

# Pawnee School District RE-12

2019-2020 Student Handbook



Please read, print, sign and return pages 35-36, 54, and 78. This must be completed by the Parent/Guardian for each child attending school this year.

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## **BUILDING HOURS**

The doors will be open at 7:40 a.m. during the school year. Students are asked to not come to the school before that time unless there is a special event, sponsored activity or a teacher has requested your presence. The doors will close at 5:00 p.m. and students not involved in a school activity should not be in the building or on the school grounds unsponsored.

## **PHILOSOPHY/OBJECTIVES**

### **Item: PAWNEE SCHOOL PHILOSOPHY**

Pawnee School is committed to providing students with a nurturing, challenging, and disciplined education that will prepare them for post high school opportunities.

Pawnee School recognizes individual expression, creativity and initiative. The school encourages enthusiasm for life-long learning and an excellence in all endeavors.

Pawnee School will assist each student in developing a positive and realistic self-image that will allow him to maximize his/her talents and become a happy, healthy, and productive member of society.

### **Item: PAWNEE HIGH SCHOOL OBJECTIVES**

To accomplish the educational philosophy, Pawnee School, working with the community, will...

provide the core curriculum necessary for each student to develop proficiency in the use of language, numbers, inquiry, communication skills, and civic responsibility;

provide programs and experiences to give each student the opportunity to continue his/her education or to meet the requirements of the job market in a field consistent with the student's interest and ability;

provide programs and experiences that will assist each student in the development of individual creative talents and assist each student in appreciating and participating in the fine and practical arts;

provide programs and experiences that encourage each student to develop an appreciation for the values of competitive and cooperative activities;

provide programs and experiences to encourage each student to develop positive attitudes about his/her physical and mental health and a concern for personal safety;

provide programs and experiences to allow each student to develop the behaviors, values, and attitudes associated with responsible participation in a democratic society;

provide programs and experiences for each student with special educational needs;

provide programs and experiences which will prepare each student to use critical thinking skills in examining and using information;

provide programs and experiences which prepare each student to be a responsible manager of his/her resources: and

provide programs and experiences that encourage each student to understand and accept the responsibility for his/her role in present and future family groups.

### **Item: NONDISCRIMINATION/EQUAL OPPORTUNITY**

AC

The Board is committed to a policy of nondiscrimination in relation to race, color, sex, religion, national origin, age, marital status and handicaps. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies by the Board and in the administration of those policies by the administration.

In keeping with these statements, the following shall be principles of this school district ...

- To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
- To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
- 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.
- To utilize educational experiences to build each individual's pride in the community in which he lives.
- To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.

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, religion, national origin, age, marital status and handicaps. The announcement shall also include the name/title, address and telephone number of the person designated to coordinate Title VI, Title IX and Sections 504 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 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.

## **NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY**

ACE

### **1. Designation of Responsible Employee**

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Section 504 of the Rehabilitation Act and its administrative regulations and with the Americans with Disabilities Act.

The designee, the district's Section 504 compliance officer, shall formulate procedures for carrying out the policies in this statement and shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with Section 504 and its administrative regulations.

The designee shall, upon adoption of this policy and once each academic year thereafter, notify all students and employees of the district of the name, office, address and telephone number of the Section 504 compliance officer. Notification shall be by posting or other means sufficient to reasonably advise all students and employees.

### **2. Grievance procedure**

Any student or employee shall have a ready means of resolving any claim of discrimination on the basis of handicap in the educational programs or activities of the district. To this end the following policy is adopted.

In the event a student or employee believes that there has been a violation of Section 504 or its administrative regulations, he or she shall mail or deliver to the employee designated as Section 504 compliance officer a written statement setting out the alleged violations in specific terms, describing the incident or activity involved, the individuals involved and the dates, times and locations involved.

Within 2 days of receiving the statement, the Section 504 compliance officer shall provide the individual filing the written statement an opportunity to discuss the matter personally, if requested.

The Section 504 compliance officer shall make such additional investigation as is necessary to determine the complete facts involved and shall report his findings of the matter within 14 days of the initial meeting with the person making the statement. The matter shall be reported to the Board as its next regular meeting for its review and action if it deems further action necessary.

If the student or employee submitting the written statement of an alleged violation is not satisfied with the handling of the matter by the superintendent, he or she may appear before the Board of Education and present the matter directly to the Board.

### **3. Dissemination of Policy**

The superintendent of schools shall notify applicants for admission, students, parents of elementary and secondary school students, sources of referral of applicants for admission, employees and applicants for employment that it does not discriminate on the basis of handicap in the educational programs or activities which it operates and that it is required by Section 504 and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

## **EDUCATIONAL RIGHTS OF PARENTS**

(An explanation of procedural safeguards available to parents of children with disabilities)

### **Item: AFFIRMATIVE ACTION**

Pawnee School is committed to equal opportunity in employment and education regardless of age, race, color, religion, sex, national origin or handicap. Publicly adopted throughout the school is an affirmative action policy, which shall assure equal employment and educational opportunities to all minorities in the school, whether classified staff, faculty, students or administrators. Any student or school employee who encounters acts of discrimination because of age, race, religion, color, sex, national origin or handicap should contact the Affirmative Action Officer, the superintendent, at (303) 895-2222.

### **Item: STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

**JII**

Decisions made by school personnel which students feel are unfair or in violation of pertinent Board policies or individual school rules may be appealed to the Superintendent or a designated representative or by following the specific appeal process created for particular complaints.

Grievance procedures shall be available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of race, color, national origin, sex and handicap which students are encouraged to report.

### **Item: GRIEVANCE PROCEDURES**

This Grievance Procedure was written with the following criteria in mind:

1. To accommodate grievance from parents, teachers, students and employees.
2. To be adaptable to any anti-discrimination law.
3. To provide a means to solve a grievance within the district.
4. To incorporate due process components as an integral part of the procedure.

Individual or group grievances of students shall be resolved as follows:

**Step 1:** The grievance shall first be presented in writing to the Superintendent. He shall render a written decision within 10 working days. The student may be assisted by a person of his/her own choosing at any step of the grievance procedure.

**Step 2:** If the grievance is not solved at Step 1, the student may request a hearing before the Board of Education, which will be held within fifteen (15) working days of receipt of the report of Step 1. The decision of the Board of Education shall be final and shall be made in writing within fifteen (15) working days of the hearing.

Notwithstanding the steps of the grievance procedure described above, a student may discuss any problem at any time with any supervisor or administrator in the school system.

Grievance procedures shall be available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of race, color, national origin, sex and handicap which students are encouraged to report.

**Item: SEXUAL HARASSMENT**

**JBB**

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws, which prohibit sex discrimination.

A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communication of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidation, hostile or offensive educational environment.

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 other's body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

Students may file a formal grievance of sexual harassment through use of the accompanying grievance routinely would be filed; the student may file the grievance with the board president.

All matters involving sexual complaints shall remain confidential to the extent possible.

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

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

**Item: SEXUAL HARASSMENT (GRIEVANCE PROCEDURES)**

**JBB-R**

1. Students who believe that they have been subject to sexual harassment will report the incident to the superintendent, who will be referred to as the grievance officer.
2. The grievance officer will attempt to resolve the problem, if warranted, in an informal manner through the following process.
  - a) The grievance officer will confer with the charging party in order to obtain a clear understanding of the basis of the complaint.
  - b) The grievance officer will then attempt to meet with the charged party in order to obtain a response to the complaint.
  - c) The grievance officer may hold as many meetings with the parties as is necessary to gather facts and obtain statements from witnesses, if available.
3. On the basis of the grievance officer's perception of the situation, the grievance officer may attempt to resolve the matter informally through conciliation.

The superintendent may attempt to gather any more evidence necessary to decide the case and thereafter impose any sanctions deemed appropriate including a recommendation to the Board for disciplinary action.

**FREE APPROPRIATE PUBLIC EDUCATION**

- You have a right to participate in meetings with respect to the:
- identification,
- evaluation,



- eligibility,
- Individualized Education Program (IEP),
- placement, and
- the provision of a free appropriate public education (FAPE) for your child.

Your child's general education teacher should be involved with the IEP development.

An eligible child with a disability has a right to receive a free appropriate education that is outlined as an Individualized Education Program. The IEP is meant to address your child's unique needs.

### **Termination of FAPE**

A student's right to FAPE under special education law ends at the end of the semester in which the student turns 21, or when the student has graduated with a regular high school diploma or GED. A student's right to FAPE is not terminated by any other kind of graduation or completion certificate.

A student's right to FAPE under special education law would also end if the IEP team determines that special education services are no longer needed. If a parent does not agree that their son or daughter should graduate with a regular high school diploma, or that their son or daughter no longer needs special education services, they are entitled to procedural due process to resolve the disagreement.

### **PRIOR NOTICE TO PARENTS**

The school district must provide you with written prior notice before each time it proposes or refuses to initiate or change the identification, evaluation, or educational placement of your child or the provision of a free appropriate public education to your child.

The notice must include:

1. A full explanation of all of the procedural safeguards and state complaint procedures available to you in your native language;
2. A description of the action proposed or refused by the school district;
3. An explanation of why the school district proposes or refuses to take the action;
4. A description of any other options the school district considered and the reasons why those options were rejected;
5. A description of each evaluation procedure, test, record, or report the school district used as a basis for the proposed or refused action;
6. A description of any other factors which are relevant to the school's proposal or refusal;
7. A statement that you, as a parent of a child with a disability, have protection under the procedural safeguards of special education law, and the means by which a copy of the procedural safeguards can be obtained; and
8. Sources for you to contact to obtain assistance in understanding the provisions of special education.

If you need assistance in understanding any of the procedural safeguards, or anything else relating to your child's education, please contact the Director of Special Education of your local school district.

A copy of the procedural safeguards will be provided to you at a minimum:

- upon the initial referral for evaluation,
- upon each notification of an IEP meeting,
- upon re-evaluation of your child, and
- upon receipt by the school district of a request for a due process hearing.

The procedural safeguards notice must be written in your native language or other mode of communication, unless it is clearly not feasible to do so, and written in an easily understandable manner. The school district must make sure that you understand your special education rights, ensure that this will be translated to you if necessary, and document their process of providing you these rights.

### **PARENT CONSENT**

The school must obtain your informed consent before conducting a pre-placement evaluation, initial placement, and reevaluation of your child in a program providing special education and related services. However, in cases of re-evaluation, the school district does not have to have your consent if it can

demonstrate that it has taken reasonable measures to obtain your consent and you failed to respond. The school district may require your consent for other services and activities.

Your consent is not required before reviewing the existing data as part of an evaluation or a re-evaluation; or before giving a test or other evaluation that is given to all children unless, before they give a test or evaluation, they have asked for consent from all parents.

Information regarding consent will be written in your native language or other mode of communication. You should understand:

- the reason written consent is being asked,
- that giving your consent is voluntary, and
- that you can revoke your consent at any time. (If you revoke your consent, that revocation is not retroactive [i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked])

Your consent should identify any records to be released, to whom they will be released, and for what purpose they will be released. Giving your written consent also means that you understand and agree that the school will perform the activities for which you have given your consent.

If you refuse consent for initial evaluation or a re-evaluation, the school district may continue to seek an evaluation by using due process hearing procedures. Pending any due process hearing decision, your child would remain in his or her present educational placement, unless you and the school district agree otherwise. A school district may not use your refusal to consent to one service or activity to deny you or your child any other service, benefit, or activity of the school district, except as may be required by special education law. Also, you have a right to appeal the decision of a due process hearing officer.

## **INDEPENDENT EDUCATIONAL EVALUATION**

If you disagree with an evaluation obtained by your school district, you have the right to obtain an independent educational evaluation of your child at public expense, unless the school can show its evaluation is sufficient. An independent educational evaluation is an evaluation conducted by a qualified examiner who is not employed by the school district. The school district will provide, upon your request, information about where an independent educational evaluation may be obtained.

Your school district may initiate a due process hearing to show that the school district's evaluation is sufficient. If it is determined, by decision of a hearing officer, that the evaluation is appropriate, you still have the right to an independent educational evaluation, but not at public expense.

If you request an independent educational evaluation, the school district may ask why you object to the public evaluation. However, the school district cannot require an explanation from you, and the school district may not unreasonably delay either providing the independent educational evaluation at public expense, or initiating a due process hearing to defend their evaluation.

If you obtain an independent educational evaluation at private expense, the results of the evaluation must be considered by the evaluation and/or planning team in any decision made with respect to the provision of a free appropriate public education for your child, and may be presented as evidence at a due process hearing regarding your child.

If a hearing officer requests an independent educational evaluation as part of a hearing, the cost of the evaluation must be at public expense.

Whenever an independent evaluation is at public expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualification of the examiner, must be the same as the criteria which the school district uses when it initiates an evaluation, to the extent those criteria are consistent with your right to an independent educational evaluation. A school district may not impose additional conditions or timelines related to obtaining an independent evaluation at public expense.

## **EDUCATIONAL SURROGATE PARENTS**

Each school district shall have a method for determining whether a child needs an educational surrogate parent and shall ensure that an individual is assigned, through the Colorado Department of Education, to act as an educational surrogate parent for a child whenever the parents of a child are not known and/or the school district cannot, after reasonable efforts, locate the parents, or if parental rights have been terminated for that child.

The person assigned as the educational surrogate parent shall not be an employee of the state education agency, school district, or any other agency that is involved in the education or care of the child.

The educational surrogate parent may represent the child in all matters relating to the identification, evaluation, and educational placement of the child, including the provision of a free appropriate public education.

## **TRANSFER OF RIGHT AT AGE OF MAJORITY**

All rights of parents under special education law transfer to the student when the student reaches the age of majority under state law (21 in Colorado), or earlier if the student is emancipated. These rights include, but are not limited to: consent for evaluation or re-evaluation, decisions about services and placement, and rights to special education due process procedures.

The school district must notify the student and the parent of the transfer of rights. Beginning at least one year before the student reaches the age of majority; the student's IEP must include a statement that the student has been informed of his or her rights, under IDEA, that will transfer to the student on reaching the age of majority.

## **STUDENT RECORDS**

### **Access to Records**

The Family Educational Rights and Privacy Act (FERPA) give rights to parents regarding their children's education records. These rights transfer to a student, or a former student, who is attending any school beyond the high school level, or who has reached age 18. Schools may still provide access to records to the parents of a student who is 18 and a dependent.

Your school district must permit you to inspect and review any education records relating to your child with respect to the identification, evaluation, and educational placement of your child, and the provision of a free appropriate public education to your child. The school district must comply with your request without unnecessary delay, and before any meeting regarding an IEP, or any hearing relating to the identification, evaluation, or educational placement of your child, or the provision of a free appropriate public education to your child, and in no case more than 45 days after your request has been made.

Your right to inspect and review education records under this section includes:

- the right to a response from the school, or other participant agency, to reasonable requests for explanations and interpretations of the records;
- your right to have your representative inspect and review the records; and
- your right to request that the school district provide copies of the records containing the information if failure to provide those copies would effectively prevent you from exercising your right to inspect and review the records.

The school may presume that you have authority to inspect and review records relating to your child unless the school district has been advised that you do not have the authority under applicable state law governing such matters as guardianship, separation, and divorce.

If any education record includes information on more than one child, you have the right to inspect and review the information relating to your child or to be informed of that specific information.

The school district must provide you, on request, a list of the types and locations of education records collected, maintained, or used by the school district.

### **Fees for Searching, Retrieving, and Copying Records**

The school may not charge a fee to search for or to retrieve information in your child's educational records, but may charge a fee for copies of records which are made for parents if the fee does not effectively prevent the parents from exercising their right to inspect and review those records.

### **Record of Access**

The school must keep a record of those persons or organizations obtaining access to your child's education records, including the name of the person or organization, the date access was given, and the purpose for which the person or organization was authorized to use the records. The school does not have to keep a record of access by eligible parents or students, or authorized school employees.

### **Amendment of Records at Parent's Request**

If you believe that information in your child's education record is inaccurate, misleading or violates the privacy rights, or other rights of your child, you may request the school district to amend the information. The school district must decide whether to amend the information within a reasonable period of time of receipt of your request. If the school district decides to refuse to amend the information, it must inform you of the refusal and of your right to a hearing.

The school district shall provide an opportunity for a hearing (under the Family Educational Rights and Privacy Act) to challenge information in the education records to ensure that the information is not inaccurate, misleading, or otherwise in violation of the privacy rights, or other rights of the student.

If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights, or other rights of the student, it must amend the information and inform you in writing of the amendment.

If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy rights, or other rights of your child, it must inform you of the right to place in the records a statement commenting on the information or giving any reasons for disagreeing with the decision of the school. Any explanation placed in the student's records must be maintained by the school as part of the records of the student as long as the record or contested portion is kept by the school. If the records of the student or the contested portion is disclosed by the school district to any person or organization, the explanation must also be disclosed to the person or organization.

## **DISCIPLINE**

Discipline issues relating to students with disabilities are extensive. Additional information can be obtained from your school administrator or IEP Team.

A free appropriate public education must be made available to all eligible children with disabilities, including children with disabilities who have been removed from school (e.g., suspended or expelled) for more than a total of ten school days in a given year.

1. After a total of ten (10) school days:  
The IEP team must meet to:
  - Develop a plan for conducting a functional behavioral assessment.
  - Develop a plan for completing a behavior intervention plan, including appropriate behavior interventions to address that behavior, or to review and modify an existing behavior plan.
  - Determine whether the child is receiving an appropriate education.
  - Additionally, a manifestation determination to decide whether there is a relationship between your child's disability and the behavior, may need to be conducted.
2. If as the result of the manifestation determination, the IEP team, including the parent, agree either that:
  - A. Services were not appropriate or if the behavior was a manifestation of your child's disability, then,
    - your child may not be removed (expelled or suspended) for more than 10 days unless one of the following circumstances applies:
    - your child was in possession of drugs or weapons, or
    - it is determined that he/she is substantially likely to injure him/herself or others (see items 6 and 7); or

- B. Your child's behavior was not a manifestation of his/her disability, then,
  - your child may be disciplined in the same manner as a child without a disability would be disciplined, and
  - the school district must continue providing a free appropriate public education for your child.
- 3. If you disagree with the determination that your child's behavior was not a manifestation of his/her disability or with any decision regarding placement, then you may request a hearing (an expedited hearing shall be arranged under these circumstances).
- 4. At any time, any member of the IEP team can request an IEP meeting be held to revise the behavior intervention plan. If requested, the meeting must take place.
- 5. If your child has been suspended or expelled for more than ten (10) days or has been placed in an alternative educational setting, the school district must ensure that your child has access to the general curriculum and be provided services and modifications described in his/her current IEP.
- 6. The IEP team, including the parent, may decide that your child should be placed in an interim alternative educational setting for up to forty-five (45) days if your child:
  - brings a weapon to school or a school function,
  - is in possession of or using illegal drugs, and/or
  - sells or solicits the sale of a controlled substance while at school or a school function.
- 7. If the school district believes that your child's behavior is substantially likely to result in injury to himself or herself, the school district may ask a hearing officer to conduct an expedited hearing to consider a change of educational placement. The hearing officer must consider the following factors:
  1. the likelihood that maintaining the current placement will result in injury to your child or others;
  2. the appropriateness of the child's current placement;
  3. whether the school district has made reasonable efforts to minimize the risk of harm in your child's current placement, including the use of supplementary aids and services; and
  4. the interim alternative educational setting that is proposed by school personnel.

The school district may report a crime committed by your child with a disability to appropriate authorities. Law enforcement officers and officers of the court will use federal and state laws to determine appropriate actions. Copies of the special education and disciplinary records of your child will be provided to the appropriate authorities to the extent permitted by the Family Educational Rights and Privacy Act.

