



BVSD STUDENT RIGHTS AND RESPONSIBILITIES GUIDE

VERY IMPORTANT INFORMATION for Students and Parents of BVSD

BVSD'S VISION OF THE NEW CENTURY GRADUATE

To graduate students in the New Century who have the knowledge, skills and personal characteristics that will make this world a safer, more thoughtful and more inclusive place in which to live.

| | | |
|--------|-------|--|
| PAGES: | 4 | Policy and Expectations regarding Academic Honesty and Integrity |
| | 23-24 | Parent/Student Multi-Item Sign-Off Sheet (required) |
| | 25-28 | Appropriate Use of Technology Resources for Students: Statement and REQUIRED Parent-Student Acknowledgement Form |
| | 29-31 | Required and Recommended Vaccines for Students (Colorado Department of Public Health and Environment) |
| | 32 | Opt-Out Form for Disclosure of Personal Information to Military |



See important forms in the center of this booklet.



NOTE: Once students and their parents or legal guardians have reviewed this booklet, there is a required sign-off form in this booklet that must be signed and turned into each student's school as soon as possible. For more information about your school district and your student's school, visit our website at www.bvsd.org.



Boulder Valley School District
Excellence and Equity

BVSD EDUCATION CENTER DIRECTORY

BVSD EDUCATION CENTER / 6500 Arapahoe Ave., P.O. Box 9011 / Boulder, CO 80301

Phone: 303-447-1010 / Fax: 720-561-5024 / TDD: 303-442-2400

www.bvsd.org

| | |
|--|-------------------------|
| Superintendent | 720-561-5114 |
| Pre-K-12 School Leadership | |
| Elementary/K-8 Schools | 720-561-5086 |
| Secondary Level Schools | 720-561-5111 |
| Athletics, Activities, and Discipline | 720-561-5252 |
| Early Childhood Education | 720-561-5077 |
| Chief Academic Officer | 720-561-5913 |
| Curriculum and Instruction Division | 720-561-5088 |
| Reading and Literacy | 720-561-5040 |
| Mathematics | 720-561-5139 |
| Science | 720-561-5198 |
| Fine Arts | 720-561-5085 |
| Student Success | 720-561-5145 |
| Special Education | 720-561-5152 |
| | TDD 720-561-5488 |
| Language, Culture and Equity | 720-561-5073 |
| Food Services | 720-561-5042 |
| Health Services | 720-561-5544 |
| Transportation Services | 720-561-5120 |
| Division of Communications | 720-561-5824 |
| Division of Human Resources | 720-561-5031 |
| Finance and Accounting Services | 720-561-5019 |
| Operational Services Division | 720-561-5052 |
| Division of Information Technology | 720-561-5055 |
| Planning and Assessment Division | 720-561-5147 |
| Legal Department | 720-561-5903 |
| ADA/504 Compliance | 720-561-5835 |

Equal Educational Opportunities Statement

The Boulder Valley School District does not discriminate against anyone in the school system on the basis of race, age, marital status, creed, color, sex, disability or national origin. The Boulder Valley School District will not tolerate discrimination, harassment, or violence against anyone, including students and staff members, regardless of race, ethnicity, gender, gender identity/expression, sexual orientation, age, disability or religion.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1982. Questions, complaints or requests for additional information regarding the district's nondiscrimination policies may be forwarded to the following:

Titles VI and IX, ADA, Section 504: Melissa Mequi, Office of Legal Counsel, 6500 East Arapahoe Road, Boulder, CO 80301. Voice 720-561-5903; Facsimile 720-561-5906. Complaints may also be filed: Office for Civil Rights, U.S. Dept. of Education, Region VIII, Federal Office Building, 1244 N. Speer Blvd., Suite 310, Denver, CO 80204, (303) 844-5695.

Contents

| | |
|---|-------|
| Introduction..... | 4 |
| Student Rights and Responsibilities..... | 4 |
| Academic Honesty and Integrity | 4 |
| Student Conduct..... | 6 |
| Student Suspension/Expulsion..... | 7 |
| Searches..... | 10 |
| Portable Electronic Devices in School | 10 |
| Student Abuse of Alcohol and Other Drugs..... | 11 |
| Discipline of Students with Disabilities..... | 12 |
| Attendance..... | 12 |
| Student Submission to Surveys, Analyses or Evaluations | 13 |
| Student Educational Records | 13 |
| Parents' Rights to Exclude Their Child from Health Education..... | 14 |
| Health Education..... | 15 |
| Human Sexuality | 15 |
| Open Enrollment | 15 |
| Nondiscrimination / Nondiscrimination Flow Chart | 16 |
| Complaint and Grievance Process | 17 |
| Complaints Concerning Discrimination Based upon Sex | 17 |
| Complaints Concerning Discrimination Based upon Handicap/Disability..... | 17 |
| Student Complaints and Grievances | 17 |
| Public Complaints..... | 17 |
| Public Complaints about the Curriculum or Instructional Materials or Strategies | 17 |
| Use of District Technology | 18 |
| Third Party Recruiters in BVSD High Schools | 18 |
| Disclosure to Military | 18 |
| Sex Offender Registration Notification | 18 |
| Code of Athletic Conduct..... | 19 |
| Student Fees, Fines and Charges | 20 |
| Students with Food Allergies | 20 |
| Instructions on How to Apply for Free or Reduced Price Lunches | 21-22 |
| REQUIRED Parent/Student Sign-Off Form: Please complete and return to your school | 23-24 |
| Statement of Appropriate Use of Technology Resources for Students | 25-26 |
| REQUIRED Technology Use Agreement: Please sign and return to your school | 27-28 |
| Required and Recommended Vaccines for Students (Colorado Dep of Public Health and Environment) | 29-31 |
| OPTIONAL Opt-Out Form for Disclosure of Personal Information to Military | 32 |

Note: Complete, detailed copies of all district policies and regulations are available on the district's website.

www.bvsd.org

INTRODUCTION

This handbook is provided as a quick reference for students and parents. In addition to the Boulder Valley School District policies and regulations cited, individual schools have the authority to implement supplementary rules regarding student discipline, including student dress. It is the responsibility of the student and parent/guardian to become familiar with the information contained in your school's student handbooks as well those included in this publication.

Note to parents of students at BVSD charter schools (e.g., Boulder Prep, Horizons, Justice High, Summit, and Peak to Peak): Some of the rights and responsibilities contained in this handbook have been waived at your school. For specific rights and responsibilities at your school, please contact your school administration. Your school may also have a different calendar and forms.

STUDENT RIGHTS AND RESPONSIBILITIES

District Policy JF

Learning can take place only when there is an appropriate balance between rights and responsibilities. It is the legal duty of school authorities both to protect the individual's rights and to maintain such control and discipline as is necessary to ensure order so that learning can take place.

The principal is responsible for maintaining order and decorum in the school. Authority for decision making at the building level rests with the principal or designated representative.

Colorado laws, district and school policies and regulations pertaining to student conduct, discipline, rights and responsibilities shall be made known to students, who shall in turn be held accountable for complying with them. Parents are expected to cooperate with school authorities and to participate in school conferences regarding the behavior of their children.

ACADEMIC HONESTY AND INTEGRITY

District Policy JFA, JFA-R, 4/10/07

SECTION I: INTRODUCTION AND RATIONALE

BVSD Mission: the Boulder Valley School District challenges students to achieve their academic, creative and physical potential in order to become responsible, contributing citizens.

The Boulder Valley School District recognizes the importance of promoting a learning environment that values academic honesty. In order to foster ethical behavior in our students and thus meet the goals outlined in the BVSD Mission Statement and the graduation requirements prescribed in the New Century Graduate, we believe that educating all students regarding the characteristics of academic integrity is a critical component in successfully preparing them for their future endeavors.

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. Therefore, the district will actively support our students in taking ownership of their learning both inside and outside of the classroom. District educators will encourage the development of ethical behavior in their students and support constructive dialogue regarding the characteristics of academic integrity in their classes. This is a shared responsibility of all parties: students, parents, and district educators.

This regulation defines those behaviors that constitute unethical academic behavior and outlines the range of consequences schools can consider when infractions occur. Faculty and students should be certain to allocate time to review this regulation and discuss any additional expectations that emerge.

ACADEMIC HONESTY AND INTEGRITY

(continued)

This regulation and the associated policy will be printed and distributed to all students annually in the *Student Rights and Responsibilities Guide*. Students will be expected to acknowledge that they have received information related to academic honesty and that they understand the expectations placed upon them as members of the BVSD academic community.

