

NORWOOD PUBLIC SCHOOLS
STUDENT CODE OF CONDUCT



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STUDENT CODE OF CONDUCT

The Guidelines Section includes behaviors and disciplinary actions that indicate to the student and parent(s) the seriousness of the behavior and at the same time provide the school personnel with an additional opportunity to aid the student to develop better self-discipline. In all situations, parental/guardian contact shall be made to provide for communication and cooperation in developing positive student behavior. The Guidelines Section applies to conduct occurring on school grounds, in a vehicle owned, leased or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee or at a school sponsored activity or athletic event. 4

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The Board of Education believes school is an appropriate setting for all children and youth. The Student Code of Conduct is designed to support this concept by developing, through reasonable and consistent practices, appropriate student behavior patterns. Those behaviors and disciplinary actions set forth in the Code are designed to serve as learning experiences for students. The purpose of this policy is to establish a renewed trust based on the humane values of self-respect and respect for others. No student has the right to interfere with the education of fellow students. If dialogue is interrupted or destroyed, then the bonds that hold us together are broken. It is thus the responsibility of each student to respect the rights of all who are involved in the educational process. Members of the school community, students, parents, and school staff have the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult, harassment or injury, and to provide maximum opportunities for learning for each student.

GUIDELINES SECTION

The Guidelines Section includes behaviors and disciplinary actions that indicate to the student and parent(s) the seriousness of the behavior and at the same time provide the school personnel with an additional opportunity to aid the student to develop better self-discipline. In all situations, parental/guardian contact shall be made to provide for communication and cooperation in developing positive student behavior. The Guidelines Section applies to conduct occurring on school grounds, in a vehicle owned, leased or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee or at a school sponsored activity or athletic event.

The School District may suspend or expel a student who engages in one or more of the following specific activities while in school buildings, 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. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property. The following enumeration shall be illustrative but shall not be exclusive.

OUT OF SCHOOL SUSPENSION:

An out-of-school suspension (OSS) is the most serious consequence assigned by building administrators. The student is sent home and a parent conference, with an administrator, is required prior to the student being allowed to return to school. The length of the suspension may vary with the seriousness and/or frequency of the infraction. The length of the suspension may vary with the seriousness and/or frequency of the infraction. Suspension is from one to five and up to ten days school days in length for serious offenses. The superintendent of schools may extend suspensions for longer periods of time. During the time of suspension, a student may not be at any district facility, attend any athletic practices or contests, attend any district or school sponsored activity, or be on campus without the prior approval of that building principal or facility manager. Out of school suspension prohibits the student from attending or participating in any classes and/or activities or being on any district property during the suspension period. Out of school suspension, all school work missed will receive 75 percent credit of earned grade.

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IN-SCHOOL DETENTION:

An in-school detention (ISD) is a serious consequence assigned by building administrators. The length of the detention may vary with the seriousness and/or frequency of the infraction. During the time of ISD, a student will remain in the assigned room from 7:50-3:10. The student needs to bring work as he/she will not be allowed to move about the campus. No cell phones, ipods, computers, etc. may be accessed during the detention. Students will receive full credit for all school work assigned that day and will be able to complete test and/or projects that are due on that day.

1. VIOLATIONS AGAINST PERSONS

a. Weapon (Guns, Knives and Other Dangerous Weapons)

Carrying, bringing, using or possessing any weapon, including dangerous weapons, 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. Ref. NPS J16

Dangerous weapons shall include:

- (A) A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm;
- (B) Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- (C) A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches; or
- (D) Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

First Offense: Shall be grounds for expulsion from or denial of admission to a public school, or diversion to an appropriate alternate program: Suspended until expulsion hearing. Law Enforcement will be contacted

b. Bullying

The Board of Education recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment at school. Bullying is prohibited on all district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by the district or one of its schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

