

# code of conduct

**2022-23 SCHOOL YEAR**



# introduction

Welcome to the 2022-2023 school year! It is our privilege to partner with you throughout your student's educational journey. We know families are interested in knowing what school will look like for their student and what rights and responsibilities they have.

You are invited to review the Jeffco Public Schools Student Family Handbook with your student and refer to it as needed. This handbook details Jeffco's policies, procedures, and student expectations. We look forward to another year of exploring and learning in Jeffco.

## **Special Notice - COVID-19**

*In response to the COVID-19 pandemic, Jeffco Public Schools has developed health and hygiene protocols to maximize in-person learning while ensuring the safety of our students, staff, and community.*

*As we enter the 2022-2023 school year, Jeffco Public Schools reserves the right to continue developing and implementing COVID-19 mitigation expectations in the best interests of the school district. Failure of a student to comply with such expectations or the willful defiance to follow direction from school staff may be considered grounds for student discipline, up to, and including expulsion. For more information, please see the Student Health Section on Page 5.*

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# mission, vision, & values

## MISSION

Our mission is to provide a world-class education that prepares all Jeffco students for bright and successful futures as local and global citizens.

## JEFFCO THRIVES 2025 VISION

Our vision is for Jeffco Public Schools to be a thriving district where all students achieve their biggest dreams.

## VALUES

**Focus on Students:** In Jeffco, we make decisions and measure outcomes based on how well we serve our students. We exist to help students succeed and act with intensity to give our students the education they need and deserve, today.

**Excellence:** In Jeffco, we aspire to be a world-class school district which requires us to inspire one another to make an impact, focus on solutions, maximize our partnerships, and hold ourselves accountable for successful outcomes for all students.

**Equity:** In Jeffco, not all students, staff, and families are starting from the same place nor do they need the same things to reach their fullest potential. We view individual differences as assets to be leveraged as we help all students thrive.

**Integrity:** In Jeffco, acting with integrity creates honesty, trust, responsibility, and a spirit of transparency. It is a constant commitment to do the right thing for our students, staff, families, and community.

**Belonging:** In Jeffco, we cultivate environments where all students, staff, families, and members of our community are safe, accepted, respected, included, encouraged by others, and feel that their voices and perspectives are valued.

The Jeffco Thrives 2025 framework, currently under review by our community, has four priority areas and six guiding focuses. The Framework should be viewed through the lens of alignment to the District vision, mission, and values statements, which have been revised by our Board of Education.

## The four priority areas are:

- Our Learners: Our Future
- Our People: Our Strength
- Our Operations: Our Foundation
- Our Communities: Our Legacy



# student health

## Health Protocols

The Colorado Department of Public Health and Environment created [this form](#) for schools and child care centers. Jeffco continues to use this as a guide for our health protocols.

Evaluation of a sick child must consider which diseases are currently circulating among students, staff, and the community. Known exposure to cases or an outbreak of a contagious disease (including but not limited to those listed here), even without a confirmed diagnosis, may necessitate more stringent return to school requirements. During Colorado's ongoing response to the COVID-19 pandemic, children and staff who have symptoms consistent with COVID-19 should receive testing, and follow the COVID-19 isolation guidance until testing is completed or if they test positive. If the individual tests negative for COVID-19, the individual should then follow the recommendations for their disease or symptoms using the below guidance.

There are four main reasons to keep children and adults at home:

1. The child or staff is at risk of infecting others with COVID-19 or another contagious illness, either because of symptoms or recent close contact.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness is on this list, and staying home is required.

The District reserves the right to modify these expectations throughout the school year in accordance with the status of COVID-19 in our community.

## IMMUNIZATIONS

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 the following communicable diseases unless the student has a certificate of medical or nonmedical exemption. ([C.R.S. 25-4-902](#)):

- Hepatitis B.
- Diphtheria, tetanus, pertussis (DTaP).\*
- Inactivated poliovirus (IPV).\*
- Measles, mumps, rubella (MMR).\*
- Varicella (chicken pox).\*
- Tetanus, diphtheria, pertussis (Tdap).\*\*

\*Students 4 through 6 years of age are required to have their final doses of DTaP, IPV, MMR and Varicella prior to kindergarten entry.

