

# STUDENT CONDUCT, DISCIPLINE, AND ATTENDANCE HANDBOOK



Contact Us:

[www.d11.org](http://www.d11.org)

Main: (719)-520-2000

Student Discipline Services: (719)-520-2998

# TABLE OF CONTENTS

## Part I: Introduction to the Student Conduct, Discipline, and Attendance Handbook

- School District 11 Commitments, Goals, Values and Mission 3
- Nondiscrimination Declaration 4
- Why a Handbook for Student Conduct, Discipline and Attendance? 4
- Highlights and Changes to the Student Conduct, Discipline, and Attendance Code 5
- Policies that make Up the Student Conduct, Discipline, and Attendance Code 5
- Student Responsibilities 6
- Student Rights 6
- General Rules of Conduct 6

## Part II: Discipline and Attendance Overview and Summary

- Student Dress Code 7
- Closed Campus and Dismissal from School 7
- Student Attendance, Absences, and Truancy 8
- Student Make-Up Work Related to Absences 9
- 2015-2016 School Calendar 10
- Bully Free Schools 11
- Weapons on School Grounds 11
- Tobacco Free Schools 11
- Alcohol and Controlled Substances in Schools 12
- Academic Honesty and Plagiarism 12
- Participation in Extracurricular and School-Sponsored Activities 12
- Personal Electronics in School 12
- Acceptable Use Agreement for Students 13

## Part III: Levels of Disciplinary Infractions and Responses to Behavior

- Level I Disciplinary Infractions and Responses 14
- Level II Disciplinary Infractions and Responses 15
- Level III Disciplinary Infractions and Responses 16
- Level IV Disciplinary Infractions and Responses 17

## Part IV: Due Process Procedures and Student Searches

- Student Interrogations and Searches 18
- Disciplinary Due Process and Procedures 19
- Disciplinary Due Process and Procedures for Level III and IV Behavior Incidents 20
- Habitually Disruptive Students 21
- Disciplining Students with Disabilities 21

# OUR COMMITMENTS, VISION, AND GOALS

Policy [AD](#)

## COMMITMENT:

The staff and school community is committed to the graduate—one who is:

- Academically prepared,
- Culturally competent,
- Highly skilled team member,
- Innovative thinker and problem solver,
- Effective, efficient user of information technology,
- Vital participant in civic responsibility,
- Effective communicator.

## DISTRICT VISION:

Every student prepared for a world yet to be imagined

## DISTRICT MISSION:

Provide excellent, distinctive educational experiences that equip students for success today and in the future.

## GOALS:

Colorado Springs School District 11 will:

1. Demonstrate improvement of student Achievement,
2. Demonstrate a high-performing team,
3. Embrace a culture of constant innovation,
4. Communicate and engage frequently with our customers,
5. Demonstrate operational efficiencies,
6. Demonstrate fiscal prudence and financial responsibility,
7. Provide a safe learning and working environment.

## VALUES:

We value:

- Students
- Quality Staff
- Diversity
- A data-driven culture
- Passion
- Strategic vision
- Collaboration
- Integrity

## BELIEFS:

We believe in excellence in all we do.

We believe in:

- **Equity:** each student deserves to have access to high quality, standards-based, data driven instruction;
- **Transparency:** honest, clear communication especially with how and why decisions are made;
- **Engagement:** Frequent two-way communication with our customers;
- **Principled leadership:** model all behaviors expected from staff and stakeholders;
- **Learning Environment:** each student deserves a safe, positive learning environment.



# NON-DISCRIMINATION DECLARATION

## Policy [AC](#)

The Colorado Springs School District 11 Board of Education (the Board) is committed to a policy of nondiscrimination in relation to disability, race, creed, color, sex, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age, and protected activity. Colorado Springs School District 11 (the District) values the diversity of the family, and of the social and cultural backgrounds of the students, parents/guardians, and personnel who participate in its programs and activities. Respect for the dignity and worth of each individual shall be a consideration in the establishment of all policies by the board and in the administration of those policies by the administration.

The District 11 NONDISCRIMINATION COMPLIANCE COORDINATOR has been designated to coordinate compliance with:

- 1) Equal Pay Act of 1963,
- 2) Civil Rights Act of 1964, as Amended,
- 3) Age Discrimination in Employment Act of 1967,
- 4) Title IX – Education Amendments Act of 1972,
- 5) Section 504 of Rehabilitation Act of 1973,
- 6) Pregnancy Discrimination Act of 1978,
- 7) Americans with Disabilities Act of 1990, and
- 8) School District 11 Board of Education Policy AC, Nondiscrimination/Equal Opportunity.

# WHY A HANDBOOK FOR STUDENT CONDUCT, DISCIPLINE, AND ATTENDANCE?

## Policy [JIC](#); [JICDA](#); [JICDA-R](#)

The purpose of the Student Conduct, Discipline and Attendance Handbook is to provide a brief summary of the policies and procedures that make up Colorado Springs School District 11’s Student Conduct, Discipline, and Attendance Code. This handbook is meant as a resource and guide for students, parents/guardians and staff, and provides procedures and clarity for all discipline related issues throughout the District.

The Student Conduct, Attendance and Discipline Code sets guidelines:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• To foster sound educational practice and productive learning, and equip every student in the District for success today and in the future;</li><li>• To develop in every student in the District a positive attitude toward self-discipline, regular attendance, and socially acceptable behavior;</li><li>• To help every school in the District maintain a learning atmosphere that is safe, conducive to learning, and free from unnecessary disruption;</li></ul> | <ul style="list-style-type: none"><li>• To ensure that every student in the District shows respect for authority, follows district rules and policies, and follows state and federal laws regarding conduct, discipline, and attendance in school;</li><li>• To serve as a guide for district employees and community members regarding reasonable and appropriate interventions and consequences for unacceptable behavior and attendance.</li></ul> |
|---|---|

# HIGHLIGHTS AND CHANGES TO THE STUDENT CONDUCT, DISCIPLINE, AND ATTENDANCE CODE

From time to time, policies and regulations that appear in the Student Conduct, Discipline, and Attendance Code (hereafter referred to as “the Code”) will be changed, added, or deleted. However, because the Code will not be reprinted after every such modification, this handbook will not contain new policies and regulations that may be adopted over the life of the document, nor will it necessarily contain the most current version of any one policy or regulation. Therefore, in an effort to keep students, parent/guardians, staff, and others apprised to the maximum extent practicable, the current version of each such policy and regulation will be posted on the District website at [www.d11.org](http://www.d11.org), and hard copies may be distributed to each district school, various departments and other district work sites. Parents/guardians and others will also be apprised of significant policy and regulation changes through the District website, school newsletters, the Student Conduct, Discipline, and Attendance Handbook or other appropriate means. Notwithstanding, differences that may from time to time exist between the current version of a policy or regulation and the version that appears in this handbook, the current version of district policy shall apply to students and their conduct.