## **MEDIATION**

There might be times when you and the school district disagree on important issues regarding your child's education. If agreement cannot be reached, you have the right to request an impartial mediator to help you and the school reach a mutually agreeable solution.

- Both you and the school district must agree to mediation.
- Mediation is conducted by a qualified, impartial mediator, who is trained in effective mediation techniques.
- Mediation is a service that is available to you at no cost, and at a minimum must be available to you when you request a due process hearing.
- Mediation cannot be used to delay or deny your right to a due process hearing or deny any other rights afforded under special education law.
- Each session in the mediation process shall be scheduled in a timely manner and shall be held at a location that is convenient to the parties in the dispute.
- Any agreement reached by the parties in the dispute in the mediation process shall be set forth in a written mediation agreement.
- Discussions during mediation are confidential and may not be used as evidence in subsequent due process hearings or civil proceedings.
- Parties to mediation may be required to sign a confidentiality pledge before the mediation process begins.

## **STATE COMPLAINT PROCEDURES**

You have a right to file a written complaint with the Colorado Department of Education if you feel the school district or agency has violated a specific requirement of special education law.

The complaint must be filed in writing with the Colorado Department of Education, Federal Complaints officer, explaining the alleged violations. The Federal Complaints Officer will have sixty (60) calendar days after the complaint is filed to:

1. give the school district or agency an opportunity to respond to the allegations;
2. give the parent an opportunity to submit additional information about the allegations;
3. carry out an independent on-site investigation, if the Federal Complaints Officer determines that an on-site investigation is necessary;
4. review all relevant information and make an independent determination of whether a violation of special education law has occurred;
5. issue a written decision to the school district or agency and the parents of the findings, including reasons for the final decision.

The school district is obligated to implement the final decision.

The address for filing a Federal Complaint is:  
Federal Complaints Officer  
Colorado Department of Education  
201 East Colfax, 3<sup>rd</sup> floor  
Denver, CO 80203

Before filing a Federal Complaint it is advisable to call the Federal Complaints Officer at 303-866-6685.

## **IMPARTIAL DUE PROCESS HEARING**

You or the school district may initiate a due process hearing regarding the school's proposal or refusal to initiate or change the identification, evaluation, or educational placement of your child or the provision of a free appropriate public education to your child.

Before a hearing is initiated, you or your attorney should provide written notice (which will remain confidential), to the school district, providing the following information:

1. name of your child;
2. address of residence of your child;
3. name of the school your child is attending;
4. description of the problem(s) relating to the proposed or refused initiation or change, including related facts; and
5. a proposed resolution of the problem to the extent known and available to you.

The school district will have a form available for you to use to file the written notice. The school district may not deny you your right to a hearing for failure to provide the notice required.

The written request for a hearing should be submitted to the Director of Special Education of your school district. The school district must then immediately inform the Colorado Department of Education of your request for a hearing.

When a hearing is initiated the school district shall inform you of the availability of mediation. The school district must also inform you of any free or low-cost legal or other relevant services available in the area if you or the school initiate a due process hearing. The school should also provide this information to you whenever you request it.

The hearing will be conducted by an impartial hearing officer obtained through the Colorado Department of Education. The Department maintains a list of hearing officers and statements of their qualifications. Three hearing officers' names, selected by rotation, are provided to the parent(s) and the school district and by process of elimination both parties participate in the determination of a hearing officer. The hearing cannot be conducted by an employee of the Colorado Department of Education or school district involved with the education or care of your child, or by any person having a personal or professional interest which would conflict with his or her objectivity in the hearing.

The hearing officer should reach a decision with forty-five (45) days of your request for a hearing, unless the hearing officer determines that more time is needed.

The decision made in a due process hearing is final unless there is an appeal.

### **Expedited Due Process Hearings**

The Colorado Department of Education will arrange for an expedited hearing, if requested by a parent or school district, in any case where you disagree with issues of placement of your child into an interim alternative placement or in cases where you disagree with a determination that your child's behavior was not a manifestation of his/her disability.

### **Due Process Hearing Rights**

Any party to a hearing or an appeal of a hearing decision has the right to:

1. be accompanied and advised by counsel, and by individuals with special knowledge or training with respect to the problems of children with disabilities;
2. present evidence and confront, cross-examine, and compel the attendance of witnesses;
3. prohibit the introduction of any evidence at the hearing that has not been disclosed to that party at least five (5) days before the hearing;
4. obtain a written or electronic verbatim record of the hearing; and
5. obtain a copy of written or electronic findings of fact and decisions. (After deleting any personally identifiable information, the Colorado Department of Education will transmit those findings and decisions to the State advisory panel and make them available to the public.)

At least five (5) business days before a hearing, each party must disclose to all other parties all evaluations completed by that date, and any recommendations based on any evaluations that the party intends to use at the hearing. A hearing officer may bar any party that fails to comply with this disclosure rule from introducing the relevant evaluation or recommendation at the hearing unless the other party consents to its introduction.

As parents, you must be given the right to have your child present at the hearing, and the right to open the hearing to the public. Each hearing must be conducted at a time and place, which is reasonably convenient to you and your child.

The record of the hearing and the findings and hearing decision must be provided to you at no cost.

### **Administrative Appeal of a Due Process Hearing: Impartial Review**

A party may appeal to the Division of Administrative Hearings within 30 days after receipt of the impartial hearing officer's decision.

If there is an appeal, an administrative law judge shall conduct an impartial review of the hearing and shall:

1. examine the entire hearing record;
2. ensure that the procedures at the hearing were consistent with the requirements of due process;
3. seek additional evidence if necessary (if a hearing is held to receive additional evidence, the hearing rights described above apply);
4. afford the parties an opportunity for oral or written argument, or both, at the discretion of the administrative law judge, at a time and place reasonably convenient to the parties;
5. make a final and independent decision on completion of the review and mail such to all parties within 30 days of the filing or mailing of the notice of appeal; and
6. give a copy of written or electronic findings and the decision to the parties. (After deleting any personally identifiable information, the Colorado Department of Education will transmit those findings and decisions to the State advisory panel and make them available to the public.)

The administrative law judge may grant specific extensions of any of the timelines. The decision made by the administrative law judge is final, unless a party brings a civil action.

### **Civil Action**

Any party has the right to bring a civil action in State or Federal Court. The action may be brought in any State Court of competent jurisdiction or in a U.S. District Court, without regard to the amount in controversy. In any action brought under this section, a Court shall receive the records of the

administrative proceedings, hear additional evidence at the request of a party, and, basing its decision on the preponderance of the evidence, shall grant the relief that the Court determines to be appropriate

### **Child's Status During Proceedings**

Pending any administrative or judicial proceeding, unless you and the school district agree otherwise, your child must remain in his or her present educational placement. However, if the child was placed in an interim alternative educational placement, then the child would remain in the alternative placement pending the decision of the hearing officer, or until the expiration of the time for which the student was removed, whichever comes first (unless the parent and the school district agree to another placement). If school personnel maintain that it is dangerous for the child to be in the current placement (placement prior to removal to the interim alternative educational setting), pending a due process proceeding, the school district may request an expedited due process hearing.

If a hearing involves an application for initial admission to public school, your child, with your consent, must be placed in the public school program until the completion of all the proceedings.

### **Award of Attorney's Fees**

In any action of proceeding discussed above, the Court, in its discretion, may award reasonable attorney's fees as part of the cost to the parents or guardians of a child or youth with disabilities who is the prevailing party. However, neither due process hearing officers, nor the federal complaints officer, may award attorney's fees.

Attorney fees may not be awarded for any meeting of the IEP Team unless such a meeting is convened as a result of an administrative proceeding or judicial action.

## **PRIVATE SCHOOL PLACEMENT**

If the parents of a child with a disability enroll their child in a private school without the consent of the school district, a court or due process hearing officer may require the school district to reimburse the parents for the cost of that enrollment only if the court or hearing officer finds the school district has not made a free appropriate public education available to the child, prior to enrollment, and that the private placement is appropriate.

## **SCHOOL RULES**

### **Attendance Policy**

**File: JH**

#### **Introduction**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Each year, the Board establishes the school attendance period by adopting a school calendar. All students are required to attend school for a full day, which is defined by the school calendar. These hours include all types of classes including distance learning and study hall.

The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

#### **Responsibilities**

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative



effect upon instructional continuity, regardless of attempts to make-up the work. The District believes duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

### ***Student Responsibilities for School Attendance***

1. To attend school all days of the established school calendar.
2. To appear in class on time, prepared for academic learning.
3. To contact teachers on the day the student returns from any absence to arrange to complete all make-up work assigned and to establish when this make-up work is due.
4. To complete work as assigned by the teacher when a preauthorized absence is requested and approved.
5. To request make-up work in a timely fashion giving instructors time to prepare materials.
6. To follow the established school procedure when enrolling in or withdrawing from a class.

### ***Parent Responsibilities for School Attendance***

1. To maintain communication with their children regarding attendance.
2. To recognize that any absence, regardless of cause, has a possible detrimental influence on student achievement.
3. To contact the school in a timely fashion based on the school's reporting procedures regarding absences, and in the case of extended home confinement, request make-up assignments.
4. To monitor the make-up work of the student who has missed class.
5. To attend and participate in school attendance conferences when requested.
6. To recognize that student attendance at school is a collaborative effort between the home and school.

### ***Teacher Responsibilities for School Attendance***

1. To take attendance daily and maintain accurate attendance records for tardies and absences according to District policy and school regulations.
2. To notify the office in a timely fashion of attendance concerns.
3. To provide make-up work to any student who has absences provided the student or parent/guardian requests make-up work within one (1) day of the absence. In all cases make-up work should be provided as soon as possible.
4. To monitor the make-up work of the student who has missed class.
5. To attend and participate in school attendance conferences when requested.
6. To recognize that student attendance at school is a collaborative effort between the home and school.

### ***Administrative Responsibilities for School Attendance***

1. To supervise the school attendance policy and procedures.
2. To develop and implement procedures to determine whether or not the student's parents or guardian had knowledge of a student's absence.
3. To provide parents with information about the school's attendance procedures, including extended and pre-arranged absences, as well as information about their child's attendance record when requested.
4. To develop and implement procedures to communicate to appropriate school staff concerning student absences, excused and unexcused.
5. To inform parents and students of school and district attendance regulations.
6. To notify parents or guardians in a timely fashion of attendance concerns and schedule conferences when needed.

### ***Excused Absences***

An excused absence is one that the parent, guardian, or legal custodian excuses and the appropriate administrator accepts in accordance with this policy.

### ***School Sponsored Activities***

Students who miss class because of participation in school sponsored or approved activities such as field trips, musical performances, student conferences, athletic activities, or legitimate college visitation will not be considered absent. Instructors will be provided with a list of students participating in such activities. All work missed must be completed according to excused make-up work guidelines (see make-up work section). When a student makes a request to be dismissed during the school day, communication with the parent or guardian shall take place before dismissal is approved. A student who is attending a work-study

program under the supervision of the school must follow the guidelines of the program to not be counted absent.

**The following shall be considered excused absences:**

1. A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged or emergency basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is excused by a parent or guardian for observance of religious holidays.
4. When severe weather (blizzard, tornado, or flood) presents peril to travel or life.
5. When a student is in the custody of court or law enforcement authorities.
6. To encourage the importance of family time, up to four (4) days per school year will be allowed as an excused absence for families to spend time together, which could not be done at any other time. To be considered, family leave days must be requested in writing to the Superintendent, with justification, **prior** to the scheduled absence.
7. Exceptions to this attendance policy may be made due to extenuating circumstances as determined by the administration.

Parents or guardians are **requested** to call the school office prior to 9 a.m. to notify the attendance officer, who is the front office secretary, of an absence. The district **requires communication from parents or guardian within twenty-four (24) hours of the absence** to verify the reason for a student absence to be considered excused. The district may require suitable proof regarding the absences, including but not limited to written statements from medical sources, verification from a college visit, or court appearance papers. When the school does not receive prior notification, it is the practice of designated building level school personnel to make a reasonable effort to notify parents if a student fails to report to school.

**Unexcused Absences**

1. An unexcused absence is one that the parent, guardian, or legal custodian excuses and the appropriate administrator does not accept, in accordance with this policy. Additionally, an unexcused absence is defined as an absence that is not specified as an excused absence under this policy.
2. Any absence not followed up by a parent or guardian call, or by a personal visit to the administrator within the twenty-four (24) hour window of the school week will be unexcused.
3. Students who are suspended or expelled shall be considered unexcused for make-up work purposes. (See make-up work section)

Each unexcused absence shall be entered on the student’s record and the parents or guardian shall be notified orally or in writing by the school. Three (3) unexcused absences in a class carry the consequence of a Friday detention, and reduced academic credit for work missed, and may subject the student to additional consequences, including disciplinary measures such as suspension from school in accordance with law.

Court action may be initiated by the designated school authorities when deemed necessary in order to enforce school attendance requirements. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four (4) days in one (1) month or ten (10) days in one school year. In addition, credit may be denied for a class having eight (8) absences in a semester.

In accordance with law, the District may impose academic consequences, which relate directly to classes missed while unexcused and are explained in subsequent sections of this policy. Students and parents or guardians may petition the Board of Education for exceptions to this policy or any applicable accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Any student who has been absent from class for six (6) consecutive weeks or more in any one (1) school year, except for reasons of expulsion, excused long term illness or death, is considered a “dropout” and shall be reported to the Department of Education by the school district. However, if the student is in attendance at the end of the year in another school, home study course or on-line program, such student is not considered a dropout and shall not be reported.

## **Make-Up Work**

It is essential that students absent from school make up work missed. It is the responsibility of the student and parent or guardians to initiate requests for, and pick up make-up work on or before the day he or she returns to class from an excused absence.

Make-up work should reflect class work missed during the absence, and a reasonable amount of time will be allowed for work completion. Except for extended excused absences approved by the school administration, a maximum of two (2) school days time will be allowed to make up work for classes or days missed (two days allowed for make-up work for each day of absence). However, at the end of a term it is imperative that students finish incomplete work due to absence as soon as practical, and should not exceed one (1) week from the end of the term. The days start counting on the first day of a student's return to school.

**Excused** absence make-up work completed within the required timeline will receive full academic credit.

Make-up work shall be allowed following an **unexcused** absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive a maximum of half (50%) credit, which is the consequence for an unexcused absence.

## **Tardiness**

Tardiness is defined as the appearance of a student after the scheduled time that a class begins without proper excuse. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, consequences shall be imposed for excessive tardiness.

### **Tardies**

Tardies are neither excused nor unexcused. A student is allowed three (3) tardies per quarter.

Three (3) tardies per quarter, per class will carry the consequence of an unexcused absence for HS and MS students.

Elementary students will receive age-appropriate consequences as determined by building administration. After such consequence is served, tardies begin counting again. Parents or guardians shall be notified of all penalties regarding tardiness.

Four (4) or more tardies constitute a chronic tardiness problem, and this pattern will be dealt with by school administrators as disrespectful, disruptive and disobedient behavior according to the discipline code. Additional consequences from the discipline code outlined in the student handbook may apply.

Students returning on the same day from an excused absence will not be counted as tardy.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy if the teacher or administrator gives the student a pass to enter his or her next class. Teachers shall honor passes presented in accordance with this policy.

Students who arrive after class attendance has been taken will be responsible to follow established procedure with the office to change a reported absence to a tardy before going to class.

## **Truancy**

Truancy is an absence from school without permission from the student's parent, guardian, or legal custodian. Additionally, if a student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. The parents of the student shall be notified at the first offense regarding truancy and the student consequence will be a Friday detention. On the second offense, the student may be suspended from school for up to three (3) days. Additional truantries shall be grounds for suspension and/or expulsion. Make-up work shall be permitted for truancy in the same manner as an unexcused absence (see make-up work section).

A "habitual truant" shall be defined as a student of compulsory attendance age who has four (4) truantries in any one (1) month or ten (10) truantries during any school year. For purposes of this policy, absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

When a student is declared habitually truant, the designated school employees shall develop a plan intended to assist the student to remain in school. When practical, the student's parent, guardian, or legal custodian shall participate in the development of the plan. Designated school employees shall make all reasonable efforts to meet with the parent, guardian, or legal custodian to review and evaluate the reasons for the student being habitually truant.

### **Maximum Number of Absences**

The district understands that there are times of unavoidable absence, but must keep track of all absences and use this information to determine if the critical number of hours has been met in a course to receive credit for the class. After four (4) absences in a semester parents will be notified by mail. After eight (8) absences in a semester per class a conference will be required among student, parents, teachers, and administration to determine if credit can be given for the class. The results of this conference will be provided in writing. Further absences may be considered unexcused and academic consequences may occur.

Any student/family has the right to make a written appeal to the Superintendent for the decision made in the conference. The written appeal must be given to the Superintendent, or designee, within five (5) school days of receiving the written results from the conference. The Superintendent's decision may be appealed to the School Board at the next regularly scheduled meeting. The Board will render one of two decisions. They may grant special consideration due to circumstances or uphold the Superintendent's decision.

### **Absences and School Activities**

Any student who is absent from school due to illness or an unexcused absence will not be permitted to participate in or attend any extracurricular events scheduled for that day or evening. If a student has been absent two (2) or more days, that student cannot participate in any special or extracurricular activity for the date of his or her return without permission of an administrator.

Adoption date; August 21, 2012

New policy mailed to all families and discussed with students in an assembly on August 22, 2012, the policy effective date, on first day of school.

### **Legal References Found in the Colorado Revised Statutes**

- C.R.S. 22-32-109.1(2)(a) Conduct and Discipline Code
- C.R.S. 22-2-114.1(3)(a) "Dropout" student definition
- C.R.S. 22-32-109(1)(n) Length of School Year, Instruction Time, Contact Time
- C.R.S. 22-33-105 (3) Make-up Work
- C.R.S. 22-33-101 *et seq.* School Attendance Law of 1963
- C.R.S. 22-33-107 Truancy

## **ACADEMIC INFORMATION**

### **Item: GRADUATION REQUIREMENTS**

#### **Graduation Requirements**

**IKF**

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements.

#### **State and district content standards**

All students must meet or exceed state and district content standards prior to becoming eligible to graduate and pass one English and one Math College and Career ready demonstrations beginning with the 8<sup>th</sup> grade class of 2017-2018.

#### **JH Requirements**

**IKFB**

Seventh (7<sup>th</sup>) and eighth (8<sup>th</sup>) graders must pass fourteen (14) credits in prescribed subjects to move to HS. Half of these are required to move to the next class.

**Units of credit needed**

The requirements are the minimum and in no way infer that once the minimum has been reached, a HS student should be eligible to graduate without completing eight semesters of work beginning with the freshman year. It is the desire of this district for the student to take as many subjects as his/her ability allows so he/she can be well informed and be able to carry on a useful vocation upon leaving high school, or to enter higher education.

1. Students should be in attendance four full years of high school.
2. Students who do not complete their work and specific course requirements may not graduate nor take part in the graduation ceremony. The district will not issue blank diplomas.
3. Half credits are not awarded for passing one semester of a full year course. For a year course credit a passing grade must be made for both semesters. If just one semester was failed, this one semester may be made up and a credit given.
4. Twenty-five (25) credits earned over at least four years including grades nine (9) through (12). Eighteen (18) credits must be solid. Core subjects being: English, Social Studies, Math, Science, Computer Literacy, Agriculture, and Business.
5. Classification will be determined on a pro-rata of credits. Sophomore (6), Junior (12), Senior (18)

**Credit from other institutions and home-based programs**

All students entering from outside the district must meet the district graduation requirements. The Superintendent shall determine whether credit toward graduation requirements shall be granted for courses taken outside the district. Students who are currently enrolled in the district and wish to obtain credit from outside institutions, or through “on-line” programs, must have prior approval from the Superintendent. The district shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student’s work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the student’s transcripts. The district may reject any transcripts that cannot be verified through such testing.

