

## Mission Statement

*Develop responsible and  
productive members of  
society*

Strasburg School District  
31-J

**August 11th, 2021 @ 6:00 p.m.**

### **Board of Education**

Julie Winter, President

Michael Marrero, 1<sup>st</sup> Vice  
President

Ryan Dwyer, 2<sup>nd</sup> Vice President

Diana Elliott, Secretary

Dillon Kent, Treasurer

*Strasburg School Board strives to  
follow our guiding principles:*

**T** – Transparency

**R** – Respect

**U** – Unity

**T** – Trust

**H** – Honesty

## **Agenda**

### **SCHOOL DISTRICT BOARD ROOM**

Board members will meet in person at the high school video conference room. Audience may participate via zoom

Meeting ID 7193845670

Audience members will need to identify themselves to be admitted into the meeting.

### **Board Procedures:**

Board meeting time is dedicated to the mission and goals of the Strasburg 31J School District. Public opinion is valuable to the Board, and there is an opportunity during request from patrons to address the Board. Individuals who try to address the Board outside of public comment may not be recognized.

Members of the public who intend to offer public comment to the Board must sign up for comment before each Board meeting. The Board President has discretion to call on those who have signed up and set the order of speakers.

Presentations must be no more than three minutes.

**I. Opening of the Meeting**

- a. Call to Order
- b. Roll Call
- c. Pledge of Allegiance
- d. Adoption of Agenda

**II. Public Hearing & Public Participation**

**III. Board Reports/Discussion**

- a. Superintendent Search
  - i. Set work session
- b. Prairie Creek learning center land
  - i. After school day care

**IV. Superintendent Report/Discussion**

- a. Update on any changes to orders regarding COVID
- b. Cash in Lieu of Land proposal for development in Arapahoe County
- c. Purchase of land available surrounding the District

**V. Board Action items**

- a. Approval of the 2021-2022 Strat of School Plan (reopening plan)  
**Recommended Motion:** Move to adopt the 2021-2022 Reopening plan as presented by the Superintendent

- b. Policy
  - i. CBB Recruitment of the Superintendent
  - ii. GDBC Support Staff Supplementary Pay
  - iii. IC-ICA School Year School Calendar Instruction Time
  - iv. IHCD A Concurrent Enrollment
  - v. JEB Entrance Age Requirements
  - vi. JLCB Immunization of Students
  - vii. JLCD – Administering Medications to Students
  - viii. JLCDB Administration of Medical Marijuana to Qualified Students

**Recommended Motion:** Move to accept the changes to the policies as stated above within the agenda and discussed by the Board.

- c. Resolution on Remote Learning

**Recommended Motion:** Be it resolved that the Strasburg 31J School District Board of Education authorizes the following for the 2021-2022 school year:

1. Expansion of the definition of “actively engaged in the educational process” addressed in Board Policy IC/ICA, School Year/School Calendar/Instruction Time to include remote learning as a result of the COVID-19 pandemic for students provided under the supervision of a certificated or licensed teacher.
2. Attendance will be recorded at least once daily for days when instructional hours are provided, meaning a student is “actively engaged in the educational process.”

3. Student contact days may include remote learning days implemented as a result of public health and safety measures. Teacher-pupil instruction and contact time may occur in the following ways:

- Presence during in-person instruction;
- Assignments completed at home;
- Logging into the online learning platform;
- Signing an online form attesting to work completed at home;
- Student demonstration of learning;
- Responding to teacher emails and communications

d. Personnel:

New Hires

- i. Bertha Brunsvold, SES Para
- ii. Esther Aldana, SES Para
- iii. Jami Vialpando, SES Para
- iv. Kim Nichols, 1<sup>st</sup> Grade Teacher
- v. Sonja Lara, 1<sup>st</sup> Grade Teacher
- vi. Samantha Grover, SHS Para
- vii. Stephanie Hudson, SHS Para
- viii. Jean Hinojosa, SES Para
- ix. Michael Marrero, HMS Football Coach
- x. Cheryl Medina, Food Service
- xi. Michelle Martinez, Food Service
- xii. Amanda Taylor, Food Service
- xiii. Updated Sub List

**Recommended Motion:** Approve the hiring of Bertha Brunsvold, SES Para, Esther Aldana, SES Para, Jami Vialpando, 2<sup>nd</sup> Grade Teacher Kim Nichols, 1<sup>st</sup> Grade Teacher, Sonja Lara, 1<sup>st</sup> Grade Teacher, Samantha Grover, SHS Para, Stephanie Hudson, SHS Para and Jean Hinojosa, SES Para, Michael Marrero, HMS Football Coach, Cheryl Medina, Food Service, Michelle Martinez, Food Service, Amanda Taylor, Food Service, and the updated sub-list.

e. Resignations:

- i. Tracie Turek, SES Para Professional
- ii. Samantha Hassell, SES Para Professional
- iii. Sara Clark, HMS Special Ed Teacher
- iv. Danena Riggs, SHS Special Ed Teacher
- v. Stacy Pierce, SES Teacher
- vi. Sabrina Dick, SES Teacher

**Recommended Motion:** Move to approve the resignation of Tracie Turek, SES Para Professional, Samantha Hassell, SES Para Professional, Sara Clark, HMS Special Ed Teacher Danena Riggs, SHS Special Ed Teacher, Stacy Pierce, SES Teacher and Sabrina Dick, SES Teacher.

j. Approval of the minutes of, Regular Board Special Meeting June 22<sup>nd</sup>.

**Recommended motion:** I move to accept the minutes of the special school board meeting as complete and accurate.

k. Approval of claims, accounts, and financial statements, as appropriate.

**Recommended motion: I move to accept the claims, accounts, and financial statements included in the agenda as complete and accurate.**

**i. Agenda Setting**

a. Discuss agenda topics for future board meetings

b. Meeting times and dates –

**ii. Adjourn**



**Strasburg 31J**

**2021-2022**

**Academic Year**

**Plan for**

**School Start -Up**

Updated: 8-4-2021

## School Start-Up 2021-2022

This plan to start school was developed as the result of examining the feedback from surveys and face to face meetings with staff and parents.

Strasburg 31J School District will comply with all public health orders and regulations. Ensuring the health and safety of all students and staff is our top priority. However, we understand that there is always an inherent risk of contracting an illness when attending public schools and those risks will be minimized to the best of our ability.

According to MDPH, no reopening structure can ensure zero transmission and some infections are likely to occur among students, staff, and families, whether from exposure in the home, community, or in school. The American Academy of Pediatrics Colorado Chapter argues that the harms of school closures, including isolation and loss of community, will lead to adverse risks that can and should be mitigated by thoughtful prevention measures to allow a return to school.

The District strongly believes that students benefit from face-to-face instruction given in a traditional setting.

