MOUNTAIN VALLEY SCHOOL
SAGUACHE, COLORADO

“Building relationships and supporting lifelong learning!”

STUDENT-PARENT HANDBOOK
2020-2021

Mountain Valley School
403 Pitkin Avenue
P.O. Box 127
Saguache, CO 81149

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Principal, Kathy Hill: (719) 655-2578
Superintendent, Travis Garoutte: (719) 655-0267
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2020-2021 Mountain Valley School Mission

“Mountain Valley School strives to provide a welcoming, safe, and inclusive community while building relationships and supporting lifelong learning!”

Mountain Valley School Welcome!

Dear Students and Parents,

Welcome back to another great year at Mountain Valley School. We are dedicated to providing exceptional educational opportunities for all students. Teachers and staff are all working together for the benefit of our students, staff, and community!

Please remember, school starts at **7:50 a.m. and ends at 4:00 p.m.**!

This handbook is intended to be an informational source for students and parents and also to prevent misunderstandings throughout the course of the school year. This handbook is intended as a guide and is not all-inclusive. Mountain Valley’s entire educational policy can be found at the Mountain Valley School District website at: http://www.mountainvalleyschool.org/images/POLICY.pdf

Welcome to Mountain Valley,

Katherine Hill            Travis Garoutte
PK-12 Principal           Superintendent
## Mountain Valley School Faculty and Staff

### Board of Directors
- Mona Lovato President
- Lacy Reed Vice President
- Christian Archuleta Member
- Lisa Hammel Member
- David Smalley Member

### Administration
- Travis Garoutte Superintendent
- Kathy Hill PreK-12 Principal
- Lisa Powers School Counselor
- Lisa Dupont and Rebecca Quintana Finance Managers
- Julie Brown District Secretary
- Patty Williams School Teacher
- Patrick Sewell Technology Specialist
- Larry Hunt Athletic Director

### Custodial
- Felisha Pino Custodian
- Stephanie Heater Custodian

### Food Service
- Julie Leathers Food Service Director
- Charlene Hammel Cook

### Transportation
- Mark Hammel Transportation Director
- Lisa Jaminet Bus Driver
- Ed Johnson Bus Driver

### Support Staff
- Lacy Reed Preschool Director
- Peggy Williams Preschool Teacher
- Heidi Gallegos Preschool Teacher
- Crystal Knight Paraprofessional
- Jessica Phillips K-12 Art/P.E.

### Teaching Staff
- Paula Christine Kindergarten
- Melissa Boyles 1st Grade
- Hunter Good 2nd Grade
- Dina Blevins 3rd/4th Grade
- Beth Schroeder 5th Grade
- Megan Graham 6th Grade
- Shawn Vigil Middle School Math/Science
- Geneva Mixon Middle School Language Arts
- Michael Harris High School Language Arts
- Jody Abejta High School Science
- Yvonne Morfitt Administration Support/Culinary Arts/CTE
- Amber Johnson Special Education Director
## Important Dates

### August 2020
- **7** Labor Day: Labor Day
  - **No School**
- **24** Early Release 2:00 p.m.
- **25** Teacher Professional Learning Day

### September 2020
- **2** School in Session: Homecoming Activities
  - **Early Release 2:00 p.m.**
- **3** Homecoming: Homecoming Activities
- **14** End of First Quarter: Early Release 2:00 p.m.
- **15** Graduation: Early Release 2:00 p.m.
- **20**-**21** Parent/Teacher Conferences: Early Release 2:00 p.m.
- **22** Conference Comp Day: Early Release 2:00 p.m.

### October 2020
- **12** Early Release 2:00 p.m.
- **13** Teacher Professional Learning Day: No School
- **23-26** Thanksgiving Break: No School

### November 2020
- **17** Early Release 2:00 p.m.
- **21-31** Holiday Break: No School

### December 2020
- **1-4** Holiday Break: No School
- **14** School in Session: Early Release 2:00 p.m.

### January 2021
- **1-4** Holiday Break: No School
- **4** Teacher Professional Learning Day: No School
- **7** End of 1st Semester: Last Day to Change Classes

### February 2021
- **9-10** Parent/Teacher Conferences: 11 Conference Comp Day
  - **No School**
- **15** Presidents Day: No School

### March 2021
- **11** End of 3rd Quarter: Early Release 2:00 p.m.
- **15-18** Spring Break: No School
- **23** Grades Due

### April 2021
- **1** Early Release 2:00 p.m.
- **2** Teacher Professional Learning Day

### May 2021
- **13** Last Day for Seniors: Early Release 2:00 p.m.
- **14** School in Session: End 2nd Semester
  - **25** Grades Due

### Important Dates

- **First Quarter**
  - August 13th - October 15th: 37 Days
- **Second Quarter**
  - October 19th - January 7th: 34 Days
- **Third Quarter**
  - January 11th - March 11th: 34 Days
- **Fourth Quarter**
  - March 22nd - May 20th: 37 Days

### Mountain Valley School Mission

Building relationships and supporting lifelong learning!

Mountain Valley School District

403 Pitkin Avenue
Saguache, Colorado
Phone: (719) 655-2578
Fax: (719) 655-2875
STUDENT ABSENCES AND EXCUSES

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

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

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

EXCUSED ABSENCES

The following will 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 will 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 a physical disability or a mental or behavioral health disorder.

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)(h)), absences due to court appearances and participation in court-ordered activities will be excused. The student's assigned social worker must 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 will be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified orally or in writing by the district of the unexcused absence.

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

The administration will develop procedures to implement appropriate penalties.
Students and parents/guardians may petition the Board of Education for exceptions to this policy provided that no exception will be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

**CHRONIC ABSENTEEISM**

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

If a student is identified as "chronically absent," the principal or designee will develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism. When practicable, the student's parent/guardian will participate in the development of the plan.

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

**Make-up work**

Make-up work will 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 will be 2 days allowed for make-up work for each day of absence.

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

Unless otherwise permitted by the building administrator, make-up work will not be provided during a student's expulsion. Rather, the district will offer alternative education services to the expelled student in accordance with state law. The district will 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 will be notified of all penalties regarding tardiness.

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

**In addition, the following procedures will be in place when a tardy occurs.**

1. Three (3) tardy infractions will result in an after school detention.
2. After another three (3) tardy infractions or a total of six (6) another after school detention will occur.
3. After nine (9) tardy infractions students will incur a Friday school day.
Tardy infractions will be accumulated for each quarter of school and will restart at the beginning of each quarter.
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.

LEGAL REFS.: C.R.S. 22-14-101 et seq. (dropout prevention and student re-engagement)

C.R.S. 22-32-109 (1)(n) (length of school year, instruction & contact time)

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File: JH

C.R.S. 22-32-109.1 (2)(a) (conduct and discipline code)

C.R.S. 22-32-138 (6) (excused absence requirements for students in out-of-home placements)

C.R.S. 22-33-101 et seq. (School Attendance Law of 1963)

C.R.S. 22-33-105 (3)(d)(III) (opportunity to make up work during suspension)

C.R.S. 22-33-108 (judicial proceedings to enforce school attendance laws)

C.R.S. 22-33-203 (educational alternatives for expelled students and determination of credit)

1 CCR 301-78 Rules 1.00 et seq. (standardized calculation for counting student attendance and truancy)

CROSS REFS.: EBCE, School Closing and Cancellations, IC/ICA, School Year/School Calendar/Instruction Time

JE A, Compulsory Attendance Ages

JFABE*, Students in Foster Care

JFC, Student Withdrawal from School/Dropouts

JHB, Truancy

JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)

JLIB, Student Dismissal Precautions

Adopted: April 2013 Revised: April 2017 Revised: August 2020
STUDENT DRESS CODE

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improved school order & 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 school work and a conference with the parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

Unacceptable Items:
The following items are NOT acceptable in school buildings, on school grounds, or at school activities.

1. Shorts, dresses, skirts, or other similar clothing other than mid-thigh length or seven inches from the back bend in knee
2. Sunglasses worn inside the building. Hats worn in the cafeteria or during the Pledge of Allegiance. Teachers may, at their discretion, prohibit hats in the classroom. Any hat or head covering deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school shall be removed upon request.
3. Inappropriately sheer, tight, torn, or low-cut clothing (e.g. midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh of similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, upper thigh, back and breasts. Leggings, yoga bottoms, and other tight pants should be covered with a shirt that extends at least to the top of the thigh.
4. Tank tops or other similar clothing with straps narrower than 1.5 inches wide.
5. Bare feet, stocking feet, slippers, high heels over 3 inches. Any footwear that is considered inappropriate due to health and/or safety reasons
6. Undershirts that are not covered up with a shirt that is closed at least to the mid-chest area.
7. Exposed underwear.
8. Pajamas of any type, unless approved for a school sponsored dress-up day.
9. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
   - Refer to drugs, tobacco, alcohol or weapons
   - Are of a sexual nature
   - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
   - Are obscene, profane, vulgar, lewd, or legally libelous
   - Threaten the safety or welfare of any person
   - Promote any activity prohibited by the student code of conduct
   - Otherwise disrupt the teaching-learning process
Exceptions:
Appropriate athletic clothing must be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra-curricular activities (such as cheerleading uniforms and the like) may be worn to school when approved by the Sponsor, Coach, and Activities Director.

CLOSED CAMPUS

The safety and security of students and staff is a primary concern of the Mountain Valley School District RE-1 Board of Education. To assist in providing such conditions, the Board directs Mountain Valley School to operate a closed campus. Once students arrive at school, they must remain on campus until the end of the school day. If students are involved in extracurricular activities, this includes the time before and during athletic/activity practices after school. Students are not authorized to leave campus during regular school hours for any reason, except with the permission of the principal. Students who leave campus in violation of these rules will be subject to disciplinary action.

- After students arrive at school, they may not leave campus during regular hours, including passing periods, lunch breaks, and before and during athletic/club practices held after school.
- Students needing to leave campus during school hours must have a parent/guardian come to the school office and complete check-out procedures.
- The parking lots are off limits during school hours without proper authorization from Administration.
- Students are not to enter personal automobiles during school hours without authorization from Administration.

Students are to remain on campus throughout the school day with the following exceptions:

- A parent/guardian has provided in-person permission for the student to leave school and completed appropriate check-out procedures.
- The student has a school-approved work-release privilege.
- The student is participating in a school-sponsored activity requiring travel before the end of the school day.
- The student is attending off-campus classes.
- The student is in an approved school-sponsored off-campus independent studies, mentorship, internship, and/or job shadowing program.

VISITORS/GUESTS

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 must 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 may 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 a school administrator or designee based on considerations of student and/or staff health, safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

Adopted: November 2010 Revised: August 2020
GENERAL PLAYGROUND SAFETY RULES
1. Always play safe by being careful and showing courtesy.
2. Never run around or push and pull others while near playground equipment. Keep your hands and feet to yourself. Physical contact and verbal abuse (mean words) are not permitted.
3. Don’t go too close to the front or rear of moving equipment; instead, walk out around it.
4. Wear proper clothing. Make sure your shoes are tied. Necklaces, scarves, drawstrings and very loose clothes could get tangled.
5. When you get off equipment make sure there isn’t anyone in the way. If you jump, always bend your knees slightly and land on two feet.
6. Don’t play on equipment that is wet because the surface will be slippery.
7. Take turns and get in a line when more than one person wants to use a piece of equipment. By sharing, everyone will get a turn. No holding places or butting in line.
8. Sit properly on equipment and do not overcrowd. If a piece of equipment has a handrail, make sure you hold it at all times.
9. Ask an adult for help if there is a problem or someone is hurt.

BIKES, SCOOTERS, SKATEBOARDS
We encourage all to have healthy activity by riding bikes, scooters or skateboards. Safety at school is always a priority for students, staff and visitors. Therefore riding bikes, scooters, skateboards, long boards, and roller skates, on school grounds is prohibited. Students and staff will walk bikes and carry equipment safely to a designated location. Bike racks are provided on both the elementary and high school sides of the building. Please park your bike during the school day. Skateboards, scooters, and roller skates may be stored in lockers or in a designated classroom.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
In accordance with Board Policy, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. Board Policy directs the Superintendent to annually notify parents and students that video surveillance/electronic monitoring systems are being used in certain areas of the schools and on buses. Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District’s schools and facilities, and for law enforcement purposes, and not for any other purposes.

CHAIN OF COMMAND
Adherence to a positive decision making process fosters a climate of trust between all levels of school employees and with our entire school community. However, when there are questions about decisions, policies, or procedures, we will clearly respect the appropriate lines of authority. The Board is committed to referring individuals to the chain of command when presented with problems by individuals. School employees should talk with their immediate supervisor first to get some resolution to problems. Parents will be asked to talk with the teacher first to seek resolution to problems. Teachers should seek to solve problems through collaboration with the school administration.
CHAIN OF COMMAND FOR CONCERNS/COMPLAINTS

Purpose: The Board of Education of Mountain Valley School District Re-1 welcomes constructive criticism motivated by a sincere desire to improve the quality of the education program more effectively. The Board believes that Concerns/Complaints are best handled and resolved as close to their origin as possible. Therefore the proper channeling of Concerns/Complaints involving instruction, discipline or learning material will be as follows:
1. Teacher/Staff/Coach
2. Principal
3. Superintendent
4. Board of Education

Any Concern/Complaint about a Mountain Valley Teacher/Staff/Coach shall always be referred back through proper administrative channels before it is presented to the Board of Education for consideration/investigation and action.

When a Concern/Complaint is made directly to an individual Board member, the procedure outlined below shall be followed before being addressed by the Board:

1. The Board member shall refer the person making the complaint to the principal or superintendent where they will then fill out and sign a numbered four part carbon copy Concern/Complaint form. Concern, and Complaint copies will be filed as follows:
   I. Person/Parent/Guardian of the Concern/Complaint
   II. Administration
   III. Board of Education
   IV. Teacher/Staff/Coach (File)

A Concern/Complaint regarding a Mountain Valley Teacher/Staff/Coach will go directly to the teacher/Staff/Coach for resolution; if a resolution is not met the Concern/Complaint will move forward to the Principal, if a resolution is still not met the Concern/Complaint will then be taken to the Superintendent for further investigation and appropriate action. If a resolution has still not been met the Concern/Complaint will then be taken to the Board of Education for further investigation and appropriate action.