**Class Rankings and Grade Point Averages**

Graduating seniors shall be ranked within the graduating class for each high school upon the basis of grade-point averages for the four-year program, including the last semesters.

Grades for regular classes will be given the following values: A=4, B=3, C=2, D=1.

\*Effective 1<sup>st</sup> semester of 2013, college courses are on a five (5) point scale: A=5, B=4, C=3, D=2, F=0

After a course has been passed, no future grade earned in the same course shall be used in determining class rank or grade point average.

The student with the highest class rank will be valedictorian. When more than one student holds the numerical one rank, all students holding the rank will be declared co-valedictorians.

When transcripts of transfer students show grades such as pass or satisfactory such grades shall not be counted in determining class rank or grade point average. Student entering from home-based education programs must submit student work or other proof of academic performance for each course for which credit toward class ranking or grade point average is sought.

**Independent study**

Independent study, work experience and experienced-based programs approved in advance by the Superintendent may be taken for high school credit. Students must submit a request for approval that includes a summary of the educational objectives to be achieved and monitored by a faculty member.

**Student course load**

The course load for freshmen, sophomores, juniors and seniors shall be minimum of seven (7) courses that offer credit per day. Students who wish to take less credits in any given school year must obtain advance permission from the Superintendent.

**Years of attendance**

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students need the challenge provided by post secondary education or other opportunities at an earlier age. Therefore, the Superintendent may grant

permission to students wishing to graduate early, provided the student has met all district graduation requirements.

**Required credits/courses**

\*\* 1 credit = 1 full year of a course \*\*

Credits	Area	E.g. Courses
4	English	English I, II, III, IV, Creative Writing, Speech
3	Mathematics	Algebra I, Algebra II
3	Science	Biology, Chemistry
2	Social Studies	Civics, American History
2	Physical Education	Weight Lifting (3 extracurricular sports = .5 credit)
1	Computer Literacy	Computer Applications
10	Electives	distributed over grades 9-12 – Art, Music, Ag, Business
25	Total	

\*\*18 of the 25 credits must be solid credits in core subjects\*\*

**Item: PRE-COLLEGIATE CURRICULUM ADVISEMENT**

If a student is planning to attend college after high school, these are the *recommended* courses to obtain in their high school education.

Academic Area	Number of Units
	1 unit = 1 year
English	4
Math (Algebra I and higher)	4
Natural/Physical Sciences (two units must be lab-based)	3
Social Sciences (at least one unit of U.S. or World History)	3
Foreign Language (must be same language)	2

**Item: NCAA CURRICULUM ADVISEMENT**

If a student is thinking of trying to play any college level sports, NCAA has these minimum requirements for athletic participation.

(There is also a GPA and ACT score index for admissions)

**Division I**

Academic Area	Number of Units
	1 unit = 1 year
English	4
Math (Algebra I and higher)	3
Natural/Physical Sciences (two units must be lab-based)	2
Social Sciences (at least one unit of U.S. or World History)	2
Additional English, Math, or Sciences	1

**Division II**

Academic Area	Number of Units
	1 unit = 1 year
English	3
Math (Algebra I and higher)	2
Natural/Physical Sciences (two units must be lab-based)	2
Social Sciences (at least one unit of U.S. or World History)	2
Additional English, Math, or Sciences	2

## **Item: ADVANCED COLLEGE PLACEMENT**

### Post Secondary Program

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.

A student intending to enroll in a post-secondary program must give written notice to his/her counselor two (2) months in advance of his/her enrollment.

The notice must include a description of all course work for which he/she plans to enroll and for which he/she requests high school graduation credit.

The counselor will determine which of the requested courses will be granted high school graduation credit. Credit will be denied for courses which do not meet or do not exceed graduation requirements in subject content or grade. Credit also will be denied for courses which duplicate those offered by the school unless the student has encountered scheduling conflicts.

If the counselor denies credit toward graduation for any of the requested courses, he/she will notify the student in writing of the reason with 10 working days of receipt of the enrollment notice. He/she also will provide the student with a copy of the procedures and forms for appeal to the Board of Education.

If the student decides to appeal to the Board, he/she must file the appeal within ten (10) working days after receiving notice of denial of credit.

The Board must notify the student in writing of its decision within twenty (20) working days of his/her filing the appeal. If the Board upholds the denial of high school credit, it must provide the student with procedures and form for appeal to the State Board of Education. An appeal to the state board must be filed within ten (10) working days of the decision of the local board.

Any student who enrolls in postsecondary courses should be expected to show a high degree of maturity and responsibility, especially with regard to the successful completion of such postsecondary courses. An important method of fostering such responsibility is to require the student, or his or her family, to pay the tuition costs associated with such postsecondary courses, subject to reimbursement by the school district upon successful completion of such postsecondary courses. The district shall not be responsible for the costs of transportation, room and board, fees, books or equipment.

### **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. He/she shall remain eligible for sanctioned high school activities if he meets the academic and residency qualification.

## **Item: REGISTRATION**

As a rule, courses are selected in the spring of the previous year. If students have a problem or discover a mistake in their schedule, they should contact the counselor prior to the beginning of each semester. Students should be certain their schedule is what they want before the semester begins. Once the semester begins, few schedule changes will be allowed. None will be allowed after five (5) days. Before any class may be dropped, a consultation with the counselor and administrator is mandatory and parents shall be notified.

If a change of schedule is necessary, the student must clear the change of schedule with the teacher involved. After both teachers have agreed, the student must consult with the counselor. Failure to complete this procedure may jeopardize the student's grade standing. Students wishing to drop a class must do so within the first full week of class and must present proof of approval of their parent(s).

## **Item: GRADING SYSTEM**

**IKA**

The Board believes that it is the responsibility of the schools to help every individual pupil reach his/her maximum potential as a functioning member of society. An accurate and honest report of his/her progress toward this educational goal will be highly beneficial to parents and students. Grades must be thought of as motivational instruments, not to be used as disciplinary tools, threats, or punishment.

The grade assigned a student in any course or class shall be a single mark reflecting an attempt at objective evaluation and the teacher's observation and judgment, on the basis of the following:

1. Achievement of the student relative to a standard of achievement expected in the class consistent with the intellectual ability of the group;
2. Achievement of the student relative to his/her own ability and potential;
3. The degree of interest and industry demonstrated by the student;
4. Consistency of performance, including regularity of attendance.

The grade is but one method of reporting the evaluation of a student's progress in a subject. It will be assigned by the school to the student for information to him/her and his/her parents, and for the records of the school. Because of the inadequacy of a single mark to convey the total evaluation, other less formal but more complete reports shall be used to supplement the grade whenever possible.

**Item: ENTRANCE AGE**

**JEA**

1. All students must be four (4) years of age on or before September 1 of the year they are enrolling in preschool and five (5) years old by September 1 to enroll in Kindergarten.
2. If a student doesn't attend kindergarten, he must be six (6) years of age on or before September 1 in the summer of the year he is enrolling in the first grade.
3. Students entering kindergarten or first grade must present their birth certificate as evidence of age.

**Item: WITHDRAWAL STUDENT OR TRANSFER**

Any student who is withdrawing from all classes or transferring to another school must notify the office and go through the counselor and administration. Failure to proceed as per direction and failure to settle all obligations with the school, such as the return of books and supplies, or payment of fees and fines, may result in the withholding of school records. Parents and/or guardians shall always be contacted when a student withdraws or asks for a transfer.

**Item: INTRA-DISTRICT CHOICE/OPEN ENROLLMENT**

**JFBA**

The Board of Education endorses the neighborhood school concept and makes many decisions based on student population within the attendance areas of residence. The Board recognizes, however, that resident students may wish to attend a school or participate in the program located in an area other than that of their assigned school. Therefore, students shall be allowed to attend any in-district school or participate in any program of their choice on a space available, first-come, first-served basis.

In implementing the open enrollment program, the district is not required to:

1. Make alterations in the structure of a requested school or make alterations to the arrangement or function of rooms within a requested school.
2. Establish and offer any particular program in a school if such program is not offered currently in such school.
3. Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites and required levels of performance.

Notwithstanding the provisions of this policy, a student may be assigned outside the attendance area by mutual agreement of the Superintendents in the special interest of the student and/or school.

**Transportation**

Transportation for students granted permission to attend school outside their attendance area must be furnished by their parents unless space is available in district busses without disruption of regular routes and loading areas. Homeless and disabled students shall be transported, as necessary, in accordance with state and federal law. See policy JFABD, Admission of Homeless Students.



**Nondiscrimination**

The Board, the superintendent, other administrators and teachers shall not make any distinction on account of race, sex, ethnic group, religion or disability of any student who may be in attendance or who seeks admission to any school maintained by the district in the determination or recommendation of action under this policy. However, if the Board reserves the right to restrict open enrollment and transfer requests if such requests begin to significantly affect the ethnic balance of a school.

**Special education students**

Requests from the parents of special education students for open enrollment or transfer to another school or program shall be considered in accordance with applicable state and federal laws. The student’s current Individual Education Plan (IEP) shall be used to determine if the requested school or program can meet the student’s needs.

**Item: STUDENT FEES, FINES, AND CHARGES****JQ**

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees as more fully set forth in this policy. All student fees and charges shall be adopted by the Board. The fee shall remain in place until modified or removed by Board resolution. All student fees adopted by the Board shall be used for the purposes set forth in the motion and shall not be spent for any other purpose.

When publicizing any information concerning any fee authorized to be collected by this policy, the school shall specify whether the fee is voluntary or mandatory and the specific activity from which the student will be excluded if the fee is not paid.

Among the fees which the Board may authorize are the following:

**Textbooks and library resources**

Textbooks shall be provided on a loan basis. Non-indigent students may be asked to pay a nonrefundable rental fee reasonably related to the actual cost of some or all of the textbooks provided for the student. The rental fee and corresponding depreciation schedule shall be adopted by the Board prior to the textbook's introduction into the classroom. No rental fee will be assessed for textbooks and workbooks used in the classroom for reference.

It is expected that students shall return textbooks and library resources to the school in good condition except for ordinary wear. Students shall be assessed fines for lost, damaged or defaced books (including those checked out from the library), materials or equipment. The fines will be for the amount of the loss. In computing a fine, twenty percent (20%) of the original cost of a book or library resource will be deducted for each year it has been used.

If the school district has made a reasonable effort to obtain payment for lost or damaged textbooks or library resources to no avail, the district may then withhold the diploma, transcript or grades of any student who fails to return or replace such textbooks or library resources at the end of the semester or school year. If a student is graduating, the district may deny the privilege of participation in the graduation ceremony if the student has failed to return or replace a textbook or library resource by the date of the ceremony. Alternative payment methods, such as installment plans or school service, shall apply to students who are unable to pay. Indigent students shall not be required to pay a textbook rental fee, damage deposit or fine for lost or damaged books or library resources. A student shall not be refused use of textbooks based on failure to pay the required fees.

**Fees for expendable supplies and materials**

Teachers shall determine a basic course for each class, which can be completed with materials furnished by the school. However students may be charged a fee for expendable supplies and materials used in the course. Fees for expendable supplies and materials shall relate directly to the actual cost of providing these materials to the student. These fees shall be waived for indigent students. Students shall be required to pay for materials that go into shop, crafts or art projects that are above the basic requirements for the course and are to be retained by the student.

**Miscellaneous fees**

Students may be asked to pay miscellaneous fees and expenses on a voluntary basis as a condition of attending, participating in, or obtaining materials/clothing/equipment used in a school-sponsored activity or program not within the academic portion of the educational program.

Rental fees for the use of items such as choral robes, band uniforms and school-owned instruments shall be approved by the Board upon the recommendation of the Superintendent.

Students participating in activities which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. Such charges may include but are not limited to admission fees, food costs and transportation costs on activity trips. However, it is incumbent upon the teacher and Superintendent to make every effort to be sure no student is denied the right to participate in trips or other enrichment activities because of lack of funds.

#### **Waiver of fees**

All fees, fines and charges for textbooks and expendable supplies and materials required for classes within the academic portion of the educational program shall be waived for indigent students. For purposes of determining if a student is able to pay, an indigent student is defined as any child who is eligible for a free or reduced price lunch under the federal poverty income guidelines.

#### **Fee schedule**

The district shall prepare and make available upon request a complete list of student fees, describing how the amount of each fee was derived and the purpose of each fee. Parents shall be informed on the fee schedule or otherwise regarding how to apply for a waiver of fees, whether fees are voluntary or mandatory and the specific activity from which the student will be excluded if the fee is not paid. Students qualifying for a fee waiver will receive it without unnecessary embarrassment or public exposure of their need.

**Student/parents who have bills that are over \$300, or are more than a year overdue, will not be allowed to participate in the program until the bills are below \$300 and a schedule for payment of the remainder of the bill has been arranged.**

#### **Item: HONOR ROLL AWARD**

At the end of each quarter, an "Honor Roll" will be posted for those students who have reached a certain standard of excellence in their work. There shall be two awards:

3.66 GPA Academic Award

4.0 GPA Academic Award

The counselor will determine who is eligible to receive the award. The following classes are not figured into the GPA: music, physical education, yearbook, study hall, and art. There are no limits on the number of awards an individual student may receive.

#### **Item: STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS JRA/JRC**

##### **1. Content and custody of records/information**

Student education records 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.

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 student 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 Superintendent is the official custodian of student records in his or her building.

##### **2. Access to records by parent**

A parent/guardian (“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 (“eligible student”), the parent or guardian may not inspect or review the student records without written permission from the student. However, if an eligible student is a dependent for federal income tax purposes, parents/guardians are entitled along with the student to have access to student educational records.

During inspection and review of student records by a parent or eligible student and when requested by them, the Superintendent 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 Superintendent, upon the 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 ten working days after the request has been made.

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

Only certified personnel such as the vice Superintendent 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 .25¢ per page.

### **3. Requesting records from other districts/schools**

When a student transfers to this school district from another district, the Superintendent of the receiving school shall ask the parent or eligible student to sign a form requesting the other school district to transfer the student’s records. This form will be completed by the Superintendent and forwarded to the school of previous attendance.

### **4. 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 Federal Education Rights and Privacy Act of 1974 (“FERPA”).

### **5. 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 Superintendent 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 Superintendent to amend a student’s records must be made in writing within ten (10) school days of the date the records were first examined.

If the Superintendent or designee, after consulting with any other person having relevant information, decides not to amend the record as requested by the parent or eligible student, the Superintendent 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 ten (10) school days. The hearing shall be held in accordance with the following:

- a. The hearing will be held within fifteen (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 an administrative official as designated in writing by the superintendent. The official conducting the hearing shall not be the person who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.
- 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 a 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.

**6. 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 uses of the information
- d. The method or manner by which the records will be released
- e. The right to review or receive a copy of the records to be released

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 in any other school program shall not constitute the specific written consent required.

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

**7. 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.

**8. Disclosure of disciplinary information to school personnel**

In accordance with state law, the Superintendent 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 Superintendent 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 Superintendent 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 Superintendent 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 Superintendent 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 administrative regulations which accompany this policy.

#### **9. 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.

#### **10. 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 the “start of school” information each fall.
- include a consent form with IEP packet materials.
- include a consent provision on the Medical Emergency form.

#### **11. 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.

#### **12. 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.

#### **13. 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 directory information if such refusal is received in writing in the office of the secretary of the school where the student is in attendance no later than two (2) weeks following the 1<sup>st</sup> scheduled day of the school year.

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 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.

#### **14. Annual notification of rights**

The district will notify parents and 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/JRC-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 individual who carries out procedures relative to the act or policy. (Posted in the lounge)

#### **15. Waivers**

A parent or eligible student may waive any or all 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.

#### **Item: SHARING OF STUDENT RECORDS/ INFORMATION BETWEEN SCHOOL DISTRICT AND STATE AGENCIES JRCA\***

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

### **Student Records/Release of Information on Students**

**JRA/JRC-E**

(Notification to Parents and Students of Rights Concerning Student School Records)

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

1. The right to inspect and review the student’s education records within ten (10) working days of the district receiving a request for access.

A parent or eligible student making such a request must submit to the school Superintendent a written request that identifies the records(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.

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 Superintendent 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.

If the Superintendent decides not to amend the record as requested, the Superintendent will 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 will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA and state law authorize disclosure without consent.

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the 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 uses of the information;
- d. The method or manner by which the records will be released; and
- e. The right to review or receive a copy of the records to be released.

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 in any other school program shall not constitute the specific written consent required.

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

Disclosure of personally identifiable information can be made without consent to the following:

- a. School officials, including teachers, working in the school at which the student is enrolled who have a specific and legitimate educational interest in the information for use in furthering a student’s academic achievement or maintaining a safe and orderly learning environment. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others.
- b. A school official is a person employed by the district as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a

- person serving on the Board of Education; a person or company with whom the district has **contracted** to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- c. 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. In this case, disciplinary information shall be included. The district will make a reasonable attempt to notify the eligible student or student's parents prior to the disclosure of information and will provide a copy of the record if so requested.
  - d. In connection with a student's application for or receipt of financial aid.
  - e. 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 include disciplinary and attendance information and shall only be shared upon 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.
  - f. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
    - Accrediting institutions to carry out their accrediting functions.
    - Parents of students over 18 years of age that are dependent for federal income tax purposes.
  - g. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
  - h. Anyone if required by a court order or subpoena. The district will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order. The district will not provide such notice if the subpoena is issued by a federal grand jury or any other law enforcement purpose where the court has ordered non-disclosure of the existence or contents of the subpoena or information furnished.
  - i. Parties to litigation if the district initiates legal action against a parent or student. The district will make reasonable efforts to notify the parent or eligible student in advance of the disclosure.

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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

5. The right to refuse to permit the designation of any or all of the categories of directory information.

The district is permitted by law to 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 directory information if such refusal is received in writing in the office of the Superintendent 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.

6. The right to request that information not be provided to military recruiting officers. Names, addresses and home telephone numbers as well as directory information 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.



**Item: REPORT CARDS/PROGRESS REPORTS****IKAB**

The Board feels that it is essential for parents/guardians to be kept fully informed of their student's progress in school.

The type of progress reports sent to parents/guardians shall be devised by the professional staff, shall be uniform throughout the district at comparable grade levels and shall be approved by the Board. They shall reflect students' progress toward attainment of state and district content standards.

Except for the college entrance exam, results of the Colorado State Assessment Program shall be included on each student's final report card for that school year and made part of the student's permanent academic record. Results of the college entrance exam shall be included on each student's transcript. However, if a student retakes the exam at a later time at the student's expense, the student may request that the later results be placed on the transcript in place of the earlier results.

A written report shall be provided to all parents/guardians four times a year with supplementary reports as needed. Supplementary reports shall be required for students in danger of failure. It is recommended that notes of praise or letters noting outstanding achievement be sent whenever a teacher feels a student deserves recognition. Conferences also shall be used as an integral part of the reporting system.

**Item: PROMOTION AND RETENTION OF STUDENTS****IKE**

A fixed set of criteria will not be used to determine promotion from one grade or level to another, except at the senior high level. In general, the well being of the individual pupils and the well-being of the group will be the determining factors.

Retention shall be used sparingly. Only when it is clear that a pupil will profit from this, will he be retained.

Although retention may be recommended by teachers, it will only be assigned with the approval of the superintendent following a review of the individual case. When retention of a pupil is being considered, teachers must confer with the pupil's parents at least two weeks before the end of the school year.

**Item: FULL TIME/PART TIME STUDENTS**

Unless specific arrangements have been made with the student, counselor, administration and parent(s), all students shall be full time students. Students shall be required to take eight periods per school day.