### Commitments:

- Strasburg School District is committed to the safety and well-being of its students, teachers, and staff. All decisions will be made with this leading commitment as a contributing factor and be at the forefront of the decision-making process.
- Strasburg School District is committed to providing as normal of a school year as possible.
- Strasburg School District recognizes the diversity of perspectives on the COVID-19 pandemic and will do our best to balance those perspectives while delivering a high-quality educational experience for our students.
- Strasburg School District is committed to working and communicating with all of our partners regarding decisions that could be impacted by COVID-19.
- ***Strasburg School District understands that conditions and expectations are constantly changing, and our practices and safety measures will be reviewed, updated, and communicated to our partners (students, staff and parents) as frequently as possible to ensure the safety and well-being of our students, teachers and staff.***

### Safety Measures:

#### ***Masks***

- There is no longer a state mandate requiring masks. However, if this changes and the State or Health Department requires masks for everyone, we will follow state orders.
- Individuals who are not fully vaccinated are strongly encouraged to wear a mask.
- The District will honor the right of parents to have their child wear a mask at any times.
- The District will honor the right of teachers to wear a mask at any time

- Teachers may request that students attending their classes wear a mask but there will be no adverse actions/reactions for any students not honoring the request
- All masks must meet the student dress code.

### ***Sanitation***

- Strasburg School District commits to expanding sanitation practices so that the cleanliness of the school is everyone's responsibility, not just the custodial staff
- Deep cleaning of the building will be done each night by custodial staff.
- All staff will share in ensuring that classrooms, common areas, and buses are clean.
- Staff will have cleaning supplies in classrooms, offices, kitchen, and buses and will be required to wipe down surfaces.

### **Quarantine and Social Distancing**

- At this time there are no quarantine requirements with the exception of sports and some PE classes. Students participating in those activities will be given the requirements that could potentially impact them.
- Social distancing requirements have been lifted.
- Individuals who test positive will be required to stay home while contagious or up to 10 days.

### ***Screening and Health Safety***

- Strasburg School District believes that the first point of screening of students and staff is at home, and we will work with parents and staff to ensure that they are aware of the best screening practices. The School Nurse will provide practices through posting in the information on the website [www.strasburg31j.com](http://www.strasburg31j.com)
- The District has the ability to perform a COVID test at the request of a parent/guardian or adult student.
- Hand washing will be encouraged, and foam hand sanitizing stations will be available in all classrooms and common areas.
- Temperature checks showing a fever of over 100.4 and symptoms of illness should be self-reported by families or staff members.
- A temperature scanning device may be used on all students and adults as they enter buildings.
- Any student showing a fever of over 100.4 degrees will either be placed in an isolation room or placed in an alternative room if the primary room is occupied until a parent or guardian can pick them up.
- Any staff member with a fever of 100.4 or greater will be immediately sent home without entering the building. The individual will not be allowed to mix into the population within the school.

- If a student or staff member is exhibiting symptoms of COVID-19 or any other illness they must stay home to protect the health of others.
  - Symptoms of illness may include fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- Should a student or staff member exhibit symptoms of COVID-19 after entering a building, a designated room will be available until he/she can safely return home or seek care. A parent or designee will be required to pick up their child as soon as possible following notification by a school employee.

### **Transportation**

- School buses are included in the federal order for public transportation. All drivers and passengers are required to wear a mask while on a school bus.

### **Instructional Time and Student Attendance**

- The 2021-2022 school year will begin as any other year. All students will attend classes in person, according to the district calendar.
- The District will no longer provide a full-time online option. Parents/guardians who wish to participate in an online program will need to make those arrangements on their own.
- In the unexpected event that the district must use remote learning for a short period of time, the district will utilize the same remote model as used in the 2020-2021 school year.

### **Protocol for remote learning (short-term only)**

- When students are not in class face-to-face, they will access instruction through remote learning utilizing a variety of distance learning options, including but not limited to I-READY, Schoology, and Google Classroom.
- Teachers will have the ability to record and post their classroom instruction to their individual webpage or through Schoology.
- Students will be expected to log into their remote classroom and attendance will be taken when they are not participating in face-to-face instruction.
- Calculating hours of remote learning for the purposes of determining teacher-pupil contact and teacher-pupil instruction will be based on Board Policy IC-ICA which includes the following:
  - Academic content covered
  - Student demonstrations of learning
  - Estimated times for students to complete independent work



## **School Closures**

- Snow days will no longer have an expectation of remote learning - they will be an actual snow day.

## **Sports**

- At this time there are no restrictions on the number of fans attending events, nor the number of participants for each sport.
- At this time the seasons are scheduled to be held at the normal time i.e. football, softball, cross country, and volleyball will be held in the fall.
- Players are not required to wear masks. However, if the State or county health officials issue an order, we will follow the order.

## **Resources:**

Colorado Department of Education COVID-19 toolkit. <http://www.cde.state.co.us/safeschools> (CDE).

Colorado State Government <https://covid19.colorado.gov/> Guide for COVID-1

*NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, this policy reflects legal requirements school districts must follow. This sample policy contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

## Recruitment of Superintendent

The appointment of a superintendent is a function of the Board. The Board ~~will~~shall take steps to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community and the professional staff.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. It may also, at its discretion, determine that an external search is not necessary due to a qualified internal candidate. Final selection ~~rests~~shall rest with the Board after a thorough consideration of qualified applicants.

A vote of the majority of Board members present at a Board meeting for which due notice has been given of the intended action ~~is~~shall be required for the appointment of the superintendent.

### Search process

When the Board conducts a search for the position, the writing or revising of the job description, requirements for applicants, selection procedures, and applicable deadlines ~~must~~shall be adopted at a public meeting.

Records submitted to the district by an applicant for a superintendent position ~~must~~shall remain confidential until the applicant becomes a finalist for the position. ~~If only three or fewer candidates possess the minimum qualifications for the position, said candidates are all considered finalists. Demographic data, meaning information on an applicant's race and gender that has been legally requested and voluntarily provided on the applicant's application and does not include the applicant's name or other information, of an applicant who was interviewed by the Board but not named as a finalist will be available for public inspection upon request.~~

A list of ~~the~~all finalist(s) being considered for the position ~~must~~shall be made public by the Board at least 14 days prior to appointing ~~a~~one of the finalists to fill the position. No offer of appointment ~~may~~shall be made prior to this public notice.

When an applicant becomes a finalist, all records submitted by the applicant ~~will~~shall be available for public inspection except that letters of reference or medical, psychological, and sociological data ~~must~~shall remain confidential.

