

CENTENNIAL BOCES HIGH SCHOOL

CBHS

STUDENT HANDBOOK 2015-2016

School:

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INTRODUCTION

Dear Students and Parents/Guardians:

On behalf of the school faculty and Centennial BOCES, we would like to welcome each of you to our school. Centennial BOCES High School (CBHS) is dedicated to providing students with opportunities for personal, academic, and career growth. We provide a nurturing, close-knit, and collaborative learning environment where we can learn, encourage, and be successful together. Our staff is highly qualified and we utilize research-based, learning practices and technology to deliver educational opportunities that build academic and work competencies that will lead students to more success in the real world.

This Student Handbook has been prepared to familiarize you with the expectations and practices of our school. These expectations and practices are based on Colorado State Statutes, Aims Community College policies, and Centennial BOCES policies. It is important for all students and parents/guardians to carefully read the entire handbook, and utilize it as a resource throughout the year.

CBHS believes that you can be successful! You have taken the first step in choosing to be here and we are committed to assisting you in gaining academic, life and career skills. Your main responsibility is to commit to achieve success by pledging to accept the expectations of this program and carrying out those expectations for the duration of the program. We hope our partnership with you provides you with the necessary skills to successfully achieve goals throughout your life.

Again, we want to welcome you to CBHS community. I expect this year to be very rewarding and memorable for each student. Please contact me for any assistance that you may need at any time.

Sincerely,

Mark Rangel
Director of Innovative Education Services
Centennial BOCES

Centennial BOCES High School

Centennial BOCES High School (CBHS), formally known as the Weld County High School Diploma Program or Aims High School Diploma Program, is an alternative school designed to be a resource to school districts and students in northern Colorado. The program began

in 1998 and was designed for at-risk students and those who don't thrive in the traditional high school classroom. CBHS offers a self-paced, competency based curriculum that allows students the opportunity to earn a high school diploma and gain knowledge and skills crucial for entry into the workforce or other educational organizations. This program benefits students and school districts by providing an alternative path for students to graduate as well as lowering drop-out rates and increasing enrollment and graduation rates.

NONDISCRIMINATION DECLARATION

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, Centennial BOCES, CBHS, and its employees shall not unlawfully discriminate based on a student's race, color, national origin, ancestry, creed, sex, sexual orientation, religion, marital status, disability or need for special education services in the determination or recommendation of action in its educational programs, activities, or employment practices. Information regarding grievance procedures for Title IX and Section 504, has been established for students, parents and employees.

Specific complaints of alleged discrimination under Section 504 (Handicap) and Title IX (Sex) should be referred to: Mark Rangel, Principal. Complaints may also be filed with the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 N. Speer Blvd., Suite 310, Denver, CO 80204.

STUDENT RIGHTS - OVERVIEW

- To a safe learning environment that is free of violence, intimidation, crime, harassment, bullying, or other forms of discrimination.
- To be informed of policies and procedures related to student attendance, discipline, truancy, curriculum, and grading.
- To maintain free expression of thought in speaking and writing, as long as that expression does not violate others rights, or becomes disruptive to the learning of others or surrounding environment.
- To privacy of personal property, unless a reasonable suspicion should exist that creates a need to examine such property.
- To confidential student records as mandated by state and federal laws.
- To due process as related to disciplinary and attendance procedures and decisions.

STUDENT RESPONSIBILITIES - OVERVIEW

- Each student is expected to obey the rules as set forth in this handbook:
 - When they are on school grounds (including the parking lot) or in the school building
 - When they are in a school vehicle
 - During a school-sponsored activity
 - During a school/work related activity
- The Colorado Revised Statutes state that suspension or expulsion may result if a behavior that takes place off school grounds results in a danger to the safety and welfare of others.
- Students who are disciplined for school violations may also be subject to disciplinary action by law enforcement for acts that violate any local, state, or federal laws.

BUILDING HOURS

The CBHS Campus will open at 7:30 A.M., and close at 3:30 P.M. Students are not to loiter around

the building at any other times.

ENTERING THE BUILDING:

All students and visitors entering the building when school is in session should enter through the middle doors on the east side of the General Services Building and head directly to the CBHS area. Students are not to let any other students or visitors into the building through any other door.

CLASS SCHEDULES

To accommodate student needs, CBHS offers flexible scheduling. School is open from 7:30 am to 3:30 pm Monday -Thursday and from 9:00 am to 2:00 pm on Fridays (starting in late January). CBHS general guidelines are that students attend at least 20 hours each week. Opportunities for extended learning will be coordinated with school staff.

ADMISSION PROCESS

ELIGIBLE STUDENTS:

To be eligible to participate in the CBHS program, a student must meet at least one of these criteria:

1. Student must be at least seventeen (17) years of age.
2. Score at a Level 3 or higher on WorkKeys an/or Key Train Reading test/pretest.