Concerns/Complaints regarding the Principal will go directly to the Principal; if a resolution is not met the Concern/Complaint will move forward to the Superintendent for further investigation and appropriate action. If a resolution has still not been met the Concern/Complaint will then be taken to the Board of Education for further investigation and appropriate action.

Concerns/Complaints regarding the Superintendent will go directly to the Superintendent. If a resolution has not been met the Concern/Complaint will then be taken to the Board of Education for further investigation and appropriate action.

All Concerns/Complaints regarding the Mountain Valley Board of Education will go directly to the Board of Education.

If a Concern/Complaint is made where a student has been the victim of discrimination, or received treatment in a manner which is in violation of State or Federal Law; these Concerns/Complaints will go directly to the Superintendent and Board of Education for further investigation, and appropriate action. All filed Concerns/Complaints will have a documented written response from the proper channel within three days of the Concern/Complaint being filed.

All Concerns/Complaints are to be made on the numbered, four part carbon copy forms available in the front office of Mountain Valley School District RE-1 located at 403 Pitkin Street in Saguache, Co. All Concerns/Complaints will remain filed for the duration of any
teacher/Staff/Coach/Principal/Superintendent/Board Member for the duration of their employment or seated position, and for 2 years thereafter.

2. If at any time the person/parent/guardian stating their Concern/Complaint feels that he/she has not been given an appropriate solution after following the outlined guide as advised. They will need to write and sign a formal letter to the Board of Education requesting an executive session regarding their Concern/Complaint until an appropriate resolution is found.
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Mountain Valley School District Concern/Complaint Flowchart

Mountain Valley School District is committed to responding to parent, community and employee concerns in the most efficient, effective and respectful manner possible. This flowchart reflects the complaint process for concerns regarding all MVS employees. By following the chain of command (Staff, Principal, Superintendent, MVSD School Board), we hope to resolve all concerns in a timely and satisfactory manner.

Complaint filed using MVSD Concern/Complaint Form

Anonymous

Complainant refuses to meet with staff member involved

Complained resolved and MVSD Concern/Complaint Form completed

Step I
Complainant schedules a meeting with the staff member involved to work out a resolution. Immediate supervisor can facilitate this meeting if necessary.

Step II
If a satisfactory resolution is not reached at Step I, complainant contacts immediate supervisor of staff member involved. The supervisor will meet with the staff member and complainant to resolve the concern.

Step III
If a satisfactory resolution is not reached at Step II, complainant contacts the next supervisor in the chain of command. This supervisor will meet with the complainant and staff member involved to resolve the concern.

Step IV
If a satisfactory resolution is not reached at Step III, complainant contacts the President of the MVSD Board of Education. The concern will be presented to the Board. MVSD Board of Education decisions are final.

Complaints Against the Superintendent: The Superintendent reports to the MVSD Board of Education. In filing a complaint against the Superintendent, this policy must be followed. If the concern moves to Step II, the President of the Board of Education shall be contacted and the complaint will be presented to the Board. MVSD Board of Education decisions are final.
Objectives and Rationales

The most important objective of this school is to teach students. Students must learn “how to think” how to communicate with others at many levels, how to adapt to constant change, and how to be literate in technology. They must learn how to teach themselves and become active participants in their education. The focus of education and of modernized world has changed from that of an industrialized society to that of an information and technological society. Therefore, students must be able to think and use reasoning abilities so they can be productive and well-rounded individuals in today’s world and job market.

This school prepares students for and encourages students to pursue higher levels of learning. It is extremely difficult to obtain a decent job in today’s society without pursuing higher education opportunities such as trade schools, colleges, or universities. A few years ago it was possible to obtain decent careers without continued education, but that is unlikely for today’s students. Students need to start making plans now to attend a school of higher learning. Students need to learn as much as possible in high school while the financial cost of learning is free. The same courses taught at colleges are expensive. Students need to strive to further their education because the lack of an education can lead to a dismal future.

GRADUATION REQUIREMENTS
(BEGINNING WITH THE CLASS OF 2021)

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the Board of Education has established the following graduation requirements for students entering the ninth grade in the 2017-18 school year and each ninth grade class thereafter.

To receive a high school diploma from the district, students must meet or exceed the district's academic standards and measures required by this policy. Students with disabilities shall be provided access to all graduation pathways provided by this policy and shall have the opportunity to earn a high school diploma from the district.

College and career readiness
The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. The Board has selected its own measures from these state graduation guidelines.
**English**
Students must complete at least one of the following measures and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Cut Score/Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuplacer assessment</td>
<td>Score of at least 62 on Reading Comprehension.</td>
</tr>
<tr>
<td>ACT assessment</td>
<td>Score of at least 18 on English.</td>
</tr>
<tr>
<td>ACT WorkKeys assessment that demonstrates English readiness.</td>
<td>Score of at least 3 (Bronze level).</td>
</tr>
<tr>
<td>Advanced Placement (AP) exam that demonstrates English readiness, as identified on the accompanying exhibit.*</td>
<td>Score of at least 2.</td>
</tr>
<tr>
<td>Armed Services Vocational Aptitude Battery (ASVAB)</td>
<td>Score in at least the 31st percentile.</td>
</tr>
<tr>
<td>International Baccalaureate (IB) exam that demonstrates English readiness, as identified on the accompanying exhibit.*</td>
<td>Score of 4.</td>
</tr>
<tr>
<td>SAT assessment</td>
<td>Score of at least 430 on English.</td>
</tr>
<tr>
<td>Concurrent enrollment course that demonstrates English readiness, as approved by the district and included in the student's academic plan of study or Individualized Career and Academic Plan (ICAP).</td>
<td>Grade of at least a C.</td>
</tr>
<tr>
<td>Industry certificate that demonstrates academic and intellectual learning in the subject area of English.</td>
<td>Receipt of the industry certificate and approval by the district-designated team.</td>
</tr>
<tr>
<td>District capstone project that demonstrates academic and intellectual learning in the subject area of English.</td>
<td>Completion of the district capstone project and approval by the district-designated team.</td>
</tr>
</tbody>
</table>
Math
Students must complete at least one of the following measures and meet the measure's corresponding cut score or criteria to demonstrate college and career readiness in Math.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Cut Score/Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuplacer assessment</td>
<td>Score of at least 61 on Elementary Algebra.</td>
</tr>
<tr>
<td>ACT assessment</td>
<td>Score of at least 19 on Math.</td>
</tr>
<tr>
<td>ACT WorkKeys assessment that demonstrates Math readiness.</td>
<td>Score of at least 3 (Bronze level).</td>
</tr>
<tr>
<td>Advanced Placement (AP) exam that demonstrates Math readiness, as identified on the accompanying exhibit.*</td>
<td>Score of at least 2.</td>
</tr>
<tr>
<td>Armed Services Vocational Aptitude Battery (ASVAB)</td>
<td>Score in at least the 31st percentile.</td>
</tr>
<tr>
<td>International Baccalaureate (IB) exam that demonstrates Math readiness.</td>
<td>Score of 4.</td>
</tr>
<tr>
<td>SAT assessment</td>
<td>Score of at least 460 on Math.</td>
</tr>
<tr>
<td>Concurrent enrollment course that demonstrates Math readiness, as approved by the district and included in the student's academic plan of study or Individualized Career and Academic Plan (ICAP).</td>
<td>Grade of at least a C.</td>
</tr>
<tr>
<td>Industry certificate that demonstrates academic and intellectual learning in the subject area of Math.</td>
<td>Receipt of the industry certificate and approval by the district-designated team.</td>
</tr>
<tr>
<td>District capstone project that demonstrates academic and intellectual learning in the subject area of Math.</td>
<td>Completion of the district capstone project and approval by the district-designated team.</td>
</tr>
</tbody>
</table>
Exceptions to the Board's required measures and cut scores/criteria
If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy but is included in the state graduation guidelines, the principal or principal's designee may determine that such assessment or other measure is acceptable and meets the district's graduation requirements.

Courses required for graduation
4 English, 3 Mathematics, 3 Science, 3 Social Studies (1 course must include Civics), 1 Humanities, 1 PE, 1 Technology, 1 Vocational, 1 Foreign Language, 7 Electives = 25 course credits required for graduation.

Units of credit required for graduation
Credits required for graduation = 25.

Credit from other institutions and home-based programs
Students entering from outside the district must meet the district's course requirements. The principal or principal's designee shall determine whether credit toward course requirements shall be granted for courses taken outside the district.

In accordance with applicable state law, college courses completed pursuant to the student's participation in a "dropout recovery program" shall count as credit toward completion of the district's credit requirements.

Early graduation
The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students are ready for postsecondary education or other opportunities at an earlier age. Therefore, the principal may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements in accordance with this policy.

(Adopted August 2017)
LEGAL REFS.: C.R.S. 22-1-104 (teaching history, culture and civil government) C.R.S. 22-32-109 (1)(kk) (board to establish graduation requirements that "meet or exceed" state graduation guideline
C.R.S. 22-32-132 (discretion to award diploma to honorably discharged veterans)
C.R.S. 22-33-104.5 (home-based education law)
C.R.S. 22-35-101 et seq. (Concurrent Enrollment Programs Act)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment
AEA, Standards Based Education IHBG, Home Schooling
IHBK*, Preparation for Postsecondary and Workforce Success IHCDA, Concurrent Enrollment
IK, Academic Achievement
IKA, Grading/Assessment Systems

(Arranged August 2017)

LEGAL REFS.: C.R.S. 22-1-104 (teaching history, culture and civil government)
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LEGAL REF.: C.R.S. 22-33-104.5 (home-based education law)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment
AEA, Standards Based Education IHBG, Home Schooling
IHBG, Home Schooling
IHCDA, Postsecondary Options/Concurrent Enrollment
IK, Academic Achievement
ILBA, District Program Assessments
ILBB, State Program Assessments
ILBC, Literacy and Reading Comprehension Assessments
IJNI, On-Line Instruction

ADOPTED: October 28, 1996
REVISED: October, 2000
REVISED: November 18, 2008
REVISED: May 12, 2010
Important Comments:
Middle school staff will offer differentiated classes for advanced students. Middle school students will not take high school classes.

- Students in sports must be enrolled in at least five (5) classes
- Student aides can receive only one high school credit. It is a Pass/Fail grade and is not calculated in the GPA.
- Work Study/Internships are open to juniors and seniors only.
- Independent study courses will only be allowed through an approved correspondence course at the cost to the student. The course must be approved by the principal, counselor, and the appropriate department head. On-line classes are available on a limited basis. Arrangements must be made through the School Counselor.
- Students who are not enrolled in a class during any class period of the day have only three options:
  - They must have a job, internship, or work study program that is approved by both administration and parents, and they must keep an approved tracking form with the place of business/mentor/supervisor, or
  - They must participate in approved and supervised/directed community service project, or
  - They must enroll in a class
- Courses taken outside those offered at Mountain Valley School District may replace an offered course if a committee consisting of the principal, counselor, and appropriate department head decide that the course meets the standards set by Mountain Valley School District. However, if the committee decides the course does not meet the standards of the school, then the student will receive an elective credit for the class
- All classes must be taken for credit. No one is allowed to audit a class
- Students who transfer into the district as seniors and who do not meet Mountain Valley School Districts standards for graduation will be placed on an individualized class schedule designed by the principal, counselor, and appropriate high school teachers.

File: IKA

GRADING SYSTEM

The grading system is based upon the following percentages:

A – Excellent -------- 100-90  D – Poor -------- 69-60
B – Very Good -------- 89 – 80  F – Failing -------- 59-0
C – Satisfactory ------ 79 -70  P – Pass*
    U – Unsatisfactory*
    S – Satisfactory*
* - will not be counted toward GPA

Final grades are based upon nine-week grades, final exams, class participation, homework, class projects, and quizzes as determined by the individual teacher.

Students will be responsible for carrying a notebook for recording assignments and taking notes in each class they attend.

File: JEA


**COMPULSORY ATTENDANCE AGES**

Every child who has attained the age of seven years and is under the age of 17 is required to attend public school with such exceptions as proved by law. It is the parents’ responsibility to ensure attendance.

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

The compulsory school attendance laws also apply to a six-year-old child who has been enrolled in a public school in the first grade or in a higher grade level unless the parent or guardian chooses to withdraw the child.

**TRANSPORTATION**

Transportation for students granted permission to enroll pursuant to this policy shall be furnished by their parents/guardians to a bus stop within the district if arrangements can be made to have the student ride on a district bus without disruption of regular routes and loading areas. Homeless and disabled students shall be transported, as necessary, in accordance with state and federal law. Buses from this district may enter the student’s district of residence to pick up or deliver the student only with specific permission of the Board of Education of the district of residence.

**Transportation Guidelines**

High standards for student conduct are required when students are waiting to board buses or while riding on the bus. Student safety is the District’s greatest concern. Remember, it is a privilege to ride on school transportation.

Students must have a written request from a parent to obtain permission to ride a bus they do not normally ride or arrangements must be made through the Principal’s office in advance.

**Bus Rules**

I. Previous to loading (on road and at school)
   1. Be on time at the designated school bus stops - keep the bus on schedule
   2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting and respect private and public property at bus stop locations
   3. Wait until the bus comes to a complete stop before attempting to enter the school bus
   4. Be careful in approaching bus stops
   5. Bus riders should not be permitted to move towards the bus at the school loading zone until the buses have been brought to a complete stop

II. While on the bus
   1. Keep hands and head inside the bus at all times after entering and until leaving the bus
   2. Assist in keeping the bus safe and sanitary at all times
3. Remember that loud talking and laughing or unnecessary confusion divert the driver’s attention and may result in a serious accident
4. Treat the bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender
5. Bus riders should never tamper with the bus or any of its equipment
6. Leave no books, lunches or other articles on the bus
7. Keep books, packages, coats and all other objects out of the aisle
8. Help look after the safety and comfort of small children
9. Do not throw anything out of the bus window
10. Bus riders are not permitted to leave their seats while the bus is in motion
11. Horse play is not permitted around or on the school bus
12. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver’s assistants
13. Absolute quiet when approaching a railroad-crossing stop
14. In case of a road emergency, children are to remain in the bus

III. After leaving the bus

1. Cross the road, when necessary after getting off the bus (at least ten feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction
2. Help look after the safety and comfort of small children
3. Be alert to the danger signal from the driver
4. The driver will not discharge riders at other places than the regular bus stop at the home or at school unless by proper authorization from the parent or school official

IV. Extra-Curricular Trips

1. Bus rules and regulations apply to all trips under school sponsorship
2. Pupils are requested to respect the wishes of a competent chaperone appointed by the school
3. Students must have a written permission slip from their parents to ride home from any event with a designated adult other than the sponsor. Parents must sign a form stating they are taking their own child home from an event

School Bus Discipline Procedure

The following bus discipline procedure is designed to give a sequential and incremental response to discipline problems that may occur on all modes of school transportation. Drivers will be furnished bus discipline slips to fill out and turn in to the principal when driver discipline measures have been exhausted.

