



Student Code of Conduct
&
Notification of Rights and
Responsibilities of
Students and Parents

This document is provided as a resource to parents and students within School District 27J. This document is divided into four sections.

1. Legal Notifications
2. Student Code of Conduct and Related Policies
3. Commonly Requested Information
4. Student Health Information

Parents and students should be aware:

- Most of the information included in this publication is in summary form.
- The term “Policy” in this publication refers to “Superintendent Policy” unless otherwise noted.
- Policies are frequently revised in response to changes in law or current education-related issues.
- Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the School District 27J website: www.sd27j.org
- Policies may also be reviewed in the administrative office of any School District 27J campus by calling the School District 27J Educational Services Center at 303-655-2900.
- A printed copy of the Student Code of Conduct & Notification of Rights and Responsibilities and Parents may be requested at no cost in the administrative office of any school or by calling the 27J Educational Services Center at 303-655-2900.
- Individual schools may have some policies that differ from those in this document.
- Students are expected to be knowledgeable and comply with district and school policies, including ones which may not be included in this publication.
- Online readers may link directly to any specific item listed in the Table of Contents by clicking on the item name.

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LEGAL NOTIFICATIONS

Notice of Non-Discrimination (Policy ACE-E)

School District 27J is an equal opportunity educational institution and does not discriminate on the basis of race, color, sex, religion, national origin, age, marital status, disability, sexual orientation, gender identity or any other protected status in any activity, program or practice of the District, as required by Title VI, Title IX, Section 504, the ADA, and other applicable laws. Any person having inquiries concerning the District's non-discrimination policies should contact:

For general inquiries:

Superintendent
School District 27J
18551 E. 160th Avenue
Brighton, Colorado 80601
303-655-2900

Admission of Homeless Students (Policy JFABD)

Homeless children should have access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held. For more information about services for homeless students refer to Superintendent Policy JFABD or contact the District 27J Family Outreach Case Manager at 303-655-2839.

Student Records, Release of Information, FERPA (Policies JRA-R / JRC-E)

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

1. The right to inspect and review the student's education records within 3 days of the district receiving a request for access. A parent or eligible student making such a request must submit to the school principal a written request that identifies their record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student. A parent or eligible student may ask the district to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the

school principal clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise violates the privacy rights of the student. If the principal decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

Family Policy Compliance Office,
U.S. Department of Education,
400 Maryland Avenue, SW,
Washington, DC 20202-4605.

4. The right to refuse to permit the designation of any or all of the categories of directory information. The district is permitted by law to disclose directory information without written consent of the parent or eligible student. 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 7 or the following Monday if September 7 is a Saturday or Sunday. Directory information which may be released may include the student's name, 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, degrees and awards received, the most recent and previous education agency or institution attended by the student, and other similar information. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.
5. The right to request that information not be provided to military recruiting officers. Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released.

Reporting of Child Abuse (Policy JLF-R)

Any school employee who has reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must report such fact to the Department of Human Services or the appropriate law enforcement agency as required by law. The school employee should immediately inform the building principal or designee of the report and may ask for assistance in filing such report.

Students, staff, parents or community members may also report suspected child abuse by calling the Colorado Department of Human Services reporting hotline at 844-CO4-KIDS (844-264-5437).

STUDENT CODE OF CONDUCT & RELATED ISSUES

Compulsory Attendance Age (Policy JEA)

Colorado law requires every child who has attained the age of six years and is under the age of 17 to attend public school with such exceptions as provided by law.

Attendance and Truancy (Policy JH)

Policy JH provides specific guidelines regarding student attendance. The policy describes acceptable reasons for absences, explanations of attendance related terms, makeup work procedures, and pre-arranged absence procedures. Because chronic absence and habitual truancy have such negative impacts on student achievement, please be aware that the district prioritizes intervening in the cases of students with problem attendance issues. Chronic absence is defined as missing 10% or more of school days, regardless of the reason. Habitual truancy is defined by Colorado law as having four (4) or more unexcused absences in a month or ten (10) or more unexcused absences during any calendar year period, which may result in truancy court.

Parents and students should check with their school for specific attendance procedures and guidelines, including reporting excused absences and requesting makeup work when necessary.

Student Code of Conduct (Policy JK)

Students are expected to be familiar and comply with the behavior expectations identified in the Code of Conduct, which includes Policy JK and many related policies throughout Section “J” of Superintendent Policy. Behavior which jeopardizes school safety or which is disruptive to the degree that it interferes with the right of others to learn is not acceptable. Policy JK provides a description of those behaviors for which mandatory suspension and/or expulsion from school is required, as well as other conduct violations which typically allow for less severe consequences. Many violations noted include cross-references to other, more detailed policies specific to types behavior violations.

