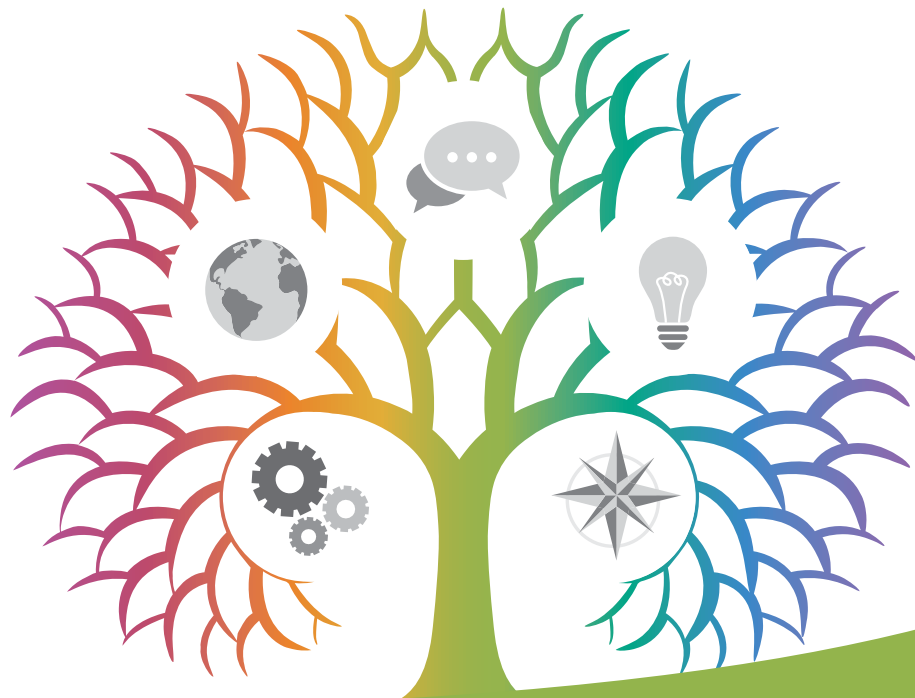


JEFFCO PUBLIC SCHOOLS

STUDENT & FAMILY HANDBOOK

(CODE OF CONDUCT)



2017-18

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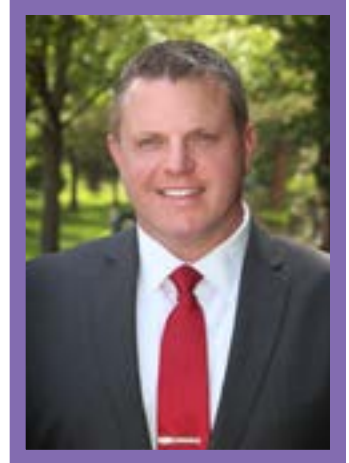
INTRODUCTION

Jeffco Public Schools has a long, proud tradition of excellence. Thank you for taking the time to review this handbook, because to maintain this tradition we all must work together to ensure our schools are safe, healthy, productive places to learn. A positive attitude, self-respect and respect for others, clear communication and knowledge of expectations and standards are a few foundational blocks that make our schools great. This handbook is a guide to these items and more. Jeffco Public Schools sets high standards, strives for fairness, and expects accountability for students, families, and staff.

We look forward to working with you to secure the best education for our students.

Sincerely,

Dr. Jason Glass, Superintendent



MISSION, VISION & VALUES

MISSION

Our mission is to provide a quality education that prepares all children for a successful future.

JEFFCO 2020 VISION

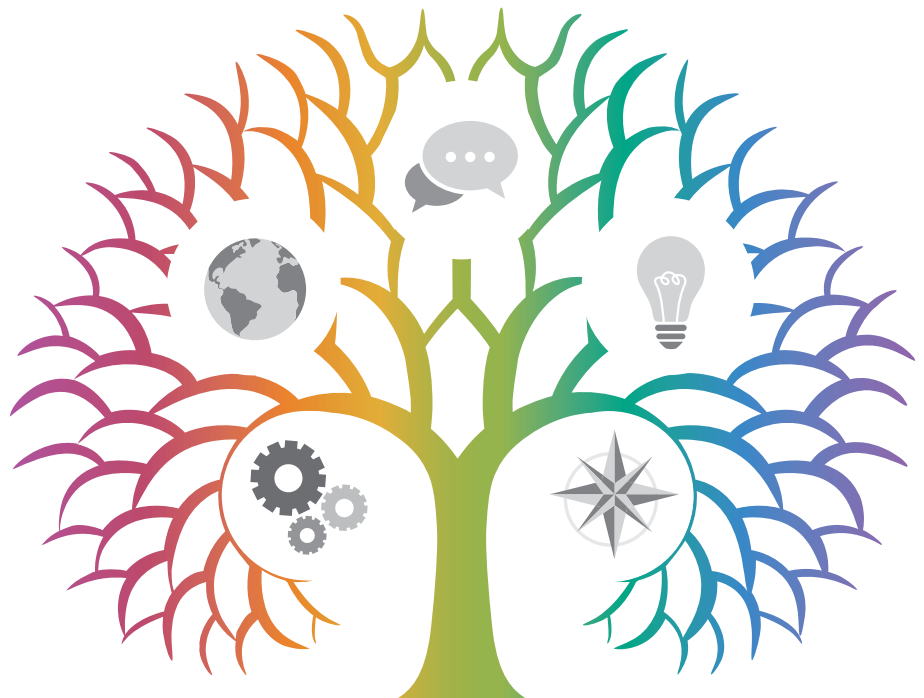
In order for students to pursue their life goals, by 2020 all Jeffco graduates will be able to successfully apply the following competencies:

- Content Mastery
- Global & Civic Engagement
- Communication
- Critical Thinking & Creativity
- Self-Direction & Personal Responsibility

VALUES

Providing a quality education for student success requires a commitment to the following values:

- Integrity
- Valuing People
- Teamwork
- Exemplary Performance



 JEFFCO PUBLIC SCHOOLS
2020 Vision

Content Mastery | Civic & Global Engagement | Communication
Critical Thinking & Creativity | Self-Direction & Personal Responsibility

STUDENT RIGHTS & RESPONSIBILITIES

What is expected of students? What guides these expectations? What rights do students have? This section will help answer these questions. Student rights and responsibilities are derived from a variety of sources including, but not limited to: Colorado state laws, Federal laws, local laws, and Board of Education policies, which guide student conduct expectations, rights, and responsibilities. Students shall be held accountable for complying with these laws, policies, and regulations. Families are expected to cooperate with school authorities, and to participate in school conferences regarding the behavior of their student.

