



Student Policy Handbook

Rights & Responsibilities of Students and Parents 2015-2016

***Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with District and school policies, including ones which may not be included in this publication.**

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ADAMS COUNTY SCHOOL DISTRICT 14 DISCIPLINE MATRIX – 2015-1633

This document is provided as a resource to parents and students within the Adams 14 School District.

Readers should be aware that much of the information is in summary form.

- Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the Colorado Association of School Boards website at <http://policy.ctspublish.com/adams14-casb/>
- Policies may also be reviewed in the administrative office of any District school or by calling the Adams 14 Educational Support Services Center at **303.853.3333**.

A printed copy of the Student Handbook and Notification of Rights and Responsibilities of Students and Parents may be requested at no cost in the administrative office of any school or by calling the Adams 14 Educational Support Services at 303.853.3333.

**Adams County School District 14
5291 East 60th Avenue
Commerce City, Colorado 80022**

****Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with District and School policies, including ones which may not be included in this publication.**



We're pleased to welcome you back to Adams 14 for the 2015-16 school year.

Adams 14 is home to some of the most competent, caring and talented teachers and staff. We all take great pride in providing the finest education while keeping our schools and classrooms safe. Ensuring a secure learning environment starts with all students and parents knowing what we expect of them and our staff every day. That's one of the reasons we've created this student handbook.

Parents, please read this book carefully, and discuss with your student the district expectations regarding safety, dress code, attendance and conduct. This handbook includes critical information about district policies regarding discipline and maintaining a positive learning environment at each of our schools. Also, familiarize yourself with our expectations regarding school behavior, choices, responsibilities and potential consequences if rules are broken.

Please know, our first priority is to provide an exceptional education for each student. We know that to meet this goal, we need the cooperation from each student, parent/guardian and staff member. We strongly believe that parents and guardians who are actively involved in their child's education truly support student academic success.

Please feel free to ask the principal of your child's school to answer any of your questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Pat Sánchez". The signature is fluid and cursive, with the first and last names being clearly legible.

Pat Sánchez
Superintendent of Schools

2015-2016 Student Calendar

0	July 2015						0
S	M	T	W	T	F	S	
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5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

16	August 2015						21
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

20	September 2015						21
S	M	T	W	T	F	S	
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13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

19	October 2015						22
S	M	T	W	T	F	S	
				1	2	3	
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11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

15	November 2015						15
S	M	T	W	T	F	S	
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8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

12	December 2015						14
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20	21	22	23	24	25	26	
27	28	29	30	31			

★	First Day of School for K, 6, 9 only
★	First/Last Day of School for students (all)
📅	(2) Parent/Teacher Conference Day
📅	(9) Early Release (No Preschool Students on these days)
➡	(3) Vertical Articulation Day K-12 - No Students
🕒	(2) Compensation Day - No Students
🏠	(5) Data Day - No Students
🏠	(5) Teacher Work Day - No Students
🏠	(25) 5th Quarter-Summer Enrichment
🏠	(2) No School - Kindergarten Only
Holiday - School Closed	
Important Dates	
August 6, 2015-Welcome Back All-Employee Kickoff	
August 7, 2015-First Day of School for Students (K, 6, 9)	
August 10, 2015-First Day of School for Students (All)	
November 23-27, 2015-Fall Break	
December 21, 2015-January 1, 2016-Winter Break	
March 28-April 1, 2016-Spring Break	
May 24, 2016-Last Day of School for Students-1/2 Day	
Graduation	
🎓 May 14, 2016 -High School Graduation	
Early Release Dates/Times	
September 2, October 7, November 4, December 2, January 6, February 3, March 2, April 6, May 4	
1:55 p.m.-Elementary School	
1:15 p.m.-Middle School	
12:34 p.m.-High School	
Non-Student Contact Days	
Student Conferences- October 29, February 26	
Vertical Articulation-Adams 14 Professional Development	
August 28, January 4, April 11	
Data Days - September 25, October 28, December 17, February 19, April 8	
Teacher Work Day - August 3, 4, 5, 6, December 18	
End of Quarter	
1st Quarter: August 7- October 9	
2nd Quarter: October 12 - December 16	
3rd Quarter: January 5 - March 11	
4th Quarter: March 14 - May 24	
5th Quarter: June 6 - July 22 - Optional Summer Enrichment or Summer School	

NOTE: Teachers will work extended hours during parent/teacher conferences in October and February. As a result, teachers will have two compensation days on October 30th and April 29th.

18	January 2016						19
S	M	T	W	T	F	S	
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31							

18	February 2016						20
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28	29						

19	March 2016						19
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20	21	22	23	24	25	26	
27	28	29	30	31			

17	April 2016						20
S	M	T	W	T	F	S	
					1	2	
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10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

17	May 2016						17
S	M	T	W	T	F	S	
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15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

0	June 2016						0
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19	20	21	22	23	24	25	
26	27	28	29	30			

DISTRICT PHONE NUMBERS AND COMMONLY REQUESTED INFORMATION

DISTRICT COMMUNICATIONS

Parents, students or community members may have their concerns addressed in a number of ways. Most questions or issues are able to be resolved with the administration of the specific school involved.

Questions or concerns may be submitted in a number of ways, including the following:

Phone: Callers may contact the individual schools from the list below or the District office at 303.853.3333.

Email: Contact through the district website at <http://www.adams14.org> or by selecting the email address link of the contact person from the website.

SCHOOL CONTACT INFORMATION

HIGH SCHOOLS (GRADES 9-12)	
Adams City High School 7200 Quebec Parkway – 303.289.3111 FAX: 303.288.6113	Lester Arnold High School/Youth G.E.D. Program 6500 East 72 nd Avenue – 303.289.2983; FAX: 303.289.7167
MIDDLE SCHOOLS (GRADES 6-8)	
Adams City Middle School 4451 East 72 nd Avenue – 303.289.5881; FAX: 303.288.8574	Kearney Middle School 6160 Kearney Street – 303.287.0261; FAX: 303.287.0432
ELEMENTARY SCHOOLS (GRADES PREK-5)	
Alsup Elementary School 7101 Birch Street – 303.288.6865; FAX: 303.288.6866	Kemp Elementary School 6775 Oneida Street – 303.288.6633; FAX: 303.288.6634
Central Elementary School 6450 Holly Street – 303.287.0327; FAX: 303.287.0328	Monaco Elementary School 7631 Monaco Street – 303.287.0307; FAX: 303.287.0308
Dupont Elementary School 7970 Kimberly Street – 303.287.0189; FAX: 303.287.0180	Rose Hill Elementary School 6900 East 58 th Avenue – 303.287.0163; FAX: 303.287.0164
Hanson Elementary School 7133 East 73 rd Avenue – 303.853.5800; FAX: 303.288.5578	Preschool: Stars Early Learning Center and Sanville Preschool 5650 Bowen Court – 303.853.5000; FAX: 303.853.5013 5941 East 64 th Avenue – 303.853.5675; FAX: 303.287.2473