\*\*Students are required to have Tdap prior to entry into 6th grade. One dose of Tdap is required for 6th

through 12th grades. For additional information, please visit the [CDPHE website](#).

## FOOD & NUTRITION SERVICES

Jeffco Public Schools Food and Nutrition Services prepares more than 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 Food and Nutrition Services website](#).

### CLOSED OR “INACTIVE” ACCOUNTS

When a student has graduated or otherwise unenrolled from Jeffco Public Schools, the meal account associated with that student will become dormant and inactive for 11 months. During this time, you may request a refund of the student's account balance, make a transfer of the account balance to another family member's meal account, or donate the remaining balance for district-wide unpaid meal debt.

Jeffco Food and Nutrition Services (FNS) will make reasonable efforts to return monies left on dormant and inactive accounts. Those reasonable efforts, at a minimum, will include sending three communications to the last known physical and/or email address and/or phone number, with instructions on how to request a refund or transfer of the balance prior to the expiration of the 11 months. Should a transfer or refund not be requested and the account stay dormant and inactive for more than 11 months, Jeffco FNS will close the account, deem the balance unclaimed property, and escheat the property to the district (balances at or under \$24.99) or the state (balances at or over \$25.00).

### MEAL MODIFICATIONS FOR ALLERGIES

Jeffco Public Schools recognizes that students may have potentially life-threatening allergies 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](#).

Food and Nutrition Services accommodates students with special dietary needs that are documented by a medical authority. If a student is in need of a special diet, please complete the [Meal Modification](#) form. After completing this form (the form must be signed by a medical authority), families will work with the district dietitian to create a modified menu for your student.

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 EFEA, Nutritional Food Choices](#).

## ADMINISTERING MEDICINE TO STUDENTS

School personnel shall not administer prescription, nonprescription, or essential/non-essential oils, 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 Agreement form](#) must be signed and submitted by the parent/guardian and signed by a medical provider with prescriptive authority for all prescription, nonprescription, essential/non-essential oils, and herbal medications to be administered or self-administered at school. Please refer to the [Extended Field Trip Medication Protocol](#) for Medication Agreement forms related to overnight/extended field trips.

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

School personnel will maintain the Medication Agreement 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, and/or 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 the growing concern with injuries resulting in concussion and/or concussion-like symptoms. Mild traumatic brain injury (TBI), or concussion, in children/youth is a rapidly growing public health concern. Please see our [Concussion website](#) for more information. If a student is suspected of suffering from a concussion at school or during a school-sponsored activity, we will institute the [Concussion Protocol located here](#). Should a student suffer a suspected concussion away from school, we urge families to notify the school administration immediately so we may commence these protocols.

# 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 district 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(s).

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, disability, or pregnancy. In support of this, the Jeffco Public Schools [Student Engagement](#) Office 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.

### **DISCRIMINATION / HARASSMENT**

Discrimination occurs when someone is treated differently or less favorably due to that person's inclusion in a protected class. Harassment is a form of discrimination and can take many forms. For instance, harassment may include oral, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of the person's protected status and which 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 may also include 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.



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 including sexual violence.

All public schools receiving any federal funds must also comply with Title IX of the Education Amendments of 1972, including Jeffco Public Schools. A school has a responsibility to respond promptly and effectively to a claim of sexual harassment or sexual violence. Title IX requires schools to adopt and publish grievance procedures for students to file complaints of sex discrimination, including complaints of sexual harassment or sexual violence. Schools can use general disciplinary procedures to address complaints of sex discrimination but all procedures must provide for prompt and equitable resolution of sex discrimination complaints.

Complaints of unlawful discrimination and harassment based on gender or sex may be made at any time of the day, in any manner: in person, by mail, by telephone, or by electronic mail, using the contact information for the district Title IX Coordinator, listed below.