Drugs and Alcohol: The District continues to have no tolerance for alcohol and drugs on school grounds. A newly updated policy and related procedures address the District’s continued commitment to support drug and alcohol free learning environments. Behaviors associated with alcohol and drug infractions, like the possession of drug paraphernalia, are also addressed and have been updated to reflect this continued commitment.

Attendance Procedures: Please see the section on student attendance for updates and changes to the Colorado Compulsory Attendance Law as well as District 11 policies and procedures. These new changes provide increased monitoring of student attendance and a refined process for keeping students in school. Additionally, District 11 will be implementing an attendance initiative to identify and monitor school attendance to help reach our goal of 95 percent average daily attendance in all schools.

## THE FOLLOWING POLICIES MAKE UP THE STUDENT CONDUCT, DISCIPLINE, AND ATTENDANCE CODE

### STUDENT CONDUCT

ECAC - Vandalism  
EEAEC - Student Conduct on School Buses  
EHC - Educational Technology Resources Policy  
GBGB - Staff Personal Security and Safety  
JBB - Student Sexual and Racial Harassment/Discrimination  
JIC - Student Conduct, Discipline, and Attendance Code  
JICA - Student Dress  
JICDA - Code of Conduct  
JICDE - Bullying Prevention

ADC/JICG - Tobacco Free Schools

JICH - Drug and Alcohol Use by Students

JICI - Weapons in School

### ATTENDANCE

JEA - Compulsory Attendance Ages

JH - Student Absences and Excuses

JHB - Truancy

JLIB - Closed Campus/Student

Dismissal Precautions

JHD - Exclusions and Exemptions from School Attendance

### DISCIPLINE

IKFB - Graduation Exercises

JIH - Student Interrogations, Searches and Arrests

JK - Student Discipline

JKA - Use of Physical Intervention and Restraints

JKB - Detention of Students

JKBA - Formal Disciplinary Removals from Classrooms by Teachers

JKD/JKE - Student


Suspension/Expulsion/Denial of Admission

JKG - Expulsion Prevention Program

JICF - Secret Societies/Gang Activity

# STUDENT RESPONSIBILITIES

Colorado Springs School District 11 has developed the Student Conduct, Discipline, and Attendance Code to help students, parents/guardians, and school personnel understand the guidelines for maintaining a safe learning and working environment. It is intended to provide guidance for all students in grades K-12 in all of the District's traditional, charter, and alternative education settings.

 **Each Student Who Attends a District 11 School is Expected to Obey District Rules:**

- While on school grounds or in school buildings
- While on District grounds or in District buildings
- While in school or district vehicles
- During school-sponsored activities, field trips, and sporting events

The Colorado Revised Statutes and district policies make it clear that behavior which takes place off of school grounds may properly be the subject of suspension or expulsion where the behavior is detrimental to the safety and welfare of other students or school personnel. Not all off-campus behavior will have adverse effects at school, but behavior which does will subject a student to potential discipline, including suspension and expulsion. Furthermore, students who are disciplined for infractions according to the provisions of this Code may also be subject to additional consequences by law enforcement for acts that violate local, state and federal law.

# STUDENT RIGHTS

- To a safe and positive learning environment free of crime, violence, intimidation, bullying, harassment, and other forms of discrimination
- To be informed of the policies and procedures for student discipline, attendance, and truancy
- To free expression of thoughts, in speech and writing, that does not violate the rights of others or is disruptive to the learning environment
- To learn about the grading standards used throughout all curriculums and classes
- To privacy of their personal property, unless reasonable suspicion exists to examine such property
- To have a confidential student record as provided by state and federal law
- To due process related to discipline and attendance decisions at all levels

# GENERAL RULES OF CONDUCT

Policy: [JICDA](#)

- Students shall act in a manner that maximizes the substantial benefits of public education.
- Students shall accept responsibility for their own behavior.
- Students shall develop and use problem-solving skills to resolve conflicts.
- Students shall follow established district, school, and classroom rules.
- Students shall maintain academic integrity.
- Students shall refrain from interfering with learning and teaching.
- Students shall maintain appropriate dress and hygiene.
- Students shall respect others.
- Students shall respect the rights and property of others.
- Students shall refrain from harming themselves or others.
- Students shall refrain from acting in such a manner as to expose others to risk or danger of harm or injury.
- Students shall not use threats or intimidation against others.
- Students shall not engage in unlawful activities.
- Students shall refrain from carrying, bringing, using, or possessing any weapon or weapon facsimile, or use anything else as a weapon, in or on district property.



# STUDENT DRESS CODE

## Policy [JICA](#)

Colorado Springs School District 11 is committed to a learning environment that is safe, conducive to high student achievement and free from unnecessary disruption. The District's dress code helps to establish a minimum standard of dress for all schools. Individual school principals may develop their own dress code policies that meet the guidelines set forth by board policy. Exemptions to this dress code for special occasions or for personal consideration are up to the discretion of the school principal.

### **The Following Clothing is Appropriate for School:**

- Clothing that is worn as designed and covers all private parts of the body, to include midribs and backs.
- Clothing that fits properly and does not expose undergarments.
- Clothing that is the appropriate length; hemlines no shorter than mid thigh for shorts and skirts.
- Clothing that is free of excessive holes, rips, and tears that expose private areas of the body or undergarments.
- Footwear that protects a student's feet is required; slippers and bare feet are not allowed.
- Clothing that is part of an extra-curricular activity that has been approved by the building principal.
- Clothing that has been approved by the building principal for specific school events.
- Clothing, paraphernalia, and jewelry that contain appropriate messages, free of references to sexually suggestive activity, drugs and alcohol, gangs, or are obscene and profane, hateful, or disruptive to the learning environment.

# CLOSED CAMPUS AND DISMISSAL FROM SCHOOL

## Policy [JLIB](#)

All district campuses are closed campus systems. These closed campuses help promote safe learning and working environments for all students, staff, and parents/guardians. Students are to remain on campus throughout the school day and need to follow their schools check-in and check-out procedures if they are leaving school. Students may leave the campus during the school day for the reasons listed below. For further information related to this policy, please reference Policy JLIB, *Closed Campus/Student Dismissal Precautions*, 2012.

