shall be recorded. The purpose of such a log is to aid the grievance officer (superintendent) in the investigation of sexual harassment reports and in discovering, investigating and resolving recurring sexual harassment problems, if a level two report is filed or deemed necessary.

Upon receiving a report, the grievance officer shall proceed as set forth herein and in regulation ACAA-R-1.

Investigating sexual harassment reports

The grievance officer (superintendent) may consider the following types of information in determining whether sexual harassment occurred:

1. Statements by any witness to the alleged incident
2. Evidence about the relative credibility of the parties involved
3. Evidence relative to whether the alleged harasser has been found to have harassed others

4. Evidence of the allegedly harassed individual's reaction or change in behavior following the alleged harassment.
5. Evidence about whether the individual claiming harassment took action to talk to another adult about the situation.
6. Evidence and witness statements or testimony presented by the parties involved
7. Other contemporaneous evidence
8. Any other evidence deemed relevant by the grievance officer.

In deciding whether conduct is sufficiently severe, persistent or pervasive, all relevant circumstances shall be considered by the grievance officer, including:

1. The degree to which the conduct affected one or more students' education or one or more staff member's employment.
2. The type, frequency and duration of the conduct.
3. The identity of and relationship between the alleged harasser and the allegedly harassed individual.
4. The number of individuals involved as alleged harassers and as subjects of the harassment.
5. The age and sex of the alleged harasser and the subject of the harassment.
6. The location of the incident and context in which it occurred.

Interim district action

When appropriate, the district shall take interim measures during the investigation of a harassment report to protect the alleged subject of the harassment from further harassment or retaliation.

In cases involving potential criminal conduct, the grievance officer (superintendent) shall determine whether appropriate law enforcement officials should be notified.

District action following investigation

If the conduct is determined to be sexual harassment, the district shall take all reasonable action to end the sexual harassment, to prevent its recurrence, to prevent retaliation against the individual making the report and anyone participating in the investigation and to restore lost educational or employment opportunities to the harassed individual. In addition, the harasser shall be disciplined according to any applicable discipline policy.

If inappropriate conduct does not rise to the level of sexual harassment or abuse prohibited by law, the matter shall be handled according to any applicable discipline policy.

Notice and training

Notice of this policy shall be circulated to all district schools and departments and incorporated in all student and employee handbooks.

All students and district employees shall receive annual training related to recognizing and preventing sexual harassment. District employees shall receive additional annual training related to handling reports of sexual harassment.

Adopted: July 1991
Revised: July 1995

Revised: November 1998
Revised: February 1999

LEGAL REFS.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.*
Title IX of the Education Amendments of 1972, U.S.C. §1681 *et seq.*
C.R.S. 24-34-401 *et seq.*

Sexual Harassment (Prohibited Conduct)

Prohibited Conduct

Any interaction between staff members, between students and between students and staff members that rises to the level of abuse, molestation, harassment, assault or similar matters as defined in Colorado criminal statutes is prohibited whether on or off school property.

Preventative Activities

The Administration shall take such reasonable actions as it determines will lead to compliance with this policy, including but not limited to the following:

1. The Administration shall conduct annual inservices or other communications to ensure that the staff and students are aware of this policy. All staff will participate in an inservice or some other process annually.
2. The administration shall take such steps as are reasonably appropriate to minimize or avoid repeated or extended one-on-one relationships between staff members and students. The administration shall conduct periodic inservices or other communication to attempt to insure that students and their families are aware of this policy.
3. The administration shall ensure that there is available a formal or informal grievance process for dealing with reports of conduct prohibited by this policy. Such a process is included as File ACAA-R-1.
4. The Administration shall report incidents or reported incidents of conduct prohibited by this policy to the Department of Social Service and/or the appropriate law enforcement agency.
5. Students shall receive age appropriate training periodically in the prevention of sexual harassment.

Enforcement of Policy

Violation of this policy shall be subject to the following sanctions.

1. Violation by a staff member shall result in procedures for termination of employment. The Superintendent may pursue alternative actions if he/she determines there are unusual circumstances.
2. Violation by a student shall result in procedures for expulsion from school. The Superintendent may pursue alternative actions if so required by law or if he/she determines there are unusual circumstances.
3. Violation by a staff member may result in filing an appropriate notice with licensing authorities.

Interpretation and Application of Policy

The following criteria shall be applicable in interpreting and/or applying this policy regulation.

1. The conduct prohibited herein may include or overlap conduct addressed in Policy ACAA. Nothing herein shall prevent such conduct being addressed either pursuant to this policy regulation or Policy ACAA or both.
2. The failure of this policy to address any particular inappropriate conduct by students or staff shall in no way restrict or limit the authority of the District to address such conduct or to impose appropriate disciplinary measures for such conduct.
3. The Superintendent of Schools shall have the authority to develop and implement procedures and guidelines consistent with this policy.

Adopted: October 1999
Revised: February 2000

File: ACE

DISCRIMINATION GRIEVANCE PROCEDURE

Any student or employee who believes that he or she has been subject to discrimination, including being treated unfairly or being harassed based on race, color, national origin, sex, sexual orientation, disability, age or other protected status may report the incident to the designated Compliance Officer (the "Compliance Officer").

The Compliance Officer is the Assistant Superintendent, whose contact information is:

- Address: 1405 Grand Avenue, Glenwood Springs, CO 81601
- Telephone Number: (970) 384-6002

If the Compliance Officer is alleged to be involved in the discrimination, then the complaint shall be filed with the Superintendent, who shall appoint an alternate Compliance Officer to investigate the matter.

The following procedure will be followed in addressing all complaints.

1. A complaint should be in writing, using district form ACE-E, unless the person filing the complaint (the "grievant") has a disability that prevents the grievant from submitting a complaint in writing. If the complaint is submitted orally, the Compliance Officer or designee will document the complaint in writing and give the grievant an opportunity to review and ask for any corrections to the documentation of the complaint.

a. A complaint must be filed within thirty (30) days of the alleged discrimination. Extensions may be granted upon a showing that the person was prevented from filing as result of his/her disability or if the delay was caused by the district.

2. Upon receiving a complaint as provided in paragraph 1 above, the Compliance Officer or designee shall attempt to resolve the problem, if warranted, in an informal manner through the following process.

a. The Compliance Officer or designee shall confer with the grievant as soon as is reasonably possible to obtain a clear understanding of the basis of the complaint.

b. The Compliance Officer or designee shall attempt to meet with the alleged discriminator in order to obtain a response to the complaint.

c. If appropriate, the Compliance Officer or designee will arrange a meeting of the grievant and the alleged discriminator, to informally mediate the issues and reach a resolution. Any resolution will be written up informally by the Compliance Officer or designee and signed by both parties.

d. In investigating the complaint, the Compliance Officer or designee will maintain confidentiality to the extent reasonably possible.

3. If the informal efforts described in section 1 above have not resulted in a written resolution within ten (10) school days of the complaint, the Compliance Officer or designee shall commence an investigation. He/she may hold as many meetings with the parties as is necessary to gather the facts, review any applicable documentation, review any written statements or submittals from the grievant and the alleged discriminator, and obtain statements from witnesses if available. The Compliance Officer or designee will complete his/her review, make written findings of fact and conclusions based upon applicable legal standards, and deliver the written findings and conclusions to the grievant within forty (40) school days of the date the complaint was received. If the Compliance Officer or designee finds that there has been any discrimination, then he/she will take appropriate actions to ensure a resolution.

4. If the grievant is not satisfied with the resolution of the matter by the Compliance Officer or designee, he/she may file an appeal to the Superintendent or designee within seven (7) school days of the receipt of the Compliance Officer or designee's findings and conclusions. If the Superintendent is alleged to be involved in the discrimination, then the Superintendent must designate an independent person, such as an administrator in a neighboring school district, to investigate the matter. An appeal must be in writing, unless the grievant has a disability that prevents the grievant from submitting an appeal in writing. If the appeal is submitted orally, the Superintendent or designee will document the appeal in writing and give the grievant an opportunity to review and ask for any corrections to the appeal documentation.

5. After reviewing the record made by the Compliance Officer or designee, the Superintendent or designee may attempt to gather additional evidence necessary to decide the case, and will issue a written decision and shall deliver it to the grievant and the alleged discriminator by certified mail or hand delivery within fifteen (15) school days of receipt of the written appeal. If the Superintendent or designee finds that there has been any

discrimination, then he/she will take appropriate actions to ensure a resolution. The Superintendent or designee may thereafter impose any sanctions deemed appropriate, including a recommendation to the Board for disciplinary action, if consistent with the decision. The Superintendent or designee's decision is the final decision of the district.

6. These timelines may be extended by mutual agreement of the district and the grievant.

No district employee or agent shall intimidate, threaten, coerce, discriminate, or otherwise retaliate against any individual for the purpose of interfering with any rights he/she has under the grievance process set forth above, or under Section 504 of the Rehabilitation Act of 1973 or Title II of the American with Disabilities Act.

The grievant may also pursue any other actions permitted by law for addressing discrimination. The grievant may file a complaint with the U.S. Department of Education, Office of Civil Rights ("OCR"). The contact information for OCR is:

The OCR office for Colorado is located at:

Denver Office
Office for Civil Rights
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 877-521-2172
Email: OCR.Denver@ed.gov

THE OCR National Headquarters is located at:

U.S. Department of Education
Office for Civil Rights
Customer Service Team
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Telephone: 1-800-421-3481
FAX: 202-245-6840; TDD: 877-521-2172
Email: OCR@ed.gov

Adopted: February 2006

Revised: May 2011

File: ADC

Tobacco-Free Schools

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 and members of the public is prohibited on all school property.

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

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

1. "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term shall not apply to buildings used primarily as residences, i.e., teacherages.

- 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.
 - d. At a school sanctioned activity or event.
2. "Tobacco product" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and any other product that contains or is derived from tobacco and is intended to be ingested or inhaled or applied to the skin of an individual. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo or pipe. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
 3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will 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 district 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 will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will 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 will be expelled solely for tobacco use.

Adopted: August 1994

Revised: November, 1999

Revised: January 2006

Revised: January 2009

Revised: July 2012

LEGAL REFS: 20 U.S.C. §7181 (Federal law prohibits smoking in any indoor facility used to provide educational services to children.)
 C.R.S. 18-13-121 (furnishing tobacco products to minors)
 C.R.S. 22-32-109 (1)(bb) (policy required prohibiting tobacco use on school grounds)
 C.R.S. 22-32-109.1(2)(I)(H)(policy required as part of safe schools plan)
 C.R.S. 25-14-103.5 (tobacco use prohibited on school property)
 C.R.S. 25-14-301 (Teen Tobacco Use Prevention Act)
 6 CCR 1010-6, Rule 5-306

CROSS REFS:

IGAG, Teaching about Drugs, Alcohol and Tobacco
 KGB, Public Conduct on School Property

File: ADD

Safe Schools

The Board of Education recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. To that end, the Board directs the superintendent to develop a safe schools plan that includes an annual review by the administration of each school:

1. Procedures that address the supervision and security of school buildings and grounds.
2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities.

3. Procedures that address persons visiting school buildings and attending school-sponsored activities.
4. Training programs for staff and students in crisis prevention and management.
5. Training programs for staff and students in emergency response procedures that include practice drills.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
7. Procedures for safe, confidential reporting of security and safety concerns at each school building.
8. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.
9. Procedures to provide for regular communications between district officials, law enforcement officers, fire department officials, city and county officials and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of crisis prevention and management plans.
10. Procedures for the reporting of criminal activity to law enforcement.

Each building principal shall be responsible for the supervision and implementation of the safe school program at his or her school. The principal shall submit annually, in the manner and by the date specified by the State Board of Education, a written report concerning the learning environment in the school during that school year. The report shall contain, at a minimum, the information required by law.

The report shall be made available to the public and to the Colorado Department of Education Accreditation Review Team each year.

Adopted: November 2005

Revised: January 2012

Revised: July 2012

- LEGAL REFS.:
- C.R.S. 9-1-101 through 9-1-106 (construction requirements, fire escapes, etc.)
 - C.R.S. 22-3-101 through 22-3-104 (eye protective devices)
 - C.R.S. 22-32-109.1 (2) and (2)(b)(safe schools plan)
 - C.R.S. 22-32-110 (1)(k)
 - C.R.S. 22-32-124 (2),(3) (building inspections)
 - C.R.S. 24-10-106.5 (duty of care)
- CROSS REFS.:
- KK, Visitors to School
 - KDE, Crisis Management
 - ECA, Security/Access to Building

File: ADF

School Wellness

Pursuant to federal law, the following parties have jointly developed this school wellness policy: members of the district's Board of Education; parents; teachers (including but not limited to physical education teachers); the district's director of food services, and a representative from the Roaring Fork School District Health Council.

The Board promotes healthy schools through the district's Comprehensive Health Education Program. This program, consisting of the eight components of comprehensive school health as defined by the Centers for Disease Control, supports student wellness, good nutrition, and regular physical activity as part of the total learning environment. The eight components are:

- Comprehensive Health Education
- Health Services

- Nutrition and Food Services
- Physical Education and Activity
- Counseling and Mental Health Services
- Safe and Healthy School Environments
- Staff Wellness and
- Parent, Student and Community Involvement.

Schools contribute to the basic health status of students by facilitating learning through the support and promotion of health education, good nutrition and physical activity. Improved health optimizes student performance potential, as children who exhibit healthy behaviors are more likely to learn in the classroom.

The district will use the Roaring Fork Family Resource Center Board, which also functions as the Roaring Fork School District Health Council, as the district-wide Nutrition and Physical Activity Advisory Council. The purposes of the council shall be to monitor the implementation of this policy, to evaluate the district's progress on this policy's goals, to serve as a resource to schools (i.e. provide lists of healthy incentives, snacks, etc.) and to recommend revisions to this policy as the council deems necessary and/or appropriate.

To further the Board's beliefs stated above, the Board adopts the following goals:

Goal #1. The district will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to health, good nutrition and regular physical activity. Such learning environments will teach students to use appropriate resources and tools to make informed and educated decisions about lifelong healthy habits, including good eating habits and beneficial physical activity.

The goal of providing a comprehensive learning environment shall be accomplished by the following objectives:

- The adoption of a district content standard for health education that teaches students about the effects of nutrition and physical activity on their health.
- The provision of age-appropriate and culturally sensitive instruction to students that teaches them lifelong wellness habits, including healthy eating habits and a healthy level of physical activity.
- The availability of parent educational opportunities to inform them about nutrition and physical activity, including information about healthful foods and beverages to provide to their child and to bring to school activities and events. These educational opportunities may include, but not be limited to, education provided in the form of handouts, postings on the district's web site, articles and information provided in district or school newsletters, presentations that focus on nutritional value and healthy lifestyles, and through any other appropriate means available for reaching parents. Parent educational opportunities will be offered in a form that reflects the cultural and literacy diversity of district families.