Title IX Coordinator | Kristin Moulton  
1829 Denver West Drive, Bldg. #27  
Golden, CO 80401-001  
Phone: 303-982-6544  
Email: [kristin.moulton@jeffco.k12.co.us](mailto:kristin.moulton@jeffco.k12.co.us)

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

## BULLYING

Bullying is defined as any written or oral expression, 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 for any reason, including but not limited to, behavior that is directed toward a student on the basis of academic performance, or based on protected status. For additional information, please refer to [District Policy JBC, Prevention of Bullying](#).

## REPORTING

If you feel you have been a victim of or witness to discrimination or harassment, report it immediately. 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](#)

## SCHOOL ATTENDANCE

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

It is the family's responsibility to ensure their student attends school and to notify the school when their student is absent for a legitimate reason, such as an illness or family emergency. Each family should also ensure their student's school has their correct contact information, so that the school is able to communicate

about any attendance issues that may arise.

## UNEXCUSED ABSENCES / TRUANCY

Colorado law ([C.R.S. 22-33-104](#)) requires 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 attend school for a minimum number of hours per year.

If a student is absent without a valid parent/guardian excuse (or in some instances, a written medical excuse from a medical provider) 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. District leadership will work with individual schools to determine what are accepted as valid reasons for excused absences, regardless of a parent/guardian excusing a student's absence.

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

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

## DROPOUT PREVENTION & RECOVERY

The Student Engagement Office 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 Alternative Learning webpage](#).

## MAKEUP WORK

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

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

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

## 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 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, 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 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.

## PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment ("PPRA"), affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. For more information and to view the list of these rights, visit the [Jeffco Public Schools website](#).

## CHOICE ENROLLMENT

Jeffco Public Schools is committed to providing 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.

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

## STUDENT-LED ORGANIZATIONS

Student-led organizations are permitted in secondary schools, and 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. To foster ethical behavior, 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 student dress and appearance 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 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. Those standards should strive to be gender neutral and 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 requiring that the dress or appearance be corrected before the student reenters the classroom, school environment, 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 JICE, Secret Societies/Gang Activity and Dress](#)

## STUDENT USE OF THE INTERNET

The Internet, district networking resources, district owned computing devices, 1 to 1 devices, along with related electronic instructional resources are used in schools to support student learning. The use of these resources are for educational purposes only.

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. In compliance with the Child Information Protection Act (CIPA) requirements, the use of Jeffco's networking resources and devices will be monitored. Jeffco Public Schools accepts no responsibility associated with loss, damage, or theft of a personal 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. Students are expected to use their devices in accordance with district policy.

## **STUDENT CONDUCT ON SCHOOL BUSES**

The privilege 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 CONTRACT - TRANSPORTATION**

This applies to behavior on school buses and at bus stops. If a bus is equipped with seatbelts, they must be worn at all times.

### **Level 1 Offenses which cause Delay, Disruption, or Distraction**

1. Failure to remain properly seated in assigned seat
2. Loud disruptive talking or yelling or noises
3. Disturbing or targeting another student, driver or assistant
4. Eating or drinking on the bus
5. Littering
6. Failure to keep your hands, feet and body to yourself
7. Unauthorized cell phone usage, including talking on phone, taking pictures, or making videos
8. Refusal to show bus pass or give student name on driver's request; Use of a false bus pass

### **Level 2 Offenses which are Disrespectful, Illegal, Damaging or Demeaning**

9. Profanity, obscene language or gestures
10. Extending anything or any part of your body outside of bus window
11. Refusal to follow bus drivers instructions or other defiant behavior
12. Spitting on the bus or at others
13. Throwing objects on the bus or at the bus
14. Having tobacco, alcohol, drugs, including paraphernalia on the bus
15. Defacing school district property or personal property (Under \$2,000)
16. All forms of bullying, including verbal, physical or electronic
17. Possession of laser pens, lighters, fireworks, or other combustibles
18. Inappropriate touching or physical displays of affection
19. Unsafe behavior not listed elsewhere