All students have the right to access quality public education. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Members of the school community, students, families, and school staff have the responsibility to promote regular attendance at school; facilitate orderly conduct and behavior; ensure freedom from fear of insult, harassment, or injury; and provide maximum opportunities for learning for each student.

[For additional information, please refer to District Policy JI, Student Rights and Responsibilities.](#)

EQUAL OPPORTUNITY – PREVENTION OF DISCRIMINATION, HARASSMENT & BULLYING

We are committed to providing a learning environment where all members of the school community are treated with dignity and respect. Consequently, it is district policy that no person shall be excluded from participation in, be denied the benefits of, or be

subjected to unlawful discrimination in any district program or activity on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, genetic information, age, veteran status, or disability. In support of this, the Jeffco Public Schools [Office of Student Engagement](#) offers proactive methods to foster collaborative school and community partnerships.

All students, families, and community members are expected to be aware of the standards of conduct addressed in district policies regarding discrimination, harassment, and bullying, and are expected to comply with these policies. Failure to comply may result in student discipline or restricting parent/community access to school property.

For additional information on restricted access to school property, please refer to [Colorado Revised Statutes \(C.R.S.\) 18-9-109](#) and [C.R.S. 18-9-110](#).

DISCRIMINATION | HARASSMENT

Discrimination is defined as treating a person of a particular group differently based on their protected class characteristic. Harassment is defined as verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of the person's protected status and has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating hostile, or offensive education environment.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion

toward an individual or group that is placed on walls or elsewhere on the district's premises or circulated by e-mail, phone (including voice messages), text messages, social networking sites, or other means. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

Sexual harassment and bullying are forms of harassment prohibited by district policy.

For additional information, please refer to [District Policy AC, Unlawful Discrimination/Equal Opportunity](#).

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature in the workplace.

For additional information, please refer to [District Policy JBB, Harassment of Students](#).

BULLYING

Bullying is defined as any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or

cause any physical, mental, or emotional harm to any student. 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 academic performance, or against whom federal and state laws prohibit discrimination.

Examples of acts that may constitute bullying include but are not limited to, cyber bullying; sexting; derogatory verbal comments (e.g., name-calling, taunting, hostile teasing, spreading rumors, epithets, jokes, or slurs); threats of force or violence against a person's body, possessions, or residence (e.g., obtaining food or money by threats of force); or physical conduct (e.g., provocative gestures, overly rough horseplay, restricting freedom of action or movement, violence, or defacing or destruction of property).

For additional information, please refer to [District Policy JBC, Prevention of Bullying](#).

REPORTING & RETALIATION

If you feel you have been a victim of, or witness to, discrimination or harassment report it immediately. Retaliation for reporting is not tolerated. Please see the [Concerns, Complaints, and Grievances section of this handbook for guidance](#).

For additional information, please refer to the following district policies:

- [District Policy AC, Unlawful Discrimination/Equal Opportunity](#)
- [District Policy JBB, Harassment of Students](#)
- [District Policy JBC, Prevention of Bullying](#)

ATTENDANCE

The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Subsequently, attendance is the responsibility of the student, the families, and the school.

What do families need to do if/when a student will be absent? If a student is ill or there is some other acceptable reason for the student not to attend school that day, a parent/guardian must notify the school according to that school's procedure (usually an attendance phone line). When a student requests to be dismissed during the school day, the student's parent/guardian must communicate with the school before dismissal is approved.

All schools will have attendance rules which incorporate Jeffco Public Schools' attendance requirements as outlined in district policy, [\(C.R.S.\) 22-33-104](#), and [C.R.S. 22-33-107](#). The statutes provide that "every child who has obtained the age of six years on or before August 1 of each year and is under the age of seventeen years, except as provided for by [C.R.S. 22-33-104](#) shall attend public school for at least" the minimum required hours each school year. Please note there are a number of exceptions to these provisions that are contained in the statute and policy.

UNEXCUSED ABSENCES|TRUANCY

Unexcused absences are defined as absences not covered by the grounds for excused absences, including students leaving class without permission of the teacher or administrator in charge.

If a student is absent without a valid parent/guardian excuse (or in some instances, a written medical excuse from a medical source) or if the student leaves school or a class without permission of the

teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has four days of unexcused absences from school in any one month or ten days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

For additional information, please refer to the [Jeffco Public Schools website](#).

DROPOUT PREVENTION & RECOVERY

The Office of Student Engagement is dedicated to re-engaging students who are at-risk of dropping out or who have dropped out of school. This office works to connect students and families to the educational, social, and community supports that prepare them for a successful future.

For additional information, please refer to the [Jeffco Public Schools website](#).

MAKE-UP WORK

It is essential that students absent from school make up work missed. It is the responsibility of the student and the family to initiate requests for, and to pick up, make-up work on the day the student returns to class from an excused absence.

For additional information, please refer to the following district policies:

- [District Policy JH, Student Absences and Excuses](#)
- [District Policy JHB, Truancy](#)

ASSESSMENTS, TESTING & SURVEYS

Curriculum, instruction, and assessment work together to support student learning. Assessments measure student progress toward the Colorado Academic Standards, help teachers identify each student's instructional needs, and inform families about what and how their student is learning. Assessments also help to gauge how well schools in Jeffco are supporting the achievement of all students in Jeffco Public Schools. The accurate assessment of student achievement is a critical component of Jeffco's instructional program. Classroom, district, and state assessments serve a variety of purposes at different points in the learning process and also have a place in Jeffco Public Schools and state accountability systems.