Goal #2. The district will support and promote proper dietary habits contributing to students' health status and academic performance.

All schools participating in the School Breakfast and/or National Lunch Program shall comply with any state and federal rules or regulations regarding competitive food service and the service of Foods of Minimal Nutritional Value, as defined by the USDA.

The goal of supporting and promoting proper dietary habits shall be accomplished by the adoption of district nutrition standards that limit the amount of fat and sugar content and limit portion sizes in accordance with Federal and state guidelines.

A requirement that all students have access to healthful food choices in appropriate portion sizes throughout the school day, including healthful meals in the school cafeteria with an adequate time to eat; healthful items in vending machines, pursuant to C.R.S. 22-32-124.

- A prohibition or restriction on student access to vending machines, school stores, and other venues that contain foods of minimal nutritional value for schools that utilize programs that have Federal and state guidelines.
- The adoption of rules specifying the time and place at which competitive foods may be sold on school property to encourage the selection of healthful food choices by students.
- An assurance that the school cafeteria is as pleasant an eating environment as possible.
- Encouragement that at any school function (parties, celebrations, receptions, festivals, sporting events, etc.), healthy food choice options will be made available to students.
- Encourage schools to offer recess before lunch.
- A requirement that all students have access to a school facility with a sufficient number of functioning water fountains in accordance with state building codes, or other means to provide students with sufficient water.

Goal #3. The district will provide opportunities for students to engage in physical activity.

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's education program. Physical activity should include regular instructional physical education, in accordance with the district's content standards, as well as co-curricular activities and recess.

The goal of providing more opportunities for students to engage in physical activity shall be accomplished by the following objectives:

- A requirement that all students have access to age-appropriate physical activity as frequently as possible.
- A graduation requirement that all high school students have a minimum of two semesters of physical education and one semester of health.
- Provide opportunities for physical activity through a range of after-school programs.
- Provide opportunities for physical activity during the school day.

Approved: May 2006

LEGAL REFS.: Section 204 of P.L. 108-265 (Child Nutrition and WIC Reauthorization Act of 2004)
 C.R.S. 22-32-124 (nutritious choices in vending machines)
 C.R.S. 22-32-136.3 (*trans fat ban*)
 C.R.S. 22-32-136 (policies to improve children's nutrition and wellness)

CROSS REFS.: IA, Instructional Goals
 IGAE, Health Education
 IGAG, Teaching About Drugs, Alcohol and Tobacco

File: EBCD-R

EMERGENCY CLOSINGS (Snow Days)

The absence of a publicized decision should be interpreted as a decision to have school. School will be held if at all possible once the school day has started. Every effort will be made to complete the day.

If a parent's judgment is that weather is too hazardous to send his/her child to school, that child should be kept at home. The school should be notified according to the usual absence reporting requirements; the student will be given opportunity to make up missed assignments per excused procedures.

Parents also need to consider individual circumstances such as walking distance to the bus or school, bus shelter, size, age and condition of child, clothing, etc. Parents and staff should insist that students be dressed appropriately. Staff will contact parents when students are not dressed appropriately. Safety skills needed during bad weather should be reviewed frequently.

If, at any time during the day, in the parent's judgment, the weather is so severe that he/she or an adult representing him/her wants to come to school and pick up his/her child, principals will release the student. The school will maintain a log of children who are released early and to whom they were released.

It may be necessary to alter the bus routes due to weather changes. These changes will be made through the operator of school buses with parents and drivers.

On occasion, school will be held but some bus routes may be cancelled because those busses will anticipate hazardous conditions, while others will not. If a child is scheduled on a route that has been cancelled, the parent may bring the child to school in a private vehicle providing the student is taken home by the same method. A bus route cancelled in the morning will not be run in the afternoon.

Support staff needs to check with their immediate supervisor regarding work schedules for snow day. All custodial, facility maintenance and grounds personnel are considered essential staff and need to report to work on snow days unless they are contacted by the Facilities Director.

Night, community and adult education activities will be canceled when school is canceled or suspended early.

EMERGENCY CLOSING PROCEDURES

School Cancellation

If the decision is made to cancel school, local television and radio station will be asked to announce that the District will be closed. Area television and radio stations will be informed of this decision by 6:00 A.M.

Each building principal will have a phone network set up to inform staff of an emergency closing.

On days of school closings due to inclement weather, all custodial staff shall arrive at work as early as possible in order to complete snow removal and other tasks which require additional effort due to the storm. Upon completion of the extra work, the shift hours will be used for catch-up maintenance and cleanup.

School Closure by Community

Because of the distances between communities in our district, often times weather conditions from one community to the other will vary. If the Transportation Department determines that road conditions are too hazardous for buses to run their morning routes in one community, but conditions are safe in another, the director of transportation may recommend school cancellation in the affected community. Notification of these conditions will also be reported by local radio by 6:00 a.m. the morning of the closure. Parent may check school closures by calling the district's snow line, 384-6750 after 6:00 a.m. each day.

Adopted: February 1999

Revised: February 2007

Revised: February 2008

File: EEACC

Student Conduct on School Buses

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and on board buses.

The driver of a school bus shall be responsible for the safety of the students on his/her bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the supervisor of transportation and the principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to his/her parents, the principal may withhold from the student the privilege of riding the school bus. The student also may be denied admission to school, suspended or expelled, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

Adopted: July 1991
Revised: February 1999

CROSS REFS.:

JFC-R, Student Conduct, and subcodes
JK, Student Discipline, and subcodes

**RULES AND REGULATIONS
GOVERNING STUDENT RIDERSHIP ON
ROARING FORK SCHOOL DISTRICT RE-1 SCHOOL BUSES**

Parent or Guardian:

These rules are designed for and will be enforced to help ensure the safety of all students and the driver while they are on the school bus and at the bus stop. Please take a few minutes to read and understand these rules with your children.

RIDING THE BUS IS A PRIVILEGE NOT A RIGHT

The driver keeps a student log recording the actions of the students. If a student misbehaves, the driver will discuss the consequences with the student. They may be assigned to a front seat. The driver may ask the principal to talk with the student about their behavior. If the student continues to ignore the rules, the driver will fill out a bus referral form and give it to the student's principal. The principal will have a conference with the student and a letter explaining the incident will be sent to the parent or guardian. This will be the **FIRST NOTICE** of misbehavior.

SECOND NOTICE: This notice will result in the student being suspended from all buses for 5 school days. During this suspension period, a meeting must be set up with the student, parent/guardian, bus driver, transportation supervisor, & building principal. This meeting must take place before the student is allowed back on the bus. The parent will also receive a copy of the infraction and the action taken.

THIRD NOTICE: The third infraction will result in the suspension of the student from riding all school buses for the remainder of the school year or 6 months, whichever is greater. The parent/guardian will be notified by phone and will receive a copy of the infraction.

In the event a student causes an incident that is very severe and/or results in a very serious or dangerous situation, they may be suspended from the bus immediately without the issuance of a first or second notice.

When a student is under bus suspension, they will not be allowed to ride any bus at any time. This will include activity trips.

Roaring Fork School District RE-1 Transportation Department strives to provide all students with a safe and enjoyable bus ride to and from school each day. It is the responsibility of everyone involved to help make this possible.

RULES AND REGULATIONS

PREVIOUS TO LOADING – AT STOP OR SCHOOL

- 1) Be at the designated bus stop 5 minutes before pick up time.
- 2) Stay off the roadway at all times while waiting for the bus.
- 3) Wait until the bus comes to a complete stop and the brakes are set before attempting to board.
- 4) If students must cross the road to board the bus, they need to wait for the bus driver to signal that it is safe to do so. The signal the driver will use is to point at the students and then point to the other side of the road. After the drivers' signal, the students will cross at least 10 feet in front of the bus. This way the driver can see the student at all times.
- 5) No pushing, shoving, or other behavior that endangers others will be tolerated.

WHILE ON THE BUS

- 1) THE DRIVER IS IN CHARGE. Students will obey the driver's instructions promptly and respectfully.
- 2) Standing, changing seats, or moving while the bus is in motion places the student in an unsafe situation and will not be allowed.
- 3) Head and arms are to be kept inside the bus. Throwing objects in the bus or out of the bus windows is dangerous to passengers, pedestrians, and other vehicles and is not allowed.
- 4) Large objects such as band instruments or class projects need to be placed under the seat or in the student's lap. If items are too large to hold, other arrangements to transport should be made.
- 5) Glass and heavy objects can cause serious injury and will not be allowed on the bus. This will include skateboards, scooters, ski equipment, and any other objects considered unsafe to transport.
- 6) Animals, weapons or replicas of weapons are not permitted. This includes laser pointers.
- 7) The use of any form of tobacco, alcohol, or drugs is not permitted.
- 8) Eating or drinking will not be permitted on any bus. Choking may occur.
- 9) Vandalism to the bus will be repaired and the cost of repairs billed to the parties involved.
- 10) Profane language or gestures have no place on a school bus and will not be tolerated.
- 11) Yelling or loud talking is very disruptive. Classroom voices shall be used. Students shall not talk while the bus is stopped at crossing railroad tracks.
- 12) Students shall board and depart from the bus only at their OWN school or at their designated stop unless written permission from the parent/guardian is given to the office staff. The bus driver will only accept notes that have come from the student's school office. Some buses may be too crowded to allow extra riders. The buses transport to school to home and home to school only. School transportation will not be used for after school activities.
- 13) Students shall sit in their seats facing forward. The aisle and emergency exit need to be clear at all times.
- 14) The driver may assign any or all students a designated seat.
- 15) Radios, stereos, tape decks and similar devices are not to be played while on the bus. The exception to this would be if the student has earphones so that only they can hear the device.
- 16) Any activity or behavior not listed but which endangers the bus or its passengers may result in a misconduct notice or suspension.
- 17) Failure by a student to follow these rules may result in the suspension of bus riding privileges.

AFTER LEAVING THE BUS

- 1) Cross the road (when necessary) at least 10 feet in front of the bus after receiving a signal from the driver that it is safe to proceed.
- 2) Students should not walk along side the bus. Move at least 10 feet from the side of the bus.
- 3) Be alert for a danger signal from the driver. This signal will be the bus horn. If you hear this signal immediately stop and return to the area you left.

EXTRA-CURRICULAR/FIELD TRIPS

The same rules will apply as when riding regular route buses.

BOARD POLICY

Transportation will not be provided for out of center students. If you live outside the learning center your students are attending, school transportation will not be provided. It will be the parent's responsibility to transport their students to and from school.

Transportation will not be provided for after school activities such as scout meetings, gymnastics, non-school sports, sleepovers, clubs, & etc. Extra riders that are going to a friend's home may ride only if there is room. We constantly need to monitor the capacity of the school bus.

VIDEO CAMERAS

After having weighed carefully and balanced the rights of privacy of students with the district's duty to maintain and insure discipline, health, welfare and safety of staff and students on school transportation vehicles, the Board of Education supports the use of video cameras on its transportation vehicles.

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

Video surveillance shall be used only to promote the order, safety and security of students, staff, and property.

Roaring Fork School District Athletics and Activities Code of Conduct

As support to the district's belief statements and athletic goals stated in the Athletic and Activities Handbook, coaches, athletic directors, and activity sponsors in the Roaring Fork School District are committed to providing an environment to support the "promotion of physical, mental, moral, social, and emotional well being of students." To that end, we require that:

- Athletic Directors and principals meet with coaches and sponsors at the beginning of each school year, and/or prior to the beginning of each sport or activity, to convey that we have a no tolerance policy for bullying, teasing, harassment, or hazing, not only in our schools, but in every aspect of school sponsored programs. This includes, but is not limited to such spaces as:
 - Locker Rooms
 - Athletic Fields
 - Weight Rooms
 - Gymnasiums
 - Buses
 - Hotel Rooms on Over Night Trips
 - Summer Camps
- Coaches and sponsors are required to attend a clinic, to be held at each school, prior to the beginning of a season or activity that details the expectations the school and the district has for adults who work with students. The clinic will be conducted by the principal. Coaches and or sponsors who have not attended the clinic will not be allowed to work with students until attendance at the clinic has been verified. Following the clinic, coaches and sponsors are required to sign an agreement stating they understand the expectations outlined and will use their position to uphold the expectations of the district regarding student safety.

The following expectations will be included in the Coaching/Sponsor training:

- Locker rooms/Weight Rooms will be free from any form of bullying, harassment, or hazing, including behaviors that students may view as consensual "teasing". The same expectation will be held for students during athletic contests or sponsored activities. Any behavior viewed as detrimental to the well being of students will not be tolerated.
- Locker rooms/Weight Rooms will be supervised and be considered as structured environments where students are to conduct themselves in an appropriate manner.
- Cell phones/cameras are not allowed in locker rooms and must be checked in prior to students entering the locker room.
- Buses transporting students to activities or athletic competitions will be supervised by the head coach and at least one assistant coach with the supervisors located throughout the bus to ensure effective supervision. If there is no assistant coach, the head coach may serve as the only supervisor. When buses transport both male and female students, student seating will be separated by gender with appropriate supervision to ensure student compliance with the requirement.
- The district will develop a "Code of Conduct" that aligns with the expectations outlined in this document. Students violating the "Code of Conduct" may be subject to game/contest/school suspension, including expulsion, or legal action. It is critical to convey to students the coach's/sponsor's expectations that students will inform an adult if they are being subjected to any behavior that violates these expectations.
- Coaches and athletic directors will inform parents of the expectations and or consequences for students at all parent meetings and through written communication to parents prior to the beginning of athletic seasons or programs. Parents will be asked to inform the school if they have concerns about student behavior that they believe is detrimental.

- Coaches new to the district will be mentored by the athletic director during the first year of employment. Mentoring will include:
 - Evaluation and feedback regarding the coach's enforcement of the no tolerance practices
 - Evaluation and feedback regarding supervision of students
 - Payroll Procedures
 - Policies
 - Peg League expectations for middle school coaches
 - CHSAA rules and regulations

File: GBGB

Staff Personal Security and Safety

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 teacher or employee shall file a written complaint with the building principal.
2. The principal, after receipt of both the complaint and adequate proof of the charges, shall suspend the student in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the students, including when injury or property damage has occurred.
4. The superintendent or his designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating 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.