“Bullying” means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, this is intended to coerce, intimidate, or cause any physical, mental or emotional harm to any student. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance; or against whom federal and state laws prohibit discrimination. C.R.S. Ref. 22-32-109 (a)(X)(B)

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All administrators, teachers, classified staff and students share the responsibility to ensure that bullying does not occur at any district school, on any district property, at any district or school-sanctioned activities or events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. Toward that end:

- All students who believe they have been victims of bullying in any such circumstance shall immediately report it to an administrator or teacher at their school.
- All students who witness student bullying in any such circumstance shall immediately report it to an administrator or teacher at their school.
- All administrators and teachers who have any incident of bullying reported to them shall promptly forward the report(s) to the principal or principal's designee for appropriate action.
- All administrators, teachers and classified staff who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the district and building principal, and shall promptly report the bullying to the principal or principal's designee for appropriate action.
- Each building principal or principal's designee shall ensure that all reports involving student bullying in any such circumstance are promptly and thoroughly investigated, and that appropriate action is taken which may result in suspension or recommendation for expulsion.
- Any person who takes retaliatory action against a student who reports in good faith an incident of bullying shall be subject to disciplinary consequences.

SAFE-2-TELL

Safe-2-Tell provides students in all Colorado schools with an increased ability and opportunity to prevent and report violence and other inappropriate activities by making anonymous calls to 1-877-542-SAFE. The proactive and anonymous features of the program and hotline are critical. Safe-2-Tell provides the means for children and youth to take a stand, without fear of retribution, and to make a difference! For more information on this program, please go to <http://safe2tell.org/>

First Offense: Bullying Threat Assessment Evaluation

If Identified as Bullying: Penalties up to and include 1-3 day OSS. Possible referral to outside agencies., Parent Meeting

Second Offense: Bullying Threat Assessment Evaluation

If Identified as Bullying: 3-5 OSS. First Letter of Habitually Disruptive, Contact Law Enforcement, Possible Referral for a Pre-Expulsion Hearing

Third Offense: Bullying Threat Assessment Evaluation

If Identified as Bullying: Suspended until Expulsion Hearing.

c. Hazing

The Norwood School Board of Education looks upon hazing and initiations as being detestable practices because each succeeding generation of students tries to outdo the acts of previous students and

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eventually engages in activities which are degrading to the dignity, self-worth, health, and/or well-being of individual students.

Any student participating in a hazing/initiation activity will be suspended out of school by the Principal or Superintendent and shall be ordered to appear before the Board of Education. The Board may suspend the student from all extra-curricular activities for one semester. Law enforcement will be contacted.

Hazing/initiation is defined as any act that is imposed upon a student of Norwood Schools by other students of the school system because he/she is an undergraduate, a new student to the school system, a new participant in the District's sport or extra-curricular activities programs, or for any other reason which is degrading to the dignity, self-worth, health, and/or well-being of the individual.

First Offense: 1-3 days OSS. Referral to Law Enforcement appear before the Board of Education

Second Offense: 3-5 days OSS Referral to Law Enforcement appear before the Board of Education

d. Assault (w/injury)

For the purpose of this subdivision a student's intent may be inferred from the words and acts of the student. The term personal injury includes the infliction of pain for which first aid or medical attention is sought. Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk. Assault on a School Employee or School Volunteer includes any one of the following:

1. Knowingly and intentionally using force to cause personal injury;
2. Knowingly and intentionally using force in attempting to cause personal injury;
3. Recklessly causing personal injury;
4. Intentionally placing a school employee, or school volunteer in reasonable apprehension of immediate personal injury or otherwise physically threatening a school employee or school volunteer.

First Offense: Suspended until Expulsion Hearing, Law Enforcement will be contacted.

e. Injuring a school employee who is attempting to break up or prevent a physical confrontation:
Students are prohibited by the use of violence or force to cause personal injury to a school employee who is attempting to break up or prevent a physical confrontation. Such use of violence or force constitutes a substantial interference with school purposes.