### Level 3 Offenses which are Extremely Damaging or Dangerous

20. Fighting or physical assault
21. Weapon, simulated weapon, firearm, destructive device, or dangerous instruments
22. Lighting matches, lighters or setting anything on fire
23. Lighting fireworks or other explosives on fire
24. Destroying school district or personal property (Over \$2,000)
25. Verbal, ethnic, racial and or sexual abuse, or threat of harm or violence directed towards anyone
26. Using tobacco, alcohol or drugs, including vaping
27. Activation or tampering with emergency or safety equipment on the bus
28. Unauthorized exit from emergency door or any window
29. Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision
30. Shoving student(s) in path of any on-coming vehicle
31. Physically impeding movement of school bus
32. Throwing objects out of bus
33. Throwing objects at/toward the driver/assistant or other student
34. Theft of personal or district property
35. Inappropriate sexual behavior such as exposing private parts, performing sexual acts or gestures
36. Urinating
37. Any action causing harm to others

### DISCIPLINARY GUIDELINES FOR SCHOOL BUS OFFENSES

All bus suspensions are school days. Subsequent offenses are cumulative from the original offense. In all cases, a copy of the citation will be sent home, emailed or mailed to the student's home address. Suspensions are from the bus, therefore, parents/guardians must provide transportation to and from school.

Restorative Practices may be utilized after a citation.

	Level 1	Level 2	Level 3
<b>Grades K-5</b>			
<b>1<sup>st</sup> Offense</b>	Assigned Seat	Assigned Seat	1-3 Days Suspension
<b>2<sup>nd</sup> Offense</b>	1-3 Days Suspension	1-3 Days Suspension	3-5 Days Suspension
<b>3<sup>rd</sup> Offense</b>	3-5 Days Suspension	3-5 Days Suspension	5-10 Days Suspension
<b>4<sup>th</sup> Offense</b>	5-10 Days Suspension	5-10 Days Suspension	10 Days-Rest of Year
<b>Grades 6-8</b>			
<b>1<sup>st</sup> Offense</b>	Assigned Seat	1-3 Days Suspension	1-3 Days Suspension
<b>2<sup>nd</sup> Offense</b>	1-3 Days Suspension	3-5 Days Suspension	3-5 Days Suspension
<b>3<sup>rd</sup> Offense</b>	3-5 Days Suspension	5-10 Days Suspension	5-10 Days Suspension
<b>4<sup>th</sup> Offense</b>	5-10 Days Suspension	10-15 Days Suspension	10 Days-Rest of Year
<b>Grades 9-12</b>			
<b>1<sup>st</sup> Offense</b>	Assigned Seat	1-3 Days Suspension	3-5 Days Suspension
<b>2<sup>nd</sup> Offense</b>	1-3 Days Suspension	3-5 Days Suspension	5-10 Days Suspension
<b>3<sup>rd</sup> Offense</b>	3-5 Days Suspension	5-10 Days Suspension	10-20 Days Suspension
<b>4<sup>th</sup> Offense</b>	5-10 Days Suspension	20 Days-Rest of Year	20 Days-Rest of Year

Other district and/or legal actions as deemed necessary may be taken and consequences may vary. No refund of bus pass due to suspension.

# student accountability

Self-direction and personal responsibility are goals of Jeffco Public Schools. Students must be accountable for their actions, and 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.

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

## SUSPENSION & EXPULSION

Jeffco Public Schools officials 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.

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

- [District Policy JK, Student Discipline and sub codes.](#)

## INVESTIGATIONS OF SUSPECTED STUDENT MISCONDUCT

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 reasonably suspects 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.

“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. “Drugs” also are legal and illegal drugs not properly possessed under state or federal law. An exception 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 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 students 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 ADC, Tobacco Free Schools](#)

## **WEAPONS IN SCHOOL**

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 JK, Student Discipline, and sub codes.](#)

# student safety

Jeffco Public Schools emphasizes student safety 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, 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 a 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 Department of School Safety utilizes acknowledged best practices to protect our schools. The Patrol Division patrols the schools in the district 24-hours-a-day, seven- 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](#). 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 Infinite Campus Parent Portal.