Adopted: September 23, 1997

Revised: April 7, 1999

LEGAL REFS.: C.R.S. 19-3-304 (3.5), (4) C.R.S. 22-32-126
 C.R.S. 22-32-109 (1)(x) C.R.S. 22-33-106 (1)(d)
 C.R.S. 22-32-110 (4)(b)(II)

CROSS REFS.: ECAB, Vandalism
 JK, Student Discipline
 JKD/JKE, Suspension/Expulsion of Students

School Emergency Procedures

Background:

On September 27, 2006 a gunman entered Platt Canyon High School taking seven hostages. Student Emily Keyes was killed in the incident. While she was captive she sent a text to her family, "I love you guys".

Since her death her parents created the I Love You Guys Foundation. The foundation created a program called "The Standard Response Protocol". It is an operational guide in response to a variety of school based emergencies.

The following procedures were developed using the Standard Response Protocol as a framework.

Definitions:

- Lockout:** Protect the campus from an external threat or event; typically initiated by Law Enforcement. Secure the perimeter. Have a heightened awareness. Control access to campus. Conduct business as usual.
- Lockdown:** Protect the occupants of a campus from a lethal threat. Collect and account for students. Lock classrooms. Turn off lights. Stay quiet and out of sight. Be prepared to react to events.
- Evacuate:** Moving occupants of the building to a specified location deemed safer, in response to a variety of circumstances.
- Shelter:** Providing safety and cover from incidents or events both natural or man made.

Lockout Procedure:

The lockout order will be issued in response to a threat or potential threat outside of school grounds.

- The building perimeter shall be secured. All exterior doors and windows will be secured.
- Access to the building will be monitored and visitors scrutinized.
- There should be a heightened awareness of a threat potential by faculty within the building.
- Outdoor activities shall be cancelled during a lockout. Open campus privileges should be modified at the discretion of the school administrator. Students may be allowed to leave campus and return, but should not be permitted to recreate outside the building during a lockout.
- School activities within the building proceed as usual.

Lockdown Procedure:

The lockdown order shall commence in response to an active or perceived threat of violence on the school campus.

An order for a lockdown will be issued via the PA system as soon as possible. Any student or staff member may initiate a lockdown at the first sign of violent activity on the campus.

- Teachers shall collect any persons from the hallway near their classroom and promptly lock their door.
- Teachers shall turn off the lights.
- Teachers shall then move all persons within, to an area which they feel is the safest holding location.
- Windows into the hallway should be covered if possible. Teachers should maintain situational awareness in regards to activities outside the building. Exterior shades may be drawn, but activities outside the building should be monitored.
- Students shall be instructed to turn in their cell phones and remain silent.
- Teachers shall take attendance of all persons in their classroom.
- The use of the Green "ALL CLEAR" and red "NEED HELP" cards will no longer be used. Do not indicate to anyone that the room is occupied.
- Teachers should notify their students to be prepared to evacuate and give evacuation instructions should they be required to leave their classroom.
- P.E. classes or field trips outdoors shall move away from the campus and stage out of sight. Teacher shall keep all students with them and take roll. Contact police (911) and notify them of your location and status.
- The all clear notification will be given either via the P.A. or by personal contact from a building administrator or Law Enforcement personnel. In the event an announcement is made under duress, the speaker will use the code phrase "TEN-FOUR" during the announcement. "TEN-FOUR" included in an all clear announcement means the situation is not safe; STAY IN LOCKDOWN.

Evacuation Procedures:

Evacuation from the threat area may become necessary during a fluid and ever-evolving incident.

- **Teachers shall disregard fire alarms**, as the lockdown takes precedence over a fire alarm. Only in the event of a fire or smoke emergency should the teacher make the decision to evacuate their location.
- Teachers may determine evacuation is a better option to preserve life and shall be permitted to instruct their students to evacuate using either an improvised or pre determined evacuation plan.
- Law Enforcement may initiate systematic evacuation of the campus.
- Classrooms may be instructed to move to a designated location. This may be within the school or away from the building as necessary.
- Teachers shall retain their attendance sheet and instruct students to move single file and hand in hand.
- Students should be instructed to leave their belongings behind.
- During an improvised tactical evacuation the teacher should establish a plan with the students and designate a destination or rendezvous point.
- Upon reaching their destination the teacher should again take roll and account for all persons.
- Law Enforcement may direct and monitor evacuations and will instruct teachers to move their students to a designated destination.

Shelter Considerations:

It may become necessary to instruct students and staff to take shelter from a potentially harmful event.

- A school administrator will monitor the weather. During a severe weather event School staff, administrators, or coaches shall suspend outdoor activities and move students indoors. Local severe weather events of concern include wind, hail, and lightning.
- In the event of a bomb threat at a school, administrators will coordinate with Law Enforcement and the District Office and formulate a plan accordingly. Law enforcement will assist school officials with a thorough search of the school for any suspicious articles. The school may or may not be closed or evacuated based upon an evaluation of the apparent risk based on School District Policy.
- In the event of a fire in the building, follow routine fire drill evacuation procedures and await further instruction from administrative staff.
- In the event of a wild land fire threatening a school campus, school officials will coordinate with local Fire and Police responders to initiate an evacuation plan.
- In the event of a Hazardous Materials threat, school officials will coordinate with Fire, Law Enforcement, and the School District to initiate a response plan.

Prepared by RE-1 School Resource Officers

Adapted from Standard Response Protocol with permissions from The I Love You Guys Foundation.

File: IGAE-R

Health Education (Exemption Procedure)

1. Exemption will be granted from a specific portion of the health education curriculum on the grounds that the material taught is contrary to the personal beliefs and teachings of the student or the student's parent/guardian.
2. Teachers need to notify parents of controversial issues one month in advance of actual instruction.
3. A request for exemption must be submitted in writing to the principal at least 10 school days in advance of instruction in that portion of the curriculum for which the exemption is requested. The request must state the particular conflict involved.
4. The principal will confer with the teacher to determine the length of time a student will be exempt. The teacher will develop an alternative activity for which the student will receive credit.

Adopted: November 1999

Postsecondary Options/Concurrent Enrollment

Students who are capable of and wish to pursue college level work while in high school should be permitted to do so.

There are two options in state law available to high school students meeting specified criteria for post-secondary study. Any student participating in either of these programs shall be granted a high school diploma upon evidence that he has completed the required academic work.

Postsecondary program

Eligibility: Any 11th or 12th grade student who is under the age of 22 shall be eligible to apply to an institution of higher education for enrollment through the postsecondary options program if he or she:

- a. is deemed by the student and parent/guardian on the advice of the principal to be in need of course work at a higher academic level than that available at school
- b. is deemed by school personnel to show a high degree of maturity and responsibility, especially with regard to potential for completing postsecondary courses.
- c. is deemed by school personnel to be in need of a different environment.
- d. has given two months' written notice to the school district specifying the courses in which the student intends to enroll.

Academic credit granted for course work successfully completed by a student under this program shall count as high school credit toward graduation requirements, provided the principal has given prior approval of the course prior to enrollment. An appeal procedure is provided, in the event a student is denied high school credit. A student participating in this program shall still be considered as enrolled in the district and eligible for all high school activities.

The program is not available for summer school.

When a student enrolls in courses at an institution of higher education for high school credit, the school district and the participating institution shall enter into a written cooperative agreement which shall include but not be limited to payment of tuition. The agreement shall include statements that any courses taken by students under this program also shall qualify as credit toward earning a degree or certificate at the institution of higher education. The school district shall not provide or pay for transportation to the institution of higher education.

The school district shall pay the tuition for the first two postsecondary courses taken by a student for high school credit in any one academic term. The student and/or his/her parents shall pay the regular tuition charged by the institution of higher education for the third and each additional course per academic term.

If a student voluntarily drops a course without consent of his/her principal, the student or the student's parent/guardian shall reimburse the school district for the amount of tuition paid by the district.

Information about the post-secondary options program, including the appeals procedure if high school credit is denied, shall be distributed annually to all students in grades nine through 12 and to their parents. Notice shall be given to allow sufficient time for students and parents to consider this option.

The Board shall comply with all reporting requirements of the State Board of Education.

Fast track program

Any student who has completed the requirements for graduation may take one or more higher education courses during his/her senior year in our core curriculum (science, math, social studies, language arts) if the student has successfully completed higher sequences of courses in these areas. He/she shall remain eligible for sanctioned high school activities if he/she meets the academic and residency qualifications.

Tuition for higher education courses shall be paid in accordance with the formula in law. The district shall not be responsible for the costs of transportation, room and board, fees, books or equipment.

Adopted: October 1993
Revised: October 1999

Revised: February 2000

LEGAL REFS.: C.R.S. 22-34-101
C.R.S. 22-35-101 *et seq.*

File: IJOC

School District Volunteers

The Board of Education recognizes the importance of parent and community involvement in all aspects of our educational and extracurricular programming. Volunteers contribute to the success of our schools and allow schools to expand many programs and activities. A volunteer is defined as someone who is not employed by the school district, and who, for no compensation, wishes to be involved in school activities or programs four (4) or more times during the school year, or who wishes to participate in overnight school activities. School activities or programs include but are not limited to such activities as instructional support in the school, academic programs outside the school day such as before and after school programs, office support, field trips, music or drama productions, academic or extracurricular teams, athletic practices or events, media centers, health offices, and programs affiliated with the school district such as the Family Resource Centers.

Our goal as a district is to encourage volunteerism on every level, while taking all possible precautions to ensure that volunteers with whom students come in contact have met the safety and compliance standards required of all employees of the district. Adults in schools with whom students become familiar take on the role of being a person in a position of trust. To ensure that trust is merited, the district feels a responsibility to our students and parents to use the most effective means at our disposal to guard our students' safety.

To that end we require that:

1. Any volunteer who will be in schools, or associated with any school program in any capacity four or more times during the year, or who plans to participate in overnight activities, will submit fingerprints to allow for a background check at the expense of the district. Overnight events such as read-a-thons in schools or overnight trips that occur on an infrequent basis and include all parents and their children do not apply for the purpose of this policy. Administrators of each school will maintain records of volunteers and their number of visits to the school.
2. All volunteers comply with all policies and regulations set forth by the district that involve the safety of students.
3. All volunteers sign in at the office when entering a school and wear a volunteer badge when on school property.
4. All volunteers work under the direction and supervision of a school employee.

Adopted: May 9, 2007

File: IJOC-R

Dear Parents and Community Members,

After a great deal of discussion, the Board adopted a volunteer policy on May 9, 2007 that requires volunteers in the school to be fingerprinted if they volunteer four or more times during any school year, or if they plan to participant in overnight activities with students. The exception to the overnight stipulation would include any "all school" kind of activity where many parents and students are spending the night at the same location.

The intent of the policy is to protect the students in our schools by doing everything within our power to ensure that all adults with whom the students come in contact on a regular basis have met the safety and compliance standards required of all school employees.

Our local law enforcement agencies are extremely supportive of this practice and are working with the district to make this process as simple as possible. Each of the police departments in the three communities in the district will complete the fingerprinting process at no charge to you. The fingerprints are then submitted to the Colorado Bureau of Investigation (CBI) and results of the background checks are received within 48 hours. CBI sends the results to our human resources department, and our HR Director will review the information. Background reports that include charges and convictions will be reviewed on a case by case basis taking into account the nature of the charge and conviction, the date, the type of offense, the number of offenses and any other relevant information provided by CBI. If charges or convictions do appear on a report, it would not automatically disqualify someone from volunteering. As an example, a traffic ticket for speeding 20 miles over the posted speed limit in 2000 is not a concern if the volunteer is transporting students. On the other hand, a speeding ticket issued each year since 2000 and a conviction of reckless driving would be a concern if the volunteer would be transporting students. All background information and reports will be kept confidential in the HR office.

Once you have been fingerprinted, the district will continue to receive updated background checks should any new information become available. If you are no longer a volunteer in our district, you may contact human resources and have your name removed from our volunteer list.

If you have questions regarding this process or your background report, please call our Human Resources Director at 970-384-6013.

Adopted: May 9, 2007

File: IKA

Standards Based Grading

In adopting a standards based grading system, and to focus the efforts of the schools on learning, the district will:

1. define course content for all classes K-12 in the district by aligning effected curriculum with state required standards that all students are held accountable for learning.
2. commit to the philosophy that, to the extent possible, learning is not negotiable, but time is variable.
3. require that the performance level of students will be derived by professional examination of the learning trend over time, rather than an average of scores.
4. provide the student appropriate opportunities to learn and reassess with the final grade representing the most current level of competency.
5. support the philosophy that we will continue to teach until students learn and provide opportunities for students to learn at an appropriate pace which includes advanced opportunities for students who are high achieving.
6. ensure that students are provided with clear guidelines, prior to the beginning of a unit of instruction, defining the quality of work needed to attain each performance level and clear guidelines concerning the qualifiers for re-assessment.
7. eliminate the practice of factoring a student's behavior or work ethic into the performance level. A separate area of the report card will provide students and parents with that information.
8. encourage and support individual school efforts to provide students with additional time for learning, from remedial through advanced work.
9. inform parents about the academic progress of their students on a quarterly basis with mid-term communication being provided by teachers if students are not experiencing academic success or working up to their potential.
10. encourage all students to take advantage of opportunities for academic support or advanced learning within each school setting.
11. require that students who are not meeting academic expectations attend REACH or other help sessions and inform parents that their child's attendance is mandatory.
12. view the district developed grade book system as the official record of grades for students in the Roaring Fork School District.

K-8

At the elementary and middle school levels, student progress will be reported only by performance level at the end of each quarter.

1. Elementary schools provide a progress report twice each year and a report card twice each year.
2. Middle schools provide report cards at the end of each quarter.

NA	1	2	3	4
Not Applicable	Not Yet Demonstrated	Partially Proficient	Proficient	Advanced
1				
The proficiency was not taught during this grading period.	The proficiency was taught but the learning has not yet been demonstrated.	The student is able to demonstrate the learning, but not consistently.	Student demonstrates learning consistently.	The student demonstrates proficiency and applies learning to new skills or knowledge.

9-12

Because colleges currently require traditional letter grade information such as grade point average and class rank, the grading system at the high school will produce a performance level and a letter grade. While all twelve points mentioned above will be in place at the high school level, prior to completing report cards, teachers must take all of the performance level information for each of the standards and provide one summary performance level for the class. This performance level is then directly translated into a letter grade. Report cards are issued at the end of each quarter, with credit being granted at the end of each semester. In order to provide consistency across the district, the following rubric should be used to determine an aggregated performance level for the report card.

Adopted: November 1976
 Revised: June 1980
 Revised: March 1987
 Revised: December, 1988

Revised: March 1991
 Revised: January 2001
 Revised: June 2003
 Revised: November 2005

File: IKA-R

Standards Based Grading

This policy shall be used as a guideline for obtaining course credit for students in grades 9 through 12.

