



Poudre School District

Student Rights

Code of Conduct

District Policies
and Regulations

2009 – 2010

*A guide to Student
Rights and the Code
of Conduct for students
in Poudre School District*



Student Rights & Code of Conduct

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Esta guía la puede obtener en Español en la oficina de su escuela.

This handbook is available in Spanish in your school office.

To order copies of the *Student Rights & Code of Conduct* contact the Poudre School District Warehouse using stock # FS102000

Message from the Superintendent

Dear Parents and Guardians,

As many students transition to new schools in Poudre School District (PSD) this year, parents and guardians are encouraged to review the *Student Rights and Code of Conduct* booklet with their children and to support its implementation by our schools.

Creating and maintaining a safe learning environment for our students is a team effort, and we ask for your help as we strive to protect students' rights while keeping the school environment safe and conducive to learning. **The high expectations we hold for student behavior benefit our students, parents, and staff and support the four PSD learning goals:**

- 1. Students achieve 3rd grade reading proficiency**
- 2. Students achieve annual academic growth**
- 3. Students become post-secondary ready**
- 4. Students successfully transition between grades**

I am pleased to report that most PSD students uphold high conduct standards by following the rules, policies and regulations set forth in this booklet, and are not involved in disciplinary action that results in lost class time.

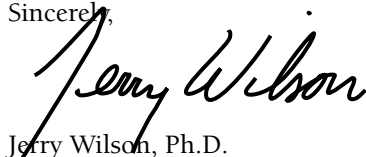
When a PSD student violates a policy or law, principals, counselors, student assistance staff, and school resource officers work with students and parents for the best outcome—utilizing appropriate disciplinary action, treatment, and improved behavior. Interventions involve consequences, counseling and referral to community services, and treatment can be requested through partnerships with local service providers.

Our District's **School Resource Officer (SRO) program** is a partnership between the Fort Collins Police Department, Larimer County Sheriff's Office and PSD. The program places officers on campuses to serve as mentors, instructors, and counselors, enforce laws and facilitate conflict resolution. Now in its 14th year, our SRO program has 11 officers District-wide.

Prevention is critical to providing a safe learning environment. Proactive prevention programs taught during the school day address substance abuse prevention, violence prevention, and behavior problems. Prevention programs involve research-based curricula proven successful as well as school-based programming.

Please direct any questions you have regarding our Student Rights and Code of Conduct booklet to your child's school principal. We look forward to working together for another safe and successful school year!

Sincerely,



Jerry Wilson, Ph.D.
Superintendent of Schools

**TOBACCO-FREE DISTRICT
(ADC)**

In order to promote the general health, welfare and well-being of students and staff, use of any tobacco product by students, staff and members of the public is prohibited on all District property. Use of any tobacco product by students and staff is also prohibited at all District or school-sanctioned activities or events off District property, and possession of any tobacco product by students is prohibited on all District property.

Signs shall be posted in prominent places on District property to notify all individuals that the use of tobacco products is prohibited in accordance with state law and District policy.

Students found to be in violation of this policy shall be subject to disciplinary measures including revocation of privileges, exclusion from extracurricular activities, detention and, for repeated violations, suspension or expulsion from school. In accordance with state law, this policy shall not require the expulsion of any student solely for use of any tobacco product.

Employees found to be in violation of this policy shall be subject to appropriate disciplinary action.

Members of the public found to be in violation of this policy may be requested to leave the District property where the violation occurs.

For purposes of this policy, the following definitions apply:

1. "District property" shall mean all property owned, leased, rented or otherwise used or contracted by the District or one of its schools, including but not limited to the following:
 - a. All interior portions of any building used for instruction, administration, support services, maintenance or storage, and any other structure used by the District.
 - b. All District grounds surrounding any building specified in paragraph 1(a) above

over which the District is authorized to exercise dominion and control. Such grounds shall include any playground, athletic field, recreation area and parking area.

- c. All vehicles used by the District for the purpose of transporting students, staff, visitors or any other persons.
2. "Tobacco product" shall mean cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and any other product that contains or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual. "Tobacco product" does not mean any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" shall mean the lighting, chewing, inhaling, smoking, ingesting, applying to the skin or public display of any tobacco product.

**STUDENT CONDUCT ON
SCHOOL BUSES (EEAEC)**

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct at bus stops and when using bus services.

Students are subject to the District's Code of Conduct and to the bus operator's directions at all times in connection with their school bus usage. The operator of a school bus shall be responsible for the safety of the students on his/her bus during the time they are on board and while they are entering or leaving the vehicle. A bus operator may suspend a student's bus-use privilege in accordance with accompanying District regulations and upon direct authorization of the director of transportation services or his/her designee.

Principals/site managers shall be responsible for students' conduct while they are waiting for buses at school, and shall cooperate fully with transportation department personnel in addressing student misbehavior.

STUDENT CONDUCT ON SCHOOL BUSES (EEAEC-R)

The following regulations govern students who ride Poudre School District buses. Students will be responsible for knowing and following these rules.

AT THE BUS STOP

1. Students must be at the bus stop no later than five minutes before the bus is scheduled to arrive.
2. Students must be out of the roadway either on the sidewalk or on the shoulder of the road as the bus approaches the stop.
3. If a student causes damage to personal or public property at a bus stop, the student and his or her parents/guardians shall be responsible for it.

ON THE BUS

1. Students must cooperate with the bus operator and follow directions the first time they are given.
2. Students must stay seated and face forward with their feet in front of them. They must display courtesy and respect for other passengers.
3. Students must keep the noise level down. Screaming or other loud distractions will not be permitted. Students must be silent at railroad crossings.

CONSEQUENCES FOR MISBEHAVIOR

Discipline for misconduct on school buses is cumulative and progressive. A warning may be given for one type of inappropriate behavior, and a suspension may be given for another type of misbehavior. Transportation officials may suspend riding privileges at any time, even after a first report, depending on the nature of the infraction.

Generally, the following procedures will be followed:

1. The bus operator will give a verbal warning to the misbehaving student(s). All verbal counseling will be documented in the discipline records and in the bus operator's log book.
2. If misbehaving continues, the bus operator will issue a written warning to be sent home with the student and will take appropriate steps to contact the parents or guardians.
3. At the bus operator's discretion, the student may be issued a suspension from riding privileges for one to five days if the student continues to misbehave. The bus operator will take appropriate steps to contact the parents or guardians before the suspension.
4. Students who fail to respond to the above-described discipline may be suspended from bus-riding privileges for a period of time to be determined by transportation officials.

Note: Student behavior at the bus stop and on the bus is also subject to the Code of Conduct, and violations may subject students to discipline besides loss of bus privileges, including suspension and/or expulsion from school.

BUS TRANSPORTATION AFTER SCHOOL DISMISSAL

1. After school is dismissed for the day, buses will pick up students according to the transportation routing schedule set annually by the director of transportation services. Buses will

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leave the school no earlier than five minutes after the final dismissal bell.

2. Buses will not return to school to pick up students arriving late at the loading zone.

STUDENT ASSIGNMENT TO BUS STOPS

1. All eligible students will be assigned to a bus stop by transportation services. Students must be picked up and dropped off at their assigned stops.
2. Students wanting to bring a guest on the bus or to get off at a stop other than the one to which they are assigned must bring a note to the school office from a parent or guardian requesting this service. Requests will be honored provided students are well behaved and the bus does not become overloaded. The principal or designee will issue a bus pass to be given to the bus operator by students requesting this service. Bus operators will accept only official bus passes issued by the school office or transportation services; they will not accept notes from parents or guardians.

UNSAFE ITEMS

1. In accordance with Colorado Department of Education (CDE) regulations, items brought on board by students will be subject to review by the bus operator who will determine if such items would endanger the lives, health, or safety of the passengers and bus operators. Bus operators are authorized to refuse transportation of items they determine to be unsafe.
2. Items not allowed on board buses include firearms, explosives, flammables, knives or other sharp instruments, weapons, animals (except as permitted by law and Policy ADG), glass containers or other items that can break or shatter, skateboards, roller blades, boom boxes or any radio without earphones, tobacco products, illegal drugs (as defined in Policy JICH), coolers over eight quarts in size, laser pointers,

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and any other items or projects that cannot be held on a student's lap or stored in a book bag or backpack.

SEVERE WEATHER

Students should expect and dress for delays in bus service in severe weather.

VIDEO SURVEILLANCE (ECAF)

USE OF VIDEO CAMERAS

The Board of Education recognizes its continuing responsibility to ensure the District's proper and efficient operation, to protect District property, to maintain and improve student discipline, and to ensure the health, welfare and safety of students, staff and other persons at District facilities, in and around District buildings, and on District transportation vehicles. Toward this end, the Board supports the administration's use of video cameras at District facilities, in and around District buildings, and on District transportation vehicles in accordance with this policy and governing law. The superintendent, assistant superintendent of business services, or their designee(s) shall select or otherwise approve such video cameras and related equipment prior to its acquisition.

Video cameras may be used to monitor and record students, staff and other persons at District facilities, in and around District buildings, and on District transportation vehicles on a year-round basis at any and all times, whether or not school is in session and whether or not the facilities, buildings and/or transportation vehicles are in use. Video cameras may be rotated on District transportation vehicles at the discretion of the director of transportation services.

Video cameras shall not be used in restrooms, locker facilities or other areas where students, staff and/or other persons have a reasonable expectation of privacy. Video cameras shall only be used by the

District to monitor and record visual information; they shall not be used to intercept, monitor or record oral communications or other audio information.

Students, staff and other persons are prohibited from the unauthorized use of, and from tampering with or otherwise interfering with, the District's video cameras and related equipment.

NOTICE

Notices shall be posted at appropriate locations where video cameras may be used at District facilities, in and around District buildings, and on District transportation vehicles that persons in such areas are subject to being videotaped at any time.

USE, STORAGE AND SECURITY OF VIDEO RECORDINGS

Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates the criminal code, District policies/regulations, and/or school rules.

Video recordings from District facilities and from in and around District buildings shall be maintained in their original form for at least seven (7) calendar days after initial recording. Video recordings from District transportation vehicles shall be maintained in their original form for at least three (3) school days after initial recording. After such periods the video recordings may be deleted, erased or recorded over unless an incident has occurred in which a video recording may be relevant to an investigation by District or law enforcement personnel, in which case the video recording shall be maintained in its original form until the investigation and any resulting legal proceedings and/or disciplinary action is finally concluded.

Video recordings shall be stored and secured to ensure confidentiality. The superintendent, assistant superintendent of business services, or security manager shall determine the District officials who may be granted unsupervised physical access

to video recordings from some or all locations at District facilities, in and around District buildings, and/or on District transportation vehicles.

STUDENT EDUCATION RECORDS

The District shall comply with all laws regarding student education records applicable to video recordings. Video recordings considered for retention as part of a student's education record shall be maintained in accordance with established procedures governing access, review and release of such records.

VIEWING VIDEO RECORDINGS

Video recordings are and shall remain the property of the District. Video recordings may not be viewed by any person, including District officials granted unsupervised physical access to the video recordings, except as permitted or required by law and this policy. Authorization to view video recordings may be granted to individuals demonstrating a legitimate need to do so, as determined by the superintendent, assistant superintendent of business services, security manager, or their designee(s) in accordance with governing law and, where applicable, District Policies GBJ and JRA/JRC.

Requests by individuals who are not authorized District officials under governing law or District Policies GBJ or JRA/JRC to view video recordings that were made at District facilities or in and around District buildings shall be presented in writing to the security manager or his/her designee within seven (7) calendar days after the date of the recording. Requests by individuals who are not authorized District officials under governing law or District Policies GBJ or JRA/JRC to view video records made on District transportation vehicles shall be presented in writing to the director of transportation services or his/her designee within three (3) school days after the date of the recording. Such written requests must include an explanation of why the requesting individual wishes to view the video recording(s) at issue.

Only the portion of the video recording concerning the specific incident at issue will be made available for viewing.

Actual viewing of video recordings will be permitted only at school buildings, in the transportation office, or in the Support Services Office Complex unless otherwise authorized by the superintendent, assistant superintendent of business services, or their designee(s), or unless otherwise required by law. All viewings will include the security manager, the director of transportation services and/or the building principal, or their designee(s).

To the extent required by law, a written log will be maintained of individuals viewing video recordings, including the date of viewing; reasons for viewing; date the recording was made; District facility and area of facility, District building and area in or around building, or District vehicle videotaped (plus name of driver); and signature of viewer(s).

SCHOOL-SPONSORED STUDENT PUBLICATIONS (IHAAA)

The purpose of school-sponsored publications shall be to provide students with guided instructional experiences in reporting, writing, editing, and understanding English and responsible journalism. School newspapers have the additional purpose of disseminating school-related information among the members of the school community.

The Board encourages students to freely and creatively express their views in school-sponsored publications subject to the limitations of this policy, which shall serve as a publications code, and governing law. To protect the rights of all members of the school community and to promote the educational purposes of the schools, students shall be prohibited from publishing:

1. Expression which is obscene.
2. Expression which is libelous, slanderous, or defamatory under state law.
3. Expression which is false as to any person.
4. Expression which creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, the material and substantial disruption of the orderly operation and discipline of the school and school activities.
5. Expression which violates the rights of others to privacy.
6. Expressions which are in violation of lawful school regulations designed to maintain an educational environment conducive to learning and/or prevent disruption of school operations.

The publications instructor shall direct and control the learning experience that the publication is intended to provide, and shall teach and encourage responsible expression and professional standards of English and journalism. The publications instructor may directly assign work to students or, in the alternative, may make student editors responsible for determining the news, opinion, and advertising content of the publication subject to review and approval by the publications instructor, the provisions of this policy and governing law.

The publications instructor shall provide direction and supervision to students in developing editorial policy guidelines which address the publication's philosophy and operating procedures including, but not limited to, sensitive issues such as profanity, advertising, confidentiality, invasion of privacy, deaths within the school community, and letters to the editor. The editorial policy shall be reviewed and revised yearly by the publications instructor.

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, as may be allowed under this policy, is not an expression of the District or of District policy, and that the District and its employees are immune from civil or criminal action based on any expression made or published by students in such cases.

TIME, PLACE, AND MANNER OF DISTRIBUTION

The principal shall coordinate with the publications instructor regarding 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 that might be caused by the distribution of school-sponsored publications.

REVIEW PROCEDURES

Any member of the administration, faculty, or staff of a school in Poudre School District R-1 who has knowledge or reasonable suspicion of the publication, intended publication, distribution, or intended distribution of any school-sponsored publication which contains prohibited expression as listed above shall notify the publications instructor as soon as possible of such fact, together with all supporting information known to the notifying person. In the event the publications instructor is unable or unwilling to address the matter to the satisfaction of the notifying person, that person may present his or her concerns to the principal or principal's designee.

Whenever a matter comes before the principal or principal's designee for resolution, an informal hearing shall be scheduled as soon as reasonably possible. At the hearing, the students involved, the publications instructor, and such other persons as the principal or designee deems appropriate may be present.

All parties involved shall have the opportunity to present their views. However, they shall not have the right to representation by legal counsel or to call or cross-examine witnesses.

Thereafter, the principal or principal's designee shall notify all parties in writing of his or her decision. If the decision is that all or any part of the expression is prohibited under the terms of this policy, the decision shall specify the rule or standard which has been violated.

If the decision of the principal or principal's designee is not acceptable to any of the parties involved, they may appeal the decision to the superintendent or superintendent's designee by written request, which must be received by the superintendent or designee by the close of the business day following the date of the principal's/designee's decision.

The Board of Education may review a decision by the superintendent or superintendent's designee if it deems such review necessary or desirable, and if a written request setting forth the appealing party's position is received by the secretary of the Board within two school days of the date of the superintendent's/designee's decision.

COMPULSORY ATTENDANCE AGES (JEA)

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

As authorized by law, the parent of a child who began attending preschool or kindergarten at five or six years of age may notify the child's school of the parent's wish that the child not advance to first grade in the following school year. A school that receives such notice shall not advance the child to first grade in the following school year.

**STUDENT ATTENDANCE/
TRUANCY (JH/JHB)**

State law requires parents/guardians 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. Accordingly, Poudre School District students are required to satisfy all academic requirements and exhibit good attendance as stated in this policy.

EXCUSED ABSENCES

The following shall be considered excused absences:

1. A student whose absence is approved by an authorized school administrator. Prearranged absences shall be approved for appointments or circumstances of a serious nature that cannot be taken care of outside school hours.
2. A student who is temporarily ill or injured.
3. A student who is absent for an extended period due to physical, mental, or emotional disability.
4. A student who is pursuing a work-study program under the supervision of the school.
5. A student who is attending any District-sponsored activity with advance approval of the school administration.
6. A student who is excused by a parent/guardian for observance of a religious holiday.
7. A student who is in the custody of a court or law enforcement authorities.

The District may require suitable proof regarding the above exceptions, including written statements from medical sources.

UNEXCUSED ABSENCES

An unexcused absence is defined as an absence that is not listed above as an excused absence. Each unexcused absence shall be entered on the student's record. School personnel shall notify each student's parent/guardian of the student's unexcused absences in a timely manner as determined by the school.

In accordance with law, the District may impose discipline for unexcused absences and/or academic penalties that relate directly to classes missed while the student is unexcused. The school administration shall develop and communicate the school's rules and procedures related to unexcused absences. Students and parents or guardians may petition the principal for exceptions.