ADMISSION CRITERIA

- a. Students can either be referred by their local current school districts or students may contact CBHS to inquire about enrollment.
- b. School administration will review each students situation and make sure CBHS is the best place for the student. Prior to being officially enrolled, students will progress through a 4 week assessment peiod to make sure CBHS is the right fit for the student. Once the students successfully completes the assessment period, CBHS will officially request records from the students prior high school. If after review, and after completeing the assessment period, there is reason to believe that CBHS is not the best place for the student, the student will be notified.

GROUNDNS FOR DENYING ADMISSION-Policy JC

The following shall constitute grounds for denial of admission to a BOCES program or activity:

1. Graduating from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary education.
2. Failure to meet age requirements.
3. Having been expelled from any school district or school during the preceding twelve (12) months and the Administration determines that the circumstances of such expulsion are such that admission of the student would be contrary to the best interests of the BOCES program or activity.
4. Not being entitled to attend under state law or BOCES policy.
5. Failure to comply with the immunization requirements. Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.

6. Behavior in another school district or school during the preceding twelve (12) months that is detrimental to the welfare or safety of other pupils or of school or BOCES personnel.
7. Students with disabilities shall be afforded the right to admission to any BOCES program/activity in compliance with applicable state and federal laws.
8. Students must also achieve at least a Level 3 on the initial Reading pretest.

Attendance, Absences and Progress

One criteria of a student's success in life is regular and punctual attendance. Frequent absences may lead to poor work ethic, lack of social development, and possible the inability to hold a job. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. Any student that continues to show a pattern of poor attendance and/or progress may be dropped from the program. Sixteen (16) hours a week is the minimum and most students should plan on attending more than the minimum expectation. Student attendance and progress will be monitored on a continued basis, the student should be making continuous progress towards their intermediate learning goals and towards graduation requirements. Any issues surrounding either of these areas will be addressed with the student and if significant improvement is not made, the student may be dropped from the school and referred to another educational program. If a student anticipates being gone for an extended period of time, the student must notify the teaching staff.

In accordance with agreement/policy between CBOCES and Colorado Department of Education, the CBOCES High School in partnership with AIMS Community College may impose academic penalties which relate directly to lack of attendance or progress. The AIMS High School Coordinator shall develop an academic/ behavior plan to implement appropriate consequences. Students and parents/guardians may petition the Board of Directors for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Any student who has been absent for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long term illness or death, is considered a "dropout" and shall be reported to the Department of Education by the BOCES. However, if the student is in attendance at the end of the school year, or enrolled in another school, alternative, program, home study course, or on-line program, such student is not considered a dropout and shall not be reported.

CBHS Opportunities

- ☐ Personal work Recommendation
- ☐ Workforce Readiness Certificate
- ☐ Concurrent Enrollment in Aims Community College
- ☐ Attend Conferences to enhance learning

SCHOOL CLOSURE AND INCLEMENT WEATHER:

As a general rule during the calendar school year year, if Aims Community College is open, CBHS will be open. If Aims is closed, CBHS will be closed. In the event of a snowstorm or other emergency

closure, closure information will be posted on the Aims Community College website: <http://www.aims.edu>. Information can also be obtained by calling the main campus phone: (970) 330-8008.

Behavior Expectations

General Expectations

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

All policies and procedures for handling general and major student discipline problems shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions.

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

Remedial Contract

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

Building Visitations

Parents are welcomed and encouraged to visit the school. We do ask that they first stop in the office to let us know that they are in the school. Other visitors are not allowed in the building due to the disruption of the students school work.

Dress Code

A safe and disciplined learning environment is essential to a quality educational program. BOCES-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline programs, and improve school order and safety. The board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to comply with this policy and the school's individual standards by changing into appropriate clothing (or making arrangements to have appropriate clothing brought to school immediately), to remove the paraphernalia, or modify the appearance of the hair. If the student takes such actions to be in compliance, there shall be no further penalty for that offense.

Unacceptable Items

The following items are not acceptable in BOCES/school buildings, on BOCES/school grounds, or at BOCES/school activities:

1. Shorts, dresses, skirts or similar clothing which, due to their short length or tight fit, are disruptive to a learning environment.
2. Inappropriately sheer, tight or low-cut clothing (e.g. midriffs, halter tops, backless clothing, tube tops, tank tops, garments made of fishnet, mesh or similar materials, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
3. Sunglasses inside the building.
4. Bandanas or "Colors"
5. Any clothing where undergarments are visible at any time.
6. Midriff showing. The definition of midriff is any part of the torso, front or back that shows or will show with movement.
7. Tank tops, tub tops, halter tops or muscle shirts. Sleeveless shirts may be worn if the fabric covering the shoulders is at least three fingers wide, shirts may not be low cut at the armpit or neckline.
8. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or obtain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote affiliation with gangs which advocate drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of other students.
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching/learning process

Exceptions and additions

BOCES' principals and/or designees may develop and adopt school-specific dress codes containing additional or specific criteria for student dress provided that such school standards are consistent with this policy.