The climate and culture of every school is critical to the academic achievement and social-emotional health of students. Jeffco Public Schools administers climate surveys to students and families, every other year, to ensure that all schools create the best climate for students, staff, and families. These surveys are the Make Your Voice Heard student survey and The Family School Partnership survey. Participation in these surveys is optional for every respondent. Based on federal and state law, no student is required, as part of any applicable program, to participate in a survey, analysis, or evaluation that reveals information without prior parental written consent concerning certain sensitive information. Jeffco's current student and family surveys do not ask questions about any sensitive information. These two surveys are used to improve school climate, assist students with key social emotional concerns, and ensure that school conditions are ideal for student achievement.

For additional information, please refer to:

- [District Policy JLDAC, Screening/Testing of Students](#)
- [District Policy IAA, Student Assessment](#)

For additional information on student data privacy, please see the [Student Data Privacy section](#) of this handbook.

CHOICE ENROLLMENT

Jeffco Public Schools is committed to providing a variety of learning opportunities to meet the diverse needs of students. The goal is for every student to succeed in school. While most students enroll in their assigned neighborhood school, Jeffco Public Schools recognizes that some students may benefit from a different educational setting, as deemed appropriate by their family. As such, we offer a variety of school choices, allowing students to attend a school or participate in a program other than their assigned neighborhood school. Resident and nonresident students shall be allowed to attend any school or participate in any program of their choice on a space available basis, subject to the provisions of district policy.

Choice enrollment applications for the next school year are available online and in school offices. First round choice applications are accepted through the last day of school in January. Applications for the second round must be submitted between the second Friday in the month of February and the last school day in the month of August.

For additional information, please refer to [District Policy JFBA, District Choice Enrollment](#).

STUDENT-LED ORGANIZATIONS

Student-led organizations are permitted in secondary schools, and such organizations are allowed to meet on school premises during non-instructional time, as designated by the school principal. Students wishing to establish an organization shall work with their school and within district policy. Membership in all student organizations shall be on a voluntary basis and only open to students currently enrolled in the school at which meetings are to be held. Student organizations shall not engage in any activity which is contrary to law, district policy, or school rules.

For additional information, please refer to [District Policy JJA, Student Organizations](#).

STUDENT CONDUCT

ACADEMIC HONESTY

Jeffco Public Schools recognizes the importance of promoting a learning environment that values academic honesty. In order to foster ethical behavior among students, it is critical to educate all students regarding the characteristics of academic integrity.

When engaged in learning activities, students should demonstrate the discipline necessary to seek guidance from their instructor rather than resorting to inappropriate behaviors that may undermine their own academic and personal development. This is a shared responsibility of all students, families, teachers, and staff.

For additional information, please refer to [District Policy JI, Student Rights and Responsibilities](#).

DRESS CODE

Responsibility for the dress and appearance of students generally rests with individual students and their families. Students may wish to express themselves by the manner of their dress and appearance; however, students shall not wear clothing or affect an appearance at school or school-sanctioned activities or events that is or may be disruptive to the educational environment. Jeffco Public Schools standards on student attire are intended to help students focus on schoolwork, reduce discipline problems, and improve school order and safety.

Subject to approval, principals, working with their school community, may establish additional specific standards for their schools. Any such standards must be published and distributed to families.

Disciplinary action for violation of the student dress code shall include notifying the student of the violation and a requirement that the dress or appearance be corrected before the student reenters the classroom, school environment, and/or school-sanctioned activity or event. At the discretion of the building level administrator, a family conference may be held. More serious consequences may result from repeated or serious violations.

For additional information, please refer to the following district policies:

- [District Policy JICA, Student Dress Code](#)
- [District Policy JICA-R, Adoption of School Uniforms](#)
- [District Policy JI, Student Rights and Responsibilities](#)
- [District Policy JICF, Secret Societies/Gang Activity and Dress](#)

STUDENT USE OF THE INTERNET

The Internet and related electronic instructional resources are used in schools to support student learning. The use of these resources are for educational purposes only when on district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by Jeffco Public Schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

Teachers and school administration determine use of the Jeffco Instructional Network based on educational goals of the school and classroom, and may determine to limit access. Students are encouraged to use the network to do homework, class-related research, and class work when appropriate. Students should not use this network for music, gaming, or non-educational video streaming. In compliance with the Child Information Protection Act (CIPA) requirements, this network will be monitored. Jeffco Public Schools accepts no responsibility associated with loss, damage, or theft of a device connected to the network.

By acknowledging access to this handbook, students and families also are acknowledging understanding of the following policies:

- [District Policy JSA, Student Use of Personal Devices](#)
- [District Policy JS, Student Use of District Computing Resources and the Internet](#)

BRING YOUR OWN DEVICE

Jeffco Public Schools is committed to helping students learn the skills they need to succeed in a world filled with technology. Our network allows secure access to the Internet for students who want to use their own personal devices (laptops, netbooks, tablets, smartphone, etc.) during the school day for classroom activities. Bring Your Own Device (BYOD) fosters student ownership of learning, extends learning for students from home to classroom, provides easier access to online instructional material, and supplements school equipment. Please refer to the [Jeffco Public Schools website](#) for details. Students are expected use their devices in accordance with district policy.

STUDENT CONDUCT ON SCHOOL BUSES

The privilege of students to ride a school bus is contingent upon following the expectations outlined in this handbook.

The driver of the school bus shall be in complete charge of the bus during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all regulations concerning discipline, safety, and behavior while riding on the school bus. The driver shall notify appropriate authorities if a student persists in violating the established rules of conduct. After due warning has been given to the student and/or families, the privilege of riding the bus may be withheld from the student. Violation of district policies and regulations while on the school bus may result in student discipline up to and including suspension or expulsion, in accordance with district policy.

For additional information, please refer to [District Policy JICC, Student Conduct on School Buses](#).

STUDENT ACCOUNTABILITY, DISCIPLINE & MISCONDUCT

Self-direction and personal responsibility are goals of the Jeffco 2020 Vision. Students must be accountable for their actions, and Jeffco Public Schools recognizes that effective student discipline is a major contributor to the creation of a positive and productive learning environment for all students. In accordance with state law, Jeffco Public Schools uses this student/parent handbook as a written code of conduct, based upon the principle that every student is expected to follow accepted rules of conduct and show respect for persons of authority. Certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. Jeffco Public Schools uses proportionate disciplinary interventions and consequences to keep students engaged in learning.