- First Incident
The first written incident will result in a warning by the principal. The consequences of poor bus behavior will be explained to the student and a report will be mailed to the parents. The first incident could result in bus probation, immediate bus suspension or into consequences defined by school board policy in the student handbook.

- Second Incident
The second incident, if not of a severe nature, will result in bus probation. Bus probation means that the student will be suspended from riding a bus the specified number of days with the next incident reported by the driver.
A student on probation who can maintain good self-control and not receive a bus discipline slip for eight school weeks in succession will have the probation dropped. The probation will be reinstated following the next written incident.

- Third Incident
The third incident will result in a bus suspension of four school days. The student may ride the bus home on the day written notification is given with the understanding that another incident on the way home will result in an additional four days added to the bus suspension. Any student, whose presence threatens the safety of the bus, will not be allowed to ride the bus home.

- Fourth Incident
Bus suspension for eight school days

- Fifth Incident
Bus riding privilege is revoked for the remainder of the semester.

**NONDISCRIMINATION/EQUAL OPPORTUNITY**

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 unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age and genetic information is also prohibited in accordance with state and/or federal law.

This policy and regulation shall be used to address all concerns regarding unlawful discrimination and harassment, except those regarding sexual harassment which are addressed in policies GBAA and JBB*.

In keeping with these statements, the following shall be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.

2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.

3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual’s pride in the community in which he or she lives.

5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.

6. To investigate and resolve promptly any complaints of unlawful discrimination and harassment.

7. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of district policy

8. Annual notice

The district shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the district are offered without regard to race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, disability or need for special education services. With respect to employment practices, the district shall also issue written notice that it does not discriminate on the basis of age or genetic information. The announcement shall also include the name/title, address, email address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

The notice shall appear on a continuing basis in all district media containing general information, including: teachers' guides, school publications, the district's website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

**Harassment is prohibited**

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, 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, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from an educational program or activity or 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.

Harassing conduct may take many forms, including but not limited to:

1. verbal acts and name-calling;

2. graphic depictions and written statements, which may include use of cell phones or the Internet;

3. other conduct that may be physically threatening, harmful or humiliating.

**Reporting unlawful discrimination and harassment**

Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in Board policy, or who has witnessed such unlawful discrimination or harassment, shall immediately report it to an administrator, counselor, teacher or the district's compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment or member of the public who believes he or she has been a victim of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, shall file a complaint with either an immediate supervisor or the district's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the superintendent who shall designate an alternate compliance officer to investigate the matter.

**District action**

All district employees who witness unlawful discrimination or harassment shall take prompt and effective action to stop it, as prescribed by the district.

The district shall take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the reoccurrence of such behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the district shall take interim measures during the investigation to protect against further unlawful discrimination, harassment or retaliation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, employee or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.
Upon determining that incidents of unlawful discrimination or harassment are occurring in particular district settings or activities, the district shall implement measures designed to remedy the problem in those areas or activities. Any student or employee who engages in unlawful discrimination or harassment shall be disciplined according to applicable Board policies and the district shall take reasonable action to restore lost educational or employment opportunities to the victim(s).

In cases involving potential criminal conduct, the compliance officer shall determine whether appropriate law enforcement officials should be notified.

**Notice and training**

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all district schools and departments. The policy and complaint process shall be referenced in student and employee handbooks and otherwise available to all students, staff and members of the public through electronic or hard-copy distribution.

Students and district employees shall receive periodic training related to recognizing and preventing unlawful discrimination and harassment. District employees shall receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups;
- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

(Adoption date)

U.S.C. §701 et seq. (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. §12101 et seq. (Title II of the Americans with Disabilities Act)  
42 U.S.C. §2000e (Title VII of the Civil Rights Act of 1964)  
34 C.F.R. Part 1C.R.S. 2-4-401(13.5) (definition of sexual orientation)  
C.R.S. 18-9-121 (bias-motivated crimes)
The Board recognizes that students may benefit from having a choice of schools to attend within the public school system that is not limited by school district boundaries. Nonresident students from other school districts within the state who are accepted pursuant to the regulations approved by the Board may enroll in particular programs or schools within this district on a space available basis without payment of tuition, except as otherwise provided by law.

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

1. Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.

2. Establish and offer any particular program in a school if such program is not currently offered in such school.

3. Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites and required levels of performance.

4. Enroll any nonresident student in any program or school after the pupil enrollment count day. Before considering requests for open enrollment from nonresidents, priority shall be given to resident students who apply under the district's open enrollment/transfer plan. Any student enrolled pursuant to this policy shall be allowed to remain enrolled in the school or program through the end of the school year unless overcrowding or other undesirable conditions develop, as described in the accompanying regulation. Students granted permission to attend a school pursuant to this policy shall have the same curricular and extracurricular status as all other
students attending the school, as determined by applicable law, bylaws of the Colorado High School Activities Association and the district’s eligibility requirements.

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

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

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

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

Adopted: June 2013
Revised: February 2018
Revised: April 2018
LEGAL REFS.: C.R.S. 15-14-105

EQUAL EDUCATIONAL OPPORTUNITIES
Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, marital status, disability or need for special education services. This concept of equal educational opportunity shall guide the Board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities shall be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations. In order to ensure that district programs are in compliance with applicable laws and regulations, the Board directs the superintendent or designee(s) to periodically monitor the following areas:

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

Revised: December 2018
LEGAL REFS.: 20 U.S.C. §1681 (Title IX of the Education Amendments of 1972)
20 U.S.C. §1701-1758 (Equal Educational Opportunities Act of

GENERAL SCHOOL RULES

1. Students attending any school-sponsored activity may not re-enter after leaving the building unless accompanied by a parent/guardian.

2. Parents attending the activity are expected to monitor their children (especially indoor activities)

3. A faculty sponsor will be present at all school-sponsored events. Parents are encouraged to be involved in all school-sponsored events.

4. Each student is expected to carry a minimum of seven subjects per term in a seven period day. Colorado High School Activities Association requires that a student be enrolled in at least five academic classes in order to participate in sports. Off campus work, work-student, community volunteer service, and student tutoring options are available to qualified students.

5. During lunch period there is a closed campus. Students may not leave without parent or office permission. Any time a student will be gone from a class they must have parents check them out through the main office.

6. During the first two weeks of school, a student may drop a subject by first checking with the teacher involved and then with the counselor. No schedule changes involving required courses can be made without parent approval.

7. A middle school student who fails two or more classes per year may be retained.

8. If a student causes an unusual amount of trouble or disturbance on any school sponsored trip, the student may be suspended from school. A student who is suspended is required to meet with his/her parents and school authorities before reinstatement in school.

9. All classes and clubs are limited to two moneymaking projects per year. They may be permitted more activities at the discretion of the Student Council and the administration.

10. Any object or devise brought on school grounds will be confiscated if used to disrupt the learning environment.

11. Riding of bikes, skateboards, scooters, or roller skates is not permitted on school grounds during school hours.

30
PUBLIC CONDUCT ON SCHOOL PROPERTY

Persons using or upon school district property for any purpose shall not engage in:

1. 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.

2. Physical abuse or threat of harm to any person or school district owned or controlled property at school district sponsored or supervised functions.

3. 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.

4. Forceful or unauthorized entry to or occupation of school facilities, including both buildings and grounds.

5. 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, or any school bus transporting students or within 1,000 feet of the perimeter of the school grounds. Person’s known to be under the influence of liquor shall not be permitted to enter the school building or grounds.

6. Unlawful use of tobacco or vapor products.

7. 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 including that the person:

   i. Has legal authority to carry or possess a deadly weapon
   ii. Is presenting an authorized public demonstration for the school or an organized class
   iii. Is carrying out duties for the school district which require the use of a deadly weapon
   iv. Is participating in an authorized extracurricular activity or team involving the use of firearms
   v. Has possession of the weapon for use in an approved educational program, which includes but is not limited to any course designed for the repair and maintenance of weapons
   vi. Is a peace officer on duty

8. Profanity or verbally abusive language.

9. Any conduct constituting a breach of any federal, state or city law or duty 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 this policy shall be instructed to leave the property of the school district.
STUDENT CONDUCT

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

The Board in accordance with state law shall adopt a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.

All Board-adopted policies and Board-approved regulations containing the letter “JIC” in the file name shall be considered as constituting the conduct section of the legally required code.

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

The rules shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, shall be printed in a handbook or some other publication made available to students and parents, and shall have an effective date subsequent to the dissemination of the published handbook.

The superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, and high school and once to each new student in the district. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be distributed to each student and posted in each school.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

Student Behavior Intervention Code

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is the key to good conduct and proper consideration for other people. To ensure maximum educational benefits for ALL students, each teacher and student has the responsibility to know and abide by the regulations of Mountain Valley School.

With an understanding of the purpose of Restorative Discipline in a school, a student may form a correct attitude toward it and not only do their part in making their school an effective place of learning, but also develop the habit of self-restraint which will make them a better person.
Level I Infractions
(Minor - Classroom Managed)

May include one or more but is not limited to the following:

- Littering
- Throwing objects which could cause bodily harm or damage property
- Defacing property (more severe cases may be considered Level II immediately)
- Public display of overt affection – limited to holding hands – close physical contact of a sustained nature and kissing are considered unacceptable
- Minor misconduct during school, at activities, or on buses. This includes loud, boisterous, uncontrolled behavior in any and all school locations or school-sponsored events.
- Unauthorized play or loitering in gym, halls, restrooms, cafeteria or other unsupervised locations.
- Repeated, unprovoked behavior intended to cause harm or distress to another person through any means, such as physical threats, verbal aggression, cell phones, computers, etc.
- Refusing to follow teacher, substitute teacher or other authorized person’s direct instruction relevant to appropriate behavior or the educational process.
- Inappropriate use of technology as defined by the Computer System Use Agreement but not limited solely to the agreement, depending upon the severity. Other consequences may apply.
- Use of electronic devices during class time. Electronic devices must be “turned off” and stored in a student’s backpack, locker, vehicle, etc. Lost or stolen items will not be investigated.
- Violations of the dress code
- Accidental/Minor Profanity
- Plagiarism
- Other minor infractions not representative of school wide expectations

Level I Intervention Actions
(Minor - Classroom Managed)

Step 1. Restorative Discipline practices should always be attempted as the first step. The teacher should handle minor infractions, such as those listed above, in class. Options for disciplinary action can include verbal redirection and classroom consequences.

Step 2. When in-class intervention actions repeatedly fail to be effective it is then time to bring parents in on the student management process. Options include Parental Notification Forms (which should also be signed by the principal or designee) and calls home.

Step 3. When in-class intervention actions and conferences with parents become ineffective, or infraction is severe enough, student management problems should then be referred to the office.

Level II Infractions
(Major - Teacher/Office Managed)

May include one or more but not limited to the following:

- Theft
- Cheating
- Fighting
- Purposeful/blatant profanity – spoken with the intent of insubordination or harm to others, includes inappropriate gestures
- Ditching – avoiding school and office checkout procedures
- Endangering others
• Harassment/Bullying/Threatening
• Tobacco violation
• Destruction of school property
• Leaving the classroom without the teacher’s permission (except in emergency situations)
• Truancy
• Inappropriate computer use as defined by the Computer System Use Agreement but not limited solely to the agreement, depending upon the severity. Other consequences may apply.
• Repeated or serious Level 1 infractions

**Level II Intervention Actions** (Major - Teacher/Office Managed)

**Step 1** Restorative Discipline practices will be attempted to repair the harm caused. Teacher will conference with administrator regarding Level 2 infractions. If Restorative Discipline is not an option or is not effective, the student will receive one to three days’ suspension for the first Disciplinary Referral Level II offense. A Parental/Guardian conference with Administrator will be required prior to the student being reinstated back to school.

**Step 2** Restorative Discipline practices will be attempted to repair the harm caused. Teacher will conference with administrator regarding Level 2 infractions. If Restorative Discipline is not an option or is not effective, the student will receive three to five days’ suspension for the Second Disciplinary Referral for level II offense.

**Step 3** Restorative Discipline practices will be attempted to repair the harm caused. Teacher will conference with administrator regarding Level 2 infractions. If Restorative Discipline is not an option or is not effective, the student will receive a five-day suspension with a possible addition of five more days with a recommendation for expulsion as an option for the Third Disciplinary Referral for level II offense.

Charges may be filed with civil authorities, if warranted.

Other disciplinary action may be taken, as required by Board Policy.

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**Level III Infractions**
*(Major - Office Managed)*

Any act prohibited by State, County or City ordinances (assault of a school staff employee, false alarms of any kind, any type of direct or implied threats to secure money or favors from fellow students (extortion), gambling, unprovoked assault on another student, etc.).

• Flagrant or continued Level II infractions
• Sale, use or distribution of alcohol or controlled substances (drugs)
• Possession/Use of weapon(s)
• Possession/Use of fireworks, smoke bombs, etc.
**Level III Intervention Actions**  
*(Major - Office Managed)*

**Step 1** Immediate referral to the Administrator, or immediate out-of-school suspension for three to five days. Law enforcement officials will be involved at the discretion of the school’s administration. Students will be referred to counseling services, may require expulsion.

**Step 2** Immediate referral to the Administrator. Refer to proper civil authorities. Violator will be suspended for up to ten days by principal, may be recommended for expulsion.

**Step 3** Immediate referral to the Administrator. Recommendation for expulsion for the remainder of the school year.

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**DRUG TESTING FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES**  
Mountain Valley School District

This policy is an extension of the Drug and Alcohol Involvement by Students policy (JICH). The purpose of this policy is to protect the health and safety of Mountain Valley School District extracurricular activity students from illegal and/or performance-enhancing drug use and abuse. Although the Board of Education, administration, and staff desire that every student in the school district refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and drugs is limited. Therefore, this policy governs only performance enhancing and illegal drug use by students participating in competitive, interscholastic extracurricular activities. Sanctions imposed for student violations of this policy will be solely limited to the opportunity and privilege of participating in extracurricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. It is the belief at Mountain Valley School District RE-1 that a student's ability to participate in any district-sponsored extracurricular activity is a privilege, not a right. Students who volunteer to participate in extracurricular activities serve as role models to other students, represent the school district through their behavior and actions and are expected to assume the responsibilities granted to them by this privilege. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, safety, and training, which includes avoiding the use or possession of illegal drugs.