LEGAL REF.: C.R.S.. 22-32-109.1 (2) (A) (IX) (*Board's Duty to Adopt Student Dress Code*)

Adopted: 12/14/00

Centennial BOCES

Discipline

CODE OF CONDUCT: Policy JICDA

The principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on Aims property, when being transported in vehicles dispatched by the school or one of its schools, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a nexus to school or any district curricular or non-curricular event. The principal or designee may also place the student on a guided independent study that would allow the student to complete coursework while not on school grounds. Upon completion of the guided independent study, the student situation will be reviewed to determine appropriateness for continued enrollment in CBHS. If it is determined that CBHS is no longer an appropriate placement, the student will be referred to another educational opportunity.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
5. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
6. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
7. Violation of the BOCES policy on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of BOCES policy or building regulations.
10. Violation of the BOCES policy on weapons in the schools. Expulsion shall be mandatory, for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.
11. Violation of the BOCES alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
12. Violation of the BOCES violent and aggressive behavior policy.
13. Violation of the BOCES policy on sexual harassment.

14. Violation of the BOCES policy on nondiscrimination.
15. Violation of the BOCES dress code policy.
16. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
17. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
18. Lying or giving false information, either verbally or in writing, to a school employee.
19. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
20. Making a false accusation of criminal activity against an employee to law enforcement or to the district.
21. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
22. Repeated interference with the school's ability to provide educational opportunities to other students.
23. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

HABITUALLY DISRUPTIVE STUDENTS: Policy JK-R

A student can be declared "habitually disruptive" if they continue to show a pattern of behavior that disrupts the educational setting. This is defined by any student causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events because of student behavior that was initiated, willful and overt.

1. The principal or designee will inform the Board if a student is suspended for a second time for causing a material and substantial disruption.
2. The student and the parent/guardian will be notified in writing of each suspension which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student."
3. District procedures for expulsion may be initiated when the student is suspended for the third time. The period of suspension will be extended, if necessary, to conduct an expulsion proceeding.

BULLYING PREVENTION AND EDUCATION: Policy JICDE

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

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal

or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

GANG ACTIVITY: Policy JICF

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior. The principal or designee shall maintain continual, visible supervision of school premises, school vehicles and school-related activities to deter gang intimidation of students and confrontations between members of different gangs. The superintendent or designee shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort.

Gang symbols

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

Prevention Education

The Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Early intervention is a key component of efforts to break the cycle of gang membership. Students can speak with school staff to help address these issues.

WEAPONS IN SCHOOL: Policy JICI

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

Mandatory expulsion in accordance with state and federal law

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.

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

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

The principal shall initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. Unless expulsion is otherwise required by federal law, a student may, but need not be expelled if as possession of the dangerous weapon, the student notifies and delivers the weapon to school officials.

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

Discretionary discipline in accordance with state law

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

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final. School administrators shall consider violations of this policy provision on a case by case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Local restrictions

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing of any *knife*, regardless of the length of the blade, 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 express authorization is prohibited. Students who violate this policy provision shall be referred for appropriate disciplinary proceedings.

Recordkeeping

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

Referral to law enforcement

In accordance with applicable law, school personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement.

SUBSTANCE USE BY STUDENTS: Policy: JICH

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

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

For purposes of this policy, a controlled substance includes but is not limited to alcohol, narcotic drugs, hallucinogenic or mind-altering/mood altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other substances defined as "controlled substances" by state and federal law, or any prescription or nonprescription drug, medicine, vitamin, homeopathic substance, or other chemical substance not taken in accordance with the Board policy and regulations on administering medicines to students.

This policy also includes substances that are represented by or to a student to be any such substance as defined in the preceding paragraph or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school-sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the BOCES and/or the safety and welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions that may include suspension, expulsion, diversion activities and/or referral to appropriate law enforcement agencies as outlined in the regulation for this policy and as provided in the student code of conduct and discipline handbook for Aims Community College. Through the publication and distribution of the discipline handbooks, the Board shall have served notice to all students and their parent(s)/guardian(s) of their rights and responsibilities under this policy.

STUDENT SEXUAL HARASSMENT-Policy JBB

CBHS shall follow, to the extent feasible, the guidelines set forth in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

The Executive Director shall establish a grievance procedure for all students. This procedure shall provide students with a systematic, fair and equitable process to address any sexually harassing conduct that creates an intimidating, hostile, or offensive school environment, which subjects an individual to unwelcome sexual advances, expressed or implied, or which interferes with an individual students performance.