**Item: TESTING SERVICES**

Students planning to continue their education beyond high school may be required to take one or more of the College Entrance Examination Board Tests; the Scholastic Aptitude Test (SAT) and/or the American College Test (ACT) examination, a test battery consisting of individually timed tests in English, Mathematics, Social Studies and Natural Science.

Students in grade 3-8, 12 are required by Colorado law to take the PARCC/CMAS tests. These tests will be administered in April. All junior students are required by Colorado law to take the Colorado SAT exam which will be administered in the spring.

Students may also take the ASVAB test given by the military each year.

Most colleges and scholarship sponsors require that applicants submit scores on one or more of these tests. College admissions officials and scholarship program sponsors use the test scores, your school record and other criteria to make appropriate placements.

To decide if you should take the optional test, you must know the test requirements of the college and scholarship programs in which you are interested. Counselors will help you find this information, or you may write directly to the colleges or scholarship program sponsors.

These tests are usually taken during the first semester of the senior year. However, we encourage students who are college bound to also take these tests in their junior year. Full information about these tests, including fees, location of test centers and testing dates is available in the Guidance Office.

**Item: HEALTH EDUCATION**  
(Exemption Procedure)

**IHAM-R**

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 religious beliefs and teachings of the student or the student's parent/guardian.
2. A request for exemption must be submitted in writing to the Superintendent at least five (5) 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.
3. The Superintendent 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.
4. The Superintendent will inform the parent/guardian of disposition of the request within five (5) school days of receipt of the request.

**Item: FAMILY LIFE/ SEX EDUCATION**  
(Exemption Procedure)

**IHAMB-R**

1. Exemption will be granted from a specific portion of the family life/sex education curriculum on the grounds that the material taught is contrary to the religious beliefs and teachings of the student or the student's parent/guardian.
2. A request for exemption must be submitted in writing to the Superintendent at least five (5) 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.
3. The Superintendent 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.
4. The Superintendent will inform the parent/guardian of disposition of the request within five (5) school days of receipt of the request.

**Item: HIV/AIDS EDUCATION**  
(Exemption Procedure)

**IHAMC-R**

1. Exemption will be granted from HIV/AIDS education curriculum on the grounds that the material taught is contrary to the religious beliefs and teachings of the student or the student's parent/guardian.
2. A request for exemption must be submitted in writing to the Superintendent at least five (5) 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.
3. The Superintendent will consider the request. If granting the request is appropriate, the Superintendent 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.
4. The Superintendent will inform the parent/guardian of disposition of the request within five (5) school days of receipt of the request.

**STUDENT SERVICES**

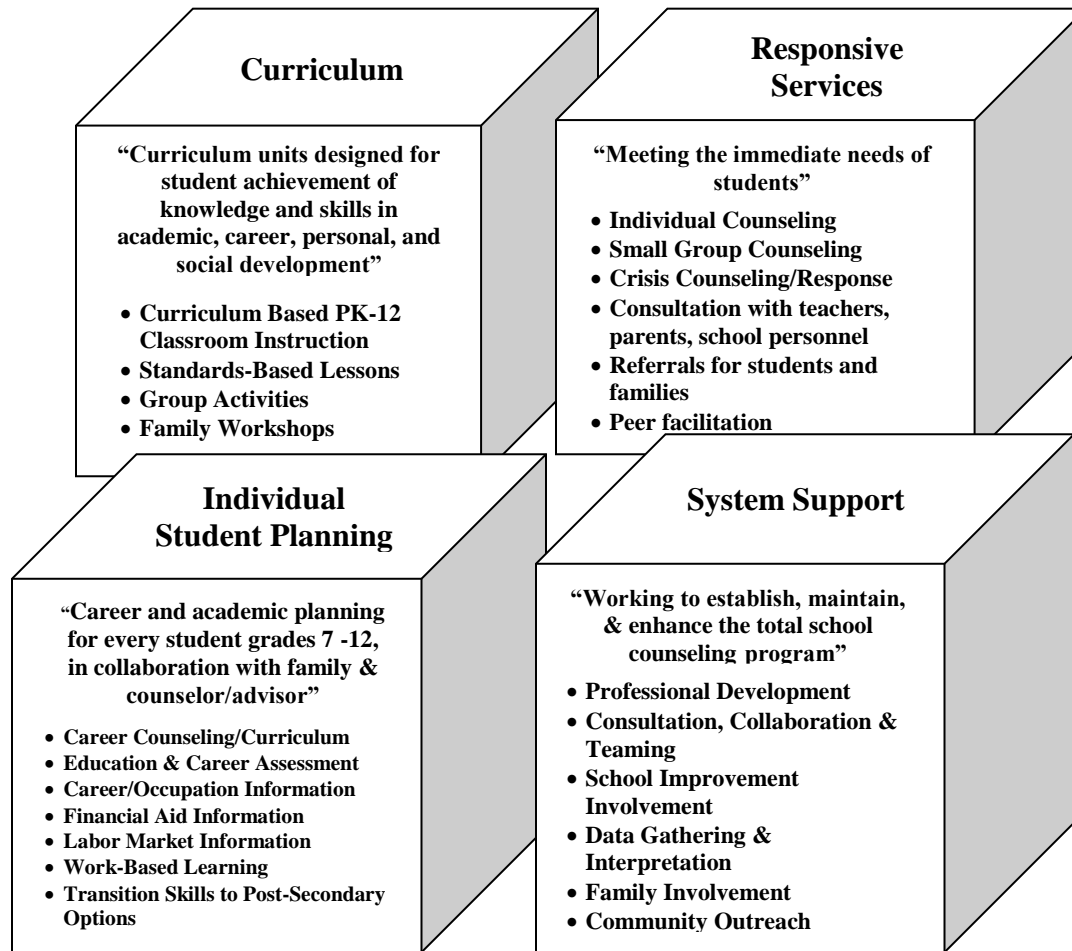
**Item: ANNOUNCEMENTS**

Announcements will be made daily. Any announcements to be included must be turned in to the office by 3:00 p.m. on the day before you wish them to be shared.

**Item: COUNSELING SERVICES**

The mission of Pawnee School District is to educate all students in a nurturing, challenging, and disciplined environment so their performance is a credit to themselves and society.

The mission of Pawnee School District school counseling program is to maximize the academic, career, and personal/social potentials of all students. Through a comprehensively designed school counseling program, the counselor will assist all students in acquiring the necessary skills, knowledge, and attitudes to become effective students, responsible citizens, productive workers, and lifelong learners.



**Item: Gifted and Talented**

**Vision**

All Gifted students will accomplish challenging post-secondary work/force goals and become productive, creative citizens capable of succeeding in their area of strength.

**Mission**

Ensure gifted student growth and achievement through systems of support, programming and advocacy. "Gifted and talented children" means those persons between the ages of five and twenty-one whose abilities, talents, and potential for accomplishment are so exceptional or developmentally advanced that they require special provisions to meet their educational programming needs. Children under five who are gifted may also be provided with early childhood special educational services. Gifted students include gifted students with disabilities (i.e. twice-exceptional) and students with exceptional abilities or potential from all socio-economic and ethnic, cultural populations. Gifted students are capable of high performance, exceptional production, or exceptional learning behavior by virtue of any or a combination of these **areas of giftedness**:

1. General or specific intellectual ability.
2. Specific academic aptitude.
3. Creative or productive thinking.
4. Leadership abilities and human relations.
5. Visual arts, performing arts, musical or psychomotor abilities.

The child who is gifted is part of a small percentage (2-4%) of every school population. The child generally achieves at least two standard deviations from the mean of standard tests of ability, works at two or more grade levels ahead of the age peers, and/or demonstrates deep understanding and skills in individualized performances. In addition to some common learning behaviors (questioning, researching, wondering, and making connections), many gifted learners share various social and emotional issues specifically related to their giftedness (peer acceptance, sensitivity, "out-of-the-box thinking").

Often bright students are thought to be gifted by their parents and teachers. Bright students tend to do their work neatly and on time, enjoy following instruction, and are top academic students. However, a truly gifted learner will demonstrate certain unique characteristics.

There are many ways the school staff may provide challenge within the regular classroom/curriculum by means of differentiation, content acceleration, and cluster grouping. We can differentiate what they learn, the way we learn, or the final product. Activities can be differentiated based on readiness level, interest, and learning style. These principles apply to all students. Gifted and talented students typically need differences in the thinking level of the assignment, choices in the work procedures and real-world product expectations. Content acceleration allows gifted and talented students to learn at their own pace. This is accomplished either within a balanced classroom through advanced reading assignments, individual math work, and independent study or through honors/advanced class placement. Cluster grouping provides opportunities for gifted students to work with other gifted peers as a “cluster” within a larger, balanced ability class and is a highly effective strategy. Rather than any single gifted program, a continuum of programming services must exist for gifted learners. Differentiation and enrichment will take place in the classroom. Research-based instructional strategies used with all students will be modified to meet the appropriate challenge levels for gifted learners. High school students that have been identified may be given the option of college level classes as the schedule permits. A personal learning plan (PLP) will be created for those students who qualify. Teachers, parents, and students will be involved in the decision-making process.

#### Identification/Referral Procedure

A comprehensive and cohesive process for student nomination must be coordinated in order to determine eligibility for gifted education services. Students will be recommended for gifted education based on a body of evidence. This body of evidence will include:

1. Behavior Checklists
2. Evidence of outstanding performance
3. Aptitude on a cognitive abilities test-95th percentile
4. Achievement on district and state tests-Advanced

#### **Item: First Aid and Emergency Medical Care**

No treatment of injuries except first aid shall be permitted in the schools. First aid is the immediate help given by the best-qualified person at hand in case of accident of;

Any person who in good faith provides emergency care or assistance without compensation at the place of the emergency or accident shall not be liable for any civil damages for acts or omissions in good faith.

Treatment of injuries occurring outside school jurisdiction is not the responsibility of school employees.

No drugs shall be given at any time without a doctor's and/or a parent's written request unless it be aromatic spirits of ammonia in case of fainting. All medications shall be turned into the office and administered only by office personnel.

The school's obligation continues after the emergency until the injured person has been placed in the care of the family or the family physician. Therefore, the parents of all students shall be asked to sign and submit an emergency medical authorization form which shall indicate the procedures they wish the school to follow in event of a medical emergency involving their child.

In all cases where the nature of an illness or an injury appear serious, the parent or guardian shall be contacted if possible and the instructions on the student's emergency card followed. Thus in extreme emergencies, arrangements usually may be made for a student's immediate hospitalization whether or not the parent or guardian can be reached.

No child who is ill or injured shall be sent home alone nor shall an older child unless the illness is minor and the parent or guardian has been informed in advance.

**Item: HEALTH SERVICES**

**Accidents**

It is extremely important that all accidents, which happen at school or during school activities, be reported to the office or the administration at the earliest opportunity. Forms for reporting accidents or injuries are available at the office.

The health room is located inside the Main Office. If you are ill, secure a pass from your teacher and report directly to the office.

The following services are available:

- A. Emergency Care of ill or injured students:
  - 1. Emergency care shall be administered as necessary.
  - 2. An ill or injured student may not leave school until permission of the parent or the person designated by the parent has been received.
  - 3. Students must stop in the office first and they must sign out before they leave the building.
  - 4. Emergency forms must be filled out and returned every fall to insure that the school has up-to-date information.
- B. Promotion and Protection of Optimal Student Health Through:
  - 1. Annual vision and hearing screening on students each fall.
  - 2. The school office maintains a current chart of every student's Immunization Record and works with the local public health office in the surveillance and reporting of contagious diseases. Students who are absent from school for any infectious disease should notify the office on their return to school. Students may be requested to have a doctor's permit to return to school.

**Colorado law requires that all students K-12 have a completed Immunization Record on file. This record must be presented within 30 calendar days of enrollment.**

- C. Non-Prescription Medications:

If a student needs any non-prescription medication at school, the parent or guardian **must** send a note to school indicating this. The medication will be kept in the office. The note should have the following format:

I hereby give my permission for \_\_\_\_\_ to take (medication name, dose and frequency) for (headache, cramps, etc.) when needed at school.  
Signed and dated.
- D. Administering of Prescription Medications:
  - 1. The student **must** bring a note to the school office stating why he is on the medication, with dosage, time and number of days when the medication is to be taken. The note must include the name of the doctor who prescribed the medication, the signature of the parent and the date.
  - 2. Please arrange the times that the medication will be taken to fall between classes, if possible. If the medication must be taken during class time, the office will inform the teachers in advance.
  - 3. Students should bring the medication to school in the original prescription bottle. (It would be ideal to ask the pharmacist to split the prescription into two bottles, one for home and one for school.)
  - 4. Again, under this system, the student is to report to the office to take his/her medication. **The medication shall be kept in the office.**

**Item: ADMINISTERING MEDICATIONS TO STUDENTS**

**JLCD**

No prescription or nonprescription medication shall be administered at school by the school nurse or other school designee without the following requirements being met:

- 1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of the drug, dosage, time for administering, name of physician and current date shall be printed on the container.
- 2. The school shall have received written permission from the doctor or dentist to administer the medication.
- 3. The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications also must be presented to the Superintendent by the student's parent or guardian.

All medication shall be safeguarded at school to avoid any risk that it may be improperly administered to anyone.

Medication may be given legally only by school personnel whom a registered nurse has trained and delegated the task of giving such medication.

### **Self-administration of medication for asthma or anaphylaxis**

**A student with asthma, severe allergies, or other related, life-threatening condition may possess and self-administer medication to treat the student's asthma, anaphylaxis or other related life-threatening condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with regulation JLCD-R.**

**Authorization for a student to possess and self-administer medication to treat the student's asthma, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school Superintendent after consultation with the school nurse and the student's parents/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.**

**Sharing, borrowing or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked by the school Superintendent after consultation with the school nurse and the student's parents/guardian and the student may be subject to disciplinary consequences, including suspension and/or expulsion, for violation of this policy.**

### **Item: STUDENTS WITH FOOD ALLERGIES**

**JLCDA**

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 Superintendent 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.

### **Item: IMMUNIZATION OF STUDENTS**

**JLCB**

No student is 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 an up to date certificate of immunization or a written authorization signed by one parent or guardian requesting local health officials to administer the immunizations or a valid exemption, will be suspended and/or expelled from school according to regulation JLCB-R.

All information distributed to parents by the district will inform them of their rights to seek an exemption for immunization requirements.

**Item: SCHOOL FIRST AID AND EMERGENCY MEDICAL CARE CARD** **JLCE-E**

Each student is required to have annually completed School First Aid and Emergency Medical Care form on file on the school office.

**Pawnee School District Re-12**  
**PO Box 220**  
**Grover, CO 80729**

Dear Parents:

Please fill in the following information, one form for each of your children, and return it to the school office. THIS INFORMATION IS VERY IMPORTANT. Also attached is an emergency medical authorization form that the school must have on file for each student. Thank you for your assistance in allowing Pawnee School to more fully serve your child and his or her needs.

<b>Student Information</b>				
Student's Legal Name: _____		Date of Birth ____/____/____		
(First)	(Middle)	(Last)		
Grade: _____	Sex: _____	Social Security #: _____		
<b>Parent Contact Information</b>				
Parent's Name (or Guardian): _____				
Mailing Address: _____				
Physical Address: _____				
City: _____		State: _____		Zip Code: _____
Home Phone: _____				
Mother's Work Phone: _____		Mother's Cell: _____		
Father's Work Phone: _____		Father's Cell: _____		
Mother's e-mail Address: _____				
Father's e-mail Address: _____				
Emergency Contact Person: _____			Relationship to student: _____	
Emergency Contact Person's Home Phone: _____				
Emergency Contact Person's Cell Phone: _____				
<b>Student Health Information</b>				
Primary Doctor: _____				
Doctor's Phone: _____				
<b>Allergies or Illnesses-</b> (medications, foods, insects, latex, etc.) Please list any that may apply to your child:				
Type of Allergy or Illness	Reactions or Symptoms			
<b>Current Medications:-</b> Please include any and all medication your child will be taking during the school day..				
Medication Name	Dose	Time When Taken	Start Date	Purpose of Medication
Please Note: A separate medication administration form must be completed by the parents & physician for EACH medication your child will need to take during the school day. Any medical problems that prohibit students from eating (drinking) certain foods must be so noted by a physician. The physician must submit in writing to the school office a statement of how long the student must not eat certain foods. This will exempt those students from being served certain foods in the school lunch program.				

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Parent or Guardian)

File: JLCE-E



# EMERGENCY MEDICAL AUTHORIZATION

\_\_\_\_\_  
Student Name

## Minor injury

I understand that in the case of minor injury\* school district personnel shall administer first aid and send my child back to class.

## Serious injury (but not threatening to life, limb or digit)

In the event my child is in pain or requires medical treatment beyond first aid for a serious, but not life/limb or digit threatening injury\*, I understand the school district will attempt to contact me (or any of the persons I have listed on the opposite page) so that I can obtain medical treatment for my child.

## Severe injury (threatening to life, limb or digit)

In the event my child suffers a severe injury or illness requiring immediate medical attention\*, I understand that school district personnel will call 911 to notify emergency health personnel. School personnel will then attempt to contact me (or any of the persons I have listed on the opposite page) so that I may proceed to the hospital.

Purpose: To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

(COMPLETE PART I ONLY OR COMPLETE PART II ONLY)

## PART I: TO GRANT CONSENT

I hereby authorize, consent to, and agree to be responsible for any costs associated with, the transportation of my child, including ambulance service, and any medical test, procedures and/or treatment performed on my child as deemed necessary by a medical health professional.

In the event reasonable attempts to contact me at \_\_\_\_\_ (Phone) have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by Dr. \_\_\_\_\_ (Preferred physician) or Dr. \_\_\_\_\_ (Preferred dentist) or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to \_\_\_\_\_ (Preferred hospital) or any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

I understand that school district personnel cannot be held liable for any good faith effort to provide emergency care or assistance to my child.

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

## PART II: REFUSAL TO CONSENT

I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency medical treatment, I wish the school authorities to take no action or to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

**Item: LIBRARY CENTER**

The library and media center is a place for acquiring materials for research and pleasure reading. The staff is available on a part-time basis to help students and staff locate information in books, pamphlets, periodicals, audio and video resources, the Internet, and library networks. Materials are classified using the Dewey Decimal System and Sears Subject Headings.

**The library is a place for research and study. Pop and candy are not allowed in the library at any time.**

**Item: STUDENT LOCKERS**

Pawnee School issues a locker to grade 5-12 students for storage of books and other personal items during the school year.

All lockers should be kept locked. **Students should not give their combinations to others.** All materials are to be kept in their lockers, not on the floor.

**Please be aware:**

1. Do not change lockers without approval of the administration.
2. Lockers have combination locks. We shall change the combinations every year. If you have problems with the mechanical system, please notify the custodian or the office.
3. School lockers are the property of the Pawnee School District. At no time does the School District relinquish its exclusive control of lockers provided for the convenience of the students. School authorities may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. At any time the District has reasonable suspicion to search a locker, a search may be conducted.
4. Lockers will be checked in and out each year. Please assure that your locker is clean when you check out. Do not remove locks or any hardware from the lockers.
5. It is recommended that you not keep valuables in your locker. They are best left at home, but if you need them during the school day, they can be kept in the office for safe keeping for a short time.
6. If the school locker requires use of a combination lock, the school office will issue such. Combination locks other than those issued through the office are not allowed.

**Item: HOT LUNCH**

A well-balanced hot lunch program is provided for all students. Please follow the following rules:

1. All meals are served and eaten in the hot-lunch room. Sack lunches and other food must be consumed in the hot-lunch room, also.
2. Your cooperation in keeping the floor and tables clean is appreciated.
3. Please do not write on the walls or place your feet on the wall while waiting in the lunch line.
4. Please place all rubbish in the proper containers and return all silverware and trays as directed.
5. Receptacles are provided for disposal of aluminum cans. Please use them.
6. Delivery orders from local establishments are not allowed.
7. Do not leave the dining area without approval from a teacher or administrator.