Students in the Roaring Fork School District are required to be awarded 135 credit hours in specific subjects to qualify for graduation. In keeping with our overall district philosophy of a standards based education, if a student does not pass a course and would like to repeat the course for credit to apply toward graduation, the student will be allowed to repeat the course.

The initial course grade will not be recorded as an "F," but as an "NC" for no credit. The course will remain on the transcript as having been taken, but the "F" will not be incorporated into the student's GPA. Upon successfully completing the course a second time, this grade will be recorded and incorporated into the student's GPA.

As relates to transfer students, a transferred "F" will remain on the transcript, but will not be incorporated into the student's GPA. If the transferred failed course is an exact match, as in "Algebra I," the student will be allowed to repeat the course for credit.

This guideline will be implemented in the fall of 2007.

Adopted: June 2008

File: JEA

Compulsory Attendance Ages

Every child who has attained the age of seven years and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance.

The courts may issue orders against the child, the child's parent, or both compelling the child to attend school or the parent to take reasonable steps to assure the child's attendance. The order may require the parent, child, or both to follow an appropriate treatment plan that addresses the problems affecting the child's school attendance and that ensure an opportunity for the child to obtain a quality education.

Adopted: May 9, 2007

LEGAL REFS: C.R.S. 22-33-104 (compulsory school attendance ages)
C.R.S. 22-33-104.5 (home-based education)
C.R.S. 22-33-104 (enforcement of school attendance laws)
C.R.S. 22-33-108 (judicial proceedings to enforce school attendance laws)

File: JH

STUDENT ABSENCES AND EXCUSES

According to State law, it is the obligation of every parent/guardian to insure that every child under his/her care and supervision receives adequate education and training, and if, of compulsory attendance age, attends school.

By state statute, the Board establishes the school attendance period by adopting a school calendar. Secondary schools are required to schedule a minimum of 1,056 hours and elementary schools must schedule 968 hours during each school year which indicates the number of days attendance is required.

In order to be in good standing, a student must (1) demonstrate academic proficiencies and (2) exhibit positive behavior including good attendance.

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance.
2. Prearranged absences shall be approved for appointments or circumstances of a serious nature, which cannot be taken care of outside of school hours.
3. A student who is absent for an extended period due to physical, mental or emotional disability, or bereavement.
4. Absences to observe religious holidays shall be excused. School may develop guidelines to limit the number of days missed.
5. Students obtaining pre-approved absences from the school administrator.
6. Students whose parents are concerned about unsafe road conditions.
7. A student who is suspended or expelled.

The district may require suitable proof including written statements from, medical sources.

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on a student absence record. The parents or guardian of the student

receiving an unexcused absence shall be notified orally and/or in writing by the school of the unexcused absence or truancy.

The maximum number of unexcused absences or truanicies a student may incur before proceedings are initiated to enforce compulsory attendance is ten (10) school days during a calendar year or four (4) unexcused absences per month.

For both excused and unexcused absences, make-up work shall be provided for any class in which a student has an absence. It is the responsibility of the student to pick up any make-up assignments on the day he/she returns to school. The school determines the make-up work schedule.

If a student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant.

Adopted: July 1991

Revised: October 1997

Revised: November 2005

Revised: October 2000

Revised: December 2003

Revised: February 2007

Revised: July 2012

LEGAL REFS.: C.R.S. 22-2-114.1 (3) (9)

C.R.S. 22-32-209 (1)(n), (w)

C.R.S. 22-33-101 et. seq. (School Attendance Law of 1963)

C.R.S. 22-32-109.1 (2)(a)

C.R.S. 22-33-101 et seq.

C.R.S. 22-33-105(3)(d)(III)

C.R.S. 22-33-108

CROSS REFS.: IC, School Year/School Calendar

JK, Student Discipline

JKD, Student Suspension/Expulsion

JHB, Truancy

EBCD-R, Emergency Closures

File: JHB

Truancy

If a student is absent without a signed parental/guardian excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. An "habitual truant" shall be defined as a student of compulsory attendance age who has 4 unexcused absences from school or from class in any one month or 10 unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to insure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge, in writing, awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that his/her parent/guardian is aware of the absence, the school attendance officer shall follow the steps outlined below:

First Truancy

- School attendance officer will use all reasonable efforts to personally contact the parents/guardians.
- School attendance officer will contact the Probation Department to determine if the student has any legal involvement that requires school attendance.

Second Truancy

- School attendance officer will use all reasonable efforts to personally contact the parents/guardians.

- Letter is sent home by the school, on school letterhead, regarding attendance laws and using all reasonable efforts to establish a time for a meeting with school officials to develop an attendance contract.
- School initiates a truancy file for the student that contains the information sheet and the contract developed between the school and the student and his or her parents/guardians.

Third Truancy

- School attendance officer will use all reasonable efforts to personally contact the parents/guardians.
- School/parents initiate any consequences developed in the attendance contract.
- School attendance officer will use all reasonable efforts to set a meeting with the student and his or her parents/guardians to discuss the terms of the contract and to develop a new contract if necessary.
- School attendance officer will contact the school district's attendance legal counsel to issue a Notice of Intent to Compel Attendance. Notice is signed by the school attendance officer and served on the student and parents/guardians by the Garfield County Sheriff or a private process server.

Fourth Truancy – Four Truancies in One Month or Ten Truancies in One School Year

- School attendance officer to inform the school district's attendance legal counsel. The school district's attendance legal counsel will file a petition to compel attendance with the court. The student and parents/guardians are served with a summons by a process server stating the date for the court hearing regarding the student's attendance.
- When the case is heard, the school attendance officer and the school district's attendance legal counsel will be present. Typically, the hearing will address the attendance issues and the attempts by the school to improve the student's attendance.

Penalties

A student may be given a consequence on his/her first three truancy offenses, and parents/guardians will be notified. If legal action fails to result in consistent school attendance, a student may, as a last resort, be declared "habitually truant" and expelled.

For both excused and unexcused absences, make-up work shall be provided for any class in which a student has an absence. It is the responsibility of the student to pick up any make-up assignments on the day he/she returns to school. The school determines the make-up work schedule.

Adopted:	November 1997	Revised:	December 2005
Revised:	November 2000	Revised:	February 2007
Revised:	June 2004		

LEGAL REFS.: C.R.S. 22-33-104 (4)
 C.R.S. 22-33-105
 C.R.S. 22-33-107 (1), (3)(a)
 C.R.S. 22-33-108 (4), (5), (6)

CROSS REFS.: IHBG, Home Schooling
 JH, Student Absences and Excuses

File: JHCB

Immunization of Students

No student shall be permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease, unless the student has a valid exemption for health, religious, personal, or other reasons as provided by law.

Students who do not submit a certificate of immunization or present a valid exemption shall be suspended and/or expelled from school until such certificate of exemption is received.

The administration shall set appropriate regulations to comply with the law.

Adopted date:	December, 1992	Revised:	January 2001
LEGAL REFS.:	C.R.S. 22-33-106		
	C.R.S. 25-4-901 et seq.		

6 C.C.R. 1009-2
CROSS REF: JEC, School Admissions
JEG, Exclusions and Exemptions from School Attendance
JKD, Student Suspension/Expulsion
JRA, Student Records

File: JIC

Student Conduct

The Board in accordance with state law shall adopt a written student conduct and discipline code based upon the belief that students are entitled to an environment that is conducive to learning, and all learners have the right to a safe, respectful environment (every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority). The code also shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall emphasize proportionate disciplinary interventions and consequences and keeping students engaged in learning. The code shall be enforced uniformly, fairly and consistently for all students.

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

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

The rules shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, shall be printed in a handbook or some other publication made available to students and parents/guardians, and shall have an effective date subsequent to the dissemination of the published handbook.

The superintendent shall arrange to have the conduct and discipline code distributed annually to each student in elementary, middle, and high school and to each new student in the district. The superintendent shall ensure reasonable measures are taken to ensure each student is familiar with the code. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be distributed to each student and posted in each school.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. 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.

Adopted: July 1991
Revised: December 1993
Revised: November 2000
Revised: November 2005
Revised: July 2012

LEGAL REFS.: C.R.S. 22-32-109.1 (2) (policy required as part of safe schools plan)
C.R.S. 22-31-109.1 (2) (a) (school district shall take reasonable measures to familiarize students with the conduct and discipline code)
C.R.S. 22-33-106 (1)(a-g) (grounds for suspension, expulsion and denial of admission)

CROSS REFS.: GBGB, Staff Personal Security and Safety
JICDA, Code of Conduct
JIC subcodes (all pertain to student conduct)
JK, Student Discipline, and subcodes

File: JICA

Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Unacceptable Items

Items that are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities.

Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that promote any activity prohibited by the student code of conduct.

Building administration will develop and adopt school-specific dress codes that are consistent with this policy.

Adopted: January 2006

LEGAL REF.:	C.R.S. 22-32-109.1 (2)(a)(IX)
CROSS REFS.:	JIC, Student Conduct
	JICDA, Code of Conduct
	JICF, Secret Societies/Gang Activity
	JICH, Drug and Alcohol Use by Students
	JICI, Weapons in School
	JK, Student Discipline
	JKD/JKE, Suspension/Expulsion of Students

File: JICDA

Code of Conduct

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations.
6. 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 law.
7. Violation of the district's alcohol use/drug abuse policy.
8. Violation of the district's violent and aggressive behavior policy.

9. Violation of the district's tobacco-free schools policy.
10. Violation of the district's policy on sexual harassment.
11. Throwing objects unless part of a supervised school activity that can cause bodily injury or damage property.
12. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
14. 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.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
18. Behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel.
19. Repeated interference with the school's ability to provide educational opportunities to other students.
20. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behaviors which recklessly endanger the health or safety of an individual for the purposes of initiation into any student group.
21. Violation of the district's dress code policy.
22. Violation of the district's policy on nondiscrimination.
23. Violation of the district's policy on bullying prevention and education.
24. Knowingly making a false accusation of criminal activity against a district employee to law enforcement or to the district.

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 patron of the district upon request.

Adopted:	November 1997	Revised: January 2012
Revised:	November 2000	Revised: July 2012
Revised:	December 2005	

LEGAL REFS.:	C.R.S. 12-22-303 (7)	C.R.S. 22-12-105(3)
	C.R.S. 18-1-9011 (3)(e)	C.R.S. 22-32-109.1 (2)(a)(I) and (2)(a)(I)(A)
	C.R.S. 18-3-202 <i>et seq.</i>	C.R.S. 22-32-109.1 (9)
	C.R.S. 18-4-301 <i>et seq.</i>	C.R.S. 22-33-106 (1)(a-g)
	C.R.S. 18-9-124(2)(a)	

CROSS REFS.: ECAB, Vandalism

GBGB, Staff Personal Security and Safety
ACAA, Sexual Harassment
JIC, Student Conduct, and subcodes
JK, Student Discipline, and subcodes
AC, Nondiscrimination/Equal Opportunity
ADC, Tobacco-Free Schools

File: JICDD

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.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. At the district's discretion and when appropriate, the student shall receive appropriate intervention designed to address the problem behavior. The Board of Education shall be informed of all intervention efforts by district schools.

Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be documented and communicated by the staff to the building principal and the superintendent. The immediate involvement of the parents/guardians is also 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.
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 — as described in the district's policy on bullying prevention and education. The use of coercion to obtain control over another person or to be habitually cruel to another person which can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture.
7. Gang activity — as described in the district's secret societies/gang activity policy.
8. Sexual harassment — as described in the district's sexual harassment policy.
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, color, ancestry, creed, sex, sexual orientation, religion, national origin, or ethnic background or disability or need for special education services.
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.

Adopted: February 2003

Revised: April 2012

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(X) (*definition of bullying*)
CROSS REFS.: ACAA, Sexual Harassment
JICDA, Code of Conduct
JICDE, Bullying Prevention and Education
JICF, Secret Societies/Gang Activity
JICI, Weapons in School

File: JICDE

Bullying Prevention and Education

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm be habitually cruel to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. 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) is actual or perceived.

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.

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, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

Adopted: February 2003

Revised: April 2012

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(X) (*policy required as part of safe schools plan*)
CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
ACE, Nondiscrimination on the Basis of Disability
JB, Equal Educational Opportunities
JBA, Nondiscrimination on the Basis of Sex
JBB, Sexual Harassment

JICDA, Code of Conduct
JICDD, Violent and Aggressive Behavior
JICJ, Student Use of Electronic Communication Devices
JK, Student Discipline

File: JICEA

School-Related Student Publications

School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism.

The Board encourages students to express their views in school-sponsored publications and to observe rules for responsible journalism. This means expression which is false or obscene, libelous, slanderous or defamatory under state law; which presents a clear and present danger of the commission of unlawful acts, violation of school rules or material and substantial disruption of the orderly operation of the school, or which violates the privacy rights of others shall not be permitted.

Student editors of school-sponsored publications shall be responsible for determining the news, opinion and advertising content of their publications subject to the limitations of this policy and state law. The publications advisor within each school shall be responsible for supervising the production of school-sponsored publications and for teaching and encouraging free and responsible expression and professional standards of journalism.

The publications advisor has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given.

All school-sponsored publications shall contain a disclaimer that expression made by students in the exercise of freedom of speech or freedom of the press is not an expression of Board policy. The school district and employees are provided immunity from civil or criminal penalties for any expression made or published by students.

The superintendent shall develop, for approval by the Board, a written official school publications code. Students and teachers shall follow the school public code set forth in policy JICEA-R. The publications code shall be distributed to all students and teachers at the beginning of each school year.

Adopted:	July, 1991	Revised:	November 2000	Revised:	November 2005
LEGAL REF.:		C.R.S. 22-1-120(4)			
		C.R.S. 22-1-122(5)(e)			
		C.R.S. 22-32-110(1)(r)			
CROSS REF.:		JFH, Students Rights and Responsibilities/Due Process			

File: JICEA-R

School-Related Student Publications (School Publications Code)

1. Purpose

As stated in Board policy, a school-sponsored publications is a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism.

2. Responsibilities of student journalists

In addition to the responsibilities set forth in the accompanying Board policy, students who work on official student publications will:

- a. Rewrite material, as required by the faculty advisers to improve sentence structure, grammar, spelling and punctuation
- b. Check and verify all facts and verify the accuracy of all quotations
- c. In the case of editorials or letters to the editor concerning controversial issues, provide space for rebuttal comments and opinions

If the Board determines that advertising is allowed in the publication, the student editor will determine the content of any advertisements.

3. **Responsibilities of publication advisors**

In addition to the responsibilities set forth in the accompanying Board policy, the publication advisor will exercise general supervision over all activities to create a proper learning environment.