First Offense: Suspended until Expulsion Hearing, Law Enforcement will be contacted.

f. Sexual Assault

For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Colorado Statutes 18-3-402. Sexually assaulting or attempting to sexually assault any person or if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person is a violation of this **Code of Conduct**. Sexual assault or attempting to sexually assault any person is a violation of this **Code of Conduct** regardless of where or when the assault occurs.

First Offense: Suspended until Expulsion Hearing, Law Enforcement will be contacted.

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g. Assault-Student (No Injury)

Attempting to cause injury to another person; intentionally placing another person in reasonable apprehension of imminent personal injury.

First Offense: One to Three Day OSS. Law Enforcement will be contacted.

Second Offense: Three to Five Day OSS. Law Enforcement will be contacted.

Third Offense: Suspended until Expulsion Hearing, Law Enforcement will be contacted.

h. Fighting

Fighting is mutual, physical combat.

First Offense: 1-3 days OSS. Referral to School Counselor.

Second Offense: 3-5 days OSS suspension. Referral to School Counselor. Behavior Plan, First Letter of Habitually Disruptive

Third Offense: Suspended until expulsion hearing.

i. Verbal or Written Abuse to Staff (Threatening)

Disrespectful language to a staff member that is threatening in nature.

First Offense: 1-3 days OSS. Law Enforcement will be contacted. First Letter of Habitually Disruptive

Second Offense: 3-5 days OSS. Law Enforcement will be contacted. First Letter of Habitually Disruptive, Possible Referral for a Pre-Expulsion Hearing

Third Offense: Suspended until Expulsion Hearing. Law Enforcement will be contacted.

j. Verbal, Written, or Behavioral Abuse to Staff (Non-threatening)

Language or behavior that is disrespectful to a staff member.

First Offense: 2 days after school detention.

Second Offense: 2 days In School Detention

Third Offense: 3-5 days OSS, First Letter of Habitually Disruptive

Fourth Offense: Suspended until Expulsion Hearing.

k. Harassment

Harassment on another student or school employee, agent or official on the basis of the person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability.

Harassment includes any physical or verbal conduct or graphic/written material which is related to a person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability and which:

- Has the purpose or effect of creating an intimidating, hostile or offensive school environment;
- Has the purpose or effect of substantially or unreasonably interfering with a student's school performance; or
- Otherwise adversely affects a student's school opportunities.

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1. Unwelcome, intentional touching

First Offense: 1-3 day OSS. Referral to Community Counselor. Law Enforcement will be contacted if such touching is sexual assault in the third degree or sexual assault on a child as defined in Colorado Statutes CRS 18-9-11, 18-3-402.

Second Offense: 3-5 day OSS. Law Enforcement will be contacted if such touching is sexual assault in the third degree or sexual assault on a child as defined in Colorado Statutes CRS 18-9-11, 18-3-402. Possible Referral for a Pre-Expulsion Hearing

Third Offense: Suspended until Expulsion Hearing. Law Enforcement will be contacted

2. Explicit and offensive sexual references or gestures;

3. Name calling or taunting on the basis of a student's gender, sexual orientation, race, color, religion, national origin or disability;

4. Language of any kind, including graffiti, which is disparaging, demeaning or threatening to others on the basis of their gender, sexual orientation, race, color, religion, national origin or disability, such as epithets or vulgar or profane jokes; and

5. Any other verbal or physical conduct which, judged from the perspective of a reasonable student of the same gender, sexual orientation, race, color, religion, national origin, or disability as the student claiming he or she was harassed, creates a hostile school environment.

First Offense: 1-3 day OSS. Law Enforcement may be Contacted

Second Offense: 3-5 OSS. Law Enforcement may be Contacted

Third Offense: Suspended until Expulsion Hearing. Law Enforcement may be Contacted

1. False Allegations Toward Staff

Any knowingly or recklessly false allegation against a staff member, written, spoken or otherwise communicated which is harmful to the reputation of the staff member, or which may impede the ability of the staff member to perform assigned duties.