(Adoption date)

LEGAL REFS.: C.R.S. 22-32-110 (1)(g) *(power to employ a CEO)*  
C.R.S. 22-44-115 (4) *(administrative contracts)*  
C.R.S. 24-6-402 (2)(d)(IV) *(outcome of a secret ballot vote must be recorded contemporaneously in the minutes)*  
C.R.S. 24-6-402 (3.5) *(search committee duties)*  
C.R.S. 24-72-204 (3)(a)(XI)(A) *(inspection of public records)*  
C.R.S. 24-72-204 (3)(a)(XI)(D) *(inspection of non-finalist applicant demographic data)*

*NOTE: Colorado's Open Meetings Law permits local boards of education to select the membership of any superintendent search committee by secret ballot. C.R.S. 24-6-402(2)(d)(IV). If the selection of the search committee is by secret ballot, the outcome of the vote must be recorded contemporaneously in the minutes. Id.*

[Revised ~~June 2021~~March 2013]  
COLORADO SAMPLE POLICY 1994©

*NOTE: The following policy, while not required by law, is highly recommended. However, the Board should be careful when adopting policies related to classified staff in order to preserve the "at-will" status of these employees. Please consult with your attorney before adopting or making any revisions to this policy. You should also review all policies in the GD section, as well as employee handbooks and other statements and documents, to ensure a consistent approach in this area. Contrary assertions in handbooks, contracts, and other writings or made verbally can create serious problems for a school district defending itself against a due process claim.*

### Support Staff Supplementary Pay/Overtime

#### Overtime

The administration ~~will~~shall determine which school district employees are subject to the state minimum wage and overtime requirements of federal law. These non-exempt employees ~~will~~shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any workweek.

Alternatively, in lieu of overtime compensation non-exempt employees may receive compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required.

A determination as to whether overtime ~~will~~shall be compensated by overtime pay or by compensatory time ~~will~~shall be made prior to the performance of the work.

An employee ~~will~~shall be permitted to use compensatory time within a reasonable period of time after making a request to the supervisor. Such requests ~~will~~shall be granted if the use of the compensatory time does not unduly disrupt the operations of the school district.

A non-exempt employee may accrue no more than 240 hours of compensatory time in accordance with federal law unless the employee's supervisor gives advice that accrual of additional hours is allowed under the law.

All overtime work ~~requires~~shall require the advance approval of the employee's principal and/or other immediate supervisor. An effort ~~must~~shall be made whenever possible not to schedule non-exempt employees for more than 40 hours per week.

All hours worked ~~must~~shall be accurately recorded in the manner required by the employee's supervisor.

#### Rates for supplementary services

District employees who put in extra hours to supervise and/or serve community groups using school facilities ~~will~~shall be paid at the rate established by the Board for such contract services. Any supplementary pay ~~will~~shall be in accordance with the greater of state or federal law.

(Adoption date)

LEGAL REFS.: Colo. Const. art. XVIII, § 15 (state minimum wage rate)  
29 U.S.C. §201 et seq. (Fair Labor Standards Act)  
29 C.F.R. Parts 510 to 794

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CROSS REF.: KF, Community Use of School Facilities

*NOTE: School districts and other public entities became subject to the Fair Labor Standards Act following a decision by the U.S. Supreme Court in 1985. Additionally, the passage of Amendment 70, (eff. 1/1/2017), raised the state minimum wage and expanded coverage to employees who are covered by either the state or federal minimum wage requirements. Colo. Const. art. XVIII, § 15. Due to the complexity and intersection of state and federal law and regulations on this subject and all the different applications in an individual school district, it is not possible to list all important requirements in either policy or procedures. Districts are advised to seek legal counsel about the application of the wage and overtime requirements in specific situations.*

[Revised ~~June 2021~~ ~~March 2008~~]  
COLORADO SAMPLE POLICY 1986©

*NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

### **School Year/School Calendar/Instruction Time**

Prior to the end of the school year, the Board must determine the length of time during which district schools must be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact must be consistent with the Board's definition of "actively engaged in the educational process," must meet or exceed the requirements of state law, and must include a sufficient number of days to allow the superintendent flexibility in preparing a calendar that supports the district's educational objectives.

The Board defines "actively engaged in the educational process" as time when students are working toward achieving educational objectives under the supervision of a licensed teacher, including:

- classroom instruction time
- individual student work time while at school, including study hall and library research
- school-related field trips
- independent study insofar as such study is allowed under district policy
- assemblies

*NOTE: For the 2021-2022 school year, the Colorado Department of Education has collaborated with the Colorado Department of Public Health and Environment to develop remote learning guidance for handling COVID-19 health concerns. The guidance includes requirements for a 100% remote learning option and temporary remote learning options.*

*To access this flexibility, local boards must utilize a governance document (e.g., board policy or resolution) if the board wishes to use a form of remote learning for the 2021-22 academic year. Local boards do not need to adopt multiple governance documents and should be cognizant of the way in which they authorize changes for the 2021-2022 school year, as the changes outlined by the Colorado Department of Education are only applicable for the upcoming school year. If a local board decides to amend board policies for the 2021-2022 school year, the board will need to update board policy again prior to the start of the 2022-2023 school year to remove the language specific to the 2021-2022 school year. If*

*the board elects to incorporate language in board policy, the following sample language may be used and inserted in the policy. If the board determines to authorize this flexibility in a board resolution, this language is not necessary in board policy.*

For the ~~2021-2022~~2020-2021 school year, the definition of “actively engaged in the educational process” includes all of the above and remote learning as a result of COVID-19 health concerns~~instruction delivered electronically and/or the use of other types of independent, remote work time~~ for students provided under the supervision of a ~~certificated~~certified or licensed teacher. “Supervision of a certificated or licensed teacher” means a certificated or licensed educator, including teachers, counselors, paraprofessionals, or other certificated or licensed staff as assigned.

Synchronous and asynchronous teacher-pupil instruction and contact time may occur during rRemote learning ~~days and~~ may include the use of: ~~[existing district online school or program, services provided with Colorado Digital Learning Solutions, assigned and prepared work packets, video conferencing, pre-recorded classes, or other method(s) utilized by the district]~~. Teacher-pupil instruction and contact time may be tracked and counted for attendance purposes occur in the following ways:

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*NOTE: Local boards must provide an explanation of the ways in which teacher-pupil instruction and contact time will occur outside the classroom during remote learning days. The list below includes some examples of ways in which CDE and Colorado districts have identified how contact time may occur and attendance count. Each local board should carefully evaluate the below that will be utilized by the district and delete or add to the list based on the local district’s needs.*

*Local boards have the option to differentiate this list based on the grade level of the students. (e.g., the educational process for preschool may be different from that for K-12 or there may be distinctions between elementary and secondary students).*

1. Presence during in-person instruction;
2. Assignments completed at home;
3. Logging into the online learning platform;
4. Signing an online form attesting to work completed at home;
5. Student demonstration of learning;
6. Responding to teacher emails or communication; or
7. *[Insert other methods the district will use].*

Attendance will be recorded at least once daily for days when instructional hours are provided, meaning a student is “actively engaged in the educational process.”