### **Students May Leave Campus:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• For a school sponsored activity or field trip, if approved by the principal or designee.</li><li>• For a prearranged absence that has been approved by the principal or designee.</li></ul> | <ul style="list-style-type: none"><li>• For lunch, if the student attends high school.</li><li>• For lunch, if requested by the parent/guardian and approved by the principal or designee.</li></ul> |
|---|--|



# STUDENT ATTENDANCE, ABSENCES AND TRUANCY

Policy [JEA](#), [JH](#), [JHB](#),



Colorado statutes and district policies continue to stress the importance of parent/guardian involvement and responsibility in ensuring their student’s educational development. The Colorado Compulsory Attendance Law was created to make sure that students from the age of six to 17 -attend school. Recent changes to this law include steps to identify and monitor student attendance that is the result of chronic absenteeism or habitual truancy. These steps include, but are not limited to, attendance plans, referrals to community support agencies, and/or referrals to the court system. Furthermore, it is the responsibility of the parent/guardian to make sure that the children under their care attend school on a regular basis.

School District 11 believes that mandatory attendance is an essential component of student achievement and the District works hard to make sure that attendance is accurately recorded, monitored, and reviewed for every student. The District has a goal to reach 95 percent attendance for all schools, all grade levels and for all students. The guidelines set forth in this attendance policy apply to all traditional, charter, alternative, and online schools within District 11 and help us reach our attendance outcomes.

<p> <b><u>Absences are Excused for Any Student Who:</u></b></p> <ul style="list-style-type: none"><li>• Is temporarily ill</li><li>• Has an absence approved by a school administrator</li><li>• Is enrolled in an independent or parochial school</li><li>• Who is absent for an extended period due to a mental, physical, or emotional disability</li><li>• Has been removed from school for a disciplinary action</li><li>• Possesses a qualified current work permit</li><li>• Is in the custody of law enforcement</li><li>• Is pursuing a school-sponsored work study program under appropriate supervision</li><li>• Is being home-schooled in an approved home-school program</li><li>• Any other reason set forth in school policies or provided by law</li></ul>	<p> <b><u>Absences WILL NOT be Excused for the Following Types of Reasons:</u></b></p> <p>“My student’s grandparents are coming to town, and we want to take a family trip to the top of Pikes Peak.”</p> <p>“My student overslept because she had to work late last night.”</p> <p>“My student had to watch his younger brothers and sisters.”</p> <p>“My student needed to finish his English project, so please excuse him from classes while he studies in the library.”</p> <p>“My kids need a day with me so we can spend time together.”</p>
--	--

When a student misses more than 10 percent of any marking period, whether excused or unexcused, they may be considered *chronically absent*. When a student misses any part of a school day, and an excuse is not provided, a student becomes *truant*. Students who are “skipping” school regularly, or who are absent from school for reasons that do not meet the statutory criteria above, are considered truant from school. *Habitually truant* students are those students who miss more than four days of school in a month, or ten days of school in one year. Chronic absenteeism and truancy impacts a student’s achievement and may delay a student’s academic progress. Students and parents/guardians who willfully violate this policy may be subject to disciplinary action at the school and through the judicial process.



# PARENT/GUARDIAN AND STUDENT RESPONSIBILITIES

## STUDENTS:

- Attend school daily with no absences or tardiness
- Follow school policies for check in and check out
- Respect the classroom rules of each teacher
- Remain on campus during the school day  
(high school students have off campus lunch only when approved by the building principal)
- Maintain an active schedule at school
- Monitor individual attendance and grades

## PARENTS AND GUARDIANS:

- Notify school of current contact information
- Contact the school for attendance related issues within 48 hours of an absence
- Know the attendance policies at their school
- Monitor their students attendance and grades
- Provide proper documentation, if requested
- Stress the importance of daily school attendance
- Arrange appointments for after school hour



Parents/guardians are encouraged to actively monitor their student's attendance by using the Parent Connect feature of Q. Parent Connect provides access to comprehensive student information throughout the school year. Grades, attendance and discipline, as well as updates from classroom teachers, are easily accessible through Parent Connect. Please contact your student's school to obtain your Parent Connect password and look for Q logo on the District and your school's homepages.

## STUDENT MAKE UP WORK RELATED TO ABSENCES

### Policy [JH](#)

Students have the potential to make up work for full credit for absences from school. ***It is the student's responsibility to obtain all make-up work, including tests when they return to school.*** Students are granted one day of additional make-up time for each day of absence. A school principal may extend the period of makeup work for special circumstances. Any work not handed in within the one day make-up window is subject to a reduction in grade, per the policies of the school or any member of a school's teaching staff. Furthermore, teachers are permitted to require absent students alternative assignments to maintain the integrity of original assignments. These alternative assignments may not be used as a consequence and they should be of equal challenge, score, and weight in the overall academic assessment.

For a full description of the District-wide attendance initiative and protocols please visit:

[Colorado Springs School District 11: School Attendance](#)

# 2015 – 2016 SCHOOL CALENDAR

170 Student Contact Days-Elementary.  
(includes 2 parent/teacher conference days)  
173 Student Contact Days-Secondary  
(includes 2 parent/teacher conference days)  
185 Teacher Contract Days

## COLORADO SPRINGS SCHOOL DISTRICT 11 2015-2016

**Approved**  
**2/11/15**

### 1st Semester 2015

July						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### July

7/3 Independence Day Observed

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

### August

8/7 - 8/11 New Teacher Orientation  
8/12 - 8/13 Professional Development  
(ES - 1/2 Prof. Dev., 1/2 Work Day)  
8/14 District/Bldg. Meeting Day  
8/17 Teacher Work Day  
8/18 First Day of School  
8/28 Data/Collaboration Day-No Students

9/14

September						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### September

9/7 Labor Day  
9/18 Professional Development Day  
(ES - 1/2 Prof. Dev., 1/2 Work Day) -  
No students  
9/21 Teacher Work Day -  
No students

10/21

October						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### October

10/1 Official Count Day  
10/16 End of 1st quarter (40 days)  
10/19 Teacher Work Day -  
No Students  
10/20 Beginning of 2nd Quarter  
10/29-10/30 Parent/Teacher  
Conferences - No Students

11/22

November						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### November

11/23 - 11/27 Thanksgiving Break -  
District Closed

12/18

December						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### December

12/25 Christmas Day  
12/18 End of 2nd Quarter (39 days)  
12/18 End of 1st Semester (79 days)  
12/21 - 1/1 Winter Break Teachers  
12/21 - 1/5 Winter Break Students