First Offense: The type of consequence recommended by the building administrator will depend on the severity of the offense.

2. VIOLATIONS AGAINST PROPERTY

a. Theft

Stealing or attempting to steal property of substantial value greater than \$25.00. The parent or guardian shall also be liable to the School District for all property belonging to the School District, loaned to the student, and not returned on demand of the employee of the District authorized to make the demand.

b. Willfully Causing, Assists in Causing or Attempting to Cause Substantial Damage to Property

Any student who willfully causes or assists in causing substantial damage or attempts to cause substantial damage in any way to any property, real or personal, is subject to disciplinary action. The parent or guardian shall also be liable to the School District for all property belonging to the School District, loaned to the student, which is returned to the District in substantially damaged condition.

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Substantial damage is defined as \$25.00 or greater in material and/or labor to resolve the property damage.

First Offense: Restitution and 3 day OSS. Law Enforcement will be contacted.

Second Offense: Restitution and 5 day OSS. Law Enforcement will be contacted.

c. Arson

Intentionally setting or attempting to set a fire on or in school property.

First Offense: Suspended until Expulsion Hearing. Referral to Law Enforcement and the Fire Marshall.

d. Extortion

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

First Offense: 3 day suspension and restitution. Law Enforcement will be contacted.

Second Offense: Suspended until Expulsion Hearing. Law Enforcement will be contacted.

e. False Alarm/Bomb Threat

First Offense: Suspended until Expulsion Hearing and referral to Law Enforcement and the Fire Marshall.

f. Reckless Damage to Property

Any student who recklessly damages in any way real or personal property, is subject to disciplinary action. The parent(s) or guardian shall also be liable to the School District for all property belonging to the School District loaned to the student, which is returned to the District in substantially damaged condition.

First Offense: 1-3 day ISD Restitution will be made.

Second Offense: 1-5 day OSS and restitution.

3. VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD MORALS

a. Public Indecency

Staff will utilize the definition for Public Indecency as found in Colorado Statute 18-7-301, 18-7-302

First Offense: 1-3 Day OSS. Law Enforcement Contacted

Second Offense: Suspended until Expulsion Hearing. Referral to Law Enforcement

b. Vulgarity/Profanity

Written or oral language that is disgusting and/or repulsive, but does not constitute harassment.

First Offense: Student/parent(s) notification and 1-5 hours after school detention.

Second Offense: 1-5 Day ISD

Third Offense: 3-5 Day OSS

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c. Possession of Obscene or Pornographic Literature Materials or Electronic Image

Students are prohibited from possessing pornographic or obscene books, magazines, pictures or material of any kind

First Offense: 1-3 days OSS. Referral to Law Enforcement

Second Offense: 3-5 days OSS Referral to Law Enforcement

Third Offense: Suspended until Expulsion Hearing. Referral to Law Enforcement

Sexting – The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.

d. Plagiarism

Turning in someone else's work as your own

- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

First Offense: Student, teacher, parent, and principal conference and resubmittal of plagiarized assignment for partial credit.

Second Offense: Student receives ZERO credit on the assignment and parents will be notified. Future consequences are discussed.

Third Offense: Failing course grade for quarter

e. Cheating

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Cheating includes:

- copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
- giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy

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- taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- using summaries/commentaries (*Cliffs Notes, Spark Notes, etc.*) in lieu of reading the assigned materials

First Offense: Student receives ZERO credit on the assignment/test/project

Second Offense: Student receives ZERO credit on the assignment; a meeting is called with administration, teacher, and parents. Other consequences are discussed.