**Item: FREE AND REDUCED-PRICED FOOD SERVICE**

**EFC**

The district shall take part as feasible in the National School Lunch and other food programs which may become available to insure that all students in the district receive proper nourishment.

The administration shall establish regulations which conform with state and federal (or other) requirements regarding participation in programs for free and reduced price meals and supplementary food. Such regulations shall be presented to the Board from time to time for its approval.

**Item: LOST AND FOUND**

Items that are found throughout the buildings or grounds are turned into the office. If you are missing an item, please check with the office.

Unclaimed items of clothing, etc. will be donated to a local welfare agency.

**Item: TELEPHONES**

Telephones are for official use only. Students may not use the telephones without permission. Please do not use the classroom telephones, as they are for the use of the teacher and staff only.

Students will not be pulled from a class for a telephone call except in the case of an emergency. Messages will be taken in the office and given to the student as soon as it is possible to do so.

**TRANSPORTATION**

**Item: STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

**EEAG**

A staff member may transport a student or group of students in his/her own car for school-related purposes only if he has standing authorization to do so or with special permission covering the specific trip.

Standing authorization shall be granted by the Board to school administrators, school nurses and other student services personnel designated by the superintendent.

Special permission for providing student transportation may be granted in exceptional cases by the Superintendent to other professional staff members such as coaches, music teachers and activity sponsors. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance, etc.

Personnel with standing authorization or with special permission to use their own cars for transporting students must carry liability insurance coverage in compliance with state law. A record of such coverage shall be placed on file with the appropriate administrative official.

**Item: SCHOOL BUSES**

The District provides buses for transportation to school and activities throughout the school year. The same rules that apply in the school shall apply to the buses. Students are to follow the rules and the directions of the driver.

At no time will the students be allowed to disrupt the concentration of the driver with horseplay, throwing items on the bus, etc. Rules for the buses shall be read to each student who rides the bus and a copy provided.

Students are welcome to take advantage of the opportunity to ride the bus, however if you choose to violate the rules, consequences shall result. Should any student choose to exhibit negative behavior, the consequence may be the loss of riding privileges or other disciplinary measure.

Parents of students are to notify the office or driver if their student is not going to ride the bus in the morning or in the evening.

**Item: STUDENT BUS EXPECTATIONS**

**When waiting for the bus. . .**

- . . .be ready at least five minutes early.
- . . .wait in a safe area away from the immediate bus loading area.
- . . .wait until the bus comes to a complete stop before approaching. Opening the door will indicate that the driver is ready for you to load.
- . . .don't run or play ball in the bus loading area.
- . . .don't allow a pet to follow you.
- . . .don't walk or play on snow banks. You may slip and fall under the wheels of a car or bus.
- . . .move back from the road when you see the bus approaching.

**When on the bus . . .**

- . . . always sit - don't move around.
- . . . talk softly, never throw things or fight. The driver can't concentrate on driving if riders are yelling, loud, fighting or moving around.
- . . . never put any part of your body or possessions outside the bus window.
- . . . at railroad crossings, there must be absolute silence.
- . . . eating and drinking will be up to the bus driver. Please obey drivers' rules.

**When arriving at your destination**

- . . . don't leave your seat until the bus has stopped.
- . . . move away from the bus as soon as you get off.
- . . . if you drop something near the bus, don't pick it up until after the bus has left.
- . . . if you have to cross the road. . .
  - go far enough in front of the bus, a minimum of 10 feet in front of the bumper, so that you can see the driver's face. That means the driver can see you.
  - when you have crossed in front of the bus, stop to look for cars, and wait for the driver's signal to cross the road. Drivers don't always obey the law that says they must stop when the school bus stops.
- . . . if you don't have to cross the road, stay away from the side of the bus.

**Pawnee students also. . .**

- . . . treat fellow students with respect and consideration.
- . . . bring a note for the driver when they find it necessary to be dropped off at another stop on their route.
- . . . get any other variation in the regular bus route authorized through the superintendent's office at least two days in advance.
- . . . do not bring glass containers on the bus.
- . . . do not bring large items, pets or dangerous things on the bus without driver's permission.
- . . . bring a note for the driver when leaving K-6 grade students home alone.

**Consequences for choosing not to abide with these expectations. . .**

1. Written disciplinary notice.
2. 3 day loss of bus privilege.
3. 2 week loss of privilege.
4. Loss of bus privileges.

**When riding bus home from school. . .**

1. make sure drivers know when you are not riding.
2. if riding a different bus, tell driver where you are to get off the bus.
3. be prompt to get on the bus – five (5) minutes after the bell rings.

**Item: STUDENT CONDUCT ON BUSES****JICC**

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

The driver of a school bus shall be responsible for safety of the students on the 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 superintendent 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 parents/guardians, the superintendent 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 including discipline of habitually disruptive students, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

**Item: STUDENT USE OF PRIVATE VEHICLES**

Driving a vehicle is a privilege that carries with it some responsibilities. The following guidelines are expected to be followed:

1. Students are to park only in the south parking lot. You are not to park behind the building by the Agriculture building. Please park only in the designated areas in order to assure safe, courteous and orderly parking.
2. Students may only visit the parking lot during school hours with permission from the office.
3. Students are expected to drive carefully at all times. Fast and reckless driving will not be tolerated.
4. No drivers are to leave the parking lot until all busses have left the lot each afternoon.

**Item: PARKING LOT SEARCHES**

**JHIB**

The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to school premises.

Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times.

**Item: STUDENT CONDUCT**

**JIC**

It is the intention of the Board of Education that the district's schools help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns which will enable them to be responsible, contributing members of society.

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 shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. **The code shall be enforced uniformly, fairly and consistently for all students.**

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/guardians, students, teachers, administrators 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 once to each student in elementary, middle, junior high and high school and once to each new student in the district. Copies shall be posted **or kept on file** 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.

**Item: CODE OF CONDUCT**

**JICDA**

The Superintendent may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity. Suspension or expulsion shall be mandatory for serious violations as described in JKD/JKE-E in a school building or on school property.

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. Causing or attempting to cause physical injury to another person except in self-defense.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory, in accordance with state law.
5. Violation of criminal law.
6. Violation of district or building regulations.

7. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a deadly weapon without the authorization of the school or school district, in accordance with state law.
8. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
9. Violation of the district's smoking and use of tobacco policy.
10. Throwing objects outside of supervised school activities that can cause bodily injury or damage property.
11. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
12. 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.
13. 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.
14. Lying or giving false information, either verbally or in writing, to a school employee.
15. Scholastic dishonesty, which includes, but is not limited to, cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
16. Continued willful disobedience or open and persistent defiance of proper authority.
17. Behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel.
18. Repeated interference with the school's ability to provide educational opportunities to other students.
19. 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 behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
20. Violation of district's dress code policy.
21. Violation of the district's policy on student expression.
22. Making a false accusation of criminal activity against a district employee to law enforcement or to the district personnel.

Each Superintendent 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.

### **Pawnee School District Academic Integrity Policy**

***Pawnee School District Mission Statement:***

***Our mission is to educate all students in a nurturing, challenging and disciplined environment so their performance is a credit to themselves and society.***

#### **POLICY ON CHEATING**

Because the mission of Pawnee School District calls for students to be a credit to themselves and society, there is a clear expectation that all students will perform assignments with honor and integrity.

Representing someone else's work as your own is dishonest. It compromises your character and diminishes what we stand for as a school community. We believe that your success is dependent on your efforts. You are expected to complete your work with honesty and integrity, as it represents what you can do and cannot do. Cheating or plagiarizing has no role in Pawnee's learning environment.

#### **CHEATING DEFINED**

According to Webster's New World Dictionary and Thesaurus (English), to cheat is, "to be dishonest or deceitful." Words with the same meaning include: lying, defrauding, and deceiving (p. 102).

At Pawnee School District cheating includes, but is not limited to, the following examples:

#### **Examples for Tests, Quizzes, and other assessments:**

- Taking any part of a test to use or to give to others.
- Obtaining tests, quizzes, or assignments prior to the assessment or learning activity without the instructor's knowledge.
- Writing formulas, codes, and key words on your person or object for use during tests or quizzes.
- Using hidden reference sheets or any other secretive method of giving answers on a test or quiz.
- Looking on another's test or quiz; letting another student look on a test or quiz.

- Using other methods of getting or giving answers on a test or quiz (including accessing the Internet or other electronic devices such as electronic calculators or watches when prohibited).

**Examples for general assignments, homework, and papers:**

- Copying, faxing, or duplicating assignments that will each be turned in as “original”.
- Exchanging assignments by obtaining it from another student’s file on the student drive, print-out, disk transfer, or e-mail, then submitting it as your own.
- Using another source such as Cliff Notes or Monarch Notes, in place of completing an assignment.
- Using papers in part or in whole from the Internet, other publications, or other students.
- Copying homework (whether you give it to someone else or you receive it from someone else).
- Working with others on any assignment that was meant to be done individually.
- Copying answers from the back of the text book where applicable.
- Copying and pasting definitions or other material from the internet instead of obtaining them from the assigned source.

**PLAGIARISM DEFINED**

According to Webster’s New World Dictionary and Thesaurus (English), to plagiarize is, “to steal or purloin and pass off as one’s own the ideas, words, and artistic productions of another; to use without due credit the ideas or productions of another.” Words with the same meaning include: literary theft, forgery, and fraud (p. 484).

Gibaldi (1998) further indicates:

“Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another’s wording or particularly apt phrase, paraphrasing another’s argument, and presenting another’s line of thinking. You may certainly use another person’s words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas.” *Source: Gibaldi, J., MLA Style Manual and Guide to Scholarly Publishing, New York: The Modern Language Association of America, 1998.*

Pawnee School District believes that plagiarism, like other kinds of cheating, sacrifices students’ academic integrity. It violates the school’s mission and expectations for students and will not be tolerated. Plagiarism includes the following examples and levels:

**Level I Plagiarism:**

- Involves the student’s use of phrases or few lines of text or a paragraph without proper citation. Most of the student’s work is still their own.

**Level II Plagiarism:**

- Level II plagiarism involves the student’s use of multiple paragraphs of someone else’s work, and/or the use of someone else’s ideas without the proper attribution, and/or repeated paraphrasing without proper attribution. While some of the work is the student’s own, it is clear that a significant portion of the assignment/paper is not original.

**Level III Plagiarism:**

- Most if not all of the work has been copied from another source.

**Level IV Plagiarism:**

- Level IV plagiarism occurs when the student has plagiarized in any way for the second time.

**Disciplinary Procedures and Consequences**

Pawnee School District will take a **zero tolerance** view towards students who choose to cheat or plagiarize in any way. All teachers will follow the disciplinary procedures relating to cheating and plagiarism listed below.

**First Offense:** Students will receive a zero (0) for the assignment in question with no opportunity to make up that work in any way, including extra credit work. Students will also receive an unsatisfactory citizenship grade which will cause them to be ineligible for participation in any athletic, extra curricular and co-curricular activities from the time that the infraction is discovered by a teacher/administrator to the end of five (5) school days. The counselor will place documentation of the incident in the student’s permanent file. The same documentation will be sent home to notify the student’s parents.

**Second Offense:** Students will receive a zero (0) for the assignment in question with no opportunity to make up that work in any way, including extra credit work. Students will also receive an unsatisfactory citizenship grade which will cause them to be ineligible for participation in any athletic, extra curricular and co-curricular activities from the time that the infraction is discovered by a teacher/administrator to the end of five (5) school days. The counselor will place documentation of the incident in the student's permanent file and a conference will be held with the counselor, teacher, student and parent. Advisors of Student Council, FBLA, FFA, and National Honor Society will be notified.

**Third or Subsequent Offense:** Students will receive a zero (0) for the assignment in question with no opportunity to make up that work in any way, including extra credit work. Students will also receive an unsatisfactory citizenship grade which will cause them to be ineligible for participation in any athletic, extra curricular and co-curricular activities from the time that the infraction is discovered by a teacher/administrator to the end of five (5) school days. The counselor will place documentation of the incident in the student's permanent file and a conference will be held with the counselor, student, parent, superintendent, and any other school officials that are pertinent to the situation. Advisors of Student Council, FBLA, FFA, and National Honor Society will be notified. If applicable the student be may be removed from membership in all academic, co-curricular, and extra-curricular activities during the current school year. Additionally the student may not be considered for academic honors or awards. As with other infractions, the teacher/counselor will place documentation of the incident in the student's permanent records.

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Above all, beyond the stated consequences, the integrity of the student will be diminished. Trust between the student, their peers, and the learning community will be damaged. College recommendations through the guidance counselor and the student's teachers **will be** influenced. In addition, the possibility of being considered for National Honor Society will be diminished or the continued membership will be put in jeopardy.

**The policies described on this procedures sheet reflect the district-wide commitment to honesty, integrity, and the first class principle:**

**“we are responsible and accountable for our actions.”**

**All violations of the plagiarism and cheating policy are cumulative throughout the duration of your high school experience at Pawnee School District.**

**Behaviors that Promote Achievement**

**FOR STUDENTS:**

1. Be prepared. Try to keep to a realistic schedule balancing academics, extra-curricular activities and your social life.
2. Make sure that you understand your assignments and the grading scale that the teacher is using. Ask your teacher for clarification, not a classmate.
3. Seek help from your teacher.
4. Be organized. Have class notes in order and be sure they are easily accessible. This will save you time and anxiety when studying for a test or writing a paper.
5. Keep current with assignments. Do not wait until the last minute and play catch up!
6. Always practice proper (MLA or APA) citation on any written work.
7. Know what constitutes cheating, including all the variations of plagiarism; if you are unsure request clarification from your teachers.
8. Accept the fact that some learning requires serious effort and hard work.

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**FOR PARENTS:**

Parent support of academic achievement and ethical development is fundamental to students' long term success. The following behaviors will assist parents in promoting true student achievement:

1. Teachers are often available for extra help before, during and after school. Encourage their use.
2. Assess your child's abilities realistically. Help him/her to choose courses in which he/she will be successful and challenged without undue stress.
3. Don't push your child beyond his/her limits with your expectations or aspirations. Many times students make poor decisions because of the pressure to excel is greater than their ability to meet the expectations.
4. If you suspect your child is having difficulty in a class, please contact the teacher. The sooner the problem is identified; the sooner steps can be taken to alleviate it.
5. If your child is caught cheating and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.



**FOR TEACHERS:**

1. Provide an atmosphere that is conducive to testing and promotes honesty and integrity:
  - i. All material cleared from desks/tables
  - ii. No use of items that may be used for cheating such as electronic calculators, cheat sheets etc.
2. Stay in the classroom and remain vigilant.
3. Be aware and responsible of cheating/copying homework during common times such as TEAM/study halls/lunch/bus duty and report incidences to the appropriate faculty members.
4. Consider the effectiveness of assignments and the assessment of them.
5. Make sure that all make-ups are monitored.
6. Deal effectively with absenteeism on test/project/presentation days by using alternative assessments, different versions of tests, and time constraints for make up.
7. Be sensitive of the timing of major tests/projects in other departments.
8. Encourage students to become more interested in learning than the grades.
9. Construct assessments to be completed within the time allotted.
10. Clarify as individual teachers what cheating is for your class and be clear about consequences.
11. Preach integrity – take charge!

Adapted from the following documents: Lyons Township High School Cheating and Plagiarism Procedures  
York High School Academic Integrity (Cheating) Policy  
Staples High School Academic Integrity Policies

**Item: CONDUCT IN THE BUILDING AND ON SCHOOL GROUNDS**

Your conduct should demonstrate maturity, respect and courtesy. Your help in keeping the facility safe and clean is appreciated.

1. Students are not to be in the hallways during class without written permission of a teacher or the administration.
2. Running, shouting, pushing or throwing items are not acceptable in the school building.
3. Improper language shall not be tolerated.
4. Students shall not sit on top of desks or tables.

**Proper conduct is expected at all times. Students are expected to not show personal intimate action while in the school. Holding hands is acceptable, anything beyond that is not.**

**Item: BULLYING PREVENTION AND EDUCATION**

**JICDE\***

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 defined as any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment. For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including 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.

Students who are deemed to be bullies, shall be subject to the discipline policies of the district in terms of definitions and consequences.

The Superintendent, with assistance from teachers, counselors, accountability committee members and the Board of Education shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

- To send a clear message to students, staff, parents and community members that bullying will not be tolerated.
- To train staff and students in taking pro-active steps to prevent bullying from occurring.
- To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
- 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.

- To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
- To support victims of bullying by means of individual and peer counseling.
- To help develop peer support networks, social skills and confidence for all students.
- To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

**Item: VIOLENT AND AGGRESSIVE BEHAVIOR**

**JICDD\***

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 receive appropriate intervention to change behavior before a crisis occurs and shall be subject to disciplinary action when appropriate.

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 well documented and communicated by the staff to the building Superintendent and the superintendent. The Board of Education shall be informed of all students who are receiving intervention. 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 - any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment as further described in the district's Bully Prevention and Education policy.
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, sex, sexual orientation, religion, national or ethnic background or handicap.
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.

**Item: SCHOOL RELATED SCHOOL PUBLICATIONS**

**JICEA**

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. Because the Board recognizes creative student expression as an educational benefit of the school experience, it encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place.

The Board encourages students to express their views in school-sponsored publications and to observe rules for responsible journalism. The means expression which is false or obscene, libelous, slanderous or defamatory under state

law; 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; violates the privacy right of others; or threatens violence to property or persons 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 which shall include:

1. A statement of the purposes of official school publications.
2. Responsibilities of official school publications' advisors and student editors.
3. A list of prohibited materials.
4. Reasonable provisions for the time, place and manner of distributing school-sponsored student publications within the school district's jurisdiction.
5. Procedures for resolving differences.

The publications code shall be distributed to all students and teachers at the beginning of each school year.

#### **Item: STUDENT DISTRIBUTION ON NON-CURRICULAR MATERIALS**

**JICEC\***

To understand Constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's right of free speech and the school's responsibility to maintain an orderly and safe school environment which respects the rights of all students on school grounds and during school-sponsored activities.

Students shall be allowed to distribute non-curricular written materials on school property subject to restrictions on time, place and manner of distribution set out in the accompanying regulations and the prohibitions set out below and in state law.

Any material in any media containing expression which is obscene, libelous, slanderous or defamatory shall be prohibited. Students shall not distribute any material which advocates commission of unlawful acts or violation of Board or district policy and/or regulations, violates another person's right to privacy, causes a material and substantial disruption of the orderly operation of the school, or threatens violence to property or persons.

Students who distribute materials in violation of this policy and/or materials that cause a material and substantial disruption, damage to a person or property, or threaten violence to property or persons in the judgment of school officials, shall be subject to appropriate disciplinary action.

School equipment and supplies shall not be used for publication of such material unless authorized as a school-sponsored activity.

This policy and the accompanying regulations shall be made available to all students and teachers at the beginning of each school year and included in all student handbooks.

**Item: STUDENT EXPRESSION RIGHTS****JICED\***

While students do not shed their constitutional rights when they enter the school or engage in school-related activities, it is the Board of Education's responsibility to adopt rules reasonably necessary to maintain proper discipline among students and create an effective learning environment.

For purposes of this policy, student expression includes expression in any media, including but not limited to written, oral, visual, audio, and electronic media in all classroom and other school-related activities, assignments, and projects.

