

SECTION J – STUDENTS

Section J contains policies, regulations and exhibits on students – admissions, attendance, rights and responsibilities, conduct, discipline, suspension and expulsion, health and welfare, records, publications and school-related activities.

JA Student Policies Goals/Priority Objectives

JA Student Policies Goals

JB Equal Educational Opportunities

JB Equal Educational Opportunities

JBA Nondiscrimination on the Basis of Sex

JBB* Sexual Harassment

JE Student Attendance

JEA Compulsory Attendance Ages

JEB Entrance Age Requirements

JECD Assignment of New Students to Classes and Grade Levels

JF Student Admissions to/Withdrawals from School

JF Admission and Denial of Admission

JFAB/JFABA Admission of Nonresident Students/Tuition Charges

JFABB Admission of Non-immigrant Foreign Students

JFABD Homeless Students

JFBB Inter-District Choice/Open Enrollment

JFC Student Withdrawal from School/Dropouts

JH Student Absences and Excuses

JH Student Absences and Excuses

JHB Truancy

JHCA Open/Closed Campus

JHD Exclusions and Exemptions from School Attendance

JI Students Rights and Responsibilities

JI Students Rights and Responsibilities

JIA Student Due Process Rights

JIB/JIBA Student Involvement in Decision Making/Student Government

JIC Student Conduct

JICA Student Dress Code

JICB Care of School Property by Students

SECTION J – STUDENTS (continued)

JI Students Rights and Responsibilities (continued)

JICBA*	Care of Personal Belongings by Students
JICC	Student Conduct in School Vehicles
JICDA	Code of Conduct
JICDD*	Violent and Aggressive Behavior
JICDE*	Bullying Prevention and Education
JICE	Student Publications
JICEA	School-Related Student Publications
JICEC*	Student Distribution of Noncurricular Materials
JICED*	Student Expression Rights
JICF	Secret Societies/Gang Activity
JICFA	Hazing
JICG	Use of Tobacco by Students
JICH	Drug and Alcohol Involvement by Students
JICI	Weapons in School
JICJ	Student Use of Cell Phones and Other Personal Technology Devices
JID	Students of Legal Age
JIE	Pregnant Students
JIG	Married Students
JIH	Student Interviews, Interrogations, Searches and Arrests
JIHB	Parking Lot Searches
JII	Student Complaints and Grievances

JJ Student Activities (Cocurricular and Extracurricular)

JJ	Student Activities (Cocurricular and Extracurricular)
JJA	Student Organizations
JJD	Student Activities Fees
JJE	Student Fund Raising Activities
JJF	Student Activities Funds
JJG	Contests for Students
JJH	Student Travel
JJIB	Interscholastic Sports
JJIB-2	Interscholastic Sports (Junior Varsity Program)
JJIB-3	Interscholastic Athletics (Middle School)
JJJ	Extracurricular Activity Eligibility

JK Student Discipline

JK	Student Discipline
JK*-2	Discipline of Students with Disabilities

SECTION J – STUDENTS (continued)

JK Student Discipline (continued)

JKA	Use of Physical Intervention and Restraint
JKBA*	Disciplinary Removal from Classroom
JKD/JKE	Suspension/Expulsion of Students
JKD/JKE-2 (JGD/JGE-2)	Suspension/Expulsion of Handicapped Students
JKF*	Educational Alternatives for Expelled Students
JKG*	Expulsion Prevention

JL Student Welfare

JLC	Student Health Services and Records
JLCA	Physical Examinations of Students
JLCB	Immunization of Students
JLCC	Communicable/Infectious Diseases
JLCD	Administering Medications to Students
JLCDA*	Students with Food Allergies
JLCDG*	Health History Policy
JLCDH*	Vision and Hearing Screening of Students
JLCDI*	Policy for Nondiscriminatory Testing and Assessment
JLCDJ*	Immunization Records
JLCE	First Aid and Emergency Medical Care
JLCEA*-R	Students with Special Health Needs
JLCG	Medicaid Reimbursement
JLD	Guidance Program
JLDAC	Screening/Testing of Students
JLF	Reporting Child Abuse/Child Protection
JLIA	Supervision of Students
JLIB	Student Dismissal Precautions
JLIE	Student Automobile Use and Parking
JLJ	Physical Activity

JP Student Donations and Gifts

JP	Student Donations and Gifts
----	-----------------------------

JQ Student Fees, Fines and Charges

JQ	Student Fees, Fines and Charges
----	---------------------------------

SECTION J – STUDENTS (continued)

JR Student Information

JRA/JRC	Student Records/Release of Information on Students
JRCA*	Sharing of Student Records/Information between School District and State Agencies
JRCB*	Privacy and Protection of Confidential Student Information

JS Student Displays

JS	Student Use of Information Technology Resources
JS*	Student Display
JSA	Student Use of Electronic Mail

Student Policies Goals

It is the policy of the Board to open the schools of the district to every district resident student of school age to kindergarten programs as well as post-high school programs as available for a thorough and adequate educational program. Further, it is the policy of the Board to enforce the compulsory attendance laws of the State of Colorado. To the end that every eligible student shall be in school every day possible and have a meaningful educational experience while in attendance, these policies have been adopted. It is the responsibility of the superintendent, the principals and the teachers to see that every student is thoroughly acquainted with all policies and regulations affecting them.

Current practice codified 1983

Adopted: Date of manual adoption

Equal Educational Opportunities

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, marital status, disability or need for special education services.

This concept of equal educational opportunity shall guide the Board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities shall be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations

In order to ensure that district programs are in compliance with applicable laws and regulations, the Board directs the superintendent or designee(s) to periodically monitor the following areas:

1. Curriculum and materials – review curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training – provide training for students and staff to identify and alleviate problems of discrimination.
3. Student access – review programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District support – ensure that district resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment and related matters.
5. Student evaluation instruments – review tests, procedures and guidance and counseling materials for stereotyping and discrimination.
6. Discipline – review discipline records and any relevant data to ensure the equitable implementation and application of Board discipline policies.

Adopted: Date of manual adoption
Revised: July 20, 2011
Revised: December 12, 2012
Revised: November 16, 2016

Plateau Valley School District 50, Collbran, Colorado

LEGAL REFS.: 20 U.S.C. §1681
 20 U.S.C. §1701-1758
 29 U.S.C. §701 *et seq.*
 C.R.S. 2-4-401 (13.5)
 C.R.S. 22-32-109 (1) (II)
 C.R.S. 22-32-109.1 (2)
 C.R.S. 24-34-601
 C.R.S. 24-34-602

CROSS REFS.: AC – Nondiscrimination/Equal Opportunity
 JBB*, Sexual Harassment

Nondiscrimination on the Basis of Sex (Compliance with Title IX)

1. Designation of Responsible Employee

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Title IX.

The designee, the district's Title IX compliance officer, shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with Title IX and its administrative regulations, including the development of all necessary procedures and regulations.

The Title IX compliance officer shall annually notify all students of the district regarding the district's policy and grievance procedure and of his or her name or title, office, address and telephone number. Notification shall be by posting and/or other means sufficient to reasonably advise all students.

2. Grievance Procedure

All students shall have a ready means of resolving any claim of discrimination on the basis of sex in the educational programs or activities of the district. The complaint and compliance process is set forth in JBB*-R. All complaints regarding sexual discrimination and/or harassment shall be filed with the Title IX compliance officer. (See JBA-E)

A complaint may also be made to the Office of Civil Rights at any time before or during the district's grievance procedures at: The Office of Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582.

3. Dissemination of Policy

The superintendent shall notify applicants for admission, students, parents/guardians, sources of referral of applicants for admission, employees and applicants for employment that it does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required by Title IX 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. See AC-E

Adopted: July 20, 2011

LEGAL REFS.: 20 U.S.C .§1681 et seq. (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Title IX of the Education Amendments of 1972)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

Plateau Valley School District 50, Collbran, Colorado

Nondiscrimination on the Basis of Sex
(Compliance Officer)

The district's Title IX compliance officers are:

Elementary Principal
Plateau Valley School Dist. #50
56600 Hwy 330
Collbran, CO 81624
(970) 487-3549 x 206

Secondary Principal
Plateau Valley School Dist. #50
56600 Hwy 330
Collbran, CO 81624
(970) 487-3549 x 273

Grand Mesa High School Principal
Plateau Valley School Dist. #50
56600 Hwy 330
Collbran, CO 81624
(970) 487-3576 x 3017

Adopted: July 20, 2011

Sexual Harassment (Grievance Procedure)

1. Students who believe they have been subject to sexual harassment will report the incident to any teacher, counselor or principal. The building principal will be referred to as the grievance officer. All reports received by teachers, counselors, or other district employees will be forwarded to the grievance officer. If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the superintendent to investigate the matter.
2. Upon receiving a report, the grievance officer will confer with the student who has allegedly been harassed as soon as is reasonably possible, but in no event more than 2 school days from receiving the report, in order to obtain a clear understanding of the basis of the complaint and to discuss what action the student is seeking. The student's parents/guardians will also be contacted and kept informed regarding progress of the investigation.
3. At the initial meeting with the student, the grievance officer will explain the avenues for informal and formal action and provide a description of the grievance procedure. The grievance officer will also explain that whether or not the student files a formal grievance or otherwise requests action, the district is required by law to take steps to correct the harassment and to prevent recurring harassment or retaliation against anyone who makes a harassment report or participates in an investigation. The grievance officer will also explain to the student that any request for confidentiality will be honored so long as doing so does not preclude the school from responding effectively to the harassment and preventing future harassment.
4. Following the initial meeting with the student, the grievance officer will attempt to meet with the alleged harasser and his/her parents/guardians in order to obtain a response to the reported harassment and will investigate the matter in accordance with policy JBB*. The grievance officer will complete the investigation within 14 school days of the initial meeting with the student.
5. Within 7 school days of completing the investigation, the grievance officer will determine whether the matter should proceed formally or informally. On the basis of the grievance officer's investigation and if the student requests that the matter be resolved in an informal manner and the grievance officer agrees that the matter is suitable for such resolution, the grievance officer may attempt to resolve the matter informally through conciliation.
6. If the student requests a formal grievance process, the grievance officer will transfer the record to the superintendent or designee for formal resolution within 7 school days of completing the investigation and so notify the parties by certified mail.
7. After reviewing the record made by the grievance officer, the superintendent or designee may gather additional evidence necessary to decide the case. Within 14 school days of receiving the record, the superintendent or designee will announce any sanctions or other action deemed appropriate, including recommendations to the Board for disciplinary or other action.

8. Whether or not a formal grievance was filed, the district will take all steps necessary to end the harassment, to make the victim whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.
9. All parties, including the parents/guardians of all students involved, will be notified by the superintendent of the final outcome of the investigation and all steps taken by the district.
10. At any time, the student making a report of sexual harassment may request an end to the informal process and begin the formal grievance process.

Approved: April 15, 1993
Amended: September 16, 1998
Amended: January 19, 2000



Sexual Harassment

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

District's Commitment

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

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

Sexual Harassment Prohibited

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.

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

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

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

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

Legitimate non-sexual touching or other non-sexual conduct is not sexual harassment.

Reporting, Investigation and Sanctions

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a formal grievance through the complaint process (AC-R). All reports and indications from students, district employees and third parties shall be forwarded to the compliance officer.

If the alleged harasser is the person designated as the compliance officer, an alternate compliance officer will be appointed by the superintendent to investigate the matter.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual’s status or affect grades.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or

expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

Notice and Training

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

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

Adopted: April 15, 1993
Revised: September 16, 1998
Revised: July 20, 2011

LEGAL REFS.: 20 U.S.C. §1681 *et seq.* (Title IX of the Education Amendments of 1972)

CROSS REF.: AC, Nondiscrimination/Equal Opportunity

Compulsory Attendance Ages

Every child who has attained the age of six years on or before August 1 of each year and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parents' responsibility to ensure attendance.

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

Adopted: November 16, 1988
Amended: August 19, 1993
Amended: December 15, 1998
Amended: August 18, 2010
Amended: October 16, 2013

LEGAL REFS.: C.R.S. 22-32-110(1)(mm) (*Board may authorize school employee to represent school district in judicial proceedings to enforce compulsory attendance*)
C.R.S. 22-33-104 (*compulsory school attendance ages*)
C.R.S. 22-33-104.5 (*home-based education*)
C.R.S. 22-33-107 (*enforcement of school attendance laws*)
C.R.S. 22-33-108 (*judicial proceedings to enforce school attendance laws*)

Note 1: A parent of a five or six year old child who is attending preschool or kindergarten may notify the child's school of the parent's wish that the child not advance to first grade in the following school year. The school shall not advance the child to first grade after receiving this notice from the parent. C.R.S. 22-33-104(1)(d)

Note 2: State law requires the local board of education to designate an attendance officer for the district to enforce the provisions of the compulsory attendance law, counsel students and parents, and investigate the causes of nonattendance and report those findings to the Board. C.R.S. 22-33-107(1). State law allows the board by resolution to authorize one or more school employees to represent the school district in judicial proceedings to enforce compulsory attendance. C.R.S. 22-32-110(1)(mm).

Note 3: State law provides that court proceedings to compel compliance with the compulsory attendance law shall only be used as a last-resort approach for addressing the problem of truancy. The district shall first have attempted other options for addressing truancy that employ best practices and research-based strategies to minimize the need for court action. Before initiating court proceedings, the district shall provide written notice to the student and his or her parent that the district will initiate court proceedings if the student doesn't comply with the compulsory attendance law. C.R.S. 22-33-108(5)

Entrance Age Requirements

A child may enter kindergarten if five years old on or before September 15 of the year of enrollment. Younger students who do not meet the district's entrance age requirement for kindergarten may be accepted if transferring from another kindergarten program, if the principal or designee determines that placement of the student in kindergarten is appropriate.

Students enrolling in the first grade may enter if they are six years old on or before September 15 of the year of enrollment. A student who is at least five years old on or before October 1 may be permitted to enroll in first grade if the student attended at least 120 days of kindergarten in another state.

A legal birth certificate or other acceptable record shall be required for enrollment age certification. The principal or designee will make exceptions to these entrance age requirements in accordance with state law pertaining to the education of military children.

Adopted: November 19, 1980
Amended: May 20, 1992
Revised to conform with practice: date of manual adoption
Amended: August 18, 2010
Amended: July 17, 2013

LEGAL REFS.: C.R.S. 22-1-115
C.R.S. 22-20-204
C.R.S. 22-32-119
C.R.S. 22-54-103(10)
C.R.S. 22-54-103 (10.5)
C.R.S. 24-60-3402
1 CCR 301-8, 2220-R-12.00

CROSS REFS.: JEA, Compulsory Attendance Ages

Assignment of New Students to Classes and Grade Levels

New students entering from public schools and private schools accredited by the Colorado Department of Education shall be placed in grades and classes on the basis of their grade placement/credits in the school from which they are transferring.

The district administration, through academic achievement tests and other evaluation measures as found necessary, shall determine the appropriate grade level/credit status of students transferring from home schools or private schools that have not been accredited by the Colorado Department of Education.

Adopted: November 21, 1987
Revised to meet state law changes November 16, 1988

LEGAL REF.: C.R.S. 22-33-104.5 (4)

CROSS REF.: LBD, Relations with Charter Schools

Admission and Denial of Admission

Admission

All persons age six and under 21 who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum and reside within the boundaries of this school district may be permitted to attend public schools without payment of tuition. In addition, persons who do not reside in the district may be admitted under Board policies relating to nonresident students or by specific action of the Board.

A birth certificate or other proof of legal age, as well as proof of residence, shall be required by the school administration.

Except as otherwise provided by state law concerning enrollment of students in out-of-home placements, students new to the district shall be enrolled conditionally until records, including discipline records, from the schools previously attended by the student are received by the district. Notice of the conditional enrollment status of new students shall be clearly indicated on all new student enrollment forms. In the event the student's records indicate a reason to deny admission, the student's conditional enrollment status shall be revoked. The student's parent/guardian shall be provided with written notice of the denial of enrollment. The notice shall inform the parent/guardian of the right to request a hearing.

Denial of Admission

The Board of Education or the superintendent may deny admission to the schools of the district in accordance with applicable law.

The Board shall provide due process of law to students and parents/guardians through written procedures consistent with law for denial of admission to a student.

The policy and procedures for denial of admission shall be the same as those for student suspension and expulsion inasmuch as the same section of the law governs these areas.

Nondiscrimination

The Board, the superintendent, other administrators and district employees shall not unlawfully discriminate based on a student's race, color, national origin, ancestry, creed, religion, sex, sexual orientation (which includes transgender), marital status, disability or need for special education services in the determination or recommendation of action under this policy.

Current practice codified 1983

Adopted:	Date of manual adoption
Amended:	August 18, 1999
Amended:	February 16, 2000
Amended:	August 18, 2010
Amended:	March 8, 2011
Amended:	January 16, 2013

Plateau Valley School District 50, Collbran, Colorado

Amended: May 20, 2015
Amended: November 16, 2016

LEGAL REFS.: C.R.S. 22-1-102
C.R.S. 22-1-102.5
C.R.S. 22-1-115
C.R.S. 22-2-409
C.R.S. 22-32-109 (1)(II)
C.R.S. 22-32-115
C.R.S. 22-32-116
C.R.S. 22-32-138
C.R.S. 22-33-103 through 22-33-110
C.R.S. 22-33-105(2)(c)

CROSS REFS.: JEB, Entrance Age Requirements
JKD/JKE, Suspension/Expulsion of Students
JLCB, Immunization of Students

Admission and Denial of Admission

According to the Colorado Revised Statutes 22-33-106 (2), subject to the district's responsibilities under The Exceptional Children's Educational Act (see policy JK-2, Discipline of Students with Disabilities) and other laws pertaining to the education of students with disabilities, the following may be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program.

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

According to C.R.S. 22-33-106 (3)(a-f), the following may constitute additional grounds for denial of admission to a public school.

1. Graduating from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary education.
2. Failure to meet age requirements.
3. Having been expelled from any school district during the preceding 12 months.
4. Not being a resident of the district unless otherwise entitled to attend under C.R.S. 22, Articles 23 (migrant children) or 32 (exclusion of non-residents) or 36 (schools of choice).
5. Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
6. Behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other pupils or of school personnel.

According to C.R.S. 22-33-106(4)(a), a student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:

1. the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled.

2. there is an identifiable victim of the expelled student's offense, and
3. the offense for which the student was expelled does not constitute a crime against property.

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

Students in out-of-home placements

State law limits the grounds for denial of enrollment regarding students in out-of-home placements, as defined by C.R.S. 22-32-138(1)(e) and provided in regulation JF-R, Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements).

Adopted: July 21, 1999
Amended: January 19, 2000
Amended: August 18, 2010
Amended: January 16, 2013

Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)

Definition

In accordance with state law, and for purposes of this regulation, a “student in out-of-home placement” means:

- a child or youth who is in foster care and receiving educational services through a state-licensed day treatment facility;
- a child or youth who is in placement for twenty-four-hour residential care in any facility or center operated or licensed by the department of human services
- a child or youth who transfers school enrollment as a result of being returned to his or her home at the conclusion of an out-of-home placement

“Student in out-of-home placement” does not include a child or youth who is in twenty-four-hour residential care funded totally by private moneys or a child or youth who is in an out-of-home placement for purposes of adoption.

Child Welfare Education Liaison

The superintendent shall designate at least one district staff member to serve as the child welfare educational liaison. In lieu of designating a district employee, the district may contract with an individual or request that the district’s Board of Cooperative Services (BOCES) designate a BOCES employee to serve as the district’s child welfare education liaison. By August 15 of each year, the district shall report the name and contact information of the district’s child welfare education liaison to the Colorado Department of Education.

The child welfare education liaison shall be responsible for working with child placement agencies, county departments of human services, and the state department of human services to facilitate the prompt and appropriate placement, transfer, and enrollment of students in out-of-home placements. The specific duties of the child welfare education liaison shall include, but are not limited to:

- working with social workers from county departments of human services, juvenile probation officers, and foster care parents to ensure the prompt school enrollment and prompt transfer of students’ education information and records when students are required to change school enrollment due to changes in placement.

Plateau Valley School District 50, Collbran, Colorado

- ensuring that the education information and records of a student in out-of-home placement are delivered to the student's new school within five school days after receiving a request for the transfer of the student's education information and records from a county department of human services.

Transfer of Education Records

If a student in out-of-home placement transfers to another school, the sending district shall transfer the student's education information and records to the receiving school within five school days after receiving a transfer request from the county department of human services that has legal custody of the student.

The sending district may release the student's education information and records to an employee of the county department of human services for the sole purpose of transferring the education information and records to the student's new school. Such release shall be in accordance with applicable state and federal law, including the Family Educational Rights and Privacy Act.

If the request for a records transfer involves a student who is receiving special education services pursuant to an individualized education plan, the sending district shall notify its special education director of the records request.

The sending district shall not delay the transfer of education information and records of a student in out-of-home placement for any reason, including but not limited to the existence of any unpaid fines or fees.

Enrollment

Unless otherwise permitted by state law to deny enrollment, the district or new school shall enroll a student in out-of-home placement within five days after receiving the student's education information and records, regardless of whether:

- the district or school has received the student's certificate of immunization;
- the student can comply with any requirements pertaining to the use of school uniforms or other clothing restrictions; or
- the student can comply with any other pre-enrollment restrictions or requirements imposed by the district or new school.

The district or school may deny enrollment to a student in out-of-home placement for the following reasons, subject to the district's responsibilities under the Exceptional Children's Educational Act and other laws pertaining to the education of students with disabilities:

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

The following shall constitute additional grounds for denial of enrollment of a student in out-of-home placement:

1. Graduating from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary education.
2. Failure to meet age requirements.
3. Having been expelled from any school district during the preceding 12 months, if the expulsion was for having drugs or weapons at school or for being a danger to self or others.
4. Not being a resident of the district unless otherwise entitled to attend under C.R.S. 22, Articles 23 (migrant children), 32 (exclusion of non-residents) or 36 (schools of choice).
5. Behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other pupils or of school personnel.

If the district or new school enrolls a student in out-of-home placement without receiving the student's certificate of immunization, the district or school shall notify the student's legal guardian that, unless the district or school receives the student's certificate of immunization or a written authorization for administration of immunizations within fourteen (14) days after the student enrolls, the student in out-of-home placement shall be suspended until such time as the district or school receives the certificate of immunization or authorization.

Transfer of Credits

When a student in out-of-home placement transfers from one school to another school, the sending school shall certify to the receiving school or district the coursework that the student fully or partially completed while enrolled. The receiving school or district shall accept the student's certified coursework as if it had been completed at the receiving school.

Plateau Valley School District 50, Collbran, Colorado

The receiving school or district shall apply all of the student's certified coursework toward completion of the student's requirements for the grade level in which the student is enrolled at the receiving school or for graduation from the receiving school if the student is enrolled in twelfth grade. The receiving school or district may award elective credit for any portion of the student's certified coursework that is not aligned with the curriculum of the receiving school or district.

Excused Absences

A student in out-of-home placement shall receive an excused absence if the student misses school due to a required court appearance or participation in court-ordered activities, including but not limited to family visitation or therapy. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Waiver of Fees

The school or district in which a student in out-of-home placement is enrolled shall waive all fees that would otherwise be assessed against the student, including but not limited to any general fees, fees for books, fees for lab work, fees for participation in in-school or extracurricular activities, and fees for before-school or after-school programs.

The school or district shall not limit the opportunity of a student in out-of-home placement to participate in in-school and extracurricular activities and before-school and after-school programs due to waiver of participation fees.

Approved: August 18, 2010

Amended: March 8, 2011

Admission of Nonresident Students/Tuition Charges

The parents or guardians of Colorado students who are not residents of this school district shall not be charged tuition and shall be admitted in accordance with the policy on inter-district choice/open enrollment.

The district may enter into a written agreement with any student's district of residence under which the district of residence agrees to pay tuition to allow the student to attend school within the district.

When a nonresident student with a disability enrolls and attends school in this district, the student's district of residence shall be responsible for paying the tuition charge for educating the student in accordance with state laws and regulations. The amount of the tuition shall be determined pursuant to the guidelines developed by the Colorado Department of Education.

Out-of-state students who wish to attend school in this district shall be charged tuition in accordance with the rates adopted by the Board on an annual basis.

The superintendent shall present to the Board for its consideration any request from parents or legal guardians for exceptions to this policy.

Adopted: November 16, 1988
Amended: August 19, 1993
Revised: July 20, 1994
Revised: January 18, 1995
Revised: November 18, 1998

LEGAL REFS.: C.R.S. 15-14-104 (delegation of custodial power)
C.R.S. 22-1-102 (2)
C.R.S. 22-20-109
C.R.S. 22-23-105 (residence of migrant children)
C.R.S. 22-32-113 (1)(b),(c)
C.R.S. 22-32-115
C.R.S. 22-32-116
C.R.S. 22-33-103
C.R.S. 22-33-106 (3)
C.R.S. 24-54-109

CROSS REF.: JFABD, Admission of Homeless Students
JFBB, Inter-District Choice/Open Enrollment

Admission of Non-immigrant Foreign Students

The district recognizes the educational and cultural value of international exchange programs and foreign exchange students and authorizes the admission of a limited number of non-immigrant foreign exchange students to the regular educational programs offered in the district's schools. To protect the interests of the district, its schools and students, only foreign exchange students from approved exchange programs and students privately sponsored by district residents will be admitted.

Approved exchange programs are those designated by the United States Information Agency. Foreign exchange students admitted as part of an approved program are considered wards of the families with whom they reside.

Privately sponsored foreign exchange students may be enrolled if an adult resident of the district has been given temporary guardianship and the student lives in the home of that guardian and if the student meets all legal requirements for a student visa.

This policy and the accompanying regulation apply to non-immigrant foreign students who temporarily reside within the district's boundaries without their parents/legal guardians for the purpose of attending school. These students are those who qualify for a J-1 visa or an F-1 visa under the regulations of the United States Department of Justice, Immigration and Naturalization. This policy and accompanying regulation do not apply to resident aliens, political exiles, or students from other countries residing within the district's boundaries with their parents/legal guardians. Students in the United States on a visitor visa are not entitled to enroll in the schools of this district.

Foreign students on an F-1 visa may only attend secondary schools within the district and are required by law to pay the district for the full, unsubsidized per capita cost to the district for providing education to the student for the period of his/her attendance. The period of attendance may not exceed 12 months.

Foreign students on a J-1 visa are not required by law to pay tuition.

Adopted: August 15, 1990
Revised: February 17, 1999

LEGAL REF.: 8 USC 1184
8 USC 1101(a)(15)(F)(i)

CROSS REF.: JFAB, Admission of Nonresident Students/Tuition Charges

Plateau Valley School District 50, Collbran, Colorado

Admission of Non-immigrant Foreign Students

Academic Requirements

No student will be admitted who has already graduated from the equivalent of the 12th grade or who will reach the age of 21 years on or before September 15 of that school year.

The student must have average or above-average grades in school at home and must not require special education services in order to function in the regular academic program.

The student must have sufficient knowledge of the English language to enable effective oral and written communication and to function in a regular educational setting without special assistance. If a student's English proficiency is found to be insufficient to function in the regular instructional program without special assistance, the exchange program or private sponsor must provide a tutor or make other educational arrangements for the student at their expense. If the program or sponsor fail to do so, the student will be withdrawn and INS will be notified.

The district will not provide foreign students with admission to special education programs, English as a Second Language programs, post secondary options, or other special programs.

Students are expected to take five classes per term including one language arts or English class and one American history or government class and are expected to maintain passing grades in all passes.

General Requirements

Foreign students will be treated as regular students. They are responsible for complying with all district policies and regulations.

Foreign students are expected to pay for all lunches, books, athletic and student activity fees and other fees, yearbook costs, and all other expenses normally borne by students in the district. Foreign students are not entitled to free or reduced prices for lunches.

The eligibility requirements of the Colorado High School Activities Association will be followed. Accordingly, foreign students sponsored by an approved program may participate in organized sports, while those sponsored by a private sponsor may not.