“Actively engaged in the educational process” does not include:

- lunch
- time students spend before school waiting for classes to begin and time after the last class of the day, including waiting for the bus
- recess time
- teacher preparation time
- passing periods between classes

*NOTE: For everything except lunch, the Board has discretion when determining what it means to be “actively engaged in the educational process.” For example, the time between two classes or between a class and lunch period known as “passing time” may be included in the definition when the school calendar is developed. If the Board intends to include passing time, then it should include that bulleted point under the definition of “actively engaged in the educational process” in the first set of bullets above and delete it from those activities that are not included in the definition.*

Supervision by a licensed teacher must not require that the teacher be in the student’s physical presence at all times, but that the teacher is exercising direction and control over the nature of the student’s activities.

The district will ensure that all students who are participating in remote learning will receive equitable instruction and services. Further, the district will ensure that, within the constraints of COVID-19, equitable and appropriate instruction will continue to be offered to those students requiring accommodations.

The district calendar for the next school year must be prepared by the superintendent and presented to the Board for approval in the spring of each year. The superintendent must consult with other districts in the area when preparing the calendar.

The Board authorizes the administration in each school building to issue a school calendar based on the district calendar and in accordance with this policy. Administrators are encouraged to examine instruction time and calendar issues in the context of supporting the district’s educational objectives.

Calendars must include the dates for all staff in-service programs scheduled for the upcoming school year. The administration will allow public input from parents and teachers prior to scheduling the dates for staff in-service programs.



A copy of the calendar must be provided to all parents/guardians of students enrolled in district schools. Any change in the calendar except for emergency closings or other unforeseen circumstances must be preceded by adequate and timely notice of no less than 30 days.

(Adoption date)

LEGAL REFS.: C.R.S. 22-1-112 (*school year and national holidays*)  
C.R.S. 22-32-109 (1)(n) (*duty to determine school year and instruction hours*)  
C.R.S. 22-33-102 (1) (*definition of academic year*)  
C.R.S. 22-33-104 (1) (*compulsory attendance law*)  
C.R.S. 22-44-115.5 (*fiscal emergency*)  
1 CCR 301-39, Rules 2254-R-2.06 (*school year and instruction hours; definition of contact/instruction time*)

CROSS REFS.: EBCE, School Closings and Cancellations  
JH, Student Absences and Excuses

*NOTE: State law establishes the school year as outlined below. The actual hours of teacher-student instruction may be reduced for parent/teacher conferences, staff in-service programs, and closings due to student health, safety, or welfare concerns to 1056 hours for secondary students, 968 hours for elementary students other than kindergartners, 870 hours for full-day kindergarten students, and 435 hours for half-day kindergarten students. In no case may a school schedule fewer than 160 days without specific prior approval of the commissioner of education, whether utilizing in-person instruction or remote learning (synchronous and asynchronous) time. [C.R.S. 22-32-109 (1)(n)].*

*Teacher-Pupil Instruction Minimum Hours/Days*

*Half-Day Kindergarten 450 hours (can be reduced\* to 435 hours) 160 days*  
*Full-Day Kindergarten 900 hours (can be reduced\* to 870 hours) 160 days*  
*Elementary (besides kindergarten) 990 hours (can be reduced\* to 968 hours) 160 days*  
*Secondary 1,080 hours (can be reduced\* to 1,056 hours) 160 days*

*\*Not more than 24 hours per school year may be used for parent/teacher conferences and staff in-service programs.*

*NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements school districts must follow under the Concurrent Enrollment Programs Act, C.R.S. 22-35-101 et seq. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

### Concurrent Enrollment

The Board believes that students who wish to pursue postsecondary level work while in high school should be permitted to do so. In accordance with this policy and accompanying regulation, high school students may receive course credit toward the fulfillment of high school graduation requirements for successful completion of approved postsecondary courses offered by institutions of higher education.

This policy and accompanying regulation do not apply to students seeking to enroll in postsecondary courses pursuant to the Accelerating Students through Concurrent Enrollment (ASCENT) program or a "dropout recovery program" pursuant to the Concurrent Enrollment Programs Act (the Act). Students seeking to enroll in the ASCENT program or a dropout recovery program ~~will~~shall work with district administrators and meet the Act's applicable requirements.

### Definitions

For purposes of this policy and accompanying regulation, the following definitions ~~will~~shall apply.

"Concurrent enrollment" means the simultaneous enrollment of a qualified student in a district high school and in one or more postsecondary courses at an institution of higher education. Concurrent enrollment does not include a student's simultaneous enrollment in: a district high school and in one or more secondary career and technical education courses, advanced placement courses, or international baccalaureate courses; an early college course and a postsecondary course; a p-tech school and a postsecondary course; or a district high school and a postsecondary course that does not fall within the definition of concurrent enrollment.

"Qualified student" means a person who is less than 21 years of age and is enrolled in the ninth grade or higher grade level.

*NOTE: The Act provides that students are eligible to enroll in postsecondary courses beginning in ninth grade. C.R.S. 22-35-103 (15). State law requires that, beginning with the 2020-21 school year, districts that enroll students in grades nine through twelve must provide qualified students in all grades nine through twelve the opportunity to concurrently enroll in postsecondary courses as provided in the Act. C.R.S. 22-35-104 (1)(a)(I)-(III).*

"Postsecondary course" means a course offered by an institution of higher education and includes coursework resulting in the acquisition of a certificate; an associate degree of applied sciences, general studies, arts, or science; and all baccalaureate degree programs.

"Institution of higher education" means:

- a. A state university or college, community college, junior college, or area vocational school as described in title 23, C.R.S.;
- b. A postsecondary career and technical education program that offers postsecondary courses and is approved by the state board for community colleges and occupational education pursuant to applicable state law; and
- c. An educational institution operating in Colorado that meets the Act's specified criteria.

### **Eligibility**

Qualified students seeking to enroll in postsecondary courses at the district's expense and receive high school credit for such courses ~~must~~ follow the procedure accompanying this policy, including but not limited to timely submitting an application and establishing an academic plan of study. Qualified students must meet the minimum prerequisites and academic readiness for the postsecondary courses in which they seek to enroll.

The Board determines the manner in which it provides opportunities for concurrent enrollment. However, the district ~~may~~ not unreasonably deny approval for concurrent enrollment or limit the number of postsecondary courses in which a qualified student may enroll unless the district is unable to provide access due to technological capacity.