ADDITIONAL CONTACT INFORMATION

<p>Adult Learning Center</p> <p>Coordinator: Chris Duran 720.322.8129</p>	<p>Homeless Student Liaison</p> <p>303.853.3274</p>
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DISTRICT PHONE NUMBERS

<p>Superintendent: Pat Sánchez</p> <p>303.853.3204</p>	<p>Deputy Superintendent: Dr. Kandy Steel</p> <p>303.853.3260</p>
<p>Chief Financial & Operations Officer: Sandy Rotella</p> <p>303.853.3252</p>	<p>Chief Human Resources Officer: 303.853.3203</p>
<p>Public Engagement Officer: Janelle Asmus, APR</p> <p>720-322-8105</p>	<p>General Counsel: Walt Kramarz</p> <p>303.853.3258</p>
<p>Manager of Transportation: Albert Francisco</p> <p>4211 East 68th Avenue 303.853.7906</p>	<p>Director of Teaching & Learning for Elementary Education: Renee Nicothodes</p> <p>303-853-3261</p>
<p>Child Find Coordinator:</p> <p>720.322.8119</p>	<p>Manager of Nutrition Services: Jim Rowan</p> <p>4291 East 68th Avenue – 303.287.1362; FAX: 303.286.1453</p>
<p>Integrated Services: Special Education</p> <p>303.853.3246</p>	<p>Student Records/Boundaries: Nancy Morales</p> <p>5291 East 60th Avenue – 303.853.3238; FAX: 303.853.3329</p>
<p>Student Intervention Services:</p> <p>Director: Ruben Chacon 720.322.8154</p>	

EDUCATIONAL, COUNSELING AND FAMILY ASSISTANCE SERVICES

<p>Community Reach Center – 303.853.3400</p>	<p>Community Health Services – 303.289.1086</p>
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TRANSLATION SERVICES

All Adams 14 families are able to access free translation services while meeting with school personnel. If you would like to request Adams 14's translation services, please call 303-853-3229. If the staff at your child's school does not provide you with free translation services, please call the Interpretation and Translation Specialist: Guadalupe Caraveo, at 303-853-3229.

EMERGENCY SCHOOL CLOSURE

(School Board Policy EBCE)

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

Parents, students and staff members shall be informed early in each school year as to how they shall be notified in the event of emergency closings or early dismissals. All staff members, unless otherwise notified, shall be required to report to work as soon as possible on emergency days and to work the full day unless excused specifically by the Superintendent.

If an emergency occurs while school is in session, transportation will be made available to bus students as soon as possible. Students are to remain with their teachers until they are officially dismissed. In the event of inclement weather or emergency situations resulting in a change of start or dismissal of school, information will be announced on radio and TV stations as soon as possible.

WHAT TO DO IF THERE IS AN EMERGENCY AT YOUR CHILD'S SCHOOL

Office of Risk Management, 303.853.3217

The safety of your children in our schools is the first priority of all staff members and responding agencies. If there is a major emergency at the school your child is attending, the following may assist you and your family in dealing with the emergency.

If a building is evacuated, your child(ren) will be transported by the District to a prearranged location. You will be notified of this location either by a telephone call from the school and/or media notification. Or, if deemed necessary to further ensure the safety of your child(ren), parents/guardians may be notified to go to a pre-arranged location. At this prearranged location you will receive firsthand information as to the situation, the location and well-being of your child(ren).

Telephones may either be busy or out of service at the school. Emergency telephone numbers are listed in this handbook to assist you in receiving immediate assistance. (Please call only if you have a child attending the affected school.) TV and radio stations will be notified. Please tune in for up-to-date information. If your child(ren) is attending a school that is in close proximity to an emergency, a lockdown may occur.

A lockdown is when students are required to remain in their school building until it is safe to go outside and/or home. Please see the Response Protocol section for picking up your child(ren).

PARENT RESPONSE IN A CRISIS SITUATION

PARENT /GUARDIAN NOTIFICATION OVERVIEW

In a crisis, it is critical to provide parents/guardians accurate information pertaining to a crisis as quickly as possible. In some instances, ensuring the accuracy of information may result in a delay of information getting released. Many methods of communication are relied on to get accurate information to parents and community members in a timely manner. The methods include websites, local media and rapid call auto dialer systems. Each district will determine procedures for contacting parents/guardians who have students being directly impacted by the crisis.

PARENT/GUARDIAN RESPONSIBILITIES DURING A CRISIS

During a crisis, parents/guardians should remain close to a phone, computer or media source in order to receive the most accurate information in a timely manner. To facilitate this process, it is extremely important that parents/guardians maintain current contact information on file with the school. Many parents will feel the need to respond to the school at first notice of any crisis. This can result in unintended negative consequences. For example, when parents/guardians arrive at schools during a crisis, the district is forced to reassign resources dedicated to student safety to help manage parents arriving at schools.

PARENT/GUARDIAN REUNIFICATION WITH STUDENT AFTER SCHOOL EMERGENCY

Although districts aim to reunite students with parents/guardians as soon as possible during times of crisis, this may not be able to occur during or even immediately following a school or community crisis. Districts will work in conjunction with police and fire agencies to determine when it is safe to reunite students and parents/guardians. In some cases, if the safest option is to keep students in

schools while a crisis is being managed in the community, the reunification process could be delayed several hours in order to ensure students are not placed in a harmful situation. Once it has been determined that it is safe to allow reunification to occur, the details of reunification will be communicated to parents/guardians via websites, local media and rapid call auto dialer systems. Parents/guardians can be prepared for the reunification process by bringing the items specifically requested by the website and/or the auto dialing system to the reunification site. A minimum requirement of photo identification will most likely be necessary at these events. This information will be shared with parents/guardians via the communication methods outlined previously.

