SVCMS J Policies

Students

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SVCMS-J Interpretation of Policies Regarding Students

With respect to the policies listed below, the School has adopted the St. Vrain Valley School District policy relating to such matter, with the following changes (unless the context demands otherwise):

- References to the "Title IX Coordinator" shall refer to the School's Title IX Coordinator, whose name and contact information can be found on the "Contact Us" page on the School's website, svcmontessori.org.
- All complaints relating to unlawful discrimination against students (even if such complaint is not a Title IX complaint) shall be made to the School's Title IX Coordinator.
- References to "school" shall be deemed to refer to St. Vrain Community Montessori School.
- References to the "Board" or the "Board of Education" shall instead refer to the School's Board of Directors.
- References to the "District," to the "St. Vrain Valley School District RE-1J," or to "SVVSD" shall instead refer to the School.
- References to "District employees" shall instead refer to School employees.
- References to "Teachers," "Counselors," "School District Personnel," or "School Personnel" shall be deemed to refer broadly to any School employee.
- References to the "Superintendent," to any "Assistant Superintendent," or to any "Principal" shall instead refer to the Head of School.
- References to "expulsion" in any form shall be deemed deleted. When the context requires, such references may be deemed to refer to dismissal from, and/or denial of readmission to, the School.
- References to "schools of the district" shall instead refer only to the School.
- References to a "district school nurse" shall refer to a district school nurse and/or school nurse consultant and/or School Health Clerk, as the context may require.
- References to the "Superintendent," to any "Assistant Superintendent," or to any "Principal" shall instead refer to the Head of School.

This SVCMS-J policy shall apply to the following District policies:

JB Equal Educational Opportunities
JBB Sexual Harassment of Students
JEA Compulsory Attendance Ages
JF-E Admission and Denial of Admission - Exhibit
JHB Truancy
JK-2 Discipline of Students with Disabilities
JKA Use of Physical Intervention and Restraint
JKA-R Use of Physical Intervention and Restraint - Regulation
JKA-E-2 Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion - Exhibit
JKD/JKE-R Suspension/Expulsion of Students (Hearing Procedures)
JKD/JKE-E Grounds for Suspension/Expulsion - Exhibit
JLC Student Health Services and Requirements
JLC-R Student Health Services and Requirements (Special Health Problems) - Regulation
JLCB Immunization of Students
JLCC Communicable/Infectious Diseases
JLCD Administering Medications to Students
JLCD-R Administering Medications to Students - Regulation
JLCD-E Written Plan - Administration of Medical Marijuana to Qualified Students - Exhibit

JLCDC Medically Necessary Treatment in School Setting
JLCDC-R Authorizing Private Health Care Specialist to Provide Medically Necessary Treatment in School Setting
JLDAC Screening/Testing of Students (and Treatment of Mental Disorders)
JLF Reporting Child Abuse/Child Protection
JLF-R Reporting Child Abuse/Child Protection - Regulation
JLF-E Report of Suspected Child Abuse or Neglect - Exhibit
JRA/JRC Student Records/Release of Information on Students
JRA/JRC-R Student Records/Release of Information on Students (Notification to Parents and Students of Rights Concerning Student Education Records) - Regulation
JRCA Sharing of Student Records/Information between School District and State Agencies
JRCB Student Information Privacy and Protection Procedures - Regulation

Approved: February 27, 2025

SVCMS-JB - Equal Educational Opportunities

See SVCMS-J and SVVSD-JB.

SVCMS-JBB* - Sex-Based Harassment of Students

See SVCMS-J and SVVSD-JBB*.

SVCMS-JC School Attendance Areas

Preference will be given to those students who reside within the boundaries of the St.Vrain Valley School District. Students who reside outside of the school district may enroll in the school.

Students enrolled in SVCMS who move out of district may continue to attend the school.

Approved: December 12, 2017

SVCMS-JC-R Determination of a Student's School Attendance Area

1. Documentation is necessary to prove residency for all students.

   Examples:

   a. utility/telephone bill
   b. contract to build/process house
   c. voter registration card
   d. homeless student as verified by District Attendance Office
2. Submitting a "Power of Attorney" form transferring responsibility for a child to another adult does not change the student's address/attendance area in determining district attendance.

Approved: December 12, 2017

SVCMS-JEA Compulsory Attendance Ages

See SVCMS-J and SVVSD-JEA.

SVCMS-JEB - Entrance Age Requirements

To be eligible for the SVCMS Children's House program, a child must be at least three years old on or before October 1st of the year of enrollment. Applicants are strongly encouraged to be potty-trained, with the ability to go to the restroom independently. Children must be able to express their needs and ideas to adults, as well as take directions from adults.

A child may enter kindergarten if they are five years old on or before October 1st of the year of enrollment.

Students enrolling in the first grade may enter if they are six years old on or before October 1st of the year of enrollment.

A legal birth certificate or other acceptable records shall be required for enrollment age certification.

Approved: December 12, 2017

SVCMS-JF Student Admissions and Denial of Admissions

All persons ages 5 through 16 who reside within the boundaries of SVVSD may be permitted to attend SVCMS without payment of tuition, excluding Children's House preschool students. In addition, persons who do not reside in the district may be admitted under SVCMS Board policies relating to nonresident students.

A birth certificate or other proof of legal age, as well as proof of residency will be required by SVCMS administration.

Withdrawal may be done on request of records to SVCMS from another school or in writing from parent/guardian of enrolled child.

Denial of Admission

The SVCMS Board of Directors or the Head of School may deny admission to SVCMS on the grounds established by law.

Students who were expelled from any school during the preceding 12 months or whose behavior during the preceding 12 months in another school was detrimental to the welfare or safety of other students or school personnel may be denied admission.

The Board of Directors will provide due process of law to students and parents/guardians for denial of admission. These procedures are set forth in SVCMS-JKD/JKE-R.

Nondiscrimination

The Board, the Head of School, other administrators, and school employees will not unlawfully discriminate based on a student's disability, race, color, creed, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, or need for special education services, or other protected class, in the determination or recommendation of action under this policy.

Legal Refs.:

C.R.S. 22-1-102 (defines "resident")
C.R.S. 22-1-102.5 (defines "homeless child")
C.R.S. 22-1-115 (school age is any age over five and under twenty-one years)
C.R.S. 22-2-409 (notification of risk)
C.R.S. 22-32-109 (1)(ll) (Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)
C.R.S. 22-32-110 (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)
C.R.S. 22-32-115 (tuition to another school district)
C.R.S. 22-32-116 (non-resident students)
C.R.S. 22-32-138 (enrollment of students in out-of-home placements)
C.R.S. 22-33-103 through 22-33-110 (school attendance law)
C.R.S. 22-33-105 (2)(c) (requiring hearing to be convened if requested within 10 days after denial of admission or expulsion)

Cross Refs.

SVCMS-JC, School Attendance Area
SVCMS-JC-R, School Attendance Area
SVCMS-JH, Attendance Policy

Approved: April 11, 2024

SVCMS-JF-E Admission and Denial of Admission

See SVCMS-J and SVVSD-JF-E.

SVCMS-JFA Admission of Students K-8

Informational Workshops
Families who are interested in enrolling their students into SVCMS are strongly encouraged to attend an enrollment tour or virtual informational workshop. These events will be led by SVCMS Staff members and will provide an overview of Montessori education as it applies to child development, the content of the Montessori curriculum, and details about SVCMS and the enrollment process. Details on when and where the meetings will be held will be posted on the SVCMS website by October 1st. After enrollment, informational tours will be held on a monthly basis as needed.

Enrollment Process
Parents seeking to enroll their child or children in the SVCMS K to 8th Grade program must complete and submit an "Intent to Enroll" Form, which is available on the SVCMS website (www.svcmontessori.org). The completed Intent to Enroll Form must be submitted to the SVCMS during the Enrollment Registration Period, detailed below.

Enrollment and Lottery Timeline:
- First business day in December: Open enrollment begins for the following school year.
- December 8th (or 7 days after open enrollment begins): Enrollment lottery window closes. If there are more applicants than spaces available, an enrollment lottery will be held. The lottery will take place annually no later than January 31st. The exact date of the lottery will be announced every year when enrollment opens on the first business day of December.
- February 1st (or first business day after): Deadline to receive notification of awarded positions or notification of waitlists position.
- Rather than being included in the lottery, Intent to Enroll forms received after the enrollment lottery window closes will be either (a) offered enrollment if space is available or (b) added to the waitlist after the lottery participants.
- October 1st: Enrollment ends; Waitlists purged.

Enrollment Priority:
Enrollment priority is given in the following order in each enrollment window when there are more students seeking positions at the school than there are available positions:

1. Currently enrolled students in the year prior to kindergarten (4 YO year) through 7th grade. Note: SVCMS reduces barriers to enrollment prior to Kindergarten enrollment via the preschool program by participating in Universal Preschool (UPK), thus providing a tuition-free, publicly-funded option for preschool enrollment. Further, the UPK process ensures equitable access to entry via the UPK matching process. (UPK is described in more detail in policy SVCMS-JFC-CH.)
2. Siblings of admitted SVCMS (K to 8th Grade) Students.*
3. Children whose parent or guardian is an SVCMS staff member; consideration may be given to FTE status.
4. All District Residents, including inbound active duty military members.
5. All non-District Residents.

Any position offered based on an enrollment priority category must be accepted within 5 business days of offer of enrollment or priority enrollment status will be forfeited for the current year.

Priority enrollment for students in the third priority category will not exceed ten percent (10%) of the total SVCMS enrollment population in any given year. Any children in this category who are not selected in the initial lottery shall be included in the general school lottery with district students in category #5.

Enrollment Lottery
If the number of applicants for a grade exceeds the number of available spaces, a lottery will be held. The lottery will take place annually no later than January 31st. The exact date of the lottery will be announced every year when enrollment opens on the first business day of December. All applicants will be entered into the lottery system through a computerized/software program. The lottery will continue until all applicants are offered an available seat or placed on a wait list, in the order of selection. Our lotteries are documented for public record via video screen recording and school administrators will attend the lottery.

All parents/guardians will be notified of the lottery results via email within 1 week of the lottery taking place, providing there are no technical difficulties. An email will go out to parents/guardians of all students (both accepted and waitlisted).

- For parents/guardians of accepted students, the email will direct them to accept or decline the seat. It will also contain information on how to begin registration through Infinite Campus.
- For parents/guardians of waitlisted students, the email will inform them of their student's waitlist position. This email will contain information for how parents/guardians can monitor changes in their child's waitlist position.

*Sibling priority is limited to: 1. Students within the elementary and/or middle school (K to 8th), and 2. Preschool children who have a sibling in the elementary and/or middle school. Sibling priority is not offered to elementary or middle school students based on an enrolled preschool sibling. If sibling priority is forfeited once, sibling priority will no longer be honored. Intent to Enroll forms must be received during the enrollment lottery window to receive sibling priority. Sibling status is granted based on the assumption of continuous enrollment of the older sibling; if the older sibling is withdrawn prior to the start of school for the younger sibling, sibling status is forfeited. Enrollment positions offered based on expired sibling priority will be revoked and the application will be processed in accordance with enrollment priority.

Students on the waitlist for the previous school year will NOT automatically be included in the enrollment process for the upcoming school year. Any students who are not currently enrolled and who wish to enroll for the upcoming school year must re-submit an "Intent to Enroll" form in accordance with the schedule above.

The parent/ legal guardian of each child selected must give a verbal confirmation of intent to enroll within two (2) business days after notification. Parents/legal guardians must complete online registration within five (5) business days of notification.

Any potential student who is offered a position and declines placement in the school will lose any and all positions for that year. Students may reapply for enrollment after refusing placement, but his or her name will be placed at the end of the compiled waitlist.

After October Count Day, new students will be enrolled at the school at the discretion of the Head of School on a space available basis for Kindergarten and 1st through 8th Grade classes. Tuition-based preschool positions can be filled throughout the year.

Transparency

If a parent of a currently enrolled student at SVCMS enrolls their student at another district school for the upcoming school year, the student's returning student status may be forfeited.

Full Day Kindergarten

SVCMS only offers full-day Kindergarten.

Age Requirements

As SVCMS is a part of the St. Vrain Valley School District, the school will follow SVVSD guidelines for age requirements and enrollment. In order to enter Kindergarten, an applicant must be 5 years old by October 1st of the year of Kindergarten enrollment. To enter into 1st grade, an applicant must be 6 years old by October 1 of the year of first grade enrollment.
See - St. Vrain Valley School District Policy JEB – Entrance Age Requirements

SVCMS Non-Discrimination Policy

SVCMS welcomes all students, recognizing diversity as a virtue. SVCMS prohibits discrimination on the basis of race, creed, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, gender expression, disability or need for special education services. This enrollment policy is designed to meet the requirements of C.R.S. §22-30.5-104(3), ensuring access to the school for all, from academically low-achieving students to exceptional students, and including students with disabilities.

SVCMS complies with all applicable federal, state, and local laws, rules and regulations, including, without limitation, the constitutional provisions prohibiting discrimination on the basis of disability, age, race, creed, color, gender, national origin, religion, ancestry or sexual orientation.

Approved: September 10, 2025

SVCMS-JFA-CH Admission of Students-Children's House

Applicants for a preschool position in the Children's House must be at least 3 years old upon enrollment.

If a child who turns 3 years old after October 1st submits an Intent to Enroll, a spot may be awarded. This will be considered a pre-3-year-old year for the student.

Families interested in enrolling their children into the SVCMS Children's House program are encouraged to familiarize themselves with the Montessori Method, and are strongly encouraged to attend an enrollment tour or virtual informational meeting. Interested families follow these steps to enroll their children at SVCMS.

Enrollment priority is given in the following order in each enrollment window when there are more students seeking positions at the school than there are available positions:

1. Siblings of admitted SVCMS (K to 8th Grade) Students.*
2. Children whose parent or guardian is an SVCMS staff member; consideration may be given to FTE status.
3. All District Residents, including inbound active duty military members.
4. All non-District Residents.

Priority enrollment for students in the second priority category will constitute only a small percentage of the school's total enrollment. in any given year. Any children in this category who are not selected in the initial lottery shall be included in the general school lottery with district students in category #3.

3 Year-Old Preschool Enrollment Lottery
If the number of applicants for a grade exceeds the number of available spaces, a lottery will be held. The lottery will take place annually no later than January 31st. The exact date of the lottery will be announced every year when enrollment opens on the first business day of December. All applicants will be entered into the lottery system through a computerized/software program. Our lotteries are documented for public record via video screen recording and school administrators will attend the lottery.
All parents/guardians will be notified of the lottery results via email within one week of the lottery taking place, provided there are no technical difficulties. An email will go out to parents/guardians of all students (both accepted and waitlisted).

- For parents/guardians of accepted students, the email will direct them to accept or decline the seat. It will also contain information on how to begin registration through Infinite Campus.
- For parents/guardians of waitlisted students, the email will inform them of their student's waitlist position. This email will contain information for how parents/guardians can monitor changes in their child's waitlist position.

4-Year-Old Preschool Enrollment through Universal Preschool (UPK)
All enrollment for the year before the kindergarten year (4-year-old preschool) will be placed by Colorado's publicly funded, tuition-free Universal Preschool (UPK) program. This placement process is administered via the Colorado Department of Early Childhood (CDEC) and all placement processes are internal to CDEC.
SVCMS will advertise and widely communicate with the community regarding UPK, including the timeline of UPK enrollment and linking to the CDEC website on the SVCMS website; in all enrollment tours and meetings; and over email to current SVCMS families and interested parents/guardians.