TRUANCY

A student shall be considered "truant" if he or she is absent without excuse as provided under this policy. In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that their children of compulsory attendance age attend school. Parents shall be required 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 excused and unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent by telephone.

Appropriate school personnel shall make all reasonable efforts to meet with the student's parent/guardian to review and evaluate the reasons for the child's truancy. A plan shall be developed for a student who is declared habitually truant, with the goal of assisting the student to remain in school. When appropriate, the student's parent/guardian

shall participate with District personnel during the development of the plan.

A student shall be considered “habitually truant” if he or she is of compulsory attendance age and has incurred 10 unexcused absences during any school year or four unexcused absences in any month. Absences due to suspension and/or expulsion shall not be counted as unexcused absences for purposes of determining whether a student is habitually truant. As provided by law, judicial proceedings will be initiated to enforce the state’s compulsory attendance law with respect to students determined to be habitually truant.

MAKE-UP WORK

Make-up work shall be provided for any class in which a student has an excused absence. It is the student’s responsibility to pick up permitted make-up assignments on the day the student returns to class. There shall be one day allowed to make up work for each day of excused absence. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive only partial credit, which is the consequence for an unexcused absence.

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 students to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness.

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

APPEALS

Appeals regarding a principal’s application of this policy with respect to any student shall be made to the assistant superintendent of elementary schools or the assistant superintendent of secondary schools, as appropriate. If the appeal is not satisfactorily resolved by the appropriate assistant superintendent, the matter may be appealed to the superintendent, whose decision shall be final.

OPEN/CLOSED CAMPUS (JHCA)

All schools, except the comprehensive senior high schools, shall operate under a closed-campus policy. Students who are subject to the closed-campus requirement under this policy shall not be permitted to leave the campus during the school day without permission.

Open-campus is a privilege, not a right, of senior high school students, and shall be subject to regulations adopted by the principal of each high school.

All visitors to any school must check in at the administrative office immediately upon arrival. Unauthorized visitors will be asked to leave school property and may be cautioned that in the future they may be cited for trespassing. Uncooperative visitors may be referred to the appropriate law enforcement agency by the building administration.

ELEMENTARY AND MIDDLE SCHOOL

Elementary and middle school students may go home for lunch if the building principal or designee has received a written request from their parents/guardians. If a parent/guardian wishes to take other students to lunch, the school requires written permission slips from those students’ parents/guardians.

Exceptions to the closed-campus policy are made when parents/guardians pick up their children and sign them out of the building at the school office. Students must sign back in if they return to school on the same day. No student will be dismissed early without permission from their parent(s) or legal guardian(s).

STUDENT DRESS (JICA)

The Board of Education recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents. Students are encouraged to dress appropriately for all school activities. The following general standards will be in effect:

1. Reasonable cleanliness of wearing apparel is expected as a matter of general health and welfare.
2. To avoid injury and disease, shoes, sandals, or boots must be worn in the buildings.
3. Beach or swim wear is inappropriate.
4. Dress that causes or is likely to cause disruption of the educational process is prohibited.
5. Wearing apparel that interferes with or endangers the student while he/she is participating in classroom or other school-sponsored activities is prohibited. The decision as to the safety or unsuitability of the clothing is a matter for the instructor's or school administrator's judgment.
6. Pupils must not wear hats or dark glasses in the building without permission from an administrator.
7. Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, tattoos and badges, which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with

any gang, will not be allowed. The prohibition on gang-related apparel shall be applied at the discretion of building-level administrators after consultation with the superintendent or designee as the need arises at individual schools. (See District Policy JICE, Secret Societies/Gang Activity and Dress.)

Subject to approval of the superintendent or designee, principals may establish additional specific standards for their own schools.

Disciplinary action for violation of any standard will include notification of the violation, the requirement that the clothing be changed before re-entering class, and, at the discretion of the building-level administrator, a parental conference. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations.

BULLYING PREVENTION AND EDUCATION (JICDE)

The Board of Education recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment at school. Bullying is prohibited on all Poudre School District property, at District or school-sanctioned activities or events, when students are being transported in vehicles dispatched by the District or one of its schools, and off school property when such conduct has a reasonable connection to school or any District curricular or non-curricular activity or event.

All District employees, authorized volunteers and students share the responsibility to ensure that bullying does not occur at any District school, on any District property, at any District or school-sanctioned activities or 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 reasonable connection to

school or any District curricular or non-curricular activity or event. Toward that end:

- All students who believe they have been victims of bullying in any such circumstance shall immediately report it to an administrator, counselor or teacher at their school.
- All students who witness student bullying in any such circumstance shall immediately report it to an administrator, counselor or teacher at their school.
- All administrators, counselors, teachers and other employees/authorized volunteers who have any incident of bullying reported to them or otherwise have reason to believe it is occurring shall promptly forward the report(s) and/or other information to the principal or principal's designee for appropriate action.
- All District employees and authorized volunteers who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the District and the building principal, and shall promptly report the bullying to the principal or principal's designee for appropriate action.
- Each building principal or principal's designee shall ensure that all reports and other information involving student bullying in any such circumstance are promptly and thoroughly investigated, and that appropriate action is taken.

In determining the appropriate action to be taken in response to incidents of student bullying, the building principal or principal's designee shall consider existing policies and regulations that address the type of conduct that may be involved in bullying. Such policies and regulations include, but are not limited to, JB, JBB, JICA, JICF, JICI, JK, JKC, JKBA, JKD/JKE and JKDA/JKEA.

Discipline for student bullying may include suspension, expulsion and/or disciplinary classroom

removal. In addition, the building principal shall consider other actions that may be appropriate in response to student bullying, including but not limited to:

- Holding assemblies and implementing programs to warn students that bullying is prohibited and advise them of the consequences for engaging in bullying activity, to encourage all students to immediately report incidences of student bullying, and to engender an atmosphere where bullying is not tolerated at school or school-related activities.
- Implementing student peer mediation programs.
- Holding conferences with the parents of students who continue to engage in bullying after intervention by school personnel, in order to develop cooperative strategies to correct the students' behavior.
- Separating students who continue to engage in bullying after intervention by school personnel from other students at school or from particular school programs or activities, until they can conform their behavior to acceptable standards.
- Withholding privileges (i.e., recess, field trips, participation in extracurricular activities, etc.) from students who continue to engage in bullying after intervention by school personnel, until they can conform their behavior to acceptable standards.
- Holding training and inservices to assist building staff in being alert to student bullying, taking appropriate action when bullying occurs and helping to engender an atmosphere where bullying is not tolerated at school or school-related activities.

STUDENT DISTRIBUTION OF NON-CURRICULAR MATERIALS (JICEC)

Students shall have the right to distribute and possess written materials in any media form, including non school-sponsored student publications and other non-curricular materials such as newspapers, magazines, leaflets, and pamphlets, on school property or while attending school-sponsored events, subject to the limitations of this policy, implementing regulations and governing law.

In order to ensure compliance with this policy, all posters, brochures, or other publications in any media form shall require approval by the school principal or designee before being posted or otherwise distributed. Such decision shall be rendered within three school days after submission of the material.

The name or names of the publishers and authors shall be designated on the publication.

If the material is not approved, the student submitting the request shall be clearly informed of the reason for denial.

Unapproved posters, brochures, or other publications in any media form shall not be published, posted, or distributed on Poudre School District premises, or while attending District-sponsored events.

Materials in any media form will not be approved for distribution if they include any statement that:

- is obscene, libelous, slanderous or defamatory
- reasonably appears to involve danger or substantial disruption or material interference with the orderly operation of the school including school activities, disruption of class work, substantial disorder, or intrusion into school affairs or the rights of others

- advocates the commission of a crime or violation of District policies or regulations
- threatens violence to property or persons

APPEAL PROCEDURES

Appeals from the decision of the principal or designee shall be submitted in writing to the appropriate assistant superintendent of school services within 10 days after the student requesting the approval receives the decision. The assistant superintendent shall make a decision within 10 days after receipt of the written appeal.

STUDENT DISTRIBUTION OF NON-CURRICULAR MATERIALS (JICEC-R)

Students who wish to distribute non school-sponsored student publications or other non-curricular materials in any media form on school property or in conjunction with a school activity must notify the principal a minimum of three days in advance so that details may be worked out regarding the time, place, and manner of distribution.

Students must provide an advance copy of the publications and/or materials intended for distribution for review by the principal or principal's designee.

The time, place, and manner of distributing publications and/or materials which meet the standards set forth in policy JICEC may be reasonably regulated by the principal or designee provided such regulations:

- Uniformly apply to all forms of publications; and
- Do not prohibit distribution at times or places either inside or outside the school building for which no factual basis exists to conclude that any interference with school activities would occur.

The following restrictions will apply to student distribution of non school-sponsored student publications and other non-curricular materials:

1. PLACE

Distribution of approved publications and 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 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 the school day. Any other times during the school day are considered to be disruptive to normal school activities.

3. LITTERING

All distributed items discarded in school or on school grounds must be promptly removed by the persons distributing such items.

4. MANNER

No student may in any way be compelled or coerced to accept any non school-sponsored student publications or other non-curricular materials being distributed by any student distributing such materials, or by any school employee. Also, no student or school employee may interfere with the distribution of approved materials being conducted in accordance with Policy JICEC and these regulations.

Violation of any of the foregoing restrictions will be sufficient cause for disciplinary action and/or denial of the privilege to distribute non school-sponsored student publications and other non-curricular materials at future dates.

**SECRET SOCIETIES/GANG
ACTIVITY AND DRESS (JICF)**

A gang is defined in state law as “a group of three or more individuals with a common interest, bond or activity characterized by criminal or delinquent conduct.”

The Board of Education is committed to keeping District schools and activities free from threat or harmful influence of any group or gang which advocates criminal or delinquent conduct. Therefore, students shall not be involved in or promote gang or gang-like activity or dress in the schools, on school grounds, on school vehicles, or at school activities or events.

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

Staff training will be provided for recognition, prevention, intervention, and referral programs related to gangs and gang-related activities.

District employees shall not focus on any individual or gang solely because of ethnic background or socioeconomic status.

School administrators shall:

1. Implement gang-related prevention and intervention strategies and programs.
2. Contact parents/guardians regarding a student's possible gang involvement. This contact will be followed by a documented parent/guardian meeting or written notification to parents/guardians of the administrator's concerns.
3. Make recommendations to the parents/guardians regarding community agencies which may provide support services for both students and parents/guardians.

4. Work in collaboration with the appropriate law enforcement agency when the administrator deems such communication advisable or assistance is requested.
5. Apply disciplinary actions as needed.

STUDENT CONDUCT INVOLVING DRUGS AND ALCOHOL (JICH)

Poudre School District shall promote a healthy environment for students by providing education, support and decision-making skills in regard to alcohol, drugs and other controlled substances. In order to accomplish this goal, District personnel shall cooperate with law enforcement, social services and other agencies and organizations, parents, and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by students.

As used in this policy, “drugs” are all substances defined under state statutes as “drugs” or “controlled substances,” as well as counterfeit drugs and substances falsely represented as being drugs.

As used in this policy, “legal drugs” are defined as over-the-counter and prescription drugs, including vitamins and other dietary supplements, that are properly possessed and used by the person for whom they are intended in accordance with all applicable District policies and regulations.

As used in this policy, “illegal drugs” are all drugs not defined herein as legal drugs.

As used in this policy, the words “purchasing,” “selling” and “sale” refer to a student’s involvement in the exchange of drugs or alcohol for anything of value, including but not limited to money, commodities or services. There need be no use or

intent to use the drugs or alcohol involved in the sale.

As used in this policy, “parent” also includes a student’s guardian or legal custodian.

Student possession, use, distribution, gift, purchase, exchange, sale or being under the influence of illegal drugs or alcohol is prohibited on all District property, at District or school-sanctioned activities or events, when students are being transported in vehicles dispatched by the District or one of its schools, and off school property when such conduct has a reasonable connection to school or any District curricular or non-curricular activity or event. Compliance with the standards of conduct set forth in this policy is mandatory for all students.

Disciplinary action, independent of court action, will be taken in cases involving student possession, use, distribution, gift, purchase, exchange, sale or being under the influence of illegal drugs or alcohol on any District property, at District or school-sanctioned activities or events, and when students are being transported in vehicles dispatched by the District or one of its schools. Disciplinary action, independent of court action, will also be taken in cases involving student possession, use, distribution, gift, purchase, exchange, sale or being under the influence of illegal drugs or alcohol off school property when such conduct has a reasonable connection to school or any District curricular or non-curricular activity or event.

The principal will provide full cooperation of the administration and faculty in appropriate police investigations relative to student possession, use, distribution, gift, purchase, exchange or sale of illegal drugs or alcohol.

CONSEQUENCES FOR POSSESSION, USE AND/OR BEING UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS SOLD OVER THE COUNTER AND FOR POSSESSION OF DRUG PARAPHERNALIA:

(Note that possession, use and/or being under the influence of illegal drugs not sold over the counter, and purchasing or selling over-the-counter drugs or alcohol, may count toward the first, second or third offense under this section.)

First Offense

1. The student shall be suspended from school for five days upon the first offense within any three-year period.
2. A parent conference will be held.
3. The school official will attempt to develop with the parent and the student a procedure that will outline the responsibilities of the parent, the student and the school in an effort to keep any further offenses from occurring.
4. Parent and student may be provided information concerning available and appropriate drug or alcohol counseling, treatment and rehabilitation programs.
5. The principal may request or recommend a longer suspension and/or expulsion, depending upon the seriousness of the offense.

Second Offense

1. The student shall be suspended from school for ten days upon the second offense within any three-year period.
2. Information concerning available and appropriate drug or alcohol counseling, treatment and rehabilitation programs may be given to student and parent.

3. Evidence of the student's participation in appropriate drug or alcohol counseling will be requested at the time the student is readmitted to school.
4. The principal may request or recommend a longer suspension and/or expulsion, depending upon the seriousness of the offense.

Third Offense

1. The student shall be expelled upon the third offense and all subsequent offenses within any three-year period.

CONSEQUENCES FOR POSSESSION, USE AND/OR BEING UNDER THE INFLUENCE OF ILLEGAL DRUGS NOT SOLD OVER THE COUNTER, AND FOR PURCHASING OR SELLING OVER-THE-COUNTER DRUGS OR ALCOHOL:

First Offense

1. The student shall be suspended from school for ten days upon the first offense within any three-year period.
2. A parent conference will be held.
3. The school official will attempt to develop with the parent and the student a procedure that will outline the responsibilities of the parent, the student and the school in an effort to keep any further offenses from occurring.
4. Parent and student may be provided information concerning available and appropriate drug or alcohol counseling, treatment and rehabilitation programs.
5. The principal may request or recommend a longer suspension and/or expulsion, depending on the seriousness of the offense.

Second Offense

1. The student shall be expelled upon the second offense and all subsequent offenses within any three-year period.

CONSEQUENCE FOR PURCHASING OR SELLING ALL DRUGS EXCEPT FOR THOSE SOLD OVER THE COUNTER:

1. The student shall be expelled for the first and every subsequent offense

STUDENT CONDUCT INVOLVING WEAPONS (JICI)

The Board of Education has determined that possession and/or use of a dangerous weapon by a student on District property is detrimental to the welfare and safety of students and school personnel.

Carrying, bringing, using or possessing a dangerous weapon on District property, in any District vehicles, or at any school-sponsored activity on or off District property, without the authorization of the school or the 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. Expulsion shall be mandatory for violations of this prohibition. A student may but need not be expelled for violating this prohibition if, as soon as possible upon discovering that he or she is in possession of a dangerous weapon, the student notifies and delivers the weapon to a school official.

As used in this policy, “dangerous weapon” means:

1. A firearm, whether loaded or unloaded.
2. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. 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 that measures longer than three and one-half inches in length. The length of all knife blades under this policy shall be measured from the tip of the blade to the “hilt” or handle of the knife.

4. Any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury, including but not limited to a slingshot, bludgeon, brass or spiked knuckles or artificial knuckles of any kind, and nunchucks.

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

The Board of Education determines that precautions are necessary to provide for the safety of students and staff with respect to knives and other weapons that may not be defined as “dangerous weapons.” Therefore, the carrying, bringing, using or possessing of any knife regardless of the length of its blade, or any other weapon, on District property, in any District vehicles, or at any school-sponsored activity on or off District property, without authorization of the school or the District, is prohibited. Students who violate this prohibition may be suspended or expelled.

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm is prohibited on all District property, at District or school-sanctioned activities or events, when students are being transported in vehicles dispatched by the District or one of its schools, and off school property when such conduct has a reasonable connection to school or any District curricular or non-curricular activity or event. Notwithstanding this prohibition, if a school-related or non-school-related activity requires a student’s use of a firearm

facsimile and the student is unable to participate in that activity without bringing the firearm facsimile onto District property, the student may make prior arrangements therefor with the building administrator or his/her designee. Student violations of the terms of this paragraph shall be considered on a case-by-case basis using the individual facts and circumstances to determine whether suspension, expulsion or other disciplinary action, if any, is necessary.

School administrators, officials, and employees may confiscate any weapons or other articles detrimental to the health, safety or welfare of students and/or staff, and may submit the weapon or article to the appropriate law enforcement agency.