4. **Prohibited materials**

- a. Students may not publish or distribute material which is obscene. "Obscene" means:
 - (1) The average person applying contemporary community standards finds that the publication, taken as a whole, appeals to a minor's prurient interest in sex.
 - (2) The publication depicts or describes in a patently offensive way, sexual conduct such as ultimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of genitals.
 - (3) The work, taken as a whole, lacks serious literary, artistic, political or scientific value.
- b. Students may not publish expression which is libelous, slanderous or defamatory under state law. "Libelous" is defined as a false and unprivileged statement about a person which injures the individual's reputation in the community.
- c. False expression concerning any person who is not a public figure or involved in a matter of public concern is prohibited. If the allegedly libeled individual is a "public figure or official," the official must show that the false statement was published with actual malice, as the terms are defined in law.

Under the "fair comment rule," a student is free to express an opinion on matters of public interest.

- d. Expression which presents a clear and present danger of the commission of unlawful acts, violation of lawful school regulations, or material and substantial disruption of the orderly operation of the school or which violates the rights of others to privacy is prohibited.

In order for a student publication to be considered disruptive, there must exist specific facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial material disruption to normal school activity would occur if the material were distributed. Undifferentiated fear or apprehension of disturbance is not enough; school administrators must be able to show affirmatively substantial facts which reasonably support a forecast of likely disruption. Material that stimulates heated discussion or debate does not constitute the type of disruption which is prohibited.

5. **Time, place and manner restrictions**

The principal will coordinate with the publications advisor on the time, place and manner of distributing school-sponsored publications to reduce any conflict with school instructional time and/or reduce any disruption of the orderly operation of the school which might be caused by the distribution of school-sponsored publications.

6. **Procedures for resolving differences**

Student editors will work first with the publications advisor to resolve any differences. If the problem can not be resolved at this level, the student editors and/or the publications advisor may work with the principal to resolve any problems.

7. **Legal advice**

- a. If in the opinion of the student editor, student editorial staff or faculty advisor, material proposed for publication may be “obscene,” “libelous,” or “cause a substantial disruption of school activities,” the legal opinion of the school district’s attorney should be sought if authorized by the superintendent.
- b. Legal fees charged in connection with this consultation will be paid by the School District if approved by the superintendent.
- c. The final decision of whether the material is to be published will be left to the student editor and the publication teacher.

Adopted: March 1992

Revised: July 1992

Revised: November 2000

File: JICF

Secret Societies/Gang Activity

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior on or off school property. The principal or his/her designee shall maintain continual, visible supervision of school premises, school vehicles and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

The superintendent or his/her designee shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort.

Gang Symbols

The Board prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior or any other unlawful behavior. This policy shall be applied at the principal’s discretion after consultation with the superintendent or his/her designee as the need for it arises at individual school sites.

Adopted: March 8, 1994

Revised: November 2000

Revised: December 2005

LEGAL REFS.: C.R.S. 22-1-120 (8)
C.R.S. 22-32-110 (2)(b)(VI)

File: JICH

Drug and Alcohol Use by Students

Roaring Fork School District RE-1 shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs 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.

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 on school grounds or at any school sponsored event. This policy expressly relates to being under the influence of marijuana, whether it is medically prescribed or obtained illegally.

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 another 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.

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.

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. 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 cooperative 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.

Adopted: November 2000
Revised: November 2005

Revised: March 2010
Revised: July 2012

LEGAL REFS.: 20 U.S.C. §3221 (defines drug abuse education and prevention)
20 U.S.C. §7101 et. seq. (Safe and Drug-Free Schools and Communities Act of 1994)
C.R.S. 18-18-102 (3), (5)
C.R.S. 18-18-407 (2)
C.R.S. 22-1-110
C.R.S. 22-32-109.1(2)(a)(I)(G)
C.R.S. 22-33-106 (1)(d) (suspension or expulsion discretionary for the sale of a drug or controlled substance)
C.R.S. 25-1.5-106(12)(b) (possession or use of medical marijuana in or on school grounds or in a school bus is prohibited)

CROSS REFS.: IGAG, Teaching about Drugs, Alcohol and Tobacco
JKD-E, Grounds for Suspension/Expulsion of Students

File: JICH-R

Drug and Alcohol Use by Students

In accordance with the accompanying policy, the following procedures are established for addressing alcohol- or drug-related misconduct. These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority. Students shall be disciplined as appropriate in accordance with Board policy JKD.

Use

1. When a student is suspected of use, the person having the suspicion should notify the principal or his designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or his/her designee will conduct a check of the suspected student and collect data. This action must comply with the Board policy on interrogations and searches.

a. If information is not sufficient to warrant further action, the principal or his/her designee may have a personal conference with the student expressing awareness and concern.

b. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

2. 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. While waiting for the parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where he/she will remain under observation.

Possession

Students who possess alcohol, drugs, other controlled substances, including marijuana, with or without a prescription, or drug-containing paraphernalia in violation of Board policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband must notify the principal or his/her designee immediately.

2. A staff member who has reasonable cause to believe that a student possesses alcohol, any controlled substance or drug-containing paraphernalia in violation of Board policy will request that the student accompany him to the principal or his/her designee. If the student refuses, the staff member will notify the principal or his/her designee immediately.

3. The principal or his/her designee will undertake interrogation and search procedures as outlined in Board policy.

4. The principal or his/her designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or his/her designee. The evidence then will be placed in the school safe.

5. The principal or his/her designee may call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.

6. When there is evidence of a student possessing illegal drugs, the student may be suspended and his/her parent/guardian notified. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action and offering the parent or guardian general information and resources related to substance abuse.

Distribution

Students who sell, give or exchange alcohol, drugs, other controlled substances or drug-containing paraphernalia in violation of Board policy will be handled in the following manner:

1. If an employee witnesses or has reasonable cause to suspect an act in which alcohol, drugs, other controlled substances or drug-containing paraphernalia are being transferred from one student to another, the

staff member will immediately attempt to detain the student and request that the student accompany him to the principal or his/her designee. If the student refuses, the staff member will notify the principal or his/her designee immediately.

2. The principal or his/her designee will undertake investigation and search procedures in accordance with Board policy.

3. Any student who distributes, trades, exchanges or sells controlled substances may be expelled.

4. The principal or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in the school safe.

5. The principal or designee may call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.

6. When there is evidence of a student possessing illegal drugs, the student may be suspended and the parent/guardian notified. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian information and resources related to substance abuse.

Adopted: November, 2000

Revised: June 2010

Revised: July 2012

CROSS REFS.: JIH, Student Interrogations, Searches and Arrests
JKD, Suspension/Expulsion of Students

File: JICI

Weapons in School

Dangerous weapons

Carrying, bringing, using or possessing any dangerous 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.

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

- a. A firearm, whether loaded or unloaded.
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that 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.
- d. Any object, device, instrument, material, or substance, whether animate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.

The principal may initiate expulsion proceedings for students who carry, bring, use or possess 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. Such modification shall be in writing.

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 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, in any school vehicle or at any school-sponsored activity without express authorization is prohibited. Students who violate this policy shall be referred for appropriate disciplinary proceedings.

Record Keeping

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

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 school district to law enforcement.

Adopted:	July, 1991	Revised:	March 2001
Revised:	December, 1993	Revised:	December 2005
Revised:	March, 1995	Revised:	March 2010
Revised:	November 1997	Revised:	July 2012

LEGAL REFS.: 18 U.S.C. §921 (a)(3) (Federal definition of "firearm")
20 U.S.C. §7151 *et seq.* (Gun-Free Schools Act)
C.R.S. 18-1-901 (3)(h) (state law definition of "firearm")
C.R.S. 22-32-109.1(2)(a) (policy required as part of safe school plan)
C.R.S. 22-33-106 (1) (grounds for suspension, expulsion, denial of admission)
C.R.S. 22-33-106 (1)(f) (must adopt policy regarding firearm facsimiles)

CROSS REFS.: JKD-E, Suspension/Expulsion of Students
KGB, Public Conduct on School Property

Student Interrogations, Searches and Arrests

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Interviews by school administrators

When a violation of Board policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a school official is investigating a report of child abuse regarding the student and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

Interrogations by school administrators

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interrogate the suspected student without parents being present if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

Searches conducted by school personnel

School personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested; however, permission is not needed. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

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

Search of school property

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

Search of the student's person or personal effects

The principal or designee may search the person of a student or a student's personal effects such as a purse, backpack, book bag, electronic device or briefcase on school property or at school-sponsored events or activities if the school official has reasonable grounds to suspect that the search will uncover:

- a. Evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws.

- b. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, electronic device, or briefcase, and a "pat down" of the exterior of the student's clothing.

The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

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

Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which may require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. Such searches by law enforcement are not conducted at school. School personnel shall not participate in such searches.

Seizure of items

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

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

Appeals

Within 10 school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.

Law enforcement officers' involvement

Search and seizure

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search. It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

Interrogations and interviews

School administrators shall cooperate with law enforcement officials in the performance of their duties, but shall not use the school district's authority over students solely for law enforcement purposes. When law enforcement officials request permission to question students when students are in school or participating in

school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification and determine whether the law enforcement officials intend to take custody of a student on their own authority. If a law enforcement official does not intend to take custody on his or her own authority, whether for interrogation or arrest, the school administrator shall permit interrogation of the student only if there is a reasonable basis to believe a school rule has been violated or there is a threat to health or welfare requiring interrogation. In such cases a school administrator shall be present and participate in the interrogation.

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials shall make an effort to notify the student's parent/guardian by utilizing all contact numbers on file, except in cases involving investigation of reported child abuse of a student where the suspected perpetrator is a member of the student's family. However, whether or not to postpone the interview or interrogation until the parent arrives is the law enforcement officer's decision.

Custody and/or arrest

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian by utilizing all contact numbers on file.

It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, district staff is not responsible for an officer's legal compliance when arresting a student.

Adopted: March 2006
Revised: February 2007
Revised: February 2008

LEGAL REFS.: C.R.S. 19-2- 511 *et seq.*
C.R.S. 22-32-109.1 (l)(l) (*policy required as part of safe schools plan*)

CROSS REFS.: JK, Student Discipline, and subcodes

File: JII

Photography and Videotape Opt-Out Provision

At times during the course of the school year, classroom activities and school events are photographed by school representatives or newspaper photographers or videotaped for purposes of news media coverage or school district publicity.

If parents/guardians do not wish that their child(ren) be photographed or videotaped for news media or school publicity purposes, they should have that option. An Opt-Out option allows the parents who do not wish their child(ren) to be photographed or videotaped to sign and return a form to the school honoring this request.

Notice of this policy to opt-out will be given to parents at the beginning of each school year and to parents registering students throughout the course of the year. An Opt-Out form will be available in the front office of each Roaring Fork School District school. Parents/guardians wishing to opt-out will be asked to sign the form within two weeks of attendance of that school year. If the form is not completed, the Roaring Fork School District assumes that the parent/guardian has given approval to allow the child to be photographed or videotaped.

Photographers will make every reasonable effort to identify the primary subjects in photographs, those images that can be identified, and to not publish photos containing persons on the Opt-Out list.

This policy will apply to your student's entire educational career with Roaring Fork School District. At any time you wish to change your student's status, the form will be available at the school office. This policy relates to classroom activities or school events that are not already open to the public. Public events such as sporting events, theater productions, etc. are considered open to the public and photographers and are not included in this policy.

Adopted: August 2005

File: JK

Student Discipline

The Roaring Fork School District Board of Education 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 state law shall adopt 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 emphasize proportionate disciplinary interventions and consequences and keeping students engaged in learning.

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.

Immunity for Enforcement of Discipline Code

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 civil liability unless the person is acting willfully or wantonly. It is an affirmative defense in any criminal action that a person is acting in good faith and in compliance with the discipline code.

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 students 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 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 administrative regulations which accompany this policy.

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 events. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school. No student shall be declared habitually disruptive prior to the development and implementation of a remedial discipline plan.

Discipline of Habitually Disruptive Students

Students who have caused a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events three times during the school year in violation of their individual remedial discipline plans shall be declared habitually disruptive students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student may result in the student's expulsion.

Discipline of Special Education Students

Appropriate discipline for special education students shall be in accordance with the student's individual education plan (IEP), any behavior intervention plan and Policy JK*-2, Discipline of Students with Disabilities. In order to comply with all state and federal laws, the special education director shall be contacted prior to the use of any disciplinary measure, which is not authorized by the student's IEP.

Distribution of Conduct and Discipline Code

The superintendent shall arrange to have a copy of the conduct and discipline code provided once to each student in elementary, middle school and high school and once to each new student in the district. The superintendent shall ensure reasonable measures are taken to ensure each student is familiar with the code. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be distributed to each student and posted in each school.

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

Adopted:	September 1997	Revised:	October 2005
Revised:	July 1998	Revised:	July 2012
Revised:	January 2001		

LEGAL REFS.:	C.R.S. 18-6-401 (1)	C.R.S. 22-32-109.1(3)
	C.R.S. 22-32-126 (5)	C.R.S. 22-32-109.1(9)
	C.R.S. 22-33-106 (1)(a-e)	C.R.S. 19-3-303 (1)
	C.R.S. 22-32-109.1(2)(a)	C.R.S. 22-32-126(5)
	C.R.S. 22-32-109.1(2)(a)(III)	C.R.S. 22-32-106(1)(a-e)
	C.R.S. 22-32-106(1)(c.5)	C.R.S. 22-33-202

CROSS REFS.:	JIC, Student Conduct, and subcodes
	JK subcodes (all relate to student discipline)
	JRA, Student Records/Release of Information on Students

Discipline of Students with Disabilities

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their IEP, any behavioral intervention plan and this policy. Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP and/or behavioral intervention plan.

Definition of disability: "Children with disabilities" mean those persons between the ages of three and twenty-one who by reason of one or more of the following conditions are unable to receive reasonable benefit from ordinary education:

- Long-term physical impairment or illnesses
- Significant limited intellectual capacity
- Significant identifiable emotional disorder
- Identifiable perceptual disorder
- Communicative disorders or
- Speech disorders

Suspensions

Students with disabilities may be suspended for up to 10 school days in any given school year for violations of the student code of conduct. These 10 days need not be consecutive. During any such suspension, the student shall not receive educational services.

Upon the eleventh school day of suspension or removal when such suspension or removal does not result in a disciplinary change of placement, educational services shall be provided to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. School personnel, in consultation with at least one of the student's teachers, shall determine the educational services to be provided to the student during this period of suspension or removal.

Manifestation determination

Prior to expulsion or other disciplinary change in placement, the student's parents shall be notified of the decision to take such disciplinary action and of their procedural safeguards. This notification shall occur not later than the date on which such decision is made.