*NOTE: The Act provides that students are eligible to enroll in postsecondary courses beginning in ninth grade. C.R.S. 22-35-103 (15). State law requires that, beginning with the 2020-21 school year, districts that enroll students in grades nine through twelve must provide qualified students in all grades nine through twelve the opportunity to concurrently enroll in postsecondary courses as provided in the Act. State law also specifically states that while school Boards “may determine the manner in which concurrent enrollment opportunities are provided,” the district and school administrators “shall not unreasonably deny a qualified student approval to concurrently enroll in a postsecondary course.” Additionally, the school Board “shall not limit the number of postsecondary courses...a qualified student may concurrently enroll during the ninth, tenth, eleventh, and twelfth grade, except to the degree that the local education provider is unable to provide access to the postsecondary courses due to technological capacity.” C.R.S. 22-35-104(1)(a)(I)-(III). While “technological capacity” is not explicitly defined in law or rule, it is understood to refer to broadband limitations.*

#### **Academic credit**

Academic credit granted for postsecondary courses successfully completed by a qualified student [will](#) count as high school credit toward the Board's graduation requirements, unless such credit is denied.

High school credit [will](#) be denied if a qualified student does not receive a passing grade for the postsecondary course. High school credit [will](#) be denied for postsecondary courses that do not meet or exceed the district's academic standards. High school credit [will](#) also be denied for a postsecondary course substantially similar to a course offered by the district, unless the qualified student's enrollment in the postsecondary course is approved due to a scheduling conflict or other reason deemed legitimate by the district. Concurrent enrollment is not available for summer school.

#### **Agreement with institution of higher education**

When a qualified student seeks to enroll in postsecondary courses at an institution of higher education and receive high school credit for such courses, the district and the participating institution [will](#) enter into a written cooperative agreement in accordance with the Act.

*NOTE: The Act created a Concurrent Enrollment Advisory Board. C.R.S. 22-35-107. This Board's responsibilities include advising and assisting school districts, BOCES, and institutions of higher education in preparing cooperative agreements. The Concurrent Enrollment Advisory Board has approved model cooperative agreements between districts and institutions of higher education and has developed model applications, forms, and checklists, which are available on the Colorado Department of Education's website.*

### **Payment of tuition and additional costs**

The district will pay the tuition for postsecondary courses successfully completed by a qualified student and for which the qualified student receives high school credit.

*NOTE: Prior to SB19-176, state law allowed the Board to determine the total number of postsecondary credit hours for which the district will pay. State law now requires that, beginning with the 2020-21 school year, districts that enroll students in grades nine through twelve must provide and pay tuition for qualified students in all grades nine through twelve the opportunity to concurrently enroll in postsecondary courses as provided in the Act. The district cannot unreasonably deny approval for concurrent enrollment or limit the number of postsecondary courses in which a qualified student may enroll, unless the district is unable to provide access due to technological capacity. C.R.S. 22-35-104 (1)(a)(I)-(III). The Act, however, does limit the number of postsecondary credit hours in which a qualified student who is not a participant in the ASCENT program and has not satisfied the Board's minimum graduation requirements by the end of the student's twelfth grade year (i.e., a fifth year student) may enroll through concurrent enrollment. The statutory limit is a maximum of nine credit hours. C.R.S. 22-35-104 (1)(d).*

The tuition paid by the district for the qualified student's successful completion of an approved postsecondary course will be in accordance with the Act and the district's cooperative agreement with the institution of higher education.

*NOTE: SB19-176 repealed the provision at C.R.S. 22-35-105 (3)(b), which allowed an institution of higher education to charge additional tuition and/or associated fees to the qualified student and the qualified student's parent/guardian in addition to the tuition paid by the district. That is now prohibited. Concurrent enrollment courses are to be at no tuition cost to the qualified student and the student's parent/guardian, no matter the format or the location in which the course is delivered. The qualified student and the student's parent/guardian may be responsible for the cost of textbooks and fees.*

Prior to paying the tuition for any qualified student, the district will require the student and student's parent/guardian to sign an agreement stating if the student

fails or otherwise does not complete the postsecondary course for any reason without consent of the principal of the high school in which the student is enrolled, the student and/or the student's parent/guardian ~~must~~ repay the amount of tuition paid by the district on the student's behalf.

The qualified student and the student's parent/guardian ~~will~~ be responsible for the cost of textbooks and fees for postsecondary courses.

*NOTE: State law allows districts and institutes of higher education to have qualified students and the student's parents/guardians be responsible for the cost of any textbooks and fees for postsecondary courses. The sample language states that the qualified student and the student's parent/guardian "will be" responsible for such additional costs. The Board should review this language and may wish to consider alternative language depending on local circumstances and needs. For example, "will be" can be changed to "may be." This change would give the district discretion to determine what costs may be assessed to the qualified student and the student's parent/guardian. Districts may use other sources of funds, such as gifts, grants, and donations, to assist with textbooks and fees.*

### Transportation

The district ~~will~~ not provide or pay for the qualified student's transportation to the institution of higher education.

### Notice

Information about concurrent enrollment options ~~will~~ be made available to high school students and their parents/guardians on an annual basis. In addition, at least six weeks prior to the beginning of the enrollment period for postsecondary concurrent enrollment courses, written notice (which may be sent electronically) ~~will~~ be provided to high school students and their parents/guardians of the postsecondary courses offered at no tuition cost to qualified students at the district and at an institution of higher education, any anticipated costs of textbooks and fees to the qualified student for those courses, and the number and transferability of course credits that a qualified student may earn by enrolling in and successfully completing a concurrent enrollment course.

*NOTE: State law specifies the requirements for the required notices to high school students and their parents/guardians. See C.R.S. 22-35-104 (b)(I)-(V).*

*NOTE: State law requires schools to ensure that, in developing and maintaining each student's "individualized career and academic plan" (ICAP), the counselor or teacher explains to students and their parents/guardians the requirements for and benefits of enrolling in postsecondary courses pursuant to the Act. The explanation to students' parents/guardians shall be by electronic mail or other written form. C.R.S. 22-32-109 (1)(nn).*

Information about concurrent enrollment options and the benefits of participating in concurrent enrollment during high school will be provided to middle school students and their parents/guardians electronically at least once during the school year and at least once during the summer.

*NOTE: State law requires the community college system, in collaboration with districts, to develop and provide informational materials to the parents of 6th-8th graders explaining the benefits of participating in concurrent enrollment programs in high school. At a minimum, the community college system must provide these materials electronically at least once during the school year and once during the summer months, and may also provide the information through other appropriate means. C.R.S. 23-60-202.7.*

(Adoption date)

LEGAL REFS.: C.R.S. 22-32-109 (1)(nn) *(discussion of the requirements for and benefits of concurrent enrollment must be part of ICAP process)*  
C.R.S. 22-35-101 et seq. *(Concurrent Enrollment Programs Act)*  
C.R.S. 23-60-202.7 *(requirement to provide information concerning concurrent enrollment to parents of middle school students)*  
1 CCR 301-86 *(State Board of Education rules regarding the Administration of the Concurrent Enrollment Program)*

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CROSS REFS.: IHBK\*, Preparation for Postsecondary and Workforce Success  
IJNDAB\*, Instruction through Online Courses  
IKF, Graduation Requirements  
JFC, Student Withdrawal from School/Dropouts

[Revised ~~June 2021~~ January 2020]  
COLORADO SAMPLE POLICY 1993©

NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

### Entrance Age Requirements

A child may enter kindergarten if they are five years old on or before June 1 of the year of enrollment. Younger students who do not meet the district's entrance age requirement for kindergarten may be accepted if transferring from another kindergarten program if the principal or designee determines that placement of the student in kindergarten is appropriate.