The delivery success of the message is only as reliable as the contact information we have for our students, so please make certain that we have the most current and up-to-date contact information. If this information changes throughout the year, please let your school office know immediately. Important: The rapid call auto dialer system can only accept direct dial numbers, no extensions. The safety of the students and staff here at Adams 14 is our top priority! **Please view the video at the link below for more information on the Student reunification with parents after school emergency process.** <http://vimeo.com/83643451>



Reunification
English

SAFE2TELL

Please make sure that your students are aware of Safe2Tell and its appropriate usage:

- Safe2Tell is for students who need to report threats to themselves or others – in a way that keeps them SAFE.
- Safe2Tell is ANONYMOUS – this means your identity is UNKNOWN. Anonymity is protected by Colorado state law.
- The Toll-Free number is: 1-877-542-7233 (SAFE). Enter the number into your cell phone, in case you ever need it! Web reports can be made from our main page. <http://safe2tell.org/>
- Safe2Tell is for serious reports only and saves lives of students in Colorado. It is NOT for pranks or hang-up calls.
- Remember “Telling” is not “Snitching” ... Telling saves lives.
- Think there’s a chance it won’t happen? NEVER LET “A CHANCE” TAKE A LIFE!
- Students use Safe2Tell to report: bullying, stealing, threats, fights, drugs, alcohol, weapons, sexual misconduct, harassment, stalking, dating violence, cutting, suicidal behaviors or any other types of violent or dangerous situations that threaten their safety or the safety of others for the purpose of prevention and intervention. The purpose of Safe2Tell is to help keep students safe and healthy.

VISITORS TO SCHOOLS

(School Board Policy KI)

The district will make reasonable efforts to accommodate requests to visit the District’s schools, yet also recognizes concerns for the welfare of students. Therefore, the District limits visitors to:

1. Parents/guardians of current students;
2. Other family members of current students who are approved by the student’s parent/guardian; and
3. Board members and other persons invited by the District for official business purposes.

To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors shall report to the school office immediately when entering a school. Authorized visitors may: (1) be required to sign in and out; (2) be given name-tags to wear identifying themselves as visitors; and (3) be accompanied by a District employee for some or all of the visit. School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

Unauthorized persons shall not loiter on school property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting schools 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 this policy.

Policy KI and accompanying regulations KI-R shall be consistently and uniformly applied in all district schools.

VISITORS TO SCHOOLS: REGULATIONS

(School Board Regulation KI-R)

The highest priority of the school district is to provide a safe learning environment that enables students, staff and community to access a high quality education. No person shall willfully refuse or fail to leave the property of or any building or other facility used by any educational institution upon being requested to do so by the administrator in charge of maintaining order on the school premises and in its facilities, if such person is committing, threatens to commit, or incites others to commit any act which would disrupt, impair, interfere with, or obstruct the lawful missions, processes, procedures, or functions of the institution.

The following shall be considered substantial reasons for denying a school visit or for requesting that a visitor leave a school district facility:

- Any conduct intended to obstruct, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Physical abuse or threat of harm to any person or school district owned or controlled property at school district sponsored or supervised functions
- Threat of damage or damage to property of the school district regardless of the location, or property of a member of the community or a visitor to the school when such property is located on school district controlled premises.
- Forceful or unauthorized entry to or occupation of school facilities, including both buildings and grounds.
- Unlawful use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on school district property, at school sponsored functions, on any school bus transporting students or within 1,000 feet of the perimeter of the school grounds. Persons known to be under the influence of liquor shall not be permitted to enter the school building or grounds.
- Unlawful use of any tobacco product.
- Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings unless the person falls within one of the exceptions in state law for possession of a deadly weapon.
- Profanity or verbally abusive language.
- Any conduct constituting a breach of any federal, state or city law or duly adopted policy and/or regulation of the Board. Any member of the general public considered by the superintendent or designee to be in violation of these regulations shall be instructed to leave the property of the school district.

LEGAL NOTIFICATIONS

NONDISCRIMINATION NOTICE

Adams County School District 14 is an equal opportunity educational institution and does not unlawfully discriminate on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or need for special education services, or treatment or employment in, its educational programs or activities.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and other applicable law, Adams County School District 14 does not unlawfully discriminate on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, need for special education services, or disability in admissions, or access to or treatment, or employment in, educational programs or activities which it operates. The school district provides equal access to the Boy Scouts and other designated youth groups.

Inquiries or information regarding grievance procedures for Title IX and Section 504 has been established for students, parents, and employees. The following person has been identified as the designated employee to coordinate compliance activities for the district. We strongly encourage anyone who believes they have been subjected to or have witnessed harassment, discrimination, or a hostile environment to report this to the District by contacting the District Grievance Officer at the Adams 14 Office of General Counsel. Reports may be made in any language, and language translation support will be available:

Walter Kramarz, Adams 14 General Counsel; email address: wkramarz@adams14.org

Rocio Rivera, Legal Assistant (Spanish language fluent); email address: rrivera@adams14.org

Educational Support Services Building
5291 E. 60th Avenue
Commerce City, CO 80022
Phone Number: 303-853-3257

Complaints may also be filed with:
The Office for Civil Rights U.S. Department of Education, Region VIII, Federal Office Building
1244 North Speer Boulevard, Suite 310
Denver, CO 80204
Phone: 303.844.2991

NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY

(School Board Policy ACE)

SECTION 504

Section 504 of the 1973 Rehabilitation Act is a nondiscrimination statute barring discrimination on the basis of one's disability. It is the policy of Adams County School District 14 not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act.

The Rehabilitation Act of 1973 includes Section 504. The Individuals with Disabilities Education Act was passed in 1975 as The Education of the Handicapped Act. Both require a free appropriate public education, eligibility for services, procedural safeguards, evaluations and special education services. However, in one situation of eligibility services and the provision of those services is through special education, IDEA, and in the other situation those services are provided by regular education, Section 504. It is the policy of Adams County School District 14 not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act.

The provision of a free appropriate public education under Section 504 is the provision of regular or special education and related aids and services which include:

1. Educational services designed to meet each disabled student's individual educational needs as adequately as the needs of non-disabled students are met;
2. The education of students with disabilities with non-disabled students to the maximum extent appropriate to the needs of the student with disabilities;
3. Non-discriminatory evaluation and placement procedures to guard against misclassification or misplacements of students;
4. Accessible, usable and open facilities, programs and activities for disabled students in the most appropriate integrated setting; and due process procedures for parents and guardians to review evaluation and placement decisions made with respect to their child.