Conduct expectations and violations identified in Policy JK are organized as follows:

- Academic Misconduct
- Bullying, Harassment and Threatening Behavior
- Drugs and Alcohol
- Dangerous and Detrimental Behavior
- Disruptive Behavior
- Fighting and Aggressive Behavior
- Gang Activity
- Inappropriate Behavior
- Technology Violations
- Theft and Vandalism
- Weapons and Dangerous Items
- Other General Violations

Student Due Process (Policy JKD)

Policy JKD provides process to ensure due process rights for students and parents in relation to student Code of Conduct related matters. The policy identifies factors that the district administrators will consider in determining consequences or interventions for Code of Conduct violations, as well as providing an explanation of violations that will result in referrals to law enforcement. The policy further explains procedures for investigating student discipline matters, including those that may result in suspension, extended suspension or expulsion of a student, as well as matters involving students with disabilities. The policy identifies procedures for suspension and expulsion and explains appeal opportunities as well as alternative to suspension or expulsion opportunities that may be available, depending on the circumstances at the time.

Bullying Prevention and Education (Policy JICDE)

Bullying is defined as intentionally, systematically and chronically engaging in any written, verbal or electronic expression, physical act or gesture, occurring on or off school property, which causes distress upon one or more students, and/or which substantially interferes with or impacts another student's or students' educational experiences. No student, employee, volunteer, or visitor of 27J shall engage in, permit, condone, or tolerate bullying in any form.

Classroom Removal of Disruptive Students by a Teacher (Policy JKBA-R)

To the extent authorized by Colorado law, a classroom teacher has the authority to remove a student who disrupts the educational environment of the classroom for the remainder of that class.

Student Dress Code (Policy JICA)

The responsibility for the appropriate dress and appearance of students rests with individual students and their parents. Most modes of dress, hairstyles and personal grooming habits will be accepted provided they are not disruptive or distracting of the educational process or are not detrimental to the health, safety, or morals of individuals.

Weapons in Schools (Policy JICI)

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

Consistent with state law, this policy identifies "dangerous weapon" to include any firearm, any pellet or BB gun, any knife with a large blade and any other object, instrument or device used or intended to be used to cause injury.

Policy JK, Code of Conduct, further restricts students from having other potentially dangerous items at school including but not limited to such items as any knives, fireworks and ammunition (i.e. bullets).

Student Drug and Alcohol Violations (Policy JICH)

School districts are required by law to adopt policies regarding use, possession and/or sale of drugs, alcohol or other substances often referred to as “controlled substances” in school, on school grounds, in school vehicles or at any school function, on or off campus. Involvement in such behavior is detrimental to the welfare and safety of the school.

Students may not knowingly use, be under the influence of, possess, bring, sell, solicit the sale of, transfer, distribute or supply a drug, controlled substance or drug paraphernalia, including substances which are represented as being or would likely be mistaken for being such a substance.

Students are subject to disciplinary action up to and including mandatory suspension and potential expulsion for any single policy violation. Alternatives to suspension and expulsion may be offered by the school in some cases depending on the circumstances of the violation.

School officials are instructed to notify law enforcement regarding suspected violations of this policy and to cooperate with any investigation that may result.

Students who independently seek help from the school staff for substance use or abuse issues may do so without fear of consequences at school, providing that the discussion takes place when the student is not otherwise being investigated or sanctioned for violating the Code of Conduct.

Use of Restraint (Policy JKA)

Reasonable, moderate and appropriate physical force is considered proper when it is used for redirecting a child's attention when verbal messages are ignored. It is also considered proper for physical force to be exerted by an employee, without advance notice, when the welfare or safety of the student, other students, the employee or other persons is in clear and present danger

Interrogations and Searches (Policy JIH)

Searches may be conducted by a school official who has reasonable grounds for suspecting that the student has violated either the law or Superintendent policy. When reasonable grounds for a search exist, school personnel may search a student and/or his property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized or contraband materials. Any search conducted by a school official shall 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.

Student Gang Activity (Policy JICF)

In support of a safe school environment, and consistent with state law, gang activity is prohibited on District property. Groups of students which identify as a gang or conduct themselves in such a manner as to appear to be a gang are subject to consequences up to and including suspension and expulsion for extreme and/or repeat violations. This includes group behavior advocating drug use, violence or disruptive behavior. District officials will work closely with law enforcement to prevent or otherwise address potential gang behavior.