A child may enroll in the first grade if they are six years old on or before June 1 of the year of enrollment. Younger students who do not meet the district's entrance age requirement for the first grade may be accepted if transferring from the first grade in another school or if they are determined by the district to be highly advanced gifted children.

~~A child may enter kindergarten or enroll in the first grade if they are five years old on or before [set date on or before October 1] of the year of enrollment. Younger students who do not meet the district's entrance age requirement for kindergarten may be accepted if transferring from another kindergarten program, if the principal or designee determines that placement of the student in kindergarten is appropriate. [Optional language to insert if district has developed a program plan for highly advanced gifted children: A child who is four years old on or before the district's start date for kindergarten and has been identified as a highly advanced gifted student in accordance with applicable state law may enroll in kindergarten, if the principal or designee determines that placement of the student in kindergarten is appropriate.]~~

A legal birth certificate or other acceptable record is required for enrollment age certification. The principal or designee will make exceptions to these entrance age requirements in accordance with state law pertaining to the education of military children.

(Adoption date)

LEGAL REFS.: C.R.S. 22-1-115 (school age)  
C.R.S. 22-20-204 (program plan requirements regarding highly advanced gifted children)  
C.R.S. 22-32-119 (kindergarten)  
C.R.S. 22-33-104 (1)(a) (Compulsory School Attendance Law requiring attendance for children aged 6 through 16 as of August 1)  
C.R.S. 22-54-103 (10) (sets October 1 date for funding)  
C.R.S. 22-54-103 (10.5) (defines pupil enrollment count day)  
C.R.S. 24-60-3402 (Interstate Compact on Educational Opportunity for Military Children)  
1 CCR 301-8, 2220-R-12.00 (highly advanced gifted children)

CROSS REF.: JEA, Compulsory Attendance Ages

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*NOTE 1: Beginning with the 2020-2021 school year, first-grade students no longer need to be at least 6 years old as of October 1 in order to be eligible for full-time funding. Instead, all students in grades K-12 must be at least 5 years old as of October 1 in order to be eligible for funding. State law still specifies that a district may count and receive funding only for kindergarten students who are five years old on or before October 1 of the applicable budget year or for kindergarten students who are four years old on or before the district's start date and identified as highly advanced gifted students. C.R.S. 22-54-103 (10)(b)(I)(A) & (B).*

*NOTE 2: The Interstate Compact on Educational Opportunity for Military Children, C.R.S. 24-60-3402 requires districts to enroll children of military families in kindergarten or first grade, regardless of the child's age if: (1) the child is transferring from another state and was enrolled in kindergarten or first grade in the other state; and (2) the child has a parent(s) who is active military. The Interstate Compact overrides the entrance age requirements of the School Finance Act, C.R.S. 22-54-103 (10). Please contact CDE's school finance unit for the audit requirements pertaining to this exception.*

*NOTE 3: While districts may establish an earlier admissions deadline, such as June 1, for preschool students, CDE's position is that the August 1 deadline in the Compulsory School Attendance Law extends to five-year-olds for purposes of kindergarten. C.R.S. 22-33-104 (1)(a). Districts that wish to set an earlier admissions deadline for kindergarteners should consult with their legal counsel.*

| **[Revised ~~June 2021~~September 2020]**  
COLORADO SAMPLE POLICY 1978©

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*NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

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## Immunization of Students

The Board directs the superintendent or designee(s) to annually provide parents/guardians of each student enrolled in the district a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment. The standardized immunization document includes a list of required and recommended immunizations and the age at which each immunization should be given, the school's specific immunization and exemption rates for the measles, mumps, and rubella vaccine for the school's enrolled student population for the previous school year compared to the vaccinated children standard, and a statement that the school is required to collect and report the information, but and that the school does not control the school's specific immunization rates or establish the vaccinated children standard.

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has presented one of the following, as provided by law:

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- a written authorization signed by a parent/guardian requesting local public health officials administer the immunizations;
- a certificate of medical exemption;
- a certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment; or
- a certificate of nonmedical exemption, a valid exemption for health, religious, personal or other reasons as provided by law.

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Students who do not submit an up-to-date certificate of immunization, or a written authorization signed by one parent/guardian requesting local public health officials to administer the immunizations, or a valid certificate of medical or nonmedical exemption will be suspended and/or expelled from school according to this policy's accompanying regulation.

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All information distributed to parents/guardians by the district will inform them of their rights to seek an exemption from immunization requirements.

(Adoption date)

LEGAL REFS.: C.R.S. 22-32-140 (annual distribution of standardized immunization document required)  
C.R.S. 22-33-106 (grounds for suspension, expulsion and denial of admission)  
C.R.S. 25-4-901 *et seq.* (school entry immunizations)  
6 CCR 1009-2 (school immunization requirements)

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CROSS REFS.: JF, Admission and Denial of Admission  
JFABE\*, Students in Foster Care  
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)  
JRA/JRC, Student Records/Release of Information on Students

NOTE 1: In accordance with state law, the Colorado Department of Public Health and Environment (CDPHE) has developed and provided to the Colorado Department of Education (CDE) a standardized immunization document regarding childhood immunizations. CDE shall post an updated standardized immunization document on its website on or before January 15th annually. C.R.S. 25-4-902.

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NOTE 2: Districts may determine the method of distribution for the standardized immunization document. Solely posting the document on the school district's website or in a central area of the school is not sufficient to satisfy the notice requirement, however, each school district is encouraged to post a copy of the document on its website. C.R.S. 22-32-140.

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NOTE 3: State law requires schools to make the immunization and exemption rates of their enrolled student population "publicly available upon request." C.R.S. 25-4-903 (5). The CDPHE has created a worksheet to assist schools in determining their immunization and exemption rates. To access this worksheet and related information, visit the CDPHE's website, <https://www.colorado.gov/cdphe>.

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NOTE 4: State law also requires schools, on or by February 15, 2021 and every year thereafter, to include on the standardized immunization document the school's specific immunization and exemption rates for the measles, mumps, and rubella vaccine for the school's enrolled student population for the previous school year compared to the vaccinated children standard of 95%. C.R.S. 25-4-902 (4)(b).