### January

1/1 New Year's Day  
1/4 Professional Development  
(ES - 1/2 Prof. Dev., 1/2 Work Day)  
1/5 Teacher Work Day  
1/6 Students return  
1/6 2nd Semester Begins  
1/18 Martin Luther King Jr. Day -  
District Closed

### February

2/15 Presidents' Day - District Closed  
2/29 Leap Year Day

### March

3/11 End of 3rd Quarter (46 days)  
3/14 Beginning of 4th Quarter  
3/21 - 3/25 Spring Break -  
Schools Closed

### April

4/22 Data/Collaboration Day - No Students  
4/22 Kindergarten Registration

### May

5/23 Last Day - Elementary  
5/23 End of 4th Quarter ES (45 days)  
5/23 End of 2nd Semester ES (91 days)  
If additional days are not required  
5/24 Teacher Work Day - ES  
5/26 Last Day - MS/HS  
5/26 End of 4th Quarter MS/HS (48 days)  
5/26 End of 2nd Sem. MS/HS (94 days)  
If additional days are not required  
5/27 Teacher Work Day MS/HS  
5/30 Memorial Day

### June

#### High School Graduation Dates (at World Arena)

5/17 Doherty HS 9am, Coronado HS 3pm  
5/18 Mitchell HS 9am, Palmer HS 3pm  
Adult Education Graduation - 6/9  
RJWAC High School Graduations- 5/19, 5/20  
All school schedules may be adjusted for final exams, state  
required testing and graduation. Please note published  
schedules in school newsletters.

### 2nd Semester 2016

January						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

17/19

February						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

20/20

March						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18/18

April						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20/21

May						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

ES - 16/17 MS/HS 19/20  
91/95 94/98

June						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### Key:

- ( ) No Students, Conferences (2), Data/Collaboration Day (Defined: A day for staff to collect/analyze data and/or collaborate about students and program needs) (2), District/Bldg. (1), Teacher Work (5), Prof Development (4) (may include in-service, student data analysis, team planning, data entry, etc.)
- Schools Closed
- ┌ Beginning of Quarter ; ┐ End of Quarter

# SAFE AND BULLY FREE SCHOOLS

## Policy [JICDE](#)

In accordance with Colorado Statute 22-33-109.1, Colorado Springs School District 11 is committed to protecting students and staff from discrimination, bullying and harassing behaviors. Bullying, hazing, intimidation, and harassment (hereafter collectively noted as “bullying”) of any kind will not be tolerated in District 11 schools, regardless of how they are communicated. Programs throughout the District are designed to help educate students, staff, and parents/guardians on: identifying bullying behaviors in schools; providing strategies for addressing bullying behaviors; and implementing administrative procedures for the reporting and disciplining associated with such behaviors. Any student who commits an act of harassment or bullying, is subject to disciplinary action. Student should report bullying and unsafe behavior immediately to school staff, the school principal or principal’s designee, at [www.d11.org/nobullying](http://www.d11.org/nobullying), online through [safe2tell](#), or by calling 1-877-542-SAFE.



# WEAPONS ON SCHOOL GROUNDS

## Policy [JICI](#)

Colorado Springs School District 11 prohibits weapons of any kind on school property, at school events, or off school property where the carrying, bringing, using, or possession of a weapon creates, in the determination of district personnel, a threat to other students or school district personnel. Any student who brings a weapon onto school property is subject to disciplinary action, including possible suspension and expulsion from school. School administrators will contact law enforcement in cases where there is an illegal or dangerous weapon on school grounds, or if there is use of any object in a threatening manner. Law enforcement authorities have the right to make an arrest for any weapons infraction on school grounds that violates Colorado state statutes. Knives, brass knuckles, chemical sprays, sling shots and firearms are among the weapons that are prohibited on School District 11 property. Additionally, items that shoot projectiles by compressed air or spring, like airsoft and paintball guns, are considered dangerous weapons under district policy. *Using a weapon for self defense will not excuse a student from being disciplined according to District policy.*

School principals are to use judgment in allowing weapons on school grounds for extra-curricular activities or for class sponsored programs. Students who receive approval for such programs are not subject to disciplinary action by the school or district so long as they are used at all times in conformance with the approval granted.

**Safe Harbor Provision:** Suspension shall not be mandatory under this section if, when the student discovers that he or she has carried, brought, or is in possession of a standard weapon or weapon facsimile, the student notifies a teacher, administrator, or other authorized person in the school district as soon as possible and delivers the standard weapon or weapon facsimile to any such person. Such action shall be considered when determining appropriate disciplinary action, if any.

# TOBACCO FREE SCHOOLS

## Policy [ADC-JICG](#)

In order to promote a healthy school environment and the general health, welfare and well-being of students, use or possession of tobacco or other nicotine delivery devices by students while in or on school property or at school-sponsored activities is prohibited. Any student in possession of tobacco, or other nicotine delivery devices, is subject to disciplinary action, including suspension from school.



# ALCOHOL AND CONTROLLED SUBSTANCES IN SCHOOL

Policy [JICH](#), [JICH-R](#)

Colorado Springs School District 11 has no tolerance for the use, possession, purchase, or distribution of alcohol, controlled substances,\* or drug paraphernalia. Students who are in violation of this policy shall be suspended from school immediately and may receive additional consequences from civil authorities. Students may also be immediately placed on behavior plans, be referred for drug and alcohol counseling, or referred to the District's Student Discipline Office for expulsion from school.



*\*The use, possession, sale or other distribution of marijuana is prohibited on District grounds, in vehicles or at District events. In the event a student has a valid prescription for the use of marijuana for medical purposes, the District cannot maintain it for ingestion on its grounds, in its vehicles or at District events. Any student who has such a prescription must leave school grounds in order to take the prescription, and if they return that same day to school, they will be held to the same standards of conduct as any other student.*

# ACADEMIC HONESTY AND PLAGIARISM

Policy [JK](#), [JK-R](#)

Academic honesty and integrity in school work is an essential component to student achievement. Copying another student's work, plagiarizing the work of another author, or cheating on academic tasks and assessments is prohibited. Students who commit acts of dishonesty in the academic area are subject to disciplinary action and academic penalty. Furthermore, the use of District 11's electronic media to commit academic dishonesty is a violation of District 11's Acceptable Use Agreement and may lead to the loss of computer privileges, as well as further disciplinary action.

# PARTICIPATION IN EXTRACURRICULAR AND SCHOOL SPONSORED ACTIVITIES

Policy [JK](#), [JK-R](#)

School District 11 believes that school sponsored events and extracurricular activities are a privilege and students who participate in these must follow all applicable laws, District 11 Board policies, and school-based behavior guidelines. District policy continues to make the denial or forfeiture of extracurricular activities and participation in school sponsored events a possible consequence for inappropriate behavior. Any student who commits a discipline infraction may lose the right to participate in school-sponsored events or extracurricular activities for up to one year. Furthermore, any student who is suspended or expelled from school will forfeit their right to participate in extracurricular or school-sponsored events throughout the suspension or expulsion period, including year-end commencement exercises.