Any student who brings a dangerous weapon onto District property without authorization of the school or the District shall be referred to law enforcement.

SEARCHES (JIH)

To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, a student's personal effects, student lockers, desks or storage areas, or automobiles under the circumstances outlined below and may immediately take possession of any illegal, unauthorized or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous or detrimental to the health, safety or welfare of students or school personnel; disruptive of any lawful function, mission or process of the school; or any item described as unauthorized in then-current school rules or District policies.

A student's failure to permit lawful searches and seizures as provided in this policy will be considered grounds for disciplinary action.

PERSONAL SEARCHES

A student's person and/or personal effects in his/her possession (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, except that under exigent and emergent circumstances, a search may be conducted by a same-sex school official alone, without a witness present.

If the administrator has reasonable cause to believe that a more intrusive search is required, searches of the person of a student which require removal of clothing other than a coat, jacket or shoes shall be referred to and conducted by a law enforcement officer, and school personnel will not participate in such searches.

USE OF METAL DETECTORS

When the administration has reasonable cause to believe that weapons are in the possession of students or adults at school or in other District buildings, when there has been a pattern of weapons found at school or in other District buildings, or when violence involving weapons has occurred at school or other District buildings, the administration shall be authorized to use stationary or mobile metal detectors in accordance with state and federal law. Any search of a student's person as a result of the activation of the detector shall not be conducted in front of other students, shall be conducted as privately as possible, and shall be in accordance with applicable laws on personal searches.

Any non-student adult entering a District building when any of the above conditions have been found to exist may be required to consent to the use of a stationary or mobile metal detector before entering. Any non-student adult refusing such consent may be refused admittance onto the school

grounds or may be subject to supervision while on District property.

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the contents and security of their lockers. General inspections of locker contents may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

AUTOMOBILE SEARCHES

Each school retains the authority to patrol its student parking lots, and all vehicles parked in student lots are subject to sniffs by dogs trained to alert at the scent of drugs, explosives and other contraband. In addition, the interiors and trunks of all vehicles parked by students at school may be searched upon reasonable suspicion that they contain items or substances which it is illegal for students to possess and/or items or substances which District policy or regulations prohibit from being on school property. Failure to allow the search of a vehicle's interior or trunk under these circumstances will result in the student's automatic loss of the privilege of parking at school for at least the remainder of the academic year.

EVIDENCE SEIZED IN A SEARCH

Any item found in the course of a search conducted in accordance with District policy and determined to be evidence of a violation of District policy, school rules, or federal, state or local laws shall be immediately seized and tagged for identification. Such evidence will be kept in a secure place by the principal or principal's designee. If such evidence is determined to be a violation of the law,

the principal or designee shall promptly contact a law enforcement officer to pick up the evidence. Otherwise, the evidence shall be maintained by the principal or principal's designee until it is no longer needed as evidence in a school disciplinary hearing, at which time it will be returned to the parent, guardian or legal custodian of the student from whom it was seized.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES (JII)

Decisions made by school personnel that students believe are unfair or in violation of pertinent District 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.

For the purposes of this policy, the following categories of complaints are established:

1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board policies and regulations
5. Curricular programs
6. Civil rights
7. All others

Complaints must be initiated in writing, dated, and signed by the complainant. Forms for this purpose are available in the principals' offices. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: Immediate supervisor of the individual. The building principal is the supervisor of the teachers and other staff at

the principal's school, and the appropriate assistant superintendent of school services is the supervisor of the principal.

2. Departmental procedures: Building principal.
3. Building procedures: Building principal.
4. District policies and regulations: Appropriate assistant superintendent of school services.
5. Curricular programs: Executive director of student achievement and professional development.
6. Civil rights: Compliance officer or building principal.
7. All others: Building principal.

When a complaint is filed in writing, a conference will be held with the complainant within five school days or as soon thereafter as reasonably possible. A written response will be given to the complainant within 10 school days following the conference or as soon thereafter as reasonably possible.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 10 school days in accordance with the appeal procedures.

Appeals must be made in the following order: building principal, appropriate assistant superintendent of school services or executive director, superintendent, Board of Education.

When an appeal has been made, a conference will be held with all parties involved within 10 school days or as soon thereafter as reasonably possible. A written response will be given to the complainant within 10 school days following the conference or as soon thereafter as reasonably possible.

If the appeal should reach the level of the Board of Education, the Board may schedule a conference with the complainant or may issue a written response without holding a conference. If a confer-

ence is held, it will be scheduled within 20 school days after a written appeal has been filed or as soon thereafter as reasonably possible. If a conference is held, a written response from the Board will be given to the complainant within 10 school days following the conference or as soon thereafter as reasonably possible. If a conference is not held, a written response from the Board will be given to the complainant within 20 school days after the written appeal was filed or as soon thereafter as reasonably possible.

INTERSCHOLASTIC ATHLETIC TRAINING & PERSONAL CONDUCT RULES (JJ)

Participation in Poudre School District interscholastic athletic programs is a privilege, not a right. Student athletes serve as representatives of their schools and teams, and may be viewed as role models by younger students. In addition, student health and fitness must be maintained on a year-round basis to meet the demands of interscholastic athletic competition. For these reasons, student athletes are required to comply with the standards set by these training and personal conduct rules.

GENERAL RULES

These rules shall apply to all students who participate in any Poudre School District interscholastic athletic program. In addition to these rules, students participating in interscholastic athletics are subject to and required to comply with all policies and regulations in the Poudre School District Code of Conduct. Student athletes shall not be eligible to participate in athletic practices or competitions during any period of suspension or expulsion under the Code of Conduct.

Student athletes are also subject to and required to comply with the bylaws adopted by the Colorado High School Activities Association and with their coach's team rules, and are required to exercise

good sportsmanship at all practices and competitions. A student athlete who fails to comply with these requirements as determined by a coach, District administrator or competition official shall be subject to suspension from practices and/or competitions, and for more serious violations shall be subject to removal from the team.

RULES CONCERNING CONTROLLED SUBSTANCES, ALCOHOL AND TOBACCO

A student athlete’s unlawful or otherwise improper use or possession of controlled substances, alcohol and/or tobacco reflects poorly on the student’s school and team and sets a bad example for other students, regardless of when the use or possession occurs. In addition, a student athlete’s use of controlled substances, alcohol and/or tobacco may adversely affect the student athlete’s health, fitness and athletic performance and may result in injury, regardless of when the use occurs. Accordingly, students participating in any Poudre School District interscholastic athletic program shall not, regardless of the quantity involved:

- (1) use or possess any beverage containing alcohol;
- (2) use or possess tobacco or tobacco products; or
- (3) use or possess any controlled substance, including steroids, in any manner that is contrary to law or Poudre School District policies and regulations.

The foregoing rules shall be in effect for Poudre School District interscholastic athletes on a year-round basis, including weekends, summers, vacations and holidays, whether the student athlete is on or off District property and whether or not the student athlete is at the time participating in any school-sponsored activity or event.

The following consequences for violation of the rules concerning controlled substances, alcohol and tobacco are applicable to all Poudre School District students in interscholastic athletics throughout the time they are enrolled in grades 9 through 12.

Consequence for First Violation

Suspension from 30% of interscholastic competitions beginning in the season when the first violation occurs (including regular season and post-season/playoff competitions) and continuing into any subsequent season of the same or a different sport if the full suspension cannot be served during the season when the first violation occurs. During all periods of their suspension, student athletes must participate in practices and otherwise remain in good standing with each team from which they are suspended in order to be eligible to return after their suspension.

Consequence for Second Violation

Suspension from 50% of interscholastic competitions beginning in the season when the second violation occurs (including regular season and post-season/playoff competitions) and continuing into any subsequent season of the same or a different sport if the full suspension cannot be served during the season when the second violation occurs. During all periods of their suspension, student athletes must participate in practices and otherwise remain in good standing with each team from which they are suspended in order to be eligible to return after their suspension.

Consequence for Third Violation

Student athlete will lose the right to participate in all interscholastic athletics for the remainder of his/her high school career.

For clarification, listed below are the number of interscholastic competitions from which student athletes will be suspended for a first violation (30% of competitions) and a second violation (50% of competitions).

<u>Sport</u>	<u>30%</u>	<u>50%</u>
Boys/Girls Cross Country	3	6
Girls Field Hockey	4.5	7.5
Football	3	6
Boys Golf	3	6

Gymnastics	3	6
Boys Soccer	4.5	7.5
Girls Softball	6	10
Boys Tennis	4	6
Volleyball	6	10
Boys Basketball	6	10
Girls Basketball	6	10
Girls Swimming	3	6
Wrestling (in match points)	9 Pts	15 Pts
Baseball	6	10
Girls Golf	3	6
Boys Lacrosse	4.5	7.5
Girls Soccer	4.5	7.5
Boys Swimming	3	6
Girls Tennis	4	6
Boys/Girls Track & Field	3	6

If the suspension carries over into a subsequent season of the same or a different sport, the student athlete must successfully complete that subsequent season in order to be considered as having served the full term of his/her suspension.

The foregoing rules concerning controlled substances, alcohol and tobacco, including the consequences for violation of those rules, are hereby incorporated into the coach's team rules for every sport at every school within the Poudre School District interscholastic athletic program, and are uniformly applicable to all team members.

STUDENT DISCIPLINE (JK)

The objective of disciplining any student is to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. All policies and procedures regarding student discipline shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning

process, and free from unnecessary disruptions.

The Board, in accordance with state law, 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 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 District shall enforce the code so that students demonstrating unacceptable behavior and their parents, guardians, or legal custodians understand that such behavior shall not be tolerated and shall be dealt with according to the code.

EXPULSION PREVENTION

Expulsion shall be regarded as a punishment of last resort. The District shall provide students who are identified as at risk of suspension or expulsion with the necessary support services to help them avoid expulsion. In doing so, District personnel shall work with the student's parent or guardian. Support services may be provided through agreements with appropriate local governmental agencies, community-based organizations, and institutions of higher education.

The District's failure to identify a student for participation in an expulsion prevention program, to provide support services or to remediate a student's behavior shall not be grounds to prevent school personnel from proceeding with appropriate disciplinary measures and shall not be grounds for the student or his/her family to challenge any disciplinary action that may be taken against the student.

DISCIPLINARY INFORMATION

In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor

who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent or guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parent or guardian may challenge the accuracy of disciplinary information.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities under the Individuals with Disabilities Education Act (special education students) and students with disabilities under Section 504 of the Rehabilitation Act of 1973 (§ 504 students) are neither immune from the District's disciplinary rules nor entitled to participate in programs when their conduct impairs the education of other students or disrupts the education process. Except as otherwise provided below, students with disabilities may be disciplined on the same grounds and under the same procedures as students who do not have disabilities. Regardless of whether their conduct is a manifestation of their disability, § 504 students currently engaging in the use of illegal drugs or in the use of alcohol may be disciplined for the use or possession of illegal drugs or alcohol to the same extent as non-disabled students. The principal or designee shall immediately remove a student with a disability from a situation in which the student poses a threat of physical harm to himself or herself, or to other persons, by placing the student in an appropriate alternative setting or by suspending the student, as set forth below.

A special education or § 504 student may be temporarily removed to an alternative educational setting or temporarily suspended from school if

exclusion is warranted because the student has violated the District code of conduct and/or because the student's behavior or presence at school creates a threat of physical harm to the student, other students, school personnel or school property. Such temporary removals or suspensions may not exceed 10 consecutive school days, unless the student's conduct is not a manifestation of his or her disability. A series of such temporary removals or suspensions, each shorter than 10 consecutive school days, may not aggregate to more than 10 school days during a school year or during a single placement within the school year if the removals/suspensions collectively constitute a change of placement, unless the student's conduct is not a manifestation of his or her disability.

In accordance with governing law, the IEP or § 504 team may change a disabled student's placement to an appropriate interim alternative educational setting for not more than 45 school days if the student has carried or possessed a weapon at school or at a school function; if the student knowingly possessed, used, sold or solicited the sale of a controlled substance while at school or at a school function; if the student has inflicted serious bodily injury upon another person while at school or at a school function; or if a hearing officer so orders. Such placement in an interim alternative educational setting is permissible even if the disabled student's conduct was a manifestation of his or her disability. During such placement, special education and § 504 students (except § 504 students whose conduct is not a manifestation of their disability) must continue to receive educational services as determined by the IEP or § 504 team.

Students with disabilities may not be expelled, suspended or otherwise removed to another setting in excess of 10 consecutive school days, or subjected to a series of shorter suspensions or removals during the school year (or during a single placement within the school year) that taken collectively constitute a change of placement, unless a determination has been made by a duly convened IEP or § 504 team that the misconduct constituting grounds

for expulsion, suspension or removal longer than these specified periods was not a manifestation of the student's disability (this provision does not apply to placement in an appropriate interim alternative educational setting, as provided in the immediately preceding paragraph). If the IEP or § 504 team determines that the student's conduct was a manifestation of the student's disability, the expulsion, suspension or removal may not exceed the periods specified in the first sentence of this paragraph and the appropriateness of the student's IEP or § 504 plan shall be reviewed and necessary revisions shall be made, in accordance with governing law. If the IEP or § 504 team determines that the student's conduct was not a manifestation of the student's disability, the student may be expelled, suspended or removed for longer than the periods specified in the first sentence of this paragraph. During such periods of expulsion, suspension or removal special education students, but not § 504 students, must continue to receive educational services as determined by the IEP team.

Within 10 days of an expulsion, suspension or removal in excess of the periods specified in the first sentence of the immediately preceding paragraph, the IEP team shall either develop a functional behavioral assessment of the special education student, develop a behavioral intervention plan for the special education student, or review and modify the special education student's existing behavioral intervention plan, as appropriate.

District special education or § 504 personnel, and/or legal counsel, shall be consulted prior to a special education or § 504 student's expulsion, or suspension or other removal in excess of 10 school days, for misbehavior that has been determined not to be a manifestation of the student's disability.

DISCIPLINE OF HABITUALLY DISRUPTIVE STUDENTS (JKC)

DEFINITIONS

1. "Habitually disruptive student" means a student who has been suspended three times during the school year or calendar year for conduct that caused a material and substantial disruption while at school or on school grounds, at a District-sanctioned activity or event or while being transported in a District-approved vehicle because of behavior that was initiated, willful and overt on the part of the student.
2. "Material and substantial disruption" means behavior that results in suspension and is initiated, willful and overt on the part of the student, and that is considered in the view of the principal or designee to cause a serious interference with the orderly operation of the school or the school's ability to provide educational opportunities to the student or others, including behavior detrimental to the welfare or safety of others.
3. "Parent" means a student's parent, legal guardian or legal custodian.

REPORTING REQUIREMENTS

1. The student and his or her parent(s) will be notified in writing of each suspension counted towards declaring the student as habitually disruptive, and shall be notified in writing and by telephone or other means of the definition of "habitually disruptive student" and the mandatory expulsion of such students.
2. The principal or designee will prepare a brief written summary of the incident underlying any suspension to be counted towards designation as a habitually disruptive student. The student and his or her parent(s) will be given a copy of the summary, which is to be placed in the student's file. The student or parent(s)

may submit a written response to the incident report, which will be attached to the written summary.

3. If the principal or designee determines that the student has not caused a material and substantial disruption, the record of the student's involvement in the incident will be modified to reflect an accurate description of the incident and the incident will not be counted toward designation as a habitually disruptive student.
4. If the student's conduct with respect to a single incident constitutes grounds for expulsion, the principal or designee may commence expulsion proceedings pursuant to the procedures set forth in District policy on grounds for suspension/expulsion (see Policy JKDA/JKEA).

REMEDIAL DISCIPLINE PLANS

After the suspension of a student for a material and substantial disruption, the student and his/her parent(s) shall be notified that the incident will be designated as a habitually disruptive incident.

After the first or second suspension for a material and substantial disruption, a remedial discipline plan may be developed by the principal or designee with the assistance of the student's teacher(s) and any other school personnel involved. The principal or designee will encourage and solicit the full participation of the student's parent(s) in the development of any such remedial discipline plans.

1. If a remedial discipline plan is developed, it will address the student's disruptive behavior and the goal of keeping the student in school as well as the goals, objectives and timelines for modifying the disruptive behavior. The plan also will inform the student of the consequences in the event he or she continues to engage in disruptive behavior in violation of the plan. Such consequences may include discipline, including suspension or expulsion, as provided in the District's Code of Conduct or

as provided by the rules and regulations of the school.

2. The remedial discipline plan will be written in the form of a contract and signed by the student and his or her parent(s).
3. If the student and his or her parent(s) fail to attend the meeting to establish the remedial discipline plan, after reasonable attempts by the principal or designee to schedule and provide notice of the meeting, the principal or designee may conduct the meeting and establish the remedial discipline plan with those people present at the meeting.
4. The student and his or her parent(s) and the school personnel responsible for carrying out the remedial discipline plan will be provided a copy of the plan and a copy will be placed in the student's file.
5. Further instances of disruptive behavior that cause a material and substantial disruption will be dealt with in accordance with the remedial discipline plan, if one has been developed.