Recent data reflect a documented substance use problem within the school district. At the high school level (grades 9-12), 68.8% of Mountain Valley students have used marijuana compared to the Colorado state average of 35.2%. The data also shows that 70.9% of Mountain Valley high school students have used alcohol compared to the Colorado state average of 59%. Mountain Valley high school students that have smoked a cigarette is at 29.7% compared to the Colorado state average of 15.9%. When it comes to vaping, 42.5% of Mountain Valley high school students have used an electronic vapor product in the last 30 days compared to the Colorado state average of 27%.

At the middle school level (grades 6-8), 29.1% of Mountain Valley students have used marijuana compared to the Colorado state average of 8.6%. The data also shows that 10.9% of Mountain Valley middle school students have used alcohol compared to the Colorado state average of 18.2%. Mountain Valley middle school students that have tried cigarettes is at 44% compared to the Colorado state average of 8.4%. When it comes to vaping, 26.4% of Mountain Valley middle school students have used an e-cigarette compared to the Colorado state average of 14.6%.
Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental and emotional demands placed upon participants in extracurricular activities and upon the positive image these students project to other students and to the community on behalf of the Mountain Valley School District. For the safety, health and well being of students in extracurricular activities, the Mountain Valley School District has adopted this policy for use by all participants in interscholastic extracurricular activities in grades 6-12.

I. Definitions

“Activity student” means a member of any middle school or high school Mountain Valley School District sponsored extra-curricular organization which participates in interscholastic competition. This includes any student that represents the district in any extracurricular activity in interscholastic competition, such as FBLA, FFA, FHA, Band, Vocal, Knowledge Bowl, Envirothon, Science Fair, and Athletics.

“Drug use test” means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person’s urine.

“Random Selection basis” means a mechanism for selecting activity students for drug testing that:
a. Results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and
b. Does not give the school district discretion to waive the selection of any activity student selected under the mechanism

“Illegal drugs” means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Colorado law. “Illegal drugs” include, but are not limited to, all scheduled drugs as defined by the Colorado Uniform Controlled Dangerous Substance Act of 2013, including marijuana (THC), cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamines), performance enhancing drugs and any other controlled substances as defined in law, or other chemical substances not taken in accordance with the Board policy. “Illegal drugs” shall also include alcohol.

“Performance enhancing drugs” include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals and proteins, which can be lawfully purchased in over-the-counter transactions.

“Reasonable Suspicion” means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by an activity student supplied to school officials by other students, staff members or patrons. The protocol for the district's drug testing program and the sanctions for student violations of the district's drug testing program shall be in accordance with this policy's accompanying regulation (JJJA-R).

As this is a non-curricular occurrence, no recording of participation or of any test results, either positive or negative, will appear on the student’s permanent transcript or any other permanent record. Nothing in this policy or accompanying regulation shall be deemed to limit the Board's and its designees' authority to suspend and/or expel a student in accordance with applicable Board policy.

Adopted: April 2019

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DRUG TESTING FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES

Mountain Valley School District

In accordance with the accompanying policy (JJJA), the following procedures are established to implement the district's drug testing policy for those students who volunteer to participate in extracurricular activities.

Procedure for Drug Testing Participants:

Informed Consent for Testing
Each Activity student shall be provided with a copy of the “Student Drug Testing Consent Form” (JJJA-E-1) which shall be read, signed and dated by the students, the parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent requires the student to provide a urine sample: (a) when the activity student is selected by the random selection basis to provide a urine sample; and (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activities involving interscholastic competition unless the student has returned the properly signed “Student Drug Testing Consent Form.” Each Activity student shall receive a copy of the “Drug Testing For Students Involved in Extracurricular Activities” policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for acquainting the student with the harmful consequences of drug and alcohol use and abuse.

At the option of the district, all Activity students may be drug tested at any time during the extracurricular season. Drug use testing for Activity students will also be chosen on a random selection basis throughout the school year from a list of all Activity Students who are involved in extracurricular activities. The school will determine the number of students names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs. The number of students selected for testing will be determined by the district based on the number of students in the pool.

In addition to the drug tests required above, any Activity student may be required at any time to submit to a test for illegal or performance-enhancing drugs when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

Sample Collection
Samples will be collected as outlined under vendor requirements. Any eligible Activity student selected for drug testing who is not in school will be tested at the next available testing time. To protect student privacy and the integrity of the process:

1. Students' corresponding ID numbers will be used.
2. No advance notice to students will be given prior to drug testing.
3. A random number of students will be randomly tested each time.
4. Testing will be performed at random times throughout the school year.
5. Parents/guardians will not be notified of drug testing prior to the test.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize the intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal/athletic director shall designate a coach, sponsor, or school employee of the same sex as the student to escort the
student(s) to the collection area in a restroom or behind a closed stall. The monitor shall be present outside of
the collection area to guard against tampered specimens and to ensure an accurate chain of custody. If at any
time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with
the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then
determine if a new sample should be obtained. Initial testing will be paid by the district. All re-testing will be
paid by the student or their parent/guardian.

Failure to provide an adequate specimen within one hour or refusal to take a test will count as a positive test
result and could lead to forfeiture of eligibility to participate in any extracurricular activity. Test results which
are flagged as containing adulterants will count as a positive test result. The student and/or the student's
parents/guardians may request a retest of a positive test result. Such retest shall be at the student's or
parent/guardian's expense.

a. Retest must be done by a trained district employee or certified facility within two (2) days of notice of a
positive test result.
b. A negative result, of an initial positive test result, will cancel the initial positive test.

Confidentiality
To keep the positive test results confidential, the principal/athletic director or designee will only notify the
student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The
principal/athletic director or designee with schedule a conference with the student and parent or guardian and
explain the student’s opportunity to submit additional information to the principal/athletic director or to the lab.
Test results will be kept in files separate from the student’s other educational records, shall be disclosed only to
those school personnel who have a need to know and will not be turned over to any law enforcement authorities.

Apexal
The District conforms to federal requirements of due process for students. An Activity student who has been
determined by the principal/athletic director to be in violation of this policy after a positive retest result shall
have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review
must be submitted to the Superintendent in writing within five (5) calendar days of the notice of the positive
retest. A student requesting a review will remain ineligible to participate in any extracurricular activities until
the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original
findings were justified. No further review of the Superintendent’s decision will be provided and his/her decision
shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole
and exclusive judgment and discretion of the Superintendent, which shall be final and non-appealable.

Consequences
Any Activity student who tests positive on a drug test under this policy shall be subject to following restrictions
which apply cumulatively throughout a student’s grade 6-12 enrollment in the district:

First Positive Test
The student’s parent or guardian will be contacted immediately and a private conference scheduled to present
the test results and share information about what the family should expect for next steps. This meeting should
include, at a minimum, the student, parent/guardian, coach or sponsor, athletic director and principal. In order to
continue participating in the activity, the student and parent/guardian must, within five (5) days of the joint
meeting, show proof that the student has enrolled in substance abuse classes or counseling services that will be
required for the student. Any such classes, counseling or other incurred costs, shall be at the expense of the
student's parent/guardian. Additionally, the student must voluntarily submit to a second drug test to be
administered within seven days in accordance with the testing provisions of this policy. A negative test or
reduced THC level must be provided before the student may return to the activity. All retesting shall be at the
parent/guardian’s expense. The student’s privilege to participate in extracurricular activities will be suspended for 7 calendar days and the student shall not be allowed to participate in practices or events during that time. The student will be required to attend practices or meetings but shall not be allowed to directly participate in activities or practices. The student shall not be allowed to dress in the activity's uniform(s) during the period of suspension. If 7 calendar days are not left in the activity for which the student was suspended, the number of days will carry over to the next activity in which the student participates.

**Second Positive Test**
The student’s parent or guardian will be contacted to review the results and share information about what the family should expect for next steps. During this meeting, the principal will also work with the family to determine the substance abuse counseling services that will be required for the student. Written receipt of 2 sessions of substance abuse counseling with a certified addiction counselor must be completed before the student may return to activities. Any such counseling shall be at the expense of the student's parent/guardian. The student’s privilege to participate in extracurricular activities will be suspended for 4 calendar weeks and the student, at a minimum, will not be allowed to participate in competitions or events during this time. The student will be required to attend practices or meetings but will not be allowed to directly participate in activities or practices. The student shall not be allowed to dress in the activity's uniform(s) during the period of suspension. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this policy. A negative test or reduced THC level must be provided before the student may return to the activity. All retesting shall be at the parent/guardian’s expense. The student will be randomly tested for the remainder of the school year. The date and time will be unknown to the student and determined by the principal/athletic director or designee.

**Third Positive Test**
The student will be suspended from participation in all extra-curricular activities including meetings, practices, performances, and competition for one year (12 consecutive months) from the date of the third positive test, or end upon graduation from high school. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this policy. A negative test or reduced THC level must be provided before the student may return to the activity. All re-testing shall be at the parent/guardian’s expense. A negative test or reduced THC level must be provided before the student may return to the activity. Follow-up drug testing will continue for 12 consecutive months from the date of the third positive result. Monthly follow-up testing must be paid in advance by the family. Following the one (1) year suspension, the student and the student's parent/guardian must meet with the principal and/or superintendent to determine if the student will be allowed to participate in any future extracurricular activities.

1. The student shall show a record of negative drug test results for at least the prior three (3) months period.

2. The family shall provide proof that the student was enrolled in a drug counseling program during the suspension.

3. Understand that, if given the opportunity to once again participate in extracurricular activities, any future positive test result will result in the student not being allowed to participate in any extracurricular activities for the remainder of their academic year/s in the district.

**Fourth Positive Test**
A parent/guardian meeting will be held with the student. Suspension of eligibility to participate in activities for the remainder of the student’s time as a student within the district will be implemented.

**Refusal to Submit Drug Use Test/Self Disclosure in lieu of Testing**
A participating student who refuses to submit to a drug test authorized under this policy or who otherwise fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities.
covered under this policy, including all meetings, practices, performance or competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

Program Evaluation
The Superintendent and the school administrators shall be responsible for conducting an evaluation of the program and report the findings to the Board of Education on an annual basis. The evaluation shall include levels of participation, test results, and parent survey data.

Adopted: April 2019

STUDENT DISCIPLINE

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. All policies and procedures for handling student discipline problems shall be designed to achieve these broad objectives. The Board, in accordance with applicable law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students. All Board-adopted policies and Board-approved regulations containing the letters "JK" in the file name constitute the discipline section of the legally required code. The Board shall consult with administrators, teachers, parents, students and other members of the community in the development and review of the student conduct and discipline code.

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

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

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

Adopted: June 2013
Revised: February 2018
Remedial discipline plans
1. The principal may develop a plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in a school vehicle or at a school activity or event. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.
2. To develop the plan, the principal or designee will contact the student's parent/guardian to schedule a meeting with the student, the student's parent/guardian and any members of the staff whom the principal believes should attend.
3. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to establish goals, objectives and timelines to modify such behavior. A written plan will be prepared which addresses the student's disruptive behavior, educational needs and what steps are necessary to keep the child in school. The plan will include incentives for good behavior and consequences if the student violates the plan.
4. The plan may be written in the form of a contract which the student and the parent/guardian will sign and date.
5. The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student's cumulative file.

Habitually disruptive students
A student may be declared "habitually disruptive" if three or more times during the course of the school year the student causes a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event.
1. The principal will inform the superintendent when a student causes a second material and substantial disruption.
2. The student and the student's parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student."
3. A student who has been declared habitually disruptive shall be suspended and/or expelled in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Adopted: June 2013
Revised: February 2018

GROUNDS FOR SUSPENSION/EXPULSION

According to Colorado Revised Statutes 22-33-106 (1)(a-g) and 22-12-105 (3), the following may be grounds for suspension or expulsion from a public school:
1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student.
   a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times or more during the course of the school year on school grounds, in a
school vehicle or at a school activity or sanctioned event. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.

b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."

5. The use, possession or sale of a drug or controlled substance.
6. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2, Article 3, Title 18, C.R.S. other than the commission of an act that would be third degree assault under C.R.S. 18-3-204 if committed by an adult.
7. 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 brings or possesses 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.

For purposes of this paragraph, "dangerous weapon" means:

a. A firearm.

b. Any pellet gun, 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 or a spring loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.

d. 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.

8. Repeated interference with a school's ability to provide educational opportunities to other students.
9. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property without the authorization of the school or school district.
10. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

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

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

Issued: October 2002
Revised: February 2018

File: JKF*

**EDUCATIONAL ALTERNATIVES FOR EXPELLED STUDENTS**

Upon request of a student or the student’s parent/guardian, the district shall provide educational services deemed appropriate by the district for any student expelled from the district. The educational services will be designed to enable the student to return to school or successfully complete the GED; whichever is deemed appropriate by the district.
Educational services includes tutoring, alternative educational programs, including on-line programs authorized by state law, or vocational education programs that provide instruction in the academic areas of reading, writing, mathematics, science and social studies. In addition to educational services, the student or parent/guardian may request any of the services provided by the district through agreements with state agencies and community organizations for at-risk students.

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

Educational services provided by the district shall be designed to provide a second chance for the student to succeed in achieving an education. While receiving educational services, a student may be suspended or expelled pursuant to the discipline code of the district. Except as required by federal law for special education students, any student who is suspended or expelled while receiving educational services pursuant to this policy shall not receive further services until the period of suspension or expulsion is completed. The educational services may be provided directly by the district or through agreements with state agencies and community organizations entered into pursuant to state law. The services need not be provided on school district property.

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

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

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

Note: If the expelling school district expelled fewer than fifty students during the preceding school year, the expelling district may provide services in cooperation with one or more other school districts, BOCES or pilot schools. If so, 80% of PPOR, reduced in proportion to the amount of time remaining in the school year, will be transferred from the expelling district to the entity providing the educational services.

Parents/guardians shall be notified in writing at the beginning of each school year of their right to request services from the district if their child is expelled. In addition, written notification shall be provided to the parent/guardian at the time of any expulsion.