For additional information, please refer to [District Policy JK, Student Discipline](#).

SUSPENSION & EXPULSION

Jeffco Public Schools officials may consider the following factors to determine whether to suspend or expel a student:

1. The student's age;
2. The student's disciplinary history;
3. The student's eligibility as a student with a disability;
4. The seriousness of the violation committed by the student;
5. The threat posed to any student or staff; and
6. The likelihood that a lesser intervention would properly address the violation.

In matters involving student behavior which may result

in the suspension or expulsion of a student, it is district policy that the family will be provided the opportunity to be involved in all such disciplinary procedures.

For additional information, please refer to the following district policies:

- [District Policy JKD/JKE-1, Student Suspension/Expulsion](#)
- [District Policy ADC, Tobacco Free Schools](#)

INVESTIGATIONS OF SUSPECTED STUDENT MISCONDUCT

In order to protect the safety and welfare of students and school personnel, and to maintain order and discipline on school property or at school sponsored activities or events, school authorities may search a student's locker or desk and its contents, personal property, or automobile under the circumstances described in policy and may seize any illegal, unauthorized, or contraband materials.

School lockers, desks, and other storage areas provided for student use on school premises are school property and remain at all times under the ownership and control of the school. Lockers, desks, and storage areas, as well as the contents therein, are subject to inspection at any time, without notice and without cause, at the discretion of Jeffco Public Schools. No student shall lock or impede access to any locker or storage areas except with a lock provided or approved by school authorities.

Searches of a student's person or personal effects such as a backpack, purse, book bag, electronic devices, motor vehicle, etc., within the school or on school

grounds may be conducted by the principal or designee when that official has reasonable grounds to suspect that the search will uncover evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws or uncover the presence of an item that presents an immediate danger of physical harm or illness to any person.

For additional information, please refer to [District Policy JIH, Student Interviews, Interrogations, Searches, and Arrests](#).

TOBACCO, DRUGS & ALCOHOL

Jeffco Public Schools is committed to promoting the general health, welfare, and well-being of our school community. Consequently, it is district policy that no student shall be permitted to use, be under the influence of, possess, distribute, gift, purchase, exchange, or sell any tobacco product, alcohol, or illegal drug while on district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by Jeffco Public Schools or one of its schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

As used in this policy, “illegal drugs” are all substances defined under either federal statutes as “drugs” or “controlled substances,” or state statutes as a controlled substance including marijuana or marijuana concentrate as well as counterfeit or synthetic illegal drugs and substances falsely represented as being drugs. As used in this policy, “drugs” also are legal and illegal drugs not properly possessed under state or federal law. An exception to this policy will be made for the administration of medical marijuana in accordance with state law and district policy.

Compliance with the standards of conduct set forth in this policy and its accompanying regulations are mandatory for all students. A violation shall subject a student to appropriate disciplinary action, up to and including expulsion and referral for prosecution. For tobacco violations, students may have the option to complete an alternative to suspension program, in lieu of other disciplinary procedures.

All students, families, and community members are expected to be aware of the prohibited conduct addressed in district policy and comply with the prohibitions. Failure to comply may result in student discipline up to and including expulsion; or family member or community member trespass from district property.

“School property” means all property owned, leased, rented, or otherwise used or contracted for by a school. This includes, but is not limited to: all buildings used for instruction, administration, support services, maintenance, or storage; the grounds surrounding those buildings if the school is authorized to exercise dominion and control over the grounds; and all vehicles used by the school for transporting students, workers, visitors, or other persons.

“Tobacco product” means any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested, inhaled, or applied to the skin of an individual. “Tobacco product” does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product. However, due to the wide range of nicotine levels available in tobacco cessation products, the school may request a written document from a medical provider, for anyone under the age of 18, detailing dosage recommendation for tobacco cessation product use. “Use” means the lighting,

chewing, smoking, inhaling, vaporizing, ingesting or application of any other tobacco substance.

High school students may have access to group programs at the school to help quit tobacco. Participation in the program is completely voluntary. Through the program, students learn to identify their reasons for using tobacco and healthy alternatives to tobacco use. As a part of the program, the facilitator collects pre and post survey responses from students who participate in order to assess changes in tobacco use and perception of harm.

For additional information, please refer to the following district policies:

- [District Policy JICH, Student Involvement Regarding Drugs and Alcohol](#)
- [District Policy JLCE, Administration of Medical Marijuana to Qualified Students](#)

WEAPONS IN SCHOOL

The possession and/or use of a weapon by a student is detrimental to the welfare and safety of students and school personnel within the district. Carrying, bringing, using, or possessing a weapon in any school building, on school grounds, in any school vehicle, or at any school sponsored activity without the authorization of the school or the school district is prohibited.

For additional information, please refer to the following district policies:

- [District Policy JICI, Weapons in School](#)
- [District Policy JKDA/JKEA, Grounds for Suspension/Expulsion](#)

STUDENT SAFETY

The safety of students shall be emphasized by Jeffco Public Schools through general supervision of students in school buildings, on school grounds, on school buses, and through special attention to the following:

1. Maintaining safe school environments;
2. Observing safe practices, particularly in areas of instruction or extracurricular activities which have special hazards;
3. Establishing and enforcing rules and regulations designed to protect the safety of students while in or on school property;
4. Providing first aid for students in case of accident or sudden illness; and
5. Providing safe vehicles for transporting eligible students to and from school or to and from school-sponsored events.

For additional information, please refer to [District Policy JLI, Student Safety](#).

THREAT MANAGEMENT ASSESSMENTS

In support of maintaining school safety, staff will investigate reports of, or evidence regarding, student behavior on or off school grounds that could pose a threat to the safety or welfare of other students or staff.

Threatening or potentially dangerous behavior may include verbal, written, or non-verbal communications or gestures. Threats may be direct, indirect, conditional, or veiled. Threats may be communicated in person, electronically, through a third party, or by other intentional or unintentional means.

In assessing the potential level of danger of a student's behavior, school staff may conduct a threat management assessment following district policy. Families may be invited to assist school staff in completing the assessment. However, family refusal to assist staff in completing the assessment will not prevent staff from completing those parts of the assessment about which staff is knowledgeable. Jeffco Public Schools may also make a determination of risk based on information received from law enforcement agencies, court personnel, mental health professionals, human services, or other agency partners.