## 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](#).

## FAMILY BEHAVIOR & EXPECTATIONS

All Jeffco students and staff deserve to learn and work in an environment free from disruption, threat, or intimidation. Family members and adult visitors will display appropriate and professional adult behavior in schools, during school events, and at sanctioned school activities at all times. In accordance with Colorado law, failure of a family member or adult visitor to act appropriately may result in the violator being prohibited from being on school property or attending any school sanctioned events. In cases of significant disruption, law enforcement will be contacted regarding the matter.

# concerns, complaints & grievances

Jeffco Public Schools respects a student's right of inquiry and to express matters of concern. Families 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 complaints. 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 Community Superintendent
- 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 ADA & Section 504 Compliance Officer Chief Student Success Officer  
1829 Denver West Drive, Bldg. #27  
Golden, CO 80401-001  
Phone: 303-982-6840

Title IX Coordinator  
Kristin Moulton  
1829 Denver West Drive, Bldg. #27  
Golden, CO 80401-001  
Kristin.Moulton@Jeffco.k12.co.us  
Phone: 303-982-6544

When a concern, complaint, or grievance is reported to one of the above listed employees, 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, Complaints, 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 inquiries 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](#).

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

## EXEMPTION FROM CONTROVERSIAL EDUCATION TOPICS

Completion of 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](#).

## INSTRUCTIONAL TOOL EXPECTATIONS (1:1 DEVICES | TECH FOR ED)

Each year for the next four years, 5th and 9th grade students will receive devices from the [district 1:1 program](#) until it rolls out completely and all 5th-12th grade students in the district have a device from the program. This is a district-owned device (with no implied sense of privacy) and loaned to students for the four-year period. Students are expected to keep the device in good working order. Normal wear and tear is expected and damages should be reported.

## 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, field trips, materials/use fees for band and vocal music, and student IDs. In addition, user fees are assessed for , parking, athletic sports, instrument rental, outdoor lab, and technology (1:1 devices).

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 lunch 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, 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](#)

### TRANSPORTATION FEES

As part of the District's plan to discontinue transportation fees, Jeffco will not charge transportation fees for the 2022-23 and 2023-24 school years.

## 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 [Infinite Campus Parent Portal](#). 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 for updates 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 completing 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.



# preschool

## **PURPOSE & PHILOSOPHY ON CHILD CARE**

Authentic, experience-based, and engaging learning begins in preschool. Preschools build a foundation of academic, social-emotional, and physical learning so children are ready for school and a thriving future. Our programs are play-based and responsive to student needs so that children can be curious, joyful, and gain self-confidence.

We utilize data to design the student experience, ensuring just the right instruction at each student's developmental level. This includes core instruction; intervention services for students who require support with English Language Acquisition; social-emotional needs; or a Special Education Individualized Learning Plan (IEP); as well as, challenge. Two of our preschools offer programming that aligns with the International Baccalaureate approach, and five offer Native Language Spanish, dual or bilingual instruction.

## **AGES OF CHILDREN ACCEPTED**

To be eligible for preschool, your child must turn three or four by October 1st of the current school year. Students receiving special education services may begin upon their third birthday.

## **SCHOOL HOURS**

Visit the [Jeffco Public Schools website](#) for information on registration and hours at individual schools.

## **INCLEMENT & EXCESSIVELY HOT WEATHER PROCEDURE**

In the event of excessively hot or cold temperatures, the students' outdoor playtime will be adjusted accordingly. Children should be prepared to participate in outdoor activities on a daily basis. Drinking water is made available to the children and play times may be shorter and/or involve different kinds of structured play activities to accommodate the temperature.

## **ADMISSION & REGISTRATION**

Visit the [Jeffco Public Schools website](#) for information on the process for admission and registration.