Section 504 services by regular education could be in the form of accommodations and/or modifications that would range from seating adjustments to tape recording, to daily/weekly progress reports, to oral and visual instructions for assignments, to repetition of instruction, to a modified grading system, to the utilization of supplementary materials. It could also include more extensive services such as transportation or the modification of buildings.

Students needing services under Section 504 are identified as students who do not qualify for special education services under IDEA, but who do need some accommodation in order to have access to the same educational opportunity as non-disabled students. However, it may be possible that students who do meet the criteria for services under IDEA may also receive the benefits of 504 (e.g., a student with a learning disability and diagnosed with diabetes can have both an IEP and a 504 Plan).

Section 504 Compliance Officer
Ruben Chacon,
Director of Teaching & Learning for Climate and Culture
rchacon@adams14.org
Phone Number: 720-322-8154

SPECIAL EDUCATION

The Individuals with Disabilities Education Act guarantees basic rights and provides the framework for special education services in Adams County School District 14. Every student between the ages of 3 and 21 with a disability is assured a public education at no cost to the parent. The public education is to be appropriate to the needs of the student. In addition, students with disabilities must be educated in the least restrictive environment. This means they must be educated with the most time in general education possible.

Director of Integrated Services
Phone Number: 720-853-3246

EQUAL EDUCATIONAL OPPORTUNITIES

(School Board Policy JB)

Every student of this school district shall have equal educational opportunities regardless of race, color, gender, religion, national origin, marital status, sexual orientation, disability or handicap. This concept of equal educational opportunity shall guide the Board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum and regulations affecting students. The district shall make reasonable accommodations for students with identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

NO CHILD LEFT BEHIND

Under Public Law 107-110 (No Child Left Behind Act, 2001), parents must be informed of their right to know the qualifications of their child's teacher(s). This notification serves as one measure of Adams County School District 14's compliance with its responsibilities under that Act. Parents are invited to contact their school principal and/or the Adams County School District 14 Human Resources office for further information.

HOMELESS STUDENTS

(School Board Policy JFABD)

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

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

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

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

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

Decisions on enrollment and transportation for homeless students shall be made in accordance with regulation JFABD-R.

NONDISCRIMINATION/EQUAL OPPORTUNITY

(School Board Policy AC)

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

HARASSMENT IS PROHIBITED

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

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

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

SEXUAL HARASSMENT

(School Board Policy JBB)

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

DISTRICT'S COMMITMENT

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

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

SEXUAL HARASSMENT PROHIBITED

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature may constitute sexual harassment.

REPORTING, INVESTIGATION AND SANCTIONS

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, students are encouraged to report all incidences of sexual harassment to a teacher, counselor or principal in their school building and to file a formal complaint, through the complaint process (AC-R1). All reports and indications from students, district employees and third parties shall be forwarded to the Chief Human Resource Officer.

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

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

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS/FERPA

(School Board Policies JRA/JRC and JRA/JRC-E)

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

1. The right to inspect and review the student's education records within 3 days of the district receiving a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.
3. The right of privacy of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. See Policy [JRA/JRC](#).

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

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520

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

6. The right to request that information not be provided to military recruiting officers.

SHARING OF STUDENT RECORDS/INFORMATION BETWEEN SCHOOL DISTRICT AND STATE AGENCIES

(School Board Policy JRCA)

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

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

STUDENT HEALTH SERVICES AND RECORDS

(School Board Policy JLC)

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

The objectives of the school health program are to promote good health habits among students; to stimulate a sanitary and healthful environment in school; and, to assist in the identification and referral to appropriate health care providers for medical, psychological, and physical needs.

HEALTH RECORDS

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

Access to the health files shall be limited to only those school personnel who have a specific and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe school environment.

ANNUAL SCREENING PROGRAMS

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

The parent/guardian shall be informed when a deficiency is found.

DENTAL HEALTH

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

COMMUNICABLE DISEASES

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

INTEGRATED SERVICES: SPECIAL EDUCATION

Health services personnel shall function as active members of the Integrated Services evaluation team for handicapping conditions.

IMMUNIZATION OF STUDENTS

((School Board Policy JLCB)

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

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law, including homeless status pursuant to federal McKinney-Vento Homeless Education Assistance Act.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to this policy's accompanying regulation JLCB-R.

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

STUDENT ABSENCES AND EXCUSES

(School Board Policy JH)

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

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

Each year, the Board establishes the school attendance period by adopting a school calendar. Secondary students are required to have actual teacher-pupil instruction and contact time of 1,056 hours for secondary students and 968 hours for elementary students during each school year.

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

EXCUSED ABSENCES

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

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

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

UNEXCUSED ABSENCES

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

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence.

The administration shall develop regulations to implement appropriate penalties. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of unexcused absences.

Students and parents/guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

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

MAKE-UP WORK

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

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may receive only partial credit.

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

TARDINESS

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

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

TRUANCY

(School Board Policy JHB)

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

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

WEAPONS IN SCHOOL

(School Board Policy JIC1)

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

DANGEROUS WEAPONS

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

Dangerous weapons

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

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

- a. A firearm.
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that exceeds three inches in length.
- d. A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
- e. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to a slingshot, bludgeon, nun-chucks brass knuckles or artificial knuckles of any kind.

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

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

FIREARM FACSIMILES

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

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

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

TOBACCO-FREE SCHOOLS

(School Board Policy ADC)

Adams 14 School District is committed to high standards of personal and public health and safety. We also recognize that adults are role models for healthy behaviors and choices. In recognition of the School District's responsibility to prepare students to make sound decisions about personal health and safety issues, and to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property. Possession of tobacco products by students is also prohibited on school property.

This policy shall have full force and effect 24 hours a day, 365 days a year. Third-party contractors shall sign a written "No tobacco use agreement" while on school property; transporting students, teachers, or staff; or during any school sponsored activity or event.

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used or contracted for by a school including but not limited to the following:

- a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences
- b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
- c. All vehicles used by the district for transporting students, staff, visitors or other persons.
- d. At a school-sponsored activity or event.