Families will be notified when a threat management assessment is being conducted, or as soon as possible after such assessment has been conducted, regarding their student. Records of student threat management assessments shall be provided to families upon request.

Students may be required to participate in the development of a safety plan and comply with such plan.

For additional information, please refer to [District Policy JLI, Student Safety](#).

CAMPUS SECURITY

Student safety is of the utmost importance to Jeffco Public Schools. Therefore, we have a variety of resources to provide a safe and secure learning environment for students.

SCHOOL PATROLS

Jeffco Public Schools Security and Emergency Management Department utilizes acknowledged best practices to protect our schools. The Patrol Division patrols the schools in the district 24-hours-a-day, 7-days-a-week, including holidays. For information about patrol issues such as extra patrols or traffic controls, call 303-982-2450. If it requires immediate attention, call Security Dispatch at 303-982-2445. If it is a life threatening situation, call 911.

CAMPUS SUPERVISORS

Secondary schools have Campus Supervisors, provided by Jeffco Public Schools, to help identify potential problems regarding the welfare, safety, and security of students, personnel, visitors, and the building by communicating information to administrators and responding to inquiries.

SCHOOL RESOURCE OFFICERS

The School Resource Officer (SRO) program is a proactive partnership with local law enforcement agencies to ensure schools remain safe. SROs are generously funded by municipalities or Jefferson County, assigned to our schools, and work in concert with our security team members. These officers provide a positive law enforcement presence in the school community and the uniformed officers help deter illegal activity, act as a positive role model to students and build relationships with our school communities.

STANDARD RESPONSE PROTOCOL

As part of the Emergency Response Plan, Jeffco Public Schools has adopted the Standard Response Protocol (SRP), a program that uses common language between students, staff and first responders when describing actions to be taken in the event of an emergency. Families should review the [Standard Response Protocol](#) with their student. Should an emergency at school arise, you will be notified in accordance with your SchoolMessenger preferences. Please ensure that your contact information and preferences are kept up-to-date through [Jeffco Connect](#).

SAFE2TELL®

Safe2Tell® is designed to help students anonymously report any potentially threatening behavior that endangers them, their friends, family, or the community. To make a report, call 1-877-542-7233 from anywhere, 24 hours-a-day, seven days-a-week. You also may make a web-tip, or download the Safe2Tell® mobile app.

For additional information, please refer to the [Safe2Tell® website](#).

CONCERNS, COMPLAINTS & GRIEVANCES

Jeffco Public Schools respects a student's right of inquiry and to express matters of concern. Students are encouraged to settle their grievances at the local school level whenever possible.

Jeffco Public Schools also believes that family concerns, complaints, or grievances should be addressed in a timely manner. This policy and its accompanying regulations shall be disseminated to families on a yearly basis. We welcome constructive criticism of the schools whenever it is motivated by a sincere desire to improve the quality of the educational or management program of our schools. Jeffco Public Schools has confidence in its professional staff, however, and desires to support their actions in order that they are free from unnecessary, spiteful, or destructive criticism and complaint. Therefore, whenever a complaint is made directly to Jeffco Public Schools or Board of Education as a whole, or to a Board member as an individual, it shall be referred to the school administration for study and reporting.

Complaints of discrimination or harassment of a student based on the student's ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, genetic information, age, or disability should be referred to the school initially and addressed through the procedures provided by district policy. Complaints may also be filed with the U.S. Equal Opportunity Commission, U.S. Department of Education, Office for Civil Rights, or Colorado Civil Rights Commission.

Any student, family member, or community member who has a concern, complaint or grievance should report the incident immediately to any of the below listed reporting officials:

- Your school Principal or Assistant Principal,
- Your school Achievement Director,
- The Employee Relations and Legal Services Department, or
- The Superintendent.

The following persons have been designated to assist Jeffco Public Schools with its response to student specific complaints of sexual harassment and unlawful discrimination on the basis of gender and disability:

Student Title IX and Section 504 Compliance Officer
Chief Student Success Officer
1829 Denver West Drive, Building 27
P.O. Box 4001
Golden, Colorado 80401-0001
Phone: 303-982-6840

When a concern, complaint, or grievance is reported to one of the above listed employees, the Jeffco Public Schools will conduct a prompt inquiry. The purpose of the inquiry is to gather all relevant information related to the concern, complaint, or grievance and facilitate any appropriate remedial action. These matters will be addressed as confidentially as possible.

For additional information, please refer to the following district policies:

- [District Policy AC, Unlawful Discrimination/ Equal Opportunity](#)
- [District Policy JBB, Harassment of Students](#)
- [District Policy JII, Student Concerns, Complains, and Grievances](#)
- [District Policy KE, Public/Parent Concerns and Complaints](#)

RETALIATION

It is the policy of Jeffco Public Schools that all participants involved in discrimination or harassment inquiry are able to participate free from retaliation. Consequently, if an individual believes they have been retaliated against for reporting a complaint of discrimination or harassment, or participating in an investigation of discrimination or harassment, they must report this belief to one of the above listed reporting officers or assigned investigator. When a complaint is reported to one of these individuals, Jeffco Public Schools will conduct a prompt inquiry as described above. An act of retaliation, in and of itself, is a violation of district policy and shall subject the violator to disciplinary or remedial measures.

For additional information, please refer to [District Policy AC, Discrimination Statement and General Complaint Process](#).

STUDENT HEALTH

IMMUNIZATIONS

For details, please see the Immunization section in [Appendix A](#).

FOOD & NUTRITION SERVICES

Jeffco Public Schools Food and Nutrition Services prepares over six million meals a year. We participate in the USDA School Lunch, Breakfast, and Commodity Food programs. Students who are eligible for free or reduced priced meals also may qualify for other fee waivers. When completing the Free and Reduced Price Meal Application, families must consent to the disclosure of the application information for use as an application for other fee waivers.

For additional information, please refer to the [Jeffco Public Schools website](#).

STUDENTS WITH ALLERGIES

Jeffco Public Schools recognizes that many students are being diagnosed with potentially life-threatening mostly caused by food and other allergens. Families, the school administrator, and the district school nurse will develop a health plan using the [Colorado State Student Allergy and Anaphylaxis Health Form](#).