Any student who violates this policy may be subject to disciplinary action.

Any student who feels that he or she has been, or is being subjected to, sexual harassment may use the existing grievance procedures to request a remedy for the complaint.

Sexual harassment prohibited

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.
4. Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.
5. Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

Sexual harassment as defined above may include, but is not limited to:

1. sex-oriented verbal "kidding," abuse or harassment,
2. pressure for sexual activity,
3. repeated remarks to a person with sexual implications,
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another,
5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns,
6. Sexual violence.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action, including suspension or expulsion, and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of

another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software or the property of the school.

ACADEMIC INTEGRITY:

Academic integrity is an essential element of promoting academic excellence.

Cheating includes, but is not limited to, the following examples:

- Taking, stealing, and/or using an assignment from someone else and submitting it as one's own.
- Allowing another to take and/or use an assignment to submit as his/her own.
- Looking at another's test or essay with or without his consent for the purpose of duplicating that work and submitting it as one's own.
- Representing as one's own the work or words of a parent, sibling, friend, or anyone else.
- Discussing or revealing the contents of a test or quiz with students who have not completed the assessment.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Using any type of "crib/cliff notes" on your person, an object, or programmed within graphing calculators, palm pilots, cell phones, or other electronic devices without teacher permission.
- Receiving answers for assignments or exams from any unauthorized source.
- Working on assignments with others when not authorized by the instructor.
- Copying from other students during an exam.
- Giving answers to another student for an assignment or exam.

Dishonesty includes, but is not limited to, the following examples:

- Agreeing with other students to commit academic dishonesty.
- Falsification of results from research or laboratory experiments.
- Written or oral presentation of results from which research was never performed.

Plagiarism includes, but is not limited to the following examples:

- Directly quoting or paraphrasing all or part of another's written or spoken words without notes or documentation within the body of a work.
- Presenting an idea, theory, or formula originated by another person as the original work of the person submitting that work.
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as the student's own work
- Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person.

Plagiarism is defined in *Webster's New International Dictionary of the English Language* as:

"To steal or purloin and pass off as one's own the ideas, words, artistic productions of another; to use without due credit the ideas expressions or productions of another."

The *MLA Style Manual and Guide to Scholarly Publishing* further defines plagiarism as:

"Forms of plagiarism include the failure to give appropriate acknowledgments when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. You may certainly use other person's words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document

everything you borrow; not only direct quotations and paraphrases, but also information and ideas.”

Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*. New York: The Modern Language Association of America, 1998.

***Plagiarism.org* indicates:**

“Plagiarism is the improper use of, or failure to give credit to another person’s writing, visual or musical representation, or ideas. It can be an act as subtle as inadvertently neglecting to use quotation marks or references when using another source or as blatant as knowingly copying an entire paper, or parts of a paper, and claiming it as your own.”

Personal Electronics

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

Students may carry cell phones and pagers, but these devices must be turned off or placed on vibrate inside school buildings, at school-sponsored activities, and on field trips. In these locations, cell phones and pagers may be used only during emergencies. Use of electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person.

Violation of this policy will result in disciplinary measures and confiscation of the electronic device. Confiscated cell phones and pagers shall be returned to the student only after a conference with the parent/guardian, student, and school personnel.

The school shall not be responsible for loss, theft, or destruction of electronic communication devices brought onto school property.

PARKING:

All private vehicles are to be parked in the designated student parking lot. Drivers and vehicles are subject to school regulations and the authority of the school personnel having jurisdiction over the location. Person(s) violating district or building rules or operating a vehicle in a dangerous manner may be reported to legal authorities and be denied the privilege of having a vehicle on school property. All students are asked to park their vehicles appropriately in the east parking lot. Each student that drives will be given a parking pass which should be displayed whenever on campus.

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS-Policy JRC/JRA

Content and Custody of Records/Information

Student education records in all formats and media, including photographic and electronic may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns, and any individual education program (IEP).

Nothing in this policy shall prevent administrators, teachers, or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

All requests for inspection and review of student education records and requests for copies for such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each student's record.

The principal is the official custodian of regular education student records in his/or her building and the Special Education Director is the official custodian of all Special Education student records. The Federal Programs Director is the official custodian of all migrant student records.

Access to Records by Parent

A parent/guardian ("parent") and any student 18 years old or older, has the right to inspect and review the student's education files. If a student is 18 years old or older, ("eligible student") the parent or guardian may not inspect or review the student records without written permission from the student. However, if an eligible student is a dependent for income tax purposes, parent/guardians are entitled along with the student to access student educational records.