## **ITEMIZED FEE SCHEDULE**

The fee will be available in August through [Infinite Campus Parent Portal](#) or the [Fee Payment Portal](#). (The Registration fee is waived for CPP eligible students and or students with Individual Education Plans.) All tuition is due on the 1st of each month and delinquent after the 5th. First payment due September 1, 2022. A \$10 late fee will be assessed for tuition payments received after the 5th of the month.

## **GUIDANCE, POSITIVE INSTRUCTION, SUPPORTING POSITIVE BEHAVIOR, DISCIPLINE & CONSEQUENCES**

Staff in our programs use positive redirection techniques, giving children choices, problem-solving, natural and logical consequences, and "cooling off" periods. Discipline is NOT associated with food, napping, or toilet training.

## **NOTIFICATION FOR CHILDREN'S ILLNESSES, ACCIDENTS & INJURIES**

Families will be contacted immediately if a child is injured at school. In the event of a medical emergency, your child will be transported by ambulance to the nearest hospital. Families will be responsible for any costs

associated with emergency transportation and medical care of the child.

The school will attempt to reach one of the contacts provided for the student, but if none of them can be reached, school personnel will use discretion in securing medical aid in an emergency, following the District 911 Calling Guidelines. **It is understood that neither the school, the district, or the person responsible for obtaining medical aid will be responsible for the expense incurred.**

## EMERGENCY PROCEDURES

Drills are held on a regular basis to acquaint teachers and children with the procedures to follow in the event of a person of interest or intruder on the premises, a situation in close proximity to a site, natural disaster, such as a tornado, fire, or bomb threat. Copies of the procedures are available upon request.

### OFF-SITE EVACUATIONS

This protocol is used when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and may be released to their families. During emergencies, parents, relatives, and friends often rush to the school incident site to check on the safety of students and staff. District communications will utilize SchoolMessenger to communicate information to parents and guardians.

### INTRUDERS/UNAUTHORIZED PERSON

District guidelines as outlined in the Jeffco Public Schools Security section and the Emergency Management Plan assists school personnel to recognize and respond appropriately to crises and emergency situations.

# FIELD TRIPS, TELEVISION/VIDEO VIEWING & SPECIAL ACTIVITIES

Television and video viewing are not a part of the regular school day. Families will be asked to sign a permission slip for their student to watch a video or special event on television. Occasionally, children may have the option of watching a program or video specifically designed for the interest and benefit of children (i.e., a “G” rated educational movie).

During the year children may participate in field trips, planned and supervised by the teachers with the help of the parents. Transportation for field trips is provided by a Jeffco Public Schools bus or through coordination of teachers with families. All safety rules are in accordance with school district policy and Human Service Rules and Regulations. Student emergency information and phone numbers are taken on every trip away from the school premises.

## 1. AUTHORIZED RELEASE

Children will be released only to an authorized person designated by families via their Infinite Campus Parent Portal account so please keep this updated. Please note, we cannot release a child to an older sibling, student, or child care provider unless they are 18 years of age. Any designated party will need to show proper identification (a picture I.D.) before the child will be released. **If a child is to be picked up by someone other than a designated person in Infinite Campus, the school must be notified in advance.**

The procedures followed when a child is picked up from the classroom after the school is closed or not picked up at all, and to ensure that all children are picked up before the staff leave for the day.

## 2. TARDINESS

If you find you are going to be late picking up your child please call the school. When we are unable to reach either the parents or emergency contacts within thirty minutes after school dismissal, we are required to contact the local Police Department and Jefferson County Social Services.

After verifying the attendance of all children, the staff is responsible for checking the bathrooms, playground, and all open classrooms for any children or emergency circumstances.

If you arrive after your child's class has left for the field trip, you will need to provide transportation to and from the field trip for your child. We do not leave staff behind to take care of late students. Office personnel are not authorized to look after your child. Under no circumstances should the child be left at the preschool site. Children are expected to use the same transportation coming and going for field trips. A child going on the field trip by bus will need to return to the preschool by bus.

## 3. PERSONAL BELONGINGS

Children should not bring personal items such as money, toys, candy, medicine, or lip balms from home as small items can be lost or damaged easily. Check with your child's teacher to find out where your child's necessary personal items (school work, extra clothes, jackets, backpacks, etc.) will be stored.