2. "Tobacco product" means:

- a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, dissolvables, snuff and chewing tobacco; and
- b. Any electronic device that can be used to deliver nicotine or other substance to the person inhaling from the device, including but not limited to an electronic cigarette, hookah, cigar, cigarillo or pipe.
- c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy.

Staff, students and members of the public shall not wear clothing depicting the act of smoking or containing advertisements for tobacco or tobacco products on school property or at school-related events or possess tobacco-related promotional items bearing the name or logo of tobacco companies.

Students shall not possess incendiary devices such as lighters or matches. Distribution of tobacco products is prohibited on school grounds at all times. Any tobacco promotion-related signs, advertisements, sponsorship, or logos shall be prohibited from being displayed on school property.

STUDENT PUBLICATIONS CODE

(School Board Policy JICEA)

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

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

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

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

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

All school-sponsored publications shall contain the following disclaimer:

Expression made by students in the exercise of freedom of speech or freedom of the press is not an expression of Board policy.

The school district and employees are provided immunity from civil or criminal penalties for any expression made or published by students.

The superintendent shall develop, for approval by the Board, a written official school publications code which shall include:

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

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

STUDENT DISTRIBUTION OF NON-CURRICULAR MATERIALS

(School Board Policy JICEC)

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

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

STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS

(School Board Policy JS)

The Internet, and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

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

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district technology devices to avoid contact with material or information that may be harmful to minors. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

BLOCKING OR FILTERING OBSCENE, PORNOGRAPHIC AND HARMFUL INFORMATION

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

NO EXPECTATION OF PRIVACY

District technology devices are owned by Adams County School District 14 and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices Adams County School District 14 reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

UNAUTHORIZED AND UNACCEPTABLE USES

Students shall use district technology devices in a responsible, efficient, ethical and legal manner.

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

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

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion.
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies.
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that uses a teacher computer for access to the network without supervision

- that installs any software, including shareware, freeware, games, or packaged software or utilities onto district computers without authorization from the school principal

SECURITY

Security on district technology devices is a high priority. Students who identify a security problem while using district technology devices must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district technology devices
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users
- change any computer settings or configuration
- disable virus protection
- download games, music, freeware
- play games with other users on the Internet
- spend time in chat rooms unless it is part of a school related assignment
- purchase items using district computers

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or district technology devices.

SAFETY

In the interest of student safety and security, the district shall educate students about appropriate online behavior, including cyber bullying awareness and response and interacting on social networking sites, in chat rooms, and other forms of direct electronic communications.

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

VANDALISM

Vandalism will result in cancellation of privileges and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

UNAUTHORIZED CONTENT

Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

ASSIGNING STUDENT PROJECTS AND MONITORING STUDENT USE

Adams County School District 14 will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their

educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

All students shall be supervised by staff while using the Internet or electronic communications at a ratio of at least one staff member to each 35 students. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

STUDENT USE IS A PRIVILEGE

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, electronic communications and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result legal action and/or disciplinary action, including suspension and/or expulsion in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign Adams County School District 14's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access allowed.

SCHOOL DISTRICT MAKES NO WARRANTIES

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by Adams County School District 14 of the content, nor does Adams County School District 14 make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

CELL PHONES AND DIGITAL CAMERAS

Students that have cell phones with digital camera features shall not share any digital photos of students or staff with anyone unless written permission is obtained by the person being photographed. Cell phone usage by students during the school day is prohibited during class time.

SEXTING

Sexting is defined as the act of sending, receiving, viewing or reading any sexually explicit text messages, photo messages, video messages, or voice messages. Sexting is considered inappropriate for the school setting and therefore prohibited on school grounds or at school events. In some cases, Sexting is considered sexual harassment and bullying and can result in severe legal ramifications. Anyone involved in violating this policy or involved in this violation will have their phone confiscated for the remainder of the school day or event with their parents being notified about the incident as soon as possible.

VIDEO AND CAMERA USAGE ON SCHOOL GROUNDS

It is the responsibility of Adams County School District 14 to provide a safe and secure learning and working environment for students and staff. Video (camera) surveillance is utilized in schools and on school property to maintain safety and security. Although video surveillance may not always prevent incidents from happening, it does provide an additional deterrent and can provide valuable evidence in the event of an incident.

In all cases:

1. The recording of specific events may and will be used in the prosecution of crimes against property, students and staff.
2. For the protection and privacy of students and staff, recordings will only be made available to school and law enforcement officials, parents/guardians, or other legal authorities as noted in 3.
3. Parents/guardians or students who wish to view a videotape in response to disciplinary action taken against a student may request such access.

On district property:

1. Adams 14 positions cameras in locations to provide the best possible views. These cameras are in operation 24 hours a day, seven days a week. Therefore, anyone who walks in view of these cameras may be recorded.
2. Recordings are the property of Adams 14 and are not ordinarily considered as part of the student's record.

ADMINISTERING MEDICINES TO STUDENTS

(School Board Policy JLCD)

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day.

Medication may be given legally only by school personnel whom a registered nurse has trained and delegated the task of giving such medication. No prescription or nonprescription medication shall be administered at school by the school nurse or other school designee without the following requirements being met:

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

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

SELF-ADMINISTRATION OF MEDICATION FOR ASTHMA OR ANAPHYLAXIS

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

Authorization for a student to possess and self-administer medication to treat the student's asthma, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school principal after consultation with the school nurse, the student's parents/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication. Alternative means of administration of medicine shall be implemented in accordance with written permission of the doctor.

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

USE OF STOCK EPINEPHRINE AUTO-INJECTORS IN EMERGENCY SITUATIONS

The district shall have a stock supply of epinephrine auto-injectors for use in emergency anaphylaxis events that occur on school grounds. Any administration of a stock epinephrine auto-injector to a student by a district employee shall be in accordance with applicable state law, including applicable State Board of Education rules.

The district's stock supply of epinephrine auto-injectors is not intended to replace student-specific orders or medication provided by the student's parent/guardian to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition.