During inspection and review of student records by a parent or eligible student and when requested by them, the principal, for regular education records, the Special Education Director, for Special Education records, and the Federal Programs Director, for migrant education records, or their designee, will provide personnel necessary to give explanations and interpretations of the student records.

In all cases where access to student records is requested, except as provided in this policy, a written request to see the files must be made by the parent or eligible student. The principal, for regular education records, the Special Education Director, for Special Education records, or the Federal Programs Director, for migrant education records, upon receipt of the written request, shall provide access to inspect and review the records and set a date and time for such inspection and review. In no case will the date set be more than five working days after the request has been made.

The parent or eligible student shall examine the student's records in the presence of the principal, Special Education Director, Federal Programs Director, and/or other person(s) designated by the principal, Special Education Director, or Federal Programs Director.

The record itself shall not be taken from the BOCES/school building. However, upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a cost of \$1.25 per page.

Requesting Records From Other Districts/Schools

When a student transfers to a BOCES school from another district, the receiving school shall request the student's records from the transferring district if the records have not already been forwarded to the receiving school.

Transferring Records to Other School Districts

Student records, including disciplinary records, may be transferred without consent to officials of another school, school system, or post secondary institution that has requested the records and in which the student seeks or intends to enroll. The BOCES will provide a copy of the record to the eligible student or student's parents if so requested.

Request to Amend Education Records

A parent or eligible student may ask the BOCES to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the principal (or appropriate BOCES/school official) 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. The request to amend a student's records must be made in writing within 10 school days of the date the records were first examined. Any revisions to a Special Education student's records can only be made by the Special Education Director, or designee, applicable with state and federal laws.

If the BOCES official, after consulting with any other person having relevant information, decides not to amend the record as requested by the parent or eligible student, the BOCES official shall 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 shall be provided to the parent or eligible student when notified of the right to a hearing.

A request for a formal hearing must be made in writing and addressed to the Executive Director. The response to the request shall be mailed within 10 school days. The hearing shall be held in accordance with the following:

- a. The hearing will be held within 15 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certified mail.
- b. The hearing will be conducted by a principal or BOCES administrative official as designated in writing by the Executive Director. The official conducting the hearing shall not be the principal who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing. Parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney. The official designated above shall make a decision in writing within 10 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
- c. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
- d. The decision shall include a statement informing the parents or eligible student of their right to place in the student records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by the BOCES. If the student record is disclosed by the school to any other party, the explanation shall also be disclosed to that party.

Disclosure With Written Consent

Whenever the BOCES is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the following:

- a. The specific records to be released,
- b. The specific reasons for such release,
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information,
- d. The right to review or receive a copy of the records to be released.

Parental consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program, or in any other school program shall not constitute the specific written consent required.

All signed consent forms shall be retained by the BOCES.

Disclosure Without Written Consent

The BOCES will disclose personally identifiable information from student records without written consent of the parent or eligible student only to those persons or entities allowed under federal or state law to receive such information.

The BOCES may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.

Disclosure of Disciplinary Information to School Personnel

In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

For purposes of this policy, "disciplinary information" means confidential records maintained by or in possession of the principal or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of the BOCES' code of student conduct and/or there is reasonable cause to believe, through information provided to the principal from another credible source, that the student could pose a threat to the health and safety of other students and school personnel based on prior misbehavior. "Disciplinary information" is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the principal or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or school officials.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parent/guardian may challenge the accuracy of disciplinary information through the administrative regulations which accompany this policy.

Disclosure 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. Reasonable and customary actual expenses directly incurred by the BOCES in furnishing this information will be paid by the requesting service.

Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the BOCES shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. Once eligibility is verified, the BOCES shall submit information regarding services delivered and all other information necessary to complete Medicaid reimbursement claims to HCPF. The BOCES shall obtain written consent annually from a File: JRA/JRC parent/guardian before the release of any non-directory information required for billing. To accomplish this, the BOCES shall:

- include a consent form with the "start of school" information each fall.
- include a consent form with IEP packet materials.

include a consent provision on the Medical Emergency form.

Disclosure to Criminal Justice Agencies

The Executive Director or designee is authorized by law to share disciplinary and attendance information with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district when necessary to effectively serve the student prior to trial. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.

Disclosure to Other Parties

Except as noted in this policy, student records will not be released to other individuals and parties without a written request and authorization of the parent or eligible student. Personal information will only be released to a third party with the assurance it be kept confidential.

Disclosure of Directory Information

The BOCES may 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 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.

Annual Notification of Rights

The BOCES principal(s) and BOCES Program Director(s) will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. The notice will be in the form provided on the following exhibit. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act and this policy on student records shall be on file in the office of each BOCES principal and program director, and of each individual who carries out procedures relative to the act or policy.