Third Offense: Failing course grade for quarter

4. VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

The Board of Education recognizes that the unlawful or unauthorized student use, possession, distribution, gift, purchase, exchange or sale of alcohol or drugs is detrimental to the health, welfare and safety of all students involved in such practices. Therefore, the Board of Education assumes its responsibility for adopting a policy that will minimize these detrimental effects by providing drug and alcohol abuse prevention programs designed to educate students regarding the harmful effects of drug and alcohol abuse, and to develop decision-making skills regarding such substances.

Student possession, use, distribution, gift, purchase, exchange, sale or being under the influence of illegal drugs or alcohol is prohibited on all district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by the district or one of its schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. The Board of Education believes that effective prevention and treatment of drug and alcohol abuse requires the combined efforts of parents and the district. Therefore, the Board of Education supports the concept that parents have the responsibility to cooperate with the district in attempting to prevent drug and alcohol abuse problems and to seek help from public and private agencies for students involved in drug and alcohol abuse.

a. Possession or Use of Drugs, Alcoholic Beverages, Controlled Substances or Imitation Controlled Substances or Being Under the Influence of Drugs, Alcoholic Beverages, Controlled Substances or Imitation Controlled Substances

Possession includes any knowing and voluntary having, taking, receiving or handling of drugs, alcoholic beverages or controlled/imitation controlled substances. A student is considered to be under the influence when there is evidence the student has consumed an alcoholic beverage or a controlled/imitation controlled substance and there is an impairment of the student's ability to think and act correctly and efficiently. Evidence of consumption may include the odor of alcohol on the student's breath, the odor of marijuana on the student's breath or person, other physical signs of consumption and the testimony of reliable witnesses that the student did consume alcohol or a controlled/imitation controlled substance prior to coming on to school grounds or on to a vehicle owned, leased or contracted by a school, being used for a school purpose or into a vehicle being driven

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for a school purpose by a school employee or by his or her designee or attending a school sponsored activity or athletic event. Evidence of impairment of a student's ability to think and act correctly and efficiently may include rapid mood swings, vomiting, slurring of words, lack of motor control and balance, glassy eyes and difficulty in orienting to time and place.

First Offense: 3-5 day OSS and completion of a District substance abuse assessment, evidence of a meeting with school social worker, community counselor, school counselor or other District approved personnel, to review completed assessment. Parents/guardians may choose to enroll their student in a chemical dependency program at their own expense, in lieu of the District assessment. Failure to complete the substance abuse assessment and meeting with designated school staff will result in recommendation for expulsion hearing. Law Enforcement will be contacted.

Second Offense: Suspended until Expulsion Hearing. Law Enforcement will be contacted.

b. Selling, Distributing, Intent to Distribute, or Attempted Distribution of Drugs, Alcoholic

Beverages or a Controlled/Imitation Controlled Substance

Evidence of an intent or attempt to distribute may include possession of quantities of prohibited substances greater than those reasonably considered for personal use; possession of paraphernalia associated with distribution of prohibited substances, such as but not limited to possession of scales, bags, and foil; and evidence of an exchange of prohibited substances.

First Offense: Suspended until Expulsion Hearing. Law Enforcement will be contacted.

c. Tobacco – Use of

Students found to be in use of tobacco while in the school building, or on school grounds.

First Offense: Confiscation of item, 1-3 Days ISD

Second Offense: Confiscation of item, 1-3 days OSS

Third Offense: Confiscation of item, 3-5 day OSS

Fourth Offense: Suspended until Expulsion Hearing.

5. VIOLATIONS AGAINST TRAFFIC REGULATIONS

a. Careless Driving

Driving on school grounds carelessly or without due caution so as to endanger a person or property.

First Offense: Law Enforcement contact

Second Offense: 1-3 Day ISD. Law Enforcement will be contacted.

6. OTHER VIOLATIONS

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Offenses not covered in the Policy Section or Guidelines Section may be subject to disciplinary penalties as administered in the past provided all students have been properly notified of the school rules covering the offenses as well as the possible penalties for violating school rules.