The sponsor, host family and local program representative must maintain personal contact with the school, must be available and willing to meet with school personnel when problems or circumstances require and must assume full and final responsibility for resolving problems including the early return of the student if personal, family or school difficulties cannot be resolved.

Plateau Valley School District 50, Collbran, Colorado

If a student's grades, attendance, conduct or discipline are deemed unsatisfactory by the school, the student may be withdrawn and INS will be notified.

Admissions Process

Approvals for admission must be obtained from the district between April 15th and July 31st for the following school year or between October 15th and December 15th for the second semester, except under unusual circumstances.

All applications will be screened by the superintendent or designee before they are forwarded for review and approval of the principal of the school where admission is being requested.

The student must attend the school in the attendance area in which the host family or sponsor lives, unless an appropriate transfer is approved by the district. Should a large number of foreign students be scheduled for a particular school, a transfer to another school may be recommended by the district in order to create a balance in foreign student enrollment.

Upon the student's arrival in the district, the adult sponsor (host family and/or local representative of the exchange program) and student must come to the school to complete the enrollment process. Students must arrive in sufficient time for attendance on the first day of school.

Students requesting admission must submit:

1. Birth certificate or other proof of age.
2. Recent official transcript with English translation reflecting courses taken and grades earned.
3. Records showing required immunizations.
4. Evidence of medical insurance that will cover the student while residing in the district.
5. A letter of application written in English by the student that provides pertinent information about the student, including student's name, age, birth date, home address and phone number, level of education, reasons for wanting to attend school in the district and the projected duration of enrollment.
6. The names, addresses and phone numbers of the exchange student's own parents/guardians, the host family, and the local exchange program representative.

7. Proof of English proficiency, including evidence that the student has successfully completed a minimum of three years of instruction in English and a letter of recommendation from the English language teacher documenting the level of proficiency or evidence that the student has passed a test of English language proficiency, such as the SLEP, TOEFL, or FSI.
8. A notarized temporary custody agreement between the student's parents and the host family and/or exchange program.

Private sponsors must submit:

- a. Proof of residence; or
- b. Affidavit of support, including the following supporting evidence:

A statement from an officer or bank or other financial institution in which deposits are recorded giving details regarding the date the account was opened, the total amount deposited during the past year, and the present balance.

A statement from the employer on letterhead stationery showing the date and nature of employment, the salary paid, and whether the position is temporary or permanent.

If self-employed, a copy of the last income tax return filed.

Foreign Students Sponsored by an Approved Program (J-1 Visa)

Only programs designated by the United States Information Agency will be considered for placement of foreign students on J-1 visas.

The program must have a local representative residing in or near the district who will meet with the student, host family, and school personnel on a regular basis.

Orientation, both pre-departure and upon arrival in the United States, must be provided to help foreign students adjust to a new culture. Ongoing contact and support from the local representative of the exchange program must also be provided.

Orientation must be provided to the host family in advance of the foreign student's arrival. The family should be acquainted with the needs and requirements of housing a visitor for a long period of time, advised of potential problems in hosting a foreign student and provided with suggestions for coping with these problems. Ongoing contact and support from the local representative of the exchange program must also be provided.

Foreign students on J-1 visas are not subject to tuition.

Plateau Valley School District 50, Collbran, Colorado

Foreign Students Sponsored by Relatives or Friends (F-1 Visa)

Pursuant to federal law, only high school students are eligible for F-1 visas. A student may receive F-1 status for no more than twelve (12) months in a public school system. The student must have reimbursed the school district in advance for the full, unsubsidized cost of educating the student. This amount will be determined annually by the superintendent or designee.

Payment of tuition must be in a certified or cashier's check in U.S. currency payable to the district. Should a student not be able to obtain a visa or not attend for some other reason, the tuition will be refunded in full. Should a student attend for less than a full school year, tuition will only be refunded if a true hardship situation is demonstrated.

The private sponsor assumes parental responsibility including financial obligations while the foreign student is in attendance. The sponsor must demonstrate the ability to support the student prior to the issuance of the I-20.

Approved: January 20, 1999

Homeless Students

It is the Board's intent to remove barriers to the enrollment and retention of homeless students in school in accordance with state and federal law. The district shall take reasonable steps to ensure that homeless students are not segregated or stigmatized and that decisions are made in the best interests of the student.

Each homeless student shall be provided services for which the student is eligible, comparable to services provided to other students in the school, regardless of residency, including transportation services, education services, career and technical education programs, gifted education programs, and school nutrition programs.

Homeless students shall be provided access to education and other services that they need to ensure that they have an opportunity to meet the same student performance standards to which all students are held. All educational decisions shall be made in the best interests of the student.

The district shall coordinate with other districts and with local social services agencies and other agencies or programs providing services to homeless students as needed.

The superintendent shall designate at least one staff member in the district to serve as the homeless student liaison and fulfill the duties set forth in state and federal law.

Decisions on enrollment and transportation for homeless students shall be made in accordance with this policy's accompanying regulation.

Adopted: July 20, 1994
Amended: October 18, 1995
Amended: September 16, 1998
Amended: May 20, 2015

LEGAL REFS.: 42 U.S.C. §11431 *et seq.*
C.R.S. 22-1-102.5
C.R.S. 22-32-109 (1)(dd)
C.R.S. 22-33-103.5
C.R.S. 26-5.7-101 *et seq.*

Inter-District Choice/Open Enrollment

The Board recognizes that students may benefit from having a choice of schools to attend within the public school system that is not limited by school district boundaries.

Nonresident students from other school districts within the state who are accepted pursuant to the regulations approved by the Board may enroll in particular programs or schools within this district on a space-available basis without payment of tuition, except as otherwise provided by law.

In providing for admission of nonresident students, the school district shall not:

1. Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.
2. Establish and offer any particular program in a school if such program is not currently offered 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.
4. Enroll any nonresident student in any program or school after the pupil enrollment count day.

Before considering requests for admission from nonresidents, priority shall be given to resident students who apply under the district's open enrollment/transfer plan.

Any student enrolled pursuant to this policy shall be allowed to remain enrolled in the school or program through the end of the school year unless overcrowding or other undesirable conditions develop, as described in the accompanying regulation.

Students granted permission to attend a school pursuant to this policy shall have the same curricular and extracurricular status as all other students attending the school, as determined by applicable law, bylaws of the Colorado High School Activities Association and the district's eligibility requirements.

Transportation

Transportation for students granted permission to enroll pursuant to this policy shall be furnished by their parents/guardians to a designated vehicle stop within the district if arrangements can be made to have the student ride on a district bus without disruption of regular routes and loading areas (not including special education buses and routes).

Homeless students and students with disabilities shall be transported, as necessary, in accordance with state and federal law. Buses from this district may enter the student's district of residence to pick up or deliver the student only with specific permission of the Board of Education of the district of residence.

Nondiscrimination

The Board, the superintendent, other administrators and district employees shall not unlawfully discriminate based on a student's race, color, national origin, ancestry, creed, sex, sexual orientation, religion, marital status, disability or need for special education services in the determination or recommendation of action under this policy.

Special Education

Requests from the parents/guardians of special education students for admission shall be considered in accordance with applicable state and federal laws. The student's current Individual Education Program (IEP) shall be used to determine if the requested school or program can meet the student's needs. Once the student is admitted, the district shall conduct a staffing to update the IEP.

Adopted: April 18, 2001
Amended: November 14, 2012
Amended: July 17, 2013
Amended: October 16, 2013

LEGAL REFS.: C.R.S. 15-14-105
C.R.S. 19-1-115.5
C.R.S. 22-1-102(2)
C.R.S. 22-20-106
C.R.S. 22-20-107.5
C.R.S. 22-20-109
C.R.S. 22-32-109(1)(II)
C.R.S. 22-32-113(1)(c)
C.R.S. 22-32-115
C.R.S. 22-32-115(2)(b)
C.R.S. 22-32-115(4)(a)
C.R.S. 22-32-116
C.R.S. 22-33-103
C.R.S. 22-33-106(3)
C.R.S. 22-36-101 *et seq.*
C.R.S. 22-54-103(10.5)

CROSS REFS.: JF-R, Admission and Denial of Admission
JFAB/JFABA, Admission of Nonresident Students/Tuition Charges
JFABD, Enrollment of Homeless Students
JFBA, Intra-District Choice/Open Enrollment
JJJ, Extracurricular Activity Eligibility

Inter-District Choice/Open Enrollment

The district will consider admission requests from Colorado students who do not reside within the boundaries of the school district but who wish to attend a particular school or program within the district in accordance with the following regulations:

1. Determination of Residency

Any questions about a student's residency status must be resolved prior to application for admission. These regulations apply to all Colorado students who do not reside within the boundaries of the school district.

2. Requests for Admission

Requests for admission as a nonresident student must be initiated by the parent/guardian by filing the approved form with the principal of the school which the student wishes to attend (receiving school) prior to the start of school for enrollment in the following academic year.

Forms will be available in every school building and in the central administrative office. The principal will explain to the parent/guardian the procedures used to process admission requests.

Students must submit an admission request in accordance with these regulations for each school or program requested within the district. Each principal will maintain a file of all enrollment requests received from nonresidents. A copy will be forwarded to the central office for district-wide data collection purposes.

The receiving school principal will make the decision as to whether an application is accepted or rejected based on criteria established in state law and Board policy and regulations. The receiving school principal will be responsible for notifying the parent/guardian and student of approval or disapproval of an admission request no later than the September regular Board meeting.

Approval of a request to enroll in the district will be conditioned on compliance with each of the following:

- a. Actual enrollment and attendance prior to the pupil enrollment count day of the following academic year.
- b. Satisfaction of all district requirements for admission.

In the event any information is falsified or withheld from the district during the admission process, approval for admission will be withdrawn.

Those students who apply for admission who are not accepted at the time of application will be placed on a waiting list in the order in which the applications are received and will be

considered for approval at a later date if space becomes available. The waiting list will be maintained until the end of school each year, after which a new listing will be developed for the next 12 months.

3. Grounds for Denial of Admission

A request for admission may be denied at any time if:

- a. There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for admission to the program or school.
- b. The school requested does not offer appropriate programs for the student, is not structured or equipped with the necessary facilities to meet the student's special needs or does not offer the particular program requested.
- c. The student does not meet the established eligibility criteria for participating in a particular program including age requirements, course prerequisites and required levels of performance.
- d. A desegregation plan is in effect for the school district, and denial is necessary in order to enable compliance with the desegregation plan.
- e. The student has been expelled from any school district during the preceding 12 months.
- f. The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel including but not limited to behavior that has resulted in an out-of-school suspension.
- g. The student has graduated from the 12th grade of any school or is in receipt of a document evidencing completion of the equivalent of a secondary curriculum.

4. Criteria to Determine Availability of Space or Teaching Staff

Enrollment requests are subject to space availability in the school requested contingent upon district class size guidelines and subject to availability as determined by the receiving principal taking enrollment projections into consideration. Students whose enrollment requests have been approved will be assigned to classrooms on the basis of available staff and support services as well as the best use of classroom space.

Requests for enrollment in particular programs will take into consideration the applicant's qualification for the program.

Admission granted to one child in a family will not necessarily support enrollment of another child in the family.

5. **Eligibility for Activities**

Eligibility for participation in extracurricular and interscholastic activities will be determined in accordance with applicable law, bylaws of the Colorado High School Activities Association and the district's eligibility requirements.

6. **Continuing Enrollment Criteria**

Any student enrolled pursuant to these procedures and accompanying Board policy shall be allowed to remain enrolled in the school or program through the end of the school year unless the student is expelled from the school or program or the district determines that the student's application contained material misstatements or omissions.

Permission for a nonresident student to attend a district school may be rescinded at the end of the school year if the school's growth in enrollment due to an increase in students living in the school's boundary results in inadequate space or resources for enrolled students. In such cases, the enrollment of nonresident students will be rescinded for particular schools or programs.

Any nonresident student may be denied enrollment for the next school year if, due to a change in circumstances, the school would be required to add programs, space or teaching staff or make an alteration to facilities or equipment in order to serve the student or the student no longer meets the established eligibility criteria for the school.

7. **Appeal Procedure**

Should a request for open enrollment be denied, the parent/guardian will be advised by the principal that they may appeal the denial by contacting the superintendent.

The principal shall submit the reason for denial of the request, and the parent/guardian's request, to the superintendent. The superintendent will review the parent/guardian request and the principal's decision and then make a determination.

Upon request of either the principal or the parent/guardian, the superintendent will review the decision of the administrator. The superintendent's decision shall be final.

Adopted: January 16, 2013
Amended: July 17, 2013
Amended: October 16, 2013
Amended: October 19, 2017

Student Withdrawal from School/Dropouts

The Board recognizes and promotes the importance of obtaining a high school diploma, as a diploma assists students to lead healthy and productive lives after graduation. Those youth who withdraw from school and prepare to face life with less than a high school education will have a much more difficult time entering the workforce or pursuing other goals. Therefore, the Board strongly urges every teacher, guidance counselor, principal, parent and citizen to exert all the influence which he/she can command to keep all district students in school through high school graduation.

Principals, teachers and guidance counselors are encouraged to make dropout prevention a priority through personal contacts with students and specialized programs. The goal is to enable those students who are considering dropping out or have dropped out of school to return and resume their programs with a minimum degree of disruption.

To emphasize the importance of a high school diploma and to encourage students to reconsider their decision to withdraw from school, the district shall notify the student's parent/guardian in writing, when the district has knowledge that a student has dropped out of school. Such written notification shall be in accordance with this policy's accompanying regulation. For purposes of this policy, "dropout" shall mean any student included in the district's "student dropout rate," as defined by the rules of the State Board of Education.

Adoption date: August 18, 2010

Amended: October 16, 2013

LEGAL REFS.: C.R.S. 22-2-114.1 (*dropout rate reporting*)
C.R.S. 22-14-108 (*written notice of dropout status*)
C.R.S. 22-32-118.5 (*intervention strategies for students in grades 6-9 at risk of dropping out*)
C.R.S. 22-33-104 (*compulsory school attendance*)
C.R.S. 22-33-203 and 204 (*services for expelled and at-risk students*)
C.R.S. 22-35-109.5 (*dropout recovery programs*)
1 CCR 301, Rule 13.01 (*definition of "student dropout rate"*)

CROSS REF.: IKF, Graduation Requirements

NOTE 1: Districts may enter into an agreement with a community college or junior college to operate a dropout recovery program. C.R.S. 22-35-109.5 (3). Students at risk of dropping out of high school or who have dropped out of high school may enroll in college courses and receive credit toward completion of high school graduation requirements by participating in a dropout recovery program.

NOTE 2: State law requires local boards of education to consider adopting procedures to review relevant data of students in grades six through nine who are demonstrating behaviors that indicate the student is at greater risk of dropping out. C.R.S. 22-32-118.5(2)(a). Once a student is identified, the procedures may specify that the school shall provide “appropriate interventions” such as counseling, tutoring, parent engagement and developmental education services. C.R.S. 22-32-118.5 (2)(b).

Student Withdrawal from School/Dropouts

When a student is identified by the staff as a potential or immediate dropout, the following procedure is to be implemented:

1. The student and a school counselor will meet for the purpose of discussing the reason(s) for leaving school and the student's plans for the future.
2. The counselor and the student's teachers will meet to discuss the student's present scholastic standing.
3. The student, his/her parents, guardian or legal custodian, the counselor and the principal or designees will review all pertinent information and give their recommendations.

If, after the above procedure has been followed, the student remains firm on his/her intention to leave school, a final meeting will be scheduled between the student and the counselor to discuss those educational and occupational alternatives available to the student. The discussion will include, but not be necessarily limited to, the following subjects: (1) equivalency diploma; (2) adult education classes; (3) correspondence courses; and (4) available skill training programs. In addition, work-study programs will be explored.

When the student has been a dropout for 10 school days, an attempt shall be made by the school counselor to meet with the student and the student's parent(s)/legal guardian/custodian for a re-evaluation of the student's decision to leave school, with the option offered to return to school at this time as a student in good standing, depending upon the student's willingness to make up missed scholastic assignments.

When a student has been a dropout for 15 school days, the principal or designee shall send a written notice to the student's parent(s)/legal guardian/custodian. At a minimum, the written notice shall include notification of the student's dropout status and an explanation of the educational alternatives available to assist the student in re-engaging in school. Such written notice shall be sent even if the student is not subject to the compulsory attendance laws, i.e., those students 17 years of age or older. The written notice may also include, but not be limited to, an encouragement that the student return to school; an explanation of the long-term ramifications to the student of dropping out of school; and the availability of services for at-risk students, such as counseling services, drug or alcohol addiction treatment programs, and family preservation services. The written notice shall be sent within 5 school days after the student has been a dropout for 15 school days.

All efforts possible will be extended in an attempt to retain students in school and assist them in earning a high school diploma

Adoption date: July 28, 2010

Plateau Valley School District 50, Collbran, Colorado

Student Absences and Excuses

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.

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

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.

Excused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged 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 pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused.

The administration shall develop regulations to implement appropriate penalties.

Students and parents/guardians may petition the Board of Education for exceptions to this policy or the 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.

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

Chronic Absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has ten (10) total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent".

If a student is identified as "chronically absent" the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to goals, behavioral objectives, available resources, strategies, and specifically how the resources can be used to set the objectives in motion to achieve the plan goal. When practicable, the student's parent/guardian shall participate in the development of the plan.

Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parent's guardians to compel the student's attendance in accordance with state law.

Make-up Work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be one (1) day allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

Unless otherwise permitted by the building administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Tardiness

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

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

Current practice codified 1983

Adopted:	Date of manual adoption
Revised:	September 17, 1986
Revised:	March 20, 1991
Revised:	November 17, 1993
Revised:	March 22, 1995
Revised:	July 21, 1999
Revised:	July 19, 2000
Revised:	September 19, 2006
Revised:	August 18, 2010
Revised:	November 14, 2012
Revised:	October 16, 2013

LEGAL REFS.:	C.R.S. 22-14-101 <i>et seq.</i> (dropout prevention and student re-engagement) C.R.S. 22-32-109 (1)(n), (length of school year, instruction & contact time) C.R.S. 22-32-109.1 (2)(a) (conduct and discipline code) C.R.S. 22-32-138 (6) (excused absence requirements for students in out-of-home placements) C.R.S. 22-33-101 <i>et seq.</i> (School attendance law of 1963) C.R.S. 22-33-105(3)(d)(III) (opportunity to make up work during suspension) C.R.S. 22-33-108 (judicial proceedings to enforce school attendance laws) C.R.S. 22-33-203 (educational alternatives for expelled students and determination of credit) 1 CCR 301-78 Rules 1.00 <i>et seq.</i> (standardized calculation for counting student attendance and truancy)
CROSS REFS.:	IC/ICA, School Year/School Calendar JEA, Compulsory Attendance Ages JF-R, Admission and Denial of Admission (Procedures for Students in Out-of-Home Placement) JFC, Student Withdrawal from School/Dropouts JHB, Truancy JK, Student Discipline JKD/JKE, Suspension, Expulsion of Students JLIB, Student Dismissal Precautions

Note: State law provides that court proceedings to compel compliance with the compulsory attendance law shall only be used as a last-resort approach for addressing the problem of truancy. The district shall first have attempted other options for addressing truancy that employ best practices and research-based strategies to minimize the need for court action. Before initiating court proceedings, the district shall provide written notice to the student and his or her parent that the district will initiate court proceedings if the student doesn't comply with the compulsory attendance law. C.R.S. 22-33-108(5).

Student Absence and Excuse Procedures

Research supports that, for the vast majority of students, there is a direct correlation between attendance and achievement.

Continuing education and employment marketplace profiles place a high value on attendance and consistently list attendance as a requirement for success in both environments.

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

Each year the Board establishes the school attendance period by adopting a school calendar. Secondary students are required to be in attendance at least 1056 hours and elementary students 968 hours during each school year.

Attendance Process and Procedures

For the purpose of this regulation, “excused absence” shall be defined by C.R.S. 22-33-104 and Plateau Valley School District 50 Policy JH.

- A. Students who miss class for school-sponsored activities will not be listed as “absent” and may make up all work missed.

A written note from parents must be presented to the office upon the student’s return to school in order for an absence (other than a school-sponsored activity) to be excused. Work due for an excused absence may be made up without penalty. A reasonable time limit will be set (generally not to exceed two days for each day of absence) for make up work to be turned in. Special arrangements with teachers may be made if circumstances warrant. Long-term absences should be prearranged and school work completed prior to the absence. Students may be asked to do make up time until class work is completed. Teachers may accept substitute work for classroom time missed.

- B. Absenteeism will be recorded by class periods in grades 6-12, twice daily in grades 1-5, and once daily in preschool and kindergarten.

Please Note: Items C,D, and E apply to secondary students (grades 6-12) only

- C. If a student in grades 6-12 has ten (10) or more unexcused absences during the school year or four (4) unexcused absences per quarter, s/he must make up the time missed beyond the ten (10) unexcused absences during the school year or four (4) unexcused absences per quarter, or s/he will not receive credit for her/his classes.

Plateau Valley School District 50, Collbran, Colorado

- D. A student may make up time missed on an hour-by-hour basis.
- E. If a student “owes” time at the end of the quarter, s/he must make up the time within ten (10) school days.
- F. Attendance is the responsibility of students and parents; however, the school will make every reasonable effort to communicate with parents and students when problems arise or an unexcused absence is given.

The administration may impose additional requirements on students who accumulate an excessive number of excused absences, under the authority of the principal to prescribe appropriate documentation for approval or non-approval of student absences. These may include, but are not limited to:

- 1. Requiring a doctor’s excuse to have an illness excused.
- 2. Requiring all absences other than illness to be pre-approved by the principal.
- 3. Requiring telephone contact with the school office by 10 A.M. on the day of the student’s absence.

- G. Students and their parents will be notified when four (4) unexcused absences in a quarter and ten (10) unexcused absences in a school year have been recorded. Each notice will include an opportunity for the student and parents to review the record and verify its accuracy. If the record is believed to be inaccurate, the student and/or parents may present evidence to support their belief.
- H. A students who suffers an illness, confirmed by a physician, that will keep him/her from attending school for more than the four (4) days per quarter or ten (10) days per school year allowed under this procedure, may receive the services of a home-bound instructor and will not be required to make up time missed while receiving those services.
- I. Administration will continue to use current policy when dealing with the issues of truancy (a student who is absent without the knowledge of the parent or school), tardiness, and suspension. A student who receives out-of-school suspension for disciplinary reasons shall be considered as excused absent, and that absence will be treated like any other for the purposes of this policy.

Tardies

Tardiness is defined as the appearance of a student after the scheduled time that class begins. Penalties for tardies shall be determined by individual classroom teachers. Each teacher will have a classroom practice approved by the building principal. Teachers shall provide a written copy to parents.

Parents/guardians shall be notified of all detention for tardies.

IN ADDITION TO THE FOREGOING, TRUANCIES OR TARDINESS MAY BE GROUNDS FOR SUSPENSION AND/OR EXPULSION.

Current practice codified 1983

Adopted: Date of manual adoption

Revised: September 17, 1986

Revised: March 20, 1991

Revised: November 17, 1993

Revised: March 22, 1995

Revised: July 21, 1999

Revised: June 21, 2000

Revised: September 19, 2006

LEGAL REFS.: C.R.S. 22-2-114.1 (3)(a)
C.R.S. 22-32-109(1)(n),(w)
C.R.S. 22-33-101 *et seq.*

CROSS REFS.: IC/ICA, School Year/School Calendar
JEA, Compulsory Attendance Ages
JHB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLIB, Student Dismissal Precautions

Truancy

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

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

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. When practicable, the student’s parent, guardian or legal custodian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the student’s truancy.

Penalties

In accordance with the law, the district may impose appropriate penalties that relate directly to classes missed while truant.

The administration shall develop regulations to implement appropriate penalties for truancy.

Adoption date: August 18, 2010

Amended: October 16, 2013

LEGAL REFS.: C.R.S. 22-14-101et seq. (*dropout prevention and student re-engagement*)
C.R.S. 22-33-104 (*compulsory school attendance*)
C.R.S. 22-33-105 (*suspension/expulsion*)
C.R.S. 22-33-107 (*enforcement of compulsory school attendance*)

Plateau Valley School District 50, Collbran, Colorado

File: JHB

C.R.S. 22-33-108 (*judicial proceedings to enforce school attendance laws*)
1 CCR 301-78 Rules 1.00 *et seq.* (*standardized calculation for counting student attendance and truancy*)

CROSS REFS.: IHBG, Home Schooling
JEA, Compulsory Attendance Ages
JFC, Student Withdrawal from School/Dropouts
JH, Student Absences and Excuses

Open/Closed Campus

Students must have a blue pass signed by the principal or his/her designee to leave the school for any purpose except at the end of the school day. Any student entering or leaving the building after the morning tardy bell must notify the front office. Students must not leave the school grounds at lunch.

Adopted: Date of manual adoption
Current practice codified 1983

LEGAL REFS.: C.R.S. 22-32-109(1)(w)
 C.R.S. 22-32-120(3)

Exclusions and Exemption from School Attendance

Denial of Admission

The Board of Education or the superintendent may deny admission to the schools of the district for cause. The grounds for denial of admission shall be those established by law. (See Exhibit JHD-E.)

Students who were expelled from any school district during the preceding 12 months or whose behavior during the preceding 12 months in another school district was detrimental to the welfare or safety of other students or school personnel may be denied admission.

The Board shall provide due process of law to students and parents through written procedures consistent with law for denial of admission to a student.

The policy and procedures for denial of admission shall be the same as those for student suspension and expulsion inasmuch as the same section of the law governs these areas.

Exemptions from Attendance

A child may be exempt from school attendance as allowed by law.

Current practice codified 1983

Adopted: Date of manual adoption

Revised: December 15, 1998

LEGAL REF.: C.R.S. 22-33-104 through 22-33-109

CROSS REFS.: IHBA, Special Education/Programs for Handicapped/Disabled
Exceptional Students
JEA, Compulsory Attendance Ages
JEB, Entrance Age Requirements
JK-2, Discipline of Students with Disabilities
JLC, Student Health Services and Requirements
JLCB, Immunization of Students

Plateau Valley School District 50, Collbran, Colorado

Students Rights and Responsibilities

STUDENTS' RIGHTS

- | | | |
|----|--|---|
| 1. | RIGHT TO AN EDUCATION | You have a right to take part in all programs without regard to race, creed, color, sex, or national origin. |
| 2. | RIGHT TO FREEDOM OF EXPRESSION AND PUBLICATION | You have a right to express your opinions in any way that is fair. You must sign written opinions. |
| 3. | RIGHT OF DISSENT | You have the right to disagree. When you disagree, you must respect the rights of others. |
| 4. | RIGHT TO PETITION | You have the right to ask for changes by writing a letter to the administration or teacher. |
| 5. | FREEDOM FROM UNREASONABLE SEARCHES & SEIZURES | You have the right to privacy. No one can search or take things that belong to you unless there is an emergency or a good reason. If you are not present, you must be told as soon as possible that things that you own have been searched or taken. (Lockers in the school are school property.) |
| 6. | THE RIGHT TO DUE PROCESS | You have the right to know about any charges made against you. You have the right to explain what happened and why. Any final records must state whether or not the charges were proven. |
| 7. | RIGHTS WHEN QUESTIONED BY THE POLICE | The administration has the right to allow police with a warrant to search or arrest you. It is up to the administration if this is to be allowed if there is not a warrant. Officials from public and private agencies must have the approval of your parents or guardian to talk with you at the school. The administration must be present when you are questioned. |

8. STUDENT CLOTHING

You have the right to choose your style of clothing. Your right may be denied when the style that you select presents a safety or health hazard, or interferes with learning.