Parents/Guardians of students offered a 4-year-old preschool spot at SVCMS through the UPK program agree to complete all UPK registration steps within the posted deadlines.

Approved: May 27, 2025

SVCMS-JFA-R Student Admissions

Year Level Placement (Years 1-8)
Students enrolling from either a non-accredited private school or from a homeschool educational program will be assessed for year level placement.

If an accredited school is unable to produce student records verifying appropriate year level, prospective students will be place tested. Offers of admission will be contingent on results of readiness assessments.

Families of students seeking enrollment from the above-mentioned educational backgrounds will be contacted in the first part of the year to schedule readiness assessments, which will be administered by SVCMS Guides. Year level placement will be determined by the results of these assessments.

Admission for Students with Disabilities
In accordance with its operating agreement with St. Vrain Valley School District (SVVSD), in instances where a student has an existing Individual Education Plan (IEP), SVCMS's acceptance of a student's application for admission is contingent upon the determination by the IEP Team that the student can receive a Free Appropriate Public Education (FAPE) in the least restrictive environment at the school, with or without reasonable modification. If the determination is that the IEP cannot be fully implemented at the school and therefore a FAPE would not be available to be provided at the school, the student's application for admission will be denied and the student's current placement will remain as determined by the prior IEP Team meeting, unless changed at the school IEP Team meeting.

Approved: June 12, 2025

SVCMS-JGA Assignment of New Students to Classes and Grade Levels

Students enrolling from either a non-accredited private school or from a homeschool educational program will be assessed for year level placement.

If an accredited school is unable to produce student records verifying appropriate year level, prospective students will be place tested. Offers of admission will be contingent on results of readiness assessments. Families of students seeking enrollment from the above-mentioned educational backgrounds will be contacted to schedule readiness assessments, which will be administered by SVCMS Guides. Year level placement will be determined by the results of these assessments.

LEGAL REF:

C.R.S. 22-33-104.5 (4) (Home based education)

Approved: December 12, 2017

SVCMS-JH Student Absences and Excuses

Daily attendance is critical to a child's continuity of learning and is the combined responsibility of the parents or guardians, the school and the child. The Colorado School Attendance Law requires compulsory school attendance for children age six to sixteen. This law makes parents and guardians responsible for their children's attendance, and requires schools to keep accurate records of daily attendance and to report annual attendance.

Regular attendance makes it possible for guides to meet the goals of the school. Students cannot benefit from their educational experience when they are not present, particularly in the experiential Montessori model. SVCMS students risk loss of re-enrollment priority if they do not comply with attendance policies.

Each year the SVCMS Board of Directors adopts a school calendar. Student instructional and contact time is defined by law. The SVCMS calendar is written to meet or exceed the statutory requirements.

Reporting Absences
Students are expected to attend school for all days of the established school calendar. When illness, family emergency, or family business requires a child to be absent, parents or guardians are expected to contact the school office and follow procedures as set forth in the Family Handbook.

Absences must be reported to the school by a parent or guardian to be considered excused. Any absences that are not reported to the school office within 48 hours or two (2) school days will be marked as "unexcused." The school will attempt to contact the parent or guardian about the absence before doing so.

SVCMS intends to work in partnership with families to support students' attendance. A parent or guardian whose child has significant unexcused absences in a school year may be subject to legal proceedings in accordance with applicable law. Parents or guardians of students with ten (10) or more absences may be required to submit a letter from the child's physician.

Late Arrivals

On time arrival at school is very important to a student's successful school experience. A student arriving after the scheduled start of school is considered tardy and is recorded as "Tardy" in the school district student database. Late arrivals will be recorded as "Tardy Unexcused" unless accompanied by communication from a parent or guardian. Students who accumulate three (3) unexcused tardies shall be issued one (1) half-day unexcused absence. In the case of habitual tardiness, the Head of School or designee may work with the student's parents and/or legal guardians to develop a plan to improve the student's timely attendance.

If a child is late on a day that a field trip is scheduled and the class has already left for the field trip, they will be marked tardy and placed in another classroom until the class returns from the field trip.

Chronic Absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. A student may be considered "chronically absent" if they have missed 10% or more of the days enrolled during the public school year, whether the absences are excused or unexcused. Absences due to suspension will not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as “chronically absent,” the Head of School or designee will work with the student’s parents and/or legal guardians to develop a plan to improve the student’s attendance. The plan will include best practices and research-based strategies to address the reasons for the student’s chronic absenteeism.

Legal Refs.

C.R.S. 22-14-101 et seq. (dropout prevention and student re-engagement)

C.R.S. 22-32-109 (1)(n) (length of school year, instruction & contact time)

C.R.S. 22-32-109.1 (2)(a) (conduct and discipline code)

C.R.S. 22-32-138 (6) (excused absence requirements for students in out-of-home placements)

C.R.S. 22-33-101 et seq. (School Attendance Law of 1963)

C.R.S. 22-33-105 (3)(d)(III) (opportunity to make up work during suspension)

C.R.S. 22-33-108 (judicial proceedings to enforce school attendance laws)

C.R.S. 22-33-203 (educational alternatives for expelled students and determination of credit)

1 CCR 301-78 Rules 1.00 et seq. (standardized calculation for counting student attendance and truancy)

Cross Refs.:

EBCE, School Closings and Cancellations

JEA, Compulsory Attendance Ages

Approved: March 12, 2024

Updated: April 9, 2026

SVCMS-JHB - Truancy

See SVCMS-J and SVVSD-JHB.

SVCMS-JHD Exclusions and Exemptions from School Attendance

Denial of admission

The SVCMS Board of Directors or the Head of School may deny admission to the school for cause. The grounds for denial of admission shall be those established by law. (See Exhibit JHD-E.)

Students who were dismissed or expelled from any school during the preceding 12 months or whose behavior during the preceding 12 months in another school was detrimental to the welfare or safety of other students or school personnel may be denied admission. The Board shall provide due process of law to students and parents /guardians through written procedures consistent with law for denial of admission to a student.

The policy and procedures for denial of admission shall be the same as those for student suspension and dismissal inasmuch as the same section of the law governs these areas.

LEGAL REF:
C.R.S. 22-33-103 through 22-33-110 (School attendance law)

CROSS REFS.:
IHBA, Special Education/Programs for Handicapped/Disabled Exceptional Students
JEA, Compulsory Attendance Ages
JEB, Entrance Age Requirements
JF, Admissions and Denial of Admissions
JKD/JKE, Suspension/Expulsion of Students
JLC, Student Health Services and Requirements
JLCB, Immunization

Approved: December 12, 2017

SVCMS-JIC - Student Conduct

SVCMS's goal is to support each student in attaining the necessary independence and confidence needed to become self-disciplined through a prepared learning environment that offers freedom within limits. Each level at SVCMS works toward creating a supportive and peaceful educational environment which fosters an enthusiasm for learning. There are certain expectations, rights, and responsibilities that contribute to that environment.

All members of the SVCMS community have a role in creating a positive and safe school community, where relationships are marked by trust, and student conduct is addressed with a focus on prevention, equity, and restoration.

School Personnel

It is the responsibility of all School personnel to build a productive learning environment by addressing student conduct consistent with these Policies and procedures. The Board and the administration support all personnel acting within the framework of Board policy.

Due to the loss of instruction and increase in at-risk status of students who are referred out of class, suspended, or expelled, teachers are urged to de-escalate and address behavior in the classroom whenever possible. It is also the responsibility of a staff member who witnesses or receives a report of a student's concerning, violent, or aggressive behavior to notify the Head of School or designee as soon as possible.

With proper recognition and provision for student and teacher involvement, the Head of School is charged with the responsibility of maintaining order and decorum in the school. When conditions warrant, it is to be understood that the Head of School or other authorized school official shall enforce the School District's standards of conduct necessary for order in the school.

Parents/Guardians

Parents/Guardians are expected to support their students' learning, cooperate with school staff, and participate in conferences regarding the behavior of their children. Parents/Guardians may be held responsible for the willful misbehavior of their children, if such behavior results in damage to school property.

Students

While on school grounds, facilities, or at school-sponsored activities, students shall comply with School policies and regulations pertaining to student conduct and discipline. Student misconduct that has a nexus to school, even if it takes place off campus, may result in discipline or other action. Students should immediately report questionable behavior or potentially violent situations to an administrator, counselor or teacher.

Implementation of the Conduct and Discipline Code shall include generation of data (including quantitative and qualitative measures) that permit analysis of the equitable implementation of the discipline code. The Board expects that SVCMS staff will be fair and equitable in addressing student conduct and implementing student discipline, seeking to assure these systems do not operate in a discriminatory manner towards any student or group of students.

All Board-adopted policies and Board-approved regulations containing the letters "JIC" in the file name constitute the conduct section of the legally required code.

LEGAL REFS.:

C.R.S. 22-11-302 (1)(f) (district accountability committee shall provide input to the board regarding the creation and enforcement of the conduct and discipline code)

C.R.S. 22-32-109.1 (2) (policy required as part of safe schools plan) C.R.S. 22-32-109.1 (2)(a) (school district shall take reasonable measures to ensure students are familiar with the conduct and discipline code)

C.R.S. 22-33-106 (1)(a-g) (grounds for suspension, expulsion and denial of admission)

CROSS REFS.:

GBGB, Staff Personal Security and Safety

JIC subcodes (all pertain to student conduct)

JK Student Discipline and subcodes

Approved: December 12, 2017

Revised: August 3, 2026

SVCMS-JICA Student Dress Code

PreK-6th Grade Dress Code

Background

The SVCMS Dress Code is founded on the belief that children should be dressed in a way that is comfortable, safe, and non-distracting to themselves and others in their environment.

Commercially inspired clothing (super heroes or cartoon characters) and distracting designer logos should be avoided.

The children will be working both indoors and outside, at tables and on their work rugs on the floor, so it is important that their clothing provide comfort in a variety of working environments.

These general guidelines cannot encompass all possibilities of student dress. If there is a question as to whether or not a student's attire falls outside the guidelines of safe and non-distracting, a Lead Guide of the student's level will make the judgement call. Some general guidelines for appropriate dress include:

- Polo shirts, collared dress shirts, V or crew neck shirts and blouses in solid colors, stripes or patterns are appropriate. No cartoon or licensed characters please, or overly distracting designer logos. If tank tops are worn, straps must be no less than three finger tips wide. No off the shoulder clothing (including peek-a-boo shoulder/cold shoulder tops).
- Jeans, chinos, and casual pants are appropriate.
- Shorts, skirts, dresses and skorts should be at least as long as the child's fingertips when arms are placed at sides.
- Plain athletic, casual or dress shoes that are comfortable and are appropriate and safe to wear to school and for recess. A pair of slippers or inside shoes (i.e. Crocs) should remain at school for classroom use; NO HIGH HEELS, ROLLERS, COWBOY BOOTS, WHISTLES, SQUEAKS, OR LIGHTS. NO FLIP FLOPS OR CROCS as these are unsafe on the playground and/or distracting.
- All clothing worn by students must be free from profanity, gang symbolism, culturally insensitive images and other images, words or designs commonly understood by the current society to be offensive.
- Smart watches are not permitted in the environment.
- Please see Appendix D for Middle School specific dress code.

Dress and Grooming

- Clothing should be fitted as to cover the student's mid-section at all times.
- Clothing should fully conceal a student's undergarments.
- It is recommended that students wear shorts or leggings under their skirts or dresses.
- Students and their clothing should be clean and neat.
- Children's House and Lower Elementary students are not permitted to wear makeup, including body glitter and sparkles.
- Subtle, neutral-colored make-up may be permitted for Upper Elementary and Middle School students at faculty discretion.
- Jewelry is not permitted with the exception of post-style earrings (no dangling or hoops). Earrings must be safe for physical activities.
- Tattoos or body piercing are not permitted except for pierced ears (earrings must meet guidelines).
- Long hair should be pulled back or groomed so it does not obscure a student's eyes or interfere with a student's ability to make eye contact with others in the community.
- Hats and sunglasses are only allowed to be worn outside.
- A student whose clothing or appearance is a distraction to the learning environment of the classroom will be asked to change their clothing using the extra set sent to school. If extra clothing is not available, the student's parent/guardian will be called to pick up the student or arrange to have a change of clothing brought to the school before the child is permitted to return to class.

Movement Dress Code (Physical Education) for Students

Students are required to come to Movement prepared with athletic shoes that have lacing or snug elastic closures (no Crocs, sandals, boots, Keens, etc.), long hair tied up and out of their faces, and comfortable clothing that allows vigorous movement. Many families find that leaving a dedicated pair of athletic shoes at school for Movement and recess is helpful. Please choose what works for your family and sets your child up for success. If providing movement shoes presents a financial hardship for your family, please contact the school office or head of school.

Approved: September 9, 2021

SVCMS-JICA-MS Student Dress Code, Middle School

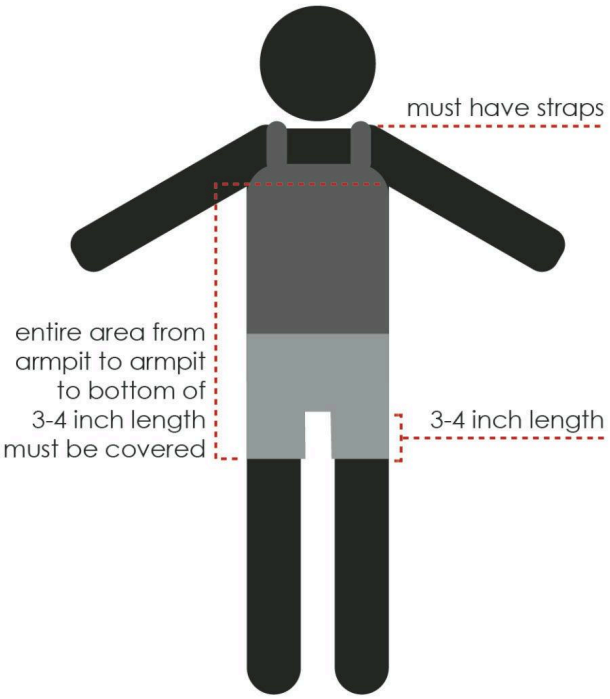
Middle School Dress Code

Background:

The SVCMS Middle School Dress Code is founded on the belief that students should be dressed in a way that is comfortable, safe, and non-distracting. Students may be working both indoors and outside, at tables and on their work rugs on the floor, so it is important that their clothing provide comfort in a variety of working environments.

These general guidelines cannot encompass all possibilities of student dress. If there is a question as to whether or not a student's attire falls outside the guidelines of safe and non-distracting, a Lead Guide of the student's level will make the judgement call.

Some specific guidelines for appropriate dress include:



- All clothing worn by students must be free from profanity, gang symbolism, culturally insensitive images and other images, words or designs commonly understood by the current society to be offensive.
- Any distracting visible tattoos (including those with logos or artwork that depict inappropriate themes for children) are prohibited.
- Body piercings are prohibited. Earrings are acceptable.
- Excessive or distracting jewelry is prohibited.
- Clothing should cover the student's mid-section at all times.
- Clothing should fully conceal undergarments.
- Students and their clothing should be clean and neat.