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**[Revised June 2021 January 2018]**  
COLORADO SAMPLE POLICY 1991©

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*NOTE: Colorado school districts are required by law to adopt a policy on this subject and the law contains specific directions as to the content or language. This sample policy contains the policy content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate policy language that meets local circumstances and needs.*

## **Administering Medications to Students**

School personnel ~~may~~**shall** not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term “medication” includes both prescription medication and nonprescription medication, but does not include medical marijuana.

Student possession, use, distribution, sale, or being under the influence of medication inconsistent with this policy ~~will~~**shall** be considered a violation of Board policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

*NOTE: The following paragraph contains language stating that the Board has adopted a policy regarding the administration of medical marijuana to qualified students. State law requires school districts to allow “primary caregivers” and school personnel who volunteer to administer medical marijuana to qualified students on school property, on a school bus, or at a school-sponsored event. C.R.S. 22-1-119.3 (3)(d)(I). State law permits Boards to adopt a policy regarding “who may act as a primary caregiver” and establishing “reasonable parameters” upon the administration and use of medical marijuana. C.R.S. 22-1-119.3 (3)(d)(III).*

The administration of medical marijuana ~~must~~**shall** be in accordance with the Board's policy on administration of medical marijuana to qualified students.

The term “nonprescription medication” includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins, and nutritional supplements.

*NOTE: CASB sample policy JLCDB\*, Administration of Medical Marijuana to Qualified Students, defines “medical marijuana” as cannabis products with a THC concentration greater than 0.3 percent, in accordance with state and federal law. As a result, administration of cannabis products with a THC concentration of 0.3 percent or less to students is covered by this policy, not CASB sample policy JLCDB\*. As provided below, a local Board of Education may elect to limit the administration of a nonprescription cannabis product with a THC concentration of 0.3 percent or less to only those products that have been approved by the federal Food and Drug Administration.*

Medication may be administered to students only when the following requirements are met:

1. Medication ~~must~~shall be in the original properly labeled container. If it is a prescription medication, the student’s name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner ~~must~~shall be printed on the container.
2. The school ~~must~~shall have received written permission from the student’s parent/guardian to administer the medication to the student and either:
  - a. written permission to administer the medication from the student’s health care practitioner with prescriptive authority under Colorado law; or
  - b. a standing medical order, if the medication is an over-the-counter medication such as Advil or Tylenol.
3. The parent/guardian ~~is~~shall be responsible for providing all medication to be administered to the student, unless it is an over-the-counter medication such as Advil or Tylenol.

*[Optional language if Board elects to limit the administration of nonprescription medications to those approved by the federal Food and Drug Administration (FDA):*

4. The nonprescription medication is a product that has been approved by the federal Food and Drug Administration (FDA).]

*NOTE: State law requires local Boards of education to adopt a policy authorizing a student to possess and self-administer any medication prescribed by a licensed health care practitioner on school grounds, upon a school bus, or at any school-sponsored event. C.R.S. 22-1-119.3; 1 CCR 301-68, Rule 6.00. However, such policy must prohibit students from possessing or self-administering medical marijuana on school grounds or at any school-sponsored event. C.R.S. 22-1-119.3 (3)(c). Such a policy is then exempt from the requirements of the Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act (the "Act"). C.R.S. 22-1-119.3 (5).*

### **Self-administration of medication for asthma, allergies, ~~or~~ anaphylaxis, or other prescription medication**

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition, or who is prescribed medication by a licensed health care practitioner may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition, or other condition for which the medication is prescribed. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication ~~must~~shall be in accordance with the regulation accompanying this policy.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition, or other condition for which the medication is prescribed may be limited or revoked by the school principal after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

*[Optional language if Board elects to stock epinephrine and allow district staff to administer epinephrine to students in emergency situations:*

### **Use of stock epinephrine auto-injectors in emergency situations**

The district ~~will~~shall have a stock supply of epinephrine auto-injectors for use in emergency anaphylaxis events that occur on school grounds. Any administration of a stock epinephrine auto-injector to a student by a district employee ~~must~~shall be in accordance with applicable state law, including applicable State Board of Education rules.

The district's stock supply of epinephrine auto-injectors is not intended to replace student-specific orders or medication provided by the student's parent/guardian to

treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition.]

*[Optional language if Board elects to stock "opiate antagonists" (i.e. naloxone) and allow district staff to administer opiate antagonists to students, staff, or others in emergency situations:*

The district ~~will~~**shall** have a stock supply of opiate antagonists to assist a student who is at risk of experiencing an opiate-related drug overdose event. For purposes of this policy, an opiate antagonist means naloxone hydrochloride or any similarly acting drug that is not a controlled substance and that is approved by the federal Food and Drug Administration (FDA) for the treatment of a drug overdose.

The stock supply of opiate antagonists may also be used to assist a district employee or any other person who is at risk of experiencing an opiate-related drug overdose event.

Administration of an opiate antagonist by a district employee to a student or any other person ~~must~~**shall** be in accordance with applicable state law.]

(Adoption date)

LEGAL REFS.: C.R.S. 12-38-132 (*delegation of nursing tasks*)  
C.R.S. 12-38-132.3 (*school nurses - over-the-counter medication*)  
C.R.S. 22-1-119 (*no liability for adverse drug reactions/side effects*)  
C.R.S. 22-1-119.1 (*Board may adopt policy to acquire a stock supply of opiate antagonists*)  
C.R.S. 22-1-119.3 (3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus, or at a school-sponsored event*)  
C.R.S. 22-1-119.5 (*Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act*)  
C.R.S. 22-2-135 (*Colorado School Children's Food Allergy and Anaphylaxis Management Act*)  
C.R.S. 24-10-101 *et seq.* (*Colorado Governmental Immunity Act*)  
1 CCR 301-68 (*State Board of Education rules regarding student possession and administration of asthma, allergy and anaphylaxis management medications or other prescription medications*)  
6 CCR 1010-6, Rule 6.13 (*requirements for health services in schools*)

CROSS REFS.: JICH, Drug and Alcohol Involvement by Students  
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)  
JLCDA\*, Students with Food Allergies  
JLCDB\*, Administration of Medical Marijuana to Qualified Students



JLCE, First Aid and Emergency Medical Care

*NOTE: The Colorado Department of Education (CDE), in collaboration with various school districts and other organizations, has created numerous guidelines regarding medication administration in the school setting. These guidelines are available on CDE's website.*

[Revised June 2021~~November 2019~~]  
COLORADO SAMPLE POLICY 1995©

*NOTE: State law requires school districts to adopt policies to allow primary caregivers to administer medical marijuana to qualified students and authorize designated school personnel to administer medical marijuana to qualified students on school property, on a school bus, or at a school-sponsored event. C.R.S. 22-1-119.3 (1) & (3)(d)(I).*