Students shall not turn in, present, publish or distribute expression that is disruptive to the classroom environment or to the maintenance of a safe and orderly school, as follows:

1. Obscene
2. Libelous, slanderous, defamatory, or otherwise unlawful under state law
3. Profane or vulgar
4. False as to any person who is not a public figure or involved in a matter of public concern
5. Creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school
6. Violates the rights of others to privacy
7. Threatens violence to property or persons
8. Attacks any person because of race, color, sex, age, religion, national background, disability or handicap
9. Tends to create hostility or otherwise disrupt the orderly operation of the educational process
10. Advocates illegal acts of any kind, including the use of illegal drugs, tobacco or alcohol

Violation of this policy shall result in disciplinary action against the student consistent with district student discipline policies.

**Item: SCREENING/TESTING OF STUDENTS****JLDAC**

(And Treatment of Mental Disorders)

**A. Survey, analysis or evaluation of students**

Students shall not be required to submit to a survey, analysis, or evaluation related to curriculum or other school activities that is intended to reveal information, whether the information is personally identifiable or not concerning the student or the student's parents/guardians, without written parental consent, that reveals information concerning:

1. political affiliations
2. mental or psychological problems potentially embarrassing to the student or the student's family
3. sex behavior or attitudes
4. illegal, anti-social, self-incriminating and demeaning behavior
5. critical appraisals of other individuals with whom the student has a close family relationship
6. legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

School personnel responsible for administering any such survey, analysis or evaluation shall give written notice at least two weeks in advance to the student's parent/guardian. The notice shall offer to provide the following written information to the parent/guardian upon request:

- records or information that may be examined and required in the survey, analysis or evaluation
- the means by which the records or information shall be examined, reviewed, or disseminated
- the means by which the information is to be obtained
- the purposes for which the records or information is needed
- the entities or persons, regardless of affiliation, who will have access to the information; and
- a method by which a parent/guardian can grant or deny permission to access or examine the records or information

A student eighteen (18) years or older is eligible to consent to revealing such information without parental consent. The district shall inform parents/guardians and eligible students of their rights under this section of the policy.

Nothing in this section of the policy shall:

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

#### **B. Psychiatric/psychological/behavior testing methods or procedures**

Students shall not be required to submit to any psychiatric or psychological methods or procedures for the purpose of diagnosis, assessment or treatment of any emotional, behavioral or mental disorder or disability as part of any classroom or instructional activity without parental knowledge and consent. However, a student 15 years or older may consent to receive mental health services without parental consent when services are rendered by a facility (such as a clinic or community mental health center) that provides such treatment or by a person licensed to practice medicine in this state or a psychologist certified to practice in this state. A student 18 years or older is eligible to consent to psychiatric or psychological methods or procedures without parental consent.

Licensed school personnel are encouraged to be knowledgeable about psychiatric or psychological methods and procedures but shall not be involved in any diagnosis, assessment or treatment of any type of mental disorder or disability unless appropriately certified. In accordance with state law, school personnel including certified school psychologists are not authorized to practice psychotherapy or utilize any psychiatric or psychological procedure outside of or beyond their area of training, experience or competence.

Psychological tests shall be administered to students only by appropriately certified school personnel employed for this purpose or by interns under their supervision. Adherence to this policy shall ensure quality psychological services and shall protect the educational rights, dignity and privacy of students and parents/guardians.

Psychological examination and testing shall be made only after informed and written consent of the student's parents/guardians is obtained unless the student is of legal age to give informed and written consent. Psychological data shall be only one of several criteria for determining any change in a student's educational program. Psychological data older than three years shall not be used as the basis for prescriptive teaching or placement.

Ordinary classroom instruction, activities and techniques involving the approved curriculum which teach about psychological or psychiatric methods or procedures shall be permissible and considered outside the scope of this policy. It is understood that there is a significant difference between practicing therapy and providing activities that may be therapeutic in nature. In all cases, care must be exercised to protect the privacy rights of students.

#### **C. Special education evaluation**

The giving of parental permission for evaluation in anticipation of a special education staffing and possible provision of services for a handicapped student and any subsequent approval for the provision of such services is governed by state and federal law and is outside the scope of this policy.

This policy is in addition to and does not supersede any other legal rights or obligations of parents/guardians and students.

#### **Item: SECRET SOCIETIES/GANG ACTIVITY**

**JICF**

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

The superintendent or designee shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.

### **Gang symbols**

The Board prohibits the presence on school premises, in school vehicles and at school-related activities or 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. This policy shall be applied at the Superintendent's discretion after consultation with the superintendent or designee as the need for it arises at individual school sites.

### **Prevention education**

The Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Early intervention is a key component of efforts to break the cycle of gang membership. Therefore gang violence prevention education in the schools shall start with students in third grade.

### **Item: WEAPONS IN SCHOOL**

**JICI**

The Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district.

### **Mandatory expulsion in accordance with state and federal law**

Carrying, bringing, using or possessing a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

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

- a. A firearm, whether loaded or unloaded.
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that 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 including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.

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

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

### **Discretionary discipline in accordance with state law**

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 Superintendent 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 Superintendent'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, unauthorized use, regardless of the length of the blade, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without express authorization is prohibited. Students who violate this policy provision shall be referred for appropriate disciplinary proceedings.

### **Recordkeeping**

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 of law enforcement**

In accordance of 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.

## **Item: STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS**

**JII**

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.

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable grounds for a search exist, school personnel may search a student and/or his/her property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized or contraband materials.

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

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. 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. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

### Definitions

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion should be based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on his/her own experience, that search of a particular person, place or thing would lead to the discovery of evidence of a violation of Board policy or state laws. Reasonable suspicion requires more than a mere hunch.

2. "Contraband" consists of all substances or materials prohibited by Board policy or state law including but not limited to drugs, alcoholic beverages, guns, knives, other weapons and incendiary devices.

### 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. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search pursuant to this policy.

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.

The superintendent or his/her designee may search a desk, locker or any other storage area and its contents when he has reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

#### Search of the Student's Person

The superintendent or his/her designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband.

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

Search of the person shall be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search.

The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. No strip search shall be carried out by any school employee.

#### Law Enforcement Officers' Involvement

The superintendent or his/her designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy.

When law enforcement officials respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer.

If law enforcement personnel seek permission from school authorities to search a student, his/her property or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the searches conducted unless:

1. There is un-coerced consent by the student.
2. There is probable cause and circumstances such that taking the time to obtain a search would frustrate the purpose of the search.
3. The search is incident to an arrest and is limited to the person and his/her immediate surroundings.

When law enforcement officials request permission to question students when students are in school or participating in school activities, the Superintendent or his/her designee shall be present. If the student is under eighteen (18), his/her parent(s) or legal guardian also shall be present unless the juvenile is emancipated as that term is defined in state law.

Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible.

When custody and/or arrest by the police is involved, the Superintendent shall request that all procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures including but not limited to obtaining proper arrest warrants where required.

#### 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 if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the superintendent or his/her designee until it is presented at the hearing.
2. Returned to the student or his/her parent or guardian.
3. Turned over to any law enforcement officer in accordance with this policy.



### Appeals

Within ten (10) school days after a search, the student may appeal the search decision to the Board who shall investigate the reason(s) and circumstances of the search. The Board shall issue written findings within five (5) school days after receiving the appeal. The Board's decision shall constitute the final district determination.

### **Item: USE OF CELL PHONES AND ELECTRONIC DEVICES**

**JICJ**

The Board of Education recognizes that cell phones and other electronic devices can play a vital communication role during emergency situations. However, the ordinary use of cell phones and pagers in school situations can be disruptive to the educational environment and is not acceptable.

Students may carry cell phones and other electronic devices but these devices must be turned off inside school buildings, on school buses, at school-sponsored activities and on field trips. In these locations, cell phones may be used only during emergencies, with special permission, and outside of class time.

Violation of this policy will result in disciplinary measures and confiscation of the cell phone or pager. Confiscated cell phones and pagers shall be returned to the student only after a conference with the parent/guardian, student and school personnel.

### **STUDENT USE OF COMPUTERS**

#### **Item: ELECTRONIC MAIL**

**EGAEA**

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

All district electronic mail systems are owned by the district and are intended for the purpose of conducting official district business only. District electronic mail systems are not intended for personal use by employees of the district and employees should have no expectation of privacy when using the electronic mail systems.

Users of district e-mail systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Use of the electronic mail system for which the district will incur an expense without expressed permission of a supervisor is prohibited.

Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters. Except for directory information, student records will not be transmitted by electronic mail. Care should be taken when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message "Do Not Forward".

In order to keep district electronic mail systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the electronic mail system administrator.

The district retains the right to review, store and disclose all information sent over the district electronic mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access district information in the employee's absence.

Except as provided herein, district employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee. All district employees should be aware that electronic mail messages can be retrieved even if they have been deleted and that statements made in electronic mail communications can form the basis of various legal claims against the individual author or the district.

Electronic mail sent or received by the Board, the district or the district's employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All Board and district electronic mail communications will be monitored in accordance with the attached regulation to ensure that all public electronic mail records are retained, archived and destroyed in compliance with state law.

The custodian of records for the district will assist the public in locating any specific public electronic mail record requested and will ensure public access to public electronic mail records without unreasonable delay or cost.

District employees will be subject to disciplinary action for violation of this policy and regulation.

The superintendent will ensure that all district employees have notice of this policy and regulation and that each district employee is given an acknowledgement form to sign stating they have received and read the policy and regulation. The form will be maintained in the employee's personnel file.

**Item: MONITORING PUBLIC ELECTRONIC MAIL RECORDS**

**EGAEA-R**

Upon sending or receiving electronic mail, all users will segregate or store public electronic mail records.

Public electronic mail records are those that evidence the district's functions, policies, decisions, procedures, operations or other activities of the district or that contain valuable district data. Segregation/storage may be accomplished by creating a separate storage location for public electronic mail on the hard drive of the recipient's computer or terminal, by saving public electronic mail to a disk or similar storage apparatus or by printing the electronic mail on paper and deleting it from the electronic mail system. If the electronic mail is printed on paper, that document will be located with other documents having similar retention characteristics and will be treated like any other public record of the district. If a separate storage location or disk is used, it must be clearly identified as "public electronic mail".

All district public electronic mail records that have not previously been printed on paper will be retained by the recipient for a period of 180 days. Prior to expiration of the 180-day period, the recipient will notify the custodian or records for the district.

The custodian will review the electronic mail records and determine whether in his or her judgment the records are public electronic mail records. All electronic mail determined to be public will be archived by the district in a manner that does not require proprietary software to retrieve the electronic mail and will be treated like any other public record of the district. Electronic mail records determined not to be public records will be destroyed.

**Item: STUDENT USE OF THE INTERNET**

**EHC**

The Internet, a global computer network, has vast potential to support curriculum and student learning. The Board of Education believes the Internet should be used in schools as a learning resource to educate and to inform.

The Internet offers an opportunity for students to:

1. Participate in distance learning activities
2. Ask questions of and consult with experts
3. Communicate with other students and individuals
4. Locate material to meet their educational and personal information needs

Internet activities:

1. Require students to think critically, analyze information and write clearly
2. Instill problem-solving skills
3. Hone computer and research skills that employers demand
4. Encourage an attitude of lifelong learning

Because of these educational benefits, the Board believes the educational information and interaction available on this worldwide network far outweighs the possibility that users may procure material not consistent with the education goals of the District. Opportunities should be made available on a regular basis for parents to observe student use of the Internet in the schools.

The Internet is a fluid environment in which information available to students is constantly changing. The Board acknowledges that it is impossible to predict with certainty what information students might locate. The electronic information available to students does not imply endorsement by the District of the content, nor does the district make any guarantee as to the accuracy of information received on the Internet.

The district will make every effort to see that this educational resource is used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills

needed to discriminate among information sources, to identify information appropriate to their age and development levels, and to evaluate and use information to meet their educational goals.

The Board directs the superintendent to develop procedures for student exploration and use of electronic information resources. Such procedures should address issues of privacy, ethical use of information, illegal and/or unauthorized uses of the networks and conditions of usage. Use of this education resource demands personal responsibility and an understanding of the acceptable use procedures for the Internet. Student use of the Internet is a privilege, not a right. General rules for behavior and communications apply when using the Internet. Failure to follow the acceptable use procedures will result in the loss of the privilege to use this educational tool.

**Item: STUDENT USE OF THE INTERNET (Acceptable Use Agreement)**  
**Terms and Conditions**

**EHC\*-E**

All computers having Internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this Agreement will result in revocation of access privileges.

1. **Acceptable use:** The use of your Internet account must be consistent with the educational objectives of the Pawnee School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:
  - a. copyrighted material
  - b. threatening or obscene material
  - c. material protected by trade secret
2. **Privilege:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator(s) will deem what is inappropriate use and that decision is final. The system administrator(s) may close an account at any time, as required. The administration, faculty and staff may request the system administrator to deny, revoke or suspend specific user accounts.
3. **No warranty:** The Pawnee School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Pawnee School District will not be responsible for any damages you suffer in using the Internet. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions. Use of any information obtained via the Internet is at your own risk. The Pawnee School District specifically denies any responsibility for the accuracy or quality of information obtained through this service.
4. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. 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.
5. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

I understand and will abide by the above Agreement. I further understand that a violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

*Your signature on the Acceptable Use Agreement is legally binding and indicates that the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.*

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent or Guardian**

*If the user is under 18 years of age, a parent or guardian also must sign this Agreement.*

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that this access is designed for educational purposes and that the Pawnee School District has taken precautions to eliminate controversial material. I also recognize, however, that it is impossible for the Pawnee School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby give permission to issue an account for my child and certify that the information contained on this form is true and correct.

Parent/guardian: \_\_\_\_\_

(Please Print)

Parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### **Item: PRESERVATION OF THE GYMNASIUM FLOOR**

Students are to respect the gym floor and to preserve its quality. This includes keeping off the floor at all times if not wearing clean gym shoes. Two pairs of shoes are recommended, one for every day and one strictly for gym classes.

Outdoors athletic teams must also respect the floor. They are not to walk on the gym floor with cleats of any type, muddy shoes, etc.

### **Item: BEVERAGES AND CANDY**

Consumption of pop or other beverages and candy will be limited to the activity period and after school. **Beverages are not to be stored in lockers at any time.**

Beverages and candy are not allowed in the classrooms. The only exception is a special event planned by the teacher.

**At no time will students have beverages or candy in the computer rooms or in the library.**

### **Item: FAMILY NIGHT**

Wednesday night is reserved for family activities. No school activities involving students will be allowed after 6:00 p.m.

### **Item: CHECK OUT PROCEDURES**

Parents may call and speak to an office secretary and a *Permit to Leave the Building* will be written to excuse students from the campus or parents may write a note to excuse students from school. The note should state the time of day that the student is to leave school and for what reason. This note should be given to an office secretary and a *Permit to Leave the Building* written before the student leaves campus.

### **Item: STUDENT DRESS CODE**

JICA

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 maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parent/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

### **UNACCEPTABLE ITEMS**

The following items 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 during regular school hours, and while participating in school sanctioned activities.

1. Shorts, dresses, skirts or other similar clothing shorter than **5 inches from the bend of the knee** (Which is measured by the student with a 3 X 5 index card.)
2. Sunglasses and/or hats worn inside the building.
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh, or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body or undergarments, including but are not limited to, the stomach, buttocks, back, breasts, bras, and briefs.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width.
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

- a. refer to drugs, tobacco, alcohol, or weapons
  - b. are of a sexual nature
  - c. by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - d. are obscene, profane, vulgar, lewd, or legally libelous
  - e. threaten the safety or welfare of any person
  - f. promote any activity prohibited by the student code of conduct
  - g. otherwise disrupt the teaching-learning process
6. Shoes are to be worn at all times in the school and on school grounds

## **EXCEPTIONS**

Appropriate athletic clothing may be worn in physical education classes; however, clothes worn for P.E. are not to be worn to class after P.E., to do so defeats the purpose of having P.E. clothing. Clothing normally worn when participating in school-sponsored extra curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

The district Superintendent, in conjunction with the school accountability committee may suggest school-specific dress codes that are consistent with this policy.

## **Item: STUDENT DISCIPLINE**

**JK**

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

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

The Board in accordance with 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 shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.

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

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

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

All discipline policies and procedures must conform to requirements of law. Discipline policies and procedures may include acts of reasonable and appropriate physical intervention or force in dealing with disruptive students which are not in conflict with the legal definition of child abuse 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.

The superintendent shall arrange to have the conduct and discipline code distributed once to each new student in the district. 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.

## **Discipline of Habitually Disruptive Students**

Students who cause a disruption in the classroom, on school grounds, in school vehicles or at school activities or events for a third time during any one school year shall be required to participate in an individual remedial discipline plan. No student shall be declared habitually disruptive prior to the development and implementation of a remedial discipline plan.

Students who, through willful and overt behavior, cause a disruption in the classroom, on school grounds, in school vehicles, or at school activities or events more than five (5) times during the school year, whose behavior requires the attention of school personnel to deal with the disruption, and who violate their individual remedial discipline plans shall be declared habitually disruptive students. Expulsion shall be mandatory for habitually disruptive students.

#### **Discipline of Special Education Students**

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

### **USE OF PHYSICAL INTERVENTION**

**JKA**

In dealing with disruptive students, any person employed by the district may, within the scope of his/her employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

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

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

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

Any method or device used to involuntarily limit a student's freedom of movement for more than five minutes, including physical force, mechanical restraint, physical restraint, chemical restraint or seclusion, shall be in compliance with state law on protecting persons from restraint. The superintendent shall develop procedures and a training program related to the use of restraint consistent with this policy and state law.

Corporal punishment shall not be administered to students by anyone in any district school.

1. Staff members must refer incidents of disruptive behavior to the superintendent who for purposes of these procedures will be called the "disciplinary officer".

- School personnel will provide written documentation to the disciplinary officer when a student initiates disruptive behavior in the classroom, on school grounds, on school vehicles or at school activities or events which is willful and overt and which requires the attention of the school official reporting the incident.
- The disciplinary officer will confer with the staff member reporting an incident of disruptive behavior. If determined necessary, the disciplinary officer will contact the student's parent/guardian either by telephone or in person to discuss the nature of the incident.
- The disciplinary officer will prepare a brief written summary of the incident based on these conferences. The parent/guardian will be given a copy of the summary which will be placed in the student's cumulative file. The student and/or parent/guardian may submit a written response to the incident report which will be attached to the written summary.

2. The disciplinary officer will develop a remedial discipline plan for a student when it is determined that the student has been disruptive for the third time in a school year, based on the incident reports on file.

- The disciplinary officer at his/her discretion may develop a plan for any student prior to the filing of the third disruptive incident report.

- To develop the plan, the disciplinary officer will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the officer deems need to attend.
  - The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to cooperatively establish goals, objectives and timeliness to modify such behavior. A written plan will be prepared which establishes behavior goals and objectives and any other information deemed necessary. It will include the consequences in the event the student is disruptive in violation of the plan.
  - The plan may be written in the form of a contract which the student and his/her parent/guardian will sign and date.
  - The parent/guardian will be provided a copy of the remedial discipline plan, and it will be placed in the student's cumulative file.
3. Disruptive behavior by special education students will be dealt with in accordance with the student's individual education plan (IEP). These procedures for disruptive student behavior apply only to the extent that staff members must file incident reports on disruptive behavior by all students. It will be the responsibility of the disciplinary officer and other appropriate district personnel to coordinate these procedures with a special education student's IEP.
  4. A student will be declared "habitually disruptive" if he initiates overt and willful misbehavior more than five times during the school year and violates his/her remedial discipline plan.
- The superintendent will inform the board if a student is disruptive for the fifth time in violation of his/her remedial discipline plan.
  - District procedures for expulsion will be followed prior to expulsion of a habitually disruptive student.