Waivers

A parent or eligible student may waive any or all rights protected by this policy. The waiver shall not be valid unless in writing and signed by the parent or eligible student. The BOCES does not require a waiver but may request a waiver. Any waiver under this provision may be revoked at any time in writing.

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS-Policy JIH

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

Searches conducted by school personnel

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable grounds for a search exist, school personnel may search a student and/or the student's personal 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.

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

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

Definitions

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion is based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on personal experience, that search of a particular person, place or thing would lead to the discovery of evidence of a violation of Board policy or state or federal laws. Reasonable suspicion requires more than a mere hunch.
1. "Contraband" consists of all substances or materials prohibited by Board policy of state law including but not limited to drugs, drug paraphernalia, alcoholic beverages, guns, knives, other weapons, and incendiary devices.

Search of school property

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search pursuant to this policy. Cars, located on school property, may be searched.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks, locker or any other storage area and its contents when there are reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

Search of the student's person

The principal or designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband.

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

Searches of the person shall 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 shall witness but not participate in the search.

The parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. No strip search shall be carried out by any school employee.

Seizure of items

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

1. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
2. Returned to the student or the parent/guardian.
3. Turned over to a law enforcement officer in accordance with this policy.
- 4.

Appeals

Within 10 school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.

SUSPENSION/EXPULSION OF STUDENTS-Policy JKD/JKE

The BOCES Board of Directors shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. As an alternative to suspension, the principal or designee at personal discretion may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations. This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

EDUCATIONAL ALTERNATIVES FOR EXPELLED STUDENTS

Upon request of a student or the student's parent/guardian, the BOCES shall provide educational services deemed appropriate by the BOCES for any student expelled from the BOCES' school. The educational services will be designed to enable the student to return to the school in which the

student was enrolled prior to expulsion, to successfully complete the GED, or to enroll in a non-public, non-parochial school.

Educational services include tutoring, alternative educational programs, including on-line programs authorized by state law, or vocational education programs that provide instruction in the academic areas of reading, writing mathematics, science, and social studies. In addition to educational services, the student or parent/guardian may request any of the services provided by the district through agreements with state agencies and community organizations for at-risk students.

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

Educational services provided by the BOCES shall be designed to provide a second chance for the student to succeed in achieving an education. While receiving educational services, a student may be suspended or expelled pursuant to the discipline code of the BOCES. Except as required by federal law for special education students, any student who is suspended or expelled while receiving educational services pursuant to this policy shall not receive further services until the period of suspension or expulsion is completed.

The educational services may be provided directly by the BOCES or through agreements with state agencies and community organizations entered into pursuant to state law. The services need not be provided on BOCES or member school district property.

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

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

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

LEGAL REFS.: C.R.S. 22-33-201.5 (*definition of educational services*)

C.R.S. 22-33-203 (*educational alternatives for expelled students*)

C.R.S. 22-33-204 (*services for at-risk students*)

C.R.S. 22-33-205 (*expelled students grant programs*)

Adopted: 12/14/00

Centennial BOCES

LAW ENFORCEMENT OFFICERS' INVOLVEMENT

Search and seizure

The principal or designee may request a search on school premises 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 this policy.

When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer.

If law enforcement personnel seek permission from school authorities to search a student, the student's personal property or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted unless:

1. There is uncoerced consent by the student.
2. There is probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.

3. The search is incident to an arrest and is limited to the person and immediate surroundings.

Interrogation

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall be present. If the student is under 18, the student's parent/guardian also shall be present unless the juvenile is emancipated as that term is defined in state law.

Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible.

Custody and/or Arrest

When custody and/or arrest by the police is involved, the principal shall request that all procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures including but not limited to obtaining proper arrest warrants where required.

LEGAL REFS.: C.R.S. 19-2-511 *et.seq.*

C.R.S. 22-32-109.1 (2) (a) (VIII) (*policy required as part of safe schools plan*)

Adopted: 12/14/00

Centennial BOCES

Daily Procedures and Policies

Family Education Rights

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS (NOTIFICATION TO PARENTS AND STUDENTS OF RIGHTS CONCERNING STUDENT SCHOOL RECORDS)-Policy JRA/JRC-E

The Family Educational Rights and Privacy Act ("FERPA") and the 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 BOCES receiving a request for access.

A parent or eligible student making such a request must submit to the school principal [or appropriate BOCES official] a written request that identifies their records 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 BOCES to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the school principal [or appropriate school official] 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. Whenever the BOCES is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the following:
 - The specific records to be released;
 - The specific reasons for such release;
 - The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
 - The method or manner by which the records will be released; and
 - The right to review or receive a copy of the records to be released.