- Long hair should be pulled back or groomed so it does not obscure a student's eyes or interfere with a student's ability to make eye contact with others in the community.
- A student whose clothing or appearance disregards agreed-upon norms of the classroom will be asked in private by a Lead Guide to change their clothing using the extra set sent to school. If extra clothing is not available, the student's parent/guardian will be called to pick up the student or arrange to have a change of clothing brought to the school before the child is permitted to return to class.

Approved: September 9, 2021

SVCMS-JICC - Student Conduct in School Vehicles

The privilege of riding in a school-operated vehicle is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at designated school vehicle stops and on-board school-operated vehicles.

The operator of a school vehicle shall be responsible for safety of the students in the vehicle, both during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all rules concerning discipline, safety and behavior while riding in the school-operated vehicle. It is the vehicle operator's duty to notify the Head of School if any student persists in violating the established rules of conduct.

Parents/guardians are requested to explain the importance of proper behavior on the school-operated vehicle. They are also expected to support disciplinary actions that are necessary to help their child change behavior.

After due warning has been given to the student and to the student's parents/guardians, the director of transportation or designee and/or Head of School may withhold from the student the privilege of riding in the school-operated vehicle. Violation of school policies and regulations while in a school-operated vehicle may also result in the student's suspension or dismissal from school, in accordance with Board policy concerning student suspensions, dismissals, and other disciplinary interventions.

LEGAL REFS.:
C.R.S. 22-32-109.1 (2)(a)(I)(B) (discipline code to address conduct in school vehicles)
C.R.S. 42-1-102 (88.5) (definition of school vehicle which includes a school bus)

CROSS REFS.:
JIC, Student Conduct, and subcodes
JK, Student Discipline, and subcodes

Approved: December 12, 2017

SVCMS-JICDA Student Code of Conduct

SVCMS proactively teaches students behavior expectations and self-regulation strategies. We offer Positive Behavior Support (PBS) to encourage students to use their best behavior. Student behavior is viewed through a developmental lens.

Guides at all age levels provide lessons in appropriate class, school, and community expectations and behaviors through community meetings, direct lessons, modeling, and reminders. Clear guidelines, based on three major pillars, are communicated to each child: **Respect for Self, Respect for Others, and Respect for Environment.** In addition to actively teaching skills that support these pillars, staff at SVCMS model appropriate behavior to further provide examples of how people act in various school settings.

The school uses a multi-faceted system of support to encourage positive behavior and aid students both proactively and responsively.

The following are examples of behavior that violate SVCMS's Code of Conduct; the examples included are not an exhaustive list.

1. Dangerous
    a. Repeated hitting, throwing objects, biting, kicking or any form of violence towards other students, staff or property despite redirection or intervention.
    b. Behaviors that pose an immediate danger to the student or others, including elopement.
2. Demeaning: Repeated use of abusive, threatening or profane language towards peers or staff.
3. Destructive: Causing damage to the environment or materials with perceived intent.
4. Other behaviors which violate Board regulations/policies or other School rules

CROSS REFS.:

SVCMS-JKD/JKE Suspension/Expulsion of Student
SVCMS-JKD/JKE-E Grounds for Suspension/Expulsion
SVCMS-JKD/JKE-R Suspension/Expulsion of Student
AC, Nondiscrimination/Equal Opportunity
ADC, Tobacco-Free Schools
ADD, Safe Schools
ECAC, Vandalism
GBGB, Staff Personal Security and Safety
JBB*, Sexual Harassment
JIC, Student Conduct
JICA, Student Dress Code
JICC, Student Conduct in School Vehicles
JICDE*, Bullying Prevention and Education
JICF, Secret Societies/Gang Activity
JICH, Drug and Alcohol Involvement by Students
JICI, Weapons in School
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students

Legal Refs:

C.R.S. 18-3-202 et seq. (offenses against person)
C.R.S. 18-4-301 et seq. (offenses against property)
C.R.S. 18-9-124 (2)(a) (prohibition of hazing)
C.R.S. 22-12-105 (3) (authority to suspend or expel for false accusations)
C.R.S. 22-32-109.1 (2)(a)(I) (policy required as part of safe schools plan)

C.R.S. 22-32-109.1 (2)(a)(I)(A) (duty to adopt policies on student conduct, safety, and welfare) C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)
C.R.S. 22-33-106 (1)(a-g) (grounds for suspension, expulsion, denial of admission)

Approved: December 12, 2017
Revised: August 3, 2026

SVCMS-JICDA-R Student Code of Conduct

Students in third through eighth grade

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the Head of School may suspend or recommend expulsion of a student in third grade and higher levels who engages in one or more of the following activities while in school buildings, on school property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a nexus to school or any district curricular or non-curricular event. These activities include but are not limited to:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.

2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.

3. Willful destruction or defacing of school property.

4. Committing any act which if committed by an adult would be robbery or assault as defined by state law.

5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.

6. Engaging in verbal abuse, e.g., name calling related to ethnicity, race, gender, sexual orientation or disability, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the school or school program or incite violence.

7. Engaging in “hazing” activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.

8. Violation of the Board’s policy on bullying prevention and education.

9. Violation of criminal law which has an effect on the school or on the general safety or welfare of students or staff.

10. Violation of any Board policy/regulation or established school rules.

11. Violation of the Board’s policy on weapons in the schools. Dismissal shall be mandatory for bringing or possessing a firearm, in accordance with federal law.

12. Violation of the Board’s policy on student conduct involving drugs and alcohol.

13. Violation of the Board’s tobacco-free schools’ policy.

14. Violation of the Board's policies prohibiting sexual or other harassment.

15. Violation of the Board's policy on nondiscrimination.

16. Violation of the Board's dress code policy.

17. Violation of the Board's policy on gangs and gang-like activity.

18. Throwing objects (unless part of a supervised school activity) that can or do cause bodily injury or damage to property.

19. Directing profanity, vulgar language or obscene gestures toward other students, school personnel, or others.

20. Lying or giving false information, either verbally or in writing, to a school employee.

21. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.

22. Making a false accusation of criminal activity against a school employee to law enforcement or to the school.

23. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.

24. Repeated interference with the school's ability to provide educational opportunities to other students.

25. Continued willful disobedience or open and persistent defiance of proper authority including refusal to obey a member of the school staff.

Students in preschool through second grade

In accordance with applicable law and Board policy concerning student suspensions and expulsions, the Head of School or designee may suspend or recommend expulsion of a student in preschool, kindergarten, first grade, or second grade who engages in one or more of the following activities while on district property, in a school building, in a district or school vehicle, at a district or school activity or event, or off district property when the conduct has a nexus to school or any district curricular or non-curricular event:

1. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.

2. Violation of the Board's policy on student conduct involving drugs and alcohol.

3. Conduct that endangers the health or safety of themselves or others.

LEGAL REFS.:

C.R.S. 18-3-202 et seq. (offenses against person)

C.R.S. 18-4-301 et seq. (offenses against property)

C.R.S. 18-9-124 (2)(a) (prohibition of hazing)

C.R.S. 22-12-105 (3) (authority to suspend or expel for false accusations)

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

C.R.S. 22-32-109.1 (2)(a)(I)(A) (duty to adopt policies on student conduct, safety, and welfare)

C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)

C.R.S. 22-33-106 (1)(a-g) (grounds for suspension, expulsion, denial of admission)

C.R.S. 22-33-106.1 (suspension and expulsion for students in preschool through second grade)

CROSS REFS.:

AC, Nondiscrimination/Equal Opportunity

ADC, Tobacco-Free Schools

ADD, Safe Schools

ECAC, Vandalism

GBGB, Staff Personal Security and Safety

JBB*, Sexual Harassment

JIC, Student Conduct

JICA, Student Dress Code

JICC, Student Conduct in School Vehicles

JICDE*, Bullying Prevention and Education

JICF, Secret Societies/Gang Activity

JICH, Drug and Alcohol Involvement by Students

JICI, Weapons in School

JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students (And Other Disciplinary Interventions)

Approved: August 3, 2026

SVCMS-JICDE* - Bullying Prevention and Education

Statement of purpose

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

Bullying and other behaviors as defined below are prohibited on school property, at school or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the school, or off school property when such conduct has a nexus to school or any school curricular or non-curricular activity or event.

Prohibited behavior

- Bullying
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

Definitions

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expression (i.e., cyberbullying) or by means of a physical act or activity, gesture or the use of objects associated with, or symbolic of, groups or organizations that engage in, or promote, bias-motivated activities reasonably foreseeable to result in coercion or intimidation. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that it is directed toward a student on the basis of their academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, need for special education services, or other protected class, whether such characteristic(s) is actual or perceived.

Retaliation is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

False accusations of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

Prevention and intervention

The Head of School or designee is responsible for developing and overseeing a program to address bullying appropriate for the age level served by that school. The program will be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents/guardians, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.

2. To train staff in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.

3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.

4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.

5. To foster a productive partnership with parents/guardians and community members in order to help maintain a bullying-free environment.

6. To support targets of bullying through a layered continuum of supports that include, but are not limited to, individual and peer counseling.

7. To help develop peer support networks, social skills, and confidence for all students.

8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.

9. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.

10. To provide character building for students that includes, but is not limited to, age- appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

The school's program to address bullying will incorporate provisions for adequate due processes and safeguards for students accused of bullying behaviors, in accordance with applicable law and Board policy.

Reporting

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher.

Investigating and responding

As part of the School's program to address bullying and consistent with applicable law and Board policy, procedures will be developed with the goal of immediate intervention and investigation in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy. Procedures will include, to the extent appropriate, notification to parents/guardians of the results of bullying investigations and their right to appeal investigatory findings.

Supports and referrals

As part of the Schools program to address bullying, procedures will be developed with the aim toward accomplishing the following goals:

- Initiate efforts to change the behavior of students engaged in bullying behaviors.
- Support targets of bullying in ways that avoid increasing their likelihood of discipline.
- Support witnesses of bullying.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

LEGAL REFS.:

C.R.S. 22-2-144 (2)(a) (Bullying prevention and education policies)

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

CROSS REFS.:

AC, Nondiscrimination/Equal Opportunity

JB, Equal Educational Opportunities

JBB*, Sexual Harassment of Students

JICDA, Code of Conduct

JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)

JLDAC, Screening/Testing of Students (and Treatment of Mental Disorders)

Approved: December 12, 2017
Revised: August 3, 2026

SVCMS-JICEA - School-Related Student Publications

The right of the student to individual freedom of expression shall not be restricted unless its exercise interferes with the orderly conduct of classes and the overall school program. Within that limitation, students may freely express their points of view provided they do not attempt to coerce others to join their mode of expression and provided also that they do not otherwise intrude upon the rights of others.

On the other hand, school officials have the duty to provide for an ordered educational program free from turmoil and distraction. Opportunity for individuals to express their views shall be provided through official student publications. All publications shall reflect and be guided by accepted journalistic standards.

Responsibility for the content of a publication shall rest with the individuals responsible for the publication.

No school-related publication shall be published or distributed which would endanger the health or safety of the students, imminently threaten to disrupt the educational process or contain slanderous or libelous statements.

A publication shall be considered unacceptable when it contains:

1. Material that otherwise violates Board policy prohibiting unlawful discrimination and harassment;
2. Statements which tend to create hostility or are conducive to violence;
3. Obscene, libelous or slanderous material as interpreted in relation to the school setting rather than as may be circulated to the public at large;
4. Commercial advertisements of solicitations for funds except when such material receives prior approval from the Head of School and is related to school activities.

Copies of this policy shall be distributed to students as need arises.

LEGAL REFS.:
C.R.S. 22-1-120 (6) (student participation in school-sponsored publications)
C.R.S. 22-1-123 (5) (consent for surveys in student journalism context)
C.R.S. 22-32-110 (1)(r) (power to exclude materials that are immoral or pernicious)

CROSS REF.:
JICEC*, Student Petitions and Distribution of Non-Curricular Materials
JICEC*-R, Student Petitions and Distribution of Non-Curricular Materials St.

Approved: December 12, 2017

SVCMS-JICEC* - Student Petitions and Distribution of Non-curricular Materials

To understand constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's right of free speech and the school's responsibility to maintain an orderly school environment which respects the rights of students, staff members and others on school grounds and during school-sponsored activities.

Students shall be allowed to circulate petitions and distribute non-curricular materials on school property subject to restrictions on time, place and manner of distribution set out below and in the accompanying regulations and applicable law.

Students shall not circulate petitions or distribute non-curricular material which is obscene; which is libelous, slanderous or defamatory under state law; which advocates or encourages the violation of any Board policy or federal, state or local law; or which creates or threatens to create substantial disruption of school or district operations.

Students who circulate petitions or distribute non-curricular materials which, in the judgment of school officials, are in violation of this policy will be required to discontinue such activity and shall be subject to appropriate disciplinary action.

School equipment and supplies shall not be used for publication of such petitions or written materials unless authorized as a school-sponsored activity.

The Head of School shall present to any student or students wishing to circulate petitions or distribute non-curricular materials a copy of this policy and its accompanying regulation.

Students who wish to appeal the decision of school officials may do so to the Head of School or designated representative. The appeal must be in writing and received within five working days after the school official's decision. The Head of School or designated representative will consider the appeal and respond back to the student(s) within ten working days.

If the student(s) wish to further appeal, they may do so by filing their request in writing to the Head of School or designee.

LEGAL REFS.:

C.R.S. 22-1-120 (rights of free expression for public school students)
C.R.S. 22-32-110 (1)(r) (power to exclude materials that are immoral or pernicious)

CROSS REFS.:

JICEA, School-Related Student Publications
JII, Student Concerns, Complaints and Grievances
JK, Student Discipline, and subcodes
KHC, Distribution/Posting of Promotional Materials

Approved: December 12, 2017

SVCMS-JICEC*-R - Student Petitions and Distribution of Non-curricular Materials

Students who wish to circulate petitions or distribute non-curricular materials on school property or in conjunction with a school activity must notify the Head of School a minimum of three school days in advance so that details may be worked out regarding the time, place and manner of distribution. The Head of School is authorized to shorten this time period for good cause shown.

Students are required to produce an advance copy of the petitions or non-curricular materials that will be distributed for the Head of School's review solely for the purposes of determining whether the student has exercised proper judgment with respect to the content of such petition or materials and to determine whether they contain information which, in the Head of School's judgment, is prohibited by Board policy.

The following restrictions will apply to all requests to circulate petitions or distribute non-curricular materials by students:

1. Place Circulation of petitions or distribution of non-curricular materials must be made at places within the school or on school grounds as designated by the Head of School except that in no event may such petitions or materials be circulated or distributed in any classroom of any building then being occupied by a regularly scheduled class.
2. Time Circulation or distribution may be made up to one half hour before school and/or during regularly scheduled lunch periods and/or up to 15 minutes after the last bell. Any other times during the school day are considered to be disruptive of normal school activities.
3. Littering All distributed petitions or non-curricular materials discarded in school or on school grounds must be removed by the persons distributing such petitions or materials.
4. Manner No student may in any way be compelled or coerced to sign any petitions or accept any non-curricular materials being circulated or distributed by any person. In the alternative, no school official or student may interfere with the circulation or distribution of such petitions or materials.

Violation of any of these regulations will be sufficient cause for denial of the privilege to circulate petitions or distribute non-curricular materials at future dates and/or for disciplinary action.