All requests for services for expelled students must be made in writing to the principal (or to the principal’s designee) by the student or the student’s parent/guardian within 10 school days of the expulsion.

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

**Expulsion Prevention**

District personnel shall enforce provisions of the student code of conduct so that students demonstrating unacceptable behavior and their parents, guardians or legal custodians understand that such behavior shall not be tolerated and shall be dealt with according to the code.
However, it is the belief of the Board that all available alternatives should be explored to help students who are at risk of expulsion before expulsion becomes a necessary step. Expulsion shall be regarded as a punishment of last resort. The principal of each school shall work with the professional staff to identify students who are at risk of suspension or expulsion. Among those students who may be at risk are those who have been or are likely to be declared habitually truant or habitually disruptive.

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

1. Educational services (tutoring, alternative educational programs or vocational programs that provide instruction in the academic areas of reading, writing, mathematics, science and social studies)
2. Counseling services
3. Drug or alcohol addiction treatment programs
4. Family prevention services

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

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

**Grounds for Suspension/Expulsion**

According to Colorado Revised Statutes 22-33-106(1) (ape) and 3(e), the following shall be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children
4. Declaration as an habitually disruptive student for which expulsion shall be mandatory.

a. For purposes of this paragraph, “habitually disruptive student’ means a child who has been suspended pursuant to paragraph (1), (2), (3), or (5) of this exhibit three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events because of behavior that was initiated, willful and overt on the part of the child. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.
b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of “habitually disruptive student” and the mandatory expulsion of such students.

5. Serious violations in a school building or in or on school property for which suspension or expulsion shall be mandatory.

**Expulsion is mandatory for:**

a. the sale of a drug or controlled substance as defined in C.R.S. 12-22-303

b. the commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2, Article 3, Title 18, C.R.S. other than the commission of an act that would be third degree assault under C.R.S. 18-3-204 if committed by an adult

c. The carrying, bringing, using or possession 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.

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

1) A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.

2) Any pellet or BB gun or other devise, whether operational or not, designed to propel projectiles by spring action or compressed air

3) A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.

4) Any object, devise, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

1. Repeated interference with a school’s ability to provide educational opportunities to other students.

2. Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student’s immunization record with an appropriate explanation.

According to C.R.S. 22-33-106(2), subject to the district’s responsibilities under the Exceptional Children’s Education Act (see policy JK*-2, Discipline of Students with Disabilities), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:
1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.

2. Physical or mental disability or disease causing the attendance of the child suffering therefore to be detrimental to the welfare of other students.

Adopted: October 14, 2002

File: JKD/JKE-R

SUSPENSION/EXPULSION OF STUDENTS
(Hearing Procedures)

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

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

1. Notice. The principal, designee or the superintendent at the time of contemplated action will give the student and the parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent/guardian.

2. Contents of notice. The notice will contain the following basic information:
   a. A statement of the charges against the student.
   b. A statement of what the student is accused of doing.
   c. A statement of the basis of the allegation. Specific names may be withheld if necessary.

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

3. Informal hearing. In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.

4. Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the informal hearing.

5. If the student's presence in school presents a danger. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.

6. Notification following suspension. If a student is suspended the administrator delegated the authority to suspend will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.

7. Removal from school grounds. A suspended student must leave the school building and the school grounds immediately after the parent/guardian and administrator have determined the best way to transfer custody of the student to the parent/guardian.
8. **Re-admittance.** No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.

9. **Make-up work.** Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive full or partial academic credit to the extent possible for make up work which is completed satisfactorily.

**B. Procedure for expulsion or denial of admission** In the event the Board of Education contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed:

1. **Notice.** Not less than 10 days prior to the date of the contemplated action, the Board of Education or an appropriate administrative officer of the district will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail addressed to the last known address of the student or the student's parent/guardian.

2. **Emergency notice.** In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.

3. **Contents of notice.** The notice will contain the following basic information:
   a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
   b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within 10 days after the date of the notice.
   c. A statement of the date, time and place of the hearing in the event one is requested.
   d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant and that the student may be accompanied and represented by a parent/guardian and an attorney.
   e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.

4. **Conduct of hearing.** A hearing may be requested by the parent/guardian. Such hearing will be conducted by the superintendent. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the superintendent but including in all events the student, the parent/guardian and, if requested, the student's attorney. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information. Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and the superintendent may consider and give appropriate weight to such information or evidence he or she deems appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or representative may question individuals presenting information. A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same. The superintendent will prepare specific factual findings and issue a written decision within five days after the hearing.

5. **Appeal.** Within 10 days after the decision of the superintendent, the student may appeal the decision to the Board. Failure to request an appeal within 10 days will result in a waiver of the right to appeal and the superintendent's decision will become final. If an appeal is properly requested, the Board will review the record concerning the expulsion or denial of admission. The record includes notices and other documents concerning the challenged action, the transcript of the testimony, if any, the hearing exhibits, the findings and recommendation of the superintendent, the superintendent's written decision, and other documents concerning the challenged action. The student may be represented by counsel at the appeal. Representatives of the district and the parents may make brief statements to the Board, but no new evidence may be presented unless such evidence was not reasonably discoverable at the time of the hearing. Members of the Board may ask
questions for purposes of clarification of the record. The Board will make final determination regarding the expulsion or denial of admission of the student and will inform the student and his parent/guardian of the right to judicial review.

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

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

7. Readmittance. A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:
   a. the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled;
   b. there is an identifiable victim of the expelled student's offense; and
   c. the offense for which the student was expelled does not constitute a crime against property. If the district has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family. No student will be readmitted to school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

C. Procedure for crimes of violence or unlawful sexual behavior

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

1. The Board or its designee will make a preliminary determination whether it will proceed with an expulsion hearing, based on the following factors:
   a. Whether the student has exhibited behavior that is detrimental to the safety, welfare and morals of other students or school personnel.
   b. Whether educating the student in school may disrupt the learning environment, provide a negative example for other students or create a dangerous and unsafe environment for students, teachers and other school personnel.

2. If it is determined that the student should not be educated in the schools of the district, the district may suspend or expel the student, in accordance with the procedures set forth above.

3. Alternatively, suspension or expulsion proceedings may be postponed, pending the outcome of the court proceedings. If the suspension or expulsion proceedings are postponed, the student will not be permitted to return to school during that period. An appropriate alternative education program, including but not limited to, an online program authorized by state law or a home-based education program will be established for the student during the period pending the resolution of the juvenile proceedings. The time that a student spends in an alternative education program will not be considered a period of suspension or expulsion.

4. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Board or designee may proceed to suspend or expel the student following the procedures set forth in these regulations.
5. Information regarding the details of the alleged crime of violence or unlawful sexual behavior will be used by the Board or its designee for the purposes set forth in this policy, but shall remain confidential unless the information is otherwise available to the public by law.
Adopted: February 2018

CODE OF CONDUCT

The principal may suspend or recommend expulsion of a student who engages in one of more of the following activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off of school property.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.

2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.

3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.

4. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.

5. Violation of district policy or building regulations.

6. Violation of the district’s policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, brings, using or possessing a dangerous weapon without the authorization of the school or school district, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.

7. Violation of the district’s alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.

8. Violation of the district’s violent and aggressive behavior policy.

9. Violation of the district’s tobacco-free schools policy.

10. Violation of the district’s policy on sexual harassment.

11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.

12. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.

14. 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.

15. Lying or giving false information, either verbally or in writing, to a school employee.

16. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.

17. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

18. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.

19. Repeated interference with the school’s ability to provide educational opportunities to other students.

20. 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.

Each principal shall post a copy of these rules in a prominent place in each school and shall distribute a copy to each student. Copies also shall be available to any member of the public upon request.

Adoption date: September 25, 2000

File: JICDD

**VIOLENT AND AGGRESSIVE BEHAVIOR**

The Board recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the district.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall receive appropriate intervention to change behavior before a crisis occurs and shall be subject to disciplinary action when appropriate.

Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be well documented and communicated by the staff to the building principal and superintendent. The Board of Education shall be informed of all students who are receiving intervention. The immediate involvement of the parents/guardians is also essential. Law enforcement officials shall be involved if there is any violation of law.
An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

**Possession** –
Threat with or use of a weapon – as described in the district’s weapons policy
Physical assault – the act of striking or touching a person or that person’s property with a part of the body or with any object with the intent of causing hurt or harm

**Verbal abuse** –
Includes, but is not limited to swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or a group

**Intimidation** –
An act intended to frighten or coerce someone into submission or obedience
Extortion – the use of verbal or physical coercion in order to obtain financial or material gain from others

**Gang Activity** –
As described in the district’s secret societies/gang activity policy

**Sexual harassment** –
As described in the district’s sexual harassment policy

**Stalking** –
The persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual

**Defiance** –
A serious act or instance of defying or opposing legitimate authority

**Discriminatory Slurs** –
Insulting, disparaging or derogatory comments made directly or by innuendo regarding a person’s race, sex, sexual orientation, religion, national or ethnic background or handicap

**Vandalism** –
Damaging or defacing property owned by or in the rightful possession of another

**Terrorism** –
A threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building

**Bullying** –
Bullying is repeated, unprovoked behavior intended to cause harm or distress (oppression) to a victim who is vulnerable due to a real or perceived imbalance of power. A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." This definition includes two important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.

Bullying behavior is categorized as:

♦ Physical: hitting, kicking, spitting, choking, pushing, tripping, slapping, poking, hair pulling, biting, fighting, unwanted touching, threatening gesturing, theft, and written harassment including oppressive notes and e-mails. Bullying behavior also includes sexual harassment, gang or group initiations, and hazing.

♦ Verbal: insults, taunting, degrading teasing, name calling, threats, slander, passing blame, defaming, and blackmail.

♦ Psychological (often called indirect or social bullying): social ostracism, rumors, shunning, intimidation, extortion, manipulation, and character assassination.

♦ Cyber-Bullying: the use of electronic information and communication devices to include and not be limited to, email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that: Deliberately threatens, harasses, intimidates an individual or group of individuals; or places an individual in reasonable fear of harm to the individual or damage to the individual’s property or has the effect of substantially disrupting the orderly operation of the school.

Such threatening actions that compromise the peace of mind or the personal safety of an individual

Revised: September 2001

File: JICI

WEAPONS IN SCHOOL

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

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

Carrying, bringing, using or possessing a “dangerous weapon” in any school building, on school grounds, in any school vehicle or at any school-sponsored activity 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.

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 and such action shall be considered when determining appropriate disciplinary action, if any.

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

- A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.

- Any pellet, BB gun or other devise, whether operational or not, designed to propel projectiles by spring action or compressed air.

- A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
Any object, devise, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.

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

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

School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it. In such case, school personnel shall consult with law enforcement to determine whether referral of the student to law enforcement is necessary and how to properly dispose of the firearm or weapon or return it to its owner.

Adoption date: September 25, 2000
Revised: December 10, 2002

File: JICH

**DRUG AND ALCOHOL USE BY STUDENTS**

The Mountain Valley RE-1 School District shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents, community and its agencies.

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

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

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

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.
Students violating this policy shall be subject to disciplinary sanctions, which may include suspension and/or expulsion from school and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.
The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents and students with information concerning education and rehabilitation programs which are available. Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

The district shall provide all students and parents with a copy of this policy and its accompanying procedures on an annual basis.

The Board shall conduct a biennial review of its drug prevention program to determine its effectiveness, to implement any required changes and to insure that the disciplinary sanctions required are consistently enforced.

**DRUG AND ALCOHOL INVOLVEMENT BY STUDENTS**

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

**Use**

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

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

   b. If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the student's parent or guardian general information and resources related to substance abuse.
2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. 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 the student 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 or drug-related paraphernalia in violation of Board policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband shall notify the principal or designee 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 or drug-related paraphernalia in violation of Board policy will request that the student accompany him or her to the principal or designee. If the student refuses, the staff member will notify the principal or designee 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
1. The student will be suspended for ten days and recommended for expulsion upon the second offense and all subsequent offenses within any three-year period.

[Revised June 2013]
TOBACCO-FREE SCHOOLS

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 any tobacco product by students is also prohibited on school property. 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, i.e., teacherages.
   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 sanctioned 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, snuff and chewing tobacco; and
   b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, 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. This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings. Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

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

Revised: June 2012
Revised: October 2017

LEGAL REFS.: 20 U.S.C. 7181 et seq. (Pro-Children Act of 2001 contained in No Child Left Behind Act of 2001 prohibits smoking in any indoor facility used to provide educational services to children)
C.R.S. 18-13-121 (furnishing tobacco products to minors)
C.R.S. 22-32-109 (1)(bb) (policy required prohibiting use of tobacco products on school grounds)
C.R.S. 22-32-109.1 (2)(a)(I)(H) (policy required as part of safe schools plan)
C.R.S. 25-14-103.5 (tobacco use prohibited on school property)
C.R.S. 25-14-301 (Teen Tobacco Use Prevention Act)

CROSS REFS.: IHAMA, Teaching about Drugs, Alcohol and Tobacco
KFA, Public Conduct on District Propert
SECRET SOCIETIES/GANG ACTIVITY

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior. The principal or designee shall take reasonable steps to deter gang intimidation of students and confrontations between members of different gangs on school grounds, in school vehicles and at school activities or sanctioned events.

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

Adopted: September 2000
Revised: February 2018

SECRET SOCIETIES/GANG ACTIVITY

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

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

Gang prevention education
Gang prevention instruction offered in the schools will:
1. Explain the dangers of gang membership.
2. Include lessons or role-playing workshops in nonviolent conflict resolution and gang avoidance skills.
3. Promote constructive activities available in the community.
4. Involve students in structured, goal-oriented community service projects.
5. Encourage positive school behavior.
Gang prevention lessons may be taught jointly by teachers and law enforcement officers.

Community outreach
Gang prevention classes or counseling offered for parents/guardians will address the following topics:
1. Dangers of gang membership.
2. The nature of local gang apparel and graffiti.
3. Ways to deal effectively with one's children.
4. Warning signs which may indicate that children are at risk of becoming involved with gangs.

Community programs offered for staff, parents/guardians, churches, city officials, business leaders and the media will address:
1. The scope and nature of local gang problems.
2. Ways that each segment of the community can help to alleviate these problems.