Within 10 school days from the date of the decision to expel the student or take other disciplinary action that will result in a disciplinary change of placement, the student's parents and relevant members of the student's IEP team shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents, to determine whether the student's behavior was a manifestation of the student's disability.

The team shall determine: (1) whether the student's behavior was caused by, or had a direct and substantial relationship to, the student's disability; and (2) whether the student's behavior was the direct result of the school's failure to implement the student's IEP. If the answer to either of these two questions is "yes," the student's behavior shall be deemed to be a manifestation of the student's disability.

Disciplinary action for behavior that is not a manifestation

Once the team determines that the behavior was not a manifestation of the disability, disciplinary procedures shall be applied to the student in the same manner as applied to non-disabled students.

During any period of expulsion or other disciplinary change of placement, educational services shall be provided as determined by the student's IEP team to enable the student to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals of his or her IEP.

Disciplinary action and/or alternative placement for behavior that is a manifestation

If the team determines that the student's behavior is a manifestation of the student's disability, expulsion proceedings or other disciplinary change of placement will be discontinued. However, the student may be placed in an alternative placement or the student's placement may be otherwise changed, in accordance with governing law.

Within a reasonable amount of time after determining that the student's behavior is a manifestation of the student's disability, the student's IEP team shall: (1) conduct an Functional Behavioral Assessment (FBA) of the student, unless an FBA has already been conducted; and (2) implement a Behavioral Intervention Plan (BIP) for the student. If a BIP has already been developed, the IEP team shall review it and modify it as necessary to address the student's behavior.

Placement in an alternative setting for 45 school days

School personnel may remove a student with disabilities to an appropriate alternative setting for not more than 45 school days if:

1. the student carried a weapon to school or a school function;
2. the student possessed a weapon at school or a school function;
3. the student possessed or used illegal drugs at school or a school function;
4. the student possessed or used illegal drugs at school or a school function;
5. the student sold or solicited the sale of a controlled substance at school or a school function;
6. the student inflicted serious bodily injury on another person while at school or a school function; or
7. a hearing officer so orders.

Such removal to an alternative setting is permissible even if the student's behavior is determined to be a manifestation of the student's disability. The student's IEP team shall determine the educational services to be provided to the student in the alternative setting.

Students not identified as disabled

Students who have not been identified as disabled shall be subjected to the same disciplinary measures applied to students with disabilities if the district had "knowledge" of the student's disability.

The district is deemed to have knowledge of the student's disability if:

1. the student's parent has expressed concern in writing to appropriate district supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services;
2. the student's parent has requested an evaluation in writing; or
3. the student's teacher or other district personnel have expressed specific concerns about the student's pattern of behavior directly to the director of special education or other district supervisory personnel in writing.

If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation will be expedited.

The district shall not be deemed to have knowledge that the student is a child with a disability if the parent has not allowed an evaluation of the student, or the student has been evaluated and it was determined that he or she is not a child with a disability, or the student was determined eligible for special education and related services, but the parent refused services.

Adopted: November 2005

LEGAL REFS.: 20 U.S.C. §1401 et seq.
C.R.S. 22-20-101 et seq. (Exceptional Children's Educational Act)
C.R.S. 22-33-106 (1)(c)
CROSS REFS.: IGBA, Special Education Programs for Students with Disabilities
JIC, Student Conduct, and subcodes
JK, Student Discipline, and subcodes
JRA, Student Records/Release of Information on Students

File: JKA

Use of Physical Intervention

A. Corporal punishment

Consistent with state law and Board/Administrative policy, corporal punishment shall not be administered to students by anyone in any district school.

B. Physical intervention other than restraint

Persons employed by the district may use reasonable and appropriate physical intervention or force in the scope of their employment as necessary for the following purposes:

1. To prevent a student from causing harm to themselves or others.
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 discipline.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint below are followed.

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 intention of this policy.

C. Restraint

1. Definitions

In accordance with the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act, the following definitions apply for purposes of this regulation and accompanying policy.

a. "Restraint" means any method or device used to involuntarily limit freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals and seclusion.

b. "Physical restraint" means the use of bodily force to involuntary limit an individual's freedom of movement. "Physical restraint" does not include:

1. holding of a student for less than five minutes by a staff person for the protection of the student or others;
2. brief holding of a student by one adult for the purpose of calming or comforting the student;
3. minimal physical contact for the purpose of safety escorting a student from one area to another;
4. minimal physical contact for the purpose of assisting the student in completing a task or response.

c. "Mechanical restraint" means a physical device used to involuntarily restrict the movement of a student or the movement or normal function of the student's body. "Mechanical restraint" does not include:

1. device recommended by a physician occupational therapist or physical therapist and agreed to by a

student's IEP team or Section 504 team and used in accordance with the student's Individualized Education Program (IEP) or Section 504 plan;

2. protective device such as helmets, mitts, and similar devices used to prevent self-injury and in accordance with a student's Individualized Education Program (IEP) or Section 504 plan;

3. adaptive devices to facilitate instruction or therapy and used as recommended by a physician occupational therapist or physical therapist and agreed to by a student's IEP team or Section 504 team and used in accordance with the student's Individualized Education Program (IEP) or Section 504 plan; or

4. positioning or securing devices used to allow treatment of a student's medical needs.

d. "Chemical restraint" means administering medication to a student (including medications prescribed by the student's physician) on an as needed basis for the sole purpose of involuntarily limiting the student's freedom of movement. "Chemical restraint" does not include:

1. prescription medication that is regularly administered to the student for medical reasons other than to restrain the student's freedom of movement (e.g. Asthma-cort, medications used to treat mood disorders or ADHD, Glucagon); or

2. the administration of medication for voluntary or life-saving medical procedures (e.g. EpiPens, Diastat).

e. "Seclusion" means the placement of a student alone in a room from which egress is involuntarily prevented. "Seclusion" does not mean:

1. placement of a student in residential services in the student's room for the night; or time-out.

f. "Time-out" is the removal of a student from potentially rewarding people or situations. A time-out is not used primarily to confine the student, but to limit accessibility to reinforcement. In time-out, the student is not physically prevented from leaving the designated time-out area and is effectively monitored by staff.

g. "Emergency" means serious, probable, imminent threat of bodily injury to self or others with the present ability to effect such bodily injury. Emergency includes situations in which the student creates such a threat by abusing or destroying property.

h. "Bodily injury: means physical pain, illness or any impairment of physical or mental condition as defined in C.R.S. 18-1-901 (3) (c).

i. "State Board Rules" mean the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act, 1 CCR 301-45.

j. "Parent" shall be defined by the State Board rules.

2. Basis for use of restraint

Restraints shall only be used:

a. In an emergency and with extreme caution; and

b. After:

1. the failure of less restrictive alternatives (such as Positive Behavior Supports, construction and non-physical de-escalation, and restructuring the environment) or

2. a determination that such alternatives would be inappropriate or ineffective under the circumstances.

c. Restraints shall never be used as a punitive form of discipline or as a threat to gain control or gain compliance of a student's behavior.

d. School personnel shall:

1. use restraints only for the period of time necessary and using no more force than necessary;

2. prioritize the prevention of harm to the student.

3. Duties related to the use of restraint – general requirements

When restraints are used, the district shall ensure that:

- a. no restraint is administered in such a way that the student is inhibited or impeded from breathing or communicating;
- b. no restraint is administered in such a way that places excess pressure on the student's chest, back, or causes positional asphyxia;
- c. restraints are only administered by district staff who have received training in accordance with the State Board rules;
- d. opportunities to have the restraint removed are provided to the student who indicated he/she is willing to cease the violent or dangerous behavior;
- e. when it is determined by trained district staff that the restraint is no longer necessary to protect the student or others (i.e. the emergency no longer exists), the restraint shall be removed; and
- f. the student is reasonably monitored to ensure the student's physical safety.

Additionally, in the case of seclusion, staff shall reintegrate the student or clearly communicate to the student that the student is free to leave the area used to seclude the student.

4. Proper administration of specific restraints

- a. Chemical restraints shall not be used.
- b. Mechanic restraints shall not be used, except that this provision shall not apply to armed security officers who have received documented training in defensive tactics utilizing handcuffing procedures and are detaining the student for law enforcement.
- c. Physical restraint
 1. a person administering the physical restraint shall only use the amount of force necessary to stop the dangerous or violent actions of the student.
 2. a restrained student shall be continuously monitored to ensure that the breathing of the student in such physical restraint is not compromised.
 3. a student shall be released from physical restraint within fifteen minutes after the initiation of the restraint, except when precluded for safety reasons.
- d. Seclusion
 1. relief periods from seclusion shall be provided for reasonable access to toilet facilities; and
 2. any space in which a student is secluded shall have adequate lighting, ventilation and size. To the extent possible under the specified circumstances, the space should be free of injurious items.

5. Notification requirements

- a. If there is reasonable probability that restraint might be used with a particular student, appropriate school staff shall notify, in writing, the student's parents, and, if appropriate, the student of :
 1. the restraint procedures (including types of restraints) that might be used;
 2. specific circumstances in which restrain might be used; and
 3. staff involved.
- b. For students with disabilities, if a parent requests a meeting with school personnel to discuss the notification, school personnel shall ensure that the meeting is convened.
- c. The required notification may occur at the meeting where the student's behavior plan or IEP is developed/reviewed.

6. Documentation requirements

- a. If restraints are used, a written report shall be submitted within one school day to school administration.
- b. The school principal or designee shall verbally notify the parents as soon as possible but no later than the end of the school day that the restraint was used.

c. A written report based on the findings of the staff review required by paragraph 7. below shall be emailed, faxed or mailed to the student's parent within five calendar days of the use of restraint. The written report of the use of restraint shall include:

1. the antecedent to the student's behavior if known;
2. a description of the incident;
3. efforts made to deescalate the situation;
4. alternatives that were attempted;
5. the type and duration of the restraint used;
6. injuries that occurred, if any; and
7. the staff present and staff involved in administering the restraint.

d. A copy of the written report on the use of restraint shall be placed in the student's confidential file.

7. Review of specific incidents of restraint

a. The district shall ensure that a review process is established and conducted for each incident of restraint used. The purpose of this review shall be to ascertain that appropriate procedures were followed and to minimize future use of restraint.

b. The review shall include, but is not limited to:

1. staff review of the incident within 2 days of incident;
2. follow up communication with the student and the student's family;
3. review of the documentation to ensure use of alternative strategies; and
4. recommendations for adjustment of procedures, if appropriate.

c. If requested by the district or the student's parents, the district shall convene a meeting to review the incident. For students with IEPs or Section 504 plans, such review may occur through the IEP or Section 504 process.

8. General review process

a. The district shall ensure that a general review process is established, conducted and documented in writing at least annually. The purpose of the general review is to ascertain that the district is properly administering restraint, identifying additional training needs, minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incidence of injury to students and staff.

b. The review shall include, but is not limited to:

1. analysis of incident reports, including all reports prepared pursuant to paragraphs 6(a) and 6(c) above and including, but not limited to procedures used during the restraint, preventative or alternative techniques tried, documentation, and follow up;
2. training needs of staff;
3. staff to student ratio; and
4. environmental conditions, including physical space, student seating arrangements and noise levels.

9. Staff training

a. The district shall ensure that staff utilizing restraint in schools are trained in accordance with the State Board rules.

b. Training shall include:

1. a continuum of preventions techniques;
2. environmental management;
3. a continuum of de-escalation techniques;
4. nationally recognized physical management and restraint practices, including, but not limited to, techniques that allow restraint in an upright or sitting position and information about the dangers created by prone restraint;
5. methods to explain the use of restraint to the student who is to be restrained and to the

student's family; and

6. appropriate documentation and notification procedures.

c. Retraining shall occur at a frequency of at least every two years.

Adopted: November 2005

Revised: January 2012

LEGAL REFS.: C.R.S. 18-1-703 (use of physical force by those supervising minors)

C.R.S. 18-6-401 (1) definition of child abuse)

C.R.S. 19-1-103 (1) definition of abuse and neglect)

C.R.S. 22-32-109.1 (2)(a) (adoption and enforcement of discipline code)

C.R.S. 22-32-109.1 (2)(a) (IV) (policy required as part of safe schools plan)

C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)

C.R.S. 26-20-101 et seq. (protection of Persons from Restraint Act)

1 CCR 301-45 (State Board of Education rules for the Administration of the Protection of Persons from Restraint Act)

File: JKBA

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 the class and/or disciplinary action.

Student removal from the 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.

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. is dangerous, unruly, or disruptive: or
3. seriously interferes with the ability of the teacher to teach the class or other students to learn

State law allows a teacher to remove a disruptive student from his/her classroom temporarily and upon the third such removal from a teacher's class, to remove the disruptive student from such teacher's class for the remainder of the term of the class.

The general policies and procedures shall include a due process procedure, which at a minimum shall require that, as soon as possible after a removal, the teacher or the school principals shall contact the parent or legal guardian of the student to request his or her attendance at a student-teacher conference regarding the removal. A behavior plan may be developed after the first such removal from class, and shall be developed after the second such removal from class.

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

During the time of removal from class the teacher initiating the action will provide the student with school work to be completed in an alternate setting unless it is deemed appropriate to place the child in a different classroom.

Removal from the 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.

Adopted: September 2000
Revised: May 2006

LEGAL REF: C.R.S. 22-23-109.1 (2)(a)(II)(policy required as part of safe school plan)

CROSS REFS.: JIC – Student Conduct
JICDA – Code of Conduct
JICH – Alcohol Use/Drug Abuse by Students
JICI-JFCJ – Weapons in School
JK – Student Discipline
JKD-JKE – Suspension/Expulsion of Students
JKD-JKE-R – Suspension/Expulsion of Students
JKD-JKE-2 – Suspension/Expulsion of Handicapped Students

File: JKD

Suspension/Expulsion of Students

The Board of Education shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

The Board and its designee(s) may consider the following factors in determining 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.

As an alternative to suspension, the principal or designee at personal discretion may permit the student to remain in school with the consent of the student's teachers if the parent, guardian or legal custodian attends class with the student for a period of time specified by the principal or designee. If the parent, guardian or legal custodian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying 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, would be disruptive to the operations of the school or be detrimental to the learning environment.

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 his 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-E), but the total period of suspension shall not exceed 25 school days.

2. The Board of Education delegates to the superintendent of schools the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 school days plus up to and including an additional 10 days necessary to set up an expulsion hearing.