Approved: December 12, 2017

SVCMS-JICF - Secret Societies/Gang Activity

The Board desires to keep schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior. The Head of School or designee shall maintain visible supervision of school premises, school vehicles and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

The Head of School or designee shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort.

If a Head of School or designee suspects that a student may be involved in gang or gang-related activities, he or she shall communicate this suspicion to the student's parent/guardian.

Any student whose activities violate the student code of conduct and discipline, whether or not the student is affiliated with a gang, shall be treated in accordance with Board policies and regulations.

LEGAL REFS.:
C.R.S. 22-1-120 (8) (rights of free expression for public school students)
C.R.S. 22-32-109.1 (2)(a)(I)(F) (policy required as part of safe schools plan)

CROSS REFS.:
JICA, Student Dress Code
JKD/JKE, Suspension/Expulsion of Students

Approved: December 12, 2017

SVCMS-JICG - Use of Tobacco by Students

SVCMS is committed to high standards of health and safety. This policy is the result of documented dangers of tobacco products combined with the school's educational role in the community.

In compliance with federal and state laws, the use or the conspicuous possession or display of tobacco products by students while in or on school properties, or under the school's jurisdiction, or while participating in a school-sponsored event is prohibited.

For purposes of this policy, the following definitions shall apply:

1. "School property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
    a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
    b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
    c. All vehicles used by the school for transporting students, staff, visitors or other persons.
2. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or any other product utilized for smoking. Tobacco product includes any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.
3. "Use" shall mean lighting, chewing, inhaling, smoking, or displaying any tobacco product.

LEGAL REFS.:

20 U.S.C. §7181 et seq. (Federal law prohibits smoking in any indoor facility used to provide educational services to children)
C.R.S. 18-13-121 (Furnishing cigarettes or tobacco products to minors - sale of cigarettes or tobacco products in vending machines prohibited)
C.R.S. 22-32-109 (1)(bb) (Board of education - specific duties)
C.R.S. 22-32-109.1 (2)(a)(I)(H) (policy required as part of safe schools plan)
C.R.S. 25-14-103.5 (Prohibition against the use of tobacco on school property)
C.R.S. 25-14-301 (Teen Tobacco Use Prevention Act)
6 CCR 1010-6,
Rule 5-306 City of Longmont, Ordinance No. 0-85-81 Regulating Smoking in Public Places

CROSS REFS.:

ADC, Tobacco-Free Schools
IHAMA, Teaching about Drugs, Alcohol and Tobacco
JKD/JKE, Suspension/Expulsion of Students
KFA, Public Conduct on School Property

Approved: December 12, 2017

SVCMS-JICH - Drug and Alcohol Abuse by Students

It shall be a violation of Board policy and may be considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or procure or to be under the influence of a controlled substance without a prescription.

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

This policy also includes substances that are represented by or to a student to be any such substance as defined in the preceding paragraph or what the student believes to be any such substance. All paraphernalia that is associated with the use or distribution of a controlled substance is also prohibited and falls within the scope of this policy and its accompanying regulation.

This policy shall apply to any student who is on school property, in attendance at school, in a school-operated vehicle or at any school or school-sponsored or sanctioned activity, whether on or off school grounds, or whose conduct at any time or place is found to be detrimental to the safety and/or welfare of students or school employees.

Students violating this policy shall be subject to disciplinary sanctions that may include suspension, dismissal, diversion activities and/or referral to appropriate law enforcement agencies as outlined in the regulation that accompanies this policy and as provided in the student code of conduct and discipline handbooks for each school.

Through the publication and distribution of the discipline handbooks, the Board shall have served notice to all students and their parent(s)/guardian(s) of their rights and responsibilities under Board policy.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse or dependency shall be handled on an individual basis and shall not be considered in violation of this policy.

Whenever possible, school personnel shall provide parents/guardians and students dealing with substance abuse issues with information about programs and/or intervention processes available in the community.

Information provided to students and/or parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school school assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required by law.

LEGAL REFS.:

20 U.S.C. §7101 et seq. (Safe & Drug-Free Schools and Communities Act of 1994)
21 U.S.C. §812 (definition of "controlled substance")
C.R.S. 18-18-102 (3) (definition of "anabolic steroid")
C.R.S. 18-18-407 (2) (crime to sell, distribute or possess controlled substance on or near school grounds or school vehicles)
C.R.S. 22-1-110 (instruction related to alcohol and drugs)
C.R.S. 22-32-109.1 (2)(a)(I)(G) (policy required as part of safe schools plan)
C.R.S. 22-33-106 (1)(d) (suspension or expulsion discretionary for the sale of a drug or controlled substance)

C.R.S. 25-1.5-106 (12)(b) (possession or use of medical marijuana in or on school grounds or in a school bus is prohibited)
C.R.S. 25-14-103.5 (boards of education must adopt policies prohibiting use of retail marijuana on school property)

CROSS REFS.:

IHAMA, Teaching about Drugs, Alcohol and Tobacco
JIH, Student Interviews, Interrogations, Searches and Arrests
JK*-2, Discipline of Students with Disabilities
JKD/JKE, Suspension/Expulsion of Students
JLCD, Administering Medications to Students

Approved: December 12, 2017

SVCMS-JICH-R Drug and Alcohol Abuse by Students

Students who violate Board policy JICH shall be subject to the following disciplinary consequences.

Type A violation

Using, possessing, being under the influence of a controlled substance without a prescription, sharing a controlled substance, or being in possession of drug paraphernalia while on school grounds, in district vehicles, or at any school or school-sponsored or sanctioned activity whether on or off school grounds, or when off school grounds where it is found to be detrimental to the safety and/or welfare of students or school personnel:

Consequences for first violation:

- The student shall be suspended up to five days.
- Parent(s)/guardian(s) of the student shall meet with the school Head of School or designee to discuss the situation and consequences for a subsequent violation.
- The violation may be reported to the local law enforcement agency of the jurisdiction where the incident occurred in accordance with state law requirements.

The Head of School may agree to defer or reduce the student's suspension only if the student and parent(s)/guardian(s) agree to attend an approved drug education diversion activity. Such agreement shall be placed in writing during the meeting with the Head of School or designee within the initial suspension period with a "time certain" established for this activity to be completed. This diversion activity must be attended by the parent(s)/guardian(s) and student at the next regularly scheduled program date and time or as soon thereafter as possible and as agreed upon. Failure to agree or failure to attend the diversion activity, if initially agreed upon, shall cause the student to be suspended from school.

Consequences for second violation:

- The student shall be suspended up to ten days with an extension requested, if necessary, and dismissal proceedings will be initiated in accordance with JKD/JKE-R.
- The parent(s)/guardian(s) of the student will be informed of the situation by an initial telephone call by the Head of School or designee followed by a personal conference where the details of the dismissal proceedings shall be told to the student and parent(s)/guardian(s) and the possibility of a deferral of dismissal option as provided in this regulation.
- The violation may be reported to the local law enforcement agency of the jurisdiction where the incident occurred in accordance with state law requirements.

Type B violation

A Type B violation shall be determined in cases of selling or distributing of a controlled substance.

Selling is defined as providing and/or distributing a controlled substance personally or through a secondary party for remuneration of money or other tangible goods or services of material value.

Selling or distribution of a controlled substance shall be deemed detrimental to the welfare and/or safety of other students and school personnel under any of the following circumstances: while inside a school building or facility, on or near school grounds during the school day, in district vehicles, in attendance at any school or district sponsored or sanctioned activities whether on or off school grounds; and selling of a controlled substance off school grounds if found to be detrimental to the safety and/or welfare of students or school personnel.

Consequence for first and any subsequent violation:

The student will be dismissed from SVCMS.

The parent(s)/guardian(s) of the student will be informed of the situation by an initial telephone call by the Head of School or designee followed by a personal conference where the details of the dismissal proceedings shall be told to the student and parent(s)/guardian(s) and the possibility of a deferral of expulsion option as provided in this regulation.

The violation shall be reported to the local law enforcement agency of the jurisdiction where the incident occurred in accordance with state law requirements.

Drug paraphernalia

For purposes of this policy, drug paraphernalia includes equipment, products, and materials of any kind which are used, or intended to be used, by the student for the manufacturing, compounding, processing, distributing, packaging, inhaling, or ingesting of a controlled substance, such as scales/balances (used or intended for use in weighing or measuring controlled substances), capsules or envelopes for use in the packaging or distribution of controlled substances, bongs, pipes, and other similar items.

This regulation supplements authority conferred elsewhere by either Board policy or state statute and shall not be deemed to limit or suspend such other authority.

Approved: December 12, 2017

SVCMS-JICI - Weapons in School

The Board of Directors determines that student possession, use and/or threatened use of a weapon is detrimental to the safety of the students and school personnel within the district.

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

Section 921 of Title 18, U.S.C. defines “firearm” as:

a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
b) the frame or receiver of any weapon described above;
c) any firearm muffler or firearm silencer; or
d) any destructive device.

Section 921 of Title 18, U.S.C. defines “destructive device” as:

a) any explosive, incendiary, or poison gas:

1) bomb;
2) grenade;
3) rocket having a propellant charge of more than four ounces;
4) missile having an explosive or incendiary charge of more than one quarter ounce;
5) mine; or
6) device similar to the devices described in paragraphs 1-5 of this subparagraph a.

b) any type of weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and

c) any combination or parts either designed or intended for use in converting any device into any destructive device described in sub-paragraphs a and b and from which a destructive device may be readily assembled.

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

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

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

Students who use, possess or threaten to use a dangerous weapon in violation of this policy shall be subject to disciplinary action, including suspension and/or dismissal, in accordance with Board policy concerning student suspensions, dismissals and other disciplinary interventions.

Firearm facsimiles

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

A student may seek prior authorization from the Head of School to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or dismissal, in accordance with Board policy concerning student suspensions, dismissals and other disciplinary interventions. The Head of School's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by case basis to determine whether suspension, dismissal or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Local restrictions

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, using or possessing or threatening to use any knife, regardless of the length of the blade, on school property, when being transported in vehicles dispatched by the school during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or school district curricular or non-curricular event without authorization of the school or school district is prohibited.

Students who violate this policy provision shall be subject to disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, dismissals and other disciplinary interventions.

Recordkeeping

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

Referral to law enforcement

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

LEGAL REFS.:

18 U.S.C. §921 (a)(3) (federal definition of "firearm")
20 U.S.C. §7151 (Gun-Free Schools Act)
20 U.S.C. §7151 (h) (requiring schools to have policies requiring referral to law enforcement)

C.R.S. 18-1-901 (3)(h) (state law definition of “firearm”)
C.R.S. 22-32-109.1 (2)(a)(I)(G) (policy required as part of safe schools plan)
C.R.S. 22-33-102 (4) (definition of dangerous weapon)
C.R.S. 22-33-106 (1) (grounds for suspension, expulsion, denial of admission)
C.R.S. 22-33-106 (1)(f) (must adopt policy regarding firearm facsimiles)

CROSS REFS.:
JK*-2, Discipline of Students with Disabilities
JKD/JKE, Suspension/Expulsion of Students
KFA, Public Conduct on School Property

Approved: December 12, 2017

SVCMS-JIH - Student Interviews, Interrogations, Searches and Arrests

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

Searches conducted by school personnel

Searches may be conducted by the Head of School or designee who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating laws or school rules or Board policy. When reasonable grounds for a search exist, the Head of School or designee may search a student and/or his or her personal property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized or contraband materials.

Any search conducted by the Head of School or designee shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. However a student's refusal to grant such permission shall not prevent the search from taking place. A student's failure to cooperate with the Head of School or designee conducting a search shall be considered grounds for disciplinary action.

A report shall be prepared by the school staff member who has conducted a search explaining the reasons for the search, the results and the names of any witnesses to the search. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

Definitions

1. "Reasonable grounds" is the standard for a search on school property or at school activities carried out by the Head of School or designee. Reasonable grounds should be based on facts provided by a reliable informant or personal observation which cause the Head of School or designee to believe, based on their own experience that searching a particular student, place or thing would lead to the discovery of evidence of a violation of state or federal laws or school rules or Board policy. Reasonable grounds require more than a mere hunch.
2. "Contraband" consists of all substances or materials prohibited by laws or school rules or Board policy including but not limited to drugs or controlled substances, alcohol, guns, knives, other weapons and incendiary devices or any other personal property which the Head of School or designee deem potentially injurious or detrimental to the safety or welfare of students or staff.

Inspections of school property

School lockers, cubbies and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection at any time, to cleanouts, to access for maintenance and to inspection or search pursuant to this policy.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school.

The principal or designee may search a particular cubby, locker or any other storage area and its contents at any time. Whenever possible, another person shall be available to witness the search.

Searches of the student's person

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

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

Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional school employees of the same sex as the student being searched shall witness but not participate in the search.

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

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

Seizure of items

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

1. Seized and offered as evidence in any suspension or dismissal proceeding;
2. Returned to the parent or guardian of the student from whom it was seized;
3. Turned over to any law enforcement officer in accordance with this policy.

Law enforcement officers' involvement

The Head of School or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy.

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

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

1. There is uncoerced consent by the student;
2. There is probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search or create the potential for injury to the student or others;
3. The search is incident to an arrest and is limited to the person and immediate surroundings.

Interviews/interrogation

When law enforcement officials request permission to interview students who are victims of or witnesses to a crime when students are in school or participating in school activities, the Head of School or designee shall be present and parents or guardians shall be notified. If, during the course of the interview, it becomes suspected that the student may be involved in the commission of a criminal act, the interview will stop until the student’s parents/guardian are present unless the juvenile is emancipated as that term is defined in state law.

Law enforcement may interrogate a student who is suspected of committing a criminal act when students are in school or participating in school activities. The student’s parent/guardian must be present during the

interrogation unless an emergency exists. If the parent/guardian or student refuses to consent to questioning, police authorities will determine the course of action to be pursued.

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

Appeals

Within five school days after a search, the student may appeal the search decision to the Board of Directors, who shall investigate in a timely manner the reasons for, and circumstances of, the search. These findings shall constitute the basis for the decision on the student's appeal.

The Board of Directors shall forward a written copy of the findings and appeal decision to the student and the Head of School. The decision of the Board of School is final.

The Head of School or designee shall review the case and issue a decision in writing to the student. The decision of the superintendent or designee shall constitute the final district determination.

LEGAL REFS.:
C.R.S. 19-2-511 et seq. (statements)
C.R.S. 22-32-109.1 (2)(a) (I)(I)(policy required as part of safe schools plan)

CROSS REFS.:
JIHB, Parking Lot Searches
JK, Student Discipline, and subcodes
KLG, Relations with State Agencies

Approved: December 12, 2017

SVCMS-JIH-R - Student Interviews, Interrogations, Searches and Arrests

Investigations conducted in the educational environment

A. Initiated by school administrators

1. **Conducted by administrators** The Head of School or designee will have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules or Board policy whether or not the alleged conduct is a violation of criminal law. Such investigations will be conducted in a way which does not unduly interfere with school activities. Due process, which requires students be allowed to present their version of the facts, will be followed at all times.
2. **Conducted by police authorities**
    a. The Head of School's designee will determine when the necessity exists for police authorities to be contacted to quell a disturbance or to conduct an investigation of alleged criminal behavior which jeopardizes the safety of school property or interferes with the operation of the school or education of other students. To be in compliance with law, it will be the responsibility of the Head of School or designee or director of security to notify police authorities of any criminal investigation.
    b. Should alleged criminal behavior occur during school hours, the Head of School or designee will request that police authorities conduct an investigation and question students who are potential witnesses of such behavior. Reasonable attempts will be made to contact the student's parent/guardian prior to questioning by police authorities. Such contacts or attempted contacts with parent/guardian must be documented by the administrator involved. In the absence of the student's parent/guardian during any questioning of the student, the Head of School or designee must be present and must document what generally occurred during the interview.
    c. If child abuse allegedly involving the parent/guardian is suspected, the parent/guardian should not be contacted prior to questioning of the student by police authorities or the Department of Social Services.
    d. If the investigation has centered on any particular student suspected of alleged criminal activity, the procedures for taking students into temporary custody by the police as set forth below will be followed to the extent that they do not interfere with reasonable law enforcement procedures.