Student Tobacco or Nicotine Violations (Policy JICG)

Tobacco and nicotine possession or use, whether for smoking, chewing or any other form of ingestion, is prohibited on district property. Interventions and sanctions for violation of the policy increase in severity for repeat violations and may result in extended suspensions in extreme cases as identified in the policy. Students needing assistance with tobacco dependency are encouraged to contact a school counselor or other support staff for information about resources which may be available to assist the student.

Sexual Harassment (Policy JBB-R)

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. A learning and working environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any member of the district staff to harass another staff member or students or for students to harass other students through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance.

Students who believe they have been subject to sexual harassment will report the incident to any teacher, counselor or principal in their school building or to the Executive Director for Human Resources, who will be referred to as the grievance officer. All reports received by teachers, counselors, principals or other district employees will be forwarded to the grievance officer. If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the superintendent to investigate the matter.

Use of Cell Phones and Electronic Devices (Policy JICJ)

The Superintendent has determined that cell phones and similar electronic devices may have specific educational purposes, while their use outside of these purposes may create a distraction to the learning environment. Student possession of an electronic device in the District is permitted under certain circumstances as outlined in Policy JICJ, which acknowledges the different situations of elementary, middle and high school students. Violations of this policy are subject to sanctions including confiscation of the phone and/or involvement of law enforcement when the violation has infringed on the rights of others, such as electronic bullying, intimidation or unauthorized audio or picture taking of another person. Students who possess cell phones or other electronic devices at school are responsible for the security of the device(s) at all times.

Administrative time will not typically be devoted to seeking to recover lost, stolen or damaged devices nor to investigate unauthorized use of the device.

COMMONLY REQUESTED INFORMATION

Student Complaints and Grievances (Policy JII/JII-R)

The Superintendent recognizes the need for a democratic procedure for hearing student grievances. Whenever any student alleges that he is aggrieved by the application of any administrative regulation or order or of an order of any teacher, principal or other administrative officer or whenever any student feels that deficiencies exist in the district such as, but not limited to curriculum, content, educational facilities, teaching methods and the like, he may proceed in accordance with an approved student grievance procedure. However, not every complaint merits formal grievance procedures. Those areas of concern that, in the judgment of the principal, may be in the best interests of the student and the school shall be heard formally.

In grievances involving conflicts between students and faculty members, the following procedure shall be followed:

1. The student and teacher shall make every effort to settle the disagreement.
2. If the student and teacher cannot come to an agreement, the principal or assistant principal shall attempt to assist them in settling their differences. If circumstances dictate, the principal shall make a decision regarding the issue and give written copies to the student, teacher and superintendent.
3. If there is dissatisfaction with the principal's decision, the parties may request an audience with the superintendent. The superintendent will then call a meeting with the student, parent(s), teacher and principal.
4. If the parties, including the superintendent, fail to reach an agreement, the superintendent shall afford the parties an opportunity to discuss the matter with the Board. The decision reached by the Board shall be final.

When student grievances involve school policy, the following procedure shall be followed:

1. The student(s) involved will present their grievances to the student council.
2. The student council shall hear the grievance and may wish to bring the issue together with a recommendation to the principal.
3. The principal will make a decision within the framework of Board policy.
4. If the complainant is not satisfied with the principal's decision, the grievance shall be presented to the superintendent.

If further action is desired, the superintendent shall afford the aggrieved an opportunity to discuss the matter with the Board. The Board's decision will be final.

Student Fees, Fines and Charges (Policy JQ)

The free use of textbooks and books used in the classroom for reference will be provided on a loan basis to students enrolled in the public schools of the District. However, students shall be assessed fines for careless breakage, lost/stolen/damaged/defaced books (including those checked out from the library), and lost/stolen materials or equipment. The fines will be for the replacement cost amount of the loss. Building administrators may waive fees for stolen items if circumstances warrant that such is the case.

When determining student costs for vocational/industrial/fine arts class, the teachers shall determine a basic course for each class which can be completed with materials furnished by the school; and the students shall be required to pay for materials that go into shop, crafts or art projects that are above basic requirements for the course and are to be retained by the student.

Students participating in activities which are not required 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 field trips. However, the teacher/principal will 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. Fees will also be assessed to cover costs of cleaning items.