RESPONSIBILITIES OF STUDENTS

1. STUDENT CONDUCT

- Students should take care of school property and ASSUME financial responsibility for any damage, including books.
- Students will walk in the halls.
- Students will not throw snowballs or any foreign objects anywhere on school property.
- Students will not scuffle (pushing, shoving, wrestling in halls or classrooms), swear, abuse school or personal property, or express physical affection beyond hand holding.
- Students are to remain in their classroom until the end of each period unless permission has been granted by their teacher in the form of a pass.
- Students will not carry or use tobacco or chew while on school grounds. Students found in violation may be suspended a minimum of three (3) days.
- Students are not to carry, use or be on school grounds after use of alcoholic beverages or other illegal drugs. Students found in violation may be suspended a minimum of three (3) days.
- Students will act in a way that will help you and others to learn.
- Students will come to school and classes on time.
- Students will treat others in a way that will not hurt them.
- Students will be polite to all teachers, administrators, aides, secretaries, janitors, cooks and other school workers.
- No firearms or any other type of explosive devices is permitted on school grounds

2. Motor Vehicles

- Any student making a trip on a bus will return on the same bus unless prior arrangements are made through the administration or sponsor by your parent (note or phone call).
- Students who do not follow all the rules established on extra-curricular trips may be excluded from any future trips for the remainder of the school year.
- Students who drive their own vehicles to school are to leave them parked.
- Students are not to be in their cars during school hours or at noon without permission from the administration.
- Students will not drive carelessly on the school grounds (driving fast, spinning tires, answering from one side to another, etc.)

3. Academics

- Students will be expected to fully complete all assignments neatly and hand them in on time.
- Students are responsible for getting assignments, completing any make-up work and turning it in on time.
- Students will be in attendance at all school assemblies unless they gain permission for absence from the administration and parent (note or phone call)
- Students bringing guests must have administration and teacher approval one day in advance.
- Students may not change classes after the first (5) days of the semester.

4. Activities

- Students attending extra-curricular activities should keep in mind that all student responsibility rules always apply.
- Use of school facilities by students is not permitted unless a faculty sponsor is present.

- Each class may have one party per semester.
- Class meetings may be called only after arrangement with class sponsors and proper notification of the meeting on the weekly schedule of activities.
- Class activities must be scheduled through the class sponsor and the administration.
- High school parties are limited to Plateau Valley High School students and their dates (Outside dates must be registered and approved by the administration.
- Middle school class parties are limited to class members only.
- No Sunday activities may be planned.

Adopted: April 18, 1984

Student Due Process Rights

One of the fundamental rights of an American citizen is the right of due process law. It is the policy of the Board to recognize this fundamental right in conduct of its affairs in relationships with students, employees and citizens. Accordingly, the Board will extend the following elements in such relationships.

1. Appropriate notice of any matter under consideration affecting rights or governing conduct.
2. Availability of appropriate hearing.
3. Timely notice of the nature and content of the matter.
4. Timely notice of the time and place of discussion.
5. Ample opportunity to discuss the matter, to ask questions and to present evidence.
6. Ample opportunity to cross examine witnesses, if any, and to offer rebuttal.

Current practice codified 1983
Adopted: Date of manual adoption

Student Involvement in Decision Making/Student Government

Students are in a unique position to make positive contributions to the improvement of the educational program and to the operation of a more effective school system.

Therefore, it is the Board's belief that students, in keeping with their level of maturity, should be encouraged to participate in the development of policies, regulations and procedures which affect them. Their participation in decision making shall be considered part of the educational process.

As appropriate to the age of students, class or school organizations and school government organizations such as student councils and a student board of education may be formed to offer practice in self-government and to serve as channels for the expression of student ideas and opinions.

The Board shall take into consideration student opinions in establishing policies which directly affect student programs, activities, privileges and other areas of student sensitivity.

Students shall be welcomed at Board meetings and granted privileges of speaking in line with such privileges extended to the general public.

Current practice codified 1983

Adopted: Date of manual adoption

Student Conduct

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

All Board-adopted policies and Board-approved regulations containing the letters "JIC" in the file name constitute the conduct section of the legally required code.

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

The conduct and discipline code shall be provided to each student upon enrollment in elementary, middle and high school. The district shall take reasonable measures to ensure each student is familiar with the code. Copies shall be posted or kept on file in each school of the district. In addition, any significant change in the code shall be provided to students 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 district property, and the rights and welfare of other students and staff. 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 conduct and discipline code.

Adopted:	Date of manual adoption
Amended:	September 15, 1993
Amended:	December 13, 2000
Amended:	August 18, 2010
Amended:	August 15, 2012
Amended:	October 16, 2013

LEGAL REFS.: C.R.S. 22-11-302(1)(f) (district accountability committee shall provide input to the board regarding the creation and enforcement of the conduct and discipline code)

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

C.R.S. 22-32-109.1 (2)(a) *(school district shall take reasonable measures to familiarize students with the conduct and discipline code)*

C.R.S. 22-33-106(1)(a-g) *(grounds for suspension, expulsion and denial of admission)*

CROSS REFS.: GBGB, Staff Personal Security and Safety
JIC sub codes (all pertain to student conduct)
JK, Student Discipline, and sub codes

Student Dress Code

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

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. In this case, there shall be no further penalty.

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 parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

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, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
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 including, but not limited to, the stomach, buttocks, back and breasts.
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:

- Refer to drugs, tobacco, alcohol or weapons
- Are of a sexual nature
- By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence or disruptive behavior
- Are obscene, profane, vulgar, lewd, or legally libelous
- Threaten the safety or welfare of any person
- Promote any activity prohibited by the student code of conduct
- Otherwise disrupt the teaching-learning process

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

Current practice codified 1983

Adopted: Date of manual adoption

Revised: July 18, 2001

Revised: September 21, 2011

Revised: November 14, 2012

Revised: October 16, 2013

LEGAL REF.: C.R.S. 22-32-109.1(2)(a)I(J)

CROSS REFS.:
IMDB, Flag Displays
JBB*, Sexual Harassment
JIC, Student Conduct
JICDA, Code of Conduct
JICF, Secret Societies/Gang Activity
JICH, Drug and Alcohol Involvement by Students
JICI, Weapons in School
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students

Student Dress Code

The following items are considered inappropriate attire for learning or interfere with learning.

- a) Hats
- b) Sweatpants
- c) Shorts
- d) No shoes
- e) Half shirts or shirts that expose the bare stomach
- f) Open mesh shirts worn without any undershirts that clearly visually expose bare chest or bare stomach.

Current practice codified 1983

Adopted: Date of manual adoption

Revised: April 18, 1984

Care of School Property by Students

Damage or misuse of school property will not be tolerated. The principal or superintendent shall assess charges for willful damage and the charges shall be paid promptly under the penalty of suspension for failure to make proper restitution. Among things covered under this policy, but not necessarily limited to this list, are:

1. Destruction of or damage to desks, chairs or building fixture of any kind.
2. Writing on or marring of desks, walls, floors, tables or other fixtures.
3. Defacing or staining of school property by chewing gum, careless disposition of candy or food or spillage of drinks.
4. Damage from standing or sitting on desk tops or tables.
5. Slamming or kicking locker doors or any other door or cabinet surface.
6. Littering, either inside or outside the building.
7. Destruction or misuse of or damage to textbooks, resource books, media center materials or equipment.

Current practice codified 1983

Adopted: Date of manual adoption

CROSS REFS.: ECAC, Vandalism
 JKD/JKE, Student Suspension/Expulsion

Care of Personal Belongings by Students

Students are cautioned not to bring large amounts of money or other valuable items to school. Students, not the school, are responsible for their personal property. Students who find lost articles are asked to bring them to the front office. Students shall check with the front office and the principal for lost valuables. In extraordinary circumstances, items of value may be checked in at the superintendent's office.

Current practice codified 1983

Adopted: Date of manual adoption

Student Conduct in School Vehicles

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

The operator of a school vehicle shall be responsible for safety of the students in the vehicle, both during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all rules concerning discipline, safety and behavior while riding in the school vehicle. It is the vehicle operator's duty to notify the supervisor of transportation and the principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to the student's parents/guardians, the principal may withhold from the student the privilege of riding in the school vehicle. Violation of district policies and regulations while in a school vehicle may also result in the student's suspension or expulsion from school, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Adopted: September 19, 1978
Revised: December 13, 2000
Revised: March 8, 2011
Revised: November 14, 2012
Revised: October 16, 2013

LEGAL REFS.: C.R.S. 22-32-109.1 (2)(a) (I)(B)
C.R.S. 42-1-102 (88.5)

CROSS REFS.: JIC, Student Conduct, and sub codes
JK, Student Discipline, and sub codes

Student Conduct in School Vehicles

Students shall observe the following rules while riding in school vehicles:

1. Once seated, students must remain seated in the school vehicle while it is in motion. No student shall try to board a school vehicle or leave a school vehicle until acknowledged by the driver, and under no condition while the school vehicle is in motion.
2. Students must never extend any part of their bodies out of a school vehicle window or door, nor shall any student throw any object from the school vehicle.
3. The use of tobacco products in a school vehicle is not permitted.
4. Students must never stand in the roadway or in any way harass or obstruct traffic while waiting for a school vehicle. Scuffling or pushing or shoving one another on or into the roadway while waiting for a school vehicle is prohibited.
5. When leaving a school vehicle, students must observe instructions from the driver.
6. Students must enter or leave a school bus only by the front door except in a dire emergency.
7. Students shall observe the same conduct as in the classroom.
8. Students shall be courteous and cooperate with the driver.
9. No profane language shall be used.
10. Students shall keep the school vehicle clean.
11. No eating or drinking shall be allowed in the school vehicle.
12. The school vehicle operator is authorized to assign seats.
13. Willful damage to school vehicles will be paid for by the person causing the damage.
14. The driver is responsible for the behavior of the students. Drivers will report infractions of rules to the transportation director. Second offenses may deny the student further school vehicle service.
15. Students will be taken to their designated stop once they board the school vehicle. If a student wishes to get off the school vehicle at any other stop, then a request must be made by the parent and approved by the principal or his/her designee, and a note from the office will be signed and must be given to the school vehicle operator.
16. Students wishing to ride a school vehicle other than their assigned school vehicle must have a request by their parents and a note approved and signed by the principal or designee before

boarding the school vehicle. The student will be denied this privilege in cases of overload of student school vehicle capacity.

17. Noise levels will be kept to a minimum.

Adopted prior to 1976

Revised to conform with practice: Date of manual adoption.

Revised: March 8, 2011

Code of Conduct

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off district property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to district property, or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property, or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. 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.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. Engaging in “hazing” activities, i.e., forcing prolonged physical activity, forcing 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.
8. Violation of the Board’s policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board’s policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm in accordance with federal law.

12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on non-discrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

Adopted: September 15, 1993
Amended: January 19, 1994
Amended: March 22, 1995

Amended: August 19, 1998
Amended: August 18, 1999
Amended: December 13, 2000
Amended: August 18, 2010
Amended: September 21, 2011
Amended: August 15, 2012
Amended: October 16, 2013

LEGAL REFS.: C.R.S. 18-3-202 *et seq.* (offenses against person)
C.R.S. 18-4-301 *et seq.* (offenses against property)
C.R.S. 18-9-124 (2)(a) (prohibition of hazing)
C.R.S. 22-12-105 (3) (authority to suspend or expel for false accusations)
C.R.S. 22-32-109.1 (2)(a)(I) (policy required as part of safe schools plan)
C.R.S. 22-32-109.1 (2)(a)(I) (A) (duty to adopt policies on student conduct, safety and welfare)
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)
C.R.S. 22-33-106 (1) (a-g) (grounds for suspension, expulsion, denial of admission)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
ADC, Tobacco-Free Schools
ADD, Safe Schools
ECAC, Vandalism
GBGB, Staff Personal Security and Safety
JBB*, Sexual Harassment
JIC, Student Conduct
JICA, Student Dress Code
JICC, Student Conduct in School Vehicles
JICDD*, Violent and Aggressive Behavior
JICDE*, Bullying Prevention and Education
JICF, Secret Societies/Gang Activity
JICH, Drug and Alcohol Involvement by Students
JICI, Weapons in School
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students

Discipline Enforcement Statement

- 1) Students are responsible for their own behavior with consistent guidance from parents, school staff, community, and peers.
- 2) Students will be worked with in a consistent manner to develop acceptable behaviors by holding them responsible for the consequences of their actions and by encouraging individual problem solving with appropriate guidance.
- 3) Students' actions will demonstrate a respect for the rights, dignity, and property of themselves and all others to maintain a safe, positive environment conducive to learning.

Adopted: January 19, 1994

Violent and Aggressive Behavior

The Board recognizes there are certain behaviors that, if tolerated, would compromise the learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension, and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. As appropriate and in accordance with applicable law and Board policy, students may also be referred to law enforcement authorities. At the district's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. The district may also conduct a threat assessment of the student.

Students shall immediately report questionable behavior or potentially violent situations to an administrator, counselor or teacher.

A staff member who witnesses or receives a report of a student's act of violence and aggression shall notify the building principal or designee as soon as possible.

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.

An act of violence and aggression includes but is not limited to the following behaviors:

1. Possession, threat with or use of a dangerous weapon – as described in the Board'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 (including by text, social media or other electronic means), at an individual, his or her family or a group.
4. Intimidation – an act intended to frighten or coerce someone into submission or obedience.
5. Extortion – the use of verbal or physical coercion in order to obtain financial or material gain from others.

6. Bullying – as described in the Board’s policy on bullying prevention and education.
7. Gang activity – as described in the Board’s secret societies/gang activity policy.
8. Sexual harassment or other forms of harassment – as described in the Board’s sexual harassment policy and nondiscrimination policy.
9. Stalking – the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance – a serious act or instance of defying or opposing legitimate authority.
11. Discriminatory slurs – insulting, disparaging or derogatory comments made directly or by innuendo regarding a person’s race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, disability, or need for special education services.
12. Vandalism – damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism – a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

Adopted: October 15, 2001
Amended: September 21, 2011
Amended: August 15, 2012
Amended: December 12, 2012
Amended: October 16, 2013
Amended: October 19, 2017

LEGAL REFS.: C.R.S. 22-32-109.1 (1)(b)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JBB*, Sexual Harassment
JICDA, Code of Conduct
JICDE*, Bullying Prevention and Education
JICF, Secret Societies/Gang Activity
JICI, Weapons in School

Plateau Valley School District 50, Collbran, Colorado

Bullying Prevention and Education

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

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation (which includes transgender), national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

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

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

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.

Plateau Valley School District 50, Collbran, Colorado

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

Adopted: October 15, 2001
Revised: August 24, 2011
Revised: August 15, 2012
Revised: December 12, 2012
Revised: November 16, 2016

LEGAL REFS.: C.R.S. 22-32-109.1(2)(a) (I)(K)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JB, Equal Educational Opportunities
JBB*, Sexual Harassment
JICDA, Code of Conduct
JICDD*, Violent and Aggressive Behavior
JICJ, Student Use of Electronic Communication Devices
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students

Student Publications (and Distribution of Literature)

School-Sponsored Publications

The Board encourages students to express their view in school-sponsored publications. Students must observe rules for responsible journalism. This means that the following will not be permitted: libelous statements, obscenity, defamation of person, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and regulations, or materials designed to disrupt the educational process.

The Board also encourages school-sponsored publications as an educational activity through which students can gain experience in reporting, writing, editing and an understanding of responsible journalism. The sponsors of student publications have a responsibility to review the contents of these papers before publication and to assist students in improving their skills and their modes of expression and to recognize material that is in poor taste, misleading, false, ill-advised, prejudiced or libelous. Any staff member who exercises editorial control over the style and content of student speech must be able to articulate an educational reason for doing so that is consistent with this policy.

Review of content prior to publication is not for the purpose of censorship, but it is part of the educational process as it concerns student publications. It may be pointed out to students, as it frequently is to journalists, that a publisher (the district) enjoys freedom to determine what it will and will not publish.

Distribution of Literature

Students shall enjoy constitutional rights to the distribution of literature on school grounds and in school buildings, except that the principal may prohibit the distribution in school buildings of a specific issue of a specific publication for any of the grounds mentioned above. The principal may require that a copy must be submitted to him for review before a piece of literature is distributed.

Adoption Date: November 16, 1988

CROSS REF.: JF, Students Rights and Responsibilities, and subcodes
JG, Student Discipline, and subcodes

School-Related Student Publications

School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism. 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. This 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 rights 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. Ultimate editorial control is vested in the publications advisor, subject to review by the administration and the board.

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.

Adopted: November 15, 2000

LEGAL REFS.: C.R.S. 22-1-120 (*rights of free expression for public school students*)
C.R.S. 22-1-122(5)(e) (*state law does not 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 written parental consent as long as participation is not prohibited by federal law.*)
C.R.S. 22-32-110(1)(r) (*power to exclude materials that are immoral or pernicious*)

CROSS REFS.: JICED*, Student Expression Rights
JLDAC, Screening/Testing of Students

School-Related Student Publications (School Publications Code)

1. Purpose

As stated in Board policy, 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. Content of school publications should reflect all areas of student interest, including topics about which there may be dissent or controversy.

2. Responsibilities of Student Journalists

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

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

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

3. Responsibilities of Publications Advisors

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

4. Prohibited Materials

- a. Students may not publish or distribute material that is obscene. "Obscene" means:
 1. The average person applying contemporary community standards finds that the publication, taken as a whole, appeals to a minor's prurient interest in sex.
 2. The publication depicts or describes in a patently offensive way sexual conduct such as ultimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of genitals.
 3. The work, taken as a whole, lacks serious literary, artistic, political or scientific value.

- b. Students may not publish expression that is libelous, slanderous or defamatory under state law. "Libelous" is defined as a false and unprivileged statement about a person that injures the individual's reputation in the community.
- c. Expression that is false as to any person who is not a public figure or involved in a matter of public concern is prohibited.

If the allegedly libeled individual is a "public figure or official," the official must show that the false statement was published with actual malice, as the terms are defined in law.

Under the "fair comment rule," a student is free to express an opinion on matters of public interest. Specifically, a student enjoys a privilege to criticize the performance of teachers, administrators, school officials and other school employees.

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

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

- e. **Time, Place and Manner Restrictions**

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

6. **Procedures for Resolving Differences**

Student editors will work first with the publications advisor to resolve any differences. If the problem cannot be resolved at this level, the student editors and/or the publications advisor may work with the principal to resolve any problems. If the problem is not resolved at the principal level, the student editors and/or the publications advisor may work with the superintendent to resolve any problem. If the problem is not resolved at the superintendency level, the student editors and/or publications advisor may work with the Board of Education. If the problem is not resolved at the Board level, the student editors and/or publications advisor may seek relief through the judicial system.

7. Legal Advice

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

Adopted: November 15, 2000

Student Distribution of Noncurricular Materials

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 noncurricular 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 written 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 written 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.

Adopted: November 15, 2000

LEGAL REFS.: C.R.S. 22-1-120 (*rights of free expression for public school students*)
C.R.S. 22-32-110(1)(r) (*power to exclude materials that are immoral or pernicious*)

CROSS REFS.: JICEA, School-Related Student Publications
JICED*, Student Expression Rights
JK, Student Discipline, and subcodes
KHC, Distribution/Posting of Promotional Materials

Plateau Valley School District 50, Collbran, Colorado

Student Distribution of Noncurricular Materials

Students who wish to distribute noncurricular printed materials on school property or in conjunction with a school activity must notify the principal a minimum of one day in advance so that details may be worked out regarding the time, place and manner of distribution.

Students do not have to produce an advance copy of the materials that will be distributed for the principal's review. However, materials which are distributed on school grounds containing information prohibited by Board policy and/or materials that create a significant or substantial disruption, damage to persons or property, or threaten violence to property or persons in the judgment of school officials, may subject the responsible students to disciplinary action following distribution.

The following restrictions will apply to all requests for distribution of noncurricular materials by students:

1. Place. Distribution of printed materials must be made at places within the school or on school grounds as designated by the principal except that in no event may such materials be distributed in any classroom of any building then being occupied by a regularly-scheduled class.
2. Time. Distribution may be made one-half hour before school and/or during regularly scheduled lunch periods and/or 15 minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.
3. Littering. All distributed items discarded in school or on school grounds must be removed by the persons distributing such items.
4. Manner. No student may in any way be compelled or coerced to accept any noncurricular materials being distributed by any person distributing such materials or by any school official. In the alternative, no school official or student may interfere with the distribution of approved materials.

Violation of any of these regulations will be sufficient cause for denial of the privilege to distribute materials at future dates and for disciplinary action.

Adopted: November 15, 2000

Plateau Valley School District 50, Collbran, Colorado

Student Expression Rights

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 other 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.

Plateau Valley School District #50, Collbran, Colorado

Adopted: November 15, 2000
Revised: July 18, 2001

LEGAL REFS.: C.R.S. 22-1-120 (*rights of free expression for public school students*)
C.R.S. 22-32-110(1)(r) (*power to exclude materials that are immoral or pernicious*)

CROSS REFS.: JICDA, Code of Conduct
JICDD*, Violent and Aggressive Behavior
JICEC*, Student Distribution of Noncurricular Materials
JK, Student Discipline

Secret Societies/Gang Activity

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence, or disruptive behavior.

The principal or designee shall take reasonable steps to deter gang intimidation of students and confrontations between members of different gangs on school grounds in school vehicles and at school activities or sanctioned events.

The presence of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs which advocate drug use, violence, or disruptive behavior is prohibited on school grounds, in school vehicles and at school activities or sanctioned events.

Adopted: August 19, 1993
Amended: March 22, 1995
Amended: August 15, 2012
Amended: October 19, 2017

LEGAL REFS.: C.R.S. 22-32-109.1(2)(a) (I)(F)

CROSS REFS.: IHACA*, Law-Related Education
JICA, Student Dress Code

Secret Societies/Gang Activity

Gangs

At the principal's discretion, staff members may use the following techniques to discourage the influence of gangs:

1. Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang members will be referred to the principal or his designee. The student's parents/guardian will be contacted and the student sent home to change clothes if necessary.
2. Any gang graffiti on school premises will be quietly removed, washed down or painted over as soon as discovered.
 - a. Daily checks for graffiti will be made throughout the campus, including restroom walls and doors.
 - b. Graffiti will be photographed before it is removed. These photographs will be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
3. Classroom and after-school programs at each school will be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of wholesome activities.
4. Staff members will actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging.

Gang Prevention Education

Gang prevention instruction offered in the schools will:

1. Explain the dangers of gang membership.
2. Include lessons or role-playing workshops in nonviolent conflict resolution and gang avoidance skills.
3. Promote constructive activities available in the community.
4. Involve students in structured, goal-oriented community service projects.

5. Encourage positive school behavior.

Gang prevention lessons may be taught jointly by teachers and law enforcement officers.

Community Outreach

Gang prevention classes or counseling offered for parents/guardians will address the following topics:

1. Dangers of gang membership.
2. The nature of local gang apparel and graffiti.
3. Ways to deal effectively with one's children.
4. Warning signs which may indicate that children are at risk of becoming involved with gangs.

Community programs offered for staff, parents/guardians, churches, city officials, business leaders and the media will address:

1. The scope and nature of local gang problems.
2. Ways that each segment of the community can help to alleviate these problems.

Intervention Measures

Staff members will make every effort to assimilate gang-oriented students into the academic, extracurricular, and social mainstream and into work experience programs. To this end:

1. Staff members will be provided with the names of known gang members.
2. Insofar as possible, classroom teachers will assign individual gang-oriented students to cooperative learning groups in which they may work toward common goals with students who are not members of their gang.
3. Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.

Approval Date: August 19, 1993

Plateau Valley School District 50, Collbran, Colorado

Hazing

Colorado state statutes prohibit hazing of students. Therefore, there can be no initiation of freshmen or other groups.

Current practice codified 1983

Adopted: Date of manual adoption

Use of Tobacco by Students

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 and the possession of tobacco products by students while in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event is prohibited.

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

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

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

Exemptions

The Board shall consider requests for exemption from this policy which demonstrate that extraordinary circumstances exist to warrant such an exemption and which do not violate federal law.

Requests for exemptions from students or staff members on behalf of students shall be submitted to the building principal. The request shall include steps that will be taken by the school within the next year to work toward compliance with the district's tobacco-free policy. The building level accountability committee shall review the request and make a recommendation to the building principal. The administrator's recommendation shall be forwarded to the Board for final decision.

Adopted prior to 1976

Revised to conform with practice: October 21, 1987

Revised: July 20, 1994

Amended: February 15, 1995

LEGAL REFS. 20 U.S.C. §6083 (Federal law prohibits smoking in any indoor facility
 used to provide educational services to children.)
 C.R.S. 18-13-121
 C.R.S. 22-32-109(1)(bb)
 C.R.S. 25-14-103.5
 6 CCR 1010-6, Rule 5-306

CROSS REFS.: ADC, Tobacco-Free Schools
 IHAMA, Teaching about Drugs, Alcohol and Tobacco
 JKD/JKE, Suspension/Expulsion of Students

Drug and Alcohol Involvement By Students

Plateau Valley School District 50 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 exchange, 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, medication, vitamin or other chemical substances not taken in accordance with the Board's policy and regulations on administering medications to students or state law regarding the administration of medical marijuana to qualified students.

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

This policy shall apply to any student on district property, being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, 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. Disciplinary sanctions and interventions for violations of this policy shall be in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

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.

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/guardians 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.

Plateau Valley School District 50, Collbran, Colorado

Information provided to students and/or parents/guardians 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.

Adopted: Date of manual adoption
Revised: September 17, 1986
Revised: August 19, 1993
Revised: October 20, 2010
Revised: September 19, 2012
Revised: October 16, 2013
Revised: April 16, 2014
Revised: November 16, 2016

LEGAL REFS.: 20 U.S.C. §7101 et seq.
 21 U.S.C. 812
 C.R.S. 18-18-407 (2)
 C.R.S. 22-1-110
 C.R.S. 22-1-119.3(3)(c),(d)
 C.R.S. 22-32-109.1(2)(a) (I)(G)
 C.R.S. 22-33-106(1)(d)
 C.R.S. 25-1.5-106 (12)(b)
 C.R.S. 25-14-103.5

CROSS REFS.: IHAMA, Teaching about Drugs, Alcohol and Tobacco
 JIH, Student Interviews, Interrogations, Searches and Arrests
 JK*-2, Discipline of Students with Disabilities
 JKD/JKE, Suspension/Expulsion of Students
 JLCD, Administering Medicines to Students

Drug and Alcohol Involvement by Students

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

Use

1. When a student is suspected of use, the person having the suspicion shall notify the principal or designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or designee will conduct a check of the suspected student and collect data. This action shall comply with the Board policy on investigations and searches.
 - a. If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.
 - b. If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the student's parent or guardian general information and resources related to substance abuse.
2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated.

Possession, Distribution and Exchange

Students who possess or are involved in any distribution or exchange of alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia in violation of Board policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband shall notify the principal or designee as soon as possible.
2. A staff member who has reasonable cause to believe that a student possesses or is involved in any distribution or exchange of alcohol, any controlled substance or drug-containing or drug-related paraphernalia in violation of Board policy will request that the student accompany him or her to the principal or designee. If the student refuses, the staff member will notify the principal or designee as soon as possible.
3. The principal or designee will undertake investigation and search procedures in accordance with Board policy.
4. The principal or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in the school safe or other secure location.

5. The principal or designee shall refer the student to appropriate law enforcement officials in accordance with applicable law. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
6. If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

Sanctions and Interventions

Students are subject to disciplinary action up to and including suspension and expulsion for any single violation of the accompanying policy. Offenses and consequences for violations of the accompanying policy shall be cumulative for three calendar years. Offenses confirmed from schools prior to the student's enrollment in the district may count toward the cumulative total.

Possession, Use and/or Being Under the Influence

First offense

1. The student will be suspended from school for three days.
2. A parent conference will be held.
3. The principal or designee will attempt to develop with the student's parent/guardian and student a plan that will outline the responsibilities of the parent/guardian, the student and the school in an effort to prevent further offenses from occurring.
4. The principal or designee may recommend additional suspension and/or expulsion depending on the severity of the case.

Second offense

1. The student will be suspended from school for five days.
2. The principal or designee may recommend additional suspension and/or expulsion depending on the severity of the case.