Administrative and teaching personnel may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, detention, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, law enforcement involvement, restriction of extra-curricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

6. 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 teacher 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 principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules 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. Teachers 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 teacher is authorized to immediately remove a student from the teacher'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 teacher to teach the class or other students to learn

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 district from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed.

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Principals are directed to establish procedures to implement this policy so that removals from a classroom occur in a consistent manner throughout the district. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

LEGAL REF.: C.R.S. 22-32-109.1(2)(a)(II) (policy required as part of safe school plan)

7. STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

In order to maintain a campus that focuses on the safety and welfare of all students, it may be necessary for the administration to search a student and/or their personal property. In addition, it may be necessary to seize property that may be detrimental to the student or the overall safety and welfare of the entire student body. Personal property includes, but is not limited to, lockers, desks, other storage areas, purses, backpacks, book bags, briefcases, jackets, cars, etc. The District retains the right to utilize the services of the local Law Enforcement Authorities in the detection of illegal drugs and/or contraband.

1. School lockers, student automobiles and students' persons

a. Student Lockers

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over this school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

b. Student Automobiles

Automobiles parked on school property are subject to search by the principal or the principal's designee if the principal or his or her designee has reasonable cause to believe that contraband is in or on the automobile.

c. Students' Persons

Students and their personal effects are subject to being searched by the principal or his or her designee if there is reasonable cause to believe that the student is in possession of contraband

8. CELLULAR TELEPHONES

Technology and cell phones are an invaluable resource. However, these items can be very disruptive to the learning process at school. Teachers have the discretion to allow cell phones for instructional purposes. However, if a cell phone or similar device is heard or used during class or in the hallway during the school day when it was not used for learning purposes it will be confiscated. **The phone will be given to an administrator and may be picked up at the end of the day. On the second infraction, the phone will be given to an administrator and the parents of the student must come in to retrieve the phone. Continuous violations may result in disciplinary actions.** High School Students are permitted to use cell phones during passing periods and lunch. School personnel reserve the right to inspect any cell phone if there is a reasonable suspicion that a school rule or law has been broken. Parents will be notified.

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9. DRESS AND PERSONAL APPEARANCE

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

Standards of dress also include the wearing of caps and gowns by seniors at Commencement exercises. This public function is memorable for the graduating seniors of the Norwood Public Schools and the wearing of caps and gowns lends the proper dignity to the occasion. In addition, for special school functions, such as Homecoming and Prom, appropriate attire will be expected. The following are dress code **guidelines**:

- Shorts, dresses, skirts and similar items must reach mid-thigh
- No sunglasses or hats inside the building
- Spaghetti strap tops must be layered with another sleeved top, jacket or sweater
- Tank tops must be two finger width and undergarments must NOT be visible. Tank tops must also be full coverage and not reveal chest or cleavage. This applies to males and females.
- Tops made of sheer material, such as mesh or lace, may be worn when layered over another top
- Inappropriately low-cut clothing (e.g., midriffs, halter tops, tube tops, etc.) are not allowed
- Leggings and yoga pants (or other spandex type clothing) must not be so sheer that they can be seen through
- Undergarments must not be visible
- Clothing must cover the abdomen, buttocks, back and chest. This applies to males and females.
- Footwear must be worn at all times
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories or body adornments that are or contain any advertisement, symbols, words, slogans, patches or pictures that display any of the following are NOT allowed:
 - Refer to drugs, tobacco, alcohol or advocates violence
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark or other attribute denotes membership in gangs
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student Code of Conduct
 - Otherwise disrupt the teaching-learning process

Exceptions:

- Appropriate athletic clothing may be worn in physical education classes
- It is understood that the gym is still considered a classroom
- Clothing normally worn when participating in school sponsored extracurricular or sports activities may be worn to school when approved by the sponsor or coach.

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10. ABSENCES

If a student misses school because of the reasons listed in the next section, a parent or guardian must notify the school by written message upon the student's return to school.