For additional information, please refer to [District Policy JLCDA, Students with Food Allergies](#).

FOOD PROVIDED (NOT SOLD) TO STUDENTS

According to Federal rules, school districts must have nutrition standards for foods provided (not sold) to

students for fundraisers, celebrations, birthdays, and rewards.

For additional information, please refer to [District Policy ADF, School Wellness](#).

ADMINISTERING MEDICINES TO STUDENTS

School personnel shall not administer prescription, nonprescription, or herbal medications to students, unless appropriate administration cannot reasonably be accomplished outside of school hours and the parent/guardian is not available to administer the medication at school.

A written Medication Permission Form must be signed and submitted by the parent/guardian and signed by a health care provider for all prescription, nonprescription, and herbal medications to be administered or self-administered at school. Please refer to the Medication Agreement form for extended field trips, as well.

Families shall be responsible for providing all medication to be administered to the student.

School personnel will maintain the Medication Permission Form as a written record for all medications administered to students. The record will include the student's name, medication to be administered, dosage, date, the time administered, and the name of the school personnel assisting the student.

All medication administered by the school shall be stored in a secure, locked, clean container or cabinet.

For additional information, please refer to [District Policy JLCD, Administering Medicines to Students](#).

For information regarding the administration of medical marijuana to qualified students, please refer to [District Policy JLCE, Administration of Medical Marijuana to Qualified Students](#).

HEALTH EDUCATION

Jeffco Public Schools recognizes that good health is a significant factor in the development of a total person. In a school situation, good mental and physical health may significantly enhance a student's ability to participate in classroom activities and to take advantage of the educational opportunities offered.

The fifth grade "Growing and Changing" health unit and the seventh and tenth grade "Healthy Decision Making" health unit will be scheduled annually. Families may request that a student be exempt from a specific portion of the program.

For additional information, please refer to the following district policies:

- [District Policy IMBB-R, Exemptions from Required Instruction](#)
- [District Policy IHAM, Health Education](#)

CONCUSSIONS

Jeffco Public Schools recognizes that both physical and mental rest are essential to recovery from a concussion, which may be followed by a gradual progression back to activity both in athletics and in the classroom. Most concussions resolve within a few days or weeks, so the management of a concussed student may be no different than that of one who has missed a few days due to minor injury.

However, some concussion symptoms may linger and have the potential to impact long-term academics and physical activities of a student. With this understanding, Jeffco Public Schools established protocols to ensure school accommodations during the time of a student's concussive recovery. If a student is suspected of suffering from a concussion at school or during a school-sponsored activity, we will institute its protocols. Should a student suffer a suspected concussion away from school, we urge families to notify the school administration immediately, so that we may commence its protocols.

OTHER IMPORTANT INFORMATION FOR FAMILIES

ADDITIONAL RESOURCES FOR STUDENTS

Jeffco Public Schools offers many educational options and special programs to meet the needs of students. For more information on these programs and resources, please visit the links below.

- [Special Education Services](#)
- [Student Services](#)
- [Gifted & Talented](#)
- [Office of Student Engagement](#)
- [At-Risk Education](#)
- [Students in the Court System](#)
- [Alternative Education](#)
- [Jeffco Transitional Services](#)
- [Medical Needs – Miller Special School](#)
- [Diversity & Inclusion](#)
- [Indian Education](#)
- [Title I Programs](#)
- [Community & Family Connections](#)

EXEMPTION FROM CONTROVERSIAL EDUCATIONAL TOPICS

Completion of the curriculum is a prerequisite for graduation. Nonetheless, there are occasions where it may be appropriate or necessary to exempt a student from required instruction due to the student's religious beliefs or the student's physical condition. Exemptions from required instruction do not excuse a student from the total credit hours required for graduation, or from performing alternate work.

For additional information, please refer to [District Policy IMBB, Exemptions from Required Instruction](#).

STUDENT FEES

Colorado state law ([C.R.S. 22-32-117](#)) allows Jeffco Public Schools to authorize the collection of the following fees.

MANDATORY FEES

Fees to offset costs associated with consumable supplies retained by the student including: textbooks, registration fees, tests, and supplies for advanced placement and international baccalaureate classes, fieldtrips, materials/use fees for band and vocal music, and student IDs. In addition, user fees are assessed for full-day kindergarten, transportation, parking, athletic sports, instrument rental, outdoor lab, and technology.

These fees may be waived for students who qualify for free or reduced lunch or are verified as homeless, unaccompanied, and/or foster children. In addition, waivers of certain fees may be granted for some students with IEPs, regardless of free or reduced eligibility.

Jeffco Public Schools may require students not eligible for free or reduced lunch to make a reasonable loss or damage deposit to cover equipment, textbooks, and musical instruments, etc. The deposits shall be refunded upon return of the textbooks or equipment in good condition, except for ordinary wear. If a deposit is not required and the items are lost, stolen, or not returned in good condition, all students including those eligible for free or reduced lunch will be assessed up to the full cost for replacement or repair in accordance with law and district policy.

For additional information, please refer to [District Policy JQ, Student Fees and Charges](#) and [Jeffco Public Schools website](#).

VOLUNTARY FEES

Fees will be assessed as a condition of participation in a school-sponsored activity or program not within the academic portion of the educational program, such as enrollment in preschool and before- and after-school and credit recovery programs. In addition, fees are charged for college entrance testing, yearbooks, student transcripts, and to be able to attend athletic/activity events and graduation ceremonies.

In order to ensure full participation, some fees may be waived for students who are verified as homeless, unaccompanied, and/or foster children. Please refer to [Community & Family Connections](#).

For additional information about fees, please refer to the following district policies:

- [District Policy JQ, Student Fees and Charges](#)
- [District Policy JJD, Student Activity Fees \(Athletics\)](#)
- [Jeffco Public Schools website](#)

BUS FEES

Jeffco Public Schools will charge students for school bus transportation as follows (as of July 2016):

- All students who ride the bus to a neighborhood school will be charged \$150 per student, per year.
- Students who attend option schools will pay \$200 per student, per year to ride the bus.
- Choice enrolled students or students ineligible for bus service (those living within walking distance and/or beyond bus service) may buy a bus pass for \$200 per student, per year,

depending on space available.