B. Initiated by police authorities

Although cooperation with police authorities will be maintained, normally it should not be necessary for police authorities to initiate and conduct any investigation and questioning on school premises during school hours pertaining to criminal activities unrelated to the operation of the school.

Only when police authorities can show compelling circumstances to do so will they be permitted to conduct such an investigation during school hours. The circumstances ordinarily should be limited to those in which delay might result in danger to any person, flight from the jurisdiction by a person reasonably suspected of a crime, or destruction of evidence.

In such cases, the officers will be requested to obtain prior approval of the Head of School or designee before beginning such an investigation on school premises. The administrator will document the circumstances of such investigations as soon as possible.

Alleged criminal behavior related to the school environment brought to the Head of School's or other designee's attention by police authorities will be dealt with under the provisions of #2 above.

If the parent/guardian or student refuses to consent to the questioning, police authorities will determine the course of action to be pursued.

When students are removed from school for any reason by police authorities, reasonable efforts will be made to contact the student's parent/guardian immediately. Such efforts must be documented.

The Board of Directors and Head of School's office must be notified immediately of any removal of a student from school by police authorities under any circumstances.

Where it is necessary to take a student into temporary custody on school premises and time permits, the police authority will be requested to contact the school Head of School or designee and to relate the circumstances necessitating such action. When possible, the Head of School or designee will have the student summoned to the Head of School's office where the student may be taken into temporary custody.

When a student has been taken into temporary custody or arrested on school premises without prior notification to the Head of School or designee, the school staff present may request the police authorities notify the Head of School or designee of the circumstances as quickly as possible. In the event that the police decline to notify the Head of School or designee, the school staff members must notify the Head of School or designee immediately.

The Head of School or designee may summon police authorities to the school to take a student into temporary custody. The Head of School and Board of Directors or designee must be notified immediately.

Approved: December 12, 2017

SVCMS-JIHB - Parking Lot Searches

The privilege of bringing a student-operated motor vehicle onto school property is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable grounds for such a search.

Refusal by a student, parent/guardian or owner of the vehicle to allow access to a vehicle on school property at the time of a request to search the vehicle shall be cause for dismissal, without further hearing, of the privilege of bringing the vehicle onto school property. Refusal to submit to search may also result in disciplinary action and notification of law enforcement.

The Head of School, or designee, may request a law enforcement officer to search a vehicle on school premises subject to the provisions of the policy on student interrogations, searches and arrests.

LEGAL REF.:
C.R.S. 22-32-109.1 (2)(a)(I)(I) (safe schools)

CROSS REF.:
JIH, Student Interviews, Interrogations, Searches and Arrests

Approved: December 12, 2017

SVCMS-JII Student Concerns, Complaints and Grievances

The purpose of SVCMS-JII and SVCMS-JII-R are to provide fair, orderly, and timely procedures by which students and their parents and guardians may appeal decisions made by school employees, when they believe those decisions to be unfair or in violation of pertinent SVCMS Board policies or school rules. The procedures for settling differences between students, their families, and the school should provide for prompt and equitable resolution at the lowest possible administrative level, and ensure that all complainants are assured of the opportunity for orderly presentation and review of complaints without fear of reprisal.
Complaints that fall under SVCMS-AC (Nondiscrimination and Equal Opportunity) shall be handled using SVMCS-AC-R-1.

Complaints brought by employees regarding terms and conditions of employment shall be handled using SVCMS-GBK and SVCMS GBK-R.

General complaints and concerns about school operations, brought by the school community or public, shall be handled using SVCMS-KE and SVCMS-KE-R.

Complaints about curriculum or instruction shall be handled under SVCMS-KEC and KEC-R.

CROSS REFS.:

AC, Nondiscrimination/Equal Opportunity
AC-R-1, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)
AC-R-2*, Sexual Harassment Investigation Procedures (Title IX)
IHCDA, Concurrent Enrollment
JB, Equal Educational Opportunities
JBB*, Sexual Harassment of Students
JICEA, School-Related Student Publications
JICEC*, Student Petitions and Distribution of Non-Curricular Materials

Approved: May 19, 2022

SVCMS-JII-R Student Concerns, Complaints and Grievance

Where an action or decision is considered to be unfair or inappropriate, there is the right to raise a complaint and have it considered seriously – such a complaint is known as a grievance.

Principles of the Grievance Process

The process of raising and resolving a grievance, through both informal and formal procedures, should embody the following guidelines:

There should always be mutual respect between all parties – respect by parents for guides/staff as professionals, their experience and their expertise; respect by guides/staff for parent's special relationship with their child.

The process allows all parties to exercise responsibility with respect to the actual needs of the child with consideration to be given to the child's best interests and allowing for the child's developmental stages.

The principles of Montessori education are to be upheld and the process should enhance the understanding of this education as it relates to the child's needs.

All input/contributions are to be listened to respectfully and attentively by others in the process i.e., participants in the process require a sense of 'having been heard'.

Matters raised should be dealt with as soon as practicable.

The process should be kept simple but effective.

The School welcomes the airing of a grievance in a responsible and constructive manner.

The Informal Process

This is the preferred resolution of any issues. It is always to be used in the first instance and is sufficient where the issue can be raised between parent/guardian, staff member and student (if appropriate) and resolved to the satisfaction of all concerned.

Where an issue arises, the issue should be raised with the individual and arrange a meeting to discuss the issue in detail. This is the preferred approach, rather than continually raising the issue in passing. At the meeting, details of the issue, a timeframe for resolution and other relevant information should be agreed and documented. Each party should receive a copy of the notes. When the grievance involves a student, the guide is responsible for informing the parent/guardian on progress.

The process is complete, when the situation reaches an outcome satisfactory to all. Should this not be the case, the formal process should follow.

Formal Grievance Process

Should the informal process fail to produce a satisfactory result, this process provides a means by which conflicts can be resolved. Parents, students or school employees may initiate this process. The procedure for filing concerns is as follows:

1. The parties will make every attempt to first follow the informal procedures outlined above. Should the informal process fail to produce a satisfactory result, the parties may file their concern, in writing, with the Head of School.

2. The Head of School will then communicate with those involved in the conflict.

3. A meeting will take place and the details of the issue, a time frame for resolution and other relevant information should be agreed and documented using the attached Meeting/Discussion Notes form. Each party should receive a copy of the form.

4. As a result of further discussions, there may be two outcomes – a) actions may be agreed and monitored; or, b) a final decision may be taken by the Head of School.

5. Under normal circumstances this should be the conclusion of the matter. It is unlikely that it will be appropriate for the Board to be involved in the resolution of grievances.

6. Should the Board become involved, it will only be after the issue has progressed through all previous stages of the process. This is to ensure the facts have been confirmed and to allow the grievance to follow its natural course. The Board will not become involved in educational issues – the Board will confirm that staff and management have followed a sound method in assessing the facts.

7. If, after completion of this meeting, the conflict has not been resolved to the satisfaction of the parties involved, it may then be taken to the Board of Directors for a final ruling. The SVCMS Board of Directors will only consider matters dealing with fiduciary and long range planning and where a person considers the Head of School has not followed the Grievance Process or has not done so fairly and in accordance with the school's principles and values. Such a grievance will be made in a written statement, which details the violation, procedures taken and requested remedy, and the grievance shall be submitted to the SVCMS Board one week prior to the next Board meeting. Complaints submitted later will be addressed at the subsequent meeting of the Board. Emergency issues will be dealt with on an as-needed basis, with the Board responding at or prior to its next regular public meeting.

8. The Board may hear arguments from the parties, review prior decisions and evidence, and make such inquiry as it deems necessary.

9. The Board shall render a written decision within ten business days after the meeting unless additional time is needed.

10. The Board's decision shall be final.

CROSS REFS.:

AC, Nondiscrimination/Equal Opportunity
AC-R-1, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)
AC-R-2*, Sexual Harassment Investigation Procedures (Title IX)
IHCDA, Concurrent Enrollment
JB, Equal Educational Opportunities
JBB*, Sexual Harassment of Students
JICEA, School-Related Student Publications
JICEC*, Student Petitions and Distribution of Non-Curricular Materials

Approved: May 19, 2022

SVCMS-JII-E Grievance Form

SVCMS - JII-E Grievance Form

CROSS REFS.:

AC, Nondiscrimination/Equal Opportunity
AC-R-1, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)
AC-R-2*, Sexual Harassment Investigation Procedures (Title IX)
IHCDA, Concurrent Enrollment
JB, Equal Educational Opportunities
JBB*, Sexual Harassment of Students
JICEA, School-Related Student Publications
JICEC*, Student Petitions and Distribution of Non-Curricular Materials

Approved: May 19, 2022

SVCMS-JJA-2-E - Request for Building Use by Non-Curricular Student Groups

Request for Building Use by Non-Curricular Student Groups
PLEASE TYPE OR PRINT:
Student Originating Building Use Request: _____
Group (if any) Requesting Use: _____
Nature of the group: _____
_____
Purpose of the Meeting(s): _____
_____
Time and Place of the Meeting(s): _____
_____
Faculty Monitor: _____
BUILDING USE APPROVAL* _____ Head of School
_____ Date
If students from more than one school are proposing use of a building, please contact the Community Schools Coordinator before approving.

Approved: December 12, 2017

SVCMS-JJF Student Activities Funds

Student activity funds may be raised and spent to promote the general welfare, education and morale of all students and shall finance authorized activities of the school.

Student activity funds are considered a part of the total fiscal operation of the school and, therefore, are subject to the policies and regulations established by the Board of Directors and the Head of School. The funds shall be managed in accordance with sound business practices–including sound budgetary and accounting procedures as well as audits–in the same manner as regular school funds. Principals shall participate in the preparation, modification and interpretation of policies and procedures that affect student activity funds.

Student activity funds are to be used to finance a program of authorized school activities which may augment but not replace the activities financed by the school. Funds derived from the student body as a whole shall be so expended as to benefit the student body as a whole, and the student body shall be represented in the democratic management of those funds raised by students and expended for their benefit. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, insofar as possible, to benefit those students currently in school who have contributed to the accumulation of these funds.

The use of student activities funds to support individuals or families is outside the scope of our tax exemption and is not permitted.

Activity fundraising shall be conducted in such a manner as to offer minimum competition to commercial concerns while still benefiting the student body as a whole.

Classes and/or levels within the school may use school facilities and equipment for fundraising if such use does not create an additional cost to the school. If additional cost is incurred, the user shall pay such cost.

The purchase of goods and services to be paid for by parents or students which are related to school activities shall be controlled and administered by the building Head of School through the approved purchasing policy of the Board of Directors.

LEGAL REFS.:

C.R.S. 29-2-105 (1)(d)(I)(K) (authority for school sales tax exemption)
C.R.S. 39-26-718 (1)(c) (sales tax exemption for sales by parent guide organizations or associations)
C.R.S. 39-26-725 (state sales tax exemption for sales that benefit a school)

CROSS REFS.:

DB, Annual Budget, and subcodes
DG, Banking Services
DI, Financial Accounting and Reporting, and subcodes

Approved: December 12, 2017

SVCMS-JJH Student Travel

Specific guidelines and appropriate administrative procedures will be used to screen, approve and evaluate student activity trips and to ensure that all reasonable steps are taken for the safety of the participants.

These guidelines and procedures shall ensure that all student activity trips have the approval of the superintendent (and/or designee) and the Head of School and that all out-of-state and overnight trips have prior written permission from parents.

LEGAL REFS.:

C.R.S. 13-22-107 (parental liability waivers)
C.R.S. 40-10.1-301 (4) (definition of children's activity bus)
C.R.S. 40-10.1-302 (1)(a) (permits required for operation of children's activity bus)

CROSS REFS.:

EEAFA, Extracurricular Activity Buses/Field Trips/Special Events Transportation
EEAG, Student Transportation in Private Vehicles
IJOA, Field Trips

Approved: December 12, 2017

SVCMS-JJIB Interscholastic Sports

Interscholastic Sports

The interscholastic athletic program of this district shall be considered as an extracurricular part of the total school program. It is neither required nor part of the basic instructional program. Participation is considered a privilege.

The purpose of athletic programs in the secondary schools shall be:

1. To provide a wide base of participation in both team and individual sports in interscholastic competition.
2. To develop a strong program of competitive sports by:
    a. Encouraging and developing talented athletes in all district-offered sports and providing sufficient opportunity, especially at the middle and high school level, for students to develop individual ability.
    b. Encouraging the development of team spirit among all members of the team and their coaches.
    c. Developing good attitudes or pride, sportsmanship and ethical behavior in students, participants and spectators.
    d. Developing and maintaining a good relationship between athletic teams and the student body, faculty, administration and community.
    e. Teaching fundamentals and techniques of each sport in a progressive sequence as appropriate for students at higher grade levels.
    f. Providing student athletes with an awareness of potential opportunities afforded them through competitive athletics.

In keeping with the above goals and Title IX requirements, the Board shall fund girls' sports on an equal opportunity basis with boys' sports and shall permit and encourage coeducational teams when the particular sport is determined suitable as a coeducational activity.

The Board understands the motivation and values of playing to win at athletic contests and games. However, the Board does not condone "winning at any cost" and discourages pressures and practices that might tend to negatively affect sportsmanship and good physical and mental health practices.

Athletic associations and leagues

Membership of a district school in an interscholastic athletic association or league shall be subject to the approval of the Board. The Board or designee shall review the constitution and by-laws of such an organization and its rules for member teams before granting approval.

Customarily the principals of member schools or their designees are voting members of athletic organizations. It should be understood that such administrators serve as representatives of the district. Therefore, while voting on a change of by-laws or regulations that will in any way affect the schools or athletic teams of this district, this district's representative will vote in a manner consistent with the Board's philosophy and direction.

Approved: December 12, 2017

SVCMS-JJJ Extracurricular Activity Eligibility

Extracurricular Activity Eligibility Definitions

For purposes of this policy, the following definitions apply:

1. “Activity” means any extracurricular or interscholastic activity including but not limited to any academic, artistic, athletic, recreational or other related activity offered by a public school.
2. “School of residence” means the St. Vrain Valley School attendance area in which a student resides.
3. “School of attendance” means the school in which a student is enrolled and attends classes.
4. “School of participation" means a school in which the student participates in an activity but is not the student’s school of attendance.
5. “District of residence” means the school district in which a student resides.
6. “District of attendance” means the school district in which a student is enrolled and attends classes if the student does not attend school in his or her district of residence. For a homeschooled student, the district of attendance shall be determined in accordance with C.R.S. 22-33-104.5 (6).