Parental consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program, or in any other school program shall not constitute the specific written consent required.

All signed consent forms shall be retained by the school district.

Disclosure of personally identifiable information can be made without consent to the following:

- A. School officials, including teachers, working in the school at which the student is enrolled who have a specific and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly learning environment.
 - a. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the BOCES as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the BOCES has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- B. Officials of another school, school system, or post secondary institution that has requested the records and in which the student seeks or intends to enroll. In this case, disciplinary information shall be included. The BOCES will provide a copy of the record to the eligible student or student's parents/guardians if so requested.
- C. In connection with a student's application for or receipt of financial aid.
- D. A criminal justice agency investigating a criminal matter concerning a student enrolled or who will reenroll in the school district/BOCES when necessary to effectively serve the student prior to trial. Such information shall only include disciplinary and attendance information and shall only be shared upon certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.
- E. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed. Accrediting institutions to carry out their accrediting functions. Parents of students over 18 years of age who are dependent for federal income tax purposes. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
- F. Anyone if required by a court order or subpoena. The district will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order.

The district will not provide such notice if the subpoena is issued by a federal grand jury or any other law enforcement purpose where the court has ordered non-disclosure of the existence or contents of the subpoena or information furnished.

- G. A court presiding over a legal action initiated by the school district/BOCES where the education records are relevant, or initiated by a parent or eligible student where the records are relevant for the school district's/BOCES' defense.

The BOCES may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the BOCES to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- 5. Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
- 6. The right to refuse to permit the designation of any or all of the categories of directory information.
- 7. The BOCES 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.
- 8. 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.
- 9. The right to request that information not be provided to military recruiting officers. Names, addresses and home telephone numbers as well as directory information 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.

Parent Opt-Out Form for Information to Military Recruiters

Do not disclose my child's name, address, telephone number or directory information to any United States military recruiters.

Parent/Guardian or eligible student

Signature

Students' name

Date

Note: This notice must be distributed to parents and eligible students annually.

- Medication Policy

Personal Property

CBHS is not responsible for lost or stolen personal items. There is always a risk of theft in the school, therefore, students are encouraged to leave personal property at home. Cases will be reviewed.

Child Abuse Law

MANDATORY REPORTING:

Every school district employee is considered a mandatory reporter under the law. Therefore, a staff member with **“reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately report upon receiving such information.”** Our employees have been trained to make the report prior to doing an investigation. The school may conduct its own investigation, however, the reporting requirement is absolute and a report must be made upon receiving the information which may mean before an investigation is completed. The school does not assume guilt when making a report. It is the duty of the police or human services to determine if abuse or neglect has occurred. It is not the responsibility of the school district to make this determination.

IMMUNIZATION OF STUDENTS –Policy JLCB-R

1. No student may attend school in the BOCES school unless the student has presented to the school an up to date certificate of immunization or a completed exemption form. [*Note: please refer to current Health Department schedules for immunization requirements.*] A student shall be exempted only upon submission of:
 - a. certification from a licensed physician that the physical condition of the child is such that immunization would endanger the child's life or health.
 - b. statement signed by one parent/guardian or the emancipated child that he or she adheres to a religious belief whose teachings are opposed to immunizations.
 - c. statement signed by one parent/guardian, or the emancipated child that he or she holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

2. The BOCES will provide, upon request, an immunization form as required by the Health Department. The principal is responsible for seeing that required information is included on the form.
3. If there is a failure to comply with the immunization requirements, the principal will personally notify the parent/guardian or emancipated student. Such notification will be accomplished

either by telephone or in person. If this is not possible, contact will be by mail. Emancipated students must be contacted directly, rather than through their parents/guardians.

The parent/guardian or emancipated student will be notified of the following:

- a. that up to date immunizations are required under Colorado law,
 - b. that within fourteen (14) days of notification, the parent/guardian must submit either an authorization for administration of the immunization by health officials, or a valid exemption or documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations,
 - c. that if the required documentation is not submitted within fourteen (14) days of notification, or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled.
4. A student who fails to comply will be suspended by the principal for up to five days and notice of the suspension sent to the Health Department.
 5. If no certificate of immunization is received during the period of suspension, the executive director will institute proceedings for expulsion.
 6. Any suspension or expulsion under this policy will terminate automatically upon compliance.
 7. Record of any such suspension or expulsion will be contained in the student's health file, with an appropriate explanation – not in the student's disciplinary file.

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

Contracts and Forms

STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS- Policy JS

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

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

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the CBOCES. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of CBOCES computers and computer systems to avoid contact with material or information that may be harmful to minors.