If a student needs to leave the building for a scheduled appointment, the parent/guardian must send a note with the student, indicating the time for the student's release. The student should then sign out of the building in the office log. When a student returns to school, he/she must report back to the office for an admit slip to class.

Please note that 18 year-old students who are independent students as defined by section 152 of the Internal Revenue Code are required to abide by Norwood Public Schools attendance rules and regulations.

In School and Out of School Suspensions are excused absences and students will be permitted to complete make-up work for missed classes. Students may earn full credit for work assigned and completed during in-school suspension and may earn up to 70% for work assigned and completed during out-of-school suspension.

a. Excused Absences

VERIFIED BY PARENT/GUARDIAN – count towards maximum 9-absence policy per semester

b. Unexcused Absences

UNVERIFIED BY PARENT/GUARDIAN – count towards maximum 9-absence policy per semester

c. School Excused Absences

DO NOT count toward maximum 9-absence policy or truancy per semester, but should be within a reasonable duration

- School sponsored curriculum or extracurricular activities (Extracurricular Activities = Any interscholastic athletic or school sanctioned event or other activities as approved by administration)
- Authorized appointments with school personnel
- Death in student's immediate family or of a close relative or friend
- Illness or Medical Appointment – *original documentation required by medical personnel*
- Illness in student's immediate family – *original documentation required from medical personnel*
- Legal/court appearances – *original documentation required from court system*
- Religious holidays
- Physical emergency conditions such as fire, flood, or storm

d. Maximum Absence Policy

The maximum absence policy is enforced if a student exceeds 9 excused or unexcused absences from a class in one semester. Students **will not receive credit** for a class in which absences exceed 9 in a semester under the excused and unexcused categories.

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Students **will receive a “Loss of Credit” (LC) due to absences** for the class if they remain in the class the remainder of the semester, follow behavior expectations, and meet all course requirements by the end of the semester. A “Loss of Credit” *does not* affect a student’s GPA

Students **will receive a “Fail” (F)** if they are removed from the class for being disruptive or not following expectations, or if they do not meet the course requirements. A “Fail” *does* affect a student’s GPA.

Students will not be allowed to change or drop classes to avoid consequences of poor attendance.

Those who do change classes for legitimate reasons will have their attendance record follow them to the new class

There are NO sanctioned “skip days” at NPS. Student organized “skip days” undermine the educational process.

e. Appeals Process

Students and parent(s)/guardian(s) may appeal the loss of credit when the maximum absence policy is reached if special or unusual circumstances have led to the absences. Upon receiving notice of the loss of credit, the student and parent(s)/guardian(s) may request an appeals application. The completed application should be returned to the Principals and will be considered at the next meeting of the Appeals Committee consisting of the Counselor, Principals, and one teacher. Appeal applications will only be accepted during the first two weeks of the following semester. If additional documentation is requested by the Appeals Committee, it must be submitted by the end of the following semester. Fourth Semester appeals will be handled before the end of the school year.

Notifications/Interventions for Maximum 9-Absence Policy

Students are expected to be aware of their own status in regard to tardies and absences in classes each semester. They will receive the following information to assist them in this expectation:

- If a student is absent from class 5 times (excluding school excused absences) during a semester, a written notice from the Principal will notify the parent/guardian.
- If a student is absent from class 7 or more times (excluding school excused absences) during a semester, a written notice from the Principal will notify the parent/guardian. This notification is in regard to the maximum absences rule. This notification will also inform the student and parent(s)/guardian(s) of the loss of credit according to the maximum absence rule and information on the appeals process.

f. Truancy

An unexcused absence is one in which the student is absent from class/es without the knowledge and consent of his/her parent or guardian and/or without the approval of school officials. No graded credit will be granted for work missed when an absence is unauthorized, although teachers may still require making up missed work as a requirement of the course. Also, a student leaving the building for any reason during the day without parent/guardian permission and without signing out in the office is unauthorized and considered an unexcused absence. Absences counting toward truancy are ***cumulative*** throughout the school year and are not restricted to a particular semester.