# PERSONAL ELECTRONICS IN SCHOOL

Policy [JK](#), [JK-R](#)



Cell phones and personal electronics are an important part of the 21<sup>st</sup> century. It is important that every student understands the acceptable use of these electronic devices at their school, during school academic time and during school-sponsored events. Students who demonstrate inappropriate uses of electronic devices are subject to disciplinary action, as well as confiscation of any device that is deemed disruptive to the learning environment. Furthermore, students may not employ the photographic, video, or audio recording or reproduction capacity of any electronic device for the purpose of photographing, video capture, recording or reproduction of any student or staff person without the prior consent of the student or staff person, or under the supervision of a teacher or administrator. This applies at all times while on school property or at school-sponsored events.

# ACCEPTABLE USE AGREEMENT FOR STUDENTS

Policy [EHC-E-1](#), [EHC-E-1\(Spanish\)](#)

## Guidelines

I agree to abide by all school rules, district policies, and local, state, and federal laws while using district educational technology resources.

I will abide by copyright law and will give credit to authors, artists, illustrators, photographers, and other creators of information when I use their intellectual property.

I understand that I may use the District's educational technology resources primarily for educational purposes; however, personal incidental use is allowed on a limited basis except for, but not limited to, the downloading or streaming of digital content, such as videos and music for entertainment purposes.

I understand that I may not use district educational technology resources for conducting a personal for-profit business.

I will not attempt to access, read, view, or copy inappropriate or pornographic pictures or information.

I will not use educational technology resources to hurt, harass or bully district staff and students and their family members, including when I use social networking sites either inside or outside of school.

I will report anyone who uses or tries to use District educational technology resources to hurt, harass, or bully me.

**I will not share my password with others. I could be held responsible for damage incurred while my password is in use.** I will not pretend to be someone else when using district educational technology resources.

I will not read, copy, or damage the work of other students.

I will not give out my name, password, address, or any other personal information to anyone.

**I will not use improper language (i.e. swearing, vulgarity, ethnic or racial slurs, name calling) and any other use of language that violates a school or District policy, regulation, practice, rule, or expectation.**

I will not spread falsehoods about a person that lowers the affected individual in the eyes of the community.

I will not disrupt the District's network including but not limited to: seeking or obtaining unauthorized access to others' files, documents or other communications; sending or forwarding chain letters or large files to others; introducing malware, worms, Trojans, or viruses.

I will not upload, download, or install personal software on the District network, unless specifically authorized.

I will work with my teacher to submit Web 2.0 tools, as needed for testing, to appropriate personnel and receive authorization to download first when using the District's educational technology resources.

I will not copy computer programs.

I will practice personal responsibility with regard to theft prevention if I bring personally-owned electronic devices to school; and I will abide by my school's rules for current practices regarding use of personal electronic devices at my school.

I will not try to block or get around the filters on the District's educational technology resources.

## Knowledge Base

I understand that the District's hardware, software, and network may not work every day.

I understand that sometimes digital files may be lost, and it is my responsibility to back-up my work.

I understand that I am responsible for verifying information and using credible resources on the internet.

I understand that educational technology resources belong to the District and that using them is a privilege, not a right.

I understand and agree that other people may look at the information or messages created, sent or received by me on district computer equipment or other educational technology, including but not limited to: e-mail messages, text messages, sites I have visited on the internet, and files I have uploaded or downloaded on the internet; at any documents created by me; and at any postings I have made to social network sites or blogs, chat rooms, or online websites, and I consent to the District looking at such information, messages, documents, and postings.

## Damaging the District's Educational Technology Resources or Network

I might not be allowed to use the District's educational technology resources if I break these rules.

I may have to pay for any damage I cause.

**I may be suspended or expelled from school if I damage hardware, software, or the network.**

## Disclaimer

Any user accessing the District's educational technology via a personally owned device releases the District from liability for any damage, loss, or injury.





# LEVEL I DISCIPLINARY INFRACTIONS AND RESPONSES

Policy: [JK](#), [JK-R](#)

<u>LEVEL I:</u>	
Level I disciplinary infractions are those infractions that are to be addressed by the teacher or staff member responsible for supervision of the student(s) when the infraction(s) occur. Disciplinary action, intervention, or prevention shall be optional.	
<b>Abusive/Intimidating Language/Gestures</b>	The use of intimidating language, foul language, or gestures that are meant to threaten, harass, harm, embarrass or bully another student
<b>Campus Misconduct</b>	Inappropriate conduct on school property or at a school event, that includes but is not limited to: hallway misconduct, cafeteria misconduct, inappropriate public displays of affection or inappropriate use of personal electronic devices
<b>Classroom Misconduct</b>	Inappropriate conduct during an academic class that includes, but is not limited to: off task behavior, behavior that disrupts the learning environment, general horseplay
<b>Dishonesty</b>	Giving false information to a staff member or teacher; includes academic dishonesty or scholastic dishonesty which includes but is not limited to submitting another's work as one's own, using crib notes on a test, making a false allegation regarding the conduct of another student or committing plagiarism, regardless of means
<b>Inappropriate Dress</b>	Wearing clothes that are unacceptable for school or school sponsored events; appearing at school in a manner that disrupts the learning environment; violation of district dress code
<b>Inappropriate Use of a Personal Electronic Device</b>	Inappropriate use of a personal electronic device, to include but not limited to: cell phones, MP3 players or video games, that, regardless of means, is disruptive to the classroom or learning environment
<b>Insubordination – Level I</b>	Refusing a reasonable request from a staff member
<b>Unexcused Tardiness</b>	Being late to class or school activities without permission; unaccounted for during portions of a marking period
<b>Unexcused Absence</b>	Being absent from class, designated marking periods or school activities without an excuse

## Level I and II Discipline Responses:

- Teach and Re-Teach Expectations
- Verbal Warning
- Parent/Guardian Contact
- Parent/Guardian/Student/Teacher Conference
- Loss of privileges/participation in extracurricular or school-sponsored activities
- Loss of Academic Credit (for Plagiarism/Academic Dishonesty)
- Detention
- School-Based Community Service
- Classroom Behavior Plan/ Discipline Plan/Attendance Contracts
- Peer Mediation
- Restorative Justice Practices
- Study Hall Assignment
- Time-Out/Improvement Center
- Compensation for Damages
- Confiscation of items or contraband disruptive to the learning environment
- Other school-based alternatives, as established at each school site

Parents/guardians can monitor their student’s behavior by using the Parent Connect feature of Q. Parent Connect allows access to comprehensive student information throughout the school year. Grades, attendance and discipline, as well as updates from classroom teachers, are easily accessible through Parent Connect. Please contact your student’s school to obtain your Parent Connect password and look for the Parent Connect logo on the District and your school’s homepages.