Third offense

1. The student will be suspended for ten days and recommended for expulsion.
2. Alternatively, the expulsion may be waived and a suspension of no less than five days shall be imposed if the student agrees to complete an approved education/counseling/treatment program mutually agreed to by the student's parent/guardian and the principal or designee. The student and student's parent/guardian shall be responsible for the program's completion and its costs. Failure to provide documentation of completion of the program within the required time limits shall result in the imposition of the full expulsion period initially recommended.
3. The principal or designee may determine that the alternative to suspension is not appropriate.
4. Students who complete the approved education/counseling treatment program shall be expelled for subsequent offenses of the Board's policy regarding student involvement with drugs and alcohol.

Purchase, Sale, Distribution and Exchange

First offense

1. The student will be suspended for ten days and recommended for expulsion.
2. Alternatives to expulsion may be considered by the principal or designee.

Second offense

1. The student will be suspended for ten days and recommended for expulsion upon the second offense and all subsequent offenses within any three year period.

Adopted: September 19, 1990
Amended: August 19, 1993
Amended: January 28, 2009
Amended: October 21, 2009
Amended: October 20, 2010
Amended: September 19, 2012
Amended: October 16, 2013
Amended: October 19, 2017

Weapons in School

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

Dangerous Weapons

Using, possessing or threatening to use 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.
- 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 exceeds three inches in length.
- d. A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
- e. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

Students who use, possess or threaten to use a dangerous weapon in violation of this policy shall be subject to disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

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

Firearm Facsimiles

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

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

Local Restrictions

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the using, possessing or threatening to use any knife, 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 authorization of the school or school district is prohibited. Students who violate this policy provision shall be subject to disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Record Keeping

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

Referral to Law Enforcement

In accordance with applicable law, school personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement.

Adopted: December 20, 1989
Amended: August 19, 1993
Amended: November 16, 1994
Amended: October 18, 1995
Amended: August 19, 1998
Amended: January 17, 2007
Amended: June 23, 2010
Amended: August 18, 2010
Amended: August 15, 2012
Amended: October 16, 2013

LEGAL REFS.: 18 U.S.C. §921 (a)(3)
20 U.S.C. §7151

FILE: JICI

20 U.S.C. §7151(h)
C.R.S. 22-32-109.1 (2) (I)(G)
C.R.S. 22-33-102(4)
C.R.S. 22-33-106 (1)
C.R.S. 22-33-106(1)(f)

CROSS REFS.: JK*-2, Discipline of Students with Disabilities
JKD/JKE, Suspension/Expulsion of Students
KFA, Public Conduct on School Property

Student Use of Cell Phones and Other Personal Technology Devices

The Board of Education believes personal technology devices may be useful tools for students in the educational environment and can play a vital communication role during emergency situations. However, use of personal technology devices in school situations must be regulated to assure that the use of such devices does not disrupt or interfere with the educational process or school operations. Therefore, students may only use PTDs on district property, on a district vehicle or at a district or school-sponsored activity or event in accordance with this policy.

For purposes of this policy, “personal technology device” (PTD) includes any privately-owned portable technology device, including but not limited to cell phones, pagers, tablets, laptops, cameras, audio and/or video recorders and players, and all other hand-held electronic communication and data storage devices

Students may use PTDs as a designated tool for learning if authorized by the student’s teacher. It is the student’s responsibility to ensure that the PTD is turned off or placed in silent mode during unauthorized times.

Student use of PTDs with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms or any other location where such use could violate another person’s reasonable expectation of privacy.

Students shall not use PTDs to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law.

Violation of this policy or any other district, school or classroom rule or regulation on student use of PTDs may result in disciplinary measures and/or temporary confiscation of the PTD. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. If the building principal or designee believes a student’s possession or use of a PTD may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement.

The district shall not be responsible for loss, theft or destruction of PTDs brought onto school or district property or while the student is attending district or school-sponsored activities or events.

Adopted: January 19, 2011
Amended: October 19, 2017

LEGAL REF.: C.R.S. 18-7-109

CROSS REFS.: JIC and subcodes, Student Conduct
JIH, Student Interrogations, Searches and Arrests
JK and subcodes, Student Discipline
JS, Student Use of the Internet and Electronic Communications

Students of Legal Age

Any policies of this Board of Education which require notification to parents/guardians shall be sent to both parents/guardians and students beginning when students turn eighteen (18).

Parents/guardians of students eighteen years or older who are dependent students for income tax purposes are entitled along with the student to access to student educational records. Proof of dependent status shall be required.

Written permission shall be required from students eighteen years or older who are not dependent students for income tax purposes before parents/guardians are given access to student educational records.

Adopted: July 19, 2000

LEGAL REFS.: 20 U.S.C. §1232g (Family Educational Rights and Privacy Act)
C.R.S. 13-22-101

CROSS REFS.: JIC, Student Conduct and Subcodes
JK, Student Discipline and Subcodes
JLCB, Immunization of Students
JLIB, Student Dismissal Precautions
JRA/JRC, Student Records/Release of Information on Students

Pregnant Students

It is the Board's intention to furnish schooling for every resident of school age within the community. It shall be the policy of the Board to permit students who become pregnant to continue to attend school to complete a high school education. A pregnant student may withdraw from any school activity at any time the principal, the counselor or the student in consultation with the attending physician deem it to be in the best interest of the student and the school to do so.

The student will be considered for re-enrollment upon application to the principal. The principal shall consult with the physician and staff to determine when the student may be readmitted to school. Any disagreement shall be arbitrated by the Board.

Current practice codified 1983

Adopted: Date of manual adoption

LEGAL REFS.: 20 U.S.C. §§1681, 1682 (Title IX)
 34 C.F.R. 21(c)(2)

Married Students

Married students of school age may attend school for purposes of completing a high school education.

The Board recognizes that marriage implies the creation of a home and the obligation of family life. Therefore, the married student shall be allowed to attend regular classes and participate in field trips and instructional programs. Participation in extra-curricular activities shall be on a basis limited to an extent agreed upon by the student, the counselor, and the principal after consideration of the student's scholarship, financial responsibilities and needs.

The Board shall arbitrate any disagreement that may arise between the student and school officials in the matter of participation.

The Board also recognizes that there is little or no parental control over the married student. Therefore, the Board expects the married student to govern his own conduct and attendance on a high level if s/he is to continue attending school.

Current practice codified 1983

Adopted: Date of manual adoption

LEGAL REFS.: 20 U.S.C. §§1681, 1682 (Title IX)
 34 C.F.R. 21 (c)(2)

Student Interviews, Interrogations, Searches and Arrests

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

Interviews by School Administrators

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

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interview the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

Searches Conducted by School Personnel

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

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

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

Search of School Property

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

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

Search of the Student's Person or Personal Effects

The principal or designee may search the person of a student or a student's personal effects such as a

Plateau Valley School District 50, Collbran, Colorado

purse, backpack, book bag, or briefcase on school property or at school-sponsored events or activities if the school official has reasonable grounds to suspect that the search will uncover:

- a. Evidence of a violation of Board and/or district policies, school rules, or federal, state or local laws.
- b. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

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

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

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

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

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

Seizure of Items

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

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

Law Enforcement Officers' Involvement

Interrogations and Interviews

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement

officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time.

The principal or designee shall be present during the law enforcement interrogation or interview unless a court order provides otherwise. It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards.

Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials shall notify the student's parent/guardian, except in cases involving investigation of reported child abuse where the suspected perpetrator is a member of the student's family, when law enforcement has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist.

If the student is under 18, the student's parent/guardian also shall be present during the law enforcement interrogation or interview unless: (1) the juvenile is emancipated as that term is defined in state law; (2) the student's parent/guardian has not been notified pursuant to this policy; or (3) the student's parent/guardian agrees to the interrogation or interview without being present.

Search and Seizure

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

Custody and/or Arrest

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

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

Adopted: December 20, 1989
Amended: September 19, 2012
Amended: December 12, 2012
Amended: October 16, 2013

LEGAL REFS: C.R.S. 19-2-511 *et seq.*
C.R.S. 22-32-109.1 (2)(a)(I)(I)

CROSS REFS.: JIHB, Parking Lot Searches
JK, Student Discipline, and sub codes

Plateau Valley School District 50, Collbran, Colorado

Parking Lot Searches

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 any vehicle on to school premises. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

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

Adopted: November 18, 1998

Amended: August 15, 2012

LEGAL REFS.: C.R.S. 22-32-109.1(2)(a)(I)(I)

CROSS REFS.: JIH, Student Interrogations, Searches and Arrests
JLIE, Student Automobile Use

Student Complaints and Grievances

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

Grievance procedures are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of race, color, national origin, ancestry, creed, sex, sexual orientation (which includes transgender), marital status, religion, disability or need for special education services, which students are encouraged to report.

Current practice codified 1983

Adopted: Date of manual adoption

Revised: December 12, 2016

CROSS REFS.: IHCD, Concurrent Enrollment
JB, Equal Educational Opportunities
JBB*, Sexual Harassment
JICEA, School-Related Student Publications
JICEC*, Student Distribution of Noncurricular Materials

Student Activities (Cocurricular and Extracurricular)

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 nonparticipants 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.

Current practice codified 1983

Adopted: Date of manual adoption

Revised: December 15, 1998

LEGAL REF.: C.R.S. 22-32-116.5(1)(c)

Cocurricular and Extracurricular Activities (Guidelines for Participation and Observation)

Because of the amount of time required in preparing for and engaging in certain extracurricular activities, a basic distinction will be made between eligibility for those activities in which secondary students engage as participants and those in which students engage as observers.

I. Participants in the following activities at Plateau Valley School will be governed by the guidelines for participation:

A. Athletics/Band

1. Football, basketball, and track (H.S. and M.S. boys)
2. Volleyball, basketball, and track (H.S. and M.S. girls)
3. Cheerleading
4. Wrestling
5. Band
6. Stage Band

B. Speech and drama

C. Student government

D. Spirit Club or other school based organizations

E. School-or class-sponsored dances

II. Participants listed under Section I must meet the following requirements:

A. Eligibility rules established by the Colorado High School Activities Association when competing in CHSAA sanctioned events.

B. School attendance is required the last school day before an extracurricular activity for a student to be eligible to take part unless prior consent is given by the principal by 9 A.M. of the school day.

1. In order to be eligible to participate in an extracurricular activity (practice, games, trips, dances, etc.) a student must be present a minimum of one-half day, as recorded in the attendance register, the last school day before an activity. Absence for less than one-half day of the last school day before an activity must be considered excused at the time a student comes to school. This can be accomplished by the student bringing a note from parents or a parent calling by the time a student arrives at school.

2. Students who will be absent for more than one-half day the last school day before an activity, as recorded in the attendance register, must have the parents contact the principal by 9 a.m. of that day to receive prior consent. This can be accomplished by calling the principal at school before 9 a.m. of that school day or at school any school day prior to the last school day.
3. The last school day before an activity is interpreted to mean: Monday for Monday's after-school activities, Tuesday for Tuesday's, etc. If school is closed during the week, the last school day before an activity is the actual last day school is in session.

C. Academic eligibility is required during the period of participation with the following guidelines:

1. Participant must carry a minimum of five (5) courses of study each semester.
2. A student must not have failed more than one course of study during the previous quarter.
3. A student must not be failing more than one course of study at the time of participation.
4. A student may be made ineligible for the school administration on the basis of attitude.
5. A student may be ineligible on the basis of misconduct rules of the *Plateau Valley School Student Handbook*.
6. An ineligible student may not travel with the school-sponsored team or group without prior approval from the administration.
7. Because of the injury risk factor for athletes and the necessities of performance for drama and band, after-school practice will be allowed. Coaches/directors will, however, establish consistent guidelines on maximum ineligibilities allowed prior to removal from the activity.

D. Physicals

1. Physical forms must be on file with the athletic director prior to issuing of any athletic equipment.
2. Physical forms must be on file prior to participating in any athletic practice.

III. Observers in the following activities at Plateau Valley School will be governed by the guidelines for observation:

- A. Attending ball games.
- B. Attending school plays.
- C. Attending any after-school activity that students are not required to attend by classroom requirements in which they are registered.

IV. Observers listed under Section III must meet the following requirements:

A. School attendance is required the last school day before an extracurricular activity for a student to be eligible to take part unless prior consent is given by the principal by 9 A.M. of the school day.

- 1. In order to be eligible to observe in an extracurricular activity a student must be present a minimum of one-half day, as recorded in the attendance register, the last school day before an activity. Absence for less than one-half day of the last school day before an activity must be considered excused at the time a student comes to school. This can be accomplished by the student bringing a note from parents or the parents calling the school by the time a student arrives at school.
- 2. Students who will be absent for more than one-half day the last school day before an activity, as recorded in the attendance register, must have the parents contact the principal by 9 a.m. of that day to receive prior consent. This can be accomplished by calling the principal at school before 9 a.m. of that school day or at school any school day prior to the last school day.
- 3. The last school day before an activity is interpreted to mean: Monday for Monday's after-school activities, Tuesday for Tuesday's, etc. If school is closed during the week, the last school day before an activity is the actual last day school is in session.

B. Academic eligibility is required during the period of observation with the following guidelines:

- 1. A student may be ineligible on the basis of misconduct rules of the *Plateau Valley School Student Handbook*.
- 2. An ineligible student may not travel with the school-sponsored team or group without prior approval from the administration.

- V. Any student who has been staffed as special education student will be subject to eligibility determination by the principal who will confer with all instructors teaching that student. Eligibility will be based on student progress, effort, and attitude.

Adoption Date: February 15, 1989

Student Organizations

All members of a student organization shall follow the rules and policies of the school and use those regulations determined by the sponsor to be in conformity with Board policy.

Class officers must be students in good standing (meaning satisfactory citizenship and eligible to participate in extracurricular events) and participate in at least one class project (if one was held during the prior semester).

High school class sponsors are appointed by the principal from members of the high school faculty each year. Sponsors selected are responsible for class activities and trips throughout the school year. Sponsors shall attend all class meetings.

Current practice codified 1983

Adopted: Date of manual adoption

LEGAL REFS.: C.R.S. 22-1-117
 C.R.S. 22-1-118

Student Organizations

1. Use of school facilities by students is not permitted unless a faculty sponsor directly supervises students.
2. Students may not call meetings without advance arrangements with their sponsors. Money cannot be spent unless approved by sponsors and class through use of approved purchase orders.
3. Class activities must be scheduled through the class sponsor, administration or director of student activities.
4. All facilities used for class activities must be left in as good a condition as they were found. Fines will be levied by the principal where deemed necessary to clean the used area adequately for the use by the next group of students.
5. Class sponsors will schedule and oversee all class meetings.

Approved prior to 1976

Revised to conform with practice: Date of manual adoption

Student Activities Fees

The athletic fee shall be \$25.00 per student per sport per school year, with a maximum of \$50.00 per family per year. The athletic fee shall include cheerleaders but not band students.

Instrumental rental fee is \$40.00 per school year, including percussion instruments, and \$6.00 for rental over the summer.

All student fees may be waived in the case of indigent students whose application for non-payment of fees is approved.

Any fee collected shall be used for the purpose set forth by the Board in authorizing collection of the fee and shall not be expended for any other purpose.

Adopted: November 17, 1982
Revised: November 20, 1990
Revised: August 18, 1992
Revised: October 19, 1994
Revised: July 22, 1998
Revised: July 21, 2004

LEGAL REFS.: C.R.S. 22-32-116.5
C.R.S. 22-32-117
C.R.S. 22-33-104.5(6)
C.R.S. 22-45-104

CROSS REFS.: EFC, Free and Reduced Price Food Services
IHAIA*, Work Experience Opportunities
JJJ, Extracurricular Activity Eligibility
JQ, Student Fees, Fines and Charges

Student Fund-Raising Activities

Fund-raising in the community by students for school activities shall be at the discretion of the administration. Fund-raising shall be conducted in such a manner as to offer minimum competition to commercial concerns and regular academic programs while at the same time offering maximum educational opportunities.

Activities specifically authorized are:

1. Sale of tickets to scheduled athletic events and school drama performances.
2. Sale of advertising space in school publications as authorized by the Board.
3. Sale of concessions at school athletic events.
4. Certain fund-raising for charitable purposes or of benefit to the school or community. Examples might be, but are not necessarily limited to, American Field Service Activities, the UNESCO Children's Fund, or scholarship funds. However, such proposals must be individually approved by the principal and superintendent.

Authorized clubs and organizations within the schools may use district facilities and equipment for fund-raising if such use does not create an additional cost or obligation to the district. If additional cost is incurred, the club or organization shall pay such cost.

There will be no money-making projects scheduled in the month of May. Money-raising activities must have the principal's approval before these projects can take place.

Current practice codified 1983

Adopted: Date of manual adoption

CROSS REF.: JP, Student Donations and Gifts

Student Activities Funds

Student activity funds may be raised and spent to promote the general welfare, education and morale of all students and shall finance authorized activities of student organizations and the school district.

Student activity funds are considered a part of the total fiscal operation of the school district and, therefore, are subject to the policies and regulations established by the Board and the superintendent. The funds shall be managed in accordance with sound business practices - including accepted budgetary and accounting and audit procedures, as well as audits - in the same manner as regular district funds. The administration and sponsors shall participate in the preparation, modification and interpretation of policies and procedures that affect student activity funds.

Student activity funds are to be used to finance, or assist in financing, a program of authorized school activities which may augment but not replace the activities financed by the district. Funds derived from the student body as a whole shall be so expended as to benefit the student body as a whole, and the student body shall be represented in the democratic management of those funds raised by students and expended for their benefit. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, insofar as possible, to benefit those students currently in school who have contributed to the accumulation of these funds.

The senior class is required to have not less than \$50.00 left in its class fund at the end of the school year to cover bills received after graduation.

Current practice codified 1983

Adopted: Date of manual adoption

CROSS REFS.: DB, Annual Budget, and subcodes
 DG, Banking Services (And Deposit of Funds)
 DI, Financial Accounting and Reporting, and subcodes

Student Activities Funds Management

All monies collected through student activities sponsored by the school must be deposited in the Plateau Valley School Activity Fund account. Moneys are to be turned in to the school bookkeeper before 2:00 p.m. and a serially numbered receipt will be issued for the moneys. Requests for cash boxes must also be turned in to the school bookkeeper before 2:00 p.m. of the day of the event. Payment of bills on invoices supporting purchase orders will be made by check. No bills will be paid out of the cash box. Gate receipt count is to be verified by two people.

Adopted: Date of manual adoption

Contests for Students

The Board of Education approves of the concept of educationally related contests provided they are pedagogically sound and administratively feasible.

The approval of the superintendent or his designee shall be required in order to conduct a contest or activity involving awards to students by agencies outside the schools. It shall be the responsibility of the principal to submit to the superintendent only those requests for contests which are worthy of consideration.

In fulfilling this responsibility, the principal may solicit opinions from the staff with respect to requests being considered.

The administration will limit participation in contests to those that are educationally sound, feasible and timely. Contest activities should supplement and support the regular school program; they should not interfere with it.

Current practice codified 1983

Adopted: Date of manual adoption

Student Travel

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate student activity trips and to insure that all reasonable steps are taken for the safety of the participants.

These guidelines and procedures shall insure that all student activity trips have the approval of the superintendent and the principal and that trips exceeding 300 miles one way have the prior approval of the Board of Education.

Adopted: September 15, 1993

LEGAL REF.: C.R.S. 40-10-116(1)(b)

CROSS REFS.: EEAF, Extracurricular Activity Buses/Field Trips/Special Events
Transportation
EEAG, Student Transportation in Private Vehicles

Interscholastic Sports

The interscholastic athletic program of this district shall be considered as an extracurricular part of the total school program. It is neither required nor part of the basic instructional program.

The purposes of athletic programs in the schools of the district shall be:

1. To provide a wide basis of participation in both team and individual sports in interscholastic competition.
2. To develop a strong, morally stimulating program of competitive sports:
 - a. By encouraging and developing talented athletes in all sports and providing sufficient opportunity, especially at the middle school level, for students to develop individual ability.
 - b. By encouraging the development of team spirit among all members of the team and their coaches.
 - c. By developing good attitudes or pride, sportsmanship, and ethical behavior in students, participants and spectators.
 - d. By developing and maintaining a good relationship between athletic teams and the student body, faculty, administration and community.
 - e. By teaching fundamentals and techniques of each sport in a progressive sequence as appropriate for students at higher grade levels.
 - f. By providing student athletes with an awareness of potential opportunities as afforded them through competitive athletics.

The Board shall seek to fund girls' sports on an equal opportunity basis with boys' sports and shall permit and encourage coeducational teams when the particular sport is determined suitable as a coeducational activity.

The Board of Education shall encourage students, faculty and the community to recognize the value of athletics in relation to the total school program and shall seek to maintain a good balance at all times between academic and physical activities.

Plateau Valley School District 50, Collbran, Colorado

Athletic Associations and Leagues

The district shall maintain membership in the Colorado High School Activities Association and shall require district administrators, staff, students and community to respect and abide by the requirements of that association.

Membership of a school in an interscholastic athletic association for any purpose shall be subject to the approval of the Board. The Board shall review the constitution and by-laws of such organization and its regulations for member teams before granting approval.

Customarily the principals of member schools or their designees are voting members of athletic organizations. It should be understood that such administrators serve as representatives of the district. Therefore, before voting on a change of by-laws or regulations that will in any way affect the schools or athletic teams of this district, this district's representatives to athletic organizations shall advise the Board of the proposed change and seek and follow its directions for voting.

Two copies of this policy and regulations are to be sent home. One copy shall be signed by the parents and returned to the school. If a student does not feel he can live up to the policy and regulations, he should not participate in the sport.

Current practice codified 1983

Adopted: Date of manual adoption

Interscholastic Sports

Age Rule

A student is ineligible to enter interscholastic athletic competition upon arriving at his 19th birthday, except if his 19th birthday occurs on or after August 1. The student then is eligible to participate in all school sports during the year.

Enrollment Rule

1. Students must be in attendance at high school not later than the first school day of the third week of the semester, unless the student is a transfer.
2. Students shall be allowed eight consecutive semesters of competition.
3. Four seasons of any one sport is the maximum eligibility for student athletics.
4. A student must have 10 days of supervised practice in the sport in which he will be competing as well as 21 days of school attendance.

Transfer Rule

Transfer students are ineligible for two consecutive semesters unless the parents have set up permanent residence in the district of participation.

Eligibility Rule

1. An athlete must carry a minimum of five courses of study each semester.
2. A student must not be failing more than one course of study at the time of participation.
3. A student must be an undergraduate of high school.
4. A student cannot fail more than one course of study during the previous semester.
5. A student may be ineligible by the school administration on the basis of attitude.
6. A student may be ineligible on the basis of misconduct rules of high school.
7. An athlete must be in attendance one half of the school day prior to a practice session in order to attend practice unless approved by the school administration.

8. An ineligible student cannot travel with the team.
9. A student who is absent from school the day of or the day before a contest without prior approval shall be ineligible for the contest.
10. An athlete missing three or more practices without the coach's prior permission is ineligible for the next contest.
11. Any student who has been staffed as a special education student will be subject to eligibility determination by the principal who will confer with all instructors teaching that student. Eligibility will be based on student progress, effort, and attitude.

Amateur Rule

1. A student must be an amateur to participate in high school sports.
2. An athlete may not accept money nor work under a professional contract.
3. An athlete may not compete with any team, organization or individual not sanctioned by CHSAA.
4. A student may not compete under an assumed name.
5. A student may not accept an award in non-school activities nor convert any awards into cash.
6. A student may not accept merchandise or prizes as payment because of athletic ability or activity.

Award Rule

1. A student can accept an award presented by the high school or a group sanctioned by the high school.
2. A student shall not accept merchandise, cash or an award in excess of \$10.00 monetary value.
3. A student shall be awarded letters of award as well as certificates of competition upon participation in one-third of the season's quarters in football and basketball. Track and volleyball guidelines shall be determined by the coaches.
4. A student must complete all of a sports season in order to be eligible for letter awards or certificates of participation unless physically unable.

5. Managers and student trainers shall complete the sport season in order to be eligible for letter and certificate awards.
6. Special patch awards of conference or playoff competition may be presented to eligible players by the student council.

Misconduct Rule

1. Use or possession of tobacco, alcohol and other harmful substances or illegal use or possession of narcotics or habit-forming drugs is prohibited. Any cocurricular participant who indulges in any of these harmful practices will be suspended from all game participation or public appearances from the date of infraction for a period of three consecutive school weeks for the first offense and for the remainder of the school year for any subsequent offense.
2. An athlete will show correct due respect and sportsmanship when in competition or representing his high school of attendance.
3. An athlete will show correct due respect and sportsmanship to all officials, referees, umpires, judges, coaches, administrators and teams at all times.
4. Failure to be in accordance with rules 2 and 3 may result in student ineligibility for the remainder of a contest or tournament, as well as the following two contests at any team level. Severe action against officials could result in loss of future eligibility by the rules of the Colorado High School Activities Association.
5. Athletes will adhere to all travel rules set by transportation officials and coaches for proper conduct when traveling.
6. Failure to be in accordance with rule 5 will result in one warning from the school administrator and probation. A second offense will result in suspension of the student from all extracurricular trips and travel for the remainder of the school year.
7. Athletes departing for a contest on a school bus or approved transportation must return by the same transportation unless prior written approval by principal and coach is given.
8. Athletic teams may be reprimanded by the Colorado High School Activities Association for lack of crowd control, inappropriate player conduct and unsportsmanship by officials as stated by the Colorado High School Activities Association.
9. Dress code for athletic teams shall be set by coaches of the teams with final approval by the school administration.

10. Athletes should keep in mind that they represent their team, sports program, school of attendance and local community. They, therefore, shall conduct themselves in the proper manner at all times.

Outside Competition

The school shall follow the rules set forth by the Colorado High School Activities Association.

Specialized Sports Camps

The school shall follow the rules set forth by the Colorado High School Activities Association.

Athletic Awards

Athletic letters will be issued for participation in the high school sports of football, volleyball, basketball (boys and girls) and track (boys and girls). A letter will be awarded to varsity and junior varsity players who satisfactorily meet the requirements set forth for the particular event. A player who quits a sport will not letter in that sport. He must remain a part of the team until the season is over. Emblems or bars of recognition will be issued after the initial letter has been earned.

Interscholastic Sports (Junior Varsity Programs)

For a varsity sports program to be successful, it must rely upon many factors, one of which is experience. In most cases this experience is gained through a junior varsity program. For this program to be successful, it should follow as closely as possible the same format in both training and game performance as the varsity program. The following guidelines therefore have been established:

1. Since pre-varsity experience is a major goal of the junior varsity program, each team member should experience as much game time as possible. However, since team success also is a major concern of competitive sports, it may be necessary to exclude or limit the game time of various participants according to the coaching staff's evaluation. This evaluation will depend upon many factors – practice, performance, attitude, game situation, ability, etc.

It should therefore be explained to each participant at the beginning of each junior varsity season that practice alone does not guarantee that the participant will receive an equal amount of game time and may, in some cases, see no game time as ability and attitude may in certain game situations dictate the actual amount of game time experienced.

2. The junior varsity program may at the discretion of the coaching staff make team cuts in cases where the numbers involved are considered too large for a workable program. Every effort should be made to allow as many individuals as possible to participate. However, when numbers become too cumbersome for an effective program, cuts may be made.

Adopted: July 1, 1980

Interscholastic Athletics (Middle School)

Because of the problem of not being able to schedule middle school athletic games with teams close to home, it shall be the policy of the school board to operate a minimum middle school athletic program.

The middle school athletic program will consist of the following activities: girls' volleyball, boys' basketball, girls' basketball, and boys' and girls' track.

Middle school is intended as a transitional program, leading from elementary school to high school. Interscholastic athletic programs, including before or after school practice, travel to other schools, and interscholastic competition, will be provided for sixth, seventh, and eighth grade students. Strong academic emphasis will continue for sixth, seventh, and eighth grade students, and, if voluntarily participating in an activities program, they will be given the opportunity to experience responsibility for scheduling their time while maintaining their academic standing.