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall be considered a violation of Board policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

CONDUCT AND DISCIPLINE CODE

(School Board Policy JICDA)

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

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e. forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing, or possessing a firearm in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol...
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free schools policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others
21. Lying or giving false information, either verbally or in writing, to a district employee.
22. Engaging in scholastic dishonesty, which includes, but not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property that is detrimental to the welfare or safety of other student or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the district's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

SECRET SOCIETIES/GANG ACTIVITY

(School Board Policy JICF and JICF-R)

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

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

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

GANG SYMBOLS

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

GANG PREVENTION EDUCATION

The Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Early intervention is a key component of efforts to break the cycle of gang membership; therefore, gang prevention education in the schools shall start with students at the elementary school level

STUDENT CONDUCT ON BUSES

(School Board Policy JICC)

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

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

After due warning has been given to the student and to parents/guardians, the Manager of Transportation may withhold from the student the privilege of riding the school bus. Also, the principal may deny the student admission to school, suspended or expelled, in accordance with established policies including discipline of habitually disruptive students, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

DRUG AND ALCOHOL USE BY STUDENTS

(School Board Policy JICH)

Adams County School District 14 strictly enforces a drug and alcohol free environment on all school property, in all school facilities, and at all school related events. Adams County School District 14 shall promote a healthy environment for students by providing education, support and decision-making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student or school personnel for any student to possess, use, sell, distribute or exchange or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any another controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medications to students.

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

This policy shall apply to any student on district property, being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, or whose conduct at any time or place interferes with the operation of the district or the safety or welfare of student or employees. .

Students violating this policy shall be subject to disciplinary sanctions, which may include suspension and/or expulsion from school and referral for prosecution.

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

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

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs, which are available.

Information provided to students and/or parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

DRUG AND ALCOHOL INVOLVEMENT BY STUDENTS

(School Board Policy JICH-R)

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

USE

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

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

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

2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the student's parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where he will remain under observation.

POSSESSION, DISTRIBUTION AND EXCHANGE

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

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

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

3. The principal or designee will undertake investigation and search procedures in accordance with Board policy.

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

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

SANCTIONS AND INTERVENTIONS

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

POSSESSION, USE AND/OR BEING UNDER THE INFLUENCE

FIRST OFFENSE

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

SECOND OFFENSE

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

THIRD OFFENSE

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

PURCHASE, SALE, DISTRIBUTION AND EXCHANGE

FIRST OFFENSE

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

SECOND OFFENSE

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

STUDENT INTERVIEWS, INTERROGATIONS, SEARCHES AND ARRESTS

(School Board Policy JIH)

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

INTERVIEWS BY SCHOOL ADMINISTRATORS

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

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

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

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

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

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

SEARCH OF SCHOOL PROPERTY

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

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

SEARCH OF THE STUDENT'S PERSON OR PERSONAL EFFECTS

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

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

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

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

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

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

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

SEIZURE OF ITEMS

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

1. Seized and offered as evidence in any suspension or expulsion proceeding. Such material shall be kept in a secure place by the principal until it is presented at the hearing.

2. Returned to the student or the parent/guardian.
3. Turned over to a law enforcement officer in accordance with this policy.

LAW ENFORCEMENT OFFICERS' INVOLVEMENT: INTERROGATION AND INTERVIEWS

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time.

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

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

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

SEARCH AND SEIZURE

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

CUSTODY AND/OR ARREST

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

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

BULLYING PREVENTION AND EDUCATION

(School Board Policy JICDE)

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

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

STUDENT DRESS CODE

(School Board Policy JICA)

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

apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

School staff is required to demonstrate a good faith effort to document all violations and interventions in Infinite Campus, consistent with district policy and procedures, prior to taking further disciplinary action.

UNACCEPTABLE ITEMS

The following items are deemed disruptive to the classroom environment or to the maintenance of safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities, as determined by school administration:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and all headwear/hats including hairnets worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Tank tops, spaghetti straps or other similar clothing with straps narrower than 1.5 inches in width.
5. Chains, pocket-hanging chains, chain belts, pointed studs/spikes that could be construed as a weapon
6. All altered clothing with gang-like graffiti, which reflect gang affiliation clothing, e.g., pants or blouses/shirts rolled up or tied on one side
7. Any apparel torn or ripped and see-through clothing revealing student undergarments
8. Trench coats, dusters, and sagging pants (a student may be asked to place items in their locker)
9. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or backpacks, visible tattoos, visible body adornments or visible body piercing that could be construed as a weapon or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - a. Refer to drugs, tobacco, alcohol, or weapons
 - b. Are of a sexual nature
 - c. By virtue of color, (such as wearing all red, wearing all blue, or wearing all one color), arrangements, trademarks affiliated with gangs, or other attributes denoting membership in gangs or which advocate drug use, violence, or disruptive behavior
 - d. Are obscene, profane, vulgar, lewd, or legally libelous
 - e. Threaten the safety or welfare of any person
 - f. Promote any activity prohibited by the student code of conduct
 - g. Otherwise disrupt the teaching-learning process
10. Coats are to be stored in an appropriate place or locker during school. Exceptions may be made based on environmental conditions.

EXCEPTIONS

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

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

STUDENT DISCIPLINE

(School Board Policy JK-R)

DISCIPLINARY INFORMATION

Open communication between principals and the professional staff is essential to accomplish the educational mission of the district. It is recognized that principals have access to information about individual students that may not be otherwise available to others because this information is not recorded as part of the student's education record. To assure that information is shared with the professional staff that may be important to understanding the particular needs of individual students and any potential risk that a student might pose to the safety or welfare of others, state law requires that the principal take steps to communicate this information to teachers and counselors who have direct contact with the student.

In addition, to make sure that the information communicated is accurate, state law gives students and parents/guardians the right to challenge disciplinary information.

Whenever the principal or designee determines that disciplinary information as defined in Board policy must be communicated to a teacher or counselor, the following steps will be followed:

1. The principal will prepare a brief written statement which sets forth the information to be communicated to a teacher or counselor pertaining to an individual student. If disciplinary information regarding a disabled student is transmitted, the current IEP must also be included. The statement will indicate it is a confidential document. The source of the information will be noted, if applicable.
2. The principal will communicate the information in the statement to the teacher or counselor by providing a copy of the statement. Alternatively, the principal or designee may wait until the student or parent/guardian has had a chance to challenge the content of the statement before communicating the statement to any teachers or counselors. The teacher/counselor and principal or designee may discuss the information in the statement. The principal or designee will record the names of all individuals who are given a copy of the statement.
3. A copy of the written statement will be provided to the student and the student's parent/guardian. However, if a student is 18 years old or older, the student may inspect his or her records and written permission will be necessary in order for the parent/guardian to receive them. Such student 18 years old or older will be known as an eligible student.
4. The principal or designee will take steps to see that the parent/guardian of a student under 17 years of age receives a copy of the statement, either by mailing a copy directly to them and/or alerting them to the fact that the statement has been sent to them, either by sending it home with their child or in the mail.
5. The written statement will indicate that the student and/or parent/guardian may challenge the accuracy of the disciplinary information on the basis that it is inaccurate, false or misleading unless the statement is solely a summary of an incident for which the student and parent/guardian has already been afforded a due process hearing prior to imposition of school discipline. In that case, the challenge procedures do not apply.