3. Unless otherwise determined by the Board, the Board of Education delegates to the superintendent of schools or to a designee who shall serve as a hearing officer the authority to deny admission to or expel for any period not extending beyond one 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. If the hearing is conducted by a designee serving as a hearing officer, the hearing officer shall prepare findings of fact and recommendations for the superintendent at the conclusion of the hearing. The superintendent shall render a written opinion in the expulsion matter within five days after the hearing whether the hearing is conducted by the hearing officer or the superintendent.

The superintendent shall report on each case acted upon at the next meeting of the Board, briefly describing the circumstances and the reasons for action taken. Such denial of admission or expulsion by the superintendent shall be subject to appeal to the Board. The appeal shall assure that due process has been followed .

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 to 18 years has 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 Superintendent of Schools or designee 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 Superintendent of schools or designee shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

Alternatively, the Superintendent of Schools or designee 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 parents 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, 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.

When a student is expelled, they will not be allowed on any Roaring Fork School District campus for the duration of this expulsion period with the exception of district-sanctioned expulsion program services. This includes athletic events or any other event held by a school such as an open house, music program, class party, etc. It also includes events that school district students are attending in another district. If the expelled student does go on to any campus, law enforcement will be contacted and they will be cited for trespassing.

Adopted:	October 1992	March 1998	July 2012
Revised:	January 1994	March 2001	
	March 1995	May 2006	
	December 1997	July 2008	

LEGAL REFS.: C.R.S. 16-22-102(9) (Unlawful sexual behavior)
C.R.S. 18-1.3-406 (crime of violence)
C.R.S. 22-32-109 (2)(a) (adoption and enforcement of discipline code)
C.R.S. 22-32-109.1(2)(a)(I)(E) (policy required as part of safe schools plan)
C.R.S. 22-32-109.1 (3) (agreements with state agencies)
C.R.S. 22-33-105 (suspension, expulsion and denial of admission)
C.R.S. 22-33-106.3 (use of student's written statements in expulsion hearings)
C.R.S. 22-33-106.5 (information concerning offences committed by students)
C.R.S. 22-33-107 (compulsory attendance law)
C.R.S. 22-33-107.5 (notice of failure to attend)
C.R.S. 22-33-108 (juvenile judicial proceedings)
C.R.S. 25-4-903 (1)

CROSS REFS.: ECAB, Vandalism
GBGB, Staff Personal Security and Safety
JIC, Student Conduct, and subcodes

File: JKD-E

Grounds for Suspension/Expulsion

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 a public 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 others.
4. Declaration as a habitually disruptive student.

a. For purposes of this paragraph, "habitually disruptive student" means a child who has three times during the course of the school year caused a material and substantial disruption 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 a habitually disruptive student.

b. The student and the parent, 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 place of employment of the parent or legal guardian of the definition of "habitually disruptive student."

c. No student shall be declared to be an habitually disruptive student prior to the development of a remedial discipline plan for the student that shall address the student's disruptive behavior, educational needs, and the goal of keeping the student in school. The remedial discipline plan shall be developed after the first suspension for a material and substantial disruption and reviewed and 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.

5. Repeated interference with a school's ability to provide educational opportunities to other students.
6. Failure to comply with the provisions of Part 9, Article 4, Title 25, 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.
7. The use, possession or sale of a drug or controlled substance as defined in C.R.S. 12-22-303.
8. 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.
9. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
10. Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could be reasonably be mistaken for an actual firearm in a school building or in or on school property.
11. The carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district.

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.

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

- a. a firearm, whether loaded or unloaded;
- b. any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- c. a fixed blade knife with a blade that 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; **
- 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.

According to C.R.S. 22-33-106 (2), subject to the district's responsibilities under the Exceptional Children's Education Act (see policy JK-2, Discipline of Students With Disabilities), the following shall 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 from them to be detrimental to the welfare of other students.

Adopted: March, 1995
Revised: July 1998

Revised: March 2001
Revised: April 2006

Revised: January 2009
Revised: July 2012

CROSS REFS.: JICDA, Code of Conduct
JICI, Weapons in School

** Please refer to RFSD Policy JICI – Weapons in School, "Local Restrictions:" The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing of any knife, regardless of the length of the blade, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without express authorization is prohibited. Students who violate this policy shall be referred for appropriate disciplinary proceedings.

File: JKD-R

Suspension/Expulsion of Students

A. Procedure for suspension of 10 days or less

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction.

Pursuant to policy JKD, the superintendent has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less.

The following procedures will be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures shall apply.

When the term "parent/guardian" is used, it refers to the parent/guardian of students under 18 years of age; if the student is 18 years or older, it refers to the student. All references to parent/guardian are intended to also include legal custodian.

1. Notice. The principal, designee or the superintendent at the time of contemplated action will give the student or parent/guardian notice of the contemplated action. Preferred notice shall be given orally, or in writing if oral communication is not possible. If oral, such notice may be given in person or by telephone. If notice is given by telephone, the principal should document, date and file the notes taken. If written, delivery may be by United States mail addressed to the last known address of the student or his parent/guardian.
2. Contents of notice. The notice will contain the following basic information:
 - a. A statement of the charges against the student.
 - b. A statement of what the student is accused of doing.
 - c. A statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.

This information need not be set out formally but should sufficiently inform the student and parent/guardian of the basis for the contemplated action.

3. Informal hearing. The student will be given an opportunity to admit or deny the accusation and to give his/her version of the events. The administrator may go further in allowing the student to present witnesses or may 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 will follow as soon after the student's removal as practicable.
6. Notification following suspension. If a student is suspended the administrator delegated the authority to suspend will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator 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 administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, 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. The meeting will 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 will 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. Students will receive full or partial academic credit to the extent possible for makeup work which is completed satisfactorily.

B. Procedure for expulsion or denial of admission

In the event that the superintendent of schools, as the Board of Education's executive officer contemplates action denying admission to any student or prospective student or expelling any student, the following procedures will be followed:

1. Notice. Not less than five (5) days prior to the date of the contemplated action, the Superintendent or an appropriate administrative officer of the district will cause written notice of such proposed action to be delivered to the student and his/her parent/guardian. Such delivery may be by United States mail addressed to the last known address of the student or his parent/guardian.
2. Emergency Notice. In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or his parent/guardian have actual notice of the hearing prior to the time it is held.
3. Contents of Notice. The notice will 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 requested by the student or his parent/guardian within five (5) days after the date of 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 the student will have an opportunity to present such information as is relevant and that s/he may be accompanied and represented by his/her parent/guardian and an attorney.
 - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. Conduct of hearing. A hearing may be requested by the parent/guardian. Such hearing will be conducted by the superintendent or designated hearing officer. The hearing will be conducted in closed session except to those individuals deemed advisable by the superintendent or designated hearing officer but including in all events the student, his parent/guardian and, if requested, an attorney. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and the superintendent or designated hearing officer may consider and give appropriate weight to such information or evidence s/he deems appropriate. The student or his/her representative may question individuals presenting information.

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

The superintendent or designated hearing officer will prepare specific factual findings and issue a written decision within five days after the hearing.

C. Appeal

Within ten school days after the decision of the superintendent, the student may appeal the decision to the Board. Failure to request an appeal within ten school days shall result in a waiver of the right to appeal and the superintendent's decision shall become final. If an appeal is properly requested, the Board will limit the appeal to the following areas:

1. An appeal may be made if there is a question whether the procedural rights of the student were followed.
2. An appeal may be made if there were grounds that there was a misinterpretation of the law.
3. An appeal may be made if the appellant was not allowed to introduce evidence in the original hearing.

The student may be represented by counsel at the appeal. Representatives of the district and the parents may make brief statements to the Board, but no new evidence may be presented unless such evidence was not reasonably discoverable at the time of the hearing. Members of the Board may ask questions for purposes of clarification of the record.

The Board will make final determination regarding the expulsion of or denial of admission to the student and will inform the student and his parent/guardian of the right to judicial review.

D. Parental responsibility.

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 parents 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 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 student is eligible to re-enroll to determine whether the child is receiving educational services. District personnel need not contact the parent or 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 to a through the juvenile justice system.

When a student is expelled, they will not be allowed on any Roaring Fork School District campus for the duration of this expulsion period with the exception of district-sanctioned expulsion program services. This includes athletic events or any other event held by a school such as an open house, music program, class party, etc. It also includes events that school district students are attending in another district. If the expelled student does go on to any campus, law enforcement will be contacted and they will be cited for trespassing.

E. Readmittance.

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:

- a. 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;

- b. there is an identifiable victim of the expelled student's offense; and
- c. 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.

No student will be readmitted to 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.

F. Procedure for expulsion for crimes of violence or unlawful sexual behavior.

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

1. The Superintendent or his/her designee will 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.
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 or 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 suspension or expulsion.
4. If a student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Superintendent 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 or unlawful sexual behavior 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.

Approved:	October 1993	Revised:	March 2001
Revised:	March 21, 1995	Revised:	April 2006
Revised:	March 10, 1998	Revised:	July 2012

LEGAL REF.: C.R.S. 22-32-109.1(2)(a)(V)
 C.R.S. 22-33-105(2)(c) (appeals to be made within ten days and allows the Board discretion for appeals made later)

File: JKF

Suspension/Expulsion of Handicapped Students

Special education students are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students.

A special education student may be temporarily suspended from school if exclusion is warranted because of the student's disruptive activities and/or actions, which present a physical danger to himself/herself, other students, school personnel or school property.

A special education student whose behavior is determined to be a manifestation of his/her handicap may not be expelled but shall have his/her individual education plan (IEP) reviewed by the appropriate IEP team. The team shall review the IEP for appropriateness of services and the need for a more restrictive or alternate placement.

A special education student whose behavior creates a threat of physical harm to himself/herself or other students may not be expelled if the actions creating the threat are a manifestation of his/her handicap. However the student shall be removed from the classroom to an appropriate alternative setting within the district for a length of time which is consistent with federal law. Within 10 days, the school in which the student is enrolled shall arrange for a re-examination of his/her IEP to amend the plan as necessary to insure that the needs of the student are addressed in a more appropriate manner or setting which is less disruptive to other students.

Legal counsel and the special education director shall be consulted prior to consideration of expulsion of a special education student for misbehavior that is not related to his/her handicapping condition.

Adopted: January 1994

Revised: March 2001

LEGAL REF.: C.R.S. 22-33-106 (1)(c)

File: JKF-R

Suspension/Expulsion of Handicapped Students

Special education students who engage in disruptive activities and/or actions dangerous to themselves or others may be suspended from school by the principal following Board policies for all students.

Following each such suspension, the principal shall contact the director of special education.

Such suspensions must be for a definite period of time, not longer than 10 days. Such suspensions shall not be considered a change of placement.

Prior to a student's return from suspension, the special education placement team will hold a review of the student's Individual Educational Plan (IEP) to determine its appropriateness and the need for a more restricted or alternate placement. Repeated suspension may not be used as a device to change a student's placement without the procedural safeguards provided in federal law.

In extreme cases in which the district and the parents disagree about the placement of a disruptive special education student, the Board of Education may seek a court injunction allowing the district to place the student over the parents' objection.

None of the above procedures shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as part of the student's IEP. The plan shall be subject to all procedural safeguards established by the IEP process.

Procedures for Handicapped Students

Basic Premises (Based on Board Policy, State ECEA and Federal 94-142)

- I. In some instances, school personnel may not discipline a handicapped student in the same manner as they do a non-handicapped student. (Handicapped student refers to any student staffed into a special education or social work program.)

- II. In the Case of Suspension procedures involving handicapped students, due process differs from previously adopted administrative procedures in the following respects:
 - A. A determination must be made as to whether the student's conduct is caused by his/her handicapping condition.

 - B. If the conduct for which suspension/expulsion is being considered is caused by the student's handicapping condition, that handicapped student may not be suspended or expelled. Other alternatives such as internal/external time out provisions or internal/external tutoring must be considered for a short-term basis. This determination must be made by the staffing team including the building administrators, school psychologist, special education personnel, teacher(s), parent of the handicapped student, and other professionals at the discretion of the parent.

 - C. Consideration of suspension/expulsion may invoke a possible change in educational program/placement. Any such change involving a handicapped student must follow due process procedures as spelled in 94-142 guidelines.

- III. A handicapped student may be suspended in an emergency situation in which the student is endangering himself/herself or others. Due process procedures (including conference) would be enacted following the initial suspension decision within three days.
 - A. If the staffing determination indicates that the disruptive behavior is caused by the student's handicapping condition, the staffing team must then consider:
 1. Return student to the immediate placement prior to review staffing.
 2. Provide the student with an alternative placement in the least restrictive environment.
 3. Return student to the immediate placement prior to review staffing with program modification.
 - a. Referral to alternative education program.
 - b. Consultation with school psychologist or other specialist.
 - c. School counselor involvement.
 - d. Contracting
 - e. Schedule modification
 - f. Instructor(s) change
 - g. Short-term tutoring arranged through special education department.
 - h. Time out

 - B. If the staffing determination indicates that the disruptive behavior is not caused by the handicapping condition, the staffing committee recommends to the referring administrator alternatives which may include:
 1. Return to previous placement,
 2. Program modification of previous placement,
 3. Suspension of one to five days with return to home building,
 4. Referral to district office for resolution.

Adopted: January 1994

Revised: March 2001

File: JLCDA

Students with Food Allergies

The Board 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 sets forth the following requirements.

Health care plan

The school nurse, or a school administrator in consultation with the school nurse, shall develop and implement a health care plan (plan) for each student with a diagnosis of a potentially life-threatening food allergy. The plan shall address communication between the school and emergency medical services, including instructions for emergency medical responders. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

Reasonable accommodations

Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

Access to emergency medications

Emergency medications for treatment of the student's food allergies or anaphylaxis shall be kept in a secure location accessible to designated school staff. Whenever possible and in a timely fashion, the student's parent/legal guardian shall supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to self-carry such medication in accordance with Board policy JLCD, Administration of Medications.

Staff training

The principal or equivalent school administrator, in consultation with the school nurse, shall determine the appropriate recipients of emergency anaphylaxis treatment training, which shall include those staff directly involved with a student who has a known food allergy during the school day. At a minimum, the training shall prepare staff to have a basic understanding of food allergies and the importance of reasonable avoidance of agents that may cause anaphylaxis, the ability to recognize symptoms of anaphylaxis, and the ability to respond appropriately when a student suffers an anaphylactic reaction. The training shall also include instruction in the administration of self-injectable epinephrine.