Student Expression Rights (Policy JICED)

While students do not shed their constitutional rights when they enter the school or engage in school-related activities, it is the Superintendent's responsibility to adopt rules reasonably necessary to maintain proper discipline among students and create an effective learning environment. Therefore, all student expression shall be consistent with the aims and objectives of the mission of the school district, the curriculum and this policy. For purposes of this policy, student expression includes expression in any media, including but not limited to written, oral, visual, audio, and electronic media in all classroom and other school-related activities, assignments, and projects.

Visitors to the Schools (Policy KI)

The Superintendent encourages parents and other citizens of the district to visit classrooms, activities and functions at any time to observe the work of the schools. The Superintendent believes that there is no better way for the public to learn what the schools actually are doing. Except for the purpose of attending functions to which the general public is invited, no person shall enter any school building in the district without making his presence known to the principal or other persons in charge of the building.

Entrance Age (Policy JEB/JEB-R)

A child is eligible to enter kindergarten whose fifth birthday is on or before October 1 of the year in which the student enrolls. At the written request of the parents or guardian, the District may consider early entrance for a child entering kindergarten if the child can successfully demonstrate advanced developmental achievement in both academic and social areas and who are five years old on or before October 1 of the applicable budget year.

A student is eligible to enter the first grade who is six years old on or before October 1. At the written request of the parents or guardian, the District may consider early entrance for a child entering first grade if the child

can successfully demonstrate mastery of all kindergarten benchmarks and who are six years old on or before October 1 of the applicable budget year.

School Admissions (Policy JF-R)

School enrollment requests should be made at the school in the student's appropriate attendance area.

Open Enrollment (Policy JFBA)

School District 27J provides opportunities to achieve academic excellence for students through its diverse schools and programs.

Students who reside outside of district boundaries may seek to enroll in a District 27J school through the annual open enrollment process. Open enrollment applications are accepted annually from the first school day in January through the second Friday in February. Schools will notify parents of open enrollment application decisions by the second Friday in March.

Students who reside in District 27J boundaries, but are seeking to attend a 27J school other than their assigned school, may apply to attend their desired school through the same process and timeline.

Additional information about the open enrollment process, as well as guidelines for seeking open enrollment outside of the annual January - February open enrollment window, is available at [Open Enrollment Information](#)

STUDENT HEALTH INFORMATION

Student Health Services Requirement (Policy JLC)

The general objectives of the health program in the district shall be to:

1. Protect and promote student health, facilitate optimal development, and advance academic success.
2. Bridge the gap between health care and education, provide care coordination and advocate for quality, student-centered care.
3. Collaborate to design systems that allow individuals to develop their full potential.
4. All students will be healthy, safe and ready to learn.
5. Implement individualized health care plans (IHP) for safe and effective management of students with health conditions during the school day.
6. Coordinate annual vision and hearing screening of all students in kindergarten, first, second, third, fifth, seventh and ninth grade as well as those students receiving special education and those students who are new to the district. The parent/guardian is informed when a deficiency is found.
7. School Nurse Consultants provide services in more than one building, therefore, they provide training and delegation to unlicensed assistive personnel (UAP) according to the Colorado State Nurse Practice Act. (NASN, 2017).

How Sick is Too Sick & General Health Office Visit Guidelines

The goal of the health office is to encourage optimal instruction time for all students. Please refer to the How Sick is too Sick guidelines for when to keep your student home from school. Health offices are staffed by a trained and delegated UAP who have access to a district nurse at all times. Health assistants are not able to assess, diagnosis or treat any conditions.

Immunizations of Students (Policy –JLCB)

No student shall be permitted to attend or continue to attend any school in the district without meeting the legal requirements for immunizations against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit a certificate of immunizations or present a valid exemption shall be suspended and/or expelled from school until such certificate or exemption is received.

Immunizations

See State Department of Health Regulations

<http://www.cdphe.state.co.us/dc/immunizations/schools.html>

Immunization Requirements

See State Department of Health Requirements

https://drive.google.com/file/d/11xBDQDd1rg3tgNBQcDFToR2LzePbfH_W/view

Administering Medications to Students (Policy JLCD)

Prescription and non-prescription medication which must be administered during the school day shall be given by the school nurse or other school personnel designated by the principal and school nurse. This medication shall be kept in a locked cabinet or safe. The medication must be provided by the parent in an individual pharmacy labeled bottle for the student who is to receive it. The label must include the name of the student, name of the medication, the dosage, and the time for administering the medication. Written parental permission and written authorization of the physician or other health care provider or dentist for giving medication at school shall be provided by the parent and filed in the office for the student who is to receive medicine.