## MEALS & SNACKS

Families are responsible for providing nutritious meals and snacks for their own children. Part-day programs do not typically offer a dedicated time for snack, although you are welcome to send nutritious items to be served.

## DIAPERING & TOILET TRAINING

Staff follow diapering procedures as required by the Colorado Department of Public Health & Environment. Families must provide adequate diapers, wipes, and change of clothing for your child's day.

## **VISITORS**

If Public Health guidelines allow visitors, then each visitor will be required to sign in upon arrival and sign out at departure. All visitors must show proper identification. Visitors will be asked to wear a name tag while inside the building.

## **FAMILY/TEACHER CONFERENCES**

Family/teacher conferences are formally scheduled twice per year, and may also be requested by teachers or parents, as needed to discuss children's behavior, progress, and social and physical needs.

## **COMPLAINTS & GRIEVANCES**

All Jeffco Public Schools Preschools are licensed by the Colorado Department of Human Services. The license indicates that this facility has met the required standards for the operation of a child care facility. The most recent inspection is available upon request. If you have a concern about the child care services received at this site, please contact:

The Colorado Department of Human Services, Division of Child Care  
303-866-5958 or 1-800-799-5876

## **REPORTING OF CHILD ABUSE**

Colorado State law requires that any and all incidences of suspected child abuse and/or neglect of a child are reported to: Jefferson County Department of Social Services 303-271-4357.

It is the responsibility of the Department of Human Services to determine what abuse/neglect (if any) has occurred in such a case.

## **WITHDRAWAL NOTIFICATION**

Please submit a written notification of withdrawal to the school and understand that refunds are not given for tuition that has been paid.

# 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 & Section 504 Compliance Officer Chief Student Success Officer  
1829 Denver West Drive, Bldg. #27  
Golden, CO 80401-001  
Phone: 303-982-6840

Title IX Coordinator  
1829 Denver West Drive, Bldg. #27  
Golden, CO 80401-001  
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 specifies why it should be changed.
- Parents/guardians or eligible students may submit a directory information opt-out designation as communicated on the [Jeffco Public Schools website](#).
- Parents/guardians or eligible students may opt out of having student personally identifiable information (PII) disclosed to military recruiters as communicated on the [Jeffco Public Schools website](#).
- 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

Student education records may be disclosed to school officials without prior written consent if that school official has a legitimate educational interest in those records. A “school official” is a person employed by Jeffco Public Schools as an administrator, supervisor, teacher, support staff member, or member of the Board of Education. A “school official” may also be a volunteer, contractor, or consultant who, while not employed by Jeffco Public Schools, performs an institutional service or function for which Jeffco Public Schools would otherwise use its own employees and who is under direct control of Jeffco Public Schools with respect to the use and maintenance of PII from education records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Jeffco Public Schools discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student’s enrollment or transfer.

## **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 undue hardship. Additional information on compliance is available through MSEC.

## **ASBESTOS MANAGEMENT**

In compliance with federal guidelines, Jeffco Public Schools make asbestos management plans for schools and other district facilities available for public inspection. Parents, employees or interested citizens may review the management plan for any school facility and have copies made at their own expense. Each school’s management plan is available at the school, and plans for all district buildings are on file at the Jeffco Public Schools’ Office of Environmental Services, 809 Quail St., Building 4, Lakewood (contact 303-982-2349).



