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## INDIVIDUAL RIGHTS & RESPONSIBILITIES

Superintendent Policy Code: 8900 (06/30/2010)

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The Board of Education of Adams 12 Five Star Schools has certain powers and duties prescribed by statutes and court decisions by which it must operate the District. In addition, the Board develops and expresses its philosophy through policies which recognize and protect the rights and responsibilities of all individuals in the system, including students, teachers, administrators, and board members themselves. **Such policies include the delegation of operational authority to the Superintendent, subject to certain specific limitations.**

The board delegates responsibility to the Superintendent, and through him/her to other school personnel, to ensure knowledge of and compliance with court decisions, statutes, and District policies relating to the rights and responsibilities of all individuals in the school system.

All legal references are for information only. They provide a basis for policy and procedure, but are not to be considered a part of either.

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### IT IS THE PARENT'S/GUARDIAN'S . . .

Code: 8900 (06/30/2010)

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#### RIGHT TO:

- have their children attend school until graduation or other legal disengagement requirements are imposed.
- have all District representatives recognize their primary objective is the educational development of all children, to their maximum potential.
- have the District establish, publish, and make available for review its policies, procedures, codes and regulations.
- inquire into the facilities, environment, curriculum and competence of persons entrusted with the education of their children to the extent permitted by law.
- offer constructive suggestions and/or criticism concerning existing and/or anticipated District policies, procedures, codes, and regulations at all levels of operation.
- expect actual class sizes to be reasonable in order to ensure maximum educational benefits for all students.
- be advised of and fully discuss their child's progress and/or learning difficulties.
- be advised and fully discuss disciplinary difficulties encountered by their children and expect to have discipline fairly and consistently enforced in accordance with District school policies and procedures.
- expect that their children be provided educational materials and facilities needed to complete the prescribed course of study.
- expect school to be a safe place.
- have access to any and all student records in accordance with state law.
- expect an environment that is conducive to learning and free from prejudice.

#### RESPONSIBILITY TO:

- promote and ensure regular attendance of their children.
- support fully all District efforts in providing for a sound and successful educational program.
- become informed and advise their children about District policies, procedures, regulations, and codes.
- become personally acquainted with those directly responsible for educating their children and attending parent-teacher conferences.
- seek in a responsible manner changes in areas with which they are dissatisfied and work positively through existing channels.
- assist and support the District/school in order to ensure reasonable class sizes to maximize educational benefits for all students.
- respond in a positive and helpful manner when advised of their child's progress and/or learning difficulties.
- promote respect for District school personnel and their position of authority by responding in a positive and helpful manner when advised of disciplinary difficulties encountered by their children.
- make reimbursement for the loss and/or damage to property caused by their children.
- actively support and participate in processes that provide a safe and secure educational environment.
- support and adhere to all District procedures pertaining to any and all student record in accordance with state law.
- respect rights of teachers, students, administrators and all others who are involved in the educational process to ensure a positive learning climate.

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**IT IS THE STUDENT'S . . .**  
**Code: 8900 (06/30/2010)**

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**RIGHT TO:**

- be successful with academic achievement commensurate with student's ability and/or potential and to receive a sound affective education.
- be recognized as a unique individual and be an active participant in student wellness.
- receive a fair and equal education until graduation or other legal disengagement requirements are imposed.
- an educational environment that is conducive to learning and free from prejudices.
- obtain an education at public expense and participate in the school program (including handicapped, married, or pregnant students).
- assist in making decisions affecting school life and activities.
- express opinions verbally or in writing and distribute written materials.
- dress in such a way as to express political, ethnic, or religious viewpoints.
- be provided a review of charges relating to suspension and/or expulsion in accordance with building procedures for due process.
- expect anonymity to the extent legally possible when circumstances require giving information in discipline cases involving others.
- be provided with certain fundamental educational materials and facilities needed to complete prescribed course of study.
- be in a class of reasonable size to ensure maximum educational benefits.
- expect school to be a safe place.

**RESPONSIBILITY TO:**

- continually strive to advance to the highest degree possible by attending all classes, meeting all academic requirements and standards, and taking full advantage of all educational opportunities.
- support wellness aimed at improving the general welfare of the student, family unit, staff, and community.
- attend classes daily, be on time, and attend school until age sixteen.
- respect rights of teachers, students, administrators and all others who are involved in the educational process to ensure a positive learning climate.
- pursue and attempt to complete courses of study prescribed/required by the state and local authorities; make selections based upon interest, or need.
- utilize appropriate channel for expressing ideas and/or opinions.
- express opinions, ideas and philosophies in a manner which will not offend or slander others.
- dress to meet reasonable standards of propriety, safety, health and non-disruptive atmosphere.
- be aware of all rules and regulations for students' behavior and consequences for misbehavior, and conduct himself/herself in accordance with them.
- volunteer information in disciplinary cases and cooperate with school staff in disciplinary cases.
- provide reasonable care for said educational materials and facilities.
- participate in a cooperative and reasonable manner for the educational benefit of all students.
- assist school staff in maintaining a safe school.