SECTION II: POLICY

Boulder Valley School District students are expected to respond to academic challenges with the highest degree of integrity and honesty that support the culture of the community and the characteristics of the New Century Graduate.

SECTION III: DEFINITIONS

Academic Integrity: Compliance to accepted ethical standards

Academic Dishonesty: Deliberate, unacceptable behaviors that include but are not limited to: misrepresentation, obtaining unauthorized information, and tendering of information

Misrepresentation: Students misrepresent their work by handing in the work of someone else:

- Plagiarizing: unacknowledged use of information, ideas, or phrasing of others. This includes copying exact words of another writer without proper documenting of source, stealing or passing off words, graphics, and artwork that is not one's own
- Purchasing a paper from a service or other sources
- Reproducing another person's paper and submitting it as one's own
- Having someone else take an exam
- Inventing of information or citation in an academic exercise and misquoting or quoting out of context
- Submitting a reproduction of another person's work
- Signing of another's name to an official document and/or submission of information known to be false

Obtaining unauthorized information: Information that is obtained dishonestly:

- Copying homework
- Working with another student on work that is intended to be done independently
- Downloading and submitting term papers from on-line resources
- Sharing answers through data storage devices
- Using cell phones or PDA devices to take electronic pictures of exams
- Text-messaging answers of academic work
- Stealing materials from teachers or classmates

Tendering of information: Students giving or selling their work to another person who plans to submit it as his or her own:

- Giving work to another student to be copied
- Giving someone answers to an exam during an exam
- Discussing an assessment with students who have not yet been assessed on the material
- Giving or selling a written assignment to another student

ACADEMIC HONESTY AND INTEGRITY

(continued)

SECTION IV: INFRACTIONS AND CONSEQUENCES

Suspected incidents of academic dishonesty should be referred by instructional staff to the school's administration for investigation. In order to maintain a reasonable level of consistency within a school, consequences will be applied by the school's administration after consultation with the appropriate instructional staff.

The general magnitude of an infraction and the level of premeditation involved should be considered before consequences are determined. Schools should strive to maintain consistency in consequences from infraction to infraction.

Possible consequences to infractions may include:

- Parent/Guardian conference with teacher(s) and/or administration
- A certified letter to be signed by the parent/guardian
- A failing grade for the assignment
- Redo the assignment within a given amount of time
- Suspension
- Suspension of Internet access
- Suspension of Network privileges
- A failing grade for the class
- Ineligibility for groups/activities
- Community service
- Restorative Justice

Students should be reminded that a violation of copyright law carries criminal penalties.

Appeals related to this regulation should follow the process outlined in Policy KL and KL-R, *Public Complaints*.

STUDENT CONDUCT

District Policy JFC, 11/13/01

While on school grounds, in school facilities, in school vehicles, or at school-sponsored activities, students shall comply with all policies and regulations pertaining to student conduct. Specifically:

1. Student conduct shall at all times reflect consideration for the rights and privileges of others; cooperation with all members of the school community is required.
2. Students shall maintain high personal standards of courtesy, decency, morality, and honesty in their relationship with others.
3. Students shall respect the authority of school staff and officials. This includes compliance with school regulations, district policies, and Colorado law.
4. Diligence in study and achievement commensurate with ability is expected of all students. Respect for scholarship should be encouraged and scholastic integrity shall be maintained. Students are expected to be prompt and regular in their attendance of school and classes and are responsible for work missed due to excused or unexcused tardiness or absence.
5. No student shall engage in or encourage behavior which poses a clear and convincing threat of disruption of the school operations.
6. No student shall engage in or encourage behavior which is detrimental to the welfare or safety of students, teachers, or school personnel on or off school property.
7. Students shall not use, bring, carry, possess, buy, sell, or exchange alcohol, narcotics, or other dangerous or

STUDENT CONDUCT

(continued)

restricted drugs or controlled substances.

8. No student shall use, possess, bring, or carry any dangerous weapon of any kind or a knife of any blade length on school property, in school-approved vehicles, or at school-sponsored activities without prior permission of the school principal or designee or the Superintendent or designee.
9. Students shall not cause or attempt to cause damage to school or private property, nor steal or attempt to steal school or private property.
10. No student shall engage in bullying behavior in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events.

Violations of Colorado law, district or school rules of conduct will result in disciplinary action, which may include suspension or expulsion. Specific district policies referenced in this section are:

- Student Absences and Excuses — Policy JED, JED-R
- Dangerous Weapons in the Schools — Policy JICI
- Student Abuse of Alcohol and Other Drugs — Policies JFCH/JFCI and JFCH/JFCI-R
- Smoking by Students (Use of all Tobacco Products) — Policy JFCG
- Searches — Policy JFGA
- Student Conduct on School Busses — Policy JFCC
- Student Suspension/Expulsion — Policy JGD/JGE
- Non-Discrimination — Policy AC/AC-R
- Student Dress — District Policy JICA

STUDENT SUSPENSION/EXPULSION

District Policy JGD/JGE, 10/09/01

For certain misbehaviors, a student may be prevented from attending school and participating in school activities for a specified and limited period of time.

Grounds for Suspension and Expulsion

Students may be suspended or expelled for the following behaviors while in school buildings, on school grounds, in school vehicles or at school-sponsored activities. (In appropriate circumstances a student may be suspended or expelled for behavior off school property.):

1. Serious violations, as determined by the principal, including but not limited to fighting, initiating or participating in bomb scares or false alarms; improper sexual contact; the unauthorized use, possession, exchange or sale of alcohol or controlled substances; and being under the influence of alcohol or controlled substances.
2. Carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, for which expulsion is mandatory. “Dangerous weapon” means: (a) a firearm, whether loaded or unloaded; (b) any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; (c) a fixed-blade knife with a blade longer than 3 inches in length or a spring-loaded knife or a pocket knife with a blade longer than 3-1/2 inches; or (d) any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury. A student may, but need not, be expelled for the behavior described in this paragraph if, as soon as possible upon discovery that he or she is in possession of the dangerous weapon, the student notifies and delivers the weapon to a teacher, administrator or other authorized person.
3. The sale of a drug or controlled substance for which expulsion is mandatory.
4. The commission of an act which, if committed by an adult, would be robbery under the criminal law, for which expulsion is mandatory.

STUDENT SUSPENSION/EXPULSION

(continued)

5. The commission of an act which, if committed by an adult, would be first or second degree assault under the criminal law, for which expulsion is mandatory.
6. Continued willful disobedience or open and persistent defiance of proper authority, including, but not limited to, repeated violations of school district policy and repeated instances of misconduct, no single occurrence of which might otherwise constitute a ground for suspension or expulsion.
7. Willful destruction or defacing of school property.
8. Behavior on or off school property which is detrimental to the welfare or safety of the student, other students, or of school personnel, including behavior which creates a threat of physical harm to the student or other students.
9. Declaration of the student as habitually disruptive for which expulsion shall be mandatory. "Disruptive behavior" means behavior by the student which is initiated, willful, and overt. After the first and second suspension of a student for disruptive behavior, the school must develop a remedial discipline plan for the student. The district will encourage the full participation of the student's parents in the development of any such remedial discipline plan. Expulsion is mandatory upon receiving the third suspension for disruptive behavior.
10. Repeated interference with the school's ability to provide educational opportunities to other students.
11. Assault upon, disorderly conduct toward, harassment of, making knowingly false allegations of child abuse against, and any criminal offense against a teacher or school employee, or damage to property of a teacher or school employee which occurs on school premises. A minimum of three days' suspension is mandatory for such behavior.
12. Use or possession of any tobacco product.
13. Unauthorized absence from school for all or any portion of the school day.
14. Stealing or attempting to steal property belonging to the school district or to a private individual.
15. Vandalism, damage or destruction of property belonging to the school district or to a private individual.
16. Sexual harassment of students or staff.
17. Violation of rules concerning proper use of school district computers and/or concerning Internet access.
18. Trespassing onto district property or remaining on school district property after being requested to leave by an authorized school official.
19. Gang-related activity.
20. Violation of any school or district policy or regulation governing student conduct.

Suspension is viewed as a very serious step in the discipline and intervention process. A school principal or designee may suspend a student for up to five school days for grounds 6-20 listed above and may suspend a student for up to ten school days for grounds 1-5 listed above.

The superintendent or designee may extend the suspension if necessary, according to policy JGD/JGE. In no event may the total period of suspension exceed twenty-five consecutive school days.