MANDATORY EXPULSION OF HABITUALLY DISRUPTIVE STUDENTS

1. If a student causes a third material and substantial disruption during any school year or calendar year, the principal or designee, after reviewing the student's file, prior incidents and the remedial discipline plan, if any, will inform the student and the parent(s) in writing that the student is subject to mandatory expulsion as a habitually disruptive student.
2. The principal or designee will initiate proceedings for expulsion of the student in accordance with District procedures regarding suspension/expulsion of students (see Regulation JKD/JKE-R).

DISCIPLINARY REMOVAL FROM CLASSROOM (JKBA)

A student's disciplinary formal removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. It is not possible or necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify disciplinary removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to effect the disciplinary removal of a student from class, in accordance with this policy. All instances of disciplinary removal from class shall be documented.

Disciplinary removal from class occurs when a teacher directs a student to an administrator for formal discipline. The teacher's responsibility upon such disciplinary removal is to document the behavior or incident. As soon as possible after the disciplinary removal of the student from class, the teacher/administrator shall contact the parent or legal guardian of the student to request his or her attendance at a student-teacher conference regarding the removal.

A behavior plan shall be developed by the parent/guardian, student, teacher and principal or designee after the first disciplinary removal from class and shall be reviewed after the second disciplinary removal from class. In case of disagreement regarding the behavior plan, the building principal shall make the final determination.

Upon the third disciplinary removal from class, the student will be removed from said class for the remainder of the term.

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

A teacher is authorized to effect the disciplinary removal of a student from the teacher's class if the student's behavior:

1. violates the Code of Conduct adopted by the Board of Education,
2. is dangerous, unruly, or disruptive,
3. seriously interferes with the ability of the teacher to teach the class or the ability of students to learn, or
4. demonstrates continued willful disobedience.

A student with an IEP may be disciplinarily removed from class and placed in an alternative educational setting only to the extent authorized by state and federal law.

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

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

SUSPENSION/EXPULSION OF STUDENTS (JKD/JKE)

In matters involving student behavior that may or will result in the suspension or expulsion of a student, a parent, guardian or legal custodian shall be notified and involved to the greatest practicable extent in the disciplinary procedures. In all cases of suspension and expulsion, students shall be afforded due process of law.

ALTERNATIVES TO SUSPENSION

In lieu of suspension, the principal or designee may, at his or her discretion, permit the student

to remain in school on the condition that the student's parent, guardian or legal custodian attend class with the student for a period of time established by the principal or designee. This alternative is not automatic. The principal or designee shall consult with the student's teachers and obtain their consent before implementing this alternative. This alternative to suspension shall not be used if expulsion proceedings have been or are to be initiated, or if the principal or designee determines that the student's presence in school, even if accompanied by a parent, guardian or legal custodian, would be disruptive to the operations of the school or be detrimental to the learning environment of other students. In the event that this alternative becomes disruptive if it is used, then the school shall immediately terminate this option and suspend the student in accordance with District policy. If the student's parent, guardian or legal custodian does not agree or fails to attend class with the student, the principal or designee shall suspend the student in accordance with District policy.

SUSPENSION AUTHORITY

1. A school principal, or designee by written authority of the principal, may suspend a student enrolled in the school for not more than five school days on the grounds stated in C.R.S. §§ 22-33-106(1)(a), (1)(b), (1)(c), (1)(e) or (1)(f), 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 JKDA/JKEA).
2. The Board of Education delegates to the Superintendent 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 school days as necessary in order to present the matter to the Board of Education, but not to exceed 25 school days of suspension.

EXPULSION AUTHORITY

1. The Board of Education may conduct a hearing at which the question of expulsion is determined.
2. Unless the Board of Education elects to proceed otherwise in a particular case, the Board delegates its power to expel students to the Superintendent and/or to a designee who shall serve as a hearing officer, and delegates to the Superintendent or designee its authority to conduct the expulsion hearing as required by law.
3. The decision of the Superintendent may, upon the written request of the student or the student's parent, guardian or legal custodian, be appealed to the Board of Education.

REPORTING DISCIPLINE ACTIONS

The Superintendent shall report each case acted upon to the Board of Education through a confidential memo, briefly describing the circumstances and the reasons for the action taken by the Superintendent.

The principals of each school in the District shall submit annual written reports to the Board of Education concerning the learning environment in their schools each school year, as required by law. Each principal's report shall include: (1) the total enrollment for the school; (2) the average daily attendance rate at the school; (3) dropout rates for grades seven through twelve, if such grades are taught at the school; (4) the number of violations of the conduct code broken down as to type of violation and type of discipline, as required by law, and noting which violations and discipline involved students with disabilities; and (5) the school's policy concerning bullying prevention and education.

The Board of Education shall annually compile the principals' reports from each school in the District and submit its compiled report to CDE, as required by law. The Board's compiled report shall also

include the average size of each school in the District, calculated as the total number of students enrolled in the school divided by the number of full time teachers in the school. The Board's compiled report shall also be made available to the general public, but not in such a way as to disclose confidential personally identifiable student information in violation of state or federal law.

INFORMATION TO PARENTS

Within five days of expelling a student, the District shall notify the student and his or her parent, guardian or legal custodian of the student's opportunity to receive educational services for expelled students.

Upon request of a student or the student's parent, guardian or legal custodian, the District shall provide any educational services that are deemed appropriate by the District for any student who is expelled from the District. The services provided shall be designed to provide a second chance for the student to succeed in achieving an education. The District shall determine the amount of credit the student shall receive toward graduation for the educational services provided.

The District is not required to provide additional educational services to any student who is suspended or expelled while receiving educational services during a period of expulsion. The District may provide services for a student who is expelled through agreements with local governmental agencies and managing state agencies, community-based nonprofit organizations, with the Department of Military Affairs, and public or private institutions of higher learning to provide appropriate services such as tutoring, counseling, drug treatment, family preservation, alternative education, or vocational education programs. If a student is expelled for the remainder of the school year and the student is not receiving educational services, the District will contact the student's parent, guardian or legal custodian at least once every 60 days until the beginning of the next school year to determine whether the student is receiving edu-

cational services. The District need not contact the student's parent, guardian or legal custodian after the student is enrolled in another school district or in an independent or nonpublic school, or if the student is committed to the Department of Human Services or is sentenced pursuant to the Children's Code.

STUDENT'S RETURN TO SCHOOL FOLLOWING AN EXPULSION

In accordance with state law, a student who has been expelled on grounds stated in C.R.S. §§ 22-33-106 (1) (c) or (1) (d) and has been convicted or adjudicated as a juvenile delinquent, received a deferred judgment, or placed in a diversion program for such conduct 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. If the student cannot be placed in another school, the school may provide the expelled student with a schedule that avoids contact with the victim or the victim's immediate family members.

PROCEDURES REGARDING SUSPENSION/EXPULSION OF STUDENTS (JKD/JKE-R)

SUSPENSION PROCEDURE

1. A reasonable attempt shall be made to give the student and parents timely oral or written notice of the charges against the student. Such charges must be one or more of those set forth as grounds for suspension under District policy and state law.
2. Prior to the student's removal from school, the student shall receive an informal hearing before the school principal or designee unless an emergency requires immediate removal of the student. In such cases, an informal hearing shall be held as soon as practicable after removal.

3. If a decision is made to suspend a student, the student and his/her parent, guardian or legal custodian shall be so notified as soon as reasonably possible. The principal or designee shall also send a letter to the parent, guardian or legal custodian and the student explaining the action taken, stating the days during which the suspension will be in effect and inviting the parent, guardian or legal custodian to meet with the principal or designee for the purpose of discussing the matter.
4. A suspended student shall be required to leave the school grounds immediately after the parent, guardian or legal custodian and the principal or designee have determined the best way to transfer custody of the student to the parent, guardian or legal custodian.
5. Law enforcement authorities may be involved in removal of students in accordance with state law, when there are reasonable grounds to believe that the student has committed a delinquent act by violation of any statute, county or municipal ordinance, or by lawful order of the juvenile court.
6. A student and his or her parent, guardian or legal custodian may appeal a suspension to the superintendent's designee, except in cases of a suspension preceding recommended expulsion. The designee shall review the appeal and discuss the matter with the administrator who imposed the sanction and with the parent, guardian or legal custodian and the student. The superintendent's designee shall inform the parent, guardian or legal custodian of the designee's decision, which shall be the final determination of the matter.
7. A suspended student shall not be readmitted to a public school until the student's parent, guardian or legal custodian has met with the principal or designee to discuss the nature of the suspension or if, in the judgment of the principal or designee, the parent, guardian or legal custodian has substantially agreed to

- review the suspension. The student may be readmitted, however, if the suspending authority cannot contact the parent, guardian or legal custodian or if the parent, guardian or legal custodian repeatedly fails to appear for scheduled meetings.
8. The suspending authority shall:
 - a. Make reasonable efforts to meet with the student's parent, guardian or legal custodian during the period of suspension;
 - b. Not extend the period of suspension because of the failure of the suspending authority to meet with the parent, guardian or legal custodian; and
 - c. Provide an opportunity for the student to make up schoolwork during the period of suspension to allow the student to reintegrate into the educational program following suspension. The suspending authority may award appropriate credit for the assigned make-up work.
9. The principal has the right to assess damages to school property and collect for the Board a reasonable sum as established by the District.
10. Any student conduct requiring additional action beyond the building administrator's initial period of suspension is to be reported to the appropriate assistant superintendent with a complete report and, if warranted, a recommendation for expulsion.

EXPULSION PROCEDURE

1. The student and the student's parent, guardian or legal custodian shall be given written notice of the charges against the student, which must be one or more of those set forth as grounds for expulsion under District policy and state law.
2. If the student and the student's parent, guardian or legal custodian wish to request a hear-

- ing regarding the expulsion, they must do so within the timeframe noted in the notice of hearing. Failure to request a hearing within the specified timeframe will result in a waiver of the right to a hearing.
3. A student may be suspended pending an expulsion hearing, provided the regulations for suspension are followed.
 4. The superintendent or superintendent's designee shall preside over the expulsion hearing.
 5. At the expulsion hearing, the student may be represented by counsel. If a student is represented by counsel, the student or student's parent, guardian or legal custodian shall notify the superintendent or designee of this fact by phone or in writing at the time the expulsion hearing is requested, and in no event later than three business days prior to the hearing date. Failure by the student or student's parent, guardian or legal custodian to provide timely notification of attorney representation shall result in a continuance of the hearing and corresponding extension of the period of suspension to allow the District to obtain legal counsel. The student shall be afforded the opportunity to confront and cross-examine witnesses called by the school administration. The student may call his or her own witnesses. The school administration may cross-examine the witnesses called by the student. A tape recording of the hearing shall be made. The hearing officer may limit the number of witnesses called based on consideration of the competence, relevance and/or cumulative nature of their testimony.
 6. At an expulsion hearing concerning alleged student conduct for which expulsion is mandatory, no written statement prepared by the student concerning the conduct may be used as evidence unless it is signed by the student and the student's parent, guardian or legal custodian was present when the student signed, or reasonable attempts to have the parent, guardian or legal custodian present when the student signed were unsuccessful.
 7. If a designee of the superintendent serves as the hearing officer, he or she shall make specific findings and shall promptly submit those findings and a recommendation regarding the expulsion to the superintendent.
 8. The superintendent shall review the hearing officer's findings and recommendation, or if the superintendent conducts the hearing, the superintendent shall make findings. The superintendent shall issue a written decision within five business days after the hearing conducted by the superintendent or designee.
 9. The student and his or her parent, guardian or legal custodian may appeal the superintendent's written decision to the Board of Education. The parent, guardian or legal custodian must request in writing an appeal to the Board of Education within five calendar days of receipt of the superintendent's decision. If the fifth day falls on a Saturday, Sunday, or holiday, the request for appeal must be made on the following day. The written request for appeal must state the grounds for appealing the superintendent's written decision. The superintendent or designee may address matters raised in the request for appeal for inclusion in the record to be considered by the Board. Failure to request an appeal within five calendar days of the receipt of the written decision shall result in a waiver of the right to appeal, and the superintendent's written decision shall become final.
 10. If an appeal is properly requested, the Board shall review the record concerning the expulsion. The record includes notices and other documents concerning the suspension and expulsion; the transcript of the testimony, if any; the hearing exhibits; the hearing officer's findings and recommendation; the superintendent's written decision; and other documents concerning the expulsion. The student

may be represented by counsel at the appeal. Representatives of the District and the parent, guardian or legal custodian 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.

11. The Board shall make a final determination regarding the expulsion of the student and shall inform the student and his or her parent, guardian or legal custodian of the right to judicial review.
12. If a student between the ages of six and 17 is expelled for the remainder of the school year, the parent, guardian or legal custodian of the student shall be responsible for assuring compliance with the compulsory school attendance laws during the period of expulsion.
13. Upon expelling a student, the District shall provide information to the student's parent, guardian or legal custodian concerning the educational alternatives available to the student during the period of expulsion. If the parent, guardian or legal custodian chooses to provide a home-based educational program for the student, the District shall assist the parent, guardian or legal custodian in obtaining appropriate curricula for the student.

READMITTANCE TO SCHOOL AFTER SUSPENSION OR EXPULSION

No student will be readmitted to school after a suspension or expulsion until a meeting has taken place between the principal or designee and the student's parent, guardian or legal custodian to review the suspension or expulsion or until, in the discretion of the principal or designee, the parent, guardian or legal custodian of the suspended or expelled student has substantially agreed to review the suspension or expulsion with the principal or designee; except that if the principal or designee cannot contact the parent, guardian or legal custodian of such student or if such parent, guardian

or legal custodian repeatedly fails to appear for scheduled meetings, the principal or designee may readmit such student. The purpose of the readmittance conference is to answer questions about the suspension or expulsion, clarify expectations regarding behavior, and consider alternatives or interventions to assist the student.

CRIMES OF VIOLENCE AND UNLAWFUL SEXUAL BEHAVIOR

Whenever the District is notified that a student at least 12 years of age but under 18 years of age has been charged in juvenile court with an offense that would constitute a crime of violence or unlawful sexual behavior if committed by an adult, or has been charged in district court with a crime of violence or unlawful sexual behavior, the Board of Education or its designee shall determine whether the student has exhibited behavior that is detrimental to the safety, welfare and morals of the other students or personnel at school, and whether educating the student at 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.

If it is determined that the student should not be educated at school, the District may institute procedures to suspend or expel the student. Alternatively, the District may delay consideration of the student's suspension or expulsion pending the outcome of the juvenile court or district court proceedings, during which time the District shall provide the student with an appropriate alternate education program. The time that a student spends in an alternate education program shall not be considered a period of suspension or expulsion.

As used in this policy, a "crime of violence" means any of the following crimes as defined by law committed, conspired to be committed or attempted to be committed by a student in connection with which the student used or possessed and threatened the use of a deadly weapon, or caused serious bodily injury or death to any other person

except another participant: (1) any crime against an at-risk adult or at-risk juvenile; (2) murder; (3) first or second degree assault; (4) kidnapping; (5) sexual assault; (6) aggravated robbery; (7) first degree arson; (8) first degree burglary; (9) escape; or (10) criminal extortion. "Crime of violence" also means any felony unlawful sexual offense in which the student caused bodily injury to the victim or in which the student used threats, intimidation or force against the victim.

As used in this policy, "unlawful sexual behavior" means any of the following offenses as defined by law or criminal attempt, conspiracy, or solicitation to commit any of the following offenses: (1) sexual assault; (2) unlawful sexual contact; (3) sexual assault on a child; (4) sexual assault on a child by one in a position of trust; (5) enticement of a child; (6) incest or aggravated incest; (7) trafficking in children; (8) sexual exploitation of children; (9) procurement of a child for sexual exploitation; (10) indecent exposure; (11) soliciting for child prostitution; (12) pandering of a child; (13) procurement of a child; (14) keeping a place of child prostitution; (15) pimping of a child; (16) inducement of child prostitution; (17) patronizing a prostituted child; (18) promotion of obscenity to a minor; (19) wholesale promotion of obscenity to a minor; (20) internet luring of a child; or (21) internet sexual exploitation of a child.

GROUND FORS SUSPENSION/ EXPULSION OF STUDENTS (JKDA/JKEA)

The principal or principal's designee may suspend or recommend expulsion of a student who engages in one or more of the following types of conduct while in a school building, on school grounds, on District property, connected locally or remotely to the District computer network, in District vehicles or at District or school-sanctioned activities or events, except that in appropriate circumstances the principal or principal's designee may suspend

or recommend expulsion of a student for behavior off District property as authorized by law.