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## IT IS THE SUPERINTENDENT'S . . .

Code: 8900 (06/30/2010)

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### RIGHT TO:

- expect the professional staff to establish and conduct a comprehensive educational program.
- recommend District policy and procedures to produce a positive and productive learning environment in all schools.
- expect the principal, with the assistance of his/her staff, to establish reasonable rules and regulations for their building.
- expect building staffs to exercise judicious judgment in enforcing District and building policy and procedures for student discipline.
- expect building staffs to recognize the rights of individuals and afford due process to all persons.
- expect students to pursue courses of study, participate in the school program, and observe and uphold the rules and regulations of the school.
- expect students to recognize and refrain from infringing upon the personal rights of others.
- enlist the assistance of students in setting and maintaining standards for student conduct.

### RESPONSIBILITY TO:

- assist the instructional staff and supervisory personnel in establishing and conducting a quality educational program.
- direct and assist building staffs in implementing programs to help all students achieve in their academic programs.
- provide well-developed goals, policy and procedure which define the parameters of authority and responsibility for all employees.
- enlist the assistance of building staffs in developing rules and regulations for student conduct and discipline consistent with District policy and procedures.
- ensure the safety of students and school personnel, insofar as is practical within the law.
- ensure each person receives the benefits of due process through notice of charges, a fair hearing, and an impartial decision.
- enforce and support the staff in the reasonable enforcement of policies, rules and regulations of the school and of the District.
- secure legal assistance to the extent legally possible for staff members whose personal property has been damaged while carrying out assigned responsibilities.

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## IT IS THE PRINCIPAL'S . . .

Code: 8900 (06/30/2010)

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### RIGHT TO:

- expect full support and compliance of the staff, students, and other personnel with all District guidelines, rules and regulations.
- expect a positive learning environment that helps facilitate self-discipline, encourage academic success and promotes school wellness.
- establish, with the assistance of teachers, students and other personnel, building level school policies, rules, and regulations.
- impose necessary disciplinary measures including, but not limited to, detention, revoking privileges, removing a student from class, enlisting parental aid and teacher aid, suspending, or recommending expulsion from school.
- establish supervisory duty schedules to aid in the control of students.
- assess and collect from students or their parents money for restitution of damage to school property in the manner and to the extent allowed by law.
- expect reasonable class sizes be funded to ensure maximum educational benefits for all students.
- expect school to be a safe place.
- supervise all building/unit personnel.
- expect parents/guardians to respond in a positive helpful manner when informed of learning difficulties encountered by the student.
- administer the school in an atmosphere free from threats, intimidations, harassments, racial, sexual and/or religious prejudices.

### RESPONSIBILITY TO:

- administer the school according to statute and the policies of the Board of Education and make a District "Board Policy Handbook" available to all staff members and, upon request, to parents and students.
- create and maintain a positive school atmosphere with the aid of students, staff and parents.
- implement, communicate and enforce the established policies, rules, and regulations with the objective of creating a positive learning situation and fostering self-discipline.
- support the staff in the reasonable enforcement of policies, rules, and regulations of the school and of the District, involve affected professional personnel in the disposition of disciplinary referrals, and ensure that due process is afforded all students.
- assist the staff in identifying appropriate disciplinary measures.
- ensure supervisory needs are met, that requirements on staff are fair and reasonable.
- ensure that board policy and administrative procedure are followed and enforced.
- administer the schools' resources in order to ensure maximum educational benefits for all students.
- assist staff and students in maintaining a safe school.
- ensure that due process is afforded to all personnel.
- advise and fully discuss in a positive manner with parents/guardians learning difficulties encountered by the student.
- support an atmosphere free from intimidation, harassments, and prejudices.

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## IT IS THE TEACHER'S . . .