"Classroom suspension" means the exclusion of a student from the classroom by a teacher for causing a material and substantial disruption in the classroom through behavior that is initiated, willful, and overt on the part of the student.

"In-school suspension" means the exclusion of a student from the classroom and from participation in regular school activities, with continuous supervision and instruction in a location separate from the regular school environment.

Procedure for Suspension:

- Due process takes place at an informal hearing at which the principal or designee shall give the student written or oral notice of the charges against him/her. The student will be provided an opportunity to present his/her side of the story.
- At this informal hearing, the student does not have the right to secure counsel, to confront and cross-examine witnesses, or to call witnesses to verify his/her version of the incident. There need be no delay between the time notice is given and the time of the hearing.

STUDENT SUSPENSION/EXPULSION

(continued)

Procedure for Suspension (continued):

- The informal hearing should precede removal of the student from school, unless an emergency or threat of substantial disruption requires immediate removal, in which case the informal hearing should follow as soon after the student's removal as practicable.
- The principal or designee shall, as soon as possible, notify the parent that the student has been suspended, the grounds for the suspension, and the time and place for the parent to meet with the principal to review the suspension.
- The student's parent or guardian must be notified in writing of each suspension. Suspension letters should clearly state whether the suspension is being counted toward declaration of the student as habitually disruptive.
- A student suspended for more than ten continuous school days may request a review before a school leadership director or designee.

In lieu of suspension, a principal or designee may, in his or her discretion, with consent of the student's teachers, permit the student to remain in school on the condition that the student's parent, guardian or legal custodian attend class with the student for a period of time established by the principal or designee. In the event that the parent, guardian or legal custodian cannot or will not attend class with the student, or this alternative would be or becomes disruptive to the educational process, this alternative shall be terminated and the student shall be suspended. (This alternative is not available if expulsion proceedings have been or will be initiated.)

Expulsion is the exclusion of a student from school and participation in school activities for a specified period of time, not to exceed one calendar year.

Procedures for Expulsion:

- Prior to starting the expulsion process, procedures for suspension must be followed.
- The student and parent or guardian will be given written notice of the charges against the student.
- For students with disabilities, a conference will be held to determine whether the behavior is a manifestation of the disability.
- If requested by the student's parent(s), an expulsion hearing may be held before the Superintendent or designee.
- Information about hearing procedures will be provided in writing at the time of notification.
- The Superintendent will review the findings and will make a decision.
- In the event of a decision to expel, the student will be advised of the right to appeal to the Board of Education.

For any infraction, continued and willful persistence in the behavior after interventions may result in a recommendation for expulsion. In some instances, particularly those affecting the safety of other students, expulsion will be recommended earlier in the sequence of consequences.

SEARCHES

District Policy JFGA, 6/11/87

A student's person and/or personal effects, such as a purse, book bag, back pack, etc., may be searched whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

All lockers, desks, storage, and similar areas provided for student use on school premises are school property and remain at all times under the control of the school. Student use of such areas is subject to the right of school authorities to open or enter into the same and inspect the contents for any reason at any time without notice or student consent.

The interiors of student vehicles may be inspected if a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school rules.

Portable Electronic Devices in School

BVSD recognizes that portable electronic devices are tools of both communication and learning that, depending upon their use, can either add value to or disrupt the school environment. Portable electronic devices include cell phones, iPods, PDAs, MP3s, wireless email devices, laptops, etc.

Portable electronic devices shall not be turned on or used in any way at school or at school-sponsored activities unless approved by school personnel. Portable electronic devices with cameras may not be used to violate the privacy rights of another person (ex. You may not photograph others in a bathroom or locker room.). Your school may have additional rules and expectations regarding the use of portable electronic devices. Refer to your school's handbook or ask your Principal.

Students are required to turn portable electronic devices over to school personnel when requested. Under certain circumstances, law enforcement authorities may be notified. Portable electronic devices are considered personal effects in a student's possession and thereby subject to Board Policy JFGA governing searches of such items. Except in cases of emergency, a cell phone or other electronic communication device will not be searched without the consent of either the student or parent.

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

STUDENT ABUSE OF ALCOHOL AND OTHER DRUGS

District Policy JFCH/JFCI-R, 01/31/03

Students are subject to immediate suspension for use, possession, distribution or sale of illicit drugs, including alcohol and anabolic steroids, or drug-containing paraphernalia. For purposes of disciplinary actions, student infractions of this policy will be cumulated for a three-year period. The administrator will determine if the student is under the influence of alcohol or an illegal substance based on a body of evidence, which includes, but is not limited to, the student's behavior, odor, physical appearance or witness statements.

First offense (use and/or possession):

The student will be suspended from three to five days pursuant to policy JGD/JGE, student suspension/expulsion. If the student is suspended beyond three days, alternatives to suspension must be offered for days four and five.

Second offense (use and/or possession):

The student will be suspended from school for five days pursuant to Policy JGD/JGE, Student Suspension/Expulsion

Third offense and subsequent violations (use and/or possession):

The student will be suspended for five days and a recommendation will be made for more severe disciplinary action, including, but not limited to, extended suspension.

CONSEQUENCES

Your student is not allowed to have or use alcohol, illegal substances or paraphernalia on school grounds or at any school event or activity.

Violation will result in several consequences including:

- 3-5 day out-of-school suspension
- loss of credit and assignments per district policy for unexcused absences
- removal from activities/leadership roles
- loss of participation in athletics (see posted athletic policy on BVSD website: http://bvsd.org/policies/Policies/JFCH_JFCI-R%20.pdf)
- possible self-reporting of violation on college applications (specifically to academics)
- could affect acceptance and/or scholarships to colleges
- referral to law enforcement

School administration will determine if a student is "under the influence," in possession of or has used alcohol or illegal substances by a body of evidence which could include, but is not limited to the student's behavior, odor, physical appearance or witness statements.

DISCIPLINE OF STUDENTS WITH DISABILITIES

District Policy JGD/JDE, 10/9/01

Except as otherwise provided below, students with disabilities may be disciplined on the same grounds and under the same procedures as students who do not have disabilities.

- The principal or designee shall immediately remove a student with a disability from a situation which he/she poses a threat of physical harm to himself/herself or to other persons, usually by suspending the student. In some cases, placement in an interim alternative educational setting is permissible even if the disabled student's behavior was a manifestation of his/her disability.
- Students with disabilities may not be suspended in excess of ten consecutive school days (or subjected to a series of suspensions or removals during the school year that constitute a change of placement) unless a determination has been made that the misconduct was not a manifestation of the student's disability.
- Prior to expulsion of a student with a disability, a determination must be made that the misconduct constituting grounds for expulsion was not a manifestation of the student's disability.

ATTENDANCE

District Policy JED, 9/26/96

Participation in the classroom is a significant aspect of a student's academic performance, and failure to attend will result in intervention aimed at improving attendance, by such means as academic sanction, legal interventions, referral for appropriate services, and disciplinary action. The primary objective of any such intervention is to motivate the student to attend school regularly and to maintain academic standing.

- Schools shall make reasonable efforts to notify parents or guardians of absences each time a student is absent without authorization or in case of excessive excused absences.
- Parents or guardians have the responsibility to contact the school on the day of a student's absence or on the first day of a series of anticipated absences if at all possible.
- The school administrator or his or her designee has the authority to determine whether an absence is excused or unexcused.
- Excused absences may include:
 - temporary illness or injury
 - an absence which is approved by the principal or principal's designee
 - emergency, serious illness, or death in the family
 - participation in religious observances
- The school administrator or his/her designee has the discretion to excuse absences on a pre-arranged basis in the following circumstances:
 - interviews with college admissions officials
 - interviews with career employer representatives
 - special family activities
 - extenuating circumstances determined by the principal or designee
- Examples of unexcused absences include but are not necessarily limited to the following:
 - absences due to suspension or expulsion (these do not count toward habitual truancy)
 - truancy for an entire school day or one or more class periods during the school day
 - working, other than employment specifically excused as outlined above
 - absences occurring after a student arrives at school
 - absences for which medical documentation is required or has been requested, but has not been provided

ATTENDANCE

(continued)

Missed Work/Academic Sanction

Students are responsible for all class work missed due to any absence either excused or unexcused. Within two school days after his/her return to class following an absence, the student must arrange to make up work missed. The teacher shall make educationally appropriate provisions for completion of missed class work. Credit for class work missed due to an excused absence shall be allowed when satisfactorily completed.

Credit for class work missed due to unexcused absences shall not be allowed unless specifically permitted by the principal. The school shall provide an opportunity for a student to make up school work during the period of suspension, as students are responsible for course content missed during any absence.