- Intra-school shuttles will cost \$75 per student, per year.
- Half-day kindergarten passes will be available for \$75 per student per year at neighborhood schools.
- Half-day kindergarten passes will be available for \$100 per student, per year for option schools.

If a student does not ride the bus, they are not charged a fee. Transportation fees may be paid before or during registration. Bus passes will be distributed by Transportation personnel. After the first two weeks of school, students will need to show their pass upon boarding the bus.

Students who qualify for free and reduced lunch can apply to have bus fees waived. Special education students with individual needs and an approved IEP specifying eligibility for transportation as a related service are exempt from bus fees.

For additional information, please refer to [District Policy JQ, Student Fees and Charges](#) and the [Jeffco Public Schools website](#).

EMERGENCY CLOSURES|SNOW CLOSURES

Many factors are taken into consideration when deciding to close schools, but the main factor is safety of students and staff.

Jeffco Public Schools utilizes a messaging system called SchoolMessenger to send critical announcements, such as snow closures or individual school closures, to families 24 hours-a-day via voice messages, e-mail, and text messaging. The system sends messages

in multiple languages. Family contact information, including work telephone numbers, should be kept up-to-date through Jeffco Connect. If you are instructed to pick up your student at a location other than their school due to a school closure, you will be asked to present a photo ID before the student will be released.

All families should make advance arrangements for their students in case of school closures and for the rare situation when it is necessary to close an individual school because of emergency circumstances. Students should know where to go if a family member will not be home and how to contact families. In cold weather, students should be dressed appropriately. No one can predict when a fire alarm might go off or when buildings might have to be evacuated due to an emergency. The option to keep students home when weather conditions are extreme is always at the discretion of the family and the school understands and respects the decision. Families can contact the school and arrange for an excused student absence.

Other resources to update you on school closures include the [Jeffco Public Schools website](#), Jeffco Public Schools [Twitter](#) and [Facebook](#) pages, and during snow closures local news listings (TV and on-line).

FAMILY ENGAGEMENT

Jeffco Public Schools recognizes that families are a student's first and most influential teachers. They share the school's commitment to the educational success of their students. To educate all students effectively our staff, families, and community members must work as knowledgeable partners to achieve this goal. Jeffco Public Schools is fortunate to have the support of many groups that work directly with Jeffco Public Schools and the Board of Education to ensure students receive the best education possible. Family and

community members volunteer their time to serve on several advisory committees. We actively encourage family engagement at the school and district level. For opportunities and additional information, please refer to the [Jeffco Public Schools website](#).

SCHOOL ACCOUNTABILITY COMMITTEE

Jeffco Public Schools believes in the value of community involvement in schools. Active family engagement helps to ensure the unique needs of the school's community are served through a positive collaboration between the school's leaders, staff, and members of the community. The school-level accountability committee (SAC) serves in an advisory role to the school principal. The school's principal is ultimately responsible for ensuring compliance with all federal, state, and district requirements and meeting the academic performance expectations defined by Jeffco Public Schools. For more information, please contact your school principal.

GRADUATION PARTICIPATION

Because Jeffco Public Schools believes that completion of the requirements for a diploma is an achievement that deserves recognition, each graduating senior's accomplishment may be recognized in a publicly celebrated graduation exercise.

High schools shall plan their own graduation exercises with the faculty and senior class working together. Although senior class members may be asked to pay fees to defray graduation expenses, no student shall be barred from participating in the exercises because of inability to pay the fees.

For additional information, please refer to:

- [District Policy IKF, Graduation Requirements](#)
- [District Policy IKFB, Graduation Exercises](#)

ATHLETICS & ACTIVITIES

Jeffco Public Schools has an [Athletes' Handbook](#), which defines the expectations of conduct and sportsmanship, eligibility rules, benefits of participation, philosophy and values, and lettering and awards. For additional information on athletics and activities, please refer to the [Jeffco Public Schools website](#).

DISTRICT & SCHOOL CALENDAR

Please refer to the [Jeffco Public Schools website](#) for the most current district calendar. Please refer to your individual school's website for school calendars.

APPENDIX A: FEDERAL & STATE REPORTING REQUIREMENTS

ATTENDANCE

All schools will have attendance rules which incorporate Jeffco Public Schools' attendance requirements as outlined by district policy. Colorado Revised Statutes (C.R.S.) provide that "every child who has obtained the age of six years on or before August 1 of each year and is under the age of seventeen years shall attend public school for at least" the minimum required hours each school year. The minimum required hours by school level are:

- Half-day Kindergarten – 450 hours
- Full-day Kindergarten – 900 hours
- Elementary school other than kindergarten – 968 hours
- Secondary school student – 1,056 hours

Please note, there are a number of exceptions to these provisions that are contained in the statute and policy. For additional information, please refer to [District Policy JH, Student Absences and Excuses](#).

IMMUNIZATION

Each student entering a Colorado school for the first time is required to present a certificate of immunization from a licensed physician, an authorized representative of the Colorado Department of Public Health and Environment (CDPHE), or local health department stating that the student has received immunizations against communicable diseases as specified by Colorado Revised Statutes ([C.R.S. 25-4-902](#)). Please note there are a number of exceptions to these provisions that are contained in the statute. Student immunization information may be accessed through the Colorado Immunization System in

accordance with Colorado Department of Public Health and Environment and district protocols.

For additional information, please visit the [CDPHE website](#).

CIVIL RIGHTS

The district is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. Consequently, it is district policy that no person shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, intimidation, or harassment under any district program or activity on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, genetic information, age, veteran status, or disability. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.

Avoiding unlawful discrimination requires the collaborative responsibility of each administrator, supervisor, employee, and student to affirm in actions and deeds the intent and spirit of governing laws and regulations. Toward this end, the district will assist management, staff, and students to implement the district's good faith intent not to discriminate in the district's employment and educational opportunities.