Participation in activities

Students meeting eligibility requirements may participate in extracurricular activities at their school of attendance. Subject to the same eligibility requirements and in accordance with this policy and applicable law, the district shall allow students enrolled in any school (including charter schools, online education programs, nonpublic schools and nonpublic home-based educational programs) to participate on an equal basis in any activity offered by the district that is not offered at a student’s school of attendance.

If an activity is not available at a student’s school of attendance, the student may participate at another public school in the district of attendance or district of residence. When choosing, the student must choose the school that offers the greatest number of activities in which the student wishes to participate.

If an activity is not offered at any public school in the district of attendance or the district of residence, the student may seek to participate in a contiguous school district or at the nearest public school that offers the activity even if the school is not in a contiguous school district.

Regardless of whether the student seeks to participate in an activity at a public school in the district of attendance, district of residence, contiguous district or other district, the district in which the student seeks to participate shall choose the school of participation.

In choosing a school of participation, the district shall seek to maximize all students’ opportunities to participate in activities and shall consider certain factors, including but not limited to:

1. which public school of the district offers the most activities in which the student wishes to participate;
2. which public school or schools are nearest to the student’s residence;
3. the preferences of the student’s parents/guardians; and
4. such issues as may be presented for the district’s consideration by a statewide high school activities association.

A student may participate in activities at more than one school of participation during the same school year only if the original school of participation does not offer an activity in which the student wishes to participate. This limitation applies regardless of whether the student participates in activities at a public or nonpublic school. Any additional school(s) of participation shall be chosen by the district in accordance with this policy.

With regard to athletic teams, the school of participation may reserve slots for up to twice the number of starting positions on the team at each level of competition for students enrolled in the district. With regard to individual athletic activities, the school of participation may reserve slots for up to half the total number of team members at each level of competition for students enrolled in the district.

Eligibility requirements

Eligibility requirements in the by-laws of the Colorado High School Activities Association (CHSAA) shall be observed by students at the high school level. Additional eligibility requirements may be imposed by the school district for both high school and middle school students. Such eligibility requirements may include, but not be limited to, good citizenship, acceptable academic standing, parental permission and good health (sports only).

To participate in activities at a school of attendance, a student shall meet all of the requirements imposed by the school of attendance.

To participate in activities at a school of participation students must comply with:

1. All eligibility requirements imposed by the school of participation.
2. The same responsibilities and standards of behavior, including related classroom and practice requirements that apply to enrolled students.

Student participation in an activity through any amateur association or league that is not a member of CHSAA shall not prevent the student from participating or affect eligibility to participate in the same activity at any school as long as the student has the express written permission of the principal at the school of participation, the student's class attendance is not compromised and the student is in good academic standing.

If a student has not met all of the eligibility requirements or if the student would have become ineligible to participate at a school, the student cannot gain or regain eligibility by applying to participate in activities at another school. Any penalties assessed to the student must first be paid at the school of attendance or participation before regaining eligibility to participate at another school.

Transfer students

If a student transfers enrollment to another school without an accompanying change of domicile by the student's parent/guardian, the student's eligibility to participate is determined by the district's eligibility requirements, CHSAA by-laws and applicable law.

Participation fee

Except as otherwise prohibited by state law, non-enrolled students participating in district activities shall pay the same fee charged enrolled students for participation in the activity.

Appeal

Any student who is sanctioned or is found by the school, school district or CHSAA to be ineligible to participate in any extracurricular activity may appeal the sanction or finding. Students may not appeal sanctions for unsportsmanlike conduct or ejection from the activity.

LEGAL REFS.:

C.R.S. 22-30.7-108 (online students' participation in extracurricular or interscholastic activities)
C.R.S. 22-32-116.5 (participation in extracurricular and interscholastic activities)
C.R.S. 22-32-138 (7) (waiver of extracurricular fees for students in out-of-home placements)
C.R.S. 22-33-104.5 (6) (homeschooled students' participation in extracurricular and interscholastic activities)

CROSS REF.:
IHBG, Home Schooling

Approved: December 12, 2017

SVCMS-JJJ-R Extracurricular Activity Eligibility

Extracurricular, Co-curricular and Intramural Activity Eligibility

General rules

The following rules govern participation in all school-approved extracurricular activities:

1. Participants must be enrolled in the district as full-time middle school students or high school students in courses that will earn three Carnegie units of credit per semester according to the type of class schedule listed below, or enrolled in a nonpublic home-based program or an independent or parochial school taking an equivalent number of classes.
2. Students/participants must be enrolled as full-time students in their school of attendance and may not fail more than one class per school and/or CHSAA (Colorado High Schools Activities Association) eligibility grading period.

   Every-other-day block schedule

   Students must be enrolled as full-time students and may not fail more than one class (.5 Carnegie unit).

   Traditional schedule

   Students must be enrolled as full-time students and may not fail more than one class (.5 Carnegie unit).

   Non-public school schedule

   Students enrolled in a non-public home-based program or an independent or parochial school and who wish to participate in a public school's interscholastic athletic program must show evidence of courses that would be the equivalent of a full-time student and not fail more than the equivalent of .5 Carnegie units.

3. Students enrolled in the district must be in attendance at school for the entire school day in order to participate in any school-sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation. The attendance requirement will not apply to outside students since the district cannot effectively monitor their daily attendance.
4. Eligibility lists will be distributed to all teachers on a consistent basis (depending on school's choice of eligibility time period). The activities director will certify individual student eligibility in cooperation with the guidance office per CHSAA rulebook. Students participating in activities who are not enrolled in the district, must provide appropriate certification stating that the academic eligibility requirements have been met.
5. Students who have elected to graduate prior to spring of their senior year will not be eligible to participate in extracurricular activities.
6. Participants must have a physical examination statement turned into the school before being allowed to participate in a given sport.
7. Participants must have a "district parent/guardian permission slip", "athletic insurance form", "acknowledgment and contract form" and "emergency treatment card" completed, signed and on file with the school before being allowed to practice a sport.

8. Participants must pay any participation fees assessed by the district before being allowed to practice a sport or participate in forensics.

Middle school students participating in activities must:

1. Be enrolled as a full-time student in a St. Vrain Valley middle school.
2. Maintain good citizenship and attendance.
3. Fulfill all district requirements regarding participation fees and physical examinations.
4. Be in compliance with the following age and enrollment limitations for middle school participation:
    a. A student will be ineligible to enter athletic competition upon arriving at his/her 16th birthday except if his/her 16th birthday occurs on or after August 1, he/she will be eligible to participate in all school sports during that year.
    b. Any student who has attended school for more than a total of six semesters in grades 6, 7, and 8 will be ineligible for further middle school competition except that a student may complete a season's participation in a winter sport begun in their seventh semester.
    c. Exception to the above requirements may be made by the district in cases involving extenuating circumstances supported by acceptable evidence. In such cases, the district, by a two-thirds vote of the middle school principals and approval of the district athletic director, may waive the requirements.

Academic rules

High school students must meet the academic criteria for participation set forth by the district.

Middle school students must meet the following criteria for participation:

1. Be enrolled in seven courses per semester.
2. Not be failing in more than one subject during the time of participation. Grades will be accumulative from the beginning of the grading period.

Approved: December 12, 2017

SVCMS-JK Student Discipline

The Board, in accordance with applicable law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to comply with persons in authority. Student conduct will be addressed through prevention, intervention, restoration, instruction, and, when necessary, disciplinary action. The Board recognizes that maintaining students' connection to school and instruction is an important factor in supporting positive student outcomes.

The Board expects that School staff will respond to student behavior in ways that protect the safety and learning of all students while maintaining access to education whenever reasonably possible. The code shall be enforced uniformly, fairly and consistently for all students.

All Board-adopted policies and Board-approved regulations containing the letters “JK” in the file name constitute the discipline section of the legally required code.

The Board shall consult with administrators, teachers, parents, students and other members of the community in the development and review of the conduct and discipline code.

Distribution of conduct and discipline code

The conduct and discipline code shall be provided to each student upon enrollment in elementary, middle and high school. The School shall take reasonable measures to ensure each student is familiar with the code. The code shall be distributed annually via the family handbook, and behavior expectations shall be posted in student-facing areas. In addition, any significant change in the code shall be communicated to students.

Remedial discipline plans

The Head of School or designee may develop an individualized behavior support plan or remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles, or during school-sponsored activities or events. The purpose of the plan is to identify the factors contributing to the behavior, teach and reinforce replacement skills, provide appropriate supports and interventions, address educational needs, and maintain the student's access to learning whenever reasonably possible while protecting the safety of the school community.

Information about discipline and resulting plans will be communicated only on a need-to-know basis and otherwise kept confidential.

Discipline of habitually disruptive students

Students who have caused a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in the district’s schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student shall result in the student’s suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Immunity for enforcement of discipline code

An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures.

A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from criminal prosecution or civil liability unless the person is acting willfully or wantonly.

CROSS REFS.:
JK-R, Student Discipline (Regulation)

Approved: December 12, 2017
Revised: August 3, 2026

SVCMS-JK-R Student Discipline (Regulation)

Remedial discipline plans

1. The Head of School and/or designee may develop a plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The purpose of the plan is to identify the factors contributing to the behavior, teach and reinforce replacement skills, provide appropriate supports and interventions, address educational needs, and maintain the student's access to learning whenever reasonably possible while protecting the safety of the school community.

2. To develop the plan, the Head of School and/or designee will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the Head of School believes should attend.

3. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to establish goals, objectives and timelines to modify such behavior. A written plan will be prepared which addresses the student's disruptive behavior, educational needs and what steps are necessary to keep the child in school. To support the student in changing their behavior, the plan will include reinforcement for expected behavior and consequences and accountability if the student violates the plan.

4. The plan may be written in the form of a contract which the student and the parent/guardian will sign and date.

5. The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student's cumulative file.

Students Identified as Habitually Disruptive

A student may be declared "habitually disruptive" if three or more times during the course of the school year the student causes a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event. A "material and substantial disruption" shall be defined with reference to SVCMS-JICDA and SVCMS-JICDA-R.

1. School staff will inform the Head of School or designee when a student causes a second material and substantial disruption.

2. The student and the parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student."

3. A student who has been declared habitually disruptive shall be suspended and/or expelled in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Approved: December 12, 2017

Revised: August 3, 2026

SVCMS-JK*2 Discipline of Students with Disabilities

See SVCMS-J and SVVSD-JK*2.

SVCMS-JKA Use of Physical Intervention and Restraint

See SVCMS-J and SVVSD-JKA.

SVCMS-JKA-E-2 Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion

See SVCMS-J and SVVSD-JKA-E-2.

SVCMS-JKA-R Use of Physical Intervention and Restraint

See SVCMS-J and SVVSD-JKA-R.

SVCMS-JKBA* - Disciplinary Removal from Classroom

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the guide to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building Head of School and/or classroom guide for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the district's code of conduct or a guide's classroom rules which have been approved by the school administrator may be subject to removal from class and/or disciplinary action.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Guides are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A guide is authorized to immediately remove a student from the guide's classroom if the student's behavior:

1. violates the code of conduct adopted by the Board;
2. is dangerous, unruly, or disruptive; or
3. seriously interferes with the ability of the guide to guide the class or other students to learn; or
4. violates the classroom rules

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the school from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or dismissals for the conduct or behavior for which the student was removed.

The Head of School or designee shall establish procedures to ensure that the implementation of this policy is consistent throughout the school. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

Approved: December 12, 2017

SVCMS-JKD/JKE Suspension/Dismissal of Student

The SVCMS Board shall provide due process of law to students, parents, and school personnel through written procedures consistent with law for the suspension or dismissal of students and the denial of admission. For purposes of these policies, references to the "Head of School" or "designee" shall imply any staff member functioning in that capacity.

Delegation of Authority

1. The SVCMS Board delegates to the Head of School or a person designated in writing by the Head of School for the power to suspend a student in the school for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1) (a), (1) (b), (1) (c) or (1) (e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1)(d) unless dismissal is mandatory under law. (See exhibit coded SVCMS-JKD/JKE-E).
2. The SVCMS Board delegates to the Head of School the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 school days plus up to and including an additional 10 days necessary in order to present the matter to the SVCMS Board.
3. The Head of School shall report on each case acted upon at the next meeting of the SVCMS Board, briefly describing the circumstances and the reasons for his or her action. Suspensions of five (5) or more days by the Head of School shall be subject to appeal to the SVCMS Board. The appeal shall consist of a review of the facts that were presented, arguments relating to the decision and questions of clarification from the SVCMS Board.

Alternative to suspension

As an alternative to suspension, the Head of School or designee, at his or her discretion, may permit the student to remain in school with the consent of his or her guides if his or her parent, guardian or legal custodian attends class with the student for a period of time specified by the Head of School or designee. If the parent, guardian or legal custodian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations. This alternative to suspension shall not be used if dismissal proceedings have been or are about to be initiated or if the Head of School or designee determines that the student's presence in school, even if accompanied by a parent, would be disruptive to the operations of the school or be detrimental to the learning environment.

Dismissal for crimes of violence

Whenever a student is alleged to have committed an offense that would constitute a crime of violence if committed by an adult, the SVCMS Board shall be notified and, in accordance with law, may initiate proceedings for immediate dismissal. The SVCMS Board may not delegate to the Head of School or a designee the authority to conduct the hearing for a dismissal for a crime of violence.

Restrictions imposed on suspended/dismissed students

1. Suspension

During a period of suspension, a student shall not attend any classes or participate in any school activities or extracurricular activities or functions and shall not be present on any school grounds without the express advance consent of the Head of School. A violation of this policy may result in criminal charges of trespass.

A suspended student shall be required to make up all missed coursework.

Upon termination of the suspension, the student shall return to school and shall be eligible to participate in school activities and functions.

2. Dismissal

A student who has been dismissed shall not attend any classes or participate in any school activities, extracurricular activities or functions. A dismissed student shall not be present on any school grounds without the express advanced consent of the Head of School. A violation of this policy may result in criminal charges of trespass.

A dismissed student shall remain subject to the requirements of the school attendance law, and if the student is of compulsory attendance age, the student's parent/guardian shall remain responsible for the dismissed student's education either through a home school program, private school or other approved means.

Reporting of dismissal

St. Vrain Community Montessori School will notify the St. Vrain Valley superintendent or designated contact person of any dismissal within two (2) school days. A copy of all written discipline reports, suspensions, and dismissal proceedings will be sent when requested by the St. Vrain Valley school Board or superintendent. Upon dismissal from SVCMS, the St. Vrain Valley School Board may consider each instance on a case-by-case basis and may reinstate the student in another school. The SVCMS Board of Directors has the final authority in determining dismissal from SVCMS consistent with state and federal law.

Discipline of Students with Disabilities

Students with disabilities are neither immune from the SVCMS disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. SVCMS will comply with the Individuals with Disabilities Education Act (IDEA) in disciplining these students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their IEP, and behavioral intervention plan and this policy.

Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP. The plan shall be subject to all procedural safeguards established by the IEP process.

All Students, including students with disabilities, may be suspended for up to 10 days in any given school year for violations of the student code of conduct. The procedure for suspension is the same as outlined above.