Whenever a student becomes subject to reduction or loss of credit due to absences, the school will make a reasonable effort to notify the parent or guardian so that remedial action may be considered. However, school attendance is the joint responsibility of the student, his/her parents or guardians, and the school, and the inability to give such notice shall not bar the imposition of the sanction.

Appeals of Loss of Credit

Any student who has been denied some or all academic credit shall have the right of appeal. The initial appeal would be directed to the school principal or his/her designee.

STUDENT SUBMISSION TO SURVEYS, ANALYSES OR EVALUATIONS

District Policy JFJ, 10/24/96

No student shall be required as part of any program funded by the United States Department of Education to submit, without prior written consent, to a survey, analysis, or evaluation (not directly related to academic instruction and that is designed to elicit information about behavioral, emotional, or attitudinal characteristics of an individual or group) that reveals:

- Political affiliations
- Mental and psychological problems potentially embarrassing to the student or his/her family;
- Sex behavior and attitudes
- Illegal, anti-social, self-incriminating and demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

STUDENT EDUCATIONAL RECORDS

District Policy JO, 8/22/91, JO-R, 9/26/96

The staff and administrators of BVSD safeguard the educational records of students in accordance with the requirements of federal and state laws, and consistent with district policy. Disciplinary information regarding a student may be provided to another school where a student moves, transfers, or makes an application for transfer. Consent of the parent, guardian or student to release the information is not required.

A principal or designee may communicate disciplinary information about a student enrolled in the school to all teachers and/or counselors who have direct contact with the student. The teachers and counselors who receive disciplinary information must keep it confidential and do not have the authority to communicate the information to another person.

STUDENT EDUCATIONAL RECORDS (continued)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the district as an administrator, supervisor, instructor, or support staff member; members of the Board of Education; persons or companies with whom the district has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, therapists and others); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities. 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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

PARENTS' RIGHTS TO EXCLUDE THEIR CHILD FROM HEALTH EDUCATION

Kindergarten-8 Health Education and Human Growth and Development/Sexuality Information

Both Colorado state statute and the policies of the Board of Education recognize the rights of parents and guardians to make important decisions about their child's education regarding health, human growth and development and human sexuality. Parents have the right to be informed regarding the content of these units of instruction or courses and to exclude their child from any specific portion or portions of the instruction on the grounds that it is contrary to their religious beliefs and teachings or closely held personal beliefs. Each school will send home information regarding the material to be covered and a parental exclusion request form prior to the beginning of instruction. More information regarding this topic can be found on the Boulder Valley website under district policies, specifically, policies IGAI, IGAE, and the associated regulations.

High School Health Education and Human Growth and Development/Sexuality Information

Both Colorado state statute and the policies of the Board of Education recognize the rights of parents and guardians to make important decisions about their child's education regarding health, human growth and development and human sexuality. Parents have the right to be informed regarding the content of these units of instruction or courses and to exclude their child from any specific portion or portions of the instruction on the grounds that it is contrary to their religious beliefs and teachings or closely held personal beliefs. Each school will send home information regarding the material to be covered and a parental exclusion request form prior to the beginning of instruction. Specific courses that address these topics include Issues in Health, Teen Challenges, and Living on Your Own. In addition, some schools may schedule programs that deal with these topics. Please contact your child's school to see if such a program is upcoming and how you can review the content in order to make a decision regarding your child's participation. More information regarding this topic can be found on the Boulder Valley website under district policies, specifically, policies IGAI, IGAE, and the associated regulations.

HEALTH EDUCATION

District Policy IGAE, 04/13/10

The goal of health education in BVSD is to promote in all students the desire and ability to be healthy - physically, mentally, and socially. The health education policy generally outlines curriculum topics that are addressed in health education and identifies parents' rights regarding health education issues.

HUMAN SEXUALITY

District Policy IGAI, 04/13/10

Instruction in human sexuality includes information dealing with the growth and development of the human body, human sexuality, and reproduction. Instruction is provided for every student in grades 5-8 and 10-12. The policy and regulation of human sexuality instruction outlines specific topics and guidelines for teachers and acknowledges the rights of parents.

OPEN ENROLLMENT

District Policy JECC, JECC-R, 11/29/01

Parents who want their student to attend a school other than the designated neighborhood school to which the student is assigned may apply for entry into another school under BVSD's Open Enrollment policy. Approval of open enrollment is based on available space, programming and staffing at the requested school. When the number of applicants exceeds the number of spaces available, students will be selected by a random selection lottery. A wait list will be kept at the Education Center until the end of August at which time wait lists are frozen.

When a student has been enrolled in any school under the open enrollment policy, that school becomes the "school of attendance." To return to the district designated neighborhood school, an application must be submitted and approval will be granted if there is space available.

After elementary and/or middle school, students will attend their district-designated neighborhood school unless they open enroll to another middle or high school. Students who have open enrolled into a school other than their district-designated neighborhood school are given **no preference** in the open enrollment process for continuing in that school's feeder system. This means that students must open enroll into middle school AND will need to open enroll into high school UNLESS the student lives in the attendance boundaries of those schools. There is **no assurance** the student will be allowed to continue in the feeder system through open enrollment. Once enrolled in a K-8 building, and some of BVSD's other multi-level programs housed in the same building (ex. some preschool/elementary programs), students do not have to re-enroll.

To help parents identify schools they may wish to consider for open enrollment, opportunities to visit and observe schools may be scheduled by contacting individual school offices. Please be sure to register with the school office when visiting schools.

Parents are responsible for transportation to a school other than their district designated neighborhood school. If space is available on an existing transportation route, parents may annually petition for "ridership" by contacting the district's Transportation Office at 720-561-5120.

NONDISCRIMINATION

District Policy AC-R, 5/8/07

The Boulder Valley School District will not tolerate discrimination, harassment (including hazing) or violence against anyone, including students and staff members, regardless of race, creed, color, marital status, ethnicity, gender, gender identity/expression, sexual orientation, age, disability or religion.

The principal/department head is responsible for communicating to students, staff and parents the nondiscrimination policy and the procedures to resolve conflicts and for creating a safe, nondiscriminatory school environment.

No student or employee shall be subject to adverse action in retaliation for any good faith report of discrimination under the nondiscrimination policy.

The Nondiscrimination Flow Chart will be placed in all district buildings. If you have a complaint of discrimination or harassment, please refer to the following Nondiscrimination Flow Chart so that your complaint can be addressed and resolved.

NONDISCRIMINATION FLOW CHART

| Level | Decision Maker | Respondent Action | District Action |
|-------|---|--|---|
| I | School principal or immediate supervisor | Report as soon after event giving rise to claim | Resolve informally utilizing district's disciplinary regulations (inappropriate behavior will constitute disciplinary actions). (See BVSD File: JG for reference.) |
| II | School principal or immediate supervisor | If not resolved at Level I, file a formal written complaint within twenty school days after event giving rise to claim.* | Report findings (ten working days) A. No violation of District Policy; B. No violation of District's Nondiscrimination Policy; however, inappropriate behavior by respondent (disciplinary action may be taken); or C. Violation of District Nondiscrimination Policy (disciplinary action must be taken). |
| III | Mediation may be requested at this point | Respondent may request mediation at this point | Request must be approved by Legal Counsel |
| | An investigator external to the district may be appointed to investigate the complaint at Level II or IV. | Respondent may request investigation at this point | Request must be approved by Legal Counsel |
| | Assistant Superintendent, Chief Operations Officer or designee | File a written appeal within ten days of review of report at Level II* | Written decision sent within ten days of appeal or receipt of external investigation report (if applicable) which may: affirm; reverse; modify; remand |
| IV | Superintendent or designee | File a written complaint within ten days of appeal of Level III | Written decision within twenty days of appeal or receipt of external investigation report (if applicable) which may affirm; reverse; modify; or remand. The Superintendent's or designee's decision is final. |

* If the alleged violation is based upon the conduct of the principal or supervisor of the complainant, the report should be made in writing to that person's immediate supervisor.

COMPLAINT AND GRIEVANCE PROCESS

Persons who have a concern or complaint have access to informal and formal procedures in the Boulder Valley School District. General procedures:

1. Informal discussion at the building level.
2. If not resolved at the building level response, a written request for appeal needs to be made to the central office supervisor. The central office supervisor will schedule an informal hearing and submit a written decision.
3. If not resolved with the central office supervisor's response, the same appeal procedure may be used at the Superintendent's level. The final appeal is to the Board of Education whose decision is final.