Current practice codified 1983

Adopted: Date of manual adoption

Amended: December 15, 1993

Revised: August 18, 2004

Interscholastic Athletics (Middle School)

Interscholastic Competition

I. Volleyball

- A. Maximum of nine outside competition games.
- B. One outside tournament if available.
- C. One home tournament if feasible.

II. Basketball (Boys & Girls)

- A. Maximum of nine outside competition games.
- B. One outside tournament if available.
- C. One home tournament if feasible.

III. Track

- A. Maximum of six outside competition meets.

If more games are desired by the coach, some type of intramural schedule may be set up to allow for more game experience.

Practice

Coaches will determine the practice schedule and location of practices. Practices will last no longer than two hours so that participants are not overly tired for academics.

Expenses

Each participant will be charged an athletic fee according to the fee schedule. Free and reduced fees will be set as determined by the free and reduced lunch schedules.

Coaches

Coaches will have to have a minimum of "Recognized Expert" state certification. Coaches will work closely with the district athletic director in scheduling all games and practice times.

Adopted: September 19, 1990

Amended: December 15, 1993

Revised: July 21, 2004

Extracurricular Activity Eligibility

Definitions

For purposes of this policy, the following definitions apply:

1. “Activity” means any extracurricular or interscholastic activity including but not limited to any academic, artistic, athletic, recreational or other related activity offered by a public school.
2. “School of attendance” means the school in which a student is enrolled and attends classes.
3. District of residence” means the school district in which a student resides.
4. “District of attendance” means the school district in which a student is enrolled and attends classes if the student does not attend school in his or her district of residence. For a homeschooled student, the district of attendance shall be determined in accordance with C.R.S. 22-33-104.5(6).
5. “School of participation” means a school in which the student participates in an activity but is not the student’s school of attendance.

Participation in Activities

Students meeting eligibility requirements may participate in activities at their school of attendance. Subject to the same eligibility requirements and in accordance with this policy and applicable law, the district shall allow students enrolled in any school (including charter schools, online education programs, nonpublic schools and nonpublic home-based educational programs) to participate on an equal basis in any activity offered by the district that is not offered at a student’s school of attendance.

If an activity is not available at a student’s school of attendance, the student may participate at another public school in the district of attendance or district of residence.

If an activity is not offered at any public school in the district of attendance or the district of residence, the student may seek to participate in a contiguous school district or at the nearest public school that offers the activity even if the school is not in a contiguous school district.

Regardless of whether the student seeks to participate in an activity at a public school in the district of attendance, district of residence, contiguous district or other district, the district in which the student seeks to participate shall choose the school of participation.

Plateau Valley School District 50, Collbran, Colorado

In choosing a school of participation, the district shall seek to maximize all students' opportunities to participate in activities and shall consider certain factors, including but not limited to:

1. which public school of the district offers the most activities in which the student wishes to participate;
2. which public school or schools are nearest to the student's residence;
3. the preferences of the student's parents/guardians; and
4. such issues as may be presented for the district's consideration by a statewide high school activities association.

A student may participate in activities at more than one school of participation during the same school year only if the original school of participation does not offer an activity in which the student wishes to participate. This limitation applies regardless of whether the student participates in activities at a public or nonpublic school. Any additional school(s) of participation shall be chosen by the district in accordance with this policy.

With regard to athletic teams, the school of participation may reserve slots for up to twice the number of starting positions on the team at each level of competition for students enrolled in the district. With regard to individual athletic activities, the school of participation may reserve slots for up to half the total number of team members at each level of competition for students enrolled in the district.

Eligibility Requirements

Eligibility requirements in the bylaws of the Colorado High School Activities Association (CHSAA) shall be observed by students at the high school level. Additional eligibility requirements may be imposed by the district for both high school and middle school students. Such eligibility requirements may include, but not be limited to, good citizenship, acceptable academic standing, parental permission and good health (sports only).

To participate in activities at a school of attendance, a student shall meet all of the requirements imposed by the school of attendance. To participate in activities at a school of participation students must comply with:

1. All eligibility requirements imposed by the school of participation.
2. The same responsibilities and standards of behavior, including related classroom and practice requirements that apply to enrolled students.

Student participation in an activity through any amateur association or league that is not a member of CHSAA shall not prevent the student from participating or affect eligibility to participate in the same activity at any school as long as the student has the express written

permission of the principal at the school of participation, the student's class attendance is not compromised and the student is in good academic standing.

If a student has not met all of the eligibility requirements or if the student would have become ineligible to participate at a school, the student cannot gain or regain eligibility by applying to participate in activities at another school. Any penalties assessed to the student must first be paid at the school of attendance or participation before regaining eligibility to participate at another school.

Transfer Students

If a student transfers enrollment to another school without an accompanying change of domicile by the student's parent or guardian, the student's eligibility to participate is determined by the district's eligibility requirements, bylaws and applicable law.

Participation Fee

Except as otherwise prohibited by state law, non-enrolled students participating in district activities shall pay the same fee charged enrolled students for participation in the activity. [NOTE: The District may charge non-enrolled students up to 150% of the fee charged enrolled students. The district cannot charge a participation fee to any student in out-of-home placement, as that term is defined by C.R.S. 22-32-138(1)(e).]

Appeal

Any student who is sanctioned or is found by the school, school district or CHSAA to be ineligible to participate in any extracurricular activity may appeal the sanction or finding. Students may not appeal sanctions for unsportsmanlike conduct or ejection from the activity.

Adopted: November 17, 1993
Revised: March 22, 1995
Revised: December 15, 1998
Revised: October 15, 2001
Revised: October 16, 2013

LEGAL REFS.: C.R.S. 22-30.7-108
C.R.S.22-32-116.5
C.R.S. 22-32-138(7)
C.R.S. 22-33-104.5 (6)

CROSS REFS.: IHBG, Home Schooling
JF-R, Admission and Denial of Admission
JJ, Student Activities (CoCurricular and ExtraCurricular)

Plateau Valley School District 50, Collbran, Colorado

Extracurricular Activity Eligibility

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

1. Participants must be enrolled in the district as full-time middle school students or high school students in courses that will earn three units of credit per semester or enrolled in a nonpublic home-based program or an independent or parochial school taking an equivalent number of classes.
2. Students enrolled in the district must be in attendance at school for the entire day in order to participate in any school-sponsored activity that is conducted on that day unless the student has received prior approval from the administration for the absence. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation. The attendance requirement will not apply to other students since the district cannot effectively monitor their daily attendance.
3. A weekly eligibility form will be completed by designated students with signatures of all his/her teachers. Students who earn failing grades or have been marked down due to conduct for the week will not be eligible to participate in competitions during the following week. The coach will certify individual student eligibility in cooperation with the athletic director. Students participating in activities who are not enrolled in the district must provide appropriate certification stating that the academic eligibility requirements have been met.
4. Students must submit a physical examination statement to the school before participating in any sport.
5. Students must have emergency treatment, district parent permission, and athletic waiver forms, if applicable, filled out, signed, and on file with the school before being allowed to practice 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.

Approved: November 17, 1993

Amended: March 22, 1995

CROSS REF.: JICDA, Code of Conduct

Plateau Valley School District 50, Collbran, Colorado

Student Discipline

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. All policies and procedures for handling student discipline problems shall be designed to achieve these broad objectives.

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

All Board-adopted policies and Board-approved regulations containing the letters “JK” in the file name constitute the 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 and review of the student conduct and discipline code.

Remedial discipline plans

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

Discipline of Habitually Disruptive Students

Students who have caused a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student shall result in the student's suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Distribution of Conduct and Discipline Code

The conduct and discipline code shall be provided to each student upon enrollment in elementary, middle, and high school. The district shall take reasonable measures to ensure each

student is familiar with the code. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be provided to students and posted in each school.

Adopted: September 19, 1990
Amended: September 15, 1993
Amended: August 19, 1998
Amended: December 13, 2000
Amended: August 18, 2010
Amended: September 19, 2012
Amended: October 16, 2013
Amended: October 19, 2017

LEGAL REFS.: C.R.S. 18-6-401(1)
C.R.S. 22-11-302(1)(f)
C. R.S. 22-32-109.1(2)(a)
C.R.S. 22-32-109.1(2)(a)(I)
C.R.S. 22-32-109.1(2)(a)(I)(C)
C.R.S. 22-32-109.1(9)
C.R.S. 22-33-106(1)
C.R.S. 22-33-106(1)(c.5)

CROSS REFS.: JIC, Student Conduct and sub codes
JK sub codes, (all relate to student discipline)

Student Discipline

Remedial Discipline Plans

1. The principal may develop a plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in a school vehicle, or at a school activity or event. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.
2. To develop the plan, the principal or designee will contact the student's parent/guardian to schedule a meeting with the student, the student's parent/guardian, and any members of the staff whom the principal believes should attend.
3. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to establish goals, objectives and timelines to modify such behavior. A written plan will be prepared which addresses the student's disruptive behavior, educational needs, and what steps are necessary to keep the child in school. The plan will include incentives for good behavior and consequences if the student violates the plan.
4. The plan may be written in the form of a contract which the student and the parent/guardian will sign and date.
5. The parent/guardian will be provided a copy of the remedial discipline plan, and it will be placed in the student's cumulative file.

Habitually Disruptive Students

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

1. The principal will inform the superintendent when a student causes a second material and substantial disruption.
2. The student and the student's parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student".

3. A student who has been declared habitually disruptive shall be suspended and/ or expelled in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Approved: August 19, 1998
Amended: October 21, 1998
Amended: December 13, 2000
Amended: July 28, 2010
Amended: September 19, 2012
Amended: October 16, 2013
Amended: October 19, 2017

Discipline of Students with Disabilities

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions, dangerous to themselves or others will be disciplined in accordance with their Individualized Education Programs (IEPs), 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 part of the student's IEP and/or behavioral intervention plan.

Suspensions, expulsions and provision of services

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

A disciplinary change of placement occurs when a student is removed for more than 10 consecutive school days or subjected to a series of removals that constitute a pattern of removal under governing law.

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.

When a student is expelled or subject to a removal that results in a 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 his or her IEP goals.

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

Manifestation determination

Within 10 school days from the date of the decision to take disciplinary action that will result in a disciplinary change of placement, relevant members of the student's IEP team including the student's parents, 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 conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; and (2) whether the student's conduct in question was the direct result of the school's failure to implement the student's IEP. If the answer to either of those 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

If the team determines that the student's behavior was not a manifestation of the student's disability, disciplinary procedures shall be applied to the student in the same manner as applied to nondisabled students. As stated above, the student shall receive educational services during the period of expulsion or other disciplinary change of placement.

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 setting for up to 45 school days as discussed below or the student's placement may be changed for educational reasons as determined by the IEP team or as otherwise permitted by 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 schools days

School personnel may remove a student with disabilities to an interim alternative setting for not more than 45 school days without regard to the manifestation determination 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
6. a hearing officer or court of appropriate jurisdiction so orders.

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

Students not identified as disabled

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

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

1. The student's parent has expressed concern in writing to 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. Until the evaluation is completed, the student shall remain in the district's determined educational placement, which can include suspension or expulsion.

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

Adopted: December 15, 1998
Amended: February 16, 2000
Amended: July 19, 2000
Amended: September 22, 2010

LEGAL REFS.: 20 U.S.C. §1401 *et seq.* (*Individual with Disabilities Education Improvement Act of 2004*)
34 C.F.R 300.530-300.537 (*IDEA regulations*)

C.R.S. 22-20-101 *et seq.* (*Exceptional Children's Educational Act*)
C.R.S. 22-33-106(l)(c)

CROSS REFS.: IHBA, Special Education Programs for Students with Disabilities
JIC, Student Conduct, and subcodes
JK, Student Discipline, and subcodes
JRA/JRC, Student Records/Release of Information on Students

Use of Physical Intervention and Restraint

To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

Physical Intervention

Corporal punishment shall not be administered to any student by any district employee.

Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student that does not constitute restraint as defined by this policy, to accomplish the following.

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

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

Restraint

For the purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force, and seclusion. Restraint shall not include the holding of a student for less than five minutes by a district employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

District employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior. District employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

Restraint shall only be administered by district employees trained in accordance with applicable State Board of Education rules.

Plateau Valley School District 50, Collbran, Colorado

Exceptions

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111(3) and
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. 18-1-901(3)(e).

Revised to conform with practice: Date of manual adoption

Revised: September 15, 1993

Revised: December 13, 2000

Revised: January 19, 2011

Revised: September 19, 2012

Revised: October 19, 2017

LEGAL REFS.: C.R.S. 18-1-703
C.R.S. 18-1-901(3)(e)
C.R.S. 18-6-401 (1)
C.R.S. 19-1-103 (1)
C.R.S. 22-32-109.1 (2)(a)
C.R.S. 22-32-109.1 (2)(a)(I)(D)
C.R.S. 22-32-109.1 (2)(a)(I)(L)
C.R.S. 22-32-109.1 (9)
C.R.S. 22-32-147
C.R.S. 26-20-101 *et. seq.*
1 CCR 301-45

Use of Physical Intervention and Restraint

A. Definitions

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

1. “Restraint” means any method or device used to involuntarily limit freedom of movement, including but not limited to bodily physical force, and seclusion.
2. “Physical restraint” means the use of bodily, physical force to involuntarily limit an individual’s freedom of movement. “Physical restraint” does not include:
 - a. holding of a student for less than five minutes by a staff person for the protection of the student or others;
 - b. brief holding of a student by one adult for the purpose of calming or comforting the student;
 - c. minimal physical contact for the purpose of safely escorting a student from one area to another;
 - d. minimal physical contact for the purpose of assisting the student in completing a task or response.
3. “Mechanical restraint” means a physical device used to involuntarily restrict the movement of a student or the movement or normal function of the student’s body. “Mechanical restraint” does not include:
 - a. devices recommended by a physician, occupational therapist or physical therapist and agreed to by a student’s IEP team or Section 504 team and used in accordance with the student’s Individualized Education Program (IEP) or Section 504 plan;
 - b. protective devices such as helmets, mitts, and similar devices used to prevent self-injury and in accordance with a student’s IEP or Section 504 plan;
 - c. adaptive devices to facilitate instruction or therapy and used as recommended by an occupational therapist or physical therapist, and consistent with a student’s IEP or Section 504 plan; or
 - d. positioning or securing devices used to allow treatment of a student’s medical needs.
4. “Chemical restraint” means administering medication to a student (including medications prescribed by the student’s physician) on an as needed basis for the sole purpose of involuntarily limiting the student’s freedom of movement. “Chemical restraint” does not include:
 - a. prescription medication that is regularly administered to the student for medical reasons other than to restrain the student’s freedom of movement (e.g. Asthma-cort, medications used to treat mood disorders or ADHD, Glucagon); or
 - b. the administration of medication for voluntary or life-saving medical procedures (e.g. EpiPens, Diastat).

5. "Prone restraint" means a restraint in which the student being restrained is secured in a prone (i.e., face-down) position.
6. "Seclusion" means the placement of a student alone in a room from which egress is involuntarily prevented. "Seclusion" does not mean:
 - a. placement of a student in residential services in the student's room for the night; or
 - b. time out.
7. "Time-out" is the removal of a student from potentially rewarding people or situations. A time-out is not used primarily to confine the student, but to limit accessibility to reinforcement. In time-out, the student is not physically prevented from leaving the designated time-out area and is effectively monitored by staff.
8. "Emergency" means serious, probable, imminent threat of bodily injury to self or others with the present ability to effect such bodily injury. Emergency includes situations in which the student creates such a threat by abusing or destroying property.
9. "Bodily injury" means physical pain, illness or any impairment of physical or mental condition as defined in C.R.S. 18-1-901(3)(c).
10. "State Board Rules" mean the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act., 1 CCR 301-45.
- 11 "Parent" shall be as defined by the State Board rules.

B. Basis for Use of Restraint

Restraints shall only be used:

1. In an emergency and with extreme caution, and;
2. After:
 - a. the failure of less restrictive alternatives (such as Positive Behavior Supports, constructive and non-physical de-escalation, and restructuring the environment); or
 - b. a determination that such alternatives would be inappropriate or ineffective under the circumstances.
3. Restraints shall never be used as a punitive form of discipline or as a threat to gain control or gain compliance of a student's behavior.
4. School personnel shall:
 - a. use restraints only for the period of time necessary and using no more force than necessary; and
 - b. prioritize the prevention of harm to the student.

C. Duties Related to the use of Restraint – General Requirements

When restraints are used, the district shall ensure that:

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

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

D. Proper Administration of Specific Restraints

1. Chemical restraints shall not be used.
2. Mechanical and prone restraints shall not be used, except in the limited circumstances permitted by state law and described as exceptions in the accompanying policy.
3. Physical restraint
 - a. A person administering the physical restraint shall only use the amount of force necessary to stop the dangerous or violent actions of the student.
 - b. A restrained student shall be continuously monitored to ensure that the breathing of the student in such physical restraint is not compromised.
 - c. A student shall be released from physical restraint within fifteen minutes after the initiation of the restraint, except when precluded for safety reasons.
4. Seclusion
 - a. Relief periods from seclusion shall be provided for reasonable access to toilet facilities; and
 - b. Any space in which a student is secluded shall have adequate lighting, ventilation and size.
 - c. To the extent possible under the specific circumstances, the space should be free of injurious items.

E. Notification Requirements

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

F. Documentation Requirements

1. If restraints are used, a written report shall be submitted within one school day to school administration.
2. The school principal or designee shall verbally notify the parents as soon as possible but no later than the end of the school day that the restraint was used.
3. A written report based on the findings of the staff review required by paragraph G below shall be e-mailed, faxed or mailed to the student's parent within five calendar days of the use of restraint. The written report of the use of restraint shall include:
 - a. the antecedent to the student's behavior if known;
 - b. a description of the incident;
 - c. efforts made to de-escalate the situation;
 - d. alternatives that were attempted;
 - e. the type and duration of the restraint used;
 - f. injuries that occurred, if any; and
 - g. the staff present and staff involved in administering the restraint.
4. A copy of the written report on the use of restraint shall be placed in the student's confidential file.

G. Review of Specific Incidents of Restraint

1. The district shall ensure that a review process is established and conducted for each incident of restraint used. The purpose of this review shall be to ascertain that appropriate procedures were followed and to minimize future use of restraint.
2. The review shall include but is not limited to:
 - a. staff review of the incident;
 - b. follow up communication with the student and the student's family;

- c. review of the documentation to ensure use of alternative strategies; and
 - d. recommendations for adjustment of procedures, if appropriate.
3. If requested by the district or the student's parents, the district shall convene a meeting to review the incident. For students with IEP's or Section 504 plans, such review may occur through the IEP or Section 504 process.

H. General Review Process

1. The district shall ensure that a general review process is established, conducted and documented in writing at least annually. The purpose of the general review is to ascertain that the district is properly administering restraint, identifying additional training needs, minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incidence of injury to students and staff.
2. The review shall include, but is not limited to:
 - a. analysis of incident reports, including all reports prepared pursuant to paragraphs F.1 and F.3 above and including, but not limited to, procedures used during the restraint, preventative or alternative techniques tried, documentation, and follow up;
 - b. training needs of staff;
 - c. staff to student ratio; and
 - d. environmental conditions, including physical space, student seating arrangements and noise levels.

I. Staff Training

1. The district shall ensure that staff utilizing restraint in schools are trained in accordance with the State Board rules.
2. Training shall include:
 - a. a continuum of prevention techniques;
 - b. environmental management
 - c. a continuum of de-escalation techniques;
 - d. nationally recognized physical management and restraint practices, including, but not limited to, techniques that allow restraint in an upright or sitting position and information about the dangers created by prone restraint;
 - e. methods to explain the use of restraint to the student who is to be restrained and to the student's family; and
 - f. appropriate documentation and notification procedures.
3. Retraining shall occur at a frequency of at least every two years.

Adoption Date: January 19, 2011
Amended: October 19, 2017

Plateau Valley School District 50, Collbran, Colorado

Disciplinary Removal from Classroom

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

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. Upon the third formal removal from class, a teacher may remove the student from the teacher's class in accordance with this policy, its accompanying regulation and applicable law.

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 in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

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.

Plateau Valley School District 50, Collbran, Colorado

Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

Adopted: November 15, 2000
Amended: September 19, 2012
Amended: October 16, 2013

LEGAL REF.: C.R.S. 22-32-109.1(2)(a)(I)(B)

CROSS REFS.: JIC, sub codes
JK, Student Discipline, and sub codes

Disciplinary Removal from Classroom

Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior interferes with the classroom environment and will not be tolerated.

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

For purposes of this policy and procedure, a “class” includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies and other such learning opportunities taught or supervised by a teacher. “Teacher” means a person holding a teaching license or authorization issued by the state who is employed to instruct, direct or supervise the instructional program. It does not include substitute teachers as defined in state law.

Informal Removal to the Principal’s Office

An informal removal from class occurs when a student breaks one or several classroom rules in a class period or during the school day. The teacher may remove a student by using approved discipline management techniques such as having the student stand in the hall outside the door or some other safe “time out” environment either in or out of the classroom, or sending the student to the principal’s office for a short period of time. Generally, the student will be allowed to return to his or her classroom later the same day. The procedures set forth below do not apply to an informal removal from class.

Formal Removal from Class

A teacher may formally remove a student from class for the following conduct or behavior:

1. Conduct that is prohibited in the student code of conduct. A teacher’s decision to remove a student from class for behavior covered by Board policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended and/ or expelled.
2. Disruptive, dangerous, or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:

- a. Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching or grabbing;
 - b. Inappropriate verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing, or baiting;
 - c. Behavior that may constitute sexual or other harassment;
 - d. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time;
 - e. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.;
 - f. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out;
 - g. Destroying or damaging the property of the school, the teacher or another student; or
 - h. Loud, obnoxious, or outrageous behavior.
3. Conduct that otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, this behavior includes:
- a. Open defiance of the teacher, manifest in words, gestures, or other overt behavior;
 - b. Open disrespect of the teacher, manifest in words, gestures, or other overt behavior; or
 - c. Other behavior likely or intended to sabotage or undermine classroom instruction.

Procedures to be Followed for Formally Removing a Student from Class

Unless the behavior is extreme as determined by the teacher, a teacher shall warn a student that continued misbehavior may lead to removal from class. When the teacher determines that removal is appropriate, the teacher shall take one of the following courses of action:

1. Instruct the student to go to the main office. Unless prevented by the immediate circumstances, the teacher shall send a note with the student stating the reason for the student's removal and call the building principal's office.
2. Obtain coverage for the class and escort the student to the main school office. The teacher shall inform the building principal or designee of the reason for the student's removal from class.
3. Seek assistance from the main school office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the

Plateau Valley School District 50, Collbran, Colorado

student to the main office. The principal or designee shall be informed of the reason for the student's removal.

Within 24 hours of the student's removal from class, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the student's removal from class.

Notice to Parent/Guardian

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

Placement Procedures

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

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

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

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

In most cases, a student shall remain in the short-term removal area for the duration of the class from which he or she was removed. Prior to allowing the student to resume his or her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior

Plateau Valley School District 50, Collbran, Colorado

for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building principal or designee may consider a different placement option.

Behavior Plan

The principal or designee and teacher shall consider whether a behavior plan should be developed for the student upon the student's first removal from class. The behavior plan will be similar, if not the same, as a remedial discipline plan developed for disruptive students in accordance with Policy JK. A behavior plan shall be developed and implemented after the teacher formally removes a student from class for the second time and must be developed and implemented before a student may be removed from class for the remainder of the term of the class.

Removal for Remainder of Term

Upon the third formal removal from class, a student may be officially removed from the teacher's class for the remainder of the term. The principal shall be responsible for determining the appropriate educational placement of the student, which may or may not be another section of the same class, depending on a variety of circumstances. The principal's decision regarding placement is final.

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

Review by the Principal

The principal is required to collect data pertaining to the number of students who are removed from class during the year. This information will be reported to the public on the safety section of the school report card. While there are a variety of factors to consider when analyzing this data, an unusually high number of formal documented student removals from any one teacher may be cause for concern. The principal shall review this data with teachers at least annually.

A student may be removed from a classroom by a teacher only in accordance with the requirements of this regulation and accompanying policy and the applicable provisions of state and federal law. All teacher actions under this regulation shall be subject to evaluation and supervision by the teacher's supervisor as provided in Board policies and procedures.

Adopted: November 15, 2000
Amended: November 14, 2012
Amended: October 16, 2013

Plateau Valley School District 50, Collbran, Colorado



Suspension/Expulsion of Students (and Other Disciplinary Interventions)

The Board of Education shall provide due process of law to students, through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. (See JKD/JKE-R) In matters involving student misconduct that may or will result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified and involved in the disciplinary procedures.

Proportionate disciplinary interventions and consequences shall be imposed to address the student's misconduct and maintain a safe and supportive learning environment for students and staff.

The Board and its designee(s) shall consider the following factors in determining whether to suspend or expel a student:

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

Other Disciplinary Interventions

In lieu of an out-of-school suspension or expulsion and in accordance with applicable law, the principal or designee may consider the use of available interventions to address the student's misconduct. The use of such interventions will vary, depending upon the facts and circumstances of an individual case. Such interventions shall be at the principal's or designee's sole discretion and may include but are not limited to: time-out, warning, behavior agreement, detention, in-school suspension, counseling, peer mediation, reprimand, behavior contract, referral to juvenile assessment center for counseling or other services, or other approaches to address the student's misconduct that do not involve an out-of-school suspension or expulsion and minimize the student's exposure to the criminal and juvenile justice system. See, C.R.S. 22-32-109.1 (2)(a)(II).

As another intervention and alternative to suspension, the principal or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

Nothing in this policy shall limit the Board's and its designees' authority to suspend and/or expel a student as deemed appropriate by the Board and its designees. The decision to suspend and/or expel a student instead of providing an alternative to suspension or expulsion or the failure of an intervention to remediate the student's behavior shall not be grounds to prevent the Board and its designees from proceeding with appropriate disciplinary measures, including but not limited to suspension and/or expulsion.

Delegation of Authority

1. The Board of Education delegates to the principals of the school district or to a person designated in writing by the principal the power to suspend a student in that school for not more than five school days on the grounds stated in C.R.S. 22-33-106(1)(a),(1)(b),(1)(c), or (1)(e), or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1)(d) unless expulsion is mandatory under law (see exhibit coded JKD/JKE-E), but the total period of suspension shall not exceed 25 school days.
2. The Board of Education delegates to the superintendent of schools the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 school days plus up to and including an additional 10 days necessary in order to present the matter to the Board.
3. Unless otherwise determined by the Board, the Board of Education delegates to the superintendent of schools or to a designee who shall serve as a hearing officer the authority to deny admission to or expel for any period not extending beyond one year any student whom the superintendent, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the public schools of the district. If the hearing is conducted by a designee serving as a hearing officer, the hearing officer shall prepare findings of fact and recommendations for the superintendent at the conclusion of the hearing. The superintendent shall render a written opinion in the expulsion matter within five days after the hearing whether the hearing is conducted by the hearing officer or the superintendent.

The superintendent shall report on each case acted upon at the next meeting of the Board, briefly describing the circumstances and the reasons for action taken. Such denial of admission or expulsion by the superintendent shall be subject to appeal to the Board. The appeal shall consist of a review of the facts that were presented, arguments relating to the decision and questions of clarification from the Board.

Expulsion for Unlawful Sexual Behavior or Crime of Violence

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

The information shall be used by the 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 this policy.

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.