The following shall be grounds for suspension or expulsion:

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. Causing or attempting to cause physical injury to another person, except in self-defense.
5. Commission of any act which, if committed by an adult, would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law for robbery or first or second degree assault.
6. Violation of criminal law that has an effect on the District or on the general safety or welfare of students or staff.
7. Violation of any District policy or regulation, or established school rules.
8. Violation of the District's policy on student conduct involving weapons. In accordance with state law, expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or District. A student may but need not be expelled for violation of this policy if, as soon as possible upon discovering that he or she is in possession of a dangerous weapon, the student notifies and delivers the weapon to a school official.
9. Violation of the District's policy on student conduct involving drugs and alcohol. Expulsion shall be mandatory for a student's in-

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- volvement in the purchase or sale of all drugs except for those sold over the counter.
10. Violation of the District's tobacco-free District policy.
 11. Violation of the District's policy on harassment of students.
 12. Throwing objects at a supervised District activity that can or do cause bodily injury or damage to property.
 13. Directing profanity, vulgar language, or obscene gestures toward other students, District personnel, or other persons.
 14. Engaging in verbal abuse; i.e., name calling, ethnic or racial slurs, swearing, screaming, obscene gestures or threats directed at an individual, either orally (including by telephone) or in writing (including by e-mail or the Internet), or derogatory statements that are addressed publicly to an individual, his or her family or a group that precipitate disruption of the District program or incite violence.
 15. Committing extortion, coercion, or blackmail; i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
 16. Lying or giving false information, either verbally or in writing, to a District employee.
 17. 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.
 18. Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the District staff.
 19. Behavior on or off school property that is detrimental to the welfare, safety or morals of one or more other students, District personnel or

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- other persons, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
20. Engaging in rioting, property seizures, destruction of property, break-ins, sit-ins, disruptive picketing, or other forms of disruptive behavior.
 21. Promoting or being involved in gang or gang-like activity.
 22. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food or drink, or any other behavior that recklessly endangers the health or safety of an individual.
 23. Threats of serious bodily injury or death to one or more District employees, students or other persons, threats to damage or destroy District property or the property of one or more District employees, students or other persons, and/or threats to disrupt school or school operations.
 24. Bullying, including the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others.
 25. Assault upon, disorderly conduct toward, harassment of, intimidation of, bullying of, or any criminal offense against another student, or damage to the property of another student.
 26. Repeated interference with a school's ability to provide educational opportunities to other students.
 27. Unauthorized use, access or attempts to access computer systems, servers, or other devices on the Poudre School District network system, and/or violation of the PSD-net Terms and Conditions.
 28. Assault upon, disorderly conduct toward, harassment of, making knowingly false allega-

tions of child abuse against, or any criminal offense against a teacher or District employee, or damage to property of a teacher or District employee, which occurs on District property (a minimum of three days' suspension is mandatory).

- 29. Initiating or participating in false alarms, false notifications of alarms, or bomb scares.
- 30. Violation of the District's student dress policy.
- 31. Being declared a habitually disruptive student, for which expulsion is mandatory.

ADMINISTERING MEDICINES TO STUDENTS (JLCD)

This policy governs the terms and conditions under which medicine may be administered to students. For purposes of this policy, the term "medicine" includes both prescription medicine and nonprescription medicine. Also for purposes of this policy, "nonprescription medicine" includes but is not limited to over-the-counter medicine, homeopathic medicine, herbal medicine, vitamins, and nutritional supplements.

Student possession, use, distribution, gift, purchase, exchange, sale or being under the influence of medicine inconsistent with the terms of this policy shall be dealt with as a violation of Policy JICH (Student Conduct Involving Drugs and Alcohol).

RULES APPLICABLE TO ALL STUDENTS AND ALL MEDICINES

Whenever reasonably possible, students should take medicine outside of school and school-sponsored activities. Medicine shall only be administered to a student at school or a school-sponsored activity when it is necessary to do so. In such cases, the medicine shall be administered by the student's parent or guardian unless they

are unavailable. If the parent or guardian is unavailable, the medicine shall be administered as set forth below and in the accompanying regulation.

All medicine to be administered at school or a school-sponsored activity shall be furnished by the parent or guardian of the student who is to take it, and shall be delivered by the student's parent or guardian to an individual in the school office designated to receive it, unless alternative arrangements have been made and approved in advance by the school nurse and by the building principal. Exceptions to this rule apply with respect to high school students who are authorized to carry and self-administer medicine, and with respect to asthma and anaphylaxis management, in accordance with the terms and conditions set forth below.

A written request to administer medicine to a student, and a full release of the District and its personnel from claims arising out of administering the medicine, must be signed and submitted by the student's parent or guardian in order for medicine to be administered to any student at school or a school-sponsored activity. A separate written request and release must be signed and submitted for each medicine to be administered, and for each change in the dosage, time(s) and/or manner of administration. Depending on the circumstances, the required written request and release may be incorporated as part of a student Health Plan, Section 504 Plan, or authorization for extended field trip or other school-sponsored activity.

Verbal requests to administer medicine to a student may be honored only when made to the school nurse by the student's parent or guardian, only when prior delivery of the required written request and release is not reasonably possible under the circumstances, and only when the school nurse can confirm that the verbal request is legitimately from the student's parent or guardian. The required written request and release, and any required written authorization and directions signed by a health care provider,

must be submitted before the medicine will be administered to the student a second day.

ADDITIONAL RULES APPLICABLE TO PRESCRIPTION MEDICINE

If it is necessary for a student to take prescription medicine at school or a school-sponsored activity, it must be furnished in the original pharmacy labeled container. The student's name, name of the medicine, dosage, name of prescribing health care provider, date prescription was filled, and expiration date must be printed on the medicine container's pharmacy label.

Prescription medicine shall be administered only by a school nurse, when required by law, or by a District employee to whom the nurse has properly delegated this task as authorized under the Nurse Practice Act (hereinafter the "nurse's designee"), except with respect to high school students who are authorized to carry and self-administer medicine, and except with respect to asthma and anaphylaxis management, in accordance with the terms and conditions set forth below. Each nurse's designee shall be approved by the building principal. Prescription medicine shall be administered by school personnel only in accordance with written authorization and directions signed by the prescribing health care provider (which authorization and directions shall not include the pharmacy label on the medicine container). Depending on the circumstances and subject to approval and the required delegation by the school nurse, the required written authorization and directions may be incorporated as part of a student Health Plan, Section 504 Plan, or authorization for extended field trip or other school-sponsored activity.

ADDITIONAL RULES APPLICABLE TO NONPRESCRIPTION MEDICINE

If it is necessary for a student to take nonprescription medicine at school or a school-sponsored activity, it must be furnished in the

original container labeled by the pharmaceutical company or other commercial distributor of the medicine.

Nonprescription medicine shall be administered only by a school nurse or by the nurse's designee (except with respect to high school students who are authorized to carry and self-administer medicine, and except with respect to asthma and anaphylaxis management, in accordance with the terms and conditions set forth below). Each nurse's designee shall be approved by the building principal. Nonprescription medicine shall be administered by school personnel only in accordance with written authorization and directions signed by the treating health care provider, or in accordance with a District-wide protocol for administering specified nonprescription medicines that is developed and reviewed at least once a year by a licensed physician. Depending on the circumstances and subject to approval and the required delegation by the school nurse, the required written authorization and directions, or District-wide protocol, may be incorporated as part of a student Health Plan, Section 504 Plan, or authorization for extended field trip or other school-sponsored activity.

AUTHORIZATION TO CARRY AND SELF-ADMINISTER MEDICINE

A high school student who needs to take medicine at school or a school-sponsored activity may be authorized to carry and self-administer his or her medicine in accordance with the following terms and conditions:

1. The high school student shall be subject to and comply with the rules set forth above, unless otherwise amended in this section.
2. Before the high school student may carry and self-administer medicine at school or a school-sponsored activity, a written request therefor, and a full release of the District and its personnel from claims arising out of the student carrying and self-administering the medicine,

must be signed and submitted by the student's parent or guardian.

3. Before the high school student may carry and self-administer medicine at school or a school-sponsored activity, any required written authorization and directions signed by a health care provider must be submitted.
4. Before the high school student may carry and self-administer medicine at school or a school-sponsored activity, the school nurse and building principal shall determine that the student has the ability to properly self-administer the medicine, and that the student is sufficiently mature and responsible to safely carry and self-administer the medicine at school or a school-sponsored activity in compliance with applicable District policies and regulations.
5. The high school student is only authorized to carry and self-administer a one-day dose of medicine at school or a school-sponsored activity, except that more than a one-day dose may be authorized by the school nurse and building principal if necessitated by the length of a particular school-sponsored activity.
6. The high school student shall at all times maintain the security of his or her medicine so that it may not be taken by or otherwise fall into the possession of another person.
7. Carrying and self-administering medicine at school is a privilege granted to high school students that may be lost if not exercised responsibly and safely, as determined by the school nurse and building principal.

ASTHMA AND ANAPHYLAXIS HEALTH MANAGEMENT

A student with asthma, severe allergies or other related life-threatening conditions may carry and self-administer prescribed medication to treat such condition at school, at a school-sponsored activity or while being transported in a school

vehicle, in accordance with the Colorado Schoolchildren's Asthma and Anaphylaxis Health Management Act (the "Act") and the following terms and conditions:

1. Before the student may carry and self-administer the prescribed medication, the student's parent or guardian must submit a written medical authorization signed by the prescribing health care practitioner that includes the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication to be self-administered; and confirmation from the health care practitioner that the student has been instructed and is capable of self-administering the prescribed medication.
2. Before the student may carry and self-administer the prescribed medication, the student must demonstrate to the school nurse and to the student's health care practitioner (or practitioner's designee) the skill level necessary to use the medication and any device used to administer the medication as prescribed. In addition, a written treatment plan for managing the student's asthma or anaphylaxis episodes and for the student's medication use must be developed by the school nurse in collaboration with the student's health care practitioner. The treatment plan shall be effective only for the school year in which it is approved or until a new treatment plan is developed, whichever period is shorter. New treatment plans shall be developed for each subsequent school year in which the Act's requirements and the terms and conditions specified in this section are met.
3. Before the student may carry and self-administer the prescribed medication, a written contract shall be developed and signed by the school nurse, the student, and the student's parent or guardian that assigns levels of responsibility to the parent or guardian, the student, and District employees.

4. Before the student may carry and self-administer the prescribed medication, the student's parent or guardian must sign and submit a written statement releasing the District, school and any associated entity, and all employees and volunteers of the District, school and any associated entity, from liability (except with respect to willful and wanton conduct or disregard of the criteria of the treatment plan).
5. Immediately after using an epinephrine auto-injector at school, at a school-sponsored activity or while being transported in a school vehicle, a student shall report to the school nurse, an employee in the school office, or another school official and the person so notified shall take action to provide for appropriate follow-up care, which shall include promptly making a 911 emergency call and (with respect to employees in the school office and other school officials) promptly contacting the school nurse or nurse's designee.

ADMINISTERING MEDICINES TO STUDENTS (JLCD-R)

STORAGE OF MEDICINE

Medicine to be administered to students at school shall be stored in the office or similar area at each school in a clean, locked cabinet, drawer, or other appropriate container reserved and used exclusively for the storage of medicine and inaccessible to students. If refrigeration is required, the medicine shall be stored either: (a) in a locked refrigerator reserved and used exclusively for the storage of medicine and inaccessible to students; or (b) in an impervious secondary container in a food storage refrigerator, separated from food and inaccessible to students.

At the end of each school year, all medicine in storage at each school shall be returned to the parent or guardian who furnished it or shall be appropri-

ately disposed of by the school nurse or nurse's designee.

HEALTH CARE PROVIDER AUTHORIZATION AND DIRECTIONS

Health care provider authorization and directions for administering medicine to a student must be in writing and signed by the health care provider, and must specify: (a) the student's name; (b) name of the medicine; (c) purpose of the medicine; (d) dosage; (e) time(s) the medicine is to be administered; (f) manner of administration; (g) anticipated number of days the medicine needs to be administered at school and/or school-sponsored activities; and (h) possible side-effects of the medicine.

SAFETY PRECAUTIONS

Before medicine is administered to any student, the school nurse or District employee to whom the nurse has properly delegated this task as authorized under the Nurse Practice Act shall take necessary steps to ensure that: (a) a current request to administer medicine and release signed by the student's parent/guardian is on file; (b) written authorization and directions for administering the medicine signed by the student's health care provider, or current District-wide protocol developed by a licensed physician for administering specified nonprescription medicines, is on file; (c) the correct student is receiving the medicine; (d) the correct medicine is being administered to the student; (e) the correct dose of medicine is being administered; (f) the medicine is being administered at the correct time; (g) the medicine has not expired; and (h) the medicine is being administered in the correct manner.

An error in administering medicine to a student includes but is not limited to giving medicine to the wrong student, giving the wrong medicine to a student, giving the wrong dose of medicine to a student, giving more than one dose of medicine to a student, giving medicine to a student in an incorrect manner, giving medicine to a student at the

wrong time, forgetting to give a student medicine at the required time, and/or forgetting to document that medication was given to a student.

Errors in administering medicine to a student must be promptly reported to the school nurse and to the student's parent or guardian, and must be documented on an Error Report. Poison control or 911 shall immediately be called in the case of errors that involve administering medicine to the wrong student, administering the wrong medicine to a student, or administering an overdose of medicine.

RECORDKEEPING

An individual record shall be kept for each student of every medicine administered to the student, which shall include: (a) the name of the medicine; (b) the date and time the medicine was administered; (c) the dosage administered; (d) the manner the medicine was administered; (e) any unusual reactions or responses of the student; and (f) the name of the person administering the medicine.

SCREENING/TESTING OF STUDENTS (JLDAC)

PHYSICAL SCREENINGS

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 District, as required by law. The parent/guardian shall be informed when a deficiency is found. This provision shall not apply to any student whose parent objects on religious or personal grounds.

Parents/guardians, and students who are 18 years of age or older or emancipated minors (hereinafter referred to as "eligible students") shall receive notice and have the opportunity to opt out of any non-emergency invasive physical examination or

any physical screening (such as routine hearing, vision and dental screenings) that is:

1. Normally required as a condition of attendance;
2. Administered by the school and scheduled by the school in advance; and
3. Not necessary to protect the immediate health and safety of the student, or other students.

SURVEY, ANALYSIS OR EVALUATION OF STUDENTS

Except as otherwise permitted by law, students shall not be required without prior written parent/guardian consent (or prior written consent of the eligible student) to submit to a survey, analysis or evaluation intended to reveal information (whether or not the information is personally identifiable) that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Sex 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. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

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The prior written consent required above shall include prior written notice of the survey, analysis or evaluation and at least two weeks after receipt of the notice to obtain written information concerning:

1. Records or information that may be examined and required in the survey, 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.

Proposed activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information, or otherwise providing the information to others for that purpose, shall not occur with respect to any student for whom prior written consent regarding such activity has not been given by the parent/guardian or (if applicable) the eligible student.

Parents/guardians and eligible students shall have the right to review, upon request, any instructional material used as part of the educational curriculum for the student.

Nothing in this 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,

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analysis or evaluation without obtaining consent as long as such participation is not otherwise prohibited by laws;

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 District to evaluate an individual child; or
4. Be construed to require parental notice or consent for a survey, 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; and
 - student recognition programs.

CONFIDENTIALITY

Any survey, 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.

TREATMENT/TESTING FOR BEHAVIOR ISSUES

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.

EVALUATION OF STUDENTS WITH DISABILITIES

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.

ANNUAL NOTIFICATION OF RIGHTS

The District, at the beginning of each academic year, shall inform parents/guardians and eligible students of their rights under this policy.

STUDENT VEHICLE USE AND PARKING (JLIE)

When parking lots are provided on campus, all student-driven vehicles shall be parked in such lots. No vehicles may be driven on school grounds except in designated parking areas.

Student-driven vehicles shall remain parked while students are scheduled to be in class. No loitering in parked cars or on school parking lots shall be permitted during the school day.

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

Refusal by a student, parent/guardian, or vehicle owner to allow search access to a motor vehicle on school premises when requested shall be cause for termination without further hearing of the privilege of bringing any vehicle onto school premises by said individual.

Each school is authorized to engage in routine patrolling of student parking lots, visual inspection of student automobiles, and the use of dogs trained to alert at the scent of drugs, explosives and other contraband.

Principals may adopt additional parking and driving regulations as necessary for the proper operation of their schools and programs.

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS (JRA/JRC)

1. CONTENT AND CUSTODY OF RECORDS/INFORMATION

The principal shall be the official custodian of student records within the school building. All questions regarding requests for student records shall be directed to the principal.

Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, stan-

standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data and medical information; family background information; teacher or counselor ratings and observations; and reports of serious or recurrent behavior patterns.

Education records do not include records maintained by a law enforcement unit of the school or District (should one exist) that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or other staff from disclosing information derived from personal knowledge or observation.

All requests for inspection and review of education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each student's record. (Such request/disclosure records shall be made available to the parent or eligible student upon request in accordance with the following requirements.)

2. ACCESS TO RECORDS

A parent or guardian has the right to inspect and review the student's education records. If a student is 18 years of age or older the student may inspect his/her own records, and the student's written permission shall be required in order for the parent or guardian to inspect the records. (Such student 18 years of age or older shall be known as an "eligible student.") However, if an eligible student is a dependent for federal income tax purposes, parents/guardians are entitled, along with the student, to have access to student education records.

The building principal shall provide such personnel as necessary to give explanations and interpretations of the education records when

requested by parents/guardians or eligible students.

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

Original education records shall not be taken from District or school buildings. Unless otherwise provided by law or this policy, one (1) copy of a student's education record(s) shall upon request be provided within a reasonable time to the parent/guardian or eligible student at a cost not to exceed 25 cents per page. In order to preserve the integrity of test materials, however, copies of test protocols and/or completed test instruments or question booklets shall not be provided.

3. REQUESTING RECORDS FROM OTHER DISTRICTS/SCHOOLS

When a student transfers to the Poudre School District from another district, the principal or designee of the receiving school shall request the student's education records from the transferring district if the records have not already been forwarded to the receiving school.