**Intervention measures**

Staff members will make efforts to assimilate gang-oriented students into the academic, extracurricular and social mainstream and into work experience programs. To this end:
1. Staff members will be provided with the names of known gang members.
2. Insofar as possible, classroom teachers will assign individual gang-oriented students to cooperative learning groups in which they may work toward common goals with students who are not members of their gang.
3. Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.

Adopted: September 2000
Revised: February 2018

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**STUDENT INTERROGATIONS, SEARCHES AND ARRESTS**

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

**Interviews by school administrators**

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

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

**Searches conducted by school personnel**

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

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

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

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

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

Search of the student's person or personal effects

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

a. Evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws.

b. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

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

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

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

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

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

Seizure of items

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

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

**Interrogations and interviews**

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

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 make an effort to 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. However, whether or not to postpone the interview or interrogation until the parent/guardian arrives is the law enforcement officer's decision.

**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.

Revised June 2013

**SEXUAL HARASSMENT**

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in the Board's policy concerning unlawful discrimination and harassment.
**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 grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

**Sexual harassment prohibited**
Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment.

For a one-time incident to rise to the level of harassment, it must be severe.

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

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

**Sexual harassment as defined above may include, but is not limited to:**
1. sex-oriented verbal "kidding," abuse or harassment,
2. pressure for sexual activity,
3. repeated remarks to a person with sexual implications,
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another,
5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns,
6. sexual violence.

**Reporting, investigation and sanctions**
Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a complaint, through the district's complaint and compliance process. All reports and indications from students, district employees and third parties shall be forwarded to the compliance officer. All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated. Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a
sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with applicable law and Board policy.

**Notice and training**
Notice of this policy shall be circulated to all district schools and departments and incorporated in all student handbooks. All students and district employees shall receive periodic training related to recognizing and preventing sexual harassment. District employees shall receive additional periodic training related to handling reports of sexual harassment.

Adopted: March 1998
Revised: September 2018

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**USE OF PHYSICAL INTERVENTION AND RESTRAINT**

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

**Physical intervention**
Corporal punishment shall not be administered to any student by any district employee. Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student, that does not constitute restraint as defined by this policy, to accomplish the following:
1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others. Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

**Restraint**
For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force and seclusion. Restraint shall not include the holding of a student for less than five minutes by a district employee for the protection of the student or others and other actions excluded from the definition of restraint in state law. District employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior. District employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation. Restraint shall only be administered by district employees trained in accordance with applicable State Board of Education rules.

**Exceptions**
The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:
1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111 (3); and
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. 18-1-901 (3)(e).

NOTE: Information concerning the district's policies for the use of restraint and seclusion on students and information concerning the process for filing a complaint regarding the use of restraint and seclusion, as set forth by rules of the State Board of Education, must be included in the student conduct and discipline code distributed to students. C.R.S. 22-32-109.1 (2)(a)(I)(L).

Adopted: September 2010  Revised: February 2018
USE OF PHYSICAL INTERVENTION AND RESTRAINT

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

1. "Restraint" means any method or device used to involuntarily limit freedom of movement, including but not limited to bodily physical force and seclusion.

2. "Physical restraint" means the use of bodily, physical force to involuntarily limit an individual's freedom of movement. "Physical restraint" does not include:
a. holding of a student for less than five minutes by a staff person for the protection of the student or others;
b. brief holding of a student by one adult for the purpose of calming or comforting the student;
c. minimal physical contact for the purpose of safely escorting a student from one area to another;
d. minimal physical contact for the purpose of assisting the student in completing a task or response.

3. "Mechanical restraint" means a physical device used to involuntarily restrict the movement of a student or the movement or normal function of the student's body. "Mechanical restraint" does not include:
a. devices recommended by a physician, occupational therapist or physical therapist and agreed to by a student's IEP team or Section 504 team and used in accordance with the student's Individualized Education Program (IEP) or Section 504 plan;
b. protective devices such as helmets, mitts, and similar devices used to prevent self-injury and in accordance with a student's IEP or Section 504 plan;
c. adaptive devices to facilitate instruction or therapy and used as recommended by an occupational therapist or physical therapist, and consistent with a student's IEP or Section 504 plan; or

d. positioning or securing devices used to allow treatment of a student's medical needs.

4. "Chemical restraint" means administering medication to a student (including medications prescribed by the student's physician) on an as needed basis for the sole purpose of involuntarily limiting the student's freedom of movement. "Chemical restraint" does not include:
a. prescription medication that is regularly administered to the student for medical reasons other than to restrain the student's freedom of movement (e.g. Asthma-cort, medications used to treat mood disorders or ADHD, Glucagon); or
b. the administration of medication for voluntary or life-saving medical procedures (e.g. EpiPens, Diastat).

5. "Prone restraint" means a restraint in which the student being restrained is secured in a prone (i.e., face-down) position.

6. "Seclusion" means the placement of a student alone in a room from which egress is involuntarily prevented. "Seclusion" does not mean:
a. placement of a student in residential services in the student's room for the night; or
b. time-out.

7. "Time-out" is the removal of a student from potentially rewarding people or situations. A time-out is not used primarily to confine the student, but to limit accessibility to reinforcement. In time-out, the student is not physically prevented from leaving the designated time-out area and is effectively monitored by staff.
8. "Emergency" means serious, probable, imminent threat of bodily injury to self or others with the present ability to effect such bodily injury. Emergency includes situations in which the student creates such a threat by abusing or destroying property.

9. "Bodily injury" means physical pain, illness or any impairment of physical or mental condition as defined in C.R.S. 18-1-901(3)(c).

10. "State Board Rules" mean the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act, 1 CCR 301-45.

11. "Parent" shall be as defined by the State Board rules.

**B. Basis for use of restraint**

Restraints shall only be used:
1. In an emergency and with extreme caution; and
2. After:
   a. the failure of less restrictive alternatives (such as Positive Behavior Supports, constructive and non-physical de-escalation, and re-structuring the environment); or
   b. a determination that such alternatives would be inappropriate or ineffective under the circumstances.

3. Restraints shall never be used as a punitive form of discipline or as a threat to gain control or gain compliance of a student's behavior.

4. School personnel shall:
   a. use restraints only for the period of time necessary and using no more force than necessary; and
   b. prioritize the prevention of harm to the student.

**C. Duties related to the use of restraint - general requirements**

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

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

**D. Proper administration of specific restraints**

1. Chemical restraints shall not be used.
2. Mechanical and prone restraints shall not be used, except in the limited circumstances permitted by state law and described as exceptions in the accompanying policy.
3. Physical restraint
   a. A person administering the physical restraint shall only use the amount of force necessary to stop the dangerous or violent actions of the student.
b. A restrained student shall be continuously monitored to ensure that the breathing of the student in such physical restraint is not compromised.
c. A student shall be released from physical restraint within fifteen minutes after the initiation of the restraint, except when precluded for safety reasons.

4. Seclusion
a. Relief periods from seclusion shall be provided for reasonable access to toilet facilities.
b. Any space in which a student is secluded shall have adequate lighting, ventilation and size.
c. To the extent possible under the specific circumstances, the space should be free of injurious items.

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

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

G. Review of specific incidents of restraint
1. The district shall ensure that a review process is established and conducted for each incident of restraint used. The purpose of this review shall be to ascertain that appropriate procedures were followed and to minimize future use of restraint.
2. The review shall include, but is not limited to:
a. staff review of the incident;
b. follow up communication with the student and the student's family;
c. review of the documentation to ensure use of alternative strategies; and
d. recommendations for adjustment of procedures, if appropriate.
3. If requested by the district or the student's parents, the district shall convene a meeting to review the incident. For students with IEPs or Section 504 plans, such review may occur through the IEP or Section 504 process.

H. General review process
1. The district shall ensure that a general review process is established, conducted and documented in writing at least annually. The purpose of the general review is to ascertain that the district is properly administering restraint, identifying additional training needs, minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incidence of injury to students and staff.

2. The review shall include, but is not limited to:
   a. analysis of incident reports, including all reports prepared pursuant to paragraphs F.1 and F.3 above and including, but not limited to, procedures used during the restraint, preventative or alternative techniques tried, documentation, and follow up;
   b. training needs of staff;
   c. staff to student ratio; and
   d. environmental conditions, including physical space, student seating arrangements and noise levels.

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

Adopted: September 2010
Revised: February 2018

File: JICDE

BULLYING PREVENTION AND EDUCATION

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

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

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

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

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:
1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

The district's comprehensive program to address bullying shall incorporate provisions for adequate due processes and safeguards for students accused of bullying behaviors, in accordance with applicable law and Board policy.

The district shall administer surveys of students' impressions of the severity of bullying in their schools. Such surveys shall be conducted in accordance with applicable law and Board policy. Students' survey responses shall be confidential. Participation in the surveys shall not be required and students shall voluntarily "opt in" to participate in the survey.

The district school(s) included in the district's bullying prevention and education grant shall appoint a team of persons to advise school administration concerning the severity and frequency of bullying incidents. The school team(s) may include, but need not be limited to, counselors, teachers, school administrators, parents, students, law enforcement officials, social workers, prosecutors, health professionals and mental health professionals.

Adopted: July 2001
Reviewed: November 2011
Revised: December 2018

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(K) (policy required as part of safe schools plan)
CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JB, Equal Educational Opportunities
JBB*, Sexual Harassment
JICDA, Code of Conduct
JICDD*, Violent and Aggressive Behavior
JICJ, Student Use of Cell Phones and Other Personal Technology Devices
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
**EXTRA-CURRICULAR ACTIVITIES**

A student who has an unexcused tardy or unexcused absence cannot attend a school activity or practice after school that day. Athletes may dress out and attend the game but cannot play. If the absence is unexcused and the student is not participating in an activity after school on the day of the absence the student will spend detention after school on the first detention day following the unexcused absence. Activity sponsors and coaches are expected to institute rules of attendance for their activity and practices that are written in accordance with and in the spirit of District attendance/absence procedures and rules.

**Eligibility**

Eligibility will be determined each week for participation in sports activities. Teachers will indicate any students who have grades below a “C” (70%). Student grades must be posted no later than Monday morning at 9:00 A.M. The grades will reflect academic progress up to that point in the grading period.

NOTE: The eligibility list will be posted by 10:00 A.M. on Monday. Parent/student notices will be mailed by 9:00 a.m. Tuesday. The student will be ineligible/eligible Monday through Sunday of the posting week. Three or more D’s; two or more F’s; any combination of an F and a D; or an F for two consecutive weeks constitutes being ineligible.

To be eligible to participate in Colorado High School Activities Association (CHSAA) (Sports, Knowledge Bowl and Music Competitions, etc), a student must maintain a passing average or better in addition to meeting all the other CHSAA’s eligibility rules.

When a student is ineligible, the coach will make the decision regarding the student’s right to ride the bus with the team.

In addition to Mountain Valley eligibility rules, CHSAA rules also apply. Please call the Athletic Director.

*Participation in extracurricular activities is also subject to the above eligibility guidelines.*

**Definitions**

For purposes of this policy, the following definitions apply:

- “Activity” means any extracurricular or interscholastic activity including but not limited to any academic, artistic, athletic, recreational or other related activity offered by a public school.

- “School of attendance” means the school in which a student is enrolled and attends classes.

- “School district of residence” means the school district in which a student resides.

- “School of participation” means a school in which the student participates in an activity but is not the student’s school of attendance.

**Participation in activities**
All students meeting eligibility requirements are entitled to participate in extracurricular activities at their school of attendance. Subject to the same eligibility requirements, the district shall allow students enrolled in any school (including charter schools, nonpublic schools and home schools) to participate on an equal basis in any activity offered by the district that is not offered at a student’s school of attendance.

If an activity is not available at a student’s school of attendance, the student may choose to participate at another public or non-public school in the district. When choosing, the student must choose the school that offers the greatest number of activities in which the student wishes to participate. If the original school of participation chosen by the student does not offer an activity in which the student wishes to participate, the student may participate in activities at more than one school of participation during the same school year.

If an activity is not offered by the school of participation, the student may seek to participate in a contiguous school district. However the contiguous district will choose the specific school of participation. When choosing, that district must choose the school that offers the greatest number of activities in which a student wishes to participate.

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

Students who are residents of the school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.

**Eligibility requirements**

To participate in activities at a school of attendance, a student shall meet all of the requirements imposed by the school of attendance.

To participate in activities at a school of participation students must comply with:

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

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

**Transfer students**

If a student transfers enrollment to another school without an accompanying change of domicile by the student’s parent/guardian, the student’s eligibility to participate is determined by the district’s eligibility requirements and Colorado High School Activities Association (CHSAA) rules. However, a student cannot be prohibited from participating in any interscholastic athletic activity at the school to which the student transfers if the transfer occurs no later than 15 days after the beginning of the school year and prior to the student’s participation in the interscholastic athletic activity during the same school year at his or her prior school.
Participation fee

Non-enrolled students participating in district activities shall pay the same fee charged enrolled students for participation in the activity. (NOTE: District may charge non-enrolled students up to 150% of the fee charged enrolled students.)

CHSAA requirements

Eligibility requirements as published by the Colorado High School Activities Association (CHSAA) shall be observed by all students at the high school level. Additional eligibility requirements may be imposed by the school district for both high school and middle school students.

Such eligibility requirements shall include good citizenship, acceptable academic standing, parental permission and good health (sports only). All eligibility requirements may be imposed by the school district for both high school and middle school students.

Student participation in an activity through any amateur association or league that is not a member of Colorado High School Activities Association (CHSAA) shall not prevent the student from participating or affect eligibility to participate in the same activity at any school as long as the student has the express written permission of the principal at the school of participation, the student’s class attendance is not compromised and the student is in good academic standing.

Appeal

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

As an alternative, a student may bypass the appeal process by filing a request for binding arbitration with the school district or entity issuing the sanction or finding. The cost associated with the arbitration procedure shall be shared according to state law. The parties shall select an arbitrator and proceed as provided in state law. Students may not appeal a coach’s team rules that are uniformly applied to all team members.

Athletics

The extra-curricular athletic program is designed to promote a wholesome and meaningful educational experience for all middle and high school students. The intent of these activities is to promote good sportsmanship, character building, physical development, coordination, honesty, and trust.

Interscholastic competition is an integral part of your school life. Athletics, however, is only a portion of that total experience. For this reason, we ask all participants to become student-athletes, showing excellence in the classroom as well as in their chosen sport(s).

Through voluntary participation, the athlete gives time, energy and loyalty to the school and the program. He/she also accepts the training rules, regulations and responsibilities, which are established by coaches, approved by the administration and are unique to the athletic program.