Adopted prior to 1976

Revised to conform with practice: Date of manual adoption

Revised: September 15, 1993

Revised: March 22, 1995

Revised: August 19, 1998

Revised: December 13, 2000

Revised: August 18, 2010

Revised: December 12, 2012

Revised: October 16, 2013

LEGAL REFS.: C.R.S. 16-22-102(9) (*unlawful sexual behavior*)
C.R.S. 18-1.3-406 (*crime of violence*)
C.R.S. 22-32-109.1 (2)(a) (*adoption and enforcement of discipline code*)
C.R.S. 22-32-109.1 (2)(a)(I)(E) (*policy required as part of conduct and discipline code*)
C.R.S. 22-32-109.1 (3) (*agreements with state agencies*)
C.R.S. 22-32-144 (*restorative justice practices*)
C.R.S. 22-33-105 (*suspension, expulsion and denial of admission*)
C.R.S. 22-33-106 (*grounds for suspension, expulsion and denial of admission*)
C.R.S. 22-33-106.3 (*use of students written statements in expulsion hearings*)
C.R.S. 22-33-106.5 (*information concerning offenses committed by students*)
C.R.S. 22-33-107 (*compulsory attendance law*)
C.R.S. 22-33-107.5 (*notice of failure to attend*)
C.R.S. 22-33-108 (*juvenile judicial proceedings*)

CROSS REFS.: ECAC, Vandalism
GBGB, Staff Personal Security and Safety
JEA, Compulsory Attendance Ages
JF, Admission and Denial of Admission
JF-R, Admission and Denial of Admission
JIC, Student Conduct, and sub codes
JK*-2, Discipline of Students with Disabilities
JKF*, Educational Alternatives for Expelled Students
JKG*, Expulsion Prevention

Plateau Valley School District 50, Collbran, Colorado

Grounds for Suspension/Expulsion

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

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

For purposes of this paragraph, “dangerous weapon” means:

- a. A firearm, whether loaded or unloaded.

PlateauValley School District 50, Collbran, Colorado

- b. Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed-blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or 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.

- 8. Repeated interference with a school's ability to provide educational opportunities to other students.
- 9. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
- 10. Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
- 11. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

According to C.R.S. 22-33-106 (2), subject to the district's responsibilities under the Exceptional Children's Education Act and applicable federal law, (see Policy JK*-2, Discipline of Students with Disabilities), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program.

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

Approved: September 15, 1993
Amended: March 22, 1995
Amended: August 19, 1998
Amended: December 12, 2012

Suspension/Expulsion of Students (Hearing Procedures)

A. Procedure for Suspension of 10 Days or Less

Through written policy, the Board of Education has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction. Pursuant to policy JKD/JKE, the superintendent has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less.

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

1. Notice. The principal, designee, or the superintendent at the time of contemplated action, will give the student and the parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent/guardian.
2. Contents of Notice. The notice will contain the following basic information:
 - a. A statement of the charges against the student.
 - b. A statement of what the student is accused of doing.
 - c. A statement of the basis of the allegation. Specific names may be withheld if necessary.

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

3. Informal Hearing. In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
4. Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the informal hearing.
5. If the Student's Presence in School Presents a Danger. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
6. Notification Following Suspension. If a student is suspended the administrator delegated the authority to suspend will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.

7. Removal from School Grounds. A suspended student must leave the school building and the school grounds immediately after the parent/guardian and administrator have determined the best way to transfer custody of the student to the parent/guardian.
8. Readmittance. No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
9. Make Up Work. Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive full or partial academic credit to the extent possible for makeup work which is completed satisfactorily.

B. Procedure for Expulsion or Denial of Admission

In the event the Board of Education contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed:

1. Notice. Not less than five (5) calendar days prior to the date of the contemplated action, the Board of Education or an appropriate administrative officer of the district will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail addressed to the last known address of the student or the student's parent/guardian.
2. Emergency Notice. In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened, provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.
3. Contents of Notice. The notice will contain the following basic information:
 - a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
 - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within twenty (20) days after the date of the notice.
 - c. A statement of the date, time, and place of the hearing in the event one is requested.
 - d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant, and that the student may be accompanied and represented by a parent/guardian and an attorney.
 - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. Conduct of Hearing. A hearing may be requested by the parent/guardian. Such hearing will be conducted by the superintendent or his/her designee. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the superintendent or

his/her designee, but including in all events the student, the parent/guardian, and if requested, the student's attorney. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and the superintendent or his/her designee may consider and give appropriate weight to such information or evidence he or she deems appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or representative may question individuals presenting information.

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

The superintendent or his/her designee will prepare specific factual findings and issue a written decision within five days after the hearing.

5. Appeal. Within ten (10) days after the decision of the superintendent, the student may appeal the decision to the Board. Failure to request an appeal within ten (10) days will result in a waiver of the right to appeal, and the superintendent's decision will become final.

If an appeal is properly requested, the Board will review the record concerning the expulsion or denial of admission. The record includes notices and other documents concerning the challenged action, the transcript of the testimony, if any, the hearing exhibits, the findings and recommendation of the superintendent, the superintendent's written decision, and other documents concerning the challenged action. The student may be represented by counsel at the appeal. Representatives of the district and the parents may make brief statements to the Board, but no new evidence may be presented unless such evidence was not reasonably discoverable at the time of the hearing. Members of the Board may ask questions for purposes of clarification of the record.

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

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

If a student is expelled and is not receiving educational services through the district, the school district shall contact the expelled student's parent/guardian at least once every 60 days until the student is eligible to re-enroll to determine whether the child is receiving educational services. District personnel need not contact the parent/guardian after the student is enrolled in another school district or in an independent or parochial school, or if the student is committed to the department of human services or sentenced through the juvenile justice system.

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

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

No student will be readmitted to school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

C. Procedure for Crimes of Violence or Unlawful Sexual Behavior

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

1. The Board or its designee will make a preliminary determination whether it will proceed with an expulsion hearing, based on the following factors:
 - a. Whether the student has exhibited behavior that is detrimental to the safety, welfare and morals of other students or school personnel.
 - b. Whether educating the student in school may disrupt the learning environment, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers and other school personnel.
2. If it is determined that the student should not be educated in the schools of the district, the district may suspend or expel the student, in accordance with the procedures set forth above.
3. Alternatively, suspension or expulsion proceedings may be postponed, pending the outcome of the court proceedings. If the suspension or expulsion proceedings are postponed, the student will not be permitted to return to school during that period. An appropriate alternative education program, including, but not limited to, an on-line program authorized by state law or a home-based education program will be established for the student during the period pending the resolution of the juvenile proceedings. The time that a student spends in an alternative education program will not be considered a period of suspension or expulsion.
4. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Board or designee may proceed to suspend or expel the student following the procedures set forth in these regulations.

5. Information regarding the details of the alleged crime of violence or unlawful sexual behavior will be used by the Board or its designee for the purposes set forth in this policy, but shall remain confidential unless the information is otherwise available to the public by law.

Approved: September 15, 1993
Amended: March 22, 1995
Amended: August 19, 1998
Amended: January 19, 2000
Amended: July 28, 2010
Amended: December 12, 2012
Amended: January 16, 2013
Amended: October 19, 2017

Suspension/Expulsion of Handicapped Students

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

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

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

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

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

Adopted: September 19, 1990

Amended: September 15, 1993

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

Educational Alternatives for Expelled Students

Upon request of a student or the student's parent/guardian, the district shall provide educational services deemed appropriate by the district for any student expelled from the district. The educational services will be designed to enable the student to return to the school in which the student was enrolled prior to expulsion, to successfully complete the high school equivalency examination, or to enroll in a non-public, non-parochial school or in an alternative school.

Educational services includes tutoring, alternative educational programs, including online programs authorized by state law, or career and technical education programs that provide instruction in the academic areas of reading, writing, mathematics, science and social studies. In addition to educational services, the student or parent/guardian may request any of the services provided by the district through agreements with state agencies and community organizations for at-risk students.

The district shall determine the amount of credit the student shall receive toward graduation for the educational services provided.

Educational services provided by the district shall be designed to provide a second chance for the student to succeed in achieving an education. While receiving educational services, a student may be suspended or expelled pursuant to the conduct and discipline code of the district. Except as required by federal law for special education students, any student who is suspended or expelled while receiving educational services pursuant to this policy shall not receive further services until the period of suspension or expulsion is completed.

The educational services may be provided directly by the district or through agreements with state agencies and community organizations entered into pursuant to state law. The services need not be provided on school district property.

Students who are expelled for conduct or behavior involving a threat of harm to district students or personnel shall be served through a home-study course or in an alternative school setting designed to address such conduct or behavior, at the discretion of the district.

The superintendent is directed to apply for moneys through the expelled and at-risk student services grant program established by Colorado law to assist in providing such services.

All expelled students receiving services will be included in the district's pupil enrollment, including those expelled prior to the October count date.

Adopted: August 19, 1998
Amended: August 18, 2010

Amended: December 12, 2012

Amended: May 20, 2015

LEGAL REFS.: C.R.S. 22-33-201.5 (*definition of educational services*)
C.R.S. 22-33-203 (*educational alternatives for expelled students*)
C.R.S. 22-33-204 (*services for at-risk students*)
C.R.S. 22-33-205 (*expelled students grant programs*)

CROSS REFS.: JIC, Student Conduct, and subcodes
JK, Student Discipline and subcodes

Educational Alternatives for Expelled Students

Parents/guardians shall be notified in writing at the time of any expulsion of their right to request services from the district if their child is expelled.

All requests for services for expelled students must be made in writing to the principal [or to the principal's designee] by the student or the student's parent/guardian.

Within 10 school days of receiving the request, the principal will notify the student and the parent/guardian of the goal in providing educational services, the services to be provided by the district and the amount of credit the student will receive.

If an expelled student is not receiving educational services through the school district under the accompanying policy, the parents/guardians shall be contacted at least once every 60 days until the student is eligible to re-enroll to determine the educational services the student is receiving, unless the student is enrolled in another school district or independent or parochial school, or if the student is committed to the department of human services or sentenced through the juvenile justice system.

Adopted: September 16, 1998

Amended: December 12, 2012

Expulsion Prevention

It is the belief of the Board that available interventions and prevention services should be explored to help students who are at risk of expulsion before expulsion becomes a necessary consequence. The principal of each school shall work with the professional staff to identify students who are at risk of suspension or expulsion. Among those students who may be at risk are those who are truant, who have been or are likely to be declared habitually truant or who are likely to be declared habitually disruptive.

The district, working with the student's parent/guardian, shall provide students who are identified as at risk of suspension or expulsion with a plan to provide necessary support services to help them avoid expulsion. Services may include:

1. educational services (tutoring, alternative educational programs or career and technical education programs that provide instruction in the academic areas of reading, writing, mathematics, science and social studies)
2. counseling services
3. drug or alcohol addiction treatment programs, and/or
4. family prevention services

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

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

Adopted: August 19, 1998
Amended: December 13, 2000
Amended: August 18, 2010
Amended: December 12, 2012
Amended: October 16, 2013

LEGAL REFS.: C.R.S. 22-14-101 *et seq.* (dropout prevention and student re-engagement)
C.R.S. 22-33-202 (identification of at-risk students)
C.R.S. 22-33-204 (services for at-risk students)
C.R.S. 22-33-204.5 (students in facility schools shall be considered at-risk)
C.R.S. 22-33-205 (grants for services to expelled, at-risk and truant students)

CROSS REF.: JKD/JKE, Suspension/Expulsion of Students

Plateau Valley School District 50, Collbran, Colorado

Student Health Services and Records

The purpose of the school health program shall be to supplement the efforts and guidance of parents/guardians to raise student awareness of the benefits of regular health care.

The objectives of the school health program are:

1. To promote good health habits among students.
2. To stimulate a sanitary, safe, and healthful environment in school.
3. To assist in the identification and referral to appropriate health care providers for medical, psychological and physical needs.

Health Records

Health records shall be maintained by the nursing staff and kept in a separate and secure health file in the school health office. Health records of students with human immunodeficiency virus/Acquired Immune Deficiency Syndrome (HIV/AIDS) shall be kept in a locked environment to maintain confidentiality.

Access to the health files shall be limited to only those school personnel 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 teaching environment. Access to the health files of students with HIV/AIDS shall be limited to those with written permission from the student and/or parent/guardian and to emergency medical personnel.

The nursing staff shall maintain a log showing who has been given access, when access occurred and to which specific records.

Annual Screening Programs

The sight and hearing of all students in kindergarten, first, second, third, fifth, seventh and ninth grades or students in comparable age groups referred for testing shall be tested during the school year by the school nurse, teacher, principal or other qualified person authorized by the school district, as required by law. These screenings shall not be required of any student whose parent/guardian objects on religious or personal grounds.

The parents or guardian shall be informed when a deficiency is found.

Dental Health

The school district shall participate in programs to encourage good dental health including instruction, dental examination clinics when available and referral to agencies which can provide aid for those in need.

Plateau Valley School District 50, Collbran, Colorado

Communicable Diseases

Students showing symptoms of a communicable disease, an infectious condition, or illness or disability of a serious nature shall be referred to the school nurse. The school nurse shall report the presence of a communicable disease, if action is necessary to protect the health of other students and staff.

Current practice codified: 1983
Adopted: Date of manual adoption
Revised: November 19, 2001
Revised: March 8, 2011
Revised: May 18, 2016

LEGAL REFS.: C.R.S. 20 U.S.C. 7906
C.R.S. 13-22-102, 103
C.R.S. 22-1-116
C.R.S. 25-4-402
C.R.S. 25-4-901 *et seq.*
C.R.S. 25-6-102
6 CCR 1010-6, Rule 6.13

CROSS REFS.: GBEB, Staff Conduct
JF, Admission and Denial of Admission
JLCB, Immunization of Students
JLCC, Communicable/Infectious Diseases
JLCD, Administering Medications to Students
JLCEA*, Students with Special Health Needs
JLDAC, Screening/Testing of Students (and Treatment of Mental Disorders)

Note: Each school district must contract with a registered nurse to provide oversight for student health care, including training and supervision of unlicensed school staff to administer medication to students and carry out medical orders for students with special health care needs. 6 CCR 1010-6, Rule 6.13(A)

Physical Examinations of Students

Parents/guardians shall be encouraged to have their children physically examined prior to entering school and again prior to the fourth, seventh and tenth grades. A dental examination shall also be encouraged.

Students may be excused from physical education activities and from curricular requirements relating to physical education activities upon the statement from a physician or other licensed health care professional that such participation would be injurious to their health.

Teachers shall be alert to the general well-being of students and shall refer any questionable situations to the school principal.

Current practice codified 1983

Adopted: Date of manual adoption

Amended: March 8, 2011

LEGAL REFS.: C.R.S. 13-22-103

CROSS REFS.: IMBB, Exemptions from Required Instruction
JLC, Student Health Services and Records
JLDAC, Screening/Testing of Students

Immunization of Students

The Board directs the superintendent or designee(s) to annually provide parents/guardians of each student enrolled in the district a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment. The standardized immunization document includes a list of required and recommended immunizations and the age at which each immunization should be given.

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 /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/guardians by the district will inform them of their rights to seek an exemption for immunization requirements.

Current practice codified 1983

Adopted: Date of Manual Adoption

Revised: February 17, 1999

Revised: September 21, 2011

LEGAL REFS.: C.R.S. 22-32-140
C.R.S. 22-33-106
C.R.S. 25-4-901 *et seq.*
6 CCR 1009-2

CROSS REFS.: JF, Admission and Denial of Admission
JF-R, Student Admission and Denial of Admission
JKD/JKE, Suspension, Expulsion of Students
JRA/JRC, Student Records/Release of Information on Students

Immunization of Students

1. No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form.
2. A student shall be exempted from required immunizations only upon submission of:
 - a. certification from a licensed physician that the student's physical condition is such that immunization would endanger the student's life or health or is otherwise medically contraindicated due to other medical conditions.
 - b. a statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
 - c. a statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

3. Parents/guardians or emancipated students who assert an exemption from immunizations based on a religious or personal belief ("non-medical exemption") shall submit the required exemption form to the school on an annual basis. Such submission shall occur at the beginning of each school year that the non-medical exemption is asserted.
4. Parents/guardians or emancipated students who assert an exemption from immunizations based on a medical reason shall submit the required medical exemption form to the school one time. The medical exemption form shall be maintained on file at each new school the student attends.
5. The district will provide upon request an immunization reporting form. The school nurse is responsible for seeing that required information is included on the form and transferred to an official certificate of immunization as required.
6. If there is a failure to comply with the immunization requirements, the school nurse will personally notify the parent/guardian or emancipated student. Such notification will be accomplished either by telephone or in person. If this is not possible, contact will be by mail. Emancipated students must be contacted directly rather than through their parents/guardians.

The parent/guardian or emancipated student will be notified of the following:

- a. that up-to-date immunizations are required under Colorado law.

- b. that within fourteen (14) days of notification, the parent/guardian must submit either an authorization for administration of the immunization by health officials or a valid exemption or documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations.
 - c. that if the required documentation is not submitted within fourteen (14) days of notification or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled.
- 7. A student who fails to comply will be suspended by the principal for up to five days and notice of the suspension sent to the Health Department, in accordance with applicable law.
 - 8. If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion.
 - 9. Any suspension or expulsion under this policy will terminate automatically upon compliance.
 - 10. Record of any such suspension or expulsion will be contained in the student's health file, with an appropriate explanation – not in the student's disciplinary file.

Any student expelled for failure to comply with the immunization requirements will not be included in calculating the dropout rate, but will be included in the annual report to the State Board of Education.

Students in Out-of-Home Placements

The following procedure shall apply to students in out-of-home placements, as that term is defined by C.R.S. 22-32-138(1)(e).

Unless the district or school is otherwise authorized to deny enrollment to a student in out-of-home placement, the district or school shall enroll the student regardless of whether the district or school has received the student's immunization records. Upon enrolling the student, the school shall notify the student's legal guardian that unless the school receives the student's certificate of immunization or a written authorization for administration of immunizations within fourteen (14) days after the student enrolls, the school shall suspend the student until such time as the school receives the certificate of immunization or authorization.

Adopted: February 17, 1999
Revised: October 15, 2001
Revised: September 21, 2011
Revised: April 18, 2012
Revised: November 16, 2016

Plateau Valley School District 50, Collbran, Colorado

Communicable/Infectious Diseases

The Board of Education recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. This school district shall rely on the advice of the medical community in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff. The risk of transmitting HIV/AIDS is extremely low in school settings when current guidelines and preventative measures are followed.

Management of common communicable diseases shall be in accordance with Colorado Department of Health guidelines. A student who exhibits symptoms of a readily-transmissible communicable disease may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school nurse and may be sent home as soon as the parent/guardian or person designated on the student's emergency medical authorization form has been notified.

The district reserves the right to require a physician's statement authorizing the student's return to school.

In all proceedings related to this policy, the district shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious, readily-transmissible disease, the staff member or volunteer shall promptly notify the school nurse or principal to determine appropriate measures to protect student and staff health and safety. The principal, after consultation with the student and parent/guardian, shall determine which additional staff members, if any, have need to know of the affected student's condition. Only those persons with direct responsibility for the care of the student shall be informed of the specific nature of the condition if it is determined there is a need for such individuals to know this information.

The superintendent shall initiate procedures to ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures.

Approved: January 20, 1988

Revised: April 18, 2012

LEGAL REFS.: C.R.S. 22-33-104(2)(a)
C.R.S. 22-33-106(2)

Plateau Valley School District 50, Collbran, Colorado

CROSS REFS.: EBBA, Prevention of Disease/Infection Transmission
 JLCA, Physical Examinations of Students
 JLCE, First Aid and Emergency Medical Care
 JRA/JRC, Student Records/Release of Information on Students

Administering Medications to Students

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication, but does not include medical marijuana. The administration of medical marijuana shall be in accordance with state law regarding the administration of medical marijuana to qualified students.

The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements.

Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.
3. The school shall have received written permission from the student's parent/guardian to administer the medication to the student.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

Self-Administration of Medication for Asthma, Allergies or Anaphylaxis

A student with asthma, a food allergy, other severe allergies, or a related life-threatening condition may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or 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 the regulation accompanying this policy.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school principal after consultation with the school nurse and the

student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Use of Stock Epinephrine Auto-injectors in Emergency Situations

The district shall have a stock supply of epinephrine auto-injectors for use in emergency anaphylaxis events that occur on school grounds. Any administration of a stock epinephrine auto-injector to a student by a district employee shall be in accordance with applicable state law, including applicable State Board of Education rules.

The district's stock supply of epinephrine auto-injectors is not intended to replace student-specific orders or medication provided by the student's parent/guardian to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition.

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall be considered a violation of Board policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

Adopted:	Date of manual adoption
Revised:	May, 2, 1995
Revised:	February 16, 2000
Revised:	November 19, 2001
Revised:	October 13, 2004
Revised:	October 12, 2006
Revised:	October 20, 2010
Revised:	May 27, 2014
Revised:	May 18, 2016
Revised:	November 16, 2016

LEGAL REFS.:	C.R.S. 12-38-132
	C.R.S. 22-1-119
	C.R.S. 22-1-119.5
	C.R.S. 22-1-119.3(3)(c),(d)
	C.R.S. 22-2-135
	C.R.S 24-10-101, <i>et seq.</i>
	1 CCR 301-68
	6 CCR 1010-6, Rule 6.13

CROSS REF:	JICH, Drug and Alcohol Use by Students
	JKD/JKE, Suspension/Expulsion of Students
	JLCDA*, Students with Food Allergies
	JLCE, First Aid and Emergency Medical Care

Plateau Valley School District 50, Collbran, Colorado

Administering Medications to Students

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or the nurse's designee may administer the medication to the student in compliance with the following regulation. In the alternative, the parent/guardian may come to school to administer the medication.

1. All directives of the accompanying policy shall be followed.
2. Written orders from the student's health care practitioner with prescriptive authority under Colorado law shall be on file in the school stating:
 - a. Student's name
 - b. Name of medication
 - c. Dosage
 - d. Purpose of the medication
 - e. Time of day medication is to be given
 - f. Anticipated number of days it needs to be given at school
 - g. Possible side effects
3. The medication shall be brought to school in a container appropriately labeled by the pharmacy or health care practitioner.
4. An individual record shall be kept of medications administered by school personnel.
5. Medication shall be stored in a clean, locked cabinet or container. Emergency medications (such as epinephrine) shall be inaccessible to students, but immediately available to trained school personnel and not in a locked cabinet.

Unless these requirements are met, medication will not be administered to students at school.

Self-Administration of Medication for Asthma, Allergies or Anaphylaxis

A school shall permit a student to possess and self-administer medication, such as an inhaler or epinephrine, if all of the following conditions are met:

1. Written authorization signed by the student's health care practitioner must be on file with the school which shall include the student's name; the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.

Plateau Valley School District 50, Collbran, Colorado

2. The school nurse or school administrator, in consultation with the school nurse, the student's health care practitioner, and the student's parent/guardian collaborate to make an assessment of the student's knowledge of his or her condition and ability to self-administer medication.
3. A written statement signed by the student's parent/guardian must be on file with the school, which shall include permission for the student to self-administer his/her medication and a release from liability for any injury arising from the student's self-administration of such medication.
4. A written contract between the school nurse, school administrator, the student, and the student's parent/guardian must be on file with the school, assigning levels of responsibility to the student's parent/guardian, student, and school employees.

A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis shall be effective only for the school year in which it is approved.

A student shall report to the school nurse or designee or to some adult at the school immediately after the student uses an epinephrine auto-injector during school hours. Upon receiving such report from a student, the school nurse, designee, or other adult will provide appropriate follow-up care to the student, which shall include making a 911 emergency call.

Current practice codified 1983

Adopted: Date of manual adoption

Revised: October 12, 2006

Revised: October 20, 2010

Revised: May 18, 2016

Students with Food Allergies

Pursuant to C.R.S. 22-2-135 (Colorado School Children's Food Allergy and Anaphylaxis Management Act), the Board sets forth the following requirements in addressing the issues of students with potentially life-threatening food allergies:

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.

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 Plan (IEP), and/or other plan developed in accordance with applicable federal law shall meet the above requirements.

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. The student's parent/legal guardian shall supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis in a timely fashion unless the student is authorized to self-carry such medication in accordance with Board policy JLCD, Administration of Medications.

Staff training

Emergency anaphylaxis treatment training shall be provided to staff directly involved with a student who has a known food allergy during the school day. At a minimum, the training shall prepare these staff members 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 auto-injectable epinephrine.

Adopted: June 23, 2010

Plateau Valley School District 50, Collbran, CO

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

CROSS REF.: JLCD, Administering Medications to Students

Health History Policy

Health history information will be obtained on all students new to the district by the district school nurse.

Current practice codified 1983

Adopted: Date of manual adoption

Vision and Hearing Screening of Students

Vision and hearing screening is provided for all students in Kindergarten, first, second, third, fifth, seventh, and ninth grades, for all students new to the district, for all children referred by school personnel, and for all high-risk children including:

1. Those enrolled in special education programs
2. Those who repeat a grade
3. Those who failed vision/hearing screening the previous year and did not get follow-up treatment.

The procedures outlined in the “Colorado School Health Guidelines” shall be followed.

Current practice codified 1983

Adopted: Date of manual adoption

Policy for Nondiscriminatory Testing and Assessment

The school nurse is involved in pre-assessment conferences held informally or formally to talk about students with concerns. Parent permission is obtained prior to assessment.

A health history information sheet is required. Current health status is to be recorded in the individual health record.

The school nurse is to be involved in the staffing procedure of students requiring assessment for possible placement in a special education program.

Current practice codified 1983

Adopted: Date of manual adoption

Immunization Records

Immunization records are to be kept for all students in the school district in accordance with Colorado School Health Law.

Current practice codified 1983

Adopted: Date of manual adoption

First Aid and Emergency Medical Care

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

During the school day and during school sponsored events, including those off-site, at least one staff person shall be on duty who has a current certification from a nationally recognized course in standard first aid and CPR. First aid kits shall be stored and properly maintained in each school in accordance with applicable school health rules.

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. State law also exempts from civil liability certain health care providers who render emergency assistance in good faith and without compensation to persons injured in a competitive sport activity.

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

The school's obligation continues after the injury until the injured student has been placed in the care of the parent/guardian or emergency health personnel. Therefore, the parents/guardians of all students shall be asked to sign and submit an emergency medical authorization form which shall indicate the procedure 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 appears serious, the parent/guardian shall be contacted if possible and the instructions on the student's emergency card followed. In extreme emergencies, where there is potential threat to life, limb or digit, school personnel shall immediately call emergency health personnel to arrange for transporting the student to an emergency facility on advice of emergency health personnel.

No elementary student who is ill or injured shall be sent home alone nor shall a secondary student be sent home alone unless the illness is minor and the parent/guardian has consented in advance.

Adoption date: Date of manual adoption

Revised: September 17, 1986

Revised: November 19, 2001

Revised: October 20, 2010

Revised: April 18, 2012

Revised: May 18, 2016

Plateau Valley School District 50, Collbran, Colorado

LEGAL REFS.: C.R.S. 13-21-108
C.R.S. 13-21-108.5
C.R.S. 22-1-125
C.R.S. 24-10-106.5
6 CCR 1010-6, Rule 6.13(D)

CROSS REFS.: GBGAB*, First Aid Training
JLCD, Administering Medications to Students
JLIB, Student Dismissal Precautions

Medicaid Reimbursement

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall seek reimbursement for health-related services rendered by qualified district staff. District staff shall make a reasonable effort to coordinate care with the student's health care provider to avoid duplication of services.

As a Medicaid provider, the district shall access Medicaid eligibility information for students from Health Care Policy and Financing ("HCPF"). HCPF is the designated Medicaid agency for the state of Colorado.

Directory information, including names, date of birth and gender will be released to HCPF to verify Medicaid eligibility of students. The description of health services delivered and information needed to complete claims shall be released to Medicaid and/or the district billing agent for proper administration of the program.

Any parent/guardian or eligible student (18 years of age or older) who does not want to participate in the Medicaid billing program or who does not want directory information to be released must notify the school in writing by completing a refusal form, which may be obtained from the school office, no later than September 7 or the following Monday if September 7 is a Saturday or Sunday. Unless notified, the district shall begin billing for any applicable services rendered within two weeks of enrollment.

All ongoing health and related services shall be rendered by qualified district staff pursuant to an individual health services plan signed by a professional qualified to provide the types of services described in the plan. The plan may be an Individual Education Plan (IEP), Individual Family Services Plan (IFSP), Section 504 Accommodation Plan or any individual health services plan.

A dated record of all transactions shall be kept on file at the school office.