Code: 8900 (06/30/2010)

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### RIGHT TO:

- teach in a positive atmosphere free from threats, intimidations, harassments, racial, sexual, and/or religious prejudices.
- develop personal and professional skills.
- expect due process procedures to be in effect at all times.
- receive the support of the Board of Education, school District personnel and principal in establishing a positive learning environment and implementing the curriculum.
- be provided appropriate and sufficient instructional materials to implement the curriculum.
- assist in the formulation and compliance of guidelines, rules and regulations with full support from administrative personnel.
- impose disciplinary measures consistent with the guidelines, rules and regulations adopted to enforce the District policy.
- receive support from other members of the professional team in the disposition of behavior referrals, and be informed of action proposed or taken.
- receive school District assistance in legal actions against persons suspected of vandalism against personal property, to the extent legally permissible.
- be informed if the teacher's professional judgment is questioned.
- have access to all adopted policies and administrative procedures.
- express personal and/or professional opinions.
- make recommendations for development and enrichment of the school District curriculum.
- expect school to be a safe place.
- teach a class of reasonable size to ensure maximum educational benefits for all students.
- expect parents/guardians to respond in a positive helpful manner when informed of learning difficulties encountered by the student.
- offer constructive suggestions and/or criticism concerning existing and/or anticipated District policies, procedures, codes, and regulations at all levels of operation.
- receive school District assistance in appropriate actions against persons suspected of vandalism against personal property, to the extent legally permissible.

### RESPONSIBILITY TO:

- support an atmosphere free from intimidation, harassments, and prejudices.
- utilize appropriate opportunities for personal and professional growth.
- support and utilize guidelines, rules and regulations that pertain to individual rights and due process.
- exercise professional knowledge and skills in the delivery of courses of studies which will be rewarding to students and support the District curriculum.
- identify instructional materials needed and notify appropriate personnel relative to those needs.
- develop and adhere to the guidelines, rules and regulations that have been developed by the staff to enforce the District policies.
- establish classroom disciplinary measures consistent with the guidelines, rules and regulations adopted by the staff to enforce the District policies.
- report incidents of vandalism, etc. against personal property.
- be present if the teacher's professional judgment is questioned.
- become familiar with all District adopted policies and administrative procedures.
- express opinions in a professional non-slanderous manner.
- instruct, evaluate and enrich the established District curriculum.
- assist school staff in maintaining a safe school.
- plan and organize instruction to ensure the maximum educational benefits for all students.
- advise and fully discuss in a positive manner with parents/guardians learning difficulties encountered by the student.
- seek in a responsible manner changes in areas with which they are dissatisfied and work positively through existing channels.
- report incidents of vandalism, etc., against personal property to appropriate personnel.

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## IT IS THE CLASSIFIED EMPLOYEE'S . . .

Code: 8900 (06/30/2010)

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### RIGHT TO:

- expect full support of the staff, students and other personnel within all District guidelines, rules and regulations.
- work in an environment that is free from prejudices.
- develop personal and professional skills.
- expect due process procedures that are fair, consistent, and well-defined.
- receive the support of the Board of Education and District No. 12 personnel in establishing a positive working environment.
- be provided appropriate and sufficient training, materials and equipment necessary to perform job responsibilities.
- be recognized as a viable member of the organization with full support from teachers, parents and administrative personnel.
- impose disciplinary measures and act in the absence of certified personnel consistent with the guidelines, rules and regulations adopted to enforce the District policy.
- have job responsibilities clearly defined.
- receive school District assistance in appropriate actions against persons suspected of vandalism against personal property, to the extent legally permissible.
- have access to all policies and administrative procedures.
- have input into school District policies and procedures which affect classified employees.
- express personal and/or professional opinions.
- expect school to be a safe place.
- offer constructive suggestions and/or criticism concerning existing and/or anticipated District policies, procedures, codes, and regulations at all levels of operation.

### RESPONSIBILITY TO:

- provide support to staff, students and other personnel within all District guidelines, rules and regulations.
- respect rights of staff, students and parents.
- utilize opportunities for personal and professional growth.
- support and utilize guidelines, rules and regulations that pertain to individual rights and due process.
- exercise professional knowledge and skills in the support of the educational programs.
- identify training, materials and/or equipment needs and notify appropriate personnel.
- support and adhere to guidelines, rules and regulations that have been developed to enforce the District policies.
- support and adhere to disciplinary measures that have been developed to enforce the District policies.
- perform the defined job responsibilities.
- report incidents of vandalism, etc. against personal property to appropriate personnel.
- become familiar with all District policies and administrative procedures.
- support and implement school District policies and procedures.
- express opinions in a professional manner.
- assist school staff in maintaining a safe school.
- seek in a responsible manner changes in areas with which they are dissatisfied and work positively through existing channels.