4. TRANSFERRING RECORDS TO OTHER SCHOOL DISTRICTS

Student education records, including disciplinary records, may be transferred without parent/guardian or eligible student consent to officials of another school, school system, or postsecondary institution in which the student seeks or intends to enroll, or has enrolled. The District shall, however, notify (or if not able to provide actual notification, demonstrate a reasonable attempt to notify) the parent/guardian or eligible student and provide a copy of the records transferred if they so request.

5. REQUESTING AND RECEIVING INFORMATION AND RECORDS FROM STATE AGENCIES

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

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

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

6. REQUESTS TO AMEND EDUCATION RECORDS

A parent/guardian or eligible student who believes that information contained in the student's education records is inaccurate, misleading or violates the student's privacy or other rights may request that the District amend the records. Such requests shall initially be submitted in writing to the building principal. The amendment request must be received by the building principal within 10 school days of the date that the student records were first examined, unless additional time is granted by the District for good cause shown.

If the principal denies the request to amend, the principal shall notify in writing the parent/guardian or eligible student of the decision

and advise them of their right to appeal such decision. Such request for an appeal must be received by an assistant superintendent of school services within 10 school days after the date of the principal's notification of denial unless additional time is granted by the District for good cause shown. This appeal must be answered in writing and sent to the parent/guardian or eligible student within 10 school days.

If the assistant superintendent denies the appeal, the parent/guardian or eligible student shall be notified of the decision and advised of their right to request a formal hearing.

If the first two steps have not resulted in the requested amendment, the parent/guardian or eligible student may request a formal hearing. A request for a formal hearing must be made in writing and received by the Superintendent of Schools within 10 days after the date of the assistant superintendent's denial of the appeal. The response to the request must be mailed within 10 school days. The hearing will be held in accordance with the following:

- a. The hearing will be held within 15 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent/guardian or eligible student by certified mail.
- b. The hearing will be conducted by a principal or administrative official designated in writing by the superintendent. The official conducting the hearing shall not have a direct interest in the outcome of the hearing.
- c. A parent/guardian 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 an individual of their choice at their own expense, including an attorney.
- d. The designated hearing official shall issue a decision in writing within 10 school

days following the conclusion of the hearing, and shall notify the parent/guardian or eligible student of that decision by certified mail.

- e. The decision of the hearing official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
- f. The decision shall include a statement informing the parent/guardian or eligible student of their right to place in the student's challenged education records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by the District. If the education record is disclosed by school officials to any other party, the explanation also shall be disclosed to that party.

7. DISCLOSURE WITH WRITTEN CONSENT

Except as specified in Section 8 of this policy or as otherwise provided by law, written consent shall be required before student education records and/or personally identifiable information contained therein is disclosed to parties other than the parent/guardian or eligible student. Such written consent shall be given by the parent/guardian or eligible student and shall contain the following:

- a. the date of the consent;
- b. specification of the records or information to be disclosed;
- c. the purpose of the disclosure; and
- d. the identity of the party or class of parties to whom the disclosure may be made.

If the parent/guardian or eligible student so requests, the District shall provide them with a

copy of the records disclosed. Parent/guardian or eligible student consent shall only be valid for the specific disclosure for which the written consent 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 written consent for disclosure of education records or personally identifiable information contained therein.

All signed consent forms shall be retained by the District.

8. DISCLOSURE WITHOUT WRITTEN CONSENT

The District may disclose student education records or personally identifiable information contained therein without written consent of the parent/guardian or eligible student under any of the following circumstances:

- a. The disclosure is to a District official having a legitimate educational interest in the education record or the personally identifiable information contained therein. A "District official" for purposes of this policy is a person employed by the District as an administrator, supervisor, instructor or support staff member; a person serving on the Board of Education; a person or company with whom the District has contracted to perform specialized tasks (such as attorneys, auditors, school resource officers, consultants and health care providers); or a parent/guardian, student or volunteer serving on an official committee or assisting another District official in performing his or her tasks.

- (1) For purposes of this policy, a District official is determined to have a "legitimate educational interest" if disclosure to the official is: (a) necessary for that official to perform appropriate tasks that are specified in his or her

position description or by a contract agreement; (b) used within the context of official District business and not for purposes extraneous to the official's areas of responsibility; (c) relevant to the accomplishment of some task or to a determination about the student; and (d) consistent with the purposes for which the data are maintained.

- b. The disclosure is to officials of another school, school system, or institution of postsecondary education in which the student seeks or intends to enroll, or has enrolled.
- c. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, and state educational authorities.
- d. The disclosure is in connection with a student's application for, or receipt of, financial aid.
- e. 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/guardian or eligible student.
- f. 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.

- g. The disclosure is to accrediting organizations to carry out their accrediting functions.
- h. The disclosure is to comply with a judicial order or lawfully issued subpoena. Unless otherwise specified in the order or subpoena, the District shall inform the parent/guardian or eligible student prior to complying with the subpoena or court order.
- i. The disclosure is in connection with an emergency, if knowledge of the information disclosed is necessary to protect the health or safety of the student or other persons.
- j. The disclosure is of "directory information" under the conditions specified in this policy.

9. DIRECTORY INFORMATION

For purposes of this policy, "directory information" is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. "Directory information" includes, but is not limited to, the student's name, e-mail address, photograph, audio and/or video recordings, date and place of birth, major field of study, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, and the most recent educational agency or institution attended. The District may disclose directory information without written consent of the parent/guardian or eligible student; however, student telephone numbers and addresses will not be disclosed without the express written permission of the parent/guardian. The parent or eligible student has the right to refuse to permit the disclosure of any or all of the categories of directory information specified above, provided such refusal is in writing and received in the office of the principal of the school where the student is in attendance

no later than September 1 (or the next school day thereafter if September 1 is a Saturday, Sunday or legal holiday).

10. DISCLOSURE TO MILITARY RECRUITING OFFICERS

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

11. DISCLOSURE TO MEDICAID

In all cases in which a student is enrolled in the Colorado Medicaid program, the District shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The District shall obtain written consent annually from a parent/guardian or eligible student before the release of any non-directory information required for billing.

12. ALUMNI DIRECTORY

Poudre School District will periodically publish an alumni directory. The District will work closely with the publishing company to provide a master list of graduates through publicly available sources or through information freely provided by others such as family members.

Directory information which may be released may include the student's name, date, and place of birth; major activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent and previous education agency or institution attended by

the student. Directory information which may be released may also include the addresses of former students. Telephone numbers and addresses of current students will not be disclosed pursuant to Colorado law.

When a former student is contacted to update and verify data to be contained in the directory, that person may request that no information be published, and such request shall be honored.

13. ANNUAL NOTIFICATION OF RIGHTS

At the beginning of each academic year the District will notify all parents/guardians and eligible students of their rights pursuant to this policy. Copies of this policy and relevant forms may be obtained from the School Services office any time during normal business hours. Complaints regarding violations of rights accorded parents/guardians and eligible students pursuant to the Family Rights and Privacy Act may be submitted to the U.S. Department of Education. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

NONDISCRIMINATION/ EQUAL EDUCATIONAL OPPORTUNITIES (JB)

No otherwise qualified student shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any District program or activity on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation or disability. This policy shall apply to access to and participation in educational activities, course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Every student of this District shall have equal educational opportunities regardless of race, color, religion, national origin, ancestry, sex, sexual orientation, or disability.

The director of student services is responsible for coordinating the District's compliance with the terms of this policy and compliance with applicable civil rights laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Inquiries concerning such compliance should be directed to the director at 2407 LaPorte Avenue, Fort Collins, Colorado 80521, or by phone at (970) 490-3033.

HARASSMENT OF STUDENTS (JBB)

The Board of Education is committed to maintaining a learning environment for students that is free from harassment based on an individual's race, color, religion, national origin, ancestry, sex, sexual orientation or disability. All such harassment by District employees, authorized volunteers, students and third parties is strictly prohibited.

Harassment based on race, color, religion, national origin, ancestry, sex, sexual orientation or disability will be regarded as a violation of this policy when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's education; (2) submission to or rejection of such conduct is used as the basis for educational decisions affecting the student; or (3) such conduct has the purpose or effect of adversely affecting a student's ability to participate in or benefit from District program(s), or of creating an intimidating, hostile or offensive educational environment.

Harassment based on race or color can include unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at the characteristics of a person's race or color, such as

nicknames emphasizing stereotypes, racial slurs and negative references to racial customs.

Harassment based on religion can include unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at the characteristics of a person's religion or creed, such as comments regarding surnames, religious tradition or religious clothing, as well as religious slurs and/or graffiti.

Harassment based on national origin or ancestry can include unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at the characteristics of a person's national origin, such as comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

Harassment based on sexual orientation can include unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at the characteristics of a person's sexual orientation, such as name-calling and imitating mannerisms.

Harassment based on disability can include unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at the characteristics of a person's disability condition, such as imitating manner of speech or movement; hostile or offensive acts; and/or interference with movement or access to necessary equipment.

Sexual harassment of students by District employees/authorized volunteers includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment of students by other students and third parties includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may occur whether the harassment is between people of the same or different gender. Sexual harassment can include unwelcome oral, written or physical conduct, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive

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or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging, or restraining someone's movement in a sexual way.

All District employees, authorized volunteers and students share the responsibility to ensure that harassment based on race, color, religion, national origin, ancestry, sex, sexual orientation or disability does not occur at any District school, on any District property, at any District or school-sanctioned activities or 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 reasonable connection to school or any District curricular or non-curricular activity or event. Toward that end:

- All students who believe they have been victims of such harassment shall immediately report it to an administrator, counselor or teacher at their school. If the harassment is being committed by the principal or another administrator in the building, the report shall be made to the superintendent or an assistant superintendent.
- All students who witness such harassment shall immediately report it to an administrator, counselor or teacher at their school. If the harassment is being committed by the principal or another administrator in the building, the report shall be made to the superintendent or an assistant superintendent.
- All administrators, counselors, teachers and other employees/authorized volunteers who have such harassment reported to them or otherwise have reason to believe it is occurring shall promptly forward the report(s) and/or other information to the principal or principal's designee for appropriate action. If the harassment is purportedly being committed by

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the principal or another administrator in the building, the report(s) and/or other information shall be forwarded to the superintendent or an assistant superintendent.

- All District employees and authorized volunteers who witness such harassment shall take prompt and effective action to stop it, as prescribed by the District and the building principal, and shall promptly report the harassment to the principal or principal's designee for effective action. If the harassment is being committed by the principal or another administrator in the building, the report shall be made to the superintendent or an assistant superintendent.
- Each building principal or principal's designee (or superintendent or assistant superintendent, if necessary or appropriate) shall ensure that all reports and other information regarding such harassment are promptly and thoroughly investigated, and that effective action is taken.

In addition to the foregoing, students may utilize Policy JII, Student Concerns, Complaints and Grievances, to file reports of harassment. Students who wish to report any incident of harassment through this process may initiate the report at the director level as set forth in Policy JII. School officials shall inform all students who have reportedly been harassed of the results of the District's investigation and whether action has been taken with respect to the purported harasser(s).

Any student who engages in harassment of another student based on the other student's race, color, religion, national origin, ancestry, sex, sexual orientation or disability shall be required to attend a meeting with his or her parent(s) or guardian(s) and the principal or principal's designee; be subject to remedial action such as education or counseling; and be subject to disciplinary action up to and including suspension or expulsion. As set forth in Policy GBAA, Harassment of Employees, any District employee who engages in harassment of a

student based on the student's race, color, religion, national origin, ancestry, sex, sexual orientation or disability, shall be subject to remedial action such as training, education or counseling; as well as disciplinary action including but not limited to warning, reprimand, transfer, suspension or termination of employment.

Remedial and/or disciplinary actions shall include measures designed to stop the harassment, correct its negative impact on the affected student, and ensure that the harassment does not recur. Steps shall also be taken to ensure that victims of and witnesses to harassment are protected from retaliation.

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

The District shall provide counseling resources to student victims where necessary.

The District shall train staff members to recognize and effectively deal with incidents of harassment on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation and disability.

The District shall regularly review its compliance with this policy on the harassment of students and take necessary action where deficiencies are noted.

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES (IJNDA)

Telecommunications, electronic information resources, and networked services alter information access by opening the classrooms to a broad array of resources. Other instructional and library media

materials are subject to selection criteria consistent with District-adopted policies; however telecommunications, because they may lead to any publicly available file server in the world, open classrooms to electronic information resources which have not been screened by educators for student use. The Board supports access by students to appropriate electronic information resources. The director of media and technology, or designee, along with building media specialists, shall provide guidance and instruction to staff on how to assist students in analyzing and evaluating these resources for appropriate use throughout the curriculum. In order to help ensure that District technology is used appropriately and responsibly by students, content filtering measures that restrict student access to material that is obscene or otherwise inappropriate, in accordance with applicable law, have been implemented.

The director of media and technology and the chief information officer, or designee, shall develop rules, regulations, guidelines, and procedures for the use of networked resources. Students are responsible for proper use of school computer networks and shall follow established rules, regulations, guidelines, and procedures.

Student use of the Internet and electronic communications through District technology is a privilege, not a right. General policies and regulations in the *Student Rights and Code of Conduct* governing student behavior apply to such Internet and electronic communications use. Failure to comply with the terms and conditions of use specified in this Policy IJNDA and in Regulation IJNDA-R may result in the student's loss of the privilege to use the District's technology, as well as subject the student to disciplinary action and/or legal action. Parent/guardian requests that their child not be allowed independent use of specified networked technology resources, such as the Internet, may be submitted in writing to the principal of their child's school.

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES (IJNDA-R)

In order to provide for the appropriate use of the PSD network and Internet and in keeping with Board of Education policy, the following “PSD Network Terms and Conditions” have been developed. All use of the PSD network must comply with these terms and conditions.

PSD NETWORK TERMS AND CONDITIONS

Terms and Conditions

(version 5.0, revised January 20, 2004)

GENERAL INFORMATION

The Poudre School District network (“the network” or “the system”) is a system of local-area and wide-area network services provided by Poudre School District (PSD) which also connects PSD facilities to the Internet. Usage of all devices connected to any network in Poudre School District is covered by these Terms and Conditions. The use of this service is under the direction of the director of media and technology, the chief information officer, and designees. The system administrators of the PSD network are employees of Poudre School District and reserve the right to monitor all activity on the system. Members will be given a username, personal e-mail address, and password. Although called a member “account,” there are currently no charges to members for system usage.

Because of the complex association between government agencies and networks, the end user of any of these networks must adhere to strict guidelines. They are provided here so that members and the parents of members who are under 18 years of age are aware of their responsibilities. PSD network administrators may modify these rules at any time by publishing the modified rule(s) on the PSD web site at www.psdschools.org.

INFORMATION CONTENT AND USES OF THE SYSTEM

Members agree not to publish on or over the PSD network any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to a reasonable person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. Members agree not to use the facilities and capabilities of the network to conduct any business or activity or solicit the performance of any activity which is prohibited by law.

Because the PSD network provides, through connection to the Internet, access to other computer systems around the world, members [and the parent(s) of members if members are under 18 years of age] specifically understands that the system administrators and Poudre School District do not have control of the content of the information residing on these other systems. Members and the parents of members who are under 18 years of age are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Poudre School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Students who knowingly bring such materials into the school environment will be dealt with according to the discipline policies of the individual school building and Poudre School District, and such activities may result in termination of their access to the system.

Poudre School District and the system administrators do not warrant that the functions or services performed by or that the information or software contained on the System will meet the member’s requirements or that the operation of the system will be uninterrupted or error-free or that defects in the system will be corrected. The PSD network is provided on an “as is, as available” basis. PSD does not make any warranties, express or implied,

including, without limitation, those of merchantability and fitness for a particular purpose, with respect to any services provided by same and any information or software contained therein.

THIRD-PARTY SUPPLIED INFORMATION

Opinions, advice, services, and all other information expressed by members, information providers, service providers, or other third-party personnel on the PSD network are those of the provider and not of Poudre School District. Members are urged to seek professional advice for specific individual situations.

Members may use the PSD network to order services or merchandise from other members or from agencies not affiliated with PSD (“Seller”). All matters concerning the merchandise and services ordered from Seller including but not limited to purchase terms, payment terms, warranties, guarantees, maintenance, and delivery, are solely between the Seller and the member. PSD makes no warranties or representations whatsoever with regard to any goods or services provided by Sellers. Poudre School District or the system administrators shall not be a party to such transactions or be liable for any costs or damage arising out of, either directly or indirectly, the actions or inactions of Sellers.

UPDATING MEMBER ACCOUNT INFORMATION

PSD network administrators may occasionally require new registration and account information from members to continue the service. Members must notify the technology help desk (helpdesk@psdschools.org) of any changes in account information (address, phone, name, school enrollment, etc.).

ON-LINE CONDUCT

Any action by a member that is determined by a system administrator to constitute an inappropriate use of the PSD network or to improperly restrict or

inhibit other members from using and enjoying the network is strictly prohibited and may result in termination of an offending member’s access. Members specifically agree not to store, submit, publish, print, or display on or through the PSD network any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or deliberately inaccurate material; nor shall member provide direct links to such materials or encourage the use of controlled substances. Transmission of material, information, or software in violation of any local, state, or federal law is prohibited and is a breach of the Terms and Conditions.