**Item: DISCIPLINARY REMOVAL FROM CLASSROOM**

**JKBA\***

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 Superintendent and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

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

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

1. violates the code of conduct adopted by the Board;
2. is dangerous, unruly, or disruptive; or
3. seriously interferes with the ability of the teacher to teach the class or other students to learn.

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

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

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

**Item: DISCIPLINE OF STUDENT WITH DISABILITIES**

**JK\*-2**

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.

### **Suspensions**

Students with disabilities may be suspended for up to ten (10) school days in any given school year for violations of the student code of conduct. These ten (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, 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 ten (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.

Within a reasonable amount of time after determining that the student's behavior is not a manifestation of the student's disability, the student may receive, as appropriate, a functional behavioral assessment ("FBA"). In addition, a behavioral intervention plan ("BIP") may be developed for the student, as appropriate. If a BIP has already been developed, the BIP may be reviewed and modified, as appropriate.

### **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 FBA of the student, unless an FBA has already been conducted; and (2) implement a 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 forty-five (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 sold or solicited the sale of a controlled substance at school or a school function;
5. the student inflicted serious bodily injury on another person while at school or a school function; or 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 without 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; 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.

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, 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.

### **Item: SUSPENSION/EXPULSION FROM SCHOOL**

In certain situations of student conduct, the student may be suspended from school by the superintendent or his/her representative. The following are examples of behavior that may result in suspension or expulsion.

1. Gross disrespect to any school officials or employees.
2. Destruction of school property.
3. Use, possession or distribution of alcohol, drugs, tobacco, or counterfeits of these items.
4. Fighting.
5. Continued behavior which interferes with the educational process.
6. Unsportsmanlike activities involving visiting teams and schools.
7. Truancy (in school suspension).
8. Excessive absences or tardies.
9. Possession of a weapon or attempting to use any instrument as a weapon.
10. Intimidation or abuse of a fellow student or staff member.

If suspended, the student shall remain off school grounds for the length of the suspension. He may not participate in or attend any school-sponsored activities during this time.

**Students suspended from school may not practice or participate until the 24-hour suspension period ends. Such absences from practice will be considered unexcused absences. Full day suspension = 24 hours, ½ day suspensions = 4 school hours.**

### **Item: SUSPENSION/EXPULSION OF STUDENTS**

**JKD/JKE**

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

As an alternative to suspension, a student may remain in school with the consent of his/her teachers if his/her parent, guardian or legal custodian attends class with the student for a period of time specified by the suspending authority. 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.

### **Delegation of Authority**

1. The Board of Education delegates to the superintendent of the school district or to a person designated in writing by the superintendent the power to suspend a student in the 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 ten (10) school days on the grounds stated in C.R.S. 22-33-106(1)(d) unless expulsion is mandatory under law. (See exhibit coded JKD/JKE-E).
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 ten (10) school days plus up to and including an additional 10 days necessary in order to present the matter to the Board.
3. The Board of Education retains the authority, in accordance with C.R.S. 22-33-105, to deny admission to or expel for any period not extending beyond one (1) year any student whom the Board, 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.

### **Expulsion for Crimes of Violence**

Whenever a student between the ages of 14 and 18 is alleged to have committed an offense that would constitute a crime of violence if committed by an adult, the school district shall be notified and the Board of Education, in accordance with law, may initiate proceedings for immediate expulsion.

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

### **Annual report**

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.

### **Item: STAFF PERSONAL SECURITY AND SAFETY**

**GBGB**

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 Superintendent, the superintendent's office and the Board of Education.
2. The Superintendent, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or 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 Superintendent 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.

### **Item: SCHOOL DANCES**

Dances are for the social enjoyment of PHS students. Each dance is sponsored by a school organization and proceeds go to that organization.

Attendance at dances is a privilege extended to PHS students. Students may bring a guest provided they are signed up and approved in the office beforehand.

Students arriving later than a reasonable time after the start of the dance will not be admitted unless arrangements are made ahead of time. Once a student enters the dance, he may not leave. Should a student choose to do so, he will not be readmitted.

## **ALCOHOL AND OTHER DRUGS**

### **Item: TOBACCO-FREE SCHOOLS**

**ADC**

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

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

For purposes of this policy, the following definitions apply:

- 1) "School property" means all property owned, leased, rented or otherwise used by a school including but not limited to the following:
  - i) All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences, i.e., teacherages.
  - ii) All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - iii) All vehicles used by the district for transporting students, staff, visitors or other persons.
- 2) "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.
- 3) "Use" means lighting, chewing, inhaling or smoking 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.

### **Item: DRUG AND ALCOHOL USE BY STUDENTS**

**JICH**

Pawnee School District RE-12 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/guardians, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety 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. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, 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 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. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law.

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

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

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians 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/guardians 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 ensure that the disciplinary sanctions required are consistently enforced.

#### **A. Use or Possession**

(including sale or distribution of counterfeit drugs but, excluding nicotine)

##### **First Offense - Use or Possession**

1. Administrative/parent contact.
2. Notification of police.
3. Ten (10) day supervised suspension.
4. Student identified to building Care Team.
5. Administrative/Care Team Representative/Parent Conference mandatory prior to re-admittance to school.
6. Up to five (5) days of ten (10) day suspension may be waived if parents and student commit to and follow through on the following:
  - a) completion of professional chemical-involvement assessment at student/parent expense.

- b) if assessment recommends treatment for chemical dependency then proof from state approved agency of program attendance must be provided to the building Care Team. Failure to complete treatment program and provide proof of completion will result in **revocation of suspension waiver**.
  - c) if assessment does not recommend treatment, then proof of attendance in a school/student developed drug information program must be completed. Failure to complete alcohol and other drug information program and provide proof of completion will result in revocation of suspension waiver.
  - d) written consent from parents for assessment provider to release information to the building Care Team.
7. Upon Re-admittance to school, an Individual Student Assistance Plan is drafted and implemented by the building Care Team with mandatory parent participation.
  8. Ten (10) day revocation of student privileges concurrent with suspension. (Athletes, performers, and competitors fall under this guideline.)

**Second Offense**

1. Administrative/parent contact
2. Notification of police.
3. Ten (10) day supervised suspension with recommendation from the Superintendent for expulsion for the remainder of the school year. (No credit for work missed during suspension. )
4. Student identified by the building Care Team.
5. Administrative/Care Team Representative/Parent Conference mandatory prior to re-admittance to school.
6. Any student expelled under this policy may, after completion of a chemical-involvement assessment and upon providing proof of completion of the recommendation of the assessment, petition the Board of Education for reinstatement to regular student status at the beginning of the next school semester.
7. Upon re-admittance to school, an Individual Student Assistance Plan is drafted and implemented by building Care Team with mandatory parent participation.

**Third Offense**

Immediate recommendation from the Superintendent for expulsion for the remainder of the school year.

If any of the above requirements are not agreeable, the student will be recommended to the Board of Education for expulsion.

**B. Distribution of Sale of Drugs**

**First Offense**

1. Administrative/parent contact.
2. Notification of police.
3. Ten (10) day supervised suspension with recommendation from the Superintendent for expulsion for the remainder of the school year.
4. Student identified to building Care Team.
5. Administrative/Care Team – Representative/Parent Conference mandatory prior to re-admittance to school.
6. Any student expelled under this policy may, after completion of a chemical-involvement assessment and upon providing proof of completion of the recommendations of assessment, petition the Board of Education for reinstatement to regular student status at the beginning of the next school semester.
7. Upon re-admittance to school, an Individual Student Assistance Plan is drafted and implemented by the building Care Team with mandatory parent participation.

**Second or Subsequent Offense**

Immediate recommendation to the Board of Education for expulsion for one calendar year.

**C. Pretending or Purporting to Use or Possess Drugs**

**First Offense**

1. Administrative/Parent contact
2. Possible notification of police.
3. Five (5) day supervised suspension.
4. Student identified to building Care Team.
5. Administrative/Care Team Representative/Parent Conference mandatory prior to re-admittance to school.
6. Three (3) of the five (5) days supervised suspension may be waived if student commits to attend and complete a school approved alcohol and other drug information class.

**Second Offense**

Treated as First Offense - Use or Possession of Drugs

#### **D. Use, Possession or Distribution of Tobacco**

The use of tobacco in the building, on school property or at any school-related activity is not permitted. The student will be considered to be using tobacco if he is found possessing any form of tobacco. The consequences for the violation of this expectation are:

##### **First Offense**

1. Administrative/Parent contact.
2. ½ day of detention.

##### **Second Offense**

1. Administrative/Parent contact.
2. 1 full day of detention.

##### **Third Offense**

1. Administrative/Parent contact.
2. Two (2) days of supervised suspension.

Any further offense will be treated as First Offense - Use or Possession of Drugs

### **SCHOOL - COMMUNITY**

#### **Item: SCHOOL YEAR/SCHOOL INSTRUCTION TIME**

**IC/ICA**

In accordance with Colorado law, teacher pupil instruction/contact time is defined as time when pupils are actively engaged in the educational process and by law includes parent-teacher conferences, staff in-service programs and closings necessary for student health, safety or welfare.

The Board defines "actively engaged in the educational process" as time when students are working toward achieving educational objectives under the supervision of a licensed teacher, including:

- classroom instruction time
- Individual student work time while at school, including study hall and library research
- school-related field trips
- independent study insofar as such study is allowed under district policy
- assemblies

"Actively engaged in the educational process" shall not include:

- lunch
- time students spend before school waiting for classes to begin and time after the last class of the day, including waiting for the bus
- recess time
- teacher preparation time
- passing periods between classes

Supervision by a licensed teacher shall not require that the teacher be in the student's physical presence at all times, but that the teacher is exercising direction and control over the nature of the student's activities.

Prior to the end of the school year, the Board shall determine the length of time during which district schools shall be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact shall be consistent with the Board's definition of "actively engaged in the educational process," shall meet or exceed the requirements of state law and shall include a sufficient number of days to allow the superintendent flexibility in preparing a calendar that supports the district's educational objectives, including how best to address the needs of all students to enable them to meet or exceed state and district content standards.

The district calendar for the next school year shall be prepared by the superintendent and presented to the Board for approval in the spring of each year. The superintendent shall consult with other districts in the area when preparing the calendar.

The Board authorizes the administration in each school building to issue a school calendar based on the district calendar and in accordance with this policy. Administrators are encouraged to examine instruction time and calendar issues in the context of supporting the district's educational objectives.

All calendars shall include the dates for all staff in-service programs scheduled for the coming school year. The administration shall allow public input from parents and teachers prior to scheduling the dates for staff in-service programs.

A copy of the calendar shall be provided to all parents/guardians of students enrolled in district schools. Any change in the calendar except for emergency closings or other unforeseen circumstances shall be preceded by adequate and timely notice of no less than thirty (30) days.

If a school day is lost due to an emergency, the Board at its next regular meeting shall ratify the administrative action in closing the school.

**Item: SCHOOL CLOSINGS AND CANCELLATIONS**

**EBCE**

The superintendent is empowered to close the schools or to dismiss them early in event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. It is understood that he will take such action only after consultation with appropriate authorities. The Board shall ratify the closing at its next regular meeting.

Parents, students and staff members shall be informed early in each school year how they shall be notified in event of emergency closings or early dismissals.

All staff members, except for teachers and personnel who work only on teacher work days or on student days, unless otherwise notified shall be required to report to work as soon as possible on emergency days.

**Item: SCHOOL DISMISSAL PRECAUTIONS**

**JLIB**

The school is legally responsible for the health and safety of its students during the school day. Therefore, each school shall set up procedures to validate requests for early dismissal to ensure that students are released only for proper reasons and into proper hands.

Under no circumstances shall teachers dismiss a student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building Superintendent.

The Superintendent shall not excuse a student under the age of 18 before the end of a school day without a request for the early dismissal from the student's parents. In keeping with this policy, it becomes prudent that:

1. No student be released from school early on the basis of an unvalidated telephone call.
2. Children of estranged parents be released only upon the request of the parent whom a Colorado court holds directly responsible for the child and who is the parent or guardian registered on the school record.

An elementary student shall be sent home only with his/her parent or, if the parent is not available, with another authorized adult.

Additional precautions shall be taken by the Superintendents as needs arise.

**Item: CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES**

**KBBA**

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Colorado court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of the child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child and to forbid or permit the disclosure of such information to others unless authorized by the custodial parent. The Board, unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records including, but not limited to the student's cumulative file and the student's special education file, if applicable. Teacher conferences with the non-custodial parent shall be permitted only upon the written consent of the custodial parent.

The student shall not be permitted to visit with or be released to anyone, including the non-custodial parent, without the approval of the custodial parent.

**Item: REPORTING CHILD ABUSE/CHILD PROTECTION**

**JLF**

It is the policy of the Board of Education that the school district complies with the Child Protection Act.

Depending on the circumstance, it is recommended that proper school officials be notified if abuse is suspected, but to that end, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately **upon receiving such information** report or cause a report to be made to the appropriate county department of social services or local law enforcement agency. Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

Reports of child abuse or neglect, the name and address of the child, family or informant or any other identifying information in the report shall be confidential and shall not be public information.

The Board shall provide periodic in-service programs for all teachers in order to provide them with information about the Child Protection Act, to assist them in recognizing and reporting instances of child abuse and to instruct them on how to assist victims and their families.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

The superintendent shall submit such procedures as are necessary to the Board for approval to accomplish the intent of this policy.

**Item: PUBLIC CONCERNS AND COMPLAINTS**

**KE**

Constructive criticism motivated by a sincere desire to improve the quality of the educational program or to equip the school to do their tasks more effectively is welcomed by the Board of Education.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows.

1. Teacher
2. Superintendent/Superintendent
3. Board of Education

Any complaint about school personnel shall always be referred back through proper administrative channels before it is presented to the Board for consideration and action.

When a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent or superintendent.
2. If the person will not personally present his/her complaint to the superintendent, the Board member shall ask that the complaint be written and signed. The Board member may then refer the complaint to the superintendent for investigation.
3. If at any time, the person making the complaint feels that he has not been given a satisfactory reply from the superintendent only then should he/she request that the complaint be heard by the Board of Education.

**Item: PUBLIC CONCERNS/COMPLAINTS ABOUT TEACHING METHODS, ACTIVITIES OR PRESENTATIONS**

**KEF\***



Parents/guardians or patrons shall be allowed to challenge the use of any teaching methods, activities or presentations but must express such objection through the following procedures:

1. The parent/guardian or patron with a concern is encouraged to meet with the appropriate teachers or other staff involved.
2. If not resolved with the teacher, the school Superintendent shall hold a conference with the complainant. A written record shall be made of this meeting. Copies shall be supplied to all parties involved.
3. After the initial contact of the complainant with the school administrator, the teacher involved in the challenge shall be invited to attend any subsequent meetings. Written minutes shall be taken of subsequent meetings. Copies shall be supplied to all parties involved.
4. If the complainant is dissatisfied with the results of the conference(s), the Superintendent shall inform the complainant of the following procedures and provide him/her with a copy of these procedures and the "Citizen's Challenge or Objection to Teaching Methods, Activities or Presentations" form to be acted upon by a review committee appointed by the superintendent.
5. Within ten (10) working days of receiving the completed challenge form, the Superintendent shall forward it to the chairman of the review committee together with a written report of the conference(s) held with the complainant.
6. Copies of the report also shall be sent to the superintendent, the complainant and the teacher involved.
7. One (1) copy of the report shall be kept in the school file.
8. The Superintendent shall provide the chairman of the review committee with a copy or copies or description of the methods, activities or presentations, and the Superintendent involved shall be given the opportunity to render a professional opinion on the appropriateness of the methods, activities or presentations utilizing supporting evidence.
9. The complainant shall be given the opportunity to render an opinion on the appropriateness of the material utilizing supporting evidence.
10. Within sixty (60) calendar days from receiving the completed and signed challenge form, a written recommendation of the review committee shall be forwarded to the superintendent and all parties in interest. (Any deviation due to extenuating circumstances shall require the approval of the Board of Education.)
11. If the complainant or teacher involved is not satisfied with the recommendation of the review committee, he has the privilege of appealing to the superintendent and if necessary the Board of Education.
12. If the same methods, activities or presentations are challenged at a future date, the Superintendent and the chairman of the review committee shall examine the previous decision in the light of additional points of view. If they find any significant difference in the new challenge, the committee again may review the methods, activities or presentations. Otherwise, the original decision shall stand and a copy of the final written recommendation of the committee and any Board action shall be sent to the complainant with an explanation that the methods, activities or presentations have been evaluated previously. If the complainant believes his challenge is different from the previous one or that significant new evidence exists, he may appeal the decision to the review committee, superintendent or Board of Education.
13. Any party may be represented by counsel at any step of this procedure.

Nothing herein shall be deemed to modify or repeal any other policy or regulation of the school district relative to rights and expression on the part of the professional staff or students.

## **GENERAL INFORMATION**

### **Item: PHYSICAL EDUCATION**

Participation in the regular activities of the physical education program is expected from all students. Students who are temporarily (1 or 2 days) unable to participate in physical education must bring a written excuse from a parent or legal guardian. A longer absence from physical education requires a written excuse from a family doctor and should be turned in to the school office. All excuses should include. . .

1. Reason for excuse from P.E.
2. Length of time to be absent from P.E.

Students who must remain out of physical activities for more than two weeks may be withdrawn from physical education class for the balance of the semester and given an opportunity to take the class at a later time. The student's counselor will review each situation before a determination is made. All students will be placed into a full schedule.

### **Item: POSTERS AND SIGNS**

All posters and signs on display at PHS must be approved by the Main Office. Booster posters add interest and enthusiasm to our activities. These should not be defaced. Masking tape should be used to attach posters to the walls and other surfaces, as it is easier to remove.

**Item: VISITORS TO SCHOOLS**

**KI**

The Board encourages parents/guardians and other citizens of the district to visit classrooms, activities and functions at any time to observe the work of the school. The Board believes that there is no better way for the public to learn what the schools actually are doing. Children visiting students is discouraged, because it causes a disruption to the class.

In order to ensure that no unauthorized persons enter buildings with wrongful intent, all visitors to the school shall report to the school office when entering, show proper identification and reason for being at the school.

To promote the general health, welfare and well being of all who enter school property, and pursuant to state law, smoking, chewing or any use of tobacco products by staff, students, or visitors is prohibited on all school property.

The district shall notify the public in an appropriate manner that persons violating the criminal law by using, selling or distributing any controlled substance on school grounds, on school buses transporting students or within 1,000 feet of the perimeter of the school grounds shall be subject to enhanced criminal penalties.

**ACTIVITIES/ATHLETICS POLICIES**

**Item: STUDENT ACTIVITIES (CO-CURRICULAR AND EXTRACURRICULAR)**

**JJ**

The Board supports the concept that a wide variety of extracurricular activities should be made available to students. However, participation in such activities is a privilege – not a right. Such activities shall be conducted in accordance with the following guidelines:

1. Activity offerings shall be of sufficient variety and number to meet the wide range of interests of students.
2. Most activities shall be an outgrowth of curriculum activities.
3. All participation shall be voluntary.
4. Guidance shall be offered to encourage non-participants who need the activity and to curb the overly-enthusiastic from over-participation at the expense of academic performance.
5. The goal for each student shall be a balanced program of academic studies and extracurricular activities.
6. All activities shall be supervised. All clubs and groups shall have a faculty advisor.
7. Activities for public view shall be kept to a minimum. They shall be closely supervised to avoid the expenditure of excessive time and effort by students.
8. Participation in any school or interscholastic school activity may not be barred because of a student's participation in lawful activities during out-of-school hours and off school property.