Please note: The use of one of the following complaint procedures will not delay the beginning of a suspension.

COMPLAINTS CONCERNING DISCRIMINATION BASED UPON SEX (District Policy ACA)

A student who believes that he or she has been discriminated against on the basis of sex may:

- Report the alleged discrimination orally to an administrator at the building level or central administration level.
- Mail or deliver to the superintendent's office a written statement describing the alleged discrimination.

The oral report or statement should specifically describe the incident or activity involved, the individual(s) involved, and the date(s), time(s), and location of the alleged discrimination. If requested by the complainant, the coordinator will provide the student an opportunity to discuss the matter personally. An investigation will be conducted and a report will be given to the Superintendent for his/her recommendation.

COMPLAINTS CONCERNING DISCRIMINATION BASED UPON HANDICAP/DISABILITY (District Policy ACB, 06/01/98)

Parents, other BVSD patrons and students who believe that discrimination based upon handicap/disability has occurred may file a complaint in accordance with the procedures set forth in Policy KL — Public Complaints or JFH — Student Complaints and Grievances.

To file a complaint concerning discrimination based upon handicap/disability contact the Special Education Office located at 6500 East Arapahoe, Boulder, CO 80303.

STUDENT COMPLAINTS AND GRIEVANCES (District Policy JFH, 06/01/98)

Students who believe that a decision or an action of school personnel is discriminatory or in violation of district policies or school rules may appeal the decision or action. The appeal procedures described in this policy do not apply to a teacher's determination of a student's grade unless the student believes the grade resulted from discrimination.

PUBLIC COMPLAINTS (District Policy KL, 06/11/87)

The Board of Education and the administration of the district intend to foster positive relationships between employees and patrons of the district by providing a fair, orderly and timely process for handling concerns and complaints concerning the operation of the school or the operation of BVSD as a whole.

It is expected that concerns are resolved at the level most directly affected, that is, with the staff and/or administrators concerned. It is hoped that problems can be resolved in an informal manner.

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS OR STRATEGIES (District Policy KLB, 06/11/87)

This policy is limited to complaints related to specific issues of curriculum, instructional materials, instructional strategies and educational activities. The Board of Education relies on its teachers and administrators to resolve concerns of patrons.*

*Note: If such resolution cannot be accomplished, however, procedures are available for review at the highest administrative level with an opportunity for appeal to the Board of Education.

USE OF DISTRICT TECHNOLOGY

District Policy JS, 11/27/01, and JS, E-1 & E-2, 2/26/07

All students using district technology resources are required to have reviewed and discussed with their parents or guardians the Boulder Valley School District's "Appropriate Use of Technology Resources for Students" statement. Parent permission to use technology must be indicated on the Acknowledgement Regarding Use of Technology section of the school enrollment forms before student access to district technology will be provided. Failure to follow the appropriate use procedures may lead to the loss of the privilege to use these educational tools, school disciplinary action including suspension or expulsion, legal action, and/or restitution by the user for costs associated with any damages caused by such violations.

Please see pages 25-28 of this handbook for the statement and forms referred to by this policy.

THIRD PARTY RECRUITERS IN BVSD HIGH SCHOOLS

District Policy KLMA, 3/14/06

BVSD provides high-school students with convenient access to recruiters representing organizations which offer information about potential careers, employers (including the military), and post-secondary educational opportunities. These recruiters are allowed access to high-school facilities and students during the school day with the following limitations:

- General meetings or recruiting events are limited to two per school year with principal approval.
- All meetings and events are limited to the counseling office, career center, or specific classrooms.
- Recruiter distribution and posting of only written literature will be allowed.

Evening fairs and in-class "career awareness" presentations are not included in the two-day limit.

All military recruiters, postsecondary institutions and prospective employers shall be treated uniformly with regard to the conduct of on-campus student recruitment. A schedule of recruiters visiting the district's high schools will be announced to the student body in advance by each school's guidance office through publications and/or by posting on bulletin boards.

In accordance with BVSD Board Policy AC, AC-R Nondiscrimination, students will be informed annually in this publication that the military has a policy to deny employment to people who are openly homosexual. See 10 U.S.C.A. §654 – Policy Concerning Homosexuals in The Armed Forces.

DISCLOSURE TO MILITARY

In accordance with Federal law, the Boulder Valley School District Board of Education is required to release the names, addresses and home telephone numbers of secondary school students to military recruiting officers. Such information shall be released to recruiting officers unless a student submits a request, in writing, that such information is not to be released. Please see the optional "Opt Out" form provided in the center of this handbook.

SEX OFFENDER REGISTRATION NOTIFICATION

According to the Sex Offender Registration Act, C.R.S. 16-22-101, the Colorado Bureau of Investigation has established a website listing certain high-risk registered sex offenders at www.sor.state.co.us.

ATHLETIC CODE OF CONDUCT

The athletic code of conduct must be signed by all students at the beginning of the school year, or upon admittance of a new student. The code of conduct is in effect for the entire school year for all athletic activities. Because not every conceivable incident can be covered by any contract, based on specific circumstances, the school administration reserves the right to determine appropriate consequences. As per long-standing BVSD and CHSAA policy, a school administrator may impose athletic consequences for poor citizenship inside and outside the school environment.

Drug, Alcohol, Tobacco Use, Possession, or Distribution

First Offense:

1. The student is suspended for 20 percent of total scheduled contests. Any fractions of games are rounded up to the nearest whole number.
2. The period of suspension from school supercedes the 20 percent game suspension. For example, if a student is suspended from school for five days, the student may miss more games than required by the code of conduct.
3. If a student self-reports to his/her school administrator (within 72 hours) an incident that occurred off school grounds and not at any school-sponsored activity, the student is suspended for only 10 percent of all scheduled contests. This only applies to the first offense. No incident that occurs on school grounds or at school-sponsored activities is eligible for a reduction of consequences whether it was self-reported or not.
4. Suspensions must be served at the highest level of competition for that athlete as determined by the athletic director. The athlete may not compete at any level until the suspensions have been served. For example, a player who plays JV and Varsity must serve his/her suspensions at the varsity level before regaining eligibility.
5. Game suspensions not fulfilled during the season in which the incident occurred are carried over into the next athletic season the athlete competes in (in the same school year). Administrator will determine suspension carry-over from season to season.
6. Game suspensions not fulfilled during the school year in which the incident occurred are carried over into the following school year for the first offense. Consistent with BVSD School Board policy, incidents of drug, alcohol, or tobacco use are carried over for three (3) calendar years. For example, a student violates the code of conduct in the spring season, following the completion of that season he/she will be suspended for any games during the fall season (if he/she competes). Another incident (within three (3) calendar years) will be considered the second for purposes of determining consequences.
7. BVSD will honor any disciplinary consequences imposed by a previous school district before a transfer student becomes eligible to compete at any level in any athletic activity for any BVSD school.

Second Offense Within Three (3) Calendar Years:

1. The student is suspended for 50 percent of total scheduled games. Any fractions of games are rounded to the nearest number.
2. Suspensions must be served at the highest level of competition for that athlete as determined by the athletic director. The athlete may not compete at any level until the suspensions have been served. For example, a player who plays JV and Varsity must serve his/her suspensions at the varsity level before regaining eligibility.
3. Game suspensions not fulfilled during the season in which the incident occurred are carried over into the next athletic season the athlete competes in.
4. Game suspensions not fulfilled during the school year in which the incident occurred are carried over into the following school year.

Third Offense Within Three (3) Calendar Years:

1. Student is suspended from participation in all athletic activities for one calendar year.
2. The athlete may petition the Athletic Director for re-admittance to the athletic program after a period of four (4) months, if the athlete participates (at his own expense) in a pre-approved (by school administrator) rehabilitation or treatment program. The rehabilitation or treatment center must provide a written recommendation for re-admittance before the petition can be considered.

ATHLETIC CODE OF CONDUCT

(continued)

Reminders:

1. A school suspension may produce more than 20 percent of missed games.
2. Incidents carry over from season to season.
3. Incidents carry over from year to year for three (3) calendar years.
4. Students may not transfer between school/districts to avoid penalties.

STUDENT FEES, FINES AND CHARGES

BVSD is legally authorized to charge fees under Colorado Law. BVSD Board Policy JN *Student Fees, Fines, and Charges* is aligned with State law and governs the assessment of fees in BVSD. For the purposes of fee collection in BVSD, fees will be defined as charges that are mandatory in order for a service or product to be provided. Voluntary contributions are not considered fees.