Adopted: February 16, 2000

LEGAL REFS.: C.R.S. 26-4-531
Pub. L. 100-360, July 1, 1988 (*Medicare Catastrophic Coverage Act of 1988*)

CROSS REF.: JRA/JRC, Student Records/Release of Information on Students

Plateau Valley School District 50, Collbran, Colorado

Guidance Program

Guidance services shall be provided as part of the total program. These shall be supervised at all grade levels by a staff member designated by the superintendent and shall include psychological services, counseling services and testing services (both psychological and achievement).

Guidance counselors will work not only with the student but also with his parents and teachers in an attempt to help him achieve his full potential personally and academically.

Guidance shall include aiding the student in discovering and measuring his capabilities, abilities and real interest; in helping him obtain adequate and accurate information about schools, courses, occupations and careers; and in helping him solve personal and academic problems. Another function of the guidance counselors shall be to aid students in finding part-time jobs when they are in school and to provide them with job placement services upon graduation.

Students and parents shall be encouraged to avail themselves of the help of guidance counselors at any time.

Current practice codified 1983

Adopted: Date of manual adoption

Screening/Testing of Students (And Treatment of Mental Disorders)

Parents/guardians and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students whether created by the district or a third party. For purposes of this policy, “eligible student” means a student 18 years of age or older or an emancipated minor. Any survey, assessment, analysis or evaluation administered or distributed by a school to students shall be subject to applicable state and federal laws protecting the confidentiality of student records.

Survey, Assessment, Analysis or Evaluation for which Consent is Required

Except as otherwise permitted by law, students shall not be required to submit to a survey, assessment, analysis, or evaluation that is intended to reveal information, whether the information is personally identifiable or not, without prior written consent of the parent/guardian or eligible student, if that survey, assessment, analysis, or evaluation reveals information in the following areas (“protected information”):

1. political affiliations or beliefs of the student or the student’s parent/guardian
2. mental or psychological conditions of the student or the student’s family
3. sexual behavior or attitudes
4. illegal, anti-social, self-incriminating or 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. religious practices, affiliations or beliefs of the student or the student’s parent/guardian
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
9. Social security number

School personnel responsible for administering any such survey, assessment, analysis or evaluation shall give written notice at least two weeks in advance to the student’s parent/guardian or the eligible student and shall make a copy of the document available for viewing at convenient times and locations. The notice shall offer to provide the following written information upon request:

1. records or information that may be examined and required in the survey, assessment, analysis or evaluation
2. the means by which the records or information shall be examined, reviewed, or disseminated
3. the means by which the information is to be obtained
4. the purposes for which the records or information are needed

5. the entities or persons, regardless of affiliation, who will have access to the information; and
6. a method by which a parent/guardian can grant or deny permission to access or examine the records or information

These notice provisions also apply to any survey, analysis or evaluation funded by the U.S. Department of Education

Exceptions to 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, assessment, analysis or evaluation without obtaining consent as long as such participation is not otherwise prohibited by 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
4. be construed to require parental notice or consent for a survey, assessment, analysis or evaluation related to educational products or services for or to students or educational institutions. These products and services include, but are not limited to, the following:
 - college or other postsecondary education recruitment or military recruitment activities
 - book clubs, magazines and programs providing access to low-cost literary products
 - curriculum and instructional materials used by district schools
 - tests and assessments used by district schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students
 - the sale by students of products or services to raise funds for school-related or education-related activities
 - student recognition programs
5. be construed to require parental notice or consent for assessments used to collect evidence of what a student knows and is able to do and to measure a student's academic progress toward attaining a content standard
6. limit the ability of the district to administer a suicide assessment or threat assessment.

Surveys, Assessment, Analysis or Evaluation for Marketing Purposes

Parents/guardians and eligible students shall receive notice and have the opportunity to opt a student out of activities involving the collection, disclosure or use of personal information collected from the student for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose.

Annual Notice

At the beginning of each academic year, the district shall inform parents/guardians and eligible students that the parent/guardian or eligible student has the right to consent before students are required to submit to a survey that concerns one or more of the protected areas and to opt out of the following:

1. activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information;
2. the administration of any protected information survey; or
3. any non-emergency, invasive physical examination or screening (other than a hearing, vision or scoliosis screening) that is:
 - required as a condition of attendance
 - administered by the school and scheduled by the school in advance; and
 - not necessary to protect the immediate health and safety of the student or of other students

Psychiatric/Psychological/Behavior Testing Methods or Procedures

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used. Prior to conducting any such testing, school personnel shall obtain written permission from the parent/guardian or eligible student in accordance with applicable law.

School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian, and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns that school personnel may have. Only those persons appropriately certified or licensed may expose students to any psychiatric or psychological method or procedure for the purpose of diagnosis, assessment or treatment of any emotional, behavioral or mental disorder or disability. Such methods or procedures may only be performed after acquiring written permission from a

student's parent or guardian, or from the student in those circumstances in which federal or state law allows the student to obtain such services in confidence or without prior notice to the parent/guardian.

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.

Ordinary classroom instruction, activities, and techniques involving the approved curriculum that 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. Any teacher who questions whether a planned activity is one involving psychiatric or psychological methods or procedures for which the teacher may not be properly certified or licensed shall consult with the school principal.

Special Education Evaluation

The giving of parental permission for evaluation or re-evaluation of a student with disabilities and any required consent to the provision of special education services to a student with disabilities is governed by state and federal law and is outside the scope of this policy.

Adoption Date: August 18, 2010
Amended: December 12, 2012

LEGAL REFS.: C.R.S. 13-22-101 (*18 is age of competence for certain purposes*)
C.R.S. 22-1-123 (*district shall comply with federal law on protection of pupil rights; Colorado provisions regarding survey, assessment, analysis and evaluation of students*)
C.R.S. 22-32-109(1)(ee) (*duty to adopt policy prohibiting personnel from ordering behavior tests without parent permission*)
C.R.S. 22-32-109.2 (*screening and treatment of emotional/mental disorders or disabilities*)
C.R.S. 27-10-103 (*voluntary applications for mental health services*)
20 U.S.C. 1232g (*Family Education Rights and Privacy Act*)
20 U.S.C. 1232h (*Rights of students and parents to inspect instructional materials and give prior consent for certain surveys, analysis and evaluation*)

CROSS REFS.: GBEB, Staff Conduct
GCS, Professional Research and Publishing
ILBA, District Program Assessments

Plateau Valley School District 50, Collbran, Colorado

File: JLDAC

ILBB, State Program Assessments
JLCA, Physical Examinations of Students
JRA/JRC, Student Records/Release of Information on Students
LC, Relations with Education Research Agencies

Reporting Child Abuse/Child Protection

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

To that end, any school official or employee who has reasonable cause to know or suspect that a child has been subject 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 inservice 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.

Adopted: December 20, 1989
Amended: October 18, 1995
Amended: February 16, 2000
Amended: April 18, 2012

LEGAL REFS.: C.R.S. 19-1-103(1)
C.R.S. 19-3-102 & 103
C.R.S. 19-3-304
C.R.S. 19-3-307
C.R.S. 19-3-309
C.R.S. 22-32-109(1)(z)

CROSS REF.: GBEB, Staff Conduct
GBGB, Staff Personal Security and Safety

Plateau Valley School District 50, Collbran, Colorado

Reporting Child Abuse/Child Protection

I. Definition of Abuse or Neglect

Child abuse or neglect is defined in law as “an act or omission which seriously threatens the health or welfare of a child.” Specifically, this refers to:

- a. Evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death and such condition or death which is not justifiably explained or where the history given concerning such condition or death is at variance with the condition or the circumstances indicate that the condition may not be the product of an accidental occurrence.
- b. Any case in which a child is subject to unlawful sexual behavior as defined in state law.
- c. Any case in which a child is in need of services because the child's parents, legal guardians or custodians fail to take the same actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take.
- d. Any case in which a child is subjected to emotional abuse which means an identifiable and substantial impairment of the child's intellectual or psychological functioning or development or a substantial risk or impairment of the child's intellectual or psychological functioning or development.
- e. Any act or omission described as neglect in state law as follows:
 - A parent, guardian or legal custodian has abandoned the child or has subjected him or her to mistreatment or abuse or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring.
 - The child lacks proper parental care through the actions or omissions of the parent, guardian or legal custodian.
 - The child's environment is injurious to his or her welfare.
 - A parent, guardian or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care or any other care necessary for his or her health, guidance or well-being.
 - The child is homeless, without proper care or not domiciled with his or her parent, guardian or legal custodian through no fault of such parent, guardian or legal custodian.
 - The child has run away from home or is otherwise beyond the control of his or her parent, guardian or legal custodian.
 - A parent, guardian or legal custodian has subjected another child or children to an identifiable pattern of habitual abuse and the parent, guardian or legal custodian has been the respondent in another proceeding in which a court has adjudicated another child to be neglected or dependent based upon allegations of

sexual or physical abuse or has determined that such parent's, guardian's or legal custodian's abuse or neglect caused the death of another child; and the pattern of habitual abuse and the type of abuse pose a current threat to the child.

2. Reporting Requirements

Any school employee who has reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact to the Mesa County Department of Human Services or local law enforcement agency or through the statewide child abuse reporting hotline system. The employee must follow any oral report with a written report sent to the appropriate agency.

In cases where the suspected or known perpetrator is a school employee, the report should be made to the law enforcement agency. (Reports made to social services will be referred to law enforcement.)

If a child is in immediate danger, the employee should call 911. "Immediate" refers to abuse that occurs in the employee's presence or has just occurred.

The employee reporting suspected abuse/neglect to the Department of Human Services or law enforcement officials must inform the school administrator as soon as possible orally or with a written memo. The ultimate responsibility for seeing that the oral and written reports are made to the Department of Human Services or law enforcement agencies lies with the employee who had the original concern.

NOTE: The Colorado Child Abuse and Neglect Hotline is 1-844-CO-4-kids or 1-844-264-5437. The main purpose of the hotline is to quickly route callers to the appropriate county. To ensure proper routing through the hotline, each county must have a dedicated line for child abuse and neglect reporting. Calls made directly to a county's dedicated line will also be routed through the hotline for data collection purposes.

3. Contents of the Report

The following information should be included to the extent possible in the initial report:

- a. Name, age, address, sex and race of the child.
- b. Name and address of the child's parents, guardians and/or persons with whom the student lives.
- c. Name and address of the person, if known, believed responsible for the suspected abuse and neglect.
- d. The nature and extent of the child's injury or condition as well as any evidence of previous instances of known or suspected abuse or neglect of the child or the child's siblings – all with dates as appropriate.

Plateau Valley School District 50, Collbran, Colorado

- e. The family composition, if known.
- f. Any action taken by the person making the report.
- g. Any other information that might be helpful in establishing the cause of the injuries or the condition observed.

It is helpful if the person reporting suspected abuse/neglect is prepared to give documentation. Thus, noting details of observations is important. It is permissible for the school official or employee to conduct a preliminary non-investigative inquiry of any injury or injuries under the following circumstances:

- a. School personnel may inquire of the child how an injury occurred. Leading and/or suggestive questions should be avoided. School personnel may not contact the child's family or any other person suspected of causing the injury or abuse to determine the cause of the suspected abuse or neglect.
- b. A school employee's reasonable cause to suspect that the child has been subjected to abuse or neglect may arise from a child's vague or inconsistent response to such an inquiry or from an explanation which does not fit the injury.
- c. All efforts must be made to avoid duplicate or numerous interviews of the victim.

4. After Filing Reports

After the report is made to the agency, district and school staff members will cooperate with the Department of Human Services and law enforcement in the investigation of alleged abuse or neglect. The school will report any further incidents of abuse to the agency's representative.

As the case is being investigated, the school will provide supportive aid and counseling services for the child.

Once a report of child abuse is given to the agency, the responsibility for investigation and follow-up lies with the agency. It is not the responsibility of the school staff to investigate the case. Therefore the school staff will not engage in the following activities:

- a. Make home visits for investigative purposes.
- b. Take the child for medical treatment. (This does not preclude taking action in an emergency situation.)
- c. Convey messages between the agency and the parents/guardians.

Authorized school and district personnel may make available to agency personnel assigned to investigate instances of child abuse the health or other records of a student for such investigative purposes.

5. Guidelines for Consideration

- a. If any school employee has questions about reasonable cause of child abuse and the need for making a report, the employee may consult with their building administrator. If the building administrator is not available, a direct call to the Department of Human Services about concerns is advisable. Note that consultation with another school official or employee will not absolve the employee of the responsibility for reporting child abuse.
- b. In an emergency situation requiring retention of the child at the school building due to fear that if released the child's health or welfare might be in danger, it should be observed that only law enforcement officials have the legal authority to hold a child at school. Otherwise, a court order must be obtained to legally withhold a child from his or her parent or guardian.

Approved: October 18, 1995

Amended: January 19, 2000

Amended: April 18, 2012

Amended: May 18, 2016

LEGAL REF.: C.R.S. 18-3-412.5 (1)(b)

Supervision of Students

It is the policy of the district to regard a student as being under the supervision of the staff from the time the student boards the bus or leaves his home to attend school until the student leaves the bus or arrives home after school. Supervisory authority of school staff also extends to all school-sponsored activities and to supervision of corridors, stairways, lunchroom, school bus loading and unloading and the care of buildings and grounds as directed by the school administration.

Current practice codified 1983

Adopted: Date of manual adoption

Supervision of Students

1. Each faculty member shall be placed on a rotating schedule for supervising students before school, at noon and after school.
2. The person on duty should be at his assigned post:
 - a. Before school until the beginning of the first hour class.
 - b. At lunch until the beginning of the fourth hour class.
 - c. After school from the last bell until the students not involved in extracurricular activities have vacated the building and parking areas.
3. During these time periods, a person shall be on duty outside and another person in the hallways. After school, the person who has been assigned to the halls will supervise students leaving from the student parking lot on the north and east sides of the building. The person on gym or outside duty shall supervise students from the main southeast entrance of the building boarding buses and leaving by car from the east entrance of the school. Other duty assignments may be made as determined by the school administration.
4. These assignments shall be made to last for one-week periods.
5. The assigned faculty member shall be responsible for being at his/her designated post on time and for giving proper supervision. Failure to do so shows neglect of duties and also may have the result of both personal and school liabilities as well as possible legal litigation if student injury should result.
6. The principal shall establish a rotating schedule to provide ample supervision of students outside of class time.

Current practice codified 1983

Approved: Date of manual adoption

Student Dismissal Precautions

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 insure 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 principal.

The principal 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 parent or, if the parent is not available, with another authorized adult.

Any student leaving school grounds during school time must have permission from the principal.

Adopted prior to 1976

Revised to conform with practice: Date of manual adoption

Student Automobile Use and Parking

Students who drive their own vehicles to school shall leave them parked. Students shall not be in their cars during school hours or at noon without permission from the administration.

All drivers shall abide by current traffic regulations on the school grounds. Students who drive carelessly on the school grounds shall be warned or placed on probation for the first offense and may lose parking privileges for a period of one week. On the second offense, parking privileges shall be suspended for a period of three weeks. Parking privileges shall be suspended for the remainder of the year on the third offense.

The privilege of bringing a student-operated motor vehicle onto 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 or 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 onto school premises.

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

Adopted prior to 1976

Revised to conform with practice: Date of manual adoption

Revised: September 17, 1986

CROSS REF.: JIH, Student Interrogations, Searches and Arrests

Physical Activity

The Board believes students who engage in physical activity as part of the learning environment are healthier and more likely to be engaged learners.

All district students shall be provided opportunities to engage in daily physical activity. The district shall include not less than the minimum required amount of physical activity in the schedules of students attending elementary schools, as such minimums are set forth in state law. Middle school and high school students shall be afforded opportunities for physical activity that are age-appropriate. Students with medical or physical limitations that may affect the student's ability to participate in a scheduled physical activity shall be provided appropriate alternative activities, consistent with federal and state law.

For purposes of this policy, "physical activity" may include but is not limited to:

1. exercise programs
2. fitness breaks
3. recess
4. field trips that include physical activity
5. classroom activities that include physical activity
6. physical education classes

A school shall not substitute non-instructional physical activity for standards-based physical education instruction.

Exceptions to required amounts of physical activity may be allowed for school closures, in accordance with law.

Adopted: August 24, 2011
Amended: December 12, 2012

LEGAL REFS.: C.R.S. 22-32-136
C.R.S. 22-32-136.5(3)(a)

CROSS REFS.: ADE, School Wellness
JLCA, Physical Examinations of Students

Student Donations and Gifts

Because of the embarrassment that might result, students shall be discouraged from giving gifts to staff members. The Board shall consider the writing of letters expressing gratitude or appreciation as always welcome and more appropriate than gifts in most cases.

Current practice codified 1983

Adopted: Date of manual adoption

CROSS REFS.: GBEBC, Gifts to and Solicitations by Staff
 KHA/KHB, Public Solicitations/Advertising in Schools

Student Fees, Fines and Charges

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 fees 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:

Textbook, Library Resources and Other School Property

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, library resources and other school property 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 media center), materials or equipment. The fines will be for the amount of the loss. In computing a fine, 20 percent of the original cost of a book, library resource or other school property 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, library resources or other school property and the student is graduating, the district may deny the privilege of participation in the graduation ceremony if the student fails to return or replace a textbook, library resource or other school property 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.

A student shall not be refused use of textbooks 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 additional 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 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 principal 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.

The district may impose and collect a fee for the payment of excess transportation costs in accordance with state law. Only those students who use the district's transportation services shall be required to pay any transportation fee.

Waiver of Fees

All fees, fines, and charges for textbook and expendable supplies and materials required for classes within the academic portion of the educational program and any transportation fee 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 free or reduced-priced lunch under the federal poverty income guidelines.

All fees for textbooks, expendable supplies and materials and miscellaneous fees shall be waived for students in out-of-home placements, as that term is defined by C.R.S. 22-32-138(1)(e).

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.

Portions adopted September 1, 1982, and November 17, 1982

Revised to conform with practice: Date of manual adoption

Revised: October 19, 1994

Revised: December 15, 1998

Revised: August 18, 1999

Revised: October 20, 1999

Revised: July 21, 2004

Revised: October 19, 2017

LEGAL REFS.: C.R.S. 22-32-109(1)(u)
C.R.S. 33-32-110(1)(o)
C.R.S. 22-32-110(1)(jj)
C.R.S. 22-32-113(5)
C.R.S. 22-32-117
C.R.S. 22-32-118
C.R.S. 22-32-138(7)
C.R.S. 22-45-104

CROSS REF.: EEA, Student Transportation
EFC, Free and Reduced Price Food Services
JF-R, Admission and Denial of Admission
JJJ, Extracurricular Activity Eligibility

Student Fees, Fines and Charges

At the beginning of the school year or when students are issued textbooks or other supplies that will be returned at the end of the school year or term, students will be given a check-out sheet by the teacher issuing the textbook or supplies. On this sheet students will list any damage that they observe including page number and type of damage.

Teachers responsible for textbook or supplies check-out will conduct a check on all textbooks and supplies at the end of first and second semester. Any damage not recorded on student check-out sheet will be assessed to student and must be paid at the main office before semester grades will be released to student and parent or guardian.

In addition to semester checks on book or supply damage, all textbooks must be covered after the first week that students are issued textbooks.

Teachers will make periodic checks at least 2 times per quarter to make sure that all textbooks issued by the teacher are covered. Students will be assessed a \$.25 fine for each day exclusive of weekends and holidays that student does not cover book up to the replacement cost of the textbook. Fines must be paid by the student at the main office before semester grades will be released to student and parent or guardian.

The following fines shall be assessed:

BOOK FINES

Torn page	\$1.50 per page
Broken binding.....	\$5.00
Writing in book.....	\$0.25 per page
Excessive damage to book...	cost of replacement

LOCKER FINES

All lockers should be completely clean before designated teachers sign check-out sheet at the end of the school year or when student is dropping registration at the school.

Stickers, etc., pasted on lockers.....	\$2.50
Ink writing on lockers.....	\$0.50 per word

Student Records/Release of Information on Students

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

Content and Custody of Student Education Records

The principal is the official custodian of records in his or her building

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. 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 and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any individualized education program (IEP).

Student 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.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

Access to Student Education Records by Parents and Eligible Students

A parent/guardian (“parent”) has the right to inspect and review their child’s education records if the student is under 18 years of age. If a student is 18 years old or older, (“eligible student”), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child’s education records, despite the lack of written consent from the eligible student if the eligible student is a dependent for federal income tax purposes, or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

Request to Amend Student Education Records

A parent or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

Disclosure with Written Consent

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student’s education record, the notice provided to the parent or eligible student shall contain the following:

- a. The specific records to be disclosed;
- b. The specific reasons for such disclosure;
- 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 disclosed; and
- e. The right to review or receive a copy of the records to be disclosed.

The parent’s or eligible student’s 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 by this policy.

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

Disclosure without Written Consent

The district may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one the of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
 - a. For purposes of this policy, 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 outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
 - b. A school official has a “legitimate educational interest” if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official district business and not for purposes extraneous to the official’s areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student’s application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, and state and local educational authorities.
4. The disclosure is in connection with a student’s application for, or receipt of, financial aid.

5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
7. The disclosure is to accrediting organizations for accrediting functions.
8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
10. The disclosure is to comply with a judicial order or lawful subpoena. The district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:
 - a. The court order or subpoena prohibits such notification; or
 - b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.
11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurement of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.
12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.
13. The disclosure is of "directory information" as defined by this policy.

Plateau Valley School District 50, Collbran, Colorado

Disclosure of Directory Information

Directory information may also be disclosed without written consent of the parent or eligible student. “Directory information” means information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student’s name, email address, photograph, 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, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a password known only by the authorized user.

Student telephone numbers and addresses shall not be disclosed pursuant to this section.

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 principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

Disclosure of Disciplinary Information to School Personnel

In accordance with state law, the principal or designee shall 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. 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.

State law requires the principal or designee to inform the student and the student’s parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or student’s parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

Disclosure to Military Recruiting Officers

Names, addresses and home telephone numbers, as well as directory information of secondary school students shall be released to military recruiting officers within 90 days of the request,

unless a parent or student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

Disclosure to Medicaid

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

Disclosure to the Colorado Commission on Higher Education (CCHE)

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

Annual Notification of Rights

The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. 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 and accompanying regulation and exhibit may be obtained from the office of the superintendent during normal business hours.

Governing Law

The district shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The district shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

Plateau Valley School District 50, Collbran, Colorado

Adopted: September 20, 1978
Revised to conform with practice: Date of manual adoption
Revised: November 17, 1993
Revised: December 15, 1998
Revised: March 15, 2000
Revised: July 19, 2000
Revised: December 13, 2000
Revised: October 15, 2001
Revised: August 18, 2010
Revised: March 8, 2011
Revised: October 16, 2013

LEGAL REFS.: 20 U.S.C. 1232g (*Family Educational Rights and Privacy Act*)
20 U.S.C. 7908 (*military recruiter information contained in No Child Left Behind Act of 2001*)
34 C.F.R. 99.1 *et seq.* (*FERPA regulations*)
C.R.S. 19-1-303 and 304 (*records and information sharing under Colorado Children's Code*)
C.R.S. 22-1-123 (*district shall comply with FERPA*)
C.R.S. 22-32-109(1)(ff) (*duty to establish policy on disclosing eighth grade students names
and mailing addresses to the Colo. Commission on Higher Education*)
C.R.S. 22-32-109.1(6) (*duty to establish policy on sharing information consistent with state and
federal law in the interest of making schools safe*)
C.R.S. 22-32-109.3(2) (*duty to share disciplinary and attendance information with criminal
justice agencies*)
C.R.S. 22-33-106.5 (*court to notify of conviction of crime of violence and unlawful sexual behavior*)
C.R.S. 22-33-107.5 (*school district to notify of failure to attend school*)
C.R.S. 24-702-204(2)(e) (*denial of inspection of materials received, made or kept by
the Safe2Tell Program*)
C.R.S. 24-72-204(3)(a)(VI) (*schools cannot disclose address and phone number without consent*)
C.R.S. 24-72-204(3)(d) (*information to military recruiters*)
C.R.S. 24-72-204(3)(e)(I) (*certain FERPA provisions enacted into Colorado Law*)
C.R.S. 24-72-204(3)(e)(II) (*disclosure by staff of information gained through personal knowledge
or observation*)
C.R.S. 24-72-205(5) (*fee for copying public record*)
C.R.S. 25.5-1-116 (*confidentiality of HCPF records*)

CROSS REFS.: GBG, Liability of School Personnel/Staff Protection
JK, Student Discipline
JLC, Student Health Services and Records
JRCA*, Sharing of Student Records/Information between School District and
State Agencies
KLMA, Relations with Military Recruiters, Postsecondary Institutions and
Prospective Employers

Student Records/Release of Information on Students

(Notification to Parents and Students of Rights Concerning Student Education 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 a reasonable time period after the request for access is made (not to exceed 45 days). See JRA/JRC-R.
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 in violation of the student's privacy rights. See JRA/JRC-R.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. See JRA/JRC.
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 20202-8520.
5. The right to refuse to permit the designation of any or all of the categories of directory information. See JRA/JRC.
6. The right to request that information not be provided to military recruiting officers. See JRA/JRC and JRA/JRC-E-2

Adopted: July 28, 2010
Revised: March 8, 2011

Student Records/Release of Information on Students (Review, Amendment and Hearing Procedures)

In accordance with policy JRA/JRC, this regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records.

Request to Review Student Education Records

1. The parent or eligible student shall submit a written request to the principal of the school attended by the student, asking to review the student's education records.
2. Upon receipt of the written request, the principal or designee shall set a date and time for inspection and review of the records (usually within three working days after the request has been made).
3. The parent or eligible student shall examine the student's education records in the presence of the principal and/or other person(s) designated by the principal. The record itself shall not be taken from the school building.
4. During inspection and review of student education records by a parent or eligible student and when requested by them, the principal will provide personnel necessary to give explanations and interpretations of the records.
5. 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.

Request to Amend Student Education Records

1. The parent or eligible student shall submit a written request to the principal [or appropriate school official], clearly identifying the part of the record to be amended and specifying why the record is inaccurate, misleading or otherwise violates the student's privacy rights.
2. The written request to amend the student's education records must be made in writing within 10 school days of the date the records were first examined by the parent or eligible student, unless additional time is granted by the district for good cause shown.
3. If the principal or school official denies the request to amend the student education record, the principal/school official shall notify the parent or eligible student of the decision and advise him or her of the right to a hearing to appeal the denial.

Plateau Valley School District 50, Collbran, Colorado

Request for a Formal Hearing

A request for a formal hearing must be made in writing and addressed to the superintendent of schools. The district's response to the request shall be mailed within 10 school days.

The hearing shall be held in accordance with the following:

1. The hearing will be held within 25 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.
2. The hearing will be conducted by a principal or higher administrative official as designated in writing by the superintendent. The official conducting the hearing shall not be the principal who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.
3. 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.
4. The official designated above shall make a decision in writing within 20 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
5. 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.
6. The decision shall include a statement informing the parents or eligible student of the right to place in the student education record 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 district. If the student education record is disclosed by the district to any other party, the explanation shall also be disclosed to that party.

Adopted: March 8, 2011

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

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

The superintendent 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 Board policy and to a civil penalty of up to \$1,000.

Plateau Valley School District 50, Collbran, Colorado

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 Educational Rights and Privacy Act (“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.

Adopted: November 15, 2000
Amended: March 8, 2011
Amended: July 17, 2013

LEGAL REFS.: 20 U.S.C. §1232g
34 C.F.R. §99.1 *et seq.*
C.R.S. 19-1-303 and 304
C.R.S. 19-1-304(5.5)
C.R.S. 19-2-921(7.5)
C.R.S. 22-1-123
C.R.S. 22-2-139(7)
C.R.S. 22-32-109.1(6)
C.R.S. 22-32-109.3 (2)
C.R.S. 22-33-106.5
C.R.S. 22-33-107.5
C.R.S. 24-72-204(2)(e)
C.R.S. 24-72-204 (3)(e)(I)
C.R.S. 24-72-204(3)(e)(II)

CROSS REFS.: JKD/JKE, Suspension/Expulsion of Students
JRA/JRC, Student Records/Release of Information on Students

Privacy and Protection of Confidential Student Information

The Board is committed to protecting the confidentiality of student information obtained, created and/or maintained by the district. Student privacy and the district's use of confidential student information are protected by federal and state law, including the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act (the Act). The Board directs district staff to manage its student data privacy, protection and security obligations in accordance with this policy and applicable law.