General Athletic Regulations

Colorado High School Activities Association and the Mountain Valley School rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment,
etc. Each coach has the responsibility to know, to inform team members and parents, and to enforce school (refer to MVS Athletic Handbook) and CHSAA regulations in these matters.

All students who attend Mountain Valley in grades 6-12 are eligible to participate in the athletic program provided they meet the following requirements:

- Enrolled in grades 6-12.
- They must have written proof of a current physical exam prior to the sport in which they participate on file in the office.
- They must have read with their parents the CHSAA (Colorado High School Activities Association) information brochure. This must be signed by student and parent and be on file in the office.
- The form must be signed and on file in the office which indicates that the parents are aware that the school does not provide insurance and that the students who are going to play any sport must have their own insurance and/or sign a waiver indicating that they are responsible for their child.
- Each athlete must maintain his/her class work to a satisfactory level. Weekly eligibility is required for participation in athletics.
- She/he must abide by all the rules and regulations, which the coach/sponsor presents to the students in written form.
- Any student who fails any two classes (incompletes are considered F’s for the purpose of eligibility) at the semester will be ineligible to play the following nine weeks.

All infractions are subject to Colorado Revised Statutes as related to CRS 22-33-106(1)(a-e)3(e)
Suspension, expulsion denial of admission (Colorado Revised Statues)

File: JRA/JRC

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student’s parent/guardian or the eligible student, except as set forth in law and this policy. The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

Content and custody of student education records
The principal is the official custodian of records in his or her building. Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results;
health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP). Student education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement. Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student’s education records. In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student’s education record. School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

Access to student education records by parents and eligible students
A parent/guardian (“parent”) has the right to inspect and review his or her child’s education records, if the student is under 18 years of age. If a student is 18 years old or older (“eligible student”), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child’s education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

Request to amend student education records
A parent or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

Disclosure with written consent
Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student’s education record, the notice provided to the parent or eligible student shall contain the following:

a. The specific records to be disclosed;
b. The specific reasons for such disclosure;
c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
d. The method or manner by which the records will be disclosed; and
e. The right to review or receive a copy of the records to be disclosed. The parent’s or eligible student’s consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required by this policy. All signed consent forms shall be retained by the school district.

Disclosure without written consent
The district may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:
1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
a. For purposes of this policy, a “school official” is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.

b. A school official has a “legitimate educational interest” if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official district business and not for purposes extraneous to the official’s areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.

2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student’s application or transfer period may be supplemented, updated or corrected as necessary.

3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.

4. The disclosure is in connection with a student’s application for, or receipt of financial aid.

5. The disclosure is to state and local officials and concerns the juvenile justice system’s ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children’s Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.

6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.

7. The disclosure is to accrediting organizations for accrediting functions.

8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.

9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.

10. The disclosure is to comply with a judicial order or lawful subpoena. The district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:
   a. The court order or subpoena prohibits such notification; or
   b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.

11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.

12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student’s case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.

13. The disclosure is of “directory information” as defined by this policy.

**Disclosure of directory information**

Directory information may also be disclosed without written consent of the parent or eligible student. “Directory information” means information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, email address, photograph, date and place of birth, major
field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a password known only by the authorized user. Student telephone numbers and addresses shall not be disclosed pursuant to this section. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 15th or the following Monday if September 15th is a Saturday or Sunday.

**Disclosure of disciplinary information to school personnel**
In accordance with state law, the principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. State law requires the principal or designee to inform the student and the student’s parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student’s parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

**Disclosure to military recruiting officers**
Names, addresses and home telephone numbers, as well as directory information, of secondary school students shall be released to military recruiting officers within 90 days of the request, unless a parent or eligible student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

**Disclosure to Medicaid**
In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student’s name, date of birth and gender to Health Care Policy and Financing (Colorado’s Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the district shall: include a consent form with the “start of school” information each fall.

**Disclosure to the Colorado Commission on Higher Education (CCHE)**
On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

**Annual notification of rights**
The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights. A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the office of the superintendent during normal business hours.

**Governing law**
The district shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The district shall be entitled to take
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 will specify whether the fee is voluntary or mandatory and the specific activity from which the student will be excluded if the fee is not paid.

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

**Textbook fees**

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

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

Indigent students, as determined in accordance with district guidelines, shall not be required to pay a textbook rental fee, damage deposit or fine for lost or damaged books. A student shall not be refused use of textbooks based on failure to pay the required fees.

**Fees for expendable supplies and materials**

Teachers shall determine a basic course for each class which can be completed with materials furnished by the school. However students may be charged a fee for expendable supplies and materials used in the course. Locks provided for middle and high school lockers will incur a fee if not returned at the end of a school year. Fees for expendable supplies and materials shall relate directly to the actual cost of providing these materials to the student. These fees shall be waived for indigent students. Students shall be required to pay for materials that go into shop, crafts or art projects that are above the basic requirements for the course and are to be retained by the student.
Miscellaneous fees

Students may be asked to pay miscellaneous fees on a voluntary basis as a condition of participating in or attending a school-sponsored activity or program not within the academic portion of the educational program. Fees for the use of items such as choral robes, band uniforms and school-owned instruments shall be approved by the Board upon the recommendation of the superintendent.

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

Waiver of fees

All fees, fines and charge shall be waived for indigent students. For purposes of determining if a student is able to pay, an indigent student is defined as any child who is eligible for a free or reduced price lunch under the federal poverty income guidelines.

Fee schedule

The district shall prepare and make available upon request a complete list of student fees, describing how the amount of each fee was derived and the purpose of each fee.

Parents shall be informed on the fee schedule or otherwise regarding how to apply for a waiver of fees, whether fees are voluntary or mandatory and the specific activity from which the student will be excluded if the fee is not paid. Students qualifying for a fee waiver will receive it without unnecessary embarrassment or public exposure of their need.

File:JICEA

SCHOOL-RELATED STUDENT PUBLICATIONS
(School Publications Code)

The Board encourages students to express their views in school-sponsored publications while observing rules for responsible journalism and complying with this policy and state and federal law. To protect the rights of all members of the school community and to support the district's educational mission and purposes, students are prohibited from publishing expression which:

- is false or obscene;
- is 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.

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, its accompanying regulation
and applicable state and federal 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.

Revised: 1997
Revised: November 2018

**SCHOOL-RELATED STUDENT PUBLICATIONS**
(School Publications Code)

1. **Purpose**
School-sponsored publications provide an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism. Content of school-sponsored publications should reflect all areas of student interest, including topics about which there may be dissent or controversy.

2. **Prohibited materials**
The following defines those materials prohibited by this regulation's accompanying policy.

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

   b. Students may not publish expression that is libelous, slanderous or defamatory under state law. "Libelous" is defined as a false and unprivileged statement about a person that injures the individual's reputation in the community.

   c. Expression that is false as to any person who is not a public figure or involved in a matter of public concern is prohibited. If the allegedly libeled individual is a "public figure or official," the official must show that the false statement was published with actual malice, as the terms are defined in law.

   d. Expression which 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 rights of others to privacy, or threatens violence to property or persons is prohibited. In order for a student publication to be considered disruptive, there must exist specific facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial material disruption to normal school activity would occur if the material were distributed. Material that stimulates heated discussion or debate does not constitute the type of disruption that is prohibited.

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

4. **Procedures for resolving differences**

File:JICEA-R
Student editors will work first with the publications advisor to resolve any differences. If the problem cannot be resolved at this level, the student editors and/or the publications advisor will work with the principal to resolve any problems. If the problem is not resolved at the principal level, the student editors and/or the publications advisor may appeal to the superintendent. The superintendent's decision shall be final.
Revised: November 2018

Student Distribution of Noncurricular Materials

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

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

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

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

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

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

This policy and the accompanying regulations shall be included in all student handbooks.

Revised 1997

STUDENT ACTIVITIES (CO CURRICULAR AND EXTRACURRICULAR)

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

Activity offerings shall be of sufficient variety and number to meet the wide range of interests of students. Most activities shall be an outgrowth of curriculum activities. All participation shall be voluntary.
Guidance shall be offered to encourage non-participants who need the activity and to curb the overly enthusiastic from over-participation at the expense of academic performance

The goal for each student shall be a balanced program of academic studies and extracurricular activities

All activities shall be supervised. All clubs and groups shall have a faculty advisor

Activities for public view shall be kept to a minimum. They shall be closely supervised to avoid the expenditure of excessive time and effort by students

Participation in any school or interscholastic school activity may not be barred because of a student’s participation in unlawful activities during out-of-school hours and off school property

Revised July 1997

STUDENT ORGANIZATIONS
(Secondary Schools)

Secondary schools in the district may encourage students to broaden their knowledge and citizenship by permitting the formation of clubs or other groups that relate to subject matter covered by the curriculum. Such organizations shall operate within the framework of state statutes, Board policy, administrative rules and the parameters of the learning program.

Each building principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the principal prior to the formation of any club or organization in a school and the assignment of at least one faculty adviser to each approved student organization.

All student organizations are required to open membership to all interested and/or eligible students. Fraternities, sororities and/or secret societies shall not receive recognition in any manner under this policy.

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty adviser must attend every meeting of the student organization whether conducted on school premises or at another location.

The principal is responsible for determining that the purpose of a student organization is related to the curriculum. The principal is authorized to deny all other requests to conduct meetings on school premises.

Student organizations shall be considered directly related to the curriculum if one or more of the following applies:

- The subject matter of the group actually is taught in a regularly-offered course
- The subject matter of the group concerns the body of courses as a whole
- Participation in the group is required for a particular course
- Academic credit or extra credit is given for participation in the group

When the principal denies the request of a student organization desiring to meet or form in a particular school, the principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the superintendent within 10 days of the denial for a review of the principal’s decision.

Revised 1997
LIMITED OPEN FORUM

Students in secondary schools (grades 6-12) in this district shall be permitted to organize and conduct meetings of non-curriculum-related student clubs or other groups to pursue specialized activities outside the classroom. Such groups shall not be considered school-sponsored student organizations nor be given all the privileges afforded to school-sponsored organizations.

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

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

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

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

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

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

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

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

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

The school district, through the building principal, retains the authority to prohibit meetings which otherwise would be unlawful. Further, nothing in this policy shall be construed to limit the authority of the school to maintain discipline on school premises, to protect the well-being of students and faculty and to insure that attendance at meetings is voluntary. Neither shall anything in this policy be used to imply that the school is sponsoring a non-curricular student group. No public funding or support shall be extended to non-curricular student groups other than an opportunity to meet on school premises.
In providing equal access to school facilities for all non-curricular groups, the district is not expressing any opinion or approval of the subject matter discussed at any meeting nor is it advocating or supporting in any manner the point of view expressed by any student or group meeting as allowed by this policy.

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

Revised 1997

**STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

Decisions made by school personnel which students believe are unfair or in violation of pertinent Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints. Grievance and investigation procedures are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services.

Revised: 1997, June 2019, August 2020

**STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

For the purposes of this procedure, the following categories of complaints are established:
1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board policies and regulations
5. Curricular programs
6. Unlawful discrimination
7. All others

Complaints must be initiated in writing, dated and signed by the complainant. Forms for this purpose are available in the principal’s office. Completed forms must be filed with the appropriate persons as follows:
1. Conduct of an individual: immediate supervisor of the individual. The building principal is the supervisor of the teachers; the appropriate director is the supervisor of the principal or support staff members.
2. Departmental procedures: Building principal.
4. Board policies and regulations: Appropriate director.
5. Curricular programs: Appropriate director.
6. Unlawful discrimination: see Policies AC, JB, and JBB*.
7. All others: Building principal.

When a complaint is filed in writing, a conference will be held with the complainant within five school days. A written response will be given to the complainant within 10 school days following the conference. If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 10 school days in accordance with the appeal procedures. Appeals must be made in the following order: building principal, appropriate director, superintendent, Board of Education.
When an appeal has been filed in writing, a conference will be held with all parties involved within 10 school days. A written response will be given to the complainant within 10 school days following the conference. If the appeal should reach the level of the Board of Education, a meeting with the Board will be scheduled within 20 school days after a written appeal has been filed. A written response from the Board will be given to the complainant within 10 school days following the conference.

Revised: 1997
Revised: June 2019

STUDENT HEALTH SERVICES AND RECORDS

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

The objectives of the school health program are:

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

Health records

Health records shall be maintained by the nursing staff and kept in a separate and secure health file in the school health office.

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

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

Annual screening programs

The sight and hearing of all students in kindergarten, first, second, third, fifth, seventh and ninth grades or students in comparable age groups referred for testing shall be tested during the school year by the school nurse, teacher, principal or other qualified person authorized by the school district, as required by law.

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

This provision shall not apply to any student whose parent/guardian objects on religious or personal grounds.

Dental health

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

Communicable diseases
Students showing symptoms of a communicable disease, an infectious condition, or illness or disability of a serious nature shall be referred to the school nurse. The school nurse shall report to the principal for appropriate action the names of students with communicable diseases.

Adoption Date: June 18, 2001

File: KBBA

CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

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

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

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

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

Revised 1997

File: JLCB

HEALTH SERVICES

In order to be most effective, the office needs to know of any change in the student’s health information. Parents are encouraged to call the school with this information and also to keep telephone numbers and other emergency information up to date.

Occasionally, the school may decide that an ill student should go home. In this case, the school will telephone the parents with information about their child and request that they pick the student up or obtain permission for the child to go home.

Students who are injured during the day must stop by the office for first aid. The school has recently updated the school procedure on the giving of medications to students by school personnel. If you child must have medication of any type, including over the counter medicine, such as Tylenol, you have a few choices:

- You may come to school and give it to the child at the appropriate time
- You may use the school medication form and have your doctor indicate on the form the drug, dose, time to be given, and be sure that the doctor signs the form. We also will require a pharmacy labeled bottle
containing the medication and instruction. A designated staff member will administer said medication. The medication form is available in the school office.

You may discuss with your doctor an alternative schedule of medication so it can be given outside of school hours.

In fairness to those giving the medication and in safety to your child, these procedures must be followed strictly. We ask this not to make things difficult for you, but to insure the health and well being of all students.

Remember, the only way we can give medication at school is with a school medication form filled out by the doctor and signed by him/her with a proper container. Please feel free to stop by the office any time to pick up a permission slip for medication.

