
AURORA PUBLIC SCHOOLS
Adopted January 1997
Revised June 2007
Revised December 2015

APS Code: JK.2

COMMUNICATION OF DISCIPLINARY INFORMATION

The principal or designee of each school in the Aurora Public Schools is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. This information may include offenses that occurred in Aurora Public Schools or while a student attended a school in another district. The purpose of this requirement is to make school personnel aware of situations that present a significant risk to the safety and welfare of others.

The Superintendent or designee shall issue regulations to carry out the purposes of this policy. Those regulations shall include a requirement that parents/guardians be given a copy of the discipline information shared with staff near the time that the information is given to staff and shall also include a process by which parents/guardians may challenge the accuracy of the disciplinary information given to staff, unless a hearing has already been held on the discipline at issue.

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As outlined in Board policy, student disciplinary information must be shared with any teacher who has direct contact with a student in the classroom and to any counselor who has direct contact with a student. For purposes of this regulation, "disciplinary information" means documentary records representing the following types of discipline:

- A. offenses as found under policy JK.1-R (weapons, sale or purchase of drugs, robbery, 1st or 2nd degree assault);
- B. sexual harassment; and
- C. other offenses that the principal believes should be shared, especially any infraction involving threats to person or property that indicate a substantial risk of danger to others.

Such disciplinary information shall include offenses which fall within the three categories listed above and were committed while a student attended a former school.

In addition to sharing copies of the disciplinary information described above, building administrators shall also inform staff members on an annual basis that teachers who have a student in class or counselors having direct contact with a student have the right to inspect the entire disciplinary file of such students and that they should contact the principal or designee if they wish to conduct such a review.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person without the consent of the principal or designee.

The student and/or the student's parent/guardian may challenge the accuracy of disciplinary information as outlined below.

A copy of the discipline documents provided to the teacher/counselor will be provided to the student and the student's parent/guardian at or near the time it is shared with staff. However, if a student is 18 years old or older, as required by federal law, the student's written permission will be necessary in order for the parent/guardian to receive them. The student and/or parent/guardian will be informed, when they receive a copy of the discipline documents, that the parent/guardian (or the student, if over 18) may challenge the accuracy of the disciplinary information on the basis that it is inaccurate, false or misleading. However, where the student or parent/guardian has already been provided a formal

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hearing (one which included the right to cross-examine witnesses and an impartial hearing officer) on the discipline at issue, then no further challenge will be allowed.

Challenges

The following procedures apply when a parent/guardian (or student, if over 18) challenges the statement of disciplinary information.

- Step 1. A Step 1 review will be requested, in writing, within seven days after receipt by the parent/guardian of the written statement. If the interested persons fail to file an intent to challenge within seven days after receiving a copy of the statement, the statement will stand as written and there will be no further opportunity to challenge that statement. If the parent/guardian or student challenges any part of the statement, the principal should review the part of the statement being challenged and may, by mutual agreement with the person making the challenge, delete or modify the information in question.
- Step 2. If the principal does not agree to change the written statement as requested during the Step 1 review, the parent/guardian or student may request a review by the Superintendent or designee within 10 days after the principal's decision not to change the written statement. This review may include a personal meeting with the parent/guardian or may be a paper review at the option of the Superintendent or designee. The request for review must be in writing and state the reasons for the request. The principal may file a written response to the parent's request for a Step 2 review to be considered by the Superintendent or designee. The Superintendent or designee will make a decision within 10 school days after receiving the request for Step 2 review. The Superintendent or designee may take whatever steps necessary to make a determination about the content of the statement, including discussing the matter privately with the parent/guardian and/or principal and making independent inquiries to determine the accuracy and/or fairness of the statement.

The Superintendent or designee may decide that the statement should be revised in accordance with the parent/guardian position or may decide to uphold the principal's statement as accurate. The Superintendent or designee's decision is final.

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Even after an appeal has been held on the disciplinary information contained in a statement, that statement may be communicated to teachers/counselors during the school year. However, if the statement has been communicated prior to the conclusion of the challenge and changes were made to the statement, the principal/designee will see that all those who received the original statement are provided a copy of the revised statement.