Definitions

"Student education records" are those records that relate directly to a student. Student education records may contain, but 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 and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

"Student personally identifiable information" or "student PII" means information that, alone or in combination, personally identifies an individual student or the student's parent or family, and that is collected, maintained, generated, or inferred by the district, either directly or through a school service, or by a school service contract provider or school service on-demand provider.

"Security breach" means the unauthorized disclosure of student education records or student PII by a third party.

The following terms used in this policy shall be as defined by the Act: "school service," "school service contract provider" and "school service on-demand provider."

Access, Collection and Sharing Within the District

The district shall follow applicable law and Board policy in the district's access to, collection and sharing of student education records.

District employees shall ensure that confidential information in student education records is disclosed within the district only to officials who have a legitimate educational interest, in accordance with applicable law and Board policy.

Outsourcing and Disclosure to Third Parties

District employees shall ensure that student education records are disclosed to persons and organizations outside the district only as authorized by applicable law and Board policy. The term "organizations outside the district" includes school service on-demand providers and school service contract providers.

Any contract between the district and a school service contract provider shall include the provisions required by the Act, including provisions that require the school service contract provider to safeguard the privacy and security of student PII and impose penalties on the school service contract provider for noncompliance with the contract.

In accordance with the Act, the district shall post the following on its website:

- a list of the school service contract providers that it contracts with and a copy of each contract; and
- to the extent practicable, a list of the school service on-demand providers that the district uses.

Privacy and Security Standards

The security of student education records maintained by the district is a high priority. The district shall maintain an authentication and authorization process to track and periodically audit the security and safeguarding of student education records.

Security Breach or Other Unauthorized Disclosure

Employees who disclose student education records in a manner inconsistent with applicable law and Board policy may be subject to disciplinary action, up to and including termination from employment. Any discipline imposed shall be in accordance with applicable law and Board policy.

Employee concerns about a possible security breach shall be reported immediately to the superintendent. If the superintendent is the person alleged to be responsible for the security breach, the staff member shall report the concern to the Board President.

When the district determines that a school service contract provider has committed a material breach of its contract with the district, and that such material breach involves the misuse or unauthorized release of student PII, the district shall follow this policy's accompanying regulation in addressing the material breach.

Nothing in this policy or its accompanying regulation shall prohibit or restrict the district from terminating its contract with the school service contract provider, as deemed appropriate by the district and in accordance with the contract and the Act.

Data Retention and Destruction

The district shall retain and destroy student education records in accordance with applicable law and Board policy.

Staff Training

The district shall provide periodic in-service trainings to appropriate district employees to inform them of their obligations under applicable law and Board policy concerning the confidentiality of student education records.

Parent/Guardian Complaints

In accordance with this policy's accompanying regulation, a parent/guardian of a district student may file a written complaint with the district if the parent/guardian believes the district has failed to comply with the Act.

Parent/Guardian Requests to Amend Student Education Records

Parent/guardian requests to amend his or her child's education records shall be in accordance with the district's procedures governing access to and amendment of student education records under FERPA, applicable state law and Board policy.

Oversight, Audits and Review

The superintendent shall be responsible for ensuring compliance with this policy and its required privacy and security standards.

The district's practices with respect to student data privacy and the implementation of this policy shall be periodically audited by the superintendent or designee.

A privacy and security audit shall be performed by the district on an annual basis. Such audit shall include a review of existing user access to and the security of student education records and student PII.

The superintendent or designee shall annually review this policy and accompanying regulation to ensure it remains current and adequate to protect the confidentiality of student education records in light of advances in data technology and dissemination. The superintendent shall recommend revisions to this policy and/or accompanying regulation as deemed appropriate or necessary.

Compliance with Governing Law and Board Policy

The district shall comply with FERPA and its regulations, the Act, and other state and federal laws governing the confidentiality of student education records. The district shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is consistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

Adopted: October 19, 2017

LEGAL REFS.: 15 U.S.C. 6501 et seq.
20 U.S.C. 1232g
20 U.S.C. 1232h
20 U.S.C. 1415
20 U.S.C. 8025

Plateau Valley School District 50, Collbran, Colorado

34 C.F.R. 99.1 et seq.
34 C.F.R. 300.610 et seq.
C.R.S. 19-1-303 and 304
C.R.S. 22-1-123
C.R.S. 22-16-101 et seq.
C.R.S. 22-16-107(2)(a)
C.R.S. 22-16-107(4)
C.R.S. 22-16-112(2)(a)
C.R.S. 24-72-204(3)(a)(VI)
C.R.S. 24-72-204(3)(d)
C.R.S. 24-72-204(3)(e)(I)
C.R.S. 24-72-204(3)(e)(II)
C.R.S. 24-80-101 et seq.
C.R.S. 25.5-1-116

CROSS REFS.: BEDH, Public Participation at School Board Meetings
GBEB, Staff Conduct (and Responsibilities)
GBEE*, Staff Use of the Internet and Electronic Communications
JRA/JRC, Student Records/Release of Information on Students
JRCA*, Sharing of Student Records/Information between School District and State
Agencies
JS*, Student Use of the Internet and Electronic Communications

Privacy and Protection of Confidential Student Information (Hearing and Complaint Procedures)

Contract breach by School Service Contract Provider

Within a reasonable amount of time after the district determines that a school service contract provider has committed a material breach of its contract with the district, and that such material breach involves the misuse or unauthorized release of student PII, the Board shall make a decision regarding whether to terminate the district's contract with the school service contract provider in accordance with the following procedure.

1. The district shall notify the school service contract provider of the basis for its determination that the school service contract provider has committed a material breach of the contract and shall inform the school service contract provider of the meeting date that the Board plans to discuss the material breach.
2. Prior to the Board meeting, the school service contract provider may submit a written response to the district regarding the material breach.
3. The Board shall discuss the nature of the material breach at a regular or special meeting.
4. At the Board meeting, a district representative shall first be entitled to present testimony or other evidence regarding the district's findings of a material breach. The school service contract provider shall then have an opportunity to respond by presenting testimony or other evidence. If the school service contract provider is unable to attend the meeting, the Board shall consider any written response that the school service contract provider submitted to the district.
5. If members of the public wish to speak to the Board regarding the material breach, they shall be allowed to do so, in accordance with the Board's policy on public participation at Board meetings.
6. The Board shall decide whether to terminate the contract with the school service contract provider within 30 days of the Board meeting and shall notify the school service contract providers of its decision. The Board's decision shall be final.

Parent/Guardian Complaints

In accordance with the accompanying policy, the parent/guardian of a district student may file a written complaint to the superintendent if the parent/guardian believes the district has failed to comply with the Student Data Transparency and Security Act (the Act).

1. The parent/guardian's complaint shall state with specificity each of the Act's requirements that the parent/guardian believes the district has violated and its impact on his or her child.

2. The superintendent or designee shall respond to the parent/guardian's written complaint within 30 calendar days of receiving the complaint.
3. Within 10 calendar days of receipt of the district's response, the parent/guardian may appeal to the Board. Such appeal must be in writing and submitted to the superintendent.
4. The Board shall review the parent's complaint and the district's response at a regular or special meeting. A district representative and the parent/guardian may make brief statements to the Board, but no new evidence or claims may be presented. The Board may choose to conduct the appeal in executive session, to the extent permitted by law.
5. The Board shall make a determination regarding the parent/guardian's complaint that the district failed to comply with the Act within 60 days of the Board meeting. The decision of the Board shall be final.
6. This procedure shall not apply to parent/guardian concerns with his or her child's education records. If the parent/guardian files a complaint regarding his or her child's education records, the district shall follow its procedures governing access to and review of student education records, in accordance with FERPA, applicable state law and Board policy.

Governing Law and Board Policy

Nothing contained herein shall be interpreted to confer upon any person the right to a hearing independent of a Board policy, administrative procedure, statute, rule, regulation or agreement expressly conferring such right. The complaint and hearing procedures described in this regulation shall apply, unless the context otherwise requires and/or unless the requirements of another policy, procedure, statute, rule, regulation or agreement expressly contradicts any of these procedures, in which event the terms of the contrary policy, procedure, law, rule, regulation or agreement shall govern.

Adopted: October 19, 2017

Student Use of Information Technology Resources

This policy shall govern student use of District Information Technology Resources (DITR), regardless of whether such use occurs on or off District property, and regardless whether use occurs by means of direct connection, telephone line or other common carrier, or by means of any other type of connection or electronic communication, including, but not limited to, wire, fiber, infrared, or wireless media.

For purposes of this policy DITR shall include hardware, software and data that is owned, leased, licensed, or otherwise kept and maintained by the District for the purpose of accessing, storing, downloading/uploading, recording, sending, receiving, posting, distributing, delivering, displaying or printing electronic or digital information, curriculum, messages, records, mail, files or data. DITR shall include, but is not limited to, District computers, computer systems and computer peripherals, District local and wide-area computer networks and servers, District e-mail and other electronic communication systems, District-hosted or District-sponsored internet access, websites and connectivity, and the equipment and software programs or packages associated with such access, connectivity, systems, and equipment.

Each student attending a Plateau Valley School is required to attend the Plateau Valley Internet Safety Program within the first month of attendance at our schools.

Declaration of Purposes

The Board of Education finds that technological advances have fundamentally altered the way in which information is retrieved, conveyed and transmitted in our society. Such changes require educators to adapt and integrate appropriate new technology into the learning process to facilitate, support and enhance delivery of curriculum and as tools and resources to educate and to inform. The District is committed to make available for student use DITR in schools for the following purposes –

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

Regulated Access and Use

Access and use of DITR is reserved for District students and staff for the limited purposes set forth above, and shall not be open or available for use by the general public. Except as provided in Board policy regarding student publications, no District-owned or sponsored website or other component of DITR shall constitute or be established or maintained as a public forum.

Plateau Valley School District 50, Collbran, Colorado

Blocking or Filtering Obscene, Pornographic and Harmful Information

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The Board recognizes that it is impossible to predict with certainty what information students may access or obtain. Nevertheless, the district shall take reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Software that blocks or filters material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board, shall be installed on all DITR having or providing Internet or electronic communications access. Such blocks or filters may be relaxed or disabled for student use only for bona fide research purposes authorized by and under the direct supervision of a district staff member.

Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No Expectation of Privacy

DITR and its components, including computers, servers and systems, are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using them or when accessing or using the Internet or electronic communications by means of DITR. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of DITR, including district computers and computer systems, and the files contained therein, including all Internet and electronic communications access and transmission/receipt of materials and information. All files, data, material and information stored, accessed, received, downloaded or uploaded through or by means of DITR shall remain the property of the district.

Security

DITR shall be administered in a manner that places a high priority on security and student safety in connection with student use of DITR, especially in connection with on-line activities. Students who identify a security problem, such as a suspected computer virus, while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate, circulate or download the problem to other users.

In addition, students shall not:

- Disclose or share passwords except as authorized by school officials, attempt to obtain, modify or use another person's password or any other identifier, attempt to log on to the Internet or other DITR as a system administrator, or log in through another user's account;
- gain or attempt to gain unauthorized access to another user's files or data, to District file servers or other components of DITR, or to third party file servers.

- read, alter, delete or copy, or intercept electronic communications of other systems users, or attempt to engage in such activities.
- Use “hacking” software or other tools to hack or compromise DITR security measures or components, or introduce, install or upload spyware, computer viruses or malware to or with DITR to any component or network within DITR.

Safety

Students shall not reveal or transmit personal social security numbers, home addresses, phone numbers, photographs or other personally identifiable information about themselves while using DITR to access the Internet or other electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not use DITR to arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism of DITR is prohibited. For purposes of this policy, vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, reconfigure or disrupt operation of any DITR, including, but not limited to, any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software. Vandalism will result in cancellation of privileges and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions.

Unauthorized Software

Students shall not download or install any commercial software, shareware, or freeware onto DITR servers, drives or disks without prior authorization from the supervising staff member or District Technology Services personnel. Students are prohibited from using DITR to use, share, install, download or otherwise obtain or distribute any copyrighted software, music, video or data files that has been downloaded or is otherwise in the user’s possession unlawfully or without appropriate license from the copyright owner.

Other Unauthorized and Unacceptable Uses

Students shall use DITR in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of DITR cannot be specifically described in policy. However, at minimum, students are prohibited from using DITR to violate or facilitate or carry out any conduct that is in violation of the Code of Student Conduct. In addition, no students shall use DITR to access, create, transmit, retransmit or forward material or information:

1. that promotes violence or advocates destruction of property including, but not limited

- to, access to information concerning the manufacturing or purchasing of destructive devices or weapons;
2. that uses inappropriate or profane language that is likely to be offensive to others in the school community;
3. that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion;
4. that harasses, threatens, demeans or promotes violence or hatred against another person or group of persons in violation of the district's policies against discrimination, bullying and other violent or aggressive behaviors;
5. for personal profit, financial gain, advertising, political campaigns or other private or commercial purposes not within the scope of the declared educational purposes of DITR set forth in this policy;
6. that copies, reproduces or plagiarizes the work of another without authorization from the author or owner of the work;
7. that is knowingly false or could be construed as intending to purposely damage another person's reputation;
8. in violation of any federal or state law or other district policy or regulation, including but not limited to, the District's policy regarding use of copyrighted material;
9. that impersonates another or transmits through an anonymous remailer; or
10. that accesses fee services without specific permission from the system administrator.

The Board directs and authorizes the Superintendent to develop appropriate additional rules and regulations governing acceptable use of DITR as may be necessary to effectuate the intent and purposes of this policy. Such regulations shall include reasonable procedures, requirements and restrictions and conditions regarding such use in order to –

- (a) assure that students use DITR in a responsible, efficient, ethical and legal manner, and only for educational purposes as set forth above;
- (b) detect and prevent the use of DITR in connection with the receipt or transmittal of inappropriate or harmful material via Internet, electronic mail, or other forms of direct electronic communications;
- (c) detect and prevent unauthorized access to or use of DITR;
- (d) maintain and enforce standards for acceptable use of DITR as set forth in this policy;
- (e) address privacy issues, including unauthorized online disclosure, use, or dissemination of personal identification information or other private facts regarding any person; and to
- (f) comply with the Children's Internet Protection Act and other applicable laws.

Assigning Student Projects and Monitoring Student Use

The district will make reasonable efforts to see that DITR is used responsibly by students. and staff members assigned to supervise student use shall receive training in Internet and electronic communications safety and monitoring student DITR use. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and

use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Upon request, parents shall be afforded an opportunity to observe student use of the Internet and electronic communications in schools.

Student Use is a Privilege

Student use of the Internet and electronic communications is a privilege, not a right. The district may deny, revoke or suspend a student's access to or use of DITR any time, in which case the student's accounts or files may be closed or locked.

The building principal may deny or restrict access to or use of DITR with respect to any student whose use of DITR poses an identifiable security risk, whose disciplinary record demonstrates repeated misconduct involving the Internet, electronic communications or other information technology resources, or whose privilege to access or use such resources was revoked or restricted by the school or other institution at which the student was last enrolled or placed.

Student shall take responsibility for their own use of DITR and for understanding the acceptable and unacceptable uses of such tools, especially when accessing Internet or participating in electronic communications, to avoid contact with inappropriate material or information. Compliance with this policy and the Code of Student Conduct is a condition of such use. Failure to comply with this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke, or suspend access to district technology or close accounts at any time.

Students and parents/guardians may be required to sign, as a condition of granting or continuing access and privileges to use DITR, a document affirming the student's acceptance of responsibility for acceptable and responsible use of DITR and acknowledging receipt of this policy and its implementing regulations, if any.

No Warranties or Endorsement

It is impossible to predict with certainty what information students might locate or be exposed to through the Internet or otherwise obtain or be exposed to while using DITR. *The District makes no guarantee or warranty as to the accuracy, quality or appropriateness of information obtained by or through use of DITR, nor does the availability of information by means of DITR imply endorsement or approval by the District of the content of such information.* The district shall not be responsible for any damages, losses or costs a student suffers in using DITR, including damages, losses or costs incurred from loss of data and service interruptions, as well as losses or damages caused by unauthorized use, mis-deliveries, non-deliveries, or exposure to harmful information. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Adopted: August 20, 1997
Change of Reference Code: January 19, 2000
Amended: January 19, 2011
Amended: May 16, 2012
Amended: October 16, 2013

LEGAL REFS.: 20 U.S.C. 6751 *et seq.*
47 U.S.C. 254(h)
47 C.F.R. Part 54, Subpart F
C.R.S. 22-87-101 *et seq.*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
EGAEA, Electronic Communication
JB, Equal Educational Opportunities
JICDA, Code of Student Conduct
JICJ, Student Use of Electronic Communication Devices
JKD/JKE, Suspension/Expulsion of Students

Plateau Valley School Dist. 50
Student Use of Information Technology Resources
(Responsible Use Agreement)

In order to provide for the appropriate use of District Information Technology Resources (DITR), and in keeping with Board of Education policy and District regulation, the following Responsible Use Agreement (RUA) form has been developed. Before being granted privileges to use the District's technology, including Internet access, e-mail, computers and networks, all students, unless they are 18 years of age or older, must have this form signed by a parent or guardian. This form is only valid until the student moves to another school or has a change in guardianship. Students and parents should read the District's policy (JS) on Student Use of Information Technology Resources, which can be found in any of the administrative offices.

Alternatively, students or parents may request a printed copy from school administration.

Students in Grades K-5:

- Complete the Student Acknowledgement section of this form. Students are not required to sign the form.
- Have a parent/guardian explain the District's and parent's expectations about the following:
 - responsible use of the District's Information Technology Resources
 - the District's ability to monitor use of its information technology resources
 - there is no expectation of privacy when using these resources
 - there are consequences for inappropriate use, which may include, depending on the nature of the misuse, loss of privileges to use District technology resources, in-school or out-of-school disciplinary action, and/or referral to law enforcement agencies.
- A Parent/Guardian is required to complete and sign the Parent/Guardian Acknowledgement section of this form.
- Return the completed form to the school.

Students in Grades 6-12:

- Complete and sign the Student Acknowledgement section of this document.
- A Parent/Guardian is required to complete and sign the Parent/Guardian Acknowledgement section of this form, unless the student is 18 or older.
- Return the completed form to the school.

Acknowledgements

Our signatures on this form indicate that we (both guardian and student) have read this document and the District's policy on Student Use of Information Technology Resources (Policy: JS), understand the District's expectations of the student to responsibly use the District's technology, and agree to abide by all terms and conditions of the policy and regulation.

_____ Student's Name (Printed)	_____ Student's Signature (Grades 6-12)	_____ Date
-----------------------------------	--	---------------

As the parent or legal guardian of the above student, I have made sure my child understands the expectation of this document and the District's policy and regulation.

_____ Parent/Guardian's Printed Name	_____ Parent/Guardian Signature	_____ Date
---	------------------------------------	---------------

NOTE: Completed forms will remain on file at the student's school for as long as the student is attending school.



Student Display

SENIOR PICTURE DISPLAY GUIDELINES

I. Seniors will provide a senior picture composite with the following restrictions:

A. Display must be 24" x 30" including frame.

1. Frame must mount flush against the wall. 24"

30"



B. Non-glare glass will be used.

C. Mat color and frame will be selected by seniors.

D. Lettering

1. Will be contrasting in color to mat.

2. Will include:

a. Plateau Valley School.

b. Class of _____.

c. First and last names of all pictured with any appropriate titles.

E. Photos

1. Major portion of the photograph will be of the individual.

2. Only formal or well dressed casual will be accepted attire.

3. Hats are allowed if they do not conceal any portion of the face.

4. Photos of all seniors, their sponsor(s) and administration.

a. Size of these photos should be determined as early as the end of the junior year to allow for advanced planning.

5. Individuals with no photos must be listed as "Not Pictured" on plaque.

II. Deadlines for seniors.

A. Selection of a professional composite maker and particular layout style, color, and size of photographs must be completed before Christmas vacation.

1. Administration must be given selection criteria at this time.

B. All photos (or proofs) must be submitted to administration for approval by February 15.

1. Photos not submitted by this time will not be included in composite.

- C. Final photos will be ready for professional composite maker and submitted to administration by March 15.
 - 1. Composite maker may have an earlier deadline that will be adhered to with the selection and contracting of composite maker.
- D. Composite must be completed and submitted to administration by April 1. Composite must be removed from frame for reduction photos and then reframed before graduation date.

III. Costs

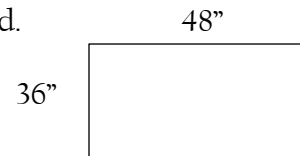
- A. Seniors will pay for the cost of:
 - 1. Their individual photos.
 - 2. Total cost of 24 x 30 composite.
- B. School will pay for:
 - 1. Diploma size reductions (5"x 7") for all seniors, 2 sponsors, 3 administration.
 - 2. Negative of reduced composite.

ATHLETIC AWARDS

I. Banners

- A. Banners for state team championships (first place only) may be displayed on school gym wall.

1. A standard size of 36" wide and 48" long must be used.



2. Banners will be professionally made.

- B. Banners for state team qualifiers and state team finishes may be displayed in the gym using the following criteria:

1. One banner per sport listing year of state qualification (district 1st or 2nd and/or regional 1st or 2nd) and state finishes (same as trophies given for state finish as per sport).

FOOTBALL	
STATE	STATE
QUALIFIER	
1970	
1975	
1989	

VOLLEYBALL	
STATE	STATE
QUALIFIER	
1983	

BOYS	
STATE	STATE
QUALIFIER	
1975	
1986	
1990	

GIRLS	
STATE	STATE
QUALIFIER	
1976	
1977	
1978	
1979	
1980	

GIRLS	
STATE	STATE
QUALIFIER	
1975 DIST. 1 st 1990 3 rd	
1986 DIST 1 st	
1988 DIST 1 st	

BOYS	
STATE	STATE
QUALIFIER	
1975 Dist. 1 st	
1986 Dist. 1 st	
1988 Dist. 1 st	

2. Banners should be designed with professionally done lettering using a standard format and size.
3. Banners will be updated yearly when needed.

II. Trophies or Plaques

- A. Only Plateau Valley School team awards should be displayed.
- B. Only awards for first place and district and state awards shall be permanently displayed.
- C. Awards for other places besides first and district and state awards will not be displayed past two years.
 - 1. These awards may be recycled for future events.

III. Individual Achievement Awards

- A. Track.
 - 1. A display of current records (school) held by individuals and relays.
 - 2. A display of state competition achievement attained by individuals and relays.
- B. Athlete of the Year (“The Cowboy Award”).
 - 1. A display plaque including criteria for selection listing names and year selected.

Plateau Valley High School Athlete of the Year	
Criteria for Selection	
BOYS	GIRLS
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

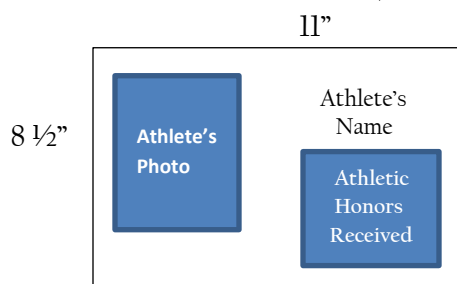
III. Individual Achievement Awards

C. All Conference

1. A display of all-conference selection to remain temporary.

D. Athletic Wall of Fame

1. Athlete selected must have been a state champion in an individual event or have been named to a first team-all state team by a major Colorado Newspaper(i.e., *Rocky Mountain News, Denver Post*).
2. To be placed in a space on wall in main entrance to Plateau Valley School.
3. An 8 ½" x 11" plaque display with an athlete's picture (athlete's choice) of 5" x 7" and a listing of various athletic honors will be attached).



ACADEMIC AWARDS

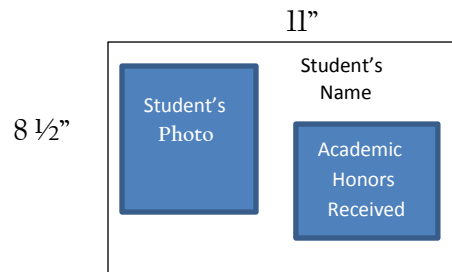
I. Individual Achievement Awards

- A. Valedictorian and salutatorian will be displayed on plaque with names and year received.
- B. Masonic Achievement Award
- C. Music awards will be displayed with academic and athletic awards.
 1. Louis Armstrong Award.
 2. John Phillip Sousa Award.
 3. Trophies or plaques received from Colorado Bandmasters sponsored competition or CHSAA.
- D. Temporary display will be posted in hall display for one year.
 1. Students of the Month.
 2. Honor Band & Choir.
 3. All State Band/Chorus
 4. Solo/Ensemble Awards.
 5. League or State Academic Competition Honors.

Plateau Valley School District 50, Collbran, Colorado

E. Academic Wall of Fame

1. Student as a graduate must have maintained a 3.9 grade point average before 1990 and a 4.0 after 1990 in all four years of high school to qualify for display selection.
2. Will be placed in a space on wall in main entrance to Plateau Valley School.
3. An 8 ½" x 11" plaque display with a student's picture (student's choice) of 5" x 7" and a listing of various honors and achievements will be attached.



F. National Honor Society.

1. Student's name with year date of induction to year date of last membership.

SPECIAL RECOGNITION AWARDS

- A. Special recognition of particular school-based achievements will be posted on a wall display.
1. Special school or school-based project recognition from outside entities.
 2. Donations to the school.
 - a. A temporary yearly display will be posted to recognize donations to the school.
 - b. Any donation with a value over \$2,000 will be recognized as determined by the Plateau Valley School Board.

Adopted: April 20, 1989
Amended: March 20, 1991

Student Use of Electronic Mail

Electronic mail has vast potential to support curriculum and student learning and communication. The Board of Education believes electronic mail should be used in schools as a learning resource to educate and to inform.

Electronic mail 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 educational and personal information needs.

Because of these educational benefits, the Board believes the educational information and interaction available through this tool far outweighs the possibility that users may procure material not consistent with the educational goals of the district.

The Board acknowledges that it is impossible to predict with certainty what information students might obtain through electronic mail. The 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 via Electronic Mail.

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 developmental levels, and to evaluate and use information to meet their educational goals. Opportunities shall be made available on a regular basis for parents to observe student use of electronic mail in schools.

The Board directs the superintendent to develop procedures for student exploration and use of electronic information resources. Such procedures shall address issues of privacy, ethical use of information, ethical use of information, illegal and/or unauthorized uses of electronic mail and conditions of usage.

Use of this education resource demands personal responsibility and an understanding of the acceptable use procedures for electronic mail. Student use of electronic mail is a privilege, not a right. General rules for behavior and communications apply during use. Failure to follow the acceptable use procedures will result in the loss of the privilege to use this educational tool.

Adopted: February 16, 2000

LEGAL REF.: 47 U.S.C. 201 *et seq.* (*Communications Decency Act of 1995*)

CROSS REF.: JS, Student Use of the Internet

Plateau Valley School District 50, Collbran, Colorado

Student Use of the Internet and Electronic Communications (Annual Acceptable Use Agreement)

Students

I have read, understand and will abide by the district's policy on Student Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's computers or computer system, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

If I am 18 years or older, I hereby release the school district from all costs, claims, damages or losses resulting from my use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Student Use of the Internet and Electronic Communications and understand its significance.

Student's Name (printed)

Date of Birth (day/mo/yr)

Student's Signature

Date

Parent or Guardian

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

As the parent or guardian of this student, I have read the district's policy on Student Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that the school district has taken reasonable steps to block or filter material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. I also recognize, however, that it is impossible for the school district to prevent access to all materials or information I might find harmful or controversial and I agree not to hold the district responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

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

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

Your signature on this Acceptable Use Agreement is binding and indicates you have read the district's policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.

Parent/Guardian's Name (printed)

Parent/Guardian Signature

Date