# appendix b: glossary

<b>2e or 2x</b>	Twice Exceptional	<b>GT</b>	Gifted and Talented
<b>504 Plan</b>	Disability Accommodation Plan under Section 504 Rehabilitation Act of 1973	<b>HIPPY</b>	Home Instruction for Parents of Preschool Youngsters
<b>ACT</b>	American College Test	<b>ICAP</b>	Individual Career and Academic Plan
<b>ADD/ADHD</b>	Attention Deficit (Hyperactive) Disorder	<b>IDEA</b>	Individuals with Disabilities Educational Act
<b>AEC</b>	Alternative Education Campus	<b>IEP</b>	Individualized Education Plan
<b>ALP</b>	Advanced Learning Plan	<b>ILP</b>	Individualized Literacy Plan
<b>AMP</b>	Art, Music, Physical Education	<b>IQ</b>	Intelligence Quotient
<b>AP</b>	Advanced Placement	<b>JCAA</b>	Jefferson County Administrators Association
<b>Artic</b>	Articulation Area. Group of schools; elementary, middle and high school, that serve the same geographic area.	<b>JCEA</b>	Jefferson County Education Association
<b>ASD</b>	Autism Spectrum Disorder	<b>JCMH</b>	Jefferson Center for Mental Health
<b>AYP</b>	Adequate Yearly Progress		
<b>BOCES</b>	Board of Cooperative Educational Services	<b>JESPA</b>	Jeffco Education Support Professionals Association
<b>BoE</b>	Board of Education	<b>JSEL</b>	Jeffco Summer of Early Learning
<b>CAAC</b>	Capital Asset Advisory Committee	<b>JVA</b>	Jeffco Virtual Academy
<b>CAGT</b>	Colorado Association for Gifted and Talented	<b>MAP</b>	Measure of Academic Progress
<b>CAS</b>	Colorado Academic Standards	<b>OLR</b>	Online Registration - District's online tool for families to complete annual registration
<b>CBLA</b>	Colorado Basic Literacy Act		
<b>CBT</b>	Cognitive Behavioral Therapy	<b>PARCC</b>	Partnership for Assessment of Readiness for College and Careers
<b>CCHE</b>	Colorado Commission on Higher Education	<b>PK</b>	Preschool
<b>CCSS</b>	Common Core State Standards	<b>P3</b>	Preschool - 3rd grade
<b>CDE</b>	Colorado Department of Education	<b>PSAT</b>	Preliminary SAT; practice college entrance exam for 10th graders
<b>CHSAA</b>	Colorado High School Activities Association	<b>PTA</b>	Parent Teacher Association
<b>CoAlt</b>	Colorado Alternative Assessment	<b>PTO</b>	Parent Teacher Organization
<b>CogAT</b>	Cognitive Abilities Test	<b>SAC</b>	School Accountability Committee
<b>CMAS</b>	Colorado Measures of Academic Success	<b>SACC</b>	School Age Child Care
<b>CORA</b>	Colorado Open Records Act. State law requiring that certain information be made available to the public	<b>SAE</b>	School Age Enrichment
<b>CRS</b>	Colorado Revised Statute	<b>SAT</b>	College entrance exam for 11th graders
<b>CTE</b>	Career and Technical Education	<b>SEAC</b>	Special Education Advisory Committee
<b>DAC</b>	District Accountability Committee	<b>SEO</b>	Student Engagement Office
<b>DAS</b>	Differential Abilities Scale (IQ Test)	<b>SID</b>	Student Identification Number
<b>DDRC</b>	Developmental Disabilities Resource Center	<b>SIET</b>	School Innovation and Effectiveness Team
<b>DIBELS</b>	Early literacy skills assessment	<b>SOARS</b>	School Online Assessment Reporting System
<b>ECE</b>	Early Childhood Education	<b>SPAC</b>	Strategic Planning Advisory Council
<b>ELA</b>	English/Language Arts	<b>STEAM</b>	Science Technology Engineering Art and Mathematics and Mathematics
<b>ELL</b>	English Language Learners	<b>STEM</b>	Science, Technology, Engineering & Mathematics
<b>ERD</b>	Educational Research and Design	<b>TDPAC</b>	Technology and Data Privacy Advisory Committee
<b>ESL</b>	English as Second Language		
<b>ESS</b>	Exceptional Student Services	<b>UIP</b>	Unified Improvement Planning
<b>ESY</b>	Extended School Year		
<b>FERPA</b>	Family Educational Rights and Privacy Act		
<b>GPA</b>	Grade Point Average		