Members specifically agree to indemnify Poudre School District, its officers and employees, and the system administrators for any losses, costs, or damages, including reasonable attorneys’ fees incurred by Poudre School District, its officers and employees, and the system administrators relating to, or arising out of any breach of the terms of these Terms and Conditions by member.

Members are advised against publication of personal information on the PSD network which may make them vulnerable to harassment from other Internet users. No member shall publish personal information about others on the network without their approval and parental approval if the individual is under 18 years of age.

Commercial uses of the PSD network are strictly prohibited unless written consent from the chief information officer has been granted.

COPYRIGHTED MATERIAL

Copyrighted material must not be placed on any system connected to the PSD network without the copyright owner’s permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the network. Members may download copyrighted material for their own use. Members should understand that materials developed, displayed, or contributed to the system as part of a school project, or which use any district resources in their development, become the prop-

erty of the school district and not the property of any individual contributors to these projects.

LICENSED SOFTWARE

It is the policy of Poudre School District that all software installed on District computers be legally licensed. Members of the PSD network agree to install and use software only in accordance with license agreements. Members learning of any misuse of software within the District shall notify a responsible party. Poudre School District does not condone the illegal duplication or distribution of software. According to applicable copyright law, persons involved in the illegal reproduction or distribution of software may be subject to civil damages and criminal penalties including fines and imprisonment. Members that make, acquire, distribute, or use unauthorized copies of computer software are subject to District disciplinary action.

NON-PSD OWNED EQUIPMENT

Use of non-PSD owned equipment on the PSD network may cause unacceptable security risks and support issues. Members shall not connect or allow others to connect non-PSD owned equipment to the network except with specific written permission from the chief information officer. Non-PSD owned equipment will not be supported by PSD staff. Information Technology technicians are authorized to remove and/or confiscate any non-PSD owned equipment connected to the PSD network without notice. Software licensed by PSD may not be installed on non-PSD owned computers unless specifically allowed by the software publisher's license agreement.

PUBLIC POSTING AREAS

Public posting areas (bulletin boards, message boards, forums, usenet groups) contain messages that are posted from systems connected to the Internet around the world. PSD network system administrators have no control over the content of messages posted from these other systems. To sup-

port the curriculum needs of the school district, message boards may be hosted on the local system. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Terms and Conditions. The system administration, at their discretion, further reserve the right to immediately terminate the account of a member who misuses public posting areas.

REAL-TIME INTERACTIVE COMMUNICATIONS

Real-time interactive communication may cause network security problems, use excessive network bandwidth, and expose members to personal safety risks. Use of the PSD network to access instant messaging, "chat rooms," on-line games, and other multi-user real-time communications is prohibited without specific prior permission from a system administrator. The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who fails to abide by this restriction.

ELECTRONIC MAIL

Electronic mail is a personal electronic message sent by or to a member in correspondence with another person having Internet mail access. Messages received by the PSD system are retained on the system until deleted by the recipient. Members are expected to remove old messages in a timely fashion, and the system administrators may remove such messages if not attended to regularly by the member. The passing of chain letters via mail is specifically prohibited. Any mail messages may be monitored or inspected by the system administrators, although the system administrator will not normally inspect the contents of mail sent by one member to an identified addressee or disclose such contents to other than the sender or an intended recipient without the consent of the sender or an intended recipient, unless required to do so by law or policies of Poudre School District, or to investigate complaints regarding mail which is alleged

to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or deliberately inaccurate material. Poudre School District reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the system. Privacy is not guaranteed. Electronic mail correspondence may be a public record and may be subject to public inspection under C.R.S. 24-72-203.

DISK USAGE

Network storage is provided to members for educational or business use only. Network storage should not be used for the storage of personal files. The system administrators reserve the right to set quotas for disk usage on the system. Members who exceed their quota will be advised to delete files to return to compliance. Members may request that their disk quota be increased by submitting a request via electronic mail to helpdesk@psdschools.org stating the need for the quota increase. Members who remain in non-compliance of disk space quotas may have their files removed by a system administrator.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If members believe they can identify a security problem on the PSD network, they must notify a system administrator or send mail to helpdesk@psdschools.org. The member should not demonstrate the problem to others. Members may not let others use their account and/or password. Passwords to the system should not be easily guessed by others, nor should they be words which could be found in the dictionary. Administrators of the network may impose additional password requirements as necessary. Attempts to log in to the system using another member's account or as a system administrator will result in termination of the account. Members should immediately notify a system administrator (helpdesk@psdschools.org) if their

password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk or having a history of problems with other computer systems may be denied access to the PSD network.

VANDALISM

Vandalism will result in cancellation of access privileges and possibly other disciplinary and/or legal action. Vandalism is defined as any malicious attempt to harm, destroy, or impair access to data or equipment on the PSD network, or any of the other networks that are connected to the Internet. This includes, but is not limited to, the creation or uploading of computer viruses, the use or possession of programs designed to circumvent computer security, and the launching of "denial of service (dos)" attacks.

TERMINATION OR SUSPENSION OF ACCESS

In the case of student violations of the Terms and Conditions, a system administrator may immediately suspend a student's access to the system and refer the matter to the school administration for disposition under the District Code of Conduct. In the case of employee violations of the Terms and Conditions, a system administrator may immediately suspend the employee's access to the system and refer the matter to the employee's supervisor for disposition under district policies. Accounts which are inactive for more than 30 days may be removed along with that member's files without notice given to the member. Accounts of students no longer enrolled or staff no longer employed with PSD will be disabled.

ENFORCEMENT PROVISIONS

In order to ensure adherence to the Terms and Conditions, the system administrators reserve the right to monitor all activity on the system and to inspect files, including Mail, stored in the system.

Privacy is not guaranteed. System administrators also reserve the right to remove any files stored on the system in violation of the terms and conditions.

OTHER PROVISIONS

The Terms and Conditions shall be interpreted, construed, and enforced in all respects in accordance with the laws of the State of Colorado. Each party irrevocably consents to the jurisdiction of the courts of the State of Colorado and the federal courts situated in the State of Colorado, in connection with any action to enforce the provisions of the Terms and Conditions, to recover damages or other relief for breach or default under the Terms and Conditions, or otherwise arising under or by reason of the Terms and Conditions. For students, the Terms and Conditions shall be used in conjunction with the District's Code of Conduct and discipline policies of individual school buildings. Individual schools may choose to have additional rules and regulations pertaining to the use of networked resources in their respective buildings.

CHOICE/OPEN ENROLLMENT (JFBA)

Poudre School District affirms its commitment to assume a leadership role in supporting a culture of choice/open enrollment District-wide. The District's commitment to choice/open enrollment is grounded in the belief that parents know the learning style of their children and should have options from which to choose to meet their children's needs.

This policy shall apply only to District choice/open enrollment in kindergarten through 12th grade. Students residing within the District shall be assigned to attend their neighborhood school in grades K-12 unless an application for choice/open enrollment is granted, or unless a transfer is allowed or required. Students residing within and

outside of the District who apply for choice/open enrollment in grades K-12 shall be allowed to attend any District school or participate in any District program of their choice on a space-available basis, subject to the provisions of this policy and governing law. As used in this policy, the term "choice/open enrollment" means parent/guardian-initiated enrollment of a student in a K-12 District school or program other than the school or program in which the student is currently enrolled or to which the student is currently assigned (hereinafter referred to as a "choice school or program"). As used in this policy, the term "option school or program" means a K-12 choice school or program that does not have a neighborhood attendance area. As used in this policy, the term "program" means only an International Baccalaureate (IB) Program, Core Knowledge Program or Bilingual Program.

GENERAL RULES

All principals shall maintain records of choice/open enrollments and transfers at their school, as well as documentation supporting all grants and denials of choice/open enrollment applications. Each principal is responsible for checking student enrollment records at his or her school to establish that every student is a resident of the school's neighborhood attendance area or has an approved authorization for choice/open enrollment or transfer.

Except as otherwise provided under this policy, students who enroll in neighborhood schools or programs through choice/open enrollment but who do not reside within the neighborhood attendance area shall be granted admission for all grades served by the school or program. Except as otherwise provided under this policy, students who enroll through choice/open enrollment in option schools or programs shall be granted admission for all grades served by the school or program. In the event of overcrowding of facilities at a choice school or program, students shall be selected for

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reassignment at each grade level in reverse chronological order of their admission. Under no circumstances, however, shall students be reassigned under this provision if they reside within the attendance area of the neighborhood school where they are enrolled.

In implementing its choice/open enrollment policy and applying it in particular circumstances, the District is not required to:

1. Make alterations in the structure of a requested school or make alterations to the arrangement or function of rooms within a requested school.
2. Establish and offer any particular program in a school if such program is not currently offered in the school.
3. Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and/or required levels of performance.
4. Create additional space in the requested school or program by changing resources or staffing allocations.
5. Enroll any nonresident student in any school or program after October 1 of the then-current school year.

An application for choice/open enrollment may be denied based on the following criteria:

1. There is a lack of space or teaching staff within a particular program or school requested. Space availability shall be contingent upon District class size guidelines, subject availability, and enrollment projections. The District may reserve a reasonable number of spaces for students who move into a school's neighborhood attendance area during the school year.
2. The requested school does not offer appropriate programs, or does not have the necessary resources or facilities to meet the student's

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special needs, or does not offer a particular program requested.

3. The student does not meet the established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and required levels of performance.
4. The student has been expelled from any school district during the preceding 12 months, or has engaged in behavior in another school district during the preceding 12 months that was detrimental to the welfare or safety of other students or of school personnel.
5. The student has been expelled at any time or is in the process of being expelled as a habitually disruptive student or for a serious violation in a school building or in or on school property, as provided under state law.
6. 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.
7. Enrollment/population projections at a particular school or schools show a substantial growth in the attendance area such that potential overcrowding is a concern.

Approval of a choice/open enrollment application shall be subject to the following requirements:

1. The student must commit and plan to remain in the school or program of choice for at least the remainder of the academic year for which the student was admitted.
2. A student who wishes to return to his or her neighborhood school, or who wishes to enroll in a different choice school or program, must submit a School Choice Application in accordance with this policy.
3. Approval of choice/open enrollment in a particular school or program for one child in a

family does not guarantee that choice/open enrollment will be approved for any other children in the family to attend that same school or program of choice, except with respect to multiple birth siblings as otherwise provided under this policy.

CHOICE/OPEN ENROLLMENT PROCESS

APPLICATIONS

School Choice Applications shall be submitted online through the District's Internet website, which may be accessed from computers available at each of the District's schools or from any off-site location.

School Choice Applications may not be submitted before the first day of class at the beginning of the school year prior to the school year in which a student wishes to begin attending a particular District choice school or program. The deadline for first consideration of School Choice Applications for the following school year is the second Friday in February for elementary schools and the last Friday in January for secondary schools. School Choice Applications may be submitted after the first consideration deadline until the first day of class at the beginning of the school year of requested enrollment.

Except as otherwise provided in this paragraph, a parent/guardian shall complete and submit one School Choice Application for each child in the family who is applying for choice/open enrollment. A parent/guardian of multiple birth siblings (i.e., twins, triplets, etc.) may, but is not required to, complete and submit one School Choice Application covering all such siblings. In those cases where a parent/guardian elects to complete and submit one School Choice Application covering all multiple birth siblings, those siblings shall be considered together when determining availability of space and eligibility, shall only be admitted together and only if space is available for all of them and each is eligible, and shall be placed on the

waiting list together if space is not available for all of them.

As part of the online application process, the date and time of the application will be displayed along with a School Choice Application confirmation number. The parent/guardian is strongly encouraged to print and retain this confirmation information because if an application is misplaced or processed incorrectly, the parent's/guardian's confirmation printout may be considered proof that a School Choice Application was submitted in a timely manner.

Kindergarten students must register in the school serving their neighborhood attendance area even if an application is pending for their choice/open enrollment or transfer to another school or program, in order to provide notice allowing the neighborhood school to provide for adequate staffing and other resources to serve those students whose applications are denied.

DETERMINING AVAILABILITY OF SPACE

As soon as possible after the first consideration deadline, a determination shall be made as to the number of spaces available for the following school year at each grade level served by the school or program. This determination shall be based on the projected enrollment of neighborhood students (if applicable) and the availability of programs, space and teaching staff. Unless otherwise provided under this policy, new and currently enrolled students who reside within the attendance area of a neighborhood school shall be entitled to attend that neighborhood school (this provision will obviously not apply to option schools and programs.)

For each grade level where the number of choice/open enrollment applicants exceeds the number of spaces available, the determination of space availability for each applicant shall be made based on the following order of priority:

1. Students who reside within the attendance area of the neighborhood school they wish to attend.

2. Students currently enrolled in the school and students who wish to continue attending a program that spans different grade levels and schools.
3. New student applicants who reside within the District who are siblings of a student that is currently enrolled in the school and will be attending at the same time as the applicant, and who live at the same residence as the currently enrolled student.
4. New student applicants who reside within the District and whose parent/guardian is employed at the school.
5. New student applicants who reside within the District and are not siblings of a currently enrolled student living at the same residence or the child of a school employee.
6. New student applicants who reside outside of the District who are siblings of a student that is currently enrolled in the school and will be attending at the same time as the applicant, and who live at the same residence as the currently enrolled student.
7. New student applicants who reside outside of the District and whose parent/guardian is employed at the school.
8. New student applicants who reside outside of the District and are not siblings of a currently enrolled student living at the same residence or the child of a school employee.

If the number of choice/open enrollment applicants exceeds the number of spaces available within any of the foregoing priority levels at any grade level, the order of priority within that level shall be determined by lot.

DETERMINING ELIGIBILITY

With respect to each choice/open enrollment applicant for whom space is available, eligibility shall be determined based on the considerations specified

within the GENERAL RULES set forth above.

Eligibility determinations under the GENERAL RULES regarding students with disabilities shall be considered, when space is available, in accordance with applicable state and federal laws. The student's current IEP or Section 504 Plan shall be used to determine if the requested school or program will appropriately meet the student's needs with or without legally required accommodations. If the student is admitted, the District may require a staffing to update the student's IEP or Section 504 Plan. The enrollment of every student with disabilities who resides outside of Poudre School District is also contingent upon the student's school district of residence entering into a written contract with Poudre School District for the payment of tuition to cover excess costs incurred in educating the student, as authorized by law. The tuition charge shall be determined pursuant to guidelines developed by the Colorado Department of Education in accordance with applicable provisions of the Exceptional Children's Educational Act.

Whenever a choice/open enrollment applicant is determined not to be eligible to fill an available space, the next applicant in order of priority shall be evaluated for eligibility.

ACCEPTANCE

As soon as possible after eligibility determinations have been made regarding the applicants for whom space is available in their school or program of choice, the applicants and their parents/guardians shall be notified in writing of the grant or denial of their applications for choice/open enrollment. Applicants who are notified of their acceptance may choose not to enroll in the choice school or program at that time, in which case they shall be placed on the appropriate waiting list if they so request. For each accepted applicant who chooses not to enroll, the next eligible applicant in order of priority shall be notified of his or her acceptance.

The District reserves the right to rescind and/

or amend any or all choice/open enrollments, including the reassignment of choice/open-enrolled students to their neighborhood schools or to other choice schools or programs with available space, if it determines that (1) the choice/open enrollment was obtained through misrepresentation or nondisclosure of a material fact, (2) there is overcrowding of facilities in the choice school or program, (3) the choice school discontinues a particular program, (4) the choice school or program cannot continue to meet the special needs of the student, (5) the student no longer satisfies the eligibility criteria or level of performance required by the choice school or program, or (6) for other reasons authorized by law and considered by the District to be in the best interest of the student and/or the school or program.

WAITING LIST

Choice/open enrollment applicants who have submitted applications before the first consideration deadline and who are notified that space is not available in the grade level of the choice school or program to which they have applied shall be placed on an in-District waiting list or out-of-District waiting list, depending on the location of their residence, in accordance with their previously determined order of priority under the DETERMINING AVAILABILITY OF SPACE section above.

Choice/open enrollment applicants who have submitted applications after the first consideration deadline and who are notified that space is not available in the grade level of the choice school or program to which they have applied shall be placed on the in-District waiting list or out-of-District waiting list, depending on the location of their residence, in accordance with their order of priority under the DETERMINING AVAILABILITY OF SPACE section above.

In-District and out-of-District waiting lists shall be continually adjusted to ensure that the students thereon are in the order of priority specified under the DETERMINING AVAILABILITY OF SPACE section above. When making such adjustments,

the order of students within each priority level shall be determined by their length of time on the waiting list.

Whenever space becomes available in the grade level of an elementary choice school or program that has a waiting list, applicants shall be considered for acceptance at that time in order of their placement on the waiting list based on the considerations specified within the DETERMINING ELIGIBILITY and ACCEPTANCE sections above, with students on the out-of-District waiting list considered only if there are no students on the in-District waiting list for the same grade level. Whenever space becomes available in the grade level of a secondary choice school or program that has a waiting list, applicants shall be considered for acceptance at the beginning of the next semester in order of their placement on the waiting list based on the considerations specified within the DETERMINING ELIGIBILITY and ACCEPTANCE sections above, with students on the out-of-District waiting list considered only if there are no students on the in-District waiting list for the same grade level. In lieu of consideration for acceptance when space becomes available, applicants may choose to remain on the waiting list. For each such applicant who chooses to remain on the waiting list, the next applicant on the waiting list shall be considered for acceptance.