Fees are allowed for:

- The purchase of expendable supplies to be used by an individual student in the classroom. The purchase of these supplies in academic classes must be optional, but the supply will not be provided if the fee is not paid.
- Expendable supplies in elective classes (i.e., classes not within the academic portion of the educational program).
- Payment for a service such as copying additional transcripts, conducting college searches, AP or IB exams.
- Payment for voluntary enrichment activities such as field trips, speakers, and outdoor education trips. If students chose to participate in these activities they must pay the fee. Students may be required to pay for all or part of field trip costs relating to admission or entrance fees, meals, and lodging.
- Athletic program participation.

Students Eligible for Free and Reduced Price Meals

Families are encouraged to apply for Free or Reduced Lunch eligibility status. **Students eligible for Free or Reduced Lunch status are also eligible for waiver of all academic and athletic fees.** The names of students on Free or Reduced Lunch are strictly confidential. Contact the principal's office for an application and/or additional information.

Fundraisers and Sales not Considered Fees

Schools can collect voluntary donations to be used for parties or other social events. These fundraising activities are not considered fees. Likewise, schools can sell items like t-shirts, directories, yearbooks, or spirit mementos. These fundraising activities are not considered fees. Students can purchase these items or not, as they choose.

STUDENTS WITH FOOD ALLERGIES

(Board Policy JLCDA, 06/08/10)

Students diagnosed with potentially life-threatening food allergies should contact the school to develop a health care plan. This plan will address communication between the school and emergency medical services. The student's parent/legal guardian should supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to self-carry such medication. In addition, reasonable accommodations will be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment.

INFORMATION ABOUT HOW TO APPLY FOR FREE OR REDUCED PRICE LUNCHES

Children need healthy meals to learn. The Boulder Valley School District offers healthy meals every school day. Your children may qualify for free meals or for reduced price meals. In addition, Boulder Valley School District maximizes available funding from state and federal sources, as well as provides certain other benefits that may be available for your children. In many cases, the eligibility for these funds and programs is linked to whether or not your children are currently eligible for free or reduced price meals in the Federal School Lunch (and Breakfast) programs. **Application forms are available from the office of your school or at the district office (720-561-5942).**

Complete **one Free and Reduced School Meals Application for all students in your household**. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to your child's school or mail/bring to the Nutrition Services Office. A new application must be completed each school year.**

Here are answers to questions you may have about applying:

1. Who can receive free or reduced price meals? Children in households receiving Supplemental Nutrition Assistance Program (SNAP) and most foster children can receive free meals regardless of your income. Also, if your household income is within the limits on the Federal Income Chart, your children can receive free or reduced price meals. You may get a copy of the current Federal Income Chart on the website (www.bvsvd.org/food) or by calling the Food Services office at 720-561-5942.

2. Will the information I give be checked? Yes, we may ask you to send written proof of the information you give.

3. Can homeless, runaway and migrant children living in temporary or transitional homes receive free meals? Please call Wendy Gaylord, 720-561-5932 to see if your child(ren) qualify, if you have not already been informed.

4. If I don't qualify now, may I apply again later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start receiving SNAP. If you lose your job, your children may be able to receive free or reduced price meals temporarily during the time you are unemployed.

5. What if I disagree with the school's decision about my application? You also may ask for a hearing by calling or writing to: Director of Food Services; P.O. Box 9011; Boulder, CO 80301; 720-561-5042.

6. May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.

7. Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives or friends). You must include yourself and all children who live with you.

8. What if my income is not always the same? List the amount that you normally earn. For example, if you normally earn \$1,000 each month, but you missed work last month and only earned \$900, put down that you earned \$1,000 per month.

9. We are in the military, do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.

If you have other questions or need help, please call 720-561-5942. We will send you a letter when your application is approved or denied. **Please take a copy of your notification letter to your school for information regarding fee waivers.**

INFORMATION ABOUT HOW TO APPLY FOR FREE OR REDUCED PRICE LUNCHES

(Continued)

Privacy Act Statement: This explains how we will use the information you give us.

The National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your children for free or reduced price meals. The Social Security Number of the adult household member who signs the application is required unless you list a Food Stamp case number OR if you are applying for a foster child. You must check the “I do not have a Social Security Number” box if the adult household member signing the application does not have a Social Security Number. We WILL use your information to see if your children are eligible for free or reduced price meals, to run the program, and to enforce the rules of the program. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into misuse of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington DC 20250-9410* or call (800)795-3272 (voice) or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

Important note for parents of students in one of the following schools: Boulder Prep, Gold Hill, Jamestown, and Peak to Peak.

Students at schools that do not participate in the Federal School Lunch or Breakfast programs are not eligible for free or reduced lunches. For this reason, we are asking that you complete the Family Economic Survey as an alternate means of qualifying your child's school for state and federal programs that will provide much needed funding. Additionally, this may also qualify your child for certain other benefits such as fee waivers. You may get a copy of the Family Economic Survey in your child's school office.



Please take to your school during registration.

REQUIRED

**PARENT/STUDENT SIGN-OFF SHEET
BOULDER VALLEY SCHOOL DISTRICT**

REQUIRED

Student's Name _____

Grade _____

School Name _____

Parent or Guardian's Name _____

A. Boulder Valley School District Student Code of Conduct

Our goal in Boulder Valley School District (BVSD) is to provide a safe and successful environment for your child. Research on Effective Schools states that if children feel safe at school they are productive and successful. Please review the Student Rights and Responsibilities Guide so that you understand the district's behavioral expectations and the consequences for failure to meet those expectations. I understand that in order to participate in Middle/High school sports, I must agree to the rules and regulations in the athletic code of conduct.

Student's Initials

I have reviewed and understand the district's Code of Conduct.

Parent/Guardian Initials

I have read the Student Rights and Responsibilities Guide and reviewed it with my child.

B. Academic Honesty

Students are expected to respond to academic challenges with the highest degree of integrity and honesty. District educators will encourage the development of ethical behavior in their students and support constructive dialogue regarding the characteristics of academic integrity in their classes. Consequences will result when this policy is violated. (Board Policy JFA and JFA-R).

Student's Initials

I understand the expectations regarding academic honesty placed upon me as a member of the BVSD academic community.

Parent/Guardian Initials

I have reviewed the district's expectations regarding academic honesty with my child.

C. Compulsory Attendance

Frequent absences from the regular classroom disrupt the student's education.

The Colorado legislature has adopted compulsory attendance laws (COLO. REV. STAT. § 22-33-101 et seq.), to ensure regular school attendance for children between six and seventeen years old. These attendance laws place the responsibility of regular attendance on the student and the parent.

If a student has four unexcused absences from school in any one month or 10 unexcused absences during a school year, the student is in violation of the Colorado School Attendance Law and District Policy (JED, JED-R), therefore, the district may commence disciplinary and/or legal action.

Student's Initials

Parent/Guardian Initials

**Continued on
other side**





Parent/Student Sign Off Sheet (continued)

D. Disclosure of Directory Information

The district may disclose directory information from a student's record. Directory information is defined by Board Policy JO-R (found on our website at www.bvsd.org) as including: the student's name; date and place of birth; participation in officially recognized sports and activities; height and weight of athletic team members; dates of attendance; and degrees, awards, honors, and other distinctions received. The addresses and telephone numbers of students will not be disclosed, except as provided by law. The parent of a student (or an eligible student) may refuse to allow the release of student directory information.

I agree to the release of directory information _____ (Parent/Guardian Initials)
I do not agree to the release of directory information _____ (Parent/Guardian Initials)

E. Club and Activity Membership

I understand that if I am suspended due to alcohol or substance use or possession or other serious violations, I may lose my privilege of being a member of a club or organization and/or any leadership roles.

Student's Initials

Parent/Guardian Initials

F. Permission to Include Student in Media Coverage

There may be times during the school year when different media groups (newspapers, television, university, school production class, etc.) will cover activities at the various Boulder Valley Schools with articles, video or still photography that may be published locally or nationally. In addition, schools or the district may want to include school-oriented articles, video or photography in their own publications and/or on their own web sites.

I give my permission for my student to be included and identified in both district and non-district media coverage, including articles, videos and photographs.

Parent/Guardian Initials

G. Athletics and Media Coverage

I understand that if I participate in middle/high school sports, the sports events at which I compete are public events and may be covered by media. I also understand my photo, name and other identifying information may be published by district and/or non-district media in print and/or electronic coverage of sporting events in which I participate.