**Item: EXTRACURRICULAR ACTIVITY ELIGIBILITY**

**JJJ-R**

The following rules shall govern participation in all school-approved extracurricular activities:

1. Participants must be full-time middle school students or high school students enrolled in courses that will earn three (3) Carnegie units of credit per semester.
2. Student must be in attendance at school for at least six periods in order to participate in any school-sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the Superintendent or designee may grant an exception to this limitation.
3. An eligibility list will be distributed to all teachers on a Monday. Students who receive one failing grade or two D's for the week will not be eligible to participate during the following week. Each week's grades will be averaged cumulatively from the beginning of the grading period. No eligibility lists will be published the first week of competition or participation. The Superintendent or designee will certify individual student eligibility in cooperation with the guidance office.
4. Students must submit a signed doctor cleared physical examination form to the school before participating in any sport.
5. Students must have emergency treatment, parent permission and athletic insurance waiver forms (warning, training and CHSAA policies), if applicable, filled out, signed and on file with the school before being allowed to practice or participate in a sport or participate in any activity.
6. Students violating the district code of conduct will be ineligible until they have complied with all disciplinary sanctions.

### **Item: ELIGIBILITY REQUIREMENTS**

The following are the CHSAA and Pawnee High School's policies covering many important areas. Each participant should acquaint himself with them. Each student must. . .

- A. not be failing or have 2 Ds in any class in which they are enrolled. Eligibility lists are turned in each Friday. Students failing are unable to compete the following week from Monday through Saturday.
- B. be less than 19 years of age on August 1.
- C. be an amateur - one who has never used and is not now using his/her knowledge of athletics or athletic skill for gain.
- D. not have participated in athletics with any college or university group.
- E. have practiced for at least five (5) days prior to competition (nine days for football)
- F. not participate with an independent team while a member of his/her high school competing squad in the same sport.
- G. have been in residence at the school he represents for at least one (1) semester unless he/she is:
  - a. entering upon ninth grade work for the first time.
  - b. transferring into a school due to a move on the part of his/her parents.
  - c. assigned to a foster home by court order.
  - d. transferring from a school which has been discontinued or consolidated.
- H. not have been in attendance for more than 4 fall or 4 spring semesters, for a total of eight (8) semesters. These semesters will be counted consecutively after the student enters the ninth grade.
- I. not have changed school due to influence by any person or persons or promises of preferential treatment.

### **Item: CITIZENSHIP FAILURE "C"**

A student must be considered a good citizen to participate in extra-curricular activities at Pawnee School.

- 1. Citizenship failure is based on BEHAVIOR ONLY.
- 2. Continuous misconduct in classes, around school, and school events can result in a "C" (citizenship failure) mark.
- 3. Any teacher may give a "C" to any student for continuous misbehavior around school and in class after consultation with the administration.
- 4. The Superintendent may give a student a "C" for misconduct at school or school events.
- 5. Students receiving a "C" become ineligible immediately to participate in all extra-curricular activities for a period of seven (7) calendar days.

### **Item: PHYSICAL EXAMINATIONS**

- A. Each athlete must have a physical examination before he will be allowed to practice.
- B. The Physical Examination Form, supplied by the school office, must be used.
- C. Completed Physical Examination Forms will be filed in the office of the school.
- D. Parent consent blanks are included as a part of the Physical Examination Form. Make sure this is completed and properly signed by the parent.
- E. Each student must have a signed Emergency Medical Release Form on file before he will be allowed to practice or participate in an activity.
- F. Each participant must produce proof of insurance or purchase insurance available through the school.

### **Item: CONDUCT ON TRIPS**

All athletes should remember that they are representing Pawnee High School, community, parents, coaches, fellow team members and especially themselves at all times.

- A. A student's appearance should be neat and in keeping with his/her role as a representative of Pawnee High School.
- B. Students are not allowed to use or enter any private motor vehicle while under the direct supervision of a coach without written permission from parents. (Necessary transportation will be provided by the district.)
- C. Students will keep their sponsors informed of their activities at all times.
- D. Students will occupy rooms assigned to them and are expected to be in the assigned rooms at curfew time. The curfew time will be announced each day and the sponsor will make a room check after designated deadlines.
- E. Absolutely no member of the opposite sex will be allowed in rooms unless a sponsor or coach is present.
- F. Student conduct at all times will reflect the proper respect for other guests and facilities of hotels, motels, eating establishments, school and other public places.
- G. In special circumstances, a student may be released to travel with a parent after an away contest or event. Students will not be released to travel with other students.

The consequences for not upholding the above rules and standards may be suspension or dismissal from the team. Parental written permission is required for the student to not ride the bus.

### **Item: SCHOOL SPONSORED TRAVEL**

Students must turn in a written permission slip signed by their parent or guardian stating the date and place they are allowed to go prior to traveling. Students attending administrative approved travel are not considered absent from school.

It is recommended that students leave from the school and return to the school on all travel events. Special permission in advance can be given if parents are going to take students to another destination from the activity.

Students are required to ride the bus to and from an activity, unless arrangements are made by the students' parent/guardian with the sponsor/school. The school will only be responsible for students traveling in school owned vehicles.

### **Item: INSURANCE**

The school district does not provide health or medical insurance. The district will make student accident insurance forms available to students. If a student does not have insurance, parents are encouraged to purchase the coverage offered.

### **Item: HOLIDAY PRACTICES**

There shall be no required practices over school holidays. All practice will be approved in advance by the superintendent. There will be no Sunday activities without board approval.

### **Item: ATTENDANCE AND ACTIVITY PARTICIPATION**

Students are **expected** to be in attendance all day in order to be permitted to participate that day in practice or a contest. Generally, a student may come in late (no later than the beginning of third hour) and still participate. If a student arrives at school later than the beginning of third hour, they will not be permitted to participate that day. In the case of morning practice, the student must have been in attendance for 6 consecutive hours.

## **CLUBS AND ORGANIZATIONS**

Most clubs are open to anyone who is interested in joining. However, a few have standards that must be met and maintained in order for a participant to receive any value from the organization. Special interest groups wishing to organize a club must first have the permission of the administration and board of education.

Under no circumstances will an organization be permitted to have any kind of initiation or "hazing" requirement. Pawnee High School has several different types of organizations. Students should find the ones which match their interest, join them and give them all their support. This is an excellent opportunity to develop friendships with those who share interests, as well as a chance to be of service to fellow students. An organization is as active as its membership.

### **Item: FUTURE BUSINESS LEADERS OF AMERICA**

This organization is for those interested in marketing and business. FBLA is a club devoted to teaching students leadership, civic consciousness, career awareness, and social development. These qualities are taught through students working together and through money raising projects. Students attend the State Conference held in the spring, and National Conference for qualifying students. We encourage all that are interested to join FBLA.

### **Item: NATIONAL HONOR SOCIETY**

The National Honor Society is an organization that recognizes students who have been outstanding in the areas of scholarship, leadership, character, and service to school or community.

Students are selected in their sophomore, junior, or senior year. The academic eligibility requirement for membership is a cumulative G.P.A. of 3.3 or better. Students who are academically eligible are then evaluated on the basis of their character, leadership and service qualities by the high school faculty and administration.

**Item: AGRICULTURAL EDUCATION/ FUTURE FARMERS OF AMERICA**

Just as the title suggests Agriculture Education and the FFA work together and compliment each other. The original idea for the FFA organization was fostered after courses in vocational agriculture were established by the Smith-Hughes National Vocational Education Act in 1917.

All students enrolled in Agricultural Education are required to have a Supervised Agricultural Experience Program, entrepreneurial and or placement. The sky's the limit as to what these can entail as long as it is agriculturally related. Along with the S.A.E. the student needs to have a plan for improvement of the program.

Opportunities abound in the FFA for leadership, skill development and recognition. Through the FFA, members have the opportunity to learn occupational skills, increase communication skills, travel and demonstrate responsibility. In addition members can be rewarded for their efforts in all of these areas. The FFA has an extensive award program, implemented at all levels.

Awards provide incentive for members to set goals and work toward achieving them. The result is a membership dedicated to progress in their chosen areas of interest. Following is a description of the many opportunities available to FFA members.

Agri-science Awards	Proficiency Awards
Scholarships	Star Awards
Career Development Events	Chapter Awards/Activities
Judging Contests	State & National Activities

**Item: STUDENT ELECTIONS**

Elections will be held in the spring of the year so that officers can have the summer months to plan activities. It is recommended that a student hold only one office as president during the school year.

**Item: JUNIOR PROM**

The junior class is responsible for the prom. All activities related to prom must be under the supervision of their class sponsor.

**Item: KING AND QUEEN**

**Homecoming**

All senior boys are eligible for King and all senior girls are eligible for Queen. All high school students and faculty will elect the royalty. The crowning ceremony will be performed by the Homecoming King & Queen from the previous year. If they are unable to perform the ceremony, the student council officers will take care of the crowning.

**Prom**

All seniors except the Homecoming King & Queen are eligible for Prom King or Queen. All high school students and faculty will elect them.

**Sweetheart**

All high school students are eligible for Sweetheart King and Queen unless they were previous Sweetheart King or Queen. All high school students and faculty will elect them. The crowning ceremony will be performed by the previous King and Queen or by student council officers.

**Item: STUDENT ORGANIZATIONS OPEN/LIMITED FORUM**

**JJAB**

Students in secondary schools (grades 7-12) in this district shall be permitted to organize and conduct meetings of non-curriculum-related student clubs or other groups to pursue specialized activities outside the classroom. Such groups shall not be considered school-sponsored student organizations nor be given all the privileges afforded to school-sponsored organizations.

Students may conduct meetings under this policy on school premises only during non-instructional time so that meetings do not interfere with the orderly conduct of the educational activities of the school. Meetings of non-curricular student groups must be scheduled, organized and conducted within the guidelines established by this policy and accompanying regulations.

For purposes of this policy, "non-instructional time" means time set aside by each school before actual classroom instruction begins or after actual classroom instruction ends.

Requests for permission to conduct a non-curricular student meeting must originate from a student or groups of students. Persons not attending school in this district, parents, school personnel or any other non-school persons are prohibited from directing, conducting, controlling or regularly attending the activities of a non-curricular student group.

All non-curricular student groups meeting on school premises are required to open membership to all interested and/or eligible students. Fraternities, sororities and/or secret societies shall not receive recognition in any manner under this policy. Attendance at all meetings must be voluntary.

The administration shall develop general guidelines and rules so that students will be informed about the procedure for scheduling meetings and activities, the hours available for meetings and the facilities available for meeting space. Students must request permission for a meeting of a non-curriculum-related group from the Superintendent and submit all scheduling requests to the Superintendent for approval.

A member of the professional staff must be invited to attend every meeting or activity scheduled on school premises as a monitor for purposes of general supervision. Students shall be responsible for ensuring the presence of a faculty monitor prior to every meeting.

Under no circumstances shall the school compel a faculty member or school employee to monitor or attend a meeting of a non-curricular student group if the content of the speech at the meeting is contrary to the beliefs of the school employee.

School employees may be present at religious meetings of a non-curricular group only in a non-participatory capacity.

All forms of hazing in initiations shall be prohibited in any group meeting on school premises. No initiation shall be held for any non-curricular student group which will bring criticism to the school system or be degrading to the student.

The school district, through the building Superintendent, retains the authority to prohibit meetings which otherwise would be unlawful. Further, nothing in this policy shall be construed to limit the authority of the school to maintain discipline on school premises, to protect the well-being of students and faculty and to insure that attendance at meetings is voluntary.

Neither shall anything in this policy be used to imply that the school is sponsoring a non-curricular student group. No public funding or support shall be extended to non-curricular student groups other than an opportunity to meet on school premises.

In providing equal access to school facilities for all non-curricular groups, the district is not expressing any opinion or approval of the subject matter discussed at any meeting nor is it advocating or supporting in any manner the point of view expressed by any student or group meeting as allowed by this policy.

Non-curricular student groups shall not be denied equal access to school facilities solely on the basis of the religious, political, philosophical or other content of any speech at such meetings.

## **EMERGENCY DRILLS**

### **Item: FIRE DRILL (EVACUATION)**

When the fire alarm sounds, all pupils and teachers are to put all work aside immediately and leave the building in an orderly manner. Books should remain in the classroom and there should be no running, talking, etc. Teachers should be sure to close all windows, doors and take their grade books along so that after the building is evacuated, roll can be taken and all students accounted for.

## **Item: TORNADO DRILL (SHELTER)**

You will be notified by announcement and constant ringing of the normal class bell. Teachers must take his/her attendance book and attendance will be taken in each area. There are three (3) designated shelters for the school district if there is sufficient warning time. They are: the high school locker rooms, the Sligo building basement, and the Junior High locker rooms (ones by the lunch room), females to girls and males to boys. All persons will remain in their designated areas until verbal notification is given from the office. Everyone should sit on the floor as far away from any windows as possible. It is a good idea to put your face between your knees. During a drill students and their teacher should move together to the closest shelter. Attendance will be taken. If there is little or no warning time, students should use the locker hallways, kneel toward lockers and cover their faces.

## **SCHOOL WELLNESS POLICY**

## **ADF**

Pursuant to federal law, the following parties have jointly developed this School Wellness Policy: Members of the Board of Education, students, parents, teachers, the director of food service, school nurse, & community members.

The Board promotes healthy schools by supporting student wellness, good nutrition, and regular physical activity as part of the total learning environment. Schools contribute to the basic health status of students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential, as children who eat well-balanced meals and are healthy are more likely to learn in the classroom.

The district maintains a district-wide Health Advisory Council. The purposes of the council are to monitor the implementation of policy, evaluate the district's progress on this policy's goals, serve as a resource to schools (i.e. provide lists of healthy incentives, snacks, etc.) and 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:

### **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 good nutrition and regular physical activity. Such learning environment will teach students to use appropriate resources and tools to make informed and educated decisions about lifelong healthy eating habits and beneficial physical activity.

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

- *The use of district content standards for PE, health and nutrition 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 healthy eating habits and a healthy level of physical activity.*
- *The availability of nutrition education in the classroom, with coordination between the district's food services staff and teachers.*
- *Active promotion of healthy eating and physical activity to students, parents, school staff, and the community at open houses, staff in services, etc.*
- *Staff educational opportunities to inform them about nutrition and physical activity, including how to integrate these topics into their instruction. These educational opportunities may include, but not be limited to, the distribution of educational and informational materials and the arrangement of presentations and workshops that focus on nutritional value and healthy lifestyles, health assessments, fitness activities, and other appropriate nutrition and physical activity-related topics.*
- *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.*

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

All foods and beverages available on school grounds and at school-sponsored activities shall meet or exceed the district's nutrition standards. All schools 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:

- *District nutrition standards that limit the amount of fat and sugar content and limit portion sizes.*
- *A recommendation that all students have access to fresh fruits and vegetables.*
- *A recommendation that all students have access to healthful food choices in appropriate portion sizes, including healthful meals in the school cafeteria with an adequate time to eat; healthful items in vending machines, pursuant to C.R.S. 22-32-134; and healthful items for fundraisers, classroom parties, and rewards in the schools.*
- *A restriction on student access to vending machines and other venues that contain foods of minimal nutritional value.*
- *Guidelines 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.*
- *Accessible information to students and their parents/guardians concerning the nutritional content of foods and beverages sold by or available to students.*
- *An assurance that the school cafeteria is as pleasant an eating environment as possible, including displays of student art, plants, natural light if possible, small tables, and reduced noise, if possible.*
- *An encouragement that at any school function (parties, celebrations, receptions, festivals, sporting events, etc.), healthy food choice options be made available to students.*
- *A recommendation that schools offer lunch before recess or if recess is after lunch, that schools prohibit students from leaving the cafeteria until a designated time giving appropriate time to eat.*
- *The encouragement of nonfood fundraisers such as flowers, gift-wrap, sporting events, and family fun runs.*
- *A requirement that all students have access to a school facility with a sufficient number of functioning water fountains in accordance with local building codes, or other means to provide students with sufficient water.*

## **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 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:

- *A recommendation that physical activity be included in regular schedules of students*
- *.Opportunities for additional physical activity available through after-school programs including interscholastic athletics and physical activity clubs.*
- *Increased opportunities for physical activity during the school day through daily recess periods, elective physical education classes & other programs.*
- *An encouragement that schools follow the recommendations of the National Association of Sport and Physical Education (NASPE), which guide students through a process that enables them to achieve a high personal level of fitness.*
- *An encouragement that secondary schools administer a health-related fitness assessment to students to help students determine their own level of fitness and create their own fitness goals and plans.*
- *An encouragement that beginning at an early age, schools introduce developmentally appropriate components of a health-related fitness assessment (i.e. Fitness Gram, Physical Best or President's Council) to students.*
- *The promotion of walking or bicycling to and from school using programs such as Walking School Bus and Bike Train.*



- *The availability of health-promotion activities and incentives for students, parents and staff that encourage regular physical activity.*

## **EQUAL EDUCATIONAL OPPORTUNITIES**

**JB**

Every pupil of this school district shall have equal education opportunities regardless of race, color, creed, sex, national origin or handicap.

Further, no student shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the district.

More specifically, as prescribed by legal requirements, the school district shall treat its students without discrimination on the basis of sex as this pertains to access to and participation in course offerings, athletics, counseling, employment assistance, and extra-curricular activities.

Inquires should be directed to:

Bret Robinson  
P.O. Box 220  
Grover, CO 80729  
(970) 895-2222

## **PAWNEE SCHOOL PARENT COMPACT**

The Pawnee Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year of 2017-2018.

### **Required School-Parent Compact Provisions**

#### **School Responsibilities**

##### **The Pawnee Elementary School will:**

**Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

1. The school provides professional development to create more highly qualified teachers in more subject areas as well as motivate instructors to stay current and abreast of effective teaching strategies.
2. The Pawnee School District RE-12 will use the Colorado State Standards as guidelines for our curriculum and revise what is being taught at the school by evaluating the curriculum and testing results from testing our students yearly on CSAP and quarterly on the Ed Performance software purchased by the district. We will continually reflect on best practices and use those to educate our students in a supportive learning atmosphere. Hold parent-teacher conferences twice a year during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held after the first and third quarter.

##### **Provide parents with frequent reports on their children's progress.**

Specifically, the school will provide reports as follows:

Report cards and midterm reports will be sent home eight times per year; at mid-quarter and at the end of each quarter. We also send home a monthly news letter and progress reports of academic concern on a weekly basis. We invite parents to the assemblies that are held at the school.

##### **Provide parents with reasonable access to staff.**

Specifically, staff will be available for consultation with parents as follows:

Staff members are available upon request and availability for meetings with parents.

**Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**

1. Parents are involved in the analyzation of textbook adoption through the accountability committee, attendance at school functions, Parent/Teacher conferences, Gifted and Talented meetings, and discussions of results on district testing and through surveys.
2. Parents attend school plays, musicals, class parties for holidays, and occasional birthday parties.
3. We have a high percentage of parental substitutes as well.
4. We have a parental involvement dinner in the spring that provides information about the school to patrons in the community.

**Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring the amount of television my children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

**Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:**

- Do my homework every day and ask for help when I need it.
- Read at least thirty (30) minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Take responsibility for my learning by being an active participant in my education.

Pawnee School District RE-12  
P.O. Box 220  
Grover, CO 80729

Parents and Students of Pawnee School,

Please sign and date below, and return this form to the Pawnee School office. You may mail this form to the above address, or bring it to the office during regular business hours.

**PAWNEE SCHOOL PARENT/STUDENT HANDBOOK AGREEMENT**

By signing this form, you hereby agree that you have read, understand, and will follow the policies stated in the 2019-2020 Student Handbook, provided you by Pawnee School District RE-12. This form must be signed by a parent or guardian, and all students that will be attending Pawnee School during the 2019-2020 school year.

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
(Signature of Student)

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
(Signature of Student)

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
(Signature of Student)

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
(Signature of Student)

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