CHALLENGES

The following procedures apply when an interested person challenges the statement of disciplinary information:

Step 1

A Step 1 review will be requested in writing within seven days after receipt by the parent/guardian of the written statement. If the interested persons fail to file an intent to challenge within seven days after receiving a copy of the statement, the statement will stand as written and there will be no further opportunity to challenge that particular statement. If the student or parent/guardian challenges any part of the statement, the principal should review the part of the statement being challenged and may, by mutual agreement with the person making the challenge, destroy, delete or add the information in question.

Step 2

If the principal does not agree to change the written statement as requested during the Step 1 review, the student or parent/guardian may request an informal hearing with the superintendent within 10 days after the principal's decision not to change the written statement. This request must be in writing and will state the reasons for the request. The principal may file a written response to the request for a Step 2 review to be considered by the superintendent. The superintendent will make a decision within 10 school days after receiving the request for Step 2 review. The superintendent may take whatever steps necessary to make a determination about the content of the statement, including discussing the matter with the student and parent/guardian and/or principal and making independent inquiries to determine the veracity of the statement.

The superintendent may decide that the statement should be revised in accordance with the student or parent/guardian position or may decide to uphold the principal's statement as accurate. The superintendent's decision is final.

Once an appeal has been held on the disciplinary information contained in a statement, that statement may be communicated to teachers/counselors during the school year without any further challenge. If the statement had been communicated prior to the

conclusion of the challenge, and changes were made to the statement, the principal or designee will see that all those who received the original statement are provided a copy of the revised statement.

Any teacher or counselor who receives a statement containing disciplinary information will maintain the confidentiality of the information and will not communicate the information to any other person. A violation of this provision will result in appropriate disciplinary action.

REMEDIAL DISCIPLINE PLANS

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

Disruptive behavior by special education students will be dealt with in accordance with the student's individual education plan (IEP), any behavior intervention plan and policy JK-2, Discipline of Students with Disabilities. It will be the responsibility of the principal and other appropriate district personnel to coordinate these procedures with a special education student's IEP and any behavior intervention plan.

HABITUALLY DISRUPTIVE STUDENTS

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

1. The principal will inform the superintendent when a student is causes a second material and substantial disruption.
2. The student and the parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student."
3. A student who has been declared habitually disruptive shall be suspended and/or expelled in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions

DISCIPLINE OF STUDENTS WITH DISABILITIES

(School Board Policy JK*-2)

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

SUSPENSION FOR UP TO 10 SCHOOL DAYS

Students with disabilities may be suspended for up to 10 days in any given school year for violations of the student code of conduct. These 10 days need not be consecutive. The school shall provide an opportunity for a pupil to make up work during the period of suspension.

MANIFESTATION DETERMINATION

When a disciplinary change in placement is being considered beyond 10 days in a given school year related to a disabled student's behavior, the IEP team and other qualified district personnel shall review the relationship between the student's disability and the behavior. Such a review must take place immediately, if possible, or as soon as it can be arranged with the family to participate.

The team will determine whether the student's behavior is a manifestation of the disability and whether the student's disability impaired his or her ability to control or understand the impact and consequences of the behavior.

DISCIPLINARY ACTION FOR BEHAVIOR THAT IS NOT A MANIFESTATION

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

During any period of suspension or change of placement beyond 10 days in any given school year, services shall be provided to the extent necessary to enable the student to continue to appropriately progress in the general curriculum and appropriately advance toward the goals of the IEP.

USE OF PHYSICAL INTERVENTION AND RESTRAINT

(School Board Policy JKA)

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

DISCIPLINARY REMOVAL FROM CLASSROOM

(School Board Policy JKBA*)

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

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere.

School staff are required to demonstrate a good faith effort to document all violations and interventions in Infinite Campus, consistent with district policy and procedures, prior to taking further disciplinary action.

Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. Upon the third formal removal from class, a teacher may remove the student from the teacher's class in accordance with this policy, its accompanying regulation and applicable law.

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

GROUND FORS SUSPENSION/EXPULSION

(School Board Policy JKD/JKE-E)

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

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

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or to other children.
4. Repeated interference with a school's ability to provide educational opportunities to other students.
5. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
6. Having been expelled from any school district during the preceding twelve months.
7. Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other pupils or of school personnel.

8. The use, possession or sale of a drug or controlled substance as defined in C.R.S. 12-22-303.
9. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18 C.R.S. or assault pursuant to Part 2, Article 3, Title 18 C.R.S., other than the commission of an act that would be third degree assault under C.R.S. 13-3-204 if committed by an adult
10. The carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district. NOTE: In accordance with federal law, expulsion shall be mandatory and for no less than one full calendar year for a student who is determined to have brought to or possessed a firearm at school. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES

(School Board Policy JKD/JKE-2)

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

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

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

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

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

STUDENT FEES, FINES AND CHARGES

(School Board Policy JQ)

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees as more fully set forth in this policy.

All student fees and charges shall be adopted by the Board. The fee shall remain in place until modified or removed by Board resolution. All student fees adopted by the Board shall be used for the purposes set forth in the motion and shall not be spent for any other purpose.