Student's Initials

Parent/Guardian Initials

REQUIRED

FINAL SIGNATURES FOR SIGN-OFF FORM

Student's Signature Date

Parent/Guardian Signature Date

Appropriate Use of Technology Resources for Students

© Boulder Valley School District - February 2010

The purpose of this document is to inform parents, guardians and students of the rules governing the use of district and personal technology resources while on or near school property, in school vehicles and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access.

Please read the following carefully before signing your registration packet. BVSD reserves the right to modify the terms and conditions of this document at any time. The latest version of this document is available from the BVSD web site at www.bvsd.org.

Introduction

Boulder Valley School District (BVSD) is pleased to offer students access to district computers, communications systems¹, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for her/his use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Using the Internet and Communications Systems¹

District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with district standards and honor this agreement to be permitted the use of technology.

All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private.

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access these other materials as well. BVSD does not condone or permit the use of this material and uses content filtering software to protect students to the extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. BVSD believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using technology. If students accidentally access inappropriate material they should back out of that information at once and notify the supervising adult.

Proper and Acceptable Use of All Technology Resources

All district technology resources, including but not limited to district computers, communications systems¹ and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of BVSD.

Activities that are permitted and encouraged include:

- school work;
- original creation and presentation of academic work;
- research on topics being studied in school;
- research for opportunities outside of school related to community service, employment or further education.

Activities that are not permitted when using district or personal technologies include but are not limited to:

- plagiarism or representing the work of others as one's own;
- using obscene language; harassing, insulting, ostracizing, or intimidating others;
- representing Copyright ©, Registered ®, and/or Trademark ™ materials as one's own work;
- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted);
- damaging or modifying computers or networks;
- intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers; intentionally bypassing district filters;
- use of USB, bootable CDs, or other devices to alter the function of a computer or a network;
- subscription to any online services or ordering of any goods or services;
- use of personal email accounts, not district-provided email accounts, on the district network. (This activity is under revision; changes can be expected.)
- online sharing of any student's or staff member's name, home address, phone number or other personal information;
- non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or raffles;
- participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher;
- use of district resources for commercial purposes, personal financial gain, or fraud;
- any activity that violates a school rule or a local, state, or federal law.

Students are expected to report harassment, threats, hate-speech and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Privacy and Security

Students must use district technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

Online Assessments

Student assessments may be conducted using technologies such as the Internet or audience response systems. Normally, students will use these technologies as a part of their instructional day. Privacy and security, as defined above, along with confidentiality of assessment responses, are expected.

Vandalism

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism.

Consequences of Misuse

Misuse of personal or district technology resources while on or near school property, in school vehicles and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. This document shall be used in conjunction with BVSD Board of Education policies Student Rights and Responsibilities (JF) and Student Conduct (JFC). In addition, the student's use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Individual schools may choose to have additional rules and regulations pertaining to the use of personal, networked, and communications resources in their respective buildings. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or Federal law.

Reliability and Limitation of Liability

BVSD makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. BVSD will not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. BVSD specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold BVSD harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

¹(Communication systems include email, websites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies).



Please take to your school during registration.

REQUIRED

ELEMENTARY STUDENT

REQUIRED

ACKNOWLEDGEMENT REGARDING USE OF TECHNOLOGY

1. I have read and understand Boulder Valley School District's "Appropriate Use of Technology Resources for Students" which can be referenced in the Student Rights and Responsibilities Handbook and through the BVSD website and agree to abide by all terms and conditions. I further understand that violation of these terms and conditions may result in the loss of the privilege to use these educational tools, school disciplinary action including suspension or expulsion, legal action, and/or restitution by the user for costs associated with any damages caused by such violations.

Student's signature (required for 4th and 5th graders only)

Student name (please print)

2. At the elementary level, e-mail is not made available to students unless requested by a teacher, connected to a specific curriculum unit, explicit parent/guardian and principal permission is acquired, and close supervision by adults is provided.

3. As the parent or legal guardian of the above student, I have read the Boulder Valley School District's "Appropriate Use of Technology Resources for Students".

By signing below, I give my express consent to his/her use of these resources and agree to ensure that my child understands and abides by the terms and conditions of the "Appropriate Use of Technology Resources for Students" statement.

Parent/Guardian signature

Parent name (please print)

Date

If this sheet is not returned with a signature: I understand that my child will not be able to use school technology to:

- Perform basic word processing, build spreadsheets, or browse the Internet
- Conduct research on classroom or library computers
- Search the school library catalog for books/resources
- Download educational videos, podcasts, simulations, or content
- Publish student work
- Fulfill requirements in computer lab assignments
- Conduct science experiments using computer-based simulations or probes
- Do computer presentations in class
- Engage in distance learning experiences
- Use clickers or other classroom assessment technologies
- Engage in online collaborative projects
- Engage in electronic discussions with experts outside the classroom
- Share or exchange files with students in or outside the classroom
- Store student work for retrieval at home

All students, regardless of age, must have this acknowledgement signed by a parent or guardian in order to access technology resources at school.

For Office Use Only: ☐ Check here if this information has been entered by the school registrar in the Infinite Campus student information system.

REQUIRED

REQUIRED

SECONDARY STUDENT

ACKNOWLEDGEMENT REGARDING USE OF TECHNOLOGY



1. I have read and understand Boulder Valley School District's "Appropriate Use of Technology Resources for Students" which can be referenced in the Student Rights and Responsibilities Guide and through the BVSD website and agree to abide by all terms and conditions. I further understand that violation of these terms and conditions may result in the loss of the privilege to use these educational tools, school disciplinary action including suspension or expulsion, legal action, and/or restitution by the user for costs associated with any damages caused by such violations.

Student's signature

Student name (please print)

Date

2. As the parent or legal guardian of the above student, I have read the Boulder Valley School District's "Appropriate Use of Technology Resources for Students".

By signing below, I, the parent or legal guardian of the above student, give my express consent to his/her use of these resources and agree to ensure that my child understands and abides by the terms and conditions of the "Appropriate Use of Technology Resources for Students" statement.

Parent/Guardian signature

Parent name (please print)

Date

If this sheet is not returned with a signature, I understand that my child will not be able to use school technology to:

- Perform basic word processing, build spreadsheets, or browse the Internet
- Conduct research on classroom or library computers
- Search the school library catalog for books/resources
- Download educational videos, podcasts, simulations, or content
- Publish student work
- Fulfill requirements in business education, technology, computer science, engineering, or other technology-based classes
- Conduct science experiments using computer-based simulations or probes
- Do computer presentations in class
- Engage in distance learning experiences
- Complete online testing required for some courses (AP, language tests)
- Use clickers or other classroom assessment technologies
- Engage in online collaborative projects
- Engage in electronic discussions with experts outside the classroom
- Share or exchange files with students in or outside the classroom
- Store student work for retrieval at home
- Complete online college applications or apply for financial aid online

All students, regardless of age, must have this acknowledgement signed by a parent or guardian in order to access technology resources at school.

For Office Use Only: ☐ Check here if this information has been entered by the school registrar in the Infinite Campus student information system.

STATE OF COLORADO

John W. Hickenlooper, Governor
Christopher E. Urbina, MD, MPH
Executive Director and Chief Medical Officer

Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Dr. S. Laboratory Services Division
Denver, Colorado 80246-1530 8100 Lowry Blvd.
Phone (303) 692-2000 Denver, Colorado 80230-6928
Located in Glendale, Colorado (303) 692-3090
<http://www.cdphe.state.co.us>



Colorado Department
of Public Health
and Environment

February 8, 2011

Dear Parents of Students in Colorado Schools, K through 12th Grades (School Year 2011-12)

Immunizations are an important part of our children's health care and Colorado law requires that children going to school be vaccinated to prevent vaccine preventable disease. The purpose of the first part of this letter is to let you know which vaccines your student will be **required** to have in order to attend a Colorado school in the 2011-12 school year. The second part of the letter includes recommended vaccines.