Colorado Statute (CS22-33-107) states that a student who is absent from school without lawful excuse for 10 partial or full cumulative school days within a school year (nonconsecutive) is considered to be

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truant. It may be necessary for school authorities to file truancy with the San Miguel County Attorney's Office in these cases.

- If a student has had 3 unverified absences or more in total class periods over three school days, a letter from the Principal will notify the parent/guardian. The student will be assigned one (1) Saturday detentions.
- If a student has been absent 5 or more class periods on five school days without valid excuse, a letter from the Principal will notify the parent/guardian to inform them of a required meeting with the school and a county official (juvenile diversion).
- If a student has been absent 10 or more class periods on ten school days without valid excuse, truancy will be filed with San Miguel County.

g. Tardies

Norwood Public Schools is committed to student promptness as being educationally sound and as an important aspect of success. Promptness in appearing for class is one indication of the student's commitment and attitude towards his/her academic experiences. Therefore, Norwood Public Schools expects every student to be in class on time and will make every effort to see that each student meets his/her responsibility. There should be no students out of class during the first and last 10 minutes of an instructional period.

In case of inclement weather, the school may exercise discretion in admitting tardy students to class. Teachers will also maintain a complete record of tardiness, similar to absences, which can be used by the administration in conferring with students and parents. A student tardy due to unavoidable circumstances, as determined by the administration, may be given consideration on an individual basis.

If a student is late to school, he/she is to report to the office for an admit slip.

NOTE: Administration reserves the right to assign ISS (in school suspension) and/or OSS (out of school suspension) for chronic offenders.

Tardy to class is defined as not being in scheduled classroom at the bell. An unexcused tardy is considered late to class up to 10 minutes after which it becomes an unexcused absence.

- 2nd Tardy/ semester /class: warning
- 3rd Tardy/ semester /class: 1 lunch detention
- 4th and subsequent tardies/ semester /class may result in additional lunch detentions, ISS (in school suspension), OSS (out of school suspension) or off-campus privilege suspension

NOTE:

- Lunch detention tardies will be pulled each Monday for the PREVIOUS week
- Lunch detentions not served in the allotted time will result in after school detention for 60 minute
- A "habitually truant student" shall have the same definition as that established by state law.

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The Administration shall establish procedures concerning "habitually truant students" including, but not limited to, the development of a plan to assist a habitually truant student to remain in school, and other provisions required by state law. (ref. NSD Policy J 6.0)

11. SCHOOL BUS DISCIPLINE PLAN

The Norwood School District and the school bus drivers have initiated a School Bus Discipline Plan. Parents are urged to support the district in an effort to transport students to and from school in a safe manner. When a student chooses to disrupt the bus, he/she is jeopardizing the safety of the other students and disciplinary action will take place.

When a problem is reported, an investigation and a determination is made by the school administrator concerning the extent to which a student is involved. Once this is determined, action will be taken using the consequences in the plan.

1st Reported Violation - The student will be sent to the Principal and a disciplinary form will be sent home for the parents to review, then sign and the student will return it to school. (if the signed document is not returned, the student will not be able to ride the bus until the signed document is returned.) The student and the administrator will review behavior expectations for riding the bus.

2nd Reported Violation - The student will be sent to the principal and parents will be notified that their student will be suspended from riding the school bus for three days. A letter to the parents will indicate that continued violations will result in additional suspensions of bus riding privileges.

3rd Reported Violation - The student will be sent to the principal for disciplinary action. Parents will be notified that bus riding privileges are to be suspended for two weeks. Parents will be responsible for providing transportation to and from school. A parent and/or child conference will take place prior to resuming the riding of the bus.

Continued Violations - Continued violations will mean additional suspensions which may lead to permanent suspension from bus riding privileges for the school year.