# LEVEL II DISCIPLINARY INFRACTIONS AND RESPONSES

Policy: [JK](#), [JK-R](#)

## LEVEL II:

Level II disciplinary infractions are those infractions that are to be addressed by the Principal (or his/her designee). School Based alternatives, suspension by the Principal (or his/her designee), intervention or prevention shall be required. Further disciplinary action shall be optional\*.

<b>Abusive Language with Staff</b>	The use of foul language toward a staff member
<b>Altering School Records</b>	Altering official school records, to include but not limited to: attendance, academic work, academic grades, attendance phone calls
<b>Bullying</b>	Threatening or intimidating behavior, regardless of delivery, aimed at another student or group of students intended to hurt or damage another student or group of students.
<b>Campus Misconduct</b>	Inappropriate conduct on school property or at a school event, to include but not limited to: hallway misconduct, cafeteria misconduct, and/or inappropriate public displays of affection
<b>Continued Level I Infractions</b>	Continued/documented Level I infractions (Similar Level I Disciplinary Infraction)
<b>Defacing School Property</b>	Damage to school property; damage to the appearance of something, especially intentionally
<b>Drug Offense: Schedule IV or V Substances</b>	The purchase, distribution, or sale, on school grounds or at school sponsored-activities, of a schedule IV or V controlled substance as defined by Colorado law
<b>Failure to Complete a Level I or Level II Discipline Assignment</b>	Failure to complete a disciplinary consequence assigned by a staff member for a Level I or Level II behavior violation
<b>Fighting</b>	Physical contact between two or more students that does not result in serious injury or hospitalization
<b>Gambling</b>	Participation in games or activities for the exchange of money or other valuables
<b>Harassment (non – criminal)</b>	Behavior by a student or group of students aimed at tormenting, embarrassing or confusing, by continual persistent attacks, questions, or pestering, another student or group of students
<b>Inadvertent Possession of a Standard Weapon</b>	The inadvertent carrying or possessing of a standard weapon on school grounds, school district property, or at school events
<b>Inappropriate Use of Personal Electronic Device</b>	Inappropriate use of a personal electronic device, to include but not limited to: cell phones, MP3 players, or video games, that, regardless of means, is harmful to other students, staff and/or is detrimental or disruptive to the learning environment
<b>Insubordination – Level II</b>	Insubordination (which constitutes willful disobedience or open and persistent defiance of proper authority)
<b>Physical Mistreatment of Another Student</b>	The physical mistreatment of another student, on school grounds or at school-sponsored events, that does not warrant fighting, bullying, Level III violent acts, or violent acts prohibited by law.
<b>Possession of Fireworks</b>	Possession of fireworks on school property or at school sponsored events
<b>Possession or Distribution of Obscene or Harmful Materials</b>	The possession or distribution of materials, on school grounds or at school-sponsored events, which slanders, defames, harms another or is obscene to the educational environment
<b>School Bus Misconduct</b>	While on district transportation, conduct that is inappropriate or unsafe
<b>Theft</b>	Willfully taking the property of another without permission
<b>Tobacco</b>	The unlawful possession or use of tobacco or nicotine delivery devices on school property or at school sponsored events
<b>Unauthorized Leaving Campus</b>	Leaving school campus in violation of District Closed Campus policy
<b>Unexcused Absences/Truancy</b>	A repetitive pattern of being absent from class or school activities without an excuse
<b>Violation of the Acceptable Use Agreement – Level II</b>	Violation of the District 11 Acceptable Use Agreement. Behaviors include but are not limited to: possession or loading of unauthorized software; theft or destruction of technology; altering workstation(s) configuration; or using a District computer to cause harm

*\*Please see previous page for Level II Discipline Responses.*

# LEVEL III DISCIPLINARY INFRACTIONS AND RESPONSES

Policy: [JK](#), [JK-R](#)

## LEVEL III:

Level III disciplinary infractions are those infractions that are to be addressed by the Principal (or his/her designee) and for which suspension by the Principal (or his/her designee) shall be mandatory.

Further disciplinary action, including expulsion and involvement of law enforcement, shall be optional.

***Level III disciplinary infractions are behaviors considered material and substantial disruptions to the learning environment and will be presumed to be initiated, willful, and overt on the part of the student.***

<b>Any Act Prohibited by Federal, State or Local Law</b>	Behavior that violates federal, state, or local law, including but not limited to: false alarms, malicious mischief, traffic violations occurring on school property, any type of direct or implied threat to secure money or any favor from a fellow student (extortion), use of fireworks, initiation of underclass students, hazing or interference with staff and faculty.
<b>Alcohol</b>	The possession, purchase, use, or distribution of substances that contain any amount of alcohol on school grounds or during school-sponsored events.
<b>Assault – Third Degree</b>	The commission of an act by a student that would be third degree assault, if committed by an adult; when a person knowingly or recklessly causes bodily injury to another person
<b>Continued Level II Infractions</b>	Continued/documented Level II Infractions (Similar Level II Disciplinary Infraction)
<b>Damage to Property</b>	Damage to school property or the personal property of a District employee, on school grounds, at school events, or off of school property where the behavior is detrimental to the welfare or safety of the school, students, or school personnel
<b>Drug Offense: Marijuana/ Drug Paraphernalia,</b>	The possession, purchase, sale, distribution or use of marijuana or drug paraphernalia on school grounds or during school-sponsored events.
<b>False Allegations Against Staff</b>	The knowingly false allegation of child abuse or misconduct against a district employee
<b>Habitually Disruptive Student</b>	Any student who causes a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three or more time during a school year.
<b>Harassment – Criminal</b>	The harassment of a student or staff member as defined in C.R.S. 18 – 9 – 111. A pattern of repeated harassment toward another student.
<b>Menacing</b>	Threats against another student that are malignant and hostile; threat with a weapon
<b>Physical Mistreatment of Another Student</b>	The physical mistreatment of another student, on school grounds or at school-sponsored events, that does not warrant assault, fighting, or other acts prohibited by law
<b>Pornography</b>	The possession, reproduction, purchase, or transmission of pornography, regardless of means
<b>Violation of the Acceptable Use Agreement – Level III</b>	Violation of the District 11 Acceptable Use Agreement. Behaviors include but are not limited to: use of hacker/cracker utilities; possession of personal data without consent; installing audio, video, or music servers; or transmitting, accessing, or possessing inappropriate/harmful material
<b>Weapons Infraction: Standard</b>	The carrying, bringing or possession of a standard weapon or a weapon facsimile on school grounds or at school sponsored events