Required Vaccines

- **Hepatitis B (Hep B)** – Three doses are required for all students K through 12th grades to protect against a serious liver disease that can lead to liver damage, liver cancer, and death.
- **Tetanus/Diphtheria/Pertussis (DTaP/Tdap/DT/Td)** – Five doses of DTaP or DT are required for children under 7 years of age and one dose of Tdap is required for students in 6th through 12th grades. Td is required for children 7 to 10 years of age who have not completed the DTaP or DT series. DTaP, DT, Td & Tdap are the vaccines that protect against tetanus (a disease that causes painful muscle stiffness, convulsions and death) and diphtheria (a disease that can cause suffocation, paralysis, heart failure, and death). The pertussis portion of the vaccine protects against whooping cough, which can lead to pneumonia, seizures, and death. Tdap vaccine will help protect adolescents from the whooping cough or pertussis disease and it will help prevent them from infecting infants and smaller children in the family.
- **Polio (IPV)** – Up to 4 doses of the vaccine are required and protects against paralysis, typically of the legs, as well as the muscles that help us breathe.
- **Measles/Mumps/Rubella (MMR)** – Two doses of this vaccine are required to protect against three diseases. Measles can cause ear infection, pneumonia, seizures, inflammation of the brain, and death. Mumps can lead to deafness, meningitis, painful swelling of the testicles or ovaries, and occasionally, death. Rubella in pregnant women can cause miscarriage or serious birth defects to the unborn child.
- **Varicella or Chickenpox (Var)** – Two doses are required for children in kindergarten through 4th grade and one dose is required for children in 5th through 11th grade. This vaccine protects against chickenpox disease, a rash illness that can lead to skin infections, pneumonia, swelling of the brain, and on occasion, death.

(To read about each disease, please visit the following website: <http://www.ImmunizeForGood.com/vaccines>)

Recommended Vaccines for the best protection against vaccine preventable diseases

As a parent, it is important to know that in addition to the vaccines **required** by the state of Colorado Board of Health for school entry, there are vaccines that are **recommended** by the Advisory Committee on Immunization Practices (ACIP). This is the immunization schedule that will best protect your child from even more vaccine preventable diseases.

- **Influenza (Flu)** – Recommended for children 6 months to 18 years of age to prevent respiratory illness caused by the flu that can cause illness and sometimes death.
- **Meningococcal Meningitis (MCV)** - Adolescents 11 -18 years of age should receive one dose of the vaccine, which helps prevent meningitis that can cause hearing loss, damage to the nervous system, loss of arms or legs, and possibly death.
- **Human Papillomavirus (HPV)** - Three doses of this vaccine are recommended for females 11-12 years of age and this vaccine prevents HPV-type related cervical cancer.
- **Hepatitis A (Hep A)** – Two doses of this vaccine prevent the disease that can affect the liver causing fever, fatigue, loss of appetite, stomach pain, vomiting, and in rare cases, death.

(To read about each disease, please visit the following website: <http://www.ImmunizeForGood.com/vaccines>)

Included with this letter is the document entitled: “*Minimum Number of Immunization Doses Required- Kindergarten through Grade 12, 2011-12.*” The chart in this document should help you figure out which **required** vaccines your child will need for school as well as the number of doses needed for protection. Exemption information is also included at the end of this document.

Parents often have concerns or want more information on children’s immunization and vaccine safety. An informative website developed specifically for parents can be located at: www.ImmunizeForGood.com . The Colorado Immunization Section’s website is located at: www.ColoradoImmunizations.com .

Schools work hard to ensure compliance with the immunization laws and your help in providing updated immunization records at school registration is greatly appreciated. *Please discuss your child’s vaccination needs with your child’s doctor or local public health agency. (To find your local public health department’s contact information call the Family Health Line at 1-303-692-2229 or 1-800-688-7777). Please bring your child’s updated immunization records to the school each time your child receives an immunization.*

Sincerely,

The Colorado Immunization Program
Colorado Department of Public Health and Environment
303-692-2650

MINIMUM NUMBER OF DOSES REQUIRED FOR CERTIFICATE OF IMMUNIZATION
Kindergarten through Grade 12, 2011-12

| VACCINE | Number of Doses | Grades K-12 (5-18 Years of Age) |
|--|-----------------|--|
| | | <i>Vaccines administered ≤4 days before the minimum age are valid</i> |
| Pertussis | 5 to 6 | 5 DTaP or if dose 4 was administered on or after the 4 th birthday, the requirement is met. The final dose must be administered no sooner than 4 years of age. (DTaP is only licensed for children under 7 years of age). 1 Tdap is required for students entering 6 th through 12 th grades. |
| Tetanus/Diphtheria | 3 to 5 | 5 DT or if dose 4 was administered on or after the 4 th birthday, the requirement is met. A student 7 through 9 years of age who has had only a 2 doses of DTaP or DT (before the age of 7 years) can meet the tetanus/diphtheria requirement by receiving a dose of Td if it is given 6 months after the 2 nd dose. (Tdap should be given to students at 10 or 11 years of age to complete the tetanus/diphtheria requirement if possible). |
| Polio | 4 | 4 IPV or if dose 3 was administered on or after the 4 th birthday, only 3 doses are required. The final dose must be given no sooner than the 4 th birthday. A <i>laboratory test showing immunity is acceptable</i> . |
| Measles/Mumps/Rubella (MMR) | 2 | For school certification, the 1st dose cannot be administered more than 4 days before the 1 st birthday. The minimum interval between dose 1 and dose 2 is at least 28 days. A <i>laboratory test showing immunity is acceptable</i> . |
| Varicella (Chickenpox) <i>Documentation of disease from a health care provider (physician, RN or PA) is required.</i> | 1 or 2 | For school certification, the vaccine cannot be administered more than 4 days before the 1 st birthday. 2 doses are required for children entering K, through 4th grade. 1 dose is required for 5th through 11 th grade. A <i>laboratory test showing immunity is acceptable</i> . |
| Hepatitis B <i>Students who have not received 3 doses of Hep B vaccine prior to 7/1/09, must follow the minimum intervals recommended by the Advisory Committee on Immunization Practices (ACIP)</i> | 3 | ACIP minimum intervals: The second dose must be administered at least 4 weeks after the first dose. The third dose must be administered at least 16 weeks after the first dose and at least 8 weeks after the second dose. The final dose is to be administered no sooner than 24 weeks or 6 months of age. The 2-dose series is acceptable for ages 11-15. 2 doses can only be accepted using the approved vaccine for the 2-dose series with proper documentation (name of the vaccine, dosage, dates, and interval). A <i>laboratory test showing immunity is acceptable</i> . |

You must provide one of the following to your child's school in order to comply with the law:

1. A completed Certificate of Immunization certifying that the student has received minimum immunizations as indicated above.
2. If a student's Certificate of Immunization is not up to date, the parent/guardian or emancipated student has 14 days after direct notification to provide documentation that the next required immunization was administered and submit a written plan for completion of any additional required immunizations. If the plan is not completed, the student shall be expelled or suspended from school for non-compliance. Exception to this rule is a shortage of vaccine.
3. Statement of Exemption to Immunization Law printed on the reverse side of the Colorado Department of Public Health and Environment Certificate of Immunization:
 - a) a **medical** exemption signed by licensed physician stating that the student's physical condition is such that immunizations would endanger life or health or is otherwise medically contraindicated; or
 - b) a **religious** exemption signed by the parent, guardian, or emancipated student that the student adheres to a religious belief opposed to immunizations; or
 - c) a **personal** exemption signed by the parent, guardian, or emancipated student that the student adheres to a personal belief opposed to immunizations.

Immunization requirements will be strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes 25-4-902.



To learn where to obtain immunizations free or at low cost call the Family Health Line at 303-692-2229 or 1-800-688-7777.



PARENTS' AND STUDENTS' OPT-OUT FORM FOR DISCLOSURE OF PERSONAL INFORMATION TO MILITARY

IMPORTANT NOTICE TO BOULDER VALLEY HIGH SCHOOL STUDENTS AND THEIR PARENTS/GUARDIANS ABOUT ACCESS TO STUDENT INFORMATION

According to the Federal No Child Left Behind Act of 2001:

“(1)...each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.

(2) CONSENT A secondary school student or the parent of the student may request that the student's name, address and telephone listing described in paragraph (1) not be released without prior written consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.” (Section 9528)

Instruction to NOT release student information to recruiters

The No Child Left Behind Act REQUIRES that the school district provide student names, addresses, phone numbers to recruiters from the US military and institutions of higher education UNLESS a parent or the student request in writing that this information be withheld.

Full Name of Student

Name of School

As a parent or legal guardian,

- ☐ I request that you DO NOT release the name, address, phone number or school records of the above student to any Armed Forces recruiter or the US Department of Defense.
- ☐ I request that you DO NOT release the name, address, phone number or school records of the above student to any institution of higher education.

As a student,

- ☐ I request that you DO NOT release my name, address, phone number or school records to any Armed Forces recruiter or the US Department of Defense.
- ☐ I request that you DO NOT release my name, address, phone number or school records to any institution of higher education.

Signature

Date