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

ADAMS COUNTY SCHOOL DISTRICT 14 DISCIPLINE MATRIX – 2015-16

CLASSES OF VIOLATIONS	POLICY REFERENCE	INTERVENTIONS OR CONSEQUENCES
<p>Level One Violations: Rule Infractions At this level, consequences will be determined by the principal/designee based on individual circumstances. Consequences will be enforced in a consistent and fair manner on a case-by-case basis as appropriate based on factors including but not limited to the nature/severity of the offense, the history of offenses, the campus district policies and the available resources. In-district services may be recommended to address student needs.</p>	<ol style="list-style-type: none"> 1. Stealing or borrowing without permission any item of property from another student, school employee, or the school itself. 2. Profanity - directing profanity, vulgar language or obscene gestures toward others, including students, school personnel or school visitors. 3. Academic dishonesty, including cheating on tests, copying papers, forging the signatures of teachers, parents, guardians and/or legal custodians on any document, or illegally changing a grade. 4. Unexcused absences during regular school schedules or leaving school without permission. 5. Failure to attend detention or follow through with assigned consequences. 6. Indecent or improper dress, as determined by reference to district/school policy or procedure. 7. Any other behavior that interferes with or disrupts the educational process, except as otherwise addressed. 	<p>Discretionary Actions for Level I, and II Violations (Including Intervention and Disciplinary Measures)</p> <ul style="list-style-type: none"> * Warn, counsel, teach appropriate behaviors * Verbal or written apology * "Time out" or "refocus" process * Student calling parent * School call to parent * Conference – parent, student and/or teacher * Counselor referral * Conference - administrator * Conference – School Resource Officer * Contract: behavior, academic and/or attendance * Behavior intervention/support plan * Detention: lunch, before or after school * After hours or Saturday School * Loss of privileges or extracurricular activities * Referral to intervention team * Referral to mentoring program * Referral to peer mediation when available * Referral to education/counseling program * Restitution (replacement, monetary, time, service) * Referral to law enforcement * Referral to truancy court * Referral to Alternative to Suspension program * Parent "shadow" child at school * Development of a Remedial Discipline Plan * In-school suspension * Out-of-school suspension * Referral to district expulsion hearing * Referral to Alternative to Expulsion Program * Expulsion from school
<p>Level Two Violations: Disruptive Acts Level Two violations are those, which, if supported by evidence, shall be determined by the principal or designee of a school to be disruptive. A student shall be subject to discipline up to and including expulsion for any one serious disruptive act or for more than one disruptive act. Consequences will be enforced in a consistent and fair manner on a case-by-case basis as appropriate based on factors including but not limited to the nature/severity of the offense, the history of offenses, the campus district policies and the available resources. The building principal will make the recommendation for expulsion.</p>	<ol style="list-style-type: none"> 1. Continued willful disobedience or open and persistent defiance of proper authority. 2. Willful destruction or defacing of school property. 3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children. For example, this includes possession of weapons that do not meet the standards for "dangerous" as defined in Level Three (No weapons are allowed at school at any time.), fighting, verbal abuse, threatening words or gestures, harassment, obscene gestures, ethnic or racial slurs, sexual orientation, extortion, hazing, and possession or use of drugs, alcohol, tobacco or paraphernalia. The degree of the behavior and offense will determine the disciplinary action to be taken. 4. Declaration as a habitually disruptive student for which expulsion shall be mandatory. <ol style="list-style-type: none"> a) "Habitually disruptive student" means a child who has been suspended for disruptive or dangerous behavior three times during the course of the school year for causing a <u>material</u> and <u>substantial</u> disruption in the classroom, on school grounds, in school vehicles or at school activities or events, because of behavior that was <u>initiated</u>, <u>willful</u> and <u>overt</u> on the part of the student. b) The student and parent or guardian must be notified in writing of each suspension that counts toward habitually disruptive status. c) After the second suspension, which is counted toward declaring a student habitually disruptive, a remediation plan must be developed by the principal/designee and the teacher(s). The plan must address the disruptive behavior, personal educational needs, and the goal of keeping the child in school. The school needs the parent's help and support to create the discipline plan. Parents and guardians are required to participate in the development of this plan. 	<ul style="list-style-type: none"> * Referral to intervention team * Referral to mentoring program * Referral to peer mediation when available * Referral to education/counseling program * Restitution (replacement, monetary, time, service) * Referral to law enforcement * Referral to truancy court * Referral to Alternative to Suspension program * Parent "shadow" child at school * Development of a Remedial Discipline Plan * In-school suspension * Out-of-school suspension * Referral to district expulsion hearing * Referral to Alternative to Expulsion Program * Expulsion from school
<p>Level Three Violations: Expulsion for First Offense Level Three violations are those that are considered so serious that, if supported by evidence, they will result in expulsion, for up to 12 months, for the first offense: (As documented in Colorado Revised Statutes: § 22-33-106 (d) (1) (2000)).</p>	<ol style="list-style-type: none"> 1. The distribution of a drug or controlled substance as defined in Colorado Revised Statutes § 12-22-303. 2. The commission of an act which if committed by an adult would be robbery or felony assault (Definition: a violent physical or verbal attack); felony assault includes an assault with a deadly weapon or serious bodily injury; other than an act that would be third degree assault if committed by an adult. 3. The carrying, bringing, using or possessing of a dangerous weapon without the authorization of the school or school district, except that if a student discovers that he or she has carried, brought or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory. Students who bring a weapon to school will be referred to the local law enforcement agency. Parents will be contacted immediately. Weapons of any type are prohibited at school. <p>As used in this paragraph, "dangerous weapon" means:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A firearm, whether loaded or unloaded, or a firearm facsimile (carried, actively displayed or used threateningly). <input type="checkbox"/> Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air. <input type="checkbox"/> A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocketknife with a blade longer than three and one-half inches. No knives are allowed at school at any time. <input type="checkbox"/> Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury. <p>When student statements are taken for behaviors that require mandatory expulsion, a parent or guardian must be present when the student signs the statement or reasonable attempt must be made to contact the parent(s)/guardian(s) and have them present.</p>	<p>Required Actions for Level III Violations:</p> <ul style="list-style-type: none"> * Referral to Law Enforcement * Suspension Pending Expulsion Proceedings * Expulsion Proceedings



**Student Handbook & Notification of Rights and Responsibilities of
Students and Parents Signature Page
2015-2016**

I, _____,
Print Name of Student

have received a copy of the Adams 14 **Student Handbook And Notification of Rights and Responsibilities of Students and Parents** for the 2015-2016 school year. I understand this handbook has guidelines that students are expected to follow while enrolled in Adams County School District 14.

Signature (Student) _____ Date _____

I, _____,
Print Name of Parent/Guardian

have received a copy of the **Student Handbook And Notification of Rights and Responsibilities of Students and Parents** for the 2015-2016 school year. I understand this handbook has guidelines that students are expected to follow while enrolled in Adams County School District 14.

Signature (Parent/Guardian) _____ Date _____