



Student Policy Handbook

Rights & Responsibilities of Students and Parents 2016-2017

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

Readers should be aware that:

- Most of the information in this publication 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 are frequently revised in response to changes in law or current education-related issues.
- Students are expected to be knowledgeable and comply with district and school policies, including ones which may not be included in this publication.
- Online readers may link directly to any specific item listed in the Table of Contents by clicking on the item name.
- 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**

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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.

SCHOOL CLOSING AND CANCELLATIONS

[\(School Board Policy EBCE\)](#)

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, staff members shall be informed early in each school year as to how they shall be notified in 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.

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.

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

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.

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.

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.

ADMISSION AND DENIAL OF ADMISSION

[\(School Board Policy JF\)](#)

All persons age 6 and under 21 who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum, and reside within the boundaries of this school district may be permitted to attend public schools without payment of tuition. In addition, persons who do not reside in the district may be admitted under Board policies relating to nonresident students or by specific action of the Board.

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

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

Students shall be urged to have a physical examination and to submit a report from the examining physician on a form provided by the district prior to enrollment.

DENIAL OF ADMISSION

The Board of Education or the superintendent may deny admission to the schools of the district in accordance with applicable law. The Board shall provide due process of law to students and parents/guardians through written procedures consistent with law for denial of admission to a student. The policy and procedures for denial of admission shall be the same as those for student suspension and expulsion inasmuch as the same section of the law governs these areas.

NONDISCRIMINATION

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

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.

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.

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.

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

[\(School Board Policy JIC\)](#)

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.

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.

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.

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.

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.

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 administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication. The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements. Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.

3. The school shall have received written permission from the student's parent/guardian to administer the medication to the student.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

SELF-ADMINISTRATION OF MEDICATION FOR ASTHMA, ALLERGIES OR ANAPHYLAXIS

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

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

USE OF STOCK EPINEPHRINE AUTO-INJECTORS IN EMERGENCY SITUATIONS

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

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

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

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.

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 designated school vehicle stops and on-board school vehicles. The operator of a school vehicle 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 rules concerning discipline safety and behavior while riding in the school vehicle. It is the vehicle operator's duty to notify the supervisor of transportation and the principal of the school involved if any student persists in violating the established rules of conduct.

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

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.

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.

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.

STUDENT DISCIPLINE

[\(School Board Policy JK\)](#)

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

All policies and procedures for handling general and major student discipline problems shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions. The Board in accordance with applicable law has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

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

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.

SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES

[\(School Board Policy JK*-2\)](#)

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.

Student Name: _____ Birthdate: _____ Grade: _____ School: _____

PARENT ACKNOWLEDGEMENT OF COLORADO STUDENT ATTENDANCE LAWS

COMPULSORY ATTENDANCE AGE LAWS

Every child who has attained the age of six (6) years and is under the age of seventeen (17) is required to attend public school except as otherwise allowed by law. It is the parent's responsibility to ensure that the child attends public school unless the child is enrolled in an independent or parochial school or a non-public home-based (home school) educational program.

TRUANCY

Board of Education Policy JH, available on the District's website, identifies acceptable reasons for excused absences. Students who accumulate ten (10) unexcused absences in a calendar year may be designated as "habitually truant". This may result in school officials implementing truancy interventions such as attendance improvement plans and/or referral to truancy court.

STUDENT POLICY HANDBOOK/RIGHTS AND RESPONSIBILITIES

I understand that a copy of the "Student Policy Handbook" for Adams 14 can be found online at www.adams14.org (click on the Resources tab). If I do not have a computer available I may go to any school in session or the Educational Support Services Center between the hours of 8:00 am and 4:00 pm to access a computer or pick up a printed copy of the handbook. I understand this handbook has guidelines for students within the district and that it is my responsibility for my student and me to review it.

I acknowledge my receipt and awareness of each notification provided on this page.

Parent Name (printed): _____

Parent Signature: _____ Date _____