Adopted: June 2010

LEGAL REFS.: 20 U.S.C. 1400 *et seq.* (*Individuals with Disabilities Education Improvement Act of 2007*)
29 U.S.C. 701 *et seq.* (*Section 504 of the Rehabilitation Act of 1973*)
42 U.S.C. 12101 *et seq.* (*Americans with Disabilities Act*)
C.R.S. 22-2-135 (*Colorado School Children's Food Allergy and Anaphylaxis Management Act*)
C.R.S. 22-32-139 (*policy required regarding management of food allergies and anaphylaxis among students*)
C.R.S. 25-1.5-109 (*Colorado Department of Public Health and Environment shall develop, maintain and make available a standard form for school districts to gather information concerning students with food allergies*)
1 CCR 301-68 (*State Board of Education rules regarding Administration of Colorado School Children's Asthma and Anaphylaxis Act and Colorado School Children's Food Allergy and Anaphylaxis Management Act*)

File: JRA

Student Records/Release of Information on Students

Content and Custody of Records

Student education records in all formats and media, including photographic and electronic may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns, and any individual education program (IEP).

Education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

All requests for inspection and review of education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each student's record.

The principal shall be the official custodian of the records of students in his building.

Access to Records

A parent/guardian (referred to as "parent") and any student 18 years old or older, has the right to inspect and review the student's education files. If a student is 18 years old or older, the parent or guardian may not inspect or review the student records without written permission from the student. A student 18 years old or older is referred to as an "eligible student." However, if an eligible student is a dependent for federal income tax purposes, parents/guardians are entitled along with the student to access to student educational records.

During inspection and review of student records by a parent or eligible student and when requested by them, the principal will provide personnel necessary to give explanations and interpretations of the student records.

In all cases where access to student records is requested, except as provided in this policy, a written request to see the files must be made by the parent or eligible student. The principal, upon receipt of the written request, shall provide access to inspect and review the records and set a date and time for such inspection and review. In no case will the date set be more than three working days after the request has been made.

The parent or eligible student shall examine the student's records in the presence of the principal and/or other person(s) designated by the principal.

Only certificated personnel such as the vice-principal or counselor may be so designated.

The record itself shall not be taken from the school building. However, upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a cost of 50¢ per page.

Requesting Records From Other District/Schools

When a student transfers to this school district from another district, the receiving school shall request the student's records from the transferring district if the records have not already been forwarded to the receiving school.

Transferring records to other school districts/post secondary institutions

Student records, including disciplinary records, may be transferred without consent of officials of another school, school system, or post secondary institution that has requested the records and in which the student seeks or intends to enroll. The district will provide a copy of the record to the eligible student or student's parents if so requested.

Requesting and receiving information and records from state agencies

Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities, including protecting public safety and the safety of the student. Such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code.

School district personnel receiving such information shall use it only in the performance of their legal duties and responsibilities and shall otherwise maintain the confidentiality of all information obtained.

If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Education Rights and Privacy Act of 1974 ("FERPA").

Request to Amend Education Records

A parent or eligible student may ask the district to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise violates the privacy rights of the student. The request to the principal to amend a student's records must be made in writing within 10 school days of the date the records were first examined.

If the principal, after consulting with any other person having relevant information, decides not to amend the record as requested by the parent or eligible student, the principal shall notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures shall be provided to the parent or eligible student when notified of the right to a hearing.

A request for a formal hearing must be made in writing and addressed to the superintendent of schools. The response to the request shall be mailed within 10 school days. The hearing shall be held in accordance with the following:

- a. The hearing will be held within 15 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certified mail.
- b. The hearing will be conducted by the superintendent.
- c. Parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
- d. The official designated above shall make his decision in writing within 10 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
- e. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
- f. The decision shall include a statement informing the parents or eligible student of their right to place in the student records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by the school district. If the student record is disclosed by the school to any other party, the explanation shall also be disclosed to that party.

Disclosure with written 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 following:

- a. the specific records to be released
- b. The specific reasons for such release

- c. The specific identity of any person, agency or organization requesting such information and the intended use of the information.

Parental consent shall only be valid for the specific instance for which it was given.

Consent for a student to participate in any course, school activity, special education program or any other school program shall not constitute the specific written consent required.

All signed consent forms shall be retained by the school district.

Disclosure Without Written Consent

The school district will disclose personally identifiable information from student records without written consent of the parent or eligible student only to those persons or entities allowed under federal or state law to receive such information.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.

Disclosure of disciplinary information to school personnel

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/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parent/ guardian may challenge the accuracy of disciplinary information through the process outlined in the notice to parents and students of rights concerning student school records (JRA-E).

Disclosure to Military Recruiting Officers

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

Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent

annually from a parent/guardian before the release of any non-directory information required for billing. To accomplish this, the district shall include a consent form with IEP packet materials.

Disclosure to criminal justice agencies

The superintendent or designee is authorized by law to share disciplinary and attendance information with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district when necessary to effectively serve the student prior to trial. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.

Disclosure to the Colorado Commission on Higher Education (CCHE)

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

Disclosure to Other Parties

Except as noted in this policy, student records will not be released to other individuals and parties without a written request and authorization of the parent or eligible student. Personal information will only be released to a third party with the assurance it will be kept confidential.

Disclosure of Directory Information

The school district may disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

Directory information which may be released may include the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student, and other similar information. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law, except that the mailing addresses of eighth grade students shall be disclosed to the CCHE pursuant to paragraph 13 of this policy.

Annual Notification of Rights

The district will notify the parents or eligible students of their rights pursuant to this policy at the beginning of each academic year. The notice will be in the form provided on exhibit JRA-E. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act and this policy on student records shall be on file in the office of each building principal and of each individual who carries out procedures relative to the act or policy.

Waivers

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

Adopted: July 1991
Revised: January 1994

Revised: March 2001
Revised: May 2006

LEGAL REFS.:

- 20 U.S.C. §1232g(a)(1)(A) (Family Educational Rights and Privacy Act of 1974)
- 20 U.S.C. 7908 (military recruiter information contained in No Child Left Behind Act of 2001)
- 34 C.F.R. §99.1 *et seq.* (Regulations)
- Pub.L. 100-360, July 1, 1998 (Medicare Catastrophic Coverage Act of 1988)
- C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)
- C.R.S. 22-1-123 (district shall comply with FERPA)
- C.R.S. 22-32-109 (1)(ff) (duty to establish policy on disclosing eighth grade students names and mailing addresses to the Colorado Commission on Higher Education)
- C.R.S. 22-32-109.1(6) (duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safe)
- C.R.S. 22-32-109.3 (2) (duty to share disciplinary and attendance information with criminal justice agencies)
- C.R.S. 22-33-106.5 (court to notify of conviction of crime of violence and unlawful sexual behavior)
- C.R.S. 22-33-107.5 (school district to notify of failure to attend school)
- C.R.S. 24-72-204 (3)(a)(VI) (schools cannot disclose address and phone number without consent)
- C.R.S. 24-72-204 (3)(d) (Information to military recruiters)
- C.R.S. 24-72-204 (3)(e)(I) (certain FERPA provisions enacted into Colorado Law)
- C.R.S. 24-72-204 (3)(e)(II) (disclosure by staff of information gained through personal knowledge or observation)
- C.R.S. 26-4-531 (districts who contract to receive federal funds for health services for students receiving medicaid benefits may share information as allowed by parent/ guardian)

CROSS REF.: JK, Student Discipline

File: JRCA

Sharing of Student Records/Information between School District and State Agencies

It is the Board of Education's intention to utilize all avenues under state law to facilitate the sharing of relevant student records and information when necessary to protect the safety and welfare of school district staff, visitors, students, and the public and to protect property.

The superintendent or designee is directed to develop procedures and a training program for staff consistent with this policy. The procedures shall direct school district personnel to provide and obtain student records and information to/from state agencies, including law enforcement and judicial department agencies, to the extent required or allowed by state and federal law.

Sharing of information by the school district

Disciplinary and attendance information shall only be shared with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district when necessary to effectively serve the student prior to adjudication. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.

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

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from student's education records.

Information obtained from state agencies

Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities, including to protect public safety and safety of the student. Such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code.

School district personnel receiving such information shall use it only in the performance of their legal duties and responsibilities and shall otherwise maintain the confidentiality of all information obtained. School personnel who knowingly violate this provision are subject to disciplinary action pursuant to district policy and to a civil penalty of up to \$1,000.

If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Education Rights and Privacy Act of 1974 ("FERPA").

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has 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 Building Administration and District Administration 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 Building Administration and District Administration shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

Adopted: June 2006

LEGAL REFS.:

20 U.S.C. §1232g (Family Educational Rights and Privacy Act)

34 C.F.R. §99.1 et seq. (Regulations)

C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)

C.R.S. 19-1-304(5.5) (duty of prosecuting attorney to provide juvenile delinquency records)

C.R.S. 22-1-122 (district shall comply with FERPA)

C.R.S. 22-32-109.1(6) (duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safer)

C.R.S. 22-32-109.3 (2) (duty to share disciplinary and attendance information with criminal justice agencies)

C.R.S. 22-33-106.5 (court to notify of conviction of crime of violence and unlawful sexual behavior)

C.R.S. 22-33-107.5 (school district to notify of failure to attend school)

C.R.S. 24-72-204 (3)(e)(I) (certain FERPA provisions enacted into Colorado Law)

C.R.S. 24-72-204(3)(e)(II) (disclosure by staff of information gained through personal knowledge or observation)

CROSS REFS.: JKD, Suspension/Expulsion of Students

JRA, Student Records/Release of Information on Students

File: JS

Student Use of the Internet and Electronic Communications

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The personnel of the District acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors.

Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful to minors.

Blocking or filtering obscene, pornographic and harmful information

Software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No expectation of privacy

District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

Unauthorized and unacceptable uses

Students shall use district computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computers systems can not be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability or handicap
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

Security

Security on district computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computers systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Safety

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Assigning student projects and monitoring student use

Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

All students shall be supervised by staff while using the Internet or electronic communications. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

Student use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time. Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issues or access shall be allowed.

School district makes no warranties

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The School District shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Adopted: August, 1999 Revised: May 2000 Revised: June 2006

LEGAL REFS.: 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
 47 U.S.C. 231 (Child Online Protection Act of 1998)
 20 U.S.C. 6801 et seq. (Elementary and Secondary Education Act)

File: JS-R

Roaring Fork School District Computer and Internet Acceptable Use Policy for Students

The purpose of this document is to inform parents, guardians, and students of the availability of the Internet resources as well as the rules governing its use and to obtain express parental or guardian permission for an individual student to use the Internet while at school.

Contents:

- Introduction and Explanation for Proper Internet Use
- School District Makes No Warranties
- Security
- Copyrighted Material and Plagiarism
- Flaming, Hacking, and Vandalism
- Computer Usage Policy

Introduction and Explanation for Proper Internet Use

Internet access is now available to students and teachers in the Roaring Fork School District. Internet is a global network of computer systems with information available through the use of school computers. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. The goal is to provide this service to teachers and students in order to promote educational excellence in schools by facilitating learning resource sharing, innovation, and communication.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet is an electronic highway connecting millions of computers all over the world, which provides students and teachers access to a variety of rich, educational resources. The world wide web, a portion of the Internet that students can use, includes some information specifically designed for children, up-to-the-minute scientific information, government documents, and other information that is traditionally difficult to obtain in the school environment.

To access the worldwide web at school, students will be using a type of software called a web browser. A web browser allows students to navigate through web information. Information is presented richly in text, pictures, sound and some video. The school is not obligated to provide students with their own Internet e-mail address, the ability to create world wide web pages, or the ability to access the Internet from home.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. RFSD has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and a user may discover controversial information. The valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

With this educational opportunity also comes responsibility. Messages must not contain profanity, obscene comments, sexually explicit material, expressions of bigotry, racism, hate or the promotion of violence. They should not contain personal information such as your name, address, or phone number.

School District Makes No Warranties

The district cannot be held accountable for the accuracy or quality of information obtained via the network. In addition to the appropriateness of information, users need to consider the source of any information retrieved, and consider how valid that information may be. Most information available on the Internet is identifiable; you can find out who has published the information, and how they collected it. If the source of information is not clear, it must be treated very differently than when sources are clear and reputable.

No system is guaranteed to be operating perfectly all the time. The district and service provider will do their best to provide error free, dependable access to the computing resources associated with Internet use. However, the district can not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties. This includes loss of data resulting from delays or service interruptions. Use of any information obtained via the Internet is at the user's own risk.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a student is able to identify a security problem on the Internet, he/she must notify a system administrator or the District Internet Coordinator. Do not communicate or demonstrate the problem to other users. Attempts to log on to the Internet as a system administrator would result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Copyrighted material and plagiarism

Computer software protected under copyright laws is not to be transmitted via the network nor stored on any school computers without the express written permission or appropriate license of the copyright owner. Users will not directly copy written documents from the Internet for research and reporting purposes and use this material as their own.

Flaming, Hacking, and Vandalism

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computers systems can not be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

Flaming is a group of message responses that occur when others perceive that something posted is inappropriate because it is too simple, has been addressed already, is in the wrong forum, or many other reasons. Some users show their anger by sending fairly abusive messages to the "perpetrator." Flaming is not acceptable for students and staff in RFSD.

Hacking or manipulating computers, software or files in creative ways, often without the knowledge or permission of the owner will not be tolerated in RFSD. Violators may lose Internet use privileges. Attempting to gain access to, or using someone else's account is not allowed.

Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, Internet, or any other networks that are connected to the Internet web. This includes, but not limited to, the uploading or creation of computer viruses.

District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information.

Computer Usage Policy

Access to the Internet and other electronic resources is a privilege and, as such, can be revoked when a student misuses the resources. The Board of Education, superintendent, principals and system administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of the School District may request the system administrator to deny, revoke, or suspend specific user accounts. Any disciplinary action beyond revocation of access privileges will be determined by the building principal, as applicable by law.

The student and his/her parents accept responsibility for the student's on-line actions. All other discipline policies of the school apply to the use of technological resources. The following rules and code of ethics shall be strictly enforced.

Adopted: August 1999
Revised: May 2000

Revised: October 2003

Signature Page – Computer User

This page must be signed and returned to your school prior to computer or Internet use.

Parent and Student Signatures

I understand and will abide by Policy JS "Student Use of the Internet and Electronic Communication." I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. I understand that this access is designed for educational purposes. The School District has taken precautions to eliminate controversial material. However, it is impossible to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if my child's use is not in a school setting.

We, the parents or guardians of _____ have read and discussed the *Roaring Fork School District Computer and Internet Acceptable Use Policy for Students* with our child, and hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent signature

Date

If I am an emancipated student, I hereby release the school district from all costs, claims, damages or losses resulting from my use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. My signature implies that I have read (or have had read to me), understand, and agree to all points of the school district's acceptable use policy.

Student Signature
I will graduate in the year 20_____

Adopted: August 1999
Revised: May 2000

Revised November 2003
Revised June 2006