Blocking or filtering obscene, pornographic and harmful information

Software that blocks or filters material and information that is obscene, child pornography, or is otherwise harmful to minors, as defined by the Board, shall be provided for all CBOCES computers

having Internet or electronic communications access. Students shall report access to material and information that is obscene, child pornography, harmful to minors, or is otherwise in violation of this policy, to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No expectation of privacy

CBOCES computers and computer systems are owned by the CBOCES and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The CBOCES reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all usage of CBOCES computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through CBOCES computers and computer systems shall remain the property of the CBOCES. Unauthorized and unacceptable uses

Students shall use CBOCES computers and computer systems in a responsible, efficient, ethical, and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of CBOCES computers and computer systems can not be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following. (Note: The Board has discretion to determine which uses are unacceptable. The following list provides examples the Board may wish to consider.)

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

- A. that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- B. that is not related to CBOCES education objectives
- C. that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion
- D. that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability or handicap
- E. for personal profit, financial gain, advertising, commercial transaction or political purposes
- F. that plagiarizes the work of another without express consent
- G. that uses inappropriate or profane language likely to be offensive to others in the school community
- H. that is knowingly false or could be construed as intending to purposely damage another person's reputation
- I. in violation of any federal or state law, including but not limited to, copyrighted material and material protected by trade secret
- J. that contains personal information about themselves or others, including information protected by confidentiality laws
- K. using another individual's Internet or electronic communications account
- L. that impersonates another or transmits through an anonymous remailer
- M. that accesses fee services without specific permission from the system administrator

Security

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

Students shall not:

1. use another person's password or any other identifier
2. gain or attempt to gain unauthorized access to district computers or computer systems
3. read, alter, delete or copy, or attempt to do so, electronic communications or other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Safety

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

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the CBOCES or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or CBOCES-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Assigning student projects and monitoring student use

The CBOCES will make every effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

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

All students shall be supervised by staff while using the Internet or electronic communications at a ratio of at least one staff member to each thirty (30) students. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

Student use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The CBOCES may deny, revoke or suspend access to CBOCES technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

Centennial BOCES makes no warranties

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

LEGAL REFS.: 47 U.S.C. 254(h) (*Children's Internet Protection Act of 2000*)

47 U.S.C. 231 (*Child Online Protection Act of 1998*)

20 U.S.C. 6801 *et seq.* (*Elementary and Secondary Education Act*)

Adopted: 2/13/03

Centennial BOCES

Technology Agreement

STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS- Policy JS-E (Annual Acceptable Use Agreement)

Student

I have read, understand, and will abide by the CBOCES' policy on Student Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the CBOCES' computers or computer system, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

If I am 18 years or older, I hereby release the CBOCES from all costs, claims, damages or losses resulting from my use of CBOCES computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the CBOCES policy on Student Use of the Internet and Electronic Communications and understand its significance.

Student's Name _____ Date of Birth _____
(printed) (day/mo/yr)

Student's Signature _____ Date _____

Parent or Guardian

If the user is under 18 years of age, a parent or guardian must also sign this Agreement.

As the parent or guardian of this student, I have read the district's policy on Student Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that the CBOCES has taken reasonable steps to block or filter material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by the Board. I also recognize, however, that it is impossible for the CBOCES to prevent access to all materials or information I might find harmful or controversial, and I agree not to hold the CBOCES responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

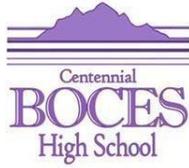
I hereby release the CBOCES from all costs, claims, damages, or losses resulting from my child's use of CBOCES computers and computer systems, including use of the Internet and electronic communications, including but not limited to, any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an Internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the CBOCES' policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.

Parent/Guardian's Name _____
(printed)

Parent/Guardian's Signature _____ Date _____



Confirmation Page

I (Student's name) _____, A student at CBHS, hereby acknowledge having received a copy of the handbook. **I realize that I will be responsible for knowing and following the procedures and regulations outlined in this handbook. I also agree to take the handbook home for my parents to read and sign.** I will return this sheet to my CBHS teacher ASAP.

Student _____

Parent/Guardian _____

Date _____

PUBLIC CONCERNS:

The Board of Education believes that positive and appropriate two-way communication between the School District, schools, parents, and the citizens of the community is a vital component of the educational program.

The Board believes that concerns are best handled and resolved as close to their origin as possible. Proper channels for resolving concerns that involve student, personnel, instruction, operations, and services, facilities, and/or policies of the District will be as follows:

1. Staff 2. Principals 3. Superintendent 4. Board of Education

The Board of Education directs the Superintendent to develop procedures which allow the public to express concerns in writing. Such procedures should expedite responses to the public and, if possible, resolution of the concern.

THE BOARD OF EDUCATION, HOWEVER, MAINTAINS FINAL AUTHORITY ON ALL SCHOOL MATTERS.