## Level III Discipline Responses:

- Suspension
- Charges filed with civil authorities
- Loss of privileges/participation in extracurricular or school sponsored activities
- Referral to Central Administration for frequent and habitual infractions or, as required by policy
- Parent/guardian conference following suspension for the purpose of discussing reentry, recommendation for transfer, or expulsion
- Compensation for damages
- Development of a Remedial Discipline Plan (RDP)
- Exclusion from ceremonies, activities, and/or commencement exercises
- Expulsion, transfer, or other alternative placement

# LEVEL IV DISCIPLINARY INFRACTIONS AND RESPONSES

Policy: [JK](#), [JK-R](#)

## LEVEL IV:

Level IV disciplinary infractions are those infractions that are to be addressed by the Principal (or his/her designee) and for which suspension by the Principal (or his/her designee) shall be mandatory. Expulsion shall be mandatory. Further disciplinary action, including involvement of law enforcement, where allowed by law, shall be optional.

***Level IV disciplinary infractions are behaviors considered material and substantial disruptions to the learning environment and will be presumed to be initiated, willful, and overt on the part of the student.***

<b>Assault – First or Second Degree</b>	The commission of an act by a student that would be first or second degree assault, if committed by an adult; when one, with intent to cause serious bodily injury to another person, causes serious bodily injury to any person by means of a deadly weapon, or with intent to cause bodily injury to another person, causes such injury to any person by means of a deadly weapon
<b>Firearm</b>	The possession of a firearm, operable or inoperable, on school grounds. <b>BEHAVIOR INFRACTION WILL RESULT IN MANDATORY EXPULSION.</b>
<b>Drug Offense: Marijuana/Schedule I or II Controlled Substances</b>	The possession, purchase, use, distribution or sale of any amount of a schedule I, II, or III controlled substance on school grounds or during school-sponsored events.
<b>Pornography</b>	The possession, reproduction, purchase, or transmission of child pornography, regardless of means
<b>Possession of Staff Personal Information</b>	Possessing or accessing staff personal information from district resources, regardless of means
<b>Robbery</b>	The commission of an act that would be robbery if committed by an adult
<b>Violation of the Acceptable Use Agreement – Level IV</b>	Violation of the District 11 Acceptable Use Agreement. Behaviors include but are not limited to: deliberately disabling or circumventing the District networking device or system, the loading or execution of unauthorized software creating denial of district network resources
<b>Weapons Infraction: Standard with Intent</b>	The carrying, bringing, possession, or use of a standard weapon or a weapon facsimile, on school grounds or at school-sponsored events, with the intent of causing harm or death to a student or staff member
<b>Weapons Infraction: Dangerous</b>	The carrying, bringing or possessing of a dangerous weapon or a firearm on school grounds or at a school-sponsored event

## Level IV Discipline Responses:

- Suspension
- Charges filed with civil authorities
- Compensation for damages
- Expulsion, transfer, or other alternative placement
- Recommendation of referral for evaluation/services
- Loss of privileges/participation in extracurricular or school-sponsored activities
- Referral to Central Administration for frequent and habitual infractions ,or as required by policy
- Parent/guardian conference following the expulsion with an appropriate administrator for the purpose of discussing reentry or recommendation for transfer
- Exclusion from ceremonies, activities, and/or commencement exercises

# STUDENT INTERROGATIONS AND SEARCHES

Policy: [JIH](#), [JIH \(Spanish\)](#), [JIH-R](#)

Searches may be conducted by a school official who has reasonable suspicion that a search will turn up evidence that the student has violated the law, board policy, or school rules. When reasonable suspicion for a search exists, school personnel may search a student and/or his property while on school premises or participating in a school-sponsored activity, under the circumstances outlined in board policy, and may seize any illegal, unauthorized, or contraband materials.

Any search conducted by a school official will respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction. Whenever possible, the student will be informed of the reason(s) for conducting the search, and the student's permission to perform the search will be requested. A student's failure to cooperate with school officials conducting a search will be considered grounds for disciplinary action.

An administrative report will 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.

## Searches of School Property:

- School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search. Student lockers may be subjected to sniffs by dogs trained to alert at the scent of drugs, alcohol, explosives, or other contraband. If an alert occurs, that will be deemed reasonable suspicion to search further.
- The Principal or his/her designee may search a desk, locker, or any other storage area and its contents when he/she has reasonable suspicion for a search. Whenever reasonably possible, another person will be available to witness the search.

## Searches of the Student's Person:

- The Principal or his/her designee may search the person of a student if the school official has reasonable suspicion to believe that the student is in possession of contraband, stolen items or a weapon.
- Search of the person will be limited to any object in the student's possession such as a purse, book bag or briefcase, and the student pulling out his/her pockets.
- Searches of the person will be conducted out of the presence of other students and as privately as possible. At least one, but not more than three, additional persons of the same sex as the student being searched will witness, but not participate in, the search.
- The parent/guardian or guardian of any student searched will be notified of the search as soon as reasonably possible.

## Parking Lot Searches:

- Student operated vehicles parked on school property may be searched, if reasonable suspicion exists. School officials must inform the student or vehicle operator that the vehicle will be searched when reasonably possible.
- Student operated vehicles may be searched by law enforcement officials at any time allowed by law.

The Principal or his/her designee may request that a search on school premises, or attending a school-sponsored activity, be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards, rather than under the provisions of board policy. When law enforcement officers respond to such a request, no school employee will assist or otherwise participate in the search, unless under the direct enforceable order of the law enforcement officer.

# DISCIPLINARY DUE PROCESS AND PROCEDURES

Policy: [JKD-JKE](#), [JKD-JKE-R](#)

Colorado Springs School District 11 believes that no student shall be suspended, expelled, or otherwise disciplined without an appropriate level of due process.