For suspension of a student with disabilities, a team including Special Education staff members and the Head of the School, will determine whether the student's behavior is a manifestation of the disability and whether the student's disability impaired his or her ability to control or understand the impact or consequences of the behavior.

Once the team determines that the behavior was not a manifestation of the disability, disciplinary procedures shall be applied to the student in the same manner as applied to non-disabled students.

A student with disabilities whose behavior is determined to be a manifestation of his or her disability may not be dismissed but will be disciplined in accordance with his or her IEP, any behavioral intervention and this policy.

Approved: December 12, 2017

SVCMS-JKD/JKE-E Grounds for Suspension/Dismissal

See SVCMS-J and SVVSD-JKD/JKE-E.

SVCMS-JKD/JKE-R Suspension/Expulsion of Students (Hearing Procedures)

See SVCMS-J and SVVSD-JKD/JKE-R.

SVCMS-JKG* - Dismissal Prevention

The Head of School is directed to work with the professional staff to identify students who are at risk of suspension or dismissal from school. Among those students who may be at risk are those who have been or are likely to be declared habitually truant or habitually disruptive.

Behavior support plan will be provided to students who are identified as at risk of suspension or dismissal to help them avoid dismissal. The parent/guardian will be included when determining an appropriate behavior support plan for the student. In some cases, a behavior contract may be the means by which various intervention and prevention services are identified and made available to a student.

Support services to assist a student in avoiding a dismissal may also be available through local and state governmental agencies, community-based organizations and institutions of higher education.

Approved: December 12, 2017

SVCMS-JLC Student Health Services and Requirements

See SVCMS-J and SVVSD-JLC.

SVCMS-JLC-R Student Health Services and Requirements (Special Health Problems)

See SVCMS-J and SVVSD-JLC-R.

SVCMS-JLCB Immunization of Students

See SVCMS-J and SVVSD-JLCB.

SVCMS-JLCC Communicable/Infectious Diseases

See SVCMS-J and SVVSD-JLCC.

SVCMS-JLCD Administering Medications to Students

See SVCMS-J and SVVSD-JLCD.

SVCMS-JLCD-E Written Plan - Administration of Medical Marijuana to Qualified Students

See SVCMS-J and SVVSD-JLCD-E.

SVCMS-JLCD-R Administering Medications to Students

See SVCMS-J and SVVSD-JLCD-R.

SVCMS-JLCDA Students with Food Allergies

Potentially life-threatening food allergies of one kind or another exist in most classrooms at the school. The school cannot guarantee that a student will not have an allergic reaction while at school and the school makes no representation to provide a nut-free or allergen-free environment. Individual notices will be sent out to each classroom that has a severe allergy. Families with students in a classroom with a student who has a life-threatening food allergy are asked to follow the guidelines for community/birthday snacks and avoid allergy products.

No nuts or products containing nuts are served for group snacks in the Primary classrooms if there is a known nut-allergic student in the classroom. All lunches and snacks are consumed in the classroom and the same tables that are used for works are used for lunch. The option of a nut-free table at lunch is offered to students with nut allergies. The school does not restrict the content of student lunches and can make no representation that a nut-free environment is provided. Staff clean the tables before and after lunch with a food surface sanitizer. Staff that supervise lunch in the classroom receive training from the nurse consultant on emergency medications for allergies.

With Back-to-School materials and notifications, the parent community is advised of SVCMS's No Food Sharing Policy in regards to personal snacks and lunches brought from home as well as notified of food allergies in their student(s) classroom(s). SVCMS requests that any food items that are brought into the school to be shared for special events during school hours such as birthdays and holidays, be commercially prepared, labeled as to the allergen content, and free of the known allergens in the classroom community. However, the school cannot guarantee compliance with this request. SVCMS recommends that students with potentially life-threatening allergies keep extra safe snacks at school that can be consumed. Arrangements for keeping safe snacks at school can be made directly with the Lead Guide of the classroom or via the Health Clerk.

Food Sensitivities:

The Board recognizes that we live in an age of increased awareness regarding individual food sensitivities. If parents have concerns regarding group snack or special occasions, parents have the option to send a supply of snacks for their child to consume in these instances. Please speak with the Lead Guide of the classroom to make these arrangements. If there is a significant health concern, i.e. celiac disease or a life-threatening allergy, please notify the Health Clerk.

Approved: December 12, 2017

SVCMS-JLCDC Medically Necessary Treatment in a School Setting

See SVCMS-J and SVVSD-JLCDC.

SVCMS-JLCDC*R Authorizing Private Health Care Specialists to Provide Medically Necessary Treatment in a School Setting

See SVCMS-J and SVVSD-JLCDC*R.

SVCMS-JLCE First Aid and Emergency Medical Care

No treatment of injuries except first aid shall be permitted in the schools. First aid is that immediate help given by the best qualified person at hand in case of accident or sudden illness.

The Head of School or designee shall maintain a First Aid Team including sufficient staff members with current first aid certification and current child/adult CPR certification. A master first aid kit shall be kept and properly maintained in each building.

Any person who in good faith provides emergency care or assistance without compensation at the place of the emergency or accident shall not be liable for any civil damages for acts or omissions in good faith. State law also exempts from civil liability certain health care providers who render emergency assistance in good faith and without compensation to persons injured in a competitive sport activity.

Treatment of injuries occurring outside school jurisdiction is not the responsibility of school employees.

No medications shall be administered to a student at any time unless the student's parent/guardian and health care practitioner have given written authorization for their use and such administration.

The school's obligation continues after the injury until the injured student has been placed in the care of the parent/guardian or emergency health personnel. Therefore, the parents/guardians of all students shall be asked to sign and submit an emergency medical authorization which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.

In all cases where the nature of an illness or an injury appears serious, the parent/guardian shall be contacted if possible and the instructions on the student's emergency card followed. In extreme emergencies, where there is potential threat to life, limb or digit, school personnel shall immediately call emergency health personnel to arrange for transporting the student to an emergency facility on advice of emergency health personnel.

If a student's parent/guardian has provided the school with a written signed order not to resuscitate in the event of a medical emergency, school personnel nonetheless shall obtain emergency assistance. School personnel then shall attempt to notify the student's parent/guardian regarding the medical emergency. If staff trained in CPR are available, immediate resuscitation measures may be undertaken only by them pending the arrival of assistance. Where the parent/guardian has given written permission to release the order not to resuscitate to emergency response personnel, the order shall be provided to such personnel.

No elementary student who is ill or injured shall be sent home alone nor shall a secondary student be sent home alone unless the illness is minor and the parent/guardian has consented in advance.

LEGAL REFS.:

C.R.S. 13-21-108 (civil immunity for persons rendering emergency assistance)
C.R.S. 13-21-108.5 (civil immunity for health care providers who assist in sports injuries)
C.R.S. 22-1-125 (requirements concerning automated external defibrillators in schools)
C.R.S. 22-1-125.5 (athletic coaches must be certified in CPR and the use of AEDs)
C.R.S. 24-10-106.5 (public entity duty of care)
1 CCR 301-96 (State Board of Education rules for the Administration of the Instruction of Cardiopulmonary Resuscitation in Public Schools Grant Program)
6 CCR 1010-6 Chapter 9-102 (first aid certification requirement)

CROSS REFS.:

GBGAB*, First Aid Training
JLCD, Administering Medications to Students
JLIB, Student Dismissal Precautions

Approved: December 12, 2017

SVCMS-JLCE-R - First Aid and Emergency Medical Care

The school is responsible for the emergency handling of accidents and sudden illness occurring at school, on school property or during school-sponsored activities or events.

1. At the time of the emergency, accident or sudden illness, the school has the responsibility for:
    a. Caring for the student
    b. Notifying the student's parent/guardian or, if they cannot be reached, following the directions given on the student's health and emergency information
    c. In extreme cases, securing professional care for the student with or without the permission of the parent/guardian
2. In case of any serious injury or illness, the parent/guardian will be notified as soon as possible.
3. In the absence of family transportation or ambulance service, the school may transport the sick or injured student to his or her home, the health care practitioner's office or the hospital. An injured student will be accompanied by a school employee. If the destination is the student's home, the school employee will ascertain that a responsible person is at home to receive the student. If possible, another adult should accompany the school employee and the sick or injured student.
4. The Head of School will design an implementation plan for the above procedures.
5. Neither the school nor the school employee administering emergency treatment will be responsible for subsequent treatment or any financial obligations incurred as a result of such services or treatment.

Note: A health care practitioner is defined as a licensed health care provider.

Approved: December 12, 2017

SVCMS-JLDAC - Screening/Testing of Students (And Treatment of Mental Disorders)

See SVCMS-J and SVVSD-JLDAC.

SVCMS-JLF Reporting Child Abuse/Child Protection

See SVCMS-J and SVVSD-JLF.

SVCMS-JLF-E Reporting Child Abuse/Child Protection

See SVCMS-J and SVVSD-JLF-E.

SVCMS-JLF-R - Reporting Child Abuse/Child Protection

See SVCMS-J and SVVSD-JLF-R.

SVCMS-JLIB - Student Dismissal Precautions

The school shall take reasonable steps to ensure the health and safety of its students during the school day. Therefore, each school shall set up procedures to validate requests for early dismissal so that students are released only for proper reasons and into proper hands.

Under no circumstances shall staff dismiss a student from school prior to the end of the school day or into any person's custody without verification and direct prior approval and knowledge of the Head of School or designee.

The Head of School or designee shall not excuse a student under the age of 18 before the end of a school day without a request from the student's parents/guardians. In keeping with this policy:

1. A student shall not be released from school early on the basis of an invalidated telephone call.
2. Students of divorced or legally separated parents may be released to a noncustodial parent only upon the approval of the custodial parent.

An elementary student shall be sent home only with a parent/guardian or, if the parent/guardian is not available, with another authorized adult.

Students in the Upper Elementary and Middle School may be dismissed to their own custody with written permission from a parent or legal guardian.

Additional precautions shall be taken by the Head of School as needs arise.

CROSS REF.:
KBBA, Custodial and Noncustodial Parent Rights and Responsibilities

Approved: September 12, 2019

SVCMS-JLJ* - Physical Activity

All school students shall be provided opportunities to engage in daily physical activity. The district shall include not less than the minimum required amount of physical activity in the schedules of students attending elementary schools, as such minimums are set forth in state law. Middle school school students shall be afforded opportunities for physical activity that are age-appropriate. Students with medical or physical limitations that may affect the student's ability to participate in a scheduled physical activity shall be provided appropriate alternative activities, consistent with federal and state law.

For purposes of this policy, "physical activity" may include but is not limited to:

1. exercise programs
2. fitness breaks
3. Recess
4. field trips that include physical activity
5. classroom activities that include physical activity
6. physical education classes

The school shall not substitute non-instructional physical activity for standards-based physical education instruction. Exceptions to required amounts of physical activity may be allowed for school closures, in accordance with law.

LEGAL REFS.:
C.R.S. 22-32-136 (policies to improve children's nutrition and wellness)
C.R.S. 22-32-136.5 (3)(a) (physical activity policy required)

CROSS REF.:
ADF, School Wellness

Approved: December 12, 2017

SVCMS-JQ Student Fees, Fines, and Charges

This subsection is under review and has not been approved by the SVCMS Board of Directors.

SVCMS-JRA/JRC Student Records/Release of Information on Students

See SVCMS-J and SVVSD-JRA/JRC.

SVCMS-JRA/JRC-R Student Records/Release of Information on Students (Notification to Parents and Students of Rights Concerning Student Education Records)

See SVCMS-J and SVVSD-JRA/JRC-R.

SVCMS-JRCA* Sharing of Student Records/Information between the School and State Agencies

See SVCMS-J and SVVSD-JRCA*.

SVCMS-JRCB Student Information Privacy and Protection

The Board is committed to protecting the confidentiality of student data obtained, created and/or maintained by the school. The Board directs school staff to manage its student data privacy, protection and security obligations in accordance with this policy and applicable law.

The scope of this Board policy is limited to a "school service", as such term is defined in the Colorado Student Data Transparency and Security Act (Act) and this policy.

Definitions
"Local administrator" means the lead administrator for a specific location, department, or area of responsibility such as a head of school or department director.

"School Service" means an internet website, online service, online application, or mobile application that:
a) Is designed and marketed primarily for use in a preschool, elementary school, or secondary school;
b) Is used at the direction of teachers or other employees of a local education provider; and
c) Collects, maintains, or uses student personally identifiable information.

A school service does not include an internet website, online service, online application, or mobile application that is designed and marketed for use by individuals or entities generally, even if it is also marketed to a United States preschool, elementary school or secondary school.

"School service contract provider" or "contract provider" means an entity, other than a public education entity or an institution of higher education, which enters into a formal, negotiated contract with a public education entity to provide a school service.

"School service on-demand provider" or "on-demand provider" means an entity, other than a public education entity, that provides a school service on occasion to a public education entity, subject to agreement by the public education entity, or an employee of the public education entity, to standard, non-negotiable terms and conditions of service established by the providing entity.

"Student personally identifiable information" or "student PII" means information that, alone or in combination, personally identifies an individual student or the student's parent/ guardian or family, and that is collected, maintained, generated, or inferred by the school, either directly or through a school service, or by a school service contract provider or school service on-demand provider.

"Security breach" means the unauthorized disclosure of student personally identifiable information by a third party.

Access, collection, and sharing within the school and district

The school shall follow applicable law and Board policy in the school or district's access to, collection, and sharing of student personally identifiable information.

School employees shall ensure that confidential student personally identifiable information is disclosed within the school or district only to officials who have a legitimate educational interest, in accordance with applicable law and Board policy.

Outsourcing and disclosure to third parties

School employees shall ensure that student personally identifiable information is disclosed to school service contract providers and school service on-demand providers only as authorized by applicable law and Board policy.

Any contract between the school and a school service contract provider shall include the provisions required by the Act, including provisions that require the school service contract provider to safeguard the privacy and security of student personally identifiable information and impose penalties on the school service contract provider for noncompliance with the contract.

In accordance with the Act, the school shall post the following on its website:

- A list of the school service contract providers that it contracts with and a copy of the terms of service; and
- To the extent practicable, a list of the school service on-demand providers that the school uses.
- A notice to on-demand services providers that, if the school ceases using or refuses to use an on-demand school service provider because the on-demand service provider does not substantially comply with its own privacy policy or does not meet the requirements specified in sections 22-16-109(2), C.R.S. and 22-16- 110(1), C.R.S., the school will post on its website the name of the on-demand service provider, with any written response that the on-demand provider may submit. The school will also notify the Colorado Department of Education, which will post on its website the on-demand provider's name and any written response.

Privacy and security standards

The security of student personally identifiable information maintained by the school is a high priority. The school shall maintain an authentication and authorization process to track and periodically audit the security and safeguarding of school-maintained student personally identifiable information.

Security breach or other unauthorized disclosure

Employees who disclose student personally identifiable information in a manner inconsistent with applicable law and Board policy may be subject to disciplinary action, up to and including termination from employment. Any discipline imposed shall be in accordance with applicable law and Board policy.

Employee concerns about a possible security breach shall be reported immediately to the local administrator. If the local administrator is the person alleged to be responsible for the security breach, the staff member shall report the concern to the next person in line of responsibility for that specific local administrator (i.e., Head of School or Board of Directors President).

When the school determines that a school service contract provider has committed a material breach of its contract with the school, and that such material breach involves the misuse or unauthorized release of student personally identifiable information, the school shall follow this policy's accompanying regulation in addressing the material breach.