Immunization requirements are strictly enforced, and immunization records are maintained on all school children. Colorado revised statute states that no child shall attend any school in the state unless the child presents to the appropriate official of the school a certificate of immunization (or immunization record) from a licensed physician or authorized representative of the Department of Health.

Effective July 1, 1997, all students are required to present proof of immunizations upon entering school. Your child will not be able to register without an immunization record or certificate of immunization.

If the student’s certificate of immunization if not up-to-date, you will be given 14 days to show documentation that the next required immunization has been given plus complete a written plan for completion of all required immunizations.

File: JLCE

**First Aid and Emergency Medical Care**

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

At least one person in each building shall have had special training in first aid. A master first aid kit shall be kept and properly maintained in each school.

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

Treatment of injuries occurring outside school jurisdiction is to be the responsibility of school employees.

No drugs shall be given at any time except for aromatic spirits of ammonia in the case of fainting. The administering of aspirin or other analgesics for headaches or pain or the giving of sodium bicarbonate is forbidden unless a parent/guardian and physician have given written authorization for their use.

The school’s obligation continues after the emergency until the injured person has been placed in the care of the family or the family physician. Therefore, the parents/guardians of all students shall be asked to sign and submit an emergency medical authorization form which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.
In all cases where the nature of an illness or an injury appears serious, the parent/guardian shall be contacted if possible and the instructions on the student’s emergency card followed. Thus in extreme emergencies, arrangements usually may be made for a student’s immediate hospitalization whether or not the parent/guardian can be reached.

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

Adoption Date: June 18, 2001

ADMINISTERING MEDICINES TO STUDENTS

If under exceptional circumstances a student is required to take oral medication during school hours, only the school nurse or the nurse’s designee will administer the medication in compliance with the following regulations. In the alternative, the parent/guardian may come to school to administer the medication.

- All directives of the accompanying policy will be followed
- Written orders from the student’s physician must be on file in the school stating:
  - Student’s name
  - Name of drug
  - Dosage
  - Purpose of the medication
  - Time of day medication is to be given
  - Anticipated number of days it needs to be given in school
  - Possible side effects
- The medication must be brought to school in a container appropriately labeled by the pharmacy or physician
- An individual record will be kept of such prescription medications administered by school personnel
  - Medication will be stored in a clean, locked cabinet or container

Unless these requirements can be met, medication will not be administered at school.

Procedure

1. Identify the student.
2. Identify the medication.
   a. Note student’s name on bottle
   b. Note date of medication on bottle
   c. Note name of medication on bottle
   d. Note dosage of medication on bottle
   e. Note instructions on bottle for giving the medication
3. Compare information on medication bottle with medication record information
4. Doctor’s order should be attached to medication record or noted to be in file
5. Check to see that the medication has not been given already for that day and time
   by another school person
6. Administer the medication to the student as directed
7. Record time the medication was given on student’s medication record
8. Return medication to locked medication cupboard

Revised may 2001
IMMUNIZATION OF STUDENTS

- No student may attend school in the district unless the student has presented to the school an up to date certificate of immunization or a completed exemption form. (Note: please refer to current Health Department schedules for immunization requirements.) A student shall be exempted only upon submission of:

  - Certification from a licensed physician that the physical condition of the child is such that immunization would endanger the child’s life or health

  - Statement signed by one parent/guardian or the emancipated child that he or she adheres to a religious belief whose teachings are opposed to immunizations

  - Statement signed by one parent/guardian or the emancipated child that he or she holds a personal belief that is opposed to immunizations.

  - In the event of an outbreak of disease against which immunization is required.

  - No exemption will be recognized and those students will be excluded from school

> The district will provide upon request an immunization form as required by the Health Department. The school nurse is responsible for seeing that required information is included on the form.

> If there is a failure to comply with the immunization requirements, the school nurse will personally notify the parent/guardian or emancipated student. Such notification will be accomplished either by telephone or in person. If this is not possible, contact will be by mail. Emancipated students must be contacted directly rather than through their parents/guardians. The parent/guardian or emancipated student will be notified of the following:

  - That up to date immunizations are required under Colorado law.

    - That within fourteen (14) days of notification, the parent/guardian must submit either an authorization for administration of the immunization by health officials or a valid exemption or documentation to the school showing that the next required immunization has been given and written plan for completion of all required immunizations.

    - That if the required documentation is not submitted within fourteen (14) days of notification or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled

> A student who fails to comply will be suspended by the principal for up to give days and notice of the suspension sent to the Health Department
If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion. Any suspension or expulsion under this policy will terminate automatically upon compliance. Record of any such suspension or expulsion will be contained in the student’s health file, with an appropriate explanation not in the student’s disciplinary file.

Any student expelled for failure to comply with the immunization requirements will not be included in calculating the dropout rate, but will be included in the annual report to the State Board of Education. Revised May 2001

File: JICJ

USE OF CELL PHONES AND ELECTRONIC DEVICES

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

Students may carry cell phones and electronic devices with them unless they disrupt the educational atmosphere by their nature. But, these devices must be turned off and kept out of sight during class time. Students may use cell phones and electronic devices to do appropriate business or personal entertainment during non-class time (passing periods, lunch etc.).

Violation of this policy will result in disciplinary measures according to the Mountain Valley Schools Student Handbook Level I infraction- “Minor misconduct during school”, and increase from that level, confiscation of the cell phone and/or electronic device. Confiscated Cell Phone and Electronic Devices can be picked up daily by the student from the Principal. Upon having the Device confiscated for the second and subsequent times the student’s parents must be notified. At time of the confiscation the students are to be given the opportunity to password lock or remove batteries to aid in the personnel privacy issues. Under extreme situations we reserve the right to search and seizure for safety issues if conditions warrant. For the purpose of this policy, “emergency” shall mean an actual or imminent threat to public health or safety, which may result in loss of life, injury or property damage. Conditions for “emergency search and seizure shall be documented by the person making the decision and ratified by another adult to avoid unjust search and seizure. Under emergency situations parents will be contacted as soon as possible.

Cell Phones will be returned daily and may be picked up at the front office immediately following the end of the day bell. The Principal or his designee will make this opportunity available for a minimum of 15 minutes everyday.

Adopted: August 26, 2002

Honor Roll
Students have an opportunity to be recognized at the end of each grading period. Grades in all courses are used in determining Honor Roll status, which is based on a 3.0 or better overall average.

Child Protection
State law makes it mandatory for a teacher to report the mental, moral, or physical impairment of any child under his or her supervision to the principal. The Administrator is required to promptly notify the parent or guardian and recommend that the child be examined by a person licensed to care for or treat such impairment. If such treatment is not carried out in a reasonable time, the Superintendent shall notify the Board of Education.

File: JICJ
Likewise state law makes it mandatory for any school employee, who has reasonable cause to know or suspect that a student has been subjected to circumstances or conditions which would reasonably result in abuse or neglect, to immediately report or cause a report to be made of such fact to the County Department of Social Services or local law enforcement agency. School personnel not reporting suspected child abuse can be charged under state statute.

**Post-Secondary Options Program**

High school juniors and seniors, who are recommended by their teachers, may enroll in college credit bearing courses at Mountain Valley or at a neighboring post secondary institution (Junior College or Four Year College). Tuition costs will be paid by Mountain Valley. Contact the school counselor for specific details.

**Fire Drills**

Each classroom has an emergency exit plan in each room. During an actual fire or drill, a siren will sound. Students should immediately leave the building in an orderly manner using the assigned exit. All students will assemble in an orderly manner in the assigned area where the teacher will take roll call. The Administrator will signal when it is safe to re-renter the building.

**School Ethics**

Mountain Valley School intends to maintain a high quality educational atmosphere wherever and whenever it is in charge of students. A student may forfeit rights and privileges when his or her conduct disrupts the educational process, and deprives others of their rights. Students are expected to learn the ethics of good citizenship. Citizenship ethics include, but are not limited to, honesty, integrity, loyalty, industry, and empathy. Citizenship requires the ability to meet adversity with honorable actions. Honesty, integrity, loyalty, industry and empathy are the tools that enable such actions. Mountain Valley is dedicated to citizenship education. As part of that dedication, the school places a strong emphasis on discipline. We encourage self-discipline and impose discipline only when students cannot discipline themselves. Actions destructive to the individual, the school, and the community require discipline intended to improve citizenship. Colorado law requires the teaching of citizenship. If each student follows the seven simple rules listed below he or she has mastered the basic essentials of citizenship. Students shall:

- Conform to reasonable standards for speech and actions
- Respect and consider the rights of others and act in a manner that offers students an orderly atmosphere for student and/or participation
- Refrain from exhibiting behavior that is detrimental to the welfare, safety, or morals of other students
- Be governed by Mountain Valley School District rules, regulations and procedures
- Be subject to the authority of school district staff
- Attend school and all classes regularly, at the proper time and with required books and materials
- Do their very best to work at the best of their ability

**School Improvement Accountability Committee**

The Board shall appoint a district advisory accountability committee, which will make recommendations to the Board relative to the program of accountability. The areas of study by the committee will be determined cooperatively at least annually by the committee and the Board. In addition, the committee will make recommendations to the Board relative to priorities for expenditures of district funds.

The Board is committed to maintaining a strong accountability program in each school and shall appoint school-level accountability committees. The district’s accountability program shall include an annual progress report to the community of student performance and the results of the school improvement planning process involving students, parents/families, staff and community members through a representative accountability committee.
Parent’s students and members of the community are welcome and encouraged to participate in the School Improvement Accountability Committee. This committee serves in an advisory capacity to the school and as the Accountability Committee.

Participants share community concerns with the administration as well as share information about the school with the community. Each year, this committee works on specific “charges” or “assignments” from the Board of Education. The public is invited to attend any of the scheduled meetings.

**Counselor**
The school counselor is a certified professional educator who assists students, teachers, parents, and administrators. The role of the counselor is to help students as they seek to identify and achieve personal goals, and assume rights and responsibilities in various life roles at each developmental stage.

Counseling help is provided at both the elementary and secondary level in selecting suitable subjects, improving study skills, test taking, interpreting test results, orienting new students, solving personal problems, selecting future goals and planning for future work.

**Support Services**
Mountain Valley School District participates with other valley schools to purchase special services through the San Luis Valley Board of Cooperative Services (BOCS). Contracted personnel from that agency work in the District assisting with psychological, speech, sight and hearing evaluations. Instructional services are also provided for students with specific handicaps.

**Honors Organization**
**National Honor Society and National Junior Honor Society**
Students are considered for membership in the Honor Society on the basis of their scholarship, leadership, service and character. Entrance will be determined by teacher vote.

**Security of Personal Property**
Protect your property by:
- Locking your locker.
- Bringing the minimum amount of money needed to get through the school day
- Leaving expensive jewelry, cameras, radios, etc. at home
- Not leaving band instruments and athletic gear in the halls or in unlocked lockers

**Student Property in Hall, Locker Rooms, and Public Areas**
Student property found in halls, on locker room floors, in the gym, school grounds, classrooms, restrooms, and public areas will be placed in the office. Items not claimed within one month, will be placed in storage and given to non-profit organizations if not recovered by the owner.

**Student Activities**
At Mountain Valley, we offer a range of co-curricular activities to meet the need and interest of our students. If you have a special interest and would like to organize a club, contact your Student Council President or advisor who will then inform the co-curricular principal.

*An activity is any additional activity that a student participates in that takes place under the auspices and supervision of the Mountain Valley School District that is not a requisite for the completion of a class or credit.*
Dances
All high school dances sponsored by Mountain Valley School are not open to anyone who is in middle school. Non-district students will be allowed only if invited by a Mountain Valley High School student. Non-District students must be signed up in the office in advance and complete an Activity Guest Pass which must be signed by an administrator from the guest’s school.

Note: A student who is academically ineligible will not be allowed to assume a royalty position.

School Lunch Program
The school provides well-balanced breakfasts and lunches to students free of charge.

Any child that has a food allergy and plans to eat at the lunchroom must bring a current doctor’s written excuse to the Director of Food Services. These must be kept on file. It is the parents and child’s responsibility to watch the printed menus and bring lunch from home when needed.
LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT
Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:
- Move away from sight
- Maintain silence

TEACHERS:
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

EVACUATE TO A LOCATION
Evacuate is called to move students and staff from one location to another.

STUDENTS:
- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response

TEACHERS:
- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

SHELTER FOR A HAZARD USING SAFETY STRATEGY
Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:
- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:
- Evacuate to shelter area
- Seal the room
- Appropriate hazards and safety strategies
- Take roll, account for students

LOCKOUT GET INSIDE. LOCK OUTSIDE DOORS
Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:
- Return to inside of building
- Do business as usual

TEACHERS:
- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

HOLD IN YOUR CLASSROOM
Hold is called when the hallways need to be kept clear, even during class changes.

STUDENTS:
- Remain in your classroom
- Do business as usual

TEACHERS:
- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students
In order to provide for the appropriate use of the Internet in keeping with Board of Education policy, the following “Acceptable Use Agreement” has been developed. (A copy of this agreement will be distributed for signature before a user is issued an Internet account.)

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

1. Acceptable Use: The use of your Internet account must be consistent with the educational objective of Mountain Valley School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:
   - Copyrighted material
   - Threatening or obscene material
   - Material protected by trade secret

2. Privilege: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator(s) will deem what is in appropriate use and that decision is final. The system administrator(s) may close an account at any time, as required. The administration, faculty and staff may request the system administrator(s) to deny, revoke or suspend specific user accounts.

3. No Warranty: The Mountain Valley School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Mountain Valley School District will not be responsible for any damages you suffer in using the Internet. This includes loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions. Use of any information obtained via the Internet is at your own risk. The Mountain Valley School District specifically denies any responsibility for the accuracy or quality of information obtained through this service.

4. Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual’s account without written permission from that individual. Attempts to log onto the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet.

5. Vandalism: Vandalism will result in a cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or other networks that are connected to the Internet. This includes but is not limited to, the uploading or creating of computer viruses.

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

If the user is under 18 years of age, a parent or guardian also must sign this Agreement.
As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that this access is designed for educational purposes and that the Mountain Valley School District has taken precautions to eliminate controversial material. I also recognize, however, that it is impossible for the Mountain Valley School District to be responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting.
I hereby give permission to issue an account for my child and certify that the information contained on this form is true and correct.

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

**Student Name** (Please print): ________________________________

Student Signature: ________________________________ Date: ____________

Parent Signature: ________________________________ Date: ____________