## General Considerations:

- If a student is suspended, the Principal (or designee) shall immediately take reasonable steps to notify the parent/guardian of the student that the student has been suspended and of the grounds for the suspension, the period of the suspension, and the time and place for the parent/guardian to meet with the Principal (or designee) to review the suspension.
- Any student under suspension or expulsion will not be allowed in or on school property during the period of suspension or expulsion unless approved by the Principal or designee, or when appropriate, the District designee.
- In accordance with Colorado law, a suspended student will be provided an opportunity to complete school work covering the period of suspension to facilitate reintegration into the educational program following suspension. Make-up work assignments shall be provided for all classes missed during the period of suspension.
- As an alternative to suspension for any Level II infraction, the Principal (or designee) may permit the student to remain in class with the consent of his/her teachers, if his/her parent/guardian attends class with the student for a period of time specified by the Principal or designee

## DUE PROCESS PROCEDURE FOR DISCIPLINARY ACTION AND SUSPENSION

Policy: [JKD-JKE](#), [JKD-JKE-R](#)

### Informal Hearing:

The student shall be offered an opportunity to explain his or her position regarding the incident constituting grounds for discipline.

### Notice to Contemplated Action:

At the time of contemplated action, the teacher, principal, or designee shall give notice, either orally or in writing, to the student or the student's parent or guardian.

### Notice Following Suspension:

If a student is disciplined for a Level I or Level II violation the teacher, principal, or designee shall notify the student and the parent/guardian.

If a student is suspended the principal or designee shall immediately notify the student and the parent/guardian. The notice will be in writing and will contain: the grounds for suspension, the duration of the suspension and a time and place for parent/guardian and student to meet with school officials for reentry.

# DISCIPLINARY DUE PROCESS PROCEDURES FOR LEVEL III AND IV BEHAVIOR INCIDENTS

Policy: [JKD-JKE](#), [JKD-JKE-R](#)

## Procedure for Level III and Level IV Disciplinary Infractions:

If a student is suspended for a Level III or IV disciplinary infraction, the student may be referred to the Superintendent (or his/her designee) for further disciplinary action. The following procedures shall be followed for all Level IV disciplinary infractions and for any Level III disciplinary infraction for which expulsion is a possible disciplinary action:

### A. Notice

Not less than ten days prior to the date of contemplated action, the Superintendent's designee (the "hearing officer") shall cause written notice of a due process hearing to be delivered to the student and the student's parent/guardian.

### B. Contents of Notice

- A statement that the hearing officer will conduct a hearing on whether further disciplinary action, including expulsion, should be taken;
- The statutory grounds for suspension or expulsion, including a summary of what the student is accused of doing;
- A statement of the date, time, and place of the hearing;
- A statement that the student may be present at the hearing and hear all evidence against him/her, and that the student may be accompanied and/or represented by his/her parent/guardian or an attorney or both;
- A statement that (a) if the student fails to appear personally, but is represented by his/her parent/guardian or attorney, the student waives further rights to participate personally in the matter; (b) if the student appears, but his/her parent/guardian or attorney fails to appear personally, the parent/guardian or attorney waives further rights to participate personally in the matter; and (c) the student's failure to appear either personally or through his/her parent/guardian or attorney at a scheduled hearing shall constitute a waiver of further rights of the student and his/her parent/guardian and attorney to a hearing in the matter; and
- A statement that, regardless of who may or may not appear on the student's behalf at a scheduled hearing, the hearing officer may conduct a hearing and take action based on all information that is made available to the hearing officer, which action may include expulsion of the student or other disciplinary action in accordance with the conduct and discipline code.

### C. Purpose of Hearing

The purpose of a due process hearing shall be for the hearing officer to determine, based on a preponderance of the evidence, whether further disciplinary action is permissible and, if such action is permissible, to make a recommendation to the Superintendent regarding the appropriate disciplinary action.

### D. Conduct of Hearing

A hearing shall be conducted by the hearing officer according to the procedures established in board regulation JKD-JKE-R.

### E. Written Findings of Fact and Recommendation

At the conclusion of the hearing, or within such greater time as the hearing officer may determine is reasonable and necessary under the circumstances, the hearing officer shall prepare his/her written findings of fact and recommendations. The hearing officer shall inform the student and the student's parent/guardian and/or attorney of his/her findings of fact and recommendation and shall explain the review and appeal process.



#### F. Intermediate Review

If the parent or guardian wishes to have the hearing officer's recommendation reviewed, the student shall submit the recommendation to the reviewing officer, who shall be a designee of the Superintendent within ten calendar days from the date of the hearing officer's recommendation.

#### G. Superintendent's Decision

As soon as possible, and not more than ten school days from the time he/she receives either the hearing officer's findings of fact and recommendations or the reviewing officer's recommendation, in the event a review was requested, the Superintendent shall render a written decision.

#### H. Appeal to the Board

A student may appeal the decision of the Superintendent to the Board of Education. To appeal the decision of the Superintendent, the student shall submit to the Board, in writing, a statement of the reason(s) for the appeal within five school days from the date the Superintendent renders his/her decision.

## HABITUALLY DISRUPTIVE STUDENTS

Policy: [JK](#), [JK-R](#)

"Material and substantial disruption" means any Level III, or Level IV disciplinary infraction. Any such infraction will be presumed to be initiated, willful, and overt on the part of the student. Any student who is suspended for causing a material or substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events shall be required to participate in an individual Remedial Discipline Plan (RDP) for "material and substantial disruption." "Habitually disruptive student" is defined in state law as a student who has been suspended three times during the course of the school year for causing a "material and substantial disruption." "A RDP for 'material and substantial disruption' " means a written plan, which addresses the child's disruptive behavior, his or her educational needs, and the goal of keeping the child in school.

## DISCIPLINING OF STUDENTS WITH DISABILITIES

Policy: [JKD-JKE-2](#)

The Board of Education has adopted the District's Student Code of Conduct, Discipline, and Attendance for the purpose of, among other things, creating and maintaining safe schools and effective learning environments. As a general rule, the Code applies to all students, and students with disabilities may be disciplined in the same manner and for the same amount of time as typical students, where such discipline does not include removal from school. However, where a school or the District proposes disciplining a student with disabilities by removing the student from school, such removal may occur only as provided for by the Individuals with Disabilities Education Act ("IDEA"), the Exceptional Children's Educational Act ("ECEA") of Colorado, and/or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), as appropriate.

The Board, therefore, directs the administration to adopt procedures for the proper disciplinary removal of students with disabilities and directs that such procedures be consistent with the IDEA, ECEA, and Section 504, respectively, and the Code. Procedures for students with disabilities who qualify under the IDEA and ECEA shall be developed and maintained by the Special Education Department. Procedures for students with disabilities who qualify only under Section 504 shall be developed and maintained by the Office of Equal Opportunity Programs. Such procedures shall be distributed to appropriate personnel and to each school in the District and shall be made available to parent/guardian, upon request.