Nothing in this policy or its accompanying regulation shall prohibit or restrict the district from terminating its contract with the school service contract provider, as deemed appropriate by the school and in accordance with the contract and the Act.

Data retention and destruction

The school shall retain and destroy student personally identifiable information in accordance with applicable law and Board policy.

Staff training
The district shall provide periodic in-service training to appropriate employees to inform them of their obligations under applicable law and Board policy concerning the confidentiality of student personally identifiable information.

Parent/guardian complaints
In accordance with this policy's accompanying regulation, a parent/guardian of a student may file a written complaint with the school if the parent/guardian believes the school, school service contract provider, or school service on-demand provider has failed to comply with the Act.

Parent/guardian requests to amend student personally identifiable information
Parent/guardian requests to amend his or her child's personally identifiable information shall be in accordance with the school's procedures governing access to and amendment of student education records under FERPA, applicable state law and Board policy.

Oversight, audits and review
The Head of School, or his/her designee, shall be responsible for ensuring compliance with this policy and its required privacy and security standards.

The school's practices with respect to student data privacy and the implementation of this policy shall be periodically audited by the Head of School, or his/her designee.

A privacy and security audit shall be performed by the school on an annual basis. Such audit shall include a review of existing user access to and the security of student personally identifiable information.

The Head of School, or his/her designee, shall annually review this policy and accompanying regulation to ensure it remains current and adequate to protect the confidentiality of student personally identifiable information in light of advances in data technology and dissemination. The Head of School, or his/her designee, shall recommend revisions to this policy and/or accompanying regulation as deemed appropriate or necessary.

Compliance with governing law and Board policy
The district shall comply with FERPA and its regulations, the Act, and other state and federal laws governing the confidentiality of student personally identifiable information. The district shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

LEGAL REFS.:
15 U.S.C. 6501 et seq. (Children's Online Privacy Protection Act)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 1232h (Protection of Pupil Rights Amendment)
20 U.S.C. 1415 (IDEIA procedural safeguards, including parent right to access student records)
20 U.S.C. 8025 (access to student information by military recruiters)

34 C.F.R. 99.1 et seq. (FERPA regulations)
34 C.F.R. 300.610 et seq. (IDEIA regulations concerning confidentiality of student education records)
C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)
C.R.S. 22-1-123 (district shall comply with FERPA and federal law on protection of pupil rights)
C.R.S. 22-16-101 et seq. (Student Data Transparency and Security Act)
C.R.S. 22-16-107 (2)(a) (policy required regarding public hearing to discuss a material breach of contract by school service contract provider)
C.R.S. 22-16-107 (4) (policy required regarding student information privacy and protection)
C.R.S. 22-16-112 (2)(a) (policy required concerning parent complaints and opportunity for hearing)
C.R.S. 24-72-204 (3)(a)(VI) (schools cannot disclose student address and phone number without consent)
C.R.S. 24-72-204 (3)(d) (information to military recruiters)
C.R.S. 24-72-204 (3)(e)(I) (certain FERPA provisions enacted into Colorado Law)
C.R.S. 24-72-204 (3)(e)(II) (disclosure by staff of information gained through personal knowledge or observation)
C.R.S. 24-80-101 et seq. (State Archives and Public Records Act)
C.R.S. 25.5-1-116 (confidentiality of HCPF records)

CROSS REFS.:
BEDH, Public Participation at School Board Meetings
EHB, Records Retention
GBEB*, Staff Use of the Internet and Electronic Communications
JLDAC, Screening/Testing of Students (and Treatment of Mental Disorders) JRA/JRC, Student Records/Release of Information on Students
JRCA*, Sharing of Student Records/Information between School District and State Agencies
JS*, Student Use of the Internet and Electronic Communications

Adopted: November 14, 2019

SVCMS-JRCB-R Student Information Privacy and Protection (Public Hearing and Complaint Procedures)

See SVCMS-J and SVVSD-JRCB*R.

SVCMS-JS* - Student Responsible Use of the Internet and Electronic Communications

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the school shall take reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of school technology devices to avoid contact with material or information that may be harmful to minors. For purposes of this policy, "school technology device" means any school-owned technology, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

Bring your own device (BYOD)

Students are not permitted to use their own device(s) or personal accounts.

Blocking or filtering obscene, pornographic and harmful information

Technology that blocks or filters material and information that is obscene, pornographic or otherwise harmful to minors, as defined by law, shall be in place when devices are using school networks (wireless and wired). Students shall report access to material and information that is inappropriate, offensive or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No expectation of privacy

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

Unauthorized and unacceptable uses

Students shall use school technology devices in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of school technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

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

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is unaligned with school curriculum standards and learning goals
- that contains pornographic, obscene or other sexually oriented materials
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in accordance with Policy AC-R
- for personal profit or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's

reputation
- in violation of any federal or state law or school policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator or a student's guardian

Security

Security on school technology devices is a high priority. Students who identify a security problem while using school technology devices must immediately notify a guide or Head of School. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to school technology devices
- read, alter, delete or copy (or attempt to do so) electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or school technology device

Safety

In the interest of student safety and security, the school shall educate students about appropriate online behavior, including cyberbullying awareness and response; and interacting on social networking sites, in chat rooms, and other forms of direct electronic communications.

Students shall follow digital safety best practices while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not communicate any information that might allow another person to locate him or her. Students shall not arrange personal meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in legal action and/or disciplinary action, including suspension and/or dismissal, in accordance with Board policy concerning suspension, dismissal and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school school or any network or device connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or school technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized content

Students are prohibited from using or possessing any software applications, mobile apps, services, or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

Assigning student projects and monitoring student use

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

Student use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, electronic communications and school technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in legal action and/or disciplinary action, including suspension and/or dismissal, in accordance with Board policy concerning suspension, dismissal and other disciplinary interventions. The school school may deny, revoke or suspend access to school technology or close accounts at any time.

The school's Student Responsible Use of the Internet and Electronic Communications policy is presented to and acknowledged by students and parents annually in the Annual Notifications to Parents/Guardians and Behavioral Code of Conduct presented to all parents and guardians.

School makes no warranties

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

LEGAL REFS.: 20 U.S.C. 6751 *et seq.* (Enhancing Education Through Technology Act of 2001)
47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)
C.R.S. 22-87-101 *et seq.* (Children's Internet Protection Act)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
EGAEA, Electronic Communication JB, Equal Educational Opportunities
JKD/JKE, Suspension/Expulsion of Students

Approved: December 12, 2017

SVCMS-JS*-E - Student Responsible Use of Technology, Access and Digital Communication Expectations

St. Vrain Community Montessori School offers students access to computers and the Internet to support their work. In order to provide open access to the resources, tools and equipment for teaching and learning, it is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Listed below are guidelines that outline responsible use.

I will:

- Keep private information private. (My password and identity are mine and not to be shared.)
- Treat others with respect, both online and offline.
- Report anyone who tries to use technology or the Internet to hurt or harass me to a guide or other adult.
- Strive to be a responsible digital citizen.
- Encourage others to be good digital citizens.
- Have appropriate conversations in all my interactions with others.
- Tell adults when something or someone makes me uncomfortable online
- Use technology for school-related purposes.
- Credit my sources when I am using other people's information, images or other material.
- Respect the work of other students and not copy, damage, or delete it.
- Follow school policies, rules, and regulations.
- Ask for permission before connecting my own devices to the school network.
- Take care of school technology equipment.

I will not:

- Read another student's private communications without permission.
- Use inappropriate language or pictures.
- Use communication tools or social media to speak ill of others.
- Pretend to be someone else online.
- Give out my name, password, address or any other personal information to someone I don't know.
- Give out the names and addresses of others.
- Send email to anyone who asks me not to.
- Look for, read, view, or copy inappropriate pictures or information.
- Load my own software on the school network to use at school, unless I have received written permission.
- Try to get access to or make technology or the network do things not approved by the school.
- Seek out or share passwords of others

I understand:

- That sometimes my computer work may be lost and I should be careful to back up important work.
- That some things I read on the Internet may not be true.
- That the computers and network belong to the school and that using them is a privilege, not a right.
- That the computers, network and printers may not work every day.
- That it is my responsibility to make sure that any devices I use on the school network are approved.
- That the things that I do using a school computer or network are not private and that my guides and school staff may review my work and activities at any time.
- That it is my responsibility to read and abide by the terms and conditions of SVCMS Policy JS-R and all revisions.

Consequences for misuse

- I might not be allowed to use the computers or the school network if I break these rules.
- I may be suspended or dismissed from school if I act irresponsibly.

Approved: December 12, 2017

SVCMS-JS*-R - Student Responsible Use of the Internet and Electronic Communications

General Information

The smooth operation of the school's network relies upon users adhering to established standards of proper conduct. In order to be granted access to the school's network, a user must adhere to the provisions of the school's policies and regulations governing the use of the network. Compliance with these policies is required. In general, this requires efficient, ethical, and legal utilization of the school network. If a student violates school network policies, regulations, procedures or guidelines, access to the school network may be denied and other legal or disciplinary action may be taken. The school will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school network. The school network is the property of the school and its use is a privilege, not a right. Students enrolled in the school will be granted access to the school network.

Rules of use

Students will:

- Use the school network in support of educational objectives and in a way that is consistent with the mission of St. Vrain Community Montessori School.
- Abide by local, state, and federal laws such as, but not limited to, copyright law, licensing laws, privacy laws, and school policies and regulations, as well as school and school-based guidelines.
- Abide by the responsible use agreement of any accessed network.
- Be responsible for maintaining confidentiality of passwords and protecting accounts from misuse.
- Change passwords frequently and as required by the school.
- Ensure electronic communication students send to themselves from a non- school account will meet school requirements for acceptable use.
- Access the network through their accounts and/or devices and not attempt to access using another's identity and/or device.
- Access the school network only through school-approved resources and/or services.
- Be held responsible for damage done to the SVCMS network, software, data, student accounts, hardware and for unauthorized costs incurred.

Students will not:

- Use the school network to harass any person on the basis of race, color, sex, religion, national origin, age, disability, or any other basis. (school policies and regulations prohibiting harassment apply to the use of the school network.)
- Use the school network to access, process, generate, or distribute pornographic or obscene material, inappropriate text or graphic files, files which may be harmful to themselves and others, or files dangerous to the integrity of the SVCMS network or others
- Attempt to circumvent security measures or filters.
- Load, install, redistribute or access software on school assets without permission from school administration(i.e., open source, illegal, not owned and licensed by SVCMS).
- Install hardware not owned or licensed by the school.
- Use the school network for private financial gain, commercial advertising, or solicitation purposes.
- Use the school network to solicit, proselytize, advocate or communicate the views of any non-school sponsored organization, or to raise or solicit funds for any non-school related or non-school sponsored entity or organization, whether for profit or non-profit.
- Use the school network to establish any non-approved website.
- Perform an act that plagiarizes the work of another without express consent.

- Spread falsehoods about a person that lowers the affected individual in the eyes of the community.
- Pretend to be someone else when sending/receiving electronic communications.
- Reveal personal information such as addresses or phone numbers of the student or others unnecessarily.
- Use the school network in such a way that would disrupt the use of the school network by other users.
- Send frivolous or excessive messages and images.
- Create, send, or forward chain letters or any other message type that causes school network congestion or interferes with the delivery of electronic communication to others.
- Send electronic communication to anyone who asks not to receive such communication.
- Forge or attempt to forge electronic messages.
- Attempt to read, delete, copy, or modify the electronic communication of other system users or interfere with the ability of other system users to send/receive electronic communication.
- Download attachments into the school system that do not meet these responsible use guidelines.
- Access the school network without permission.

Websites

- Only content and links which support the SVCMS mission and programs are acceptable, and all must comply with this regulation and its accompanying policy.
- If students prepare pages meant to officially represent the school or a school program, every link must be tested by a supervising faculty member prior to submission.
- Websites must follow Federal Fair Use Guidelines for content and follow other applicable trademark and copyright laws.
- Unapproved outside hosting of school websites is not permitted.
- School websites or other Internet venues will not contain private student information unless that information is part of a secure service authorized by the school.
- Student photos may not be used without prior parent/guardian permission in writing. Students' last names shall not accompany photos, except for secondary students. No other personally identifiable student information may be included on an openly accessible webpage/electronic messaging system (address,phone number, email address, etc.). School staff is responsible for collecting and retaining, on file, all active parent photo permits.
- Any domain used by an SVCMS organization must be owned by SVCMS.

Monitored use

- The school reserves the right to access, retrieve, print, read, disclose to third parties or otherwise monitor (i) all messages (including personal messages) sent or received through its electronic communications system; (ii) all sites visited and files downloaded on the Internet; and (iii) all other uses of the school network.
- Reasons for which the school or others authorized by it may access such information include, but are not limited to: (i) to provide for the safety and security of minors; (ii) to determine whether a violation of this policy or other school policies has occurred; (iii) to investigate and repair a failure or error in the network system; or (iv) to obtain information requested by a third party in litigation or in response to a government investigation.
- Messages sent over the school network (including personal messages) and other uses of the school network should not be considered private or confidential.
- Student use of the school network constitutes consent to access by the school or others authorized by the school to electronic messages sent and received by students to sites visited and files downloaded from the Internet and to all other uses of the school network.
- Electronic communication sent or received by students, including electronic communications on school owned equipment, as well as other documents generated through use of the school network, may be considered a public record subject to disclosure or inspection under the Colorado

Open Records Act.

Guides monitoring student use of network shall:

- Review with students the school network policies, regulations, and responsible use guidelines, including Internet safety information, guidelines for appropriate online behavior (including use of social networks), cyberbullying awareness and response, and applicable acceptable use agreements.
- Maintain supervision of students using the school network.
- Report to appropriate school personnel any inappropriate materials that are found to be accessible.
- Report to appropriate school personnel inappropriate behavior.

Damage caused by a student

- Any attempt to harm or destroy any school equipment or materials, data of another user of the school system, or any other networks is prohibited.
- Any harm or destruction that is the result of negligence to any school equipment or materials, the data of another user of the school system, or any other networks is prohibited.
- Attempts to degrade or disrupt system performance will be viewed as violations of school policy and administrative regulations.

Students will understand:

- The school is not responsible for students' inability to access or receive any outside electronic communications.
- The school system is provided on an "as-is, as-available" basis.
- The school makes no warranties of any kind, whether expressed or implied, related to the use of school computers and computer systems, including access to the Internet and electronic communications services.
- Providing access to these services does not imply endorsement by the school of the content, nor does the school make any guarantee as to the accuracy or quality of information received.
- The school shall not be responsible for any damages, losses or costs a user suffers while using the Internet and electronic communications. This includes loss of data and service interruptions.
- Use of any information obtained via the Internet and electronic communications is at the student's own risk.
- The school does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.
- Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the school.

Consequences

Parents and students have received this regulation and its accompanying policy through the Annual Notifications to Parents/Guardians and Behavior Code of Conduct and acknowledge these policies and agree to the same.

Failure to adhere to school policies, regulations, procedures or guidelines regarding the use of the school network may result in immediate suspension of access to the school network. Violation may also result in disciplinary action including, but not limited to suspension, dismissal, and liability for damages. Students may also be subject to all civil and criminal penalties as defined in any applicable local, state or federal laws.

Approved: December 12, 2017