Until they are considered for acceptance, students shall remain on their respective waiting lists for each year they are eligible to attend the choice school or program to which they have applied, but only if they provide written notice on or before the first consideration deadline each year that they wish to remain on the waiting list to be considered for admission the following school year.

TRANSFERS

Students may be allowed or required to transfer out of their neighborhood school or the choice school or program in which they are currently enrolled. The transfer process may not, however, be used to accomplish choice/open enrollment when

a School Choice Application was not submitted in a timely manner, when choice/open enrollment procedures were otherwise not properly followed, or when a School Choice Application was denied.

The District may initiate student transfers authorized under this policy. Also under this policy, parents/guardians may submit applications for transfer to the principal of the school they would like the student to attend, with a copy to the assistant superintendent of elementary schools or the assistant superintendent of secondary schools, as appropriate. Such transfers will be evaluated on a case-by-case basis and must be approved by an assistant superintendent. Circumstances under which a transfer may be allowed or required include, but are not limited to, the following:

1. Special circumstances or other good cause affecting the education and/or welfare of the transferring student or other students or staff members make it necessary or advisable to allow or require the transfer.
2. When a parent or guardian has a home under construction or is in the process of purchasing a home, the student may be allowed to transfer to the school serving the neighborhood in which the new home is located.
3. When school attendance boundaries are changed, special provisions may be made by the District that shall take precedence over all other provisions of this policy.

TRANSPORTATION

Students may be required to furnish their own transportation to the choice school or program in which they are enrolled, unless it is determined that transportation is necessary for the District to comply with the requirements of state and federal law, including state and federal laws concerning homeless students and students with disabilities.

ATHLETICS

Eligibility for participation in interscholastic athletics will be determined in accordance with the rules of the Colorado High School Activities Association.

NONDISCRIMINATION

In implementing this policy, the District and its employees shall not discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation or disability.

APPEALS

Appeals regarding the application of this policy with respect to any student shall be made to the superintendent, and the superintendent's decision and order (if any) shall be final.

PUBLIC CONCERNS/ COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES (KEC)

Educational materials which may be deemed by some as objectionable may be considered by others as having sound educational value or worth. Any concerned District resident or employee of the District may request reconsideration of educational materials; however, the challenged material will not be removed from circulation while the District's reconsideration process occurs. The rights of students, parents, and teachers shall be respected. If complaints arise regarding educational materials, subject matter, or programs aired on the District's television station(s), they shall be handled by a fair and orderly process within a reasonable period of time. District personnel or the Board of Education, individually or collectively, who receive complaints shall not give formal consideration to such complaints until they have been addressed in the following manner:

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1. If the complaint is lodged directly with the media specialist or a classroom teacher, an immediate dialogue between the teacher and the complainant is encouraged with the hope that the concern may be resolved at that level with no further action necessary.
2. If the complaint is lodged with other than the media specialist or classroom teacher or an administrator, the matter shall be referred immediately to the media specialist or classroom teacher and the building principal.
3. The first effort of a principal or other administrator in dealing with a complaint shall be to allow the media specialist or classroom teacher involved to seek resolution of the concern with or without the involvement of the principal as circumstances may indicate.
4. The District Media and Technology Support Center shall be notified of all requests for reconsideration regarding educational materials and may assist the media specialist or classroom teacher and/or principal by providing review and selection information.
5. If attempts at informal resolution of the complaint are unsuccessful, the complainant shall fill out the reconsideration form provided by the District, after which a hearing shall be held involving the complainant, the media specialist or classroom teacher, the principal or other administrators, and other appropriate parties. Every reasonable effort shall be made to settle the matter at this level.
6. If further consideration is necessary, the complaint shall be referred to the executive director of student achievement and professional development, and a decision shall be made as to whether temporary restrictions shall be placed on the use of the materials or subject matter pending resolution of the concern.
7. The executive director of student achievement and professional development shall select and chair a committee including appropriate rep-

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resentation of teachers, administrators, media specialists, and parents or other citizens. This committee shall hear all parties involved in the complaint and render to the complainant its decision in writing within 10 school days following the hearing.

8. The complainant shall be informed that any further consideration of the matter shall require arrangement with the superintendent, who will make final determination.

Textbooks or supplementary text materials previously approved by the Board shall not be included in these procedures but shall be referred to the appropriate instructional improvement committee which shall make recommendations through the action review committee to the Board concerning their continued use.

USE OF DISTRICT FACILITIES (KF)

This policy shall govern the scheduling and use of Poudre School District facilities outside of their regular District use. Such activities and events shall not interfere with the District's overall education program or the facilities' regular use. As used in this policy, District "facilities" means District buildings, grounds and athletic fields, and all other District real property and the improvements thereon.

Community use of District facilities under this policy shall not constitute District endorsement of any organization, the beliefs of the organization or group, the expression of any opinion regarding the nomination, retention, election, or defeat of any candidate, or the expression of any opinion as to passage or defeat of any election issue.

The District's Customer Support Center ("CSC"), under the supervision of the director of facility services, shall administer this policy and the as-

sociated fee schedules, calendars, scheduling and related communications.

SCHEDULING

All activities and events at District facilities outside of the facilities' regular District use shall be scheduled in accordance with the following terms and conditions:

DISTRICT ACTIVITIES AND EVENTS

To the extent possible, District activities and events shall be scheduled in advance of each fiscal year (July 1 - June 30) on or before June 30. Thereafter, District activities and events must be scheduled at least ten (10) days prior to the date of requested use subject to availability of the requested facility. Such activities and events may be scheduled for a single date or for periodic or regularly recurring dates during the fiscal year.

At least one District employee shall be designated as the individual for CSC to contact if and when matters arise concerning scheduling or use of the facility. In addition, at least one District employee shall assume responsibility for ensuring compliance with the terms and conditions of this policy and for on-site supervision of the scheduled activity or event.

COMMUNITY ACTIVITIES AND EVENTS

Community activities and events must be scheduled at least ten (10) days prior to the date of requested use, subject to availability of the requested facility, beginning on July 1 of each fiscal year. Such activities and events may be scheduled for a single date or for periodic or regularly recurring dates during the fiscal year.

In order for a Community activity or event to be scheduled at a District facility, the following requirements must be met:

1. The prospective Community user shall complete and sign an application form provided by

the District, and satisfy all conditions specified on the application form and in this policy for use of the requested District facility.

2. The prospective Community user shall designate an individual whom CSC may contact if and when matters arise concerning scheduling or use of the facility, and shall assign an individual who shall be responsible for on-site supervision of the scheduled activity or event.
3. The prospective Community user shall furnish proof of insurance as required by the District's risk manager. Depending on the type of activity or event being planned and the facility being requested, the prospective Community user may also be required to provide a damage deposit and/or furnish a surety bond.
4. The individual signing the District's application form shall be considered the authorized agent of the Community user and, as such, shall assume legal and financial responsibility for the Community user's compliance with the terms and conditions of this policy.
5. The District approves the prospective Community user's application and issues a facility use permit.
6. As an alternative to the requirements specified in paragraphs 1-5 above, the Community user shall sign a District-approved contract governing the terms and conditions of the facility use.

CANCELLATION AND RESCHEDULING

District and Community users shall provide CSC with at least 48 hours' advance notice of cancellation of their scheduled facility use.

In the event of inclement weather or other exigent circumstances requiring the cancellation of any scheduled activity or event, the District or Community user shall contact CSC to make arrangements if they wish to reschedule.

If the superintendent or designee determines that an unforeseen District activity or event must be scheduled at a date and time previously reserved for a Community activity or event, the Community activity or event shall be cancelled and CSC shall attempt to make alternative scheduling arrangements with the Community user.

DENIAL OF COMMUNITY USE APPLICATIONS AND REVOCATION OF COMMUNITY USE PERMITS AND CONTRACTS

The facility use application filed by a prospective Community user may be denied, and the facility use permit or contract of a Community user may be revoked, on the following grounds:

1. Violation or reasonably anticipated violation of the terms of this policy.
2. Violation or reasonably anticipated violation of the terms of the facility use permit or contract.
3. Failure to pay in a timely manner all fees and charges assessed in connection with the use of a District facility.
4. Damage, destruction or loss of District property in connection with the use of a District facility.

REGULATIONS GOVERNING USE OF DISTRICT FACILITIES

REGULATIONS APPLICABLE TO DISTRICT AND COMMUNITY USERS

1. All use of District facilities is subject to governing laws and District policies that prohibit discrimination on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age or disability.
2. District facility use shall not create a nuisance, safety hazard, or disruption within the District

or within the neighborhood surrounding the facility.

3. District facility use shall at all times be subject to compliance with all governing laws and all applicable District Policies and regulations, including but not limited to District Policy ADC (Tobacco-Free District).
4. A District custodian or other designated employee (i.e., coach, sponsor) shall be on site at all times when a District facility is being used for an activity or event under this policy. Exceptions to this regulation may be made by CSC for the use of athletic fields and other District facilities that are outside of District buildings, in which case District employees shall perform post-event inspections regarding the condition in which the facility was left.
5. District facility use shall be confined to the areas and times scheduled by CSC.
6. Facility users shall be responsible for the payment of custodial services at the District's cost (including overtime, where applicable) necessitated by unusual trash removal or cleaning requirements, and/or facility use outside of the times scheduled by CSC.
7. Facility users may be permitted to use District equipment in connection with their activity or event for an additional charge, as determined by CSC. Such equipment use may require supervision and/or operation by one or more District employees at an additional charge, as determined by CSC.
 - a. Stage lights and other stage production equipment shall be operated by qualified District employees.
 - b. Kitchens may be used in compliance with District food service guidelines, subject to approval by the director of child nutrition or designee and supervision by a qualified District food service employee.

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8. The use or possession of any dangerous weapon, as defined in District Policy JICI, by any person at a District facility is prohibited.
9. The use or possession of alcohol and/or illegal drugs by any person at a District facility is prohibited.
10. Gambling and unlicensed games of chance (i.e., bingo, lotteries, raffles) at a District facility is prohibited.
11. The District shall not be responsible for any damage, destruction or loss of a facility user's personal property that occurs in connection with the use of a District facility.
12. The District shall not be responsible for any personal injury or death to a facility user that occurs in connection with the use of a District facility.

REGULATIONS APPLICABLE ONLY TO COMMUNITY USERS

1. As a condition of any Community use of a District facility under this policy, the Community user shall agree to indemnify and hold harmless the District and the District's Board, employees, representatives and agents from and against any and all liability arising from any suit, action, grievance, charge or proceeding brought in connection with or related to the facility use and/or the conduct of any of the Community user's employees, volunteers, agents, representatives or invitees. The Community user's indemnification and hold harmless obligation shall include all attorney fees, costs and expenses incurred by the District and/or the District's Board, employees, representatives and/or agents in defense of said suits, actions, grievances, charges and/or proceedings.
2. Facility use permits and contracts are not transferrable and may not be assigned.

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3. If snow removal is required for the Community use of a District facility, the Community user shall be charged therefor at the District's cost unless such snow removal is otherwise required for a District or District-contracted use of the facility.
4. No storage space shall be provided for Community users at District facilities. Community users must remove all of their personal property and other items from District facilities after each use.

PROHIBITED SCHEDULING AND USES OF DISTRICT FACILITIES

District facilities shall not be scheduled for activities or events by District or Community users on days designated as paid holidays for District employees or on the weekends immediately preceding or following paid holidays, except for: (1) CHSAA-sanctioned activities and events; and (2) outdoor events that do not require entry into a District building. A calendar designating such non-use days shall be published each fiscal year by CSC.

Community use of District athletic fields shall not be scheduled during the period each year from November 1 through March 15.

District facilities shall not be scheduled for personal or family use (including but not limited to parties, memorials, reunions, weddings, funerals and receptions) by District or Community users,

District facilities shall not be used for activities or events by District or Community users that: (1) advocate social or political change by violence; (2) advocate or advance any doctrine or theory subversive to the Constitutions of the United States or of Colorado; (3) organize or convene an organization for subversive purposes; or (4) assist in raising funds for any of the foregoing purposes.

FEES

Fees shall be charged for the use of District facilities.

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ties in accordance with the following schedule, excepting fees that may be negotiated with other governmental entities and specified in intergovernmental agreements. In addition to any fees charged, Community users shall also be charged for: (1) all damage, destruction or loss of District property that occurs in connection with the facility use; (2) use of District equipment and employees as provided under this policy; (3) custodian services as provided under this policy; and (4) snow removal as provided under this policy.

TIER 1 - Facility Use Fees Waived

1. District and District-contracted curricular, enrichment and extracurricular activities for pre-kindergarten through 12th grade children.
2. District and District-contracted child care programs during the school year for pre-kindergarten through 12th grade children.
3. Meetings and approved activities of student-initiated and led organizations, as authorized under District Policy IGDA.
4. Meetings and approved activities of District employees and authorized employee associations.
5. Meetings and approved activities of authorized parent/teacher organizations.
6. Governmental elections.

TIER 2 - Facility Use Fees Charged at 25% of Full Rate

1. District and District-contracted child care programs during the summer for pre-kindergarten through 12th grade children.

TIER 3 - Facility Use Fees Charged at 50% of Full Rate

1. Meetings and approved activities of service, social and civic organizations exclusively for

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kindergarten through 12th grade children.

2. Athletic, recreational, artistic and musical activities exclusively for kindergarten through 12th grade children.

TIER 4 - Facility Use Fees Charged at Full Rate

1. Meetings and approved activities of service, social and civic organizations not exclusively for kindergarten through 12th grade children.
2. Athletic, recreational, artistic and musical activities not exclusively for kindergarten through 12th grade children.
3. Services and approved activities of community-based religious organizations.
4. Government meetings and approved government activities.

APPEALS

Prospective Community users whose applications are denied and Community users whose facility use permits or contracts are revoked may file a written appeal with the assistant superintendent of business services or his/her designee. Prospective Community users and Community users who are not satisfied with the decision of the assistant superintendent of business services or his/her designee may appeal that decision to the superintendent, whose decision shall be final.

VISITORS TO SCHOOLS (KI)

All visitors to Poudre School District schools shall be subject to the terms of this policy. Failure to comply with the terms of this policy may result in the denial or withdrawal of the visitor's authorization to visit the school, and/or referral of the matter to law enforcement.

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1. As used in this policy, “visitor” includes any person who is not a member of the student body and who is not a member of the regular school staff, and who comes upon school grounds and/or enters a school building.
2. School visitation by District employees who are not members of the regular school staff shall occur as determined by the District to be necessary or advisable.
3. School visitation by individuals who are not District employees is a privilege, not a right, which may be limited, denied or revoked by the District, principal, or principal’s designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with the terms of this policy.
4. The District or school may authorize individuals who are not District employees to visit a school and/or to observe or participate in school activities, including but not limited to education-related activities, as deemed by the District or school to be necessary, appropriate or in the best interest of the District, the school, and/or one or more students or staff members at the school. The time(s) and duration(s) of such visits shall be determined by the District or school.
5. Notwithstanding the terms of paragraph 4 above and unless otherwise authorized by the appropriate assistant superintendent of school services, requests by individuals who are not District employees to observe classrooms or other areas of the school where education-related activities are in progress shall only be approved for: (a) the parents/guardian of a student in the classroom or area being visited; (b) relatives of a student in the classroom or area being visited; and (c) other visitors authorized by the student’s parents/guardian whose observation is reasonably necessary for the student’s benefit, as determined by the District or school. With respect to such requested observations:

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- No more than three (3) visitors shall be approved to observe at any one time, except in unusual circumstances as authorized by the appropriate assistant superintendent of school services.
 - Visitors approved to observe shall not interfere, distract or otherwise disrupt the education-related activities.
 - Approved observations shall be limited to one (1) day per week, except in unusual circumstances as authorized by the appropriate assistant superintendent of school services.
6. All visitors to school buildings must enter only through designated doors and report directly to the school office immediately upon entering the building.
 7. Upon reporting to the office all visitors must state their business to a school official, who may request any confirmation of the visitor’s identity or business, documentation, or other information the official deems necessary in the interest of securing the safe and efficient operation of the school. If the visitor is deemed to have legitimate business at the school, he or she may be authorized access to those parts of the school building and grounds necessary for that business. In such cases, the visitor: (a) may be required to sign in and out; (b) may be required to wear an identification badge, which must be prominently displayed at all times the visitor is at the school and which must be returned before the visitor leaves the school; and (c) may be required to be accompanied by a District employee for some or all of the visit.

Parent Input/Suggestions Form (KEC-E)

(Must be filed within 60 days of incident)

School or site location of incident: _____

Date(s) of incident(s): _____

Description of your concern (attach information where necessary—please sign your name on all attachments): _____

Outcome you would like to see happen: _____

Name: _____ Telephone number: _____

Address: _____

(Administrator) has reviewed your concern. The following action has been taken: _____

Date: _____

Return to:

Office of School Services

Johannsen Support Services Center, 2407 Laporte Avenue, Ft. Collins, CO 80521

Mission

*Educate...Every Child,
Every Day*

Vision

*Poudre School District
exists to support and in-
spire every child to think,
to learn, to care, and to
graduate prepared to be
successful in a changing
world.*



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