Students, public, parents, or staff members who believe they have been the subject of discrimination

must report the incident immediately in accordance with district policies:

- [District Policy AC, Unlawful Discrimination/ Equal Opportunity](#)
- [District Policy GBK, Staff Concerns, Complaints, and Grievances](#)
- [District Policy JI, Student Rights and Responsibilities](#)
- [District Policy JBB, Harassment of Students](#)
- [District Policy KE, Public/Parent Concerns and Complaints](#)

The following contact has been designated to assist the Jeffco Public Schools with its response to complaints of unlawful harassment and discrimination:

Student ADA and Section 504 Compliance

Officer

Director, Special Education
1829 Denver West Drive, Building 27
P.O. Box 4001
Golden, Colorado 80401-0001
Phone: (303) 982-7268

Title IX/Employee ADA, Section 504 and EEO

Compliance Officer

Chief Legal Counsel/Executive Director,
Employee Relations
1829 Denver West Drive, Building 27
P.O. Box 4001
Golden, Colorado 80401-0001
Phone: (303) 982-6544

SEX OFFENDER REGISTRY

Various law enforcement agencies provide sex offender data in order to enhance public safety. Generally, sex offender registries contain information about individuals who have been required by law to register

and who are in compliance with the sex registry laws. The Colorado Bureau of Investigation (CBI) maintains a directory of adults convicted of felony sex offenses. This directory may be found on the [CBI website](#). In addition to the CBI registry, you may contact your local police department or your county sheriff's office to obtain a list of registered sex offenders in your city, county, or state.

STUDENT DATA & PRIVACY

In accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable law, parents/guardians and students over 18 years of age ("eligible students") are afforded certain rights with respect to the student's education records.

- Parents/guardians or eligible students may submit a Request to Review Education Records form, which is located on the [Jeffco Public Schools website](#), to the Student Records Center that identifies the record(s) they wish to inspect.
- Parents/guardians or eligible students may submit a Request to Amend Education Records form, which is located on the [Jeffco Public Schools website](#), to the Student Records Center that clearly identifies the part of the record they want changed, and specify why it should be changed.
- Parents/guardians or eligible students may submit a directory information opt-out designation as communicated on the [Jeffco Connect](#) parent portal.
- Parents/guardians or eligible students may opt-out of having student personally identifiable information (PII) disclosed to military recruiters as communicated on the [Jeffco Connect](#) parent portal.

- Parents/guardians or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Jeffco Public Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

PREGNANCY ACCOMMODATION

Colorado's Civil Rights Division of the Department of Regulatory Agencies has released its [Notice for Employers to Use in Order to be in Compliance with HB 16-1438 \(Pregnancy Accommodations\)](#).

Colorado's pregnancy accommodation law requires employers to provide a reasonable accommodation for an employee, or an applicant for employment, for health conditions related to pregnancy or physical recovery from childbirth, absent an undue hardship.

Additional information on compliance is available through MSEC.

APPENDIX B:

GLOSSARY: ACRONYMS & DEFINITIONS OF TERMS

Commonly used acronyms and definitions of educational terms frequently used in Jeffco Public Schools.

2e or 2x	Twice Exceptional	CMAS	Colorado Measures of Academic Success
504 Plan	Disability Accommodation Plan under Section 504 Rehabilitation Act of 1973	CORA	Colorado Open Records Act. State law requiring that certain information be made available to the public.
ACT	American College Test		
ADD/ADHD	Attention Deficit (Hyperactive Disorder	CRS	Colorado Revised Statute
AEC	Alternative Education Campus	CTE	Career and Technical Education
ALP	Advanced Learning Plan	DAC	District Accountability Committee
AMP	Art, Music, Physical Education	DAS	Differential Abilities Scale (IQ Test)
AP	Advanced Placement	DDRC	Developmental Disabilities Resource Center
Artic	Articulation Area. Group of schools; elementary, middle and high school, that serve the same eographic area.	DIBELS	Early literacy skills assessment
ASD	Autism Spectrum Disorder	ECE	Early Childhood Education
AYP	Adequate Yearly Progress	ELA	English/Language Arts
BOCES	Board of Cooperative Educational Services	ELL	English Language Learners
BoE	Board of Education	ERD	Educational Research and Design
CAAC	Capital Asset Advisory Committee	ESL	English as Second Language
CAGT	Colorado Association for Gifted and Talented	ESS	Exceptional Student Services
CAS	Colorado Academic Standards	ESY	Extended School Year
CBLA	Colorado Basic Literacy Act	FERPA	Family Educational Rights and Privacy Act
CBT	Cognitive Behavioral Therapy	GPA	Grade Point Average
CCHE	Colorado Commission on Higher Education	GT	Gifted and Talented
CCSS	Common Core State Standards	HIPPY	Home Instruction for Parents of Preschool Youngsters
CDE	Colorado Department of Education	ICAP	Individual Career and Academic Plan
CHSAA	Colorado High School Activities Association	IDEA	Individuals with Disabilities Educational Act
CoAlt	Colorado Alternative Assessment	IEP	Individualized Education Plan
CogAT	Cognitive Abilities Test	ILP	Individualized Literacy Plan
		IQ	Intelligence Quotient
		JCAA	Jefferson County Administrators

	Association
JCEA	Jefferson County Education Association
JCMH	Jefferson County Mental Health
JeffcoConnect	District’s online tool for parents guardians to fill out contact information
JESPA	Jeffco Education Support Professionals Association
JSEL	Jeffco Summer of Early Literacy
JVA	Jeffco Virtual Academy
MAP	Measure of Academic Progress
PARCC	Partnership for Assessment of Readiness for College and Careers
PCHP	Parent Child Home Program
PSAT	Preliminary SAT; practice college entrance exam for 10th graders
PTA	Parent Teacher Association
PTO	Parent Teacher Organization
SAC	School Accountability Committee
SACC	School Age Child Care
SAE	School Age Enrichment
SAT	College entrance exam for 11th graders
SEAC	Special Ed Advisory Committee
SEO	Student Engagement Office
SID	Student Identification Number
SIET	School Innovation and Effectiveness Team
SOARS	School Online Assessment Reporting System
SPAC	Strategic Planning Advisory Council
STEAM	Science Technology Engineering Art and Mathematics
STEM	Science Technology Engineering and Mathematics
TDPAC	Technology and Data Privacy Advisory Committee
UIP	Unified Improvement Plan

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