*Given that federal law regards marijuana as illegal, a district may prohibit a primary caregiver or volunteer school personnel from possessing, administering, or assisting to administer medical marijuana to a qualified student upon school grounds, on a school bus, or at a school-sponsored event only if the district loses or will lose federal funding as a result of implementing a policy allowing the previously referenced actions, the district can demonstrate a reasonable, documented expectation of lost federal funding based on federal guidance or grant requirements directly as a result of implementing such policy, and the district posts on its website in a conspicuous place a statement regarding this decision. C.R.S. 22-1-119.3 (3)(d)(IV).*

*A school may adopt policies regarding “who may act as a primary caregiver” and establishing “reasonable parameters” on the administration and use of medical marijuana on school grounds, on a school bus, and at a school-sponsored event. C.R.S. 22-1-119.3 (3)(d)(III).*

*This sample policy contains the policy content/language that CASB believes best meets the intent of the law. CASB strongly recommends that the district consult with its own legal counsel prior to the local Board’s adoption of a policy on this issue.*

### **Administration of Medical Marijuana to Qualified Students**

The Board strives to honor families’ private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, the district restricts the administration of medications, including medical marijuana, during school hours unless administration cannot reasonably be accomplished outside of school hours.

Administration of medical marijuana to qualified students must be in accordance with this policy. Administration of all other prescription and nonprescription medications to students must be in accordance with applicable law and the Board’s policy concerning the administration of medications to students.

### **Definitions**

For purposes of this policy, the following definitions apply:

1. "Designated location" means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon a school bus in Colorado, or at a school-sponsored event in Colorado.
2. "Medical marijuana" means a cannabis product with a delta-9 ~~tetrahydrocannabinol~~~~tetrahydrocannabinol~~ (THC) concentration greater than 0.3 percent.

*NOTE: This sample policy limits the definition of "medical marijuana" to cannabis products with a THC concentration greater than 0.3 percent because cannabis products with a THC concentration of 0.3 percent or less are not considered marijuana under state law and are not considered a controlled substance under federal law. See, C.R.S. 35-61-101 (7) and the federal Agriculture Improvement Act of 2018. Given this policy's definition of medical marijuana, administration of cannabis products with a THC concentration of 0.3 percent or less to students is covered by CASB sample policy JLCD, Administering Medications to Students, and not this policy.*

3. "Permissible form of medical marijuana" means nonsmokeable products such as oils, tinctures, edible products, or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical marijuana to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or on a case-by-case basis as determined by the district when adequate protections against misuse may be made. Forms of medical marijuana not included in this definition may be proposed by the qualified student's primary caregiver to the superintendent, who may authorize such a request after consultation with appropriate medical personnel chosen by the district.
4. "Primary caregiver" means the qualified student's parent, guardian, or other responsible adult over eighteen years of age who is identified by the student's parent/guardian as the qualified student's primary caregiver. In no event may another student or a staff member be recognized as a primary caregiver, unless the staff member is the student's parent/guardian. Any primary caregiver seeking access to school or district property, a school bus, or school-sponsored event for purposes of this policy must comply with the Board's policy and/or procedures concerning visitors to schools and all other applicable policies.

*NOTE: A qualified student under the age of 18 is no longer limited to having one primary caregiver; each parent or guardian can be designated as a primary caregiver. C.R.S. 25-1.5-106 (8)(b).*

5. "Qualified student" means a student who holds a valid recommendation for medical marijuana from a licensed physician and is registered with the state of Colorado (license issued by the Colorado Department of Public Health and Environment) for the use of medical marijuana and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours.

**Permissible administration of medical marijuana to a qualified student by a primary caregiver**

A qualified student's primary caregiver may administer a permissible form of medical marijuana to a qualified student in a designated location if all of the following parameters are met:

1. The qualified student's parent/guardian ~~has provided~~provides the school with a copy of the student's valid recommendation for medical marijuana from a licensed physician and valid registration from the state of Colorado authorizing the student to receive medical marijuana;
2. The qualified student's parent/guardian signs a written acknowledgment assuming all responsibility for the provision, administration, maintenance, and use of medical marijuana under state law, and releases the district from liability for any injury that occurs pursuant to this policy;
3. The qualified student's parent/guardian or primary caregiver must be responsible for providing the permissible form of medical marijuana to be administered to the qualified student;
4. The district determines, in its sole discretion, that a location and a method of administration of a permissible form of medical marijuana are available that do not create risk of disruption to the educational environment or exposure to other students;
5. Either the district determines, in its sole discretion, the location of a locked storage container to store the qualified student's medical marijuana that does not significantly delay access to or the administration of the medical marijuana in a medical emergency, or, aAfter administering the permissible form of medical marijuana to the qualified student, the student's primary caregiver ~~may~~must remove any remaining medical marijuana from the grounds of the school, district, school bus, or school-sponsored event; and
6. The district prepares, with the input of the qualified student's parent/guardian, a written plan that identifies the form, designated location(s), instructions or treatment plan for administration from one of the student's recommending physicians, and any additional protocol regarding administration of a permissible

form of medical marijuana to the qualified student. The written plan must be signed by the school administrator, the qualified student (if capable), and the qualified student's parent/guardian.

#### **Permissible administration of medical marijuana to a qualified student by school personnel**

School personnel may volunteer to store, administer, or assist in the administration of medical marijuana to a qualified student in a designated location if the following parameters are met:

1. The qualified student's parent/guardian has provided the school with a copy of the student's valid recommendation for medical marijuana from a licensed physician and valid registration from the state of Colorado authorizing the student to receive medical marijuana;
2. The qualified student's parent/guardian signs a written acknowledgment granting permission for the school personnel who volunteer to store, administer, or assist in the administration of medical marijuana under state law, and releases the district from liability for any injury that occurs pursuant to this policy;
3. The qualified student's parent/guardian or primary caregiver must be responsible for providing the permissible form of medical marijuana to be administered to the qualified student;
4. The district determines, in its sole discretion, that a location and a method of administration of a permissible form of medical marijuana are available that do not create risk of disruption to the educational environment or exposure to other students;
5. The district determines, in its sole discretion, the location of a locked storage container to store the qualified student's medical marijuana that does not significantly delay access to or the administration of the medical marijuana in a medical emergency; and
6. The district prepares, with the input of the qualified student's parent/guardian, a written plan that identifies the form, designated location(s), instructions or treatment plan for administration from one of the student's recommending physicians, and any additional protocol regarding administration of a permissible form of medical marijuana to the qualified student. The written plan must be signed by the school administrator, the school personnel who volunteer to store, administer, or assist in the administration of the medical marijuana, the qualified student (if capable), and the qualified student's parent/guardian.

#### **Additional parameters**

~~School personnel may not administer or hold medical marijuana in any form.~~

This policy conveys no right to any student or to the student's parents/guardians or other primary caregiver to demand access to any general or particular location on school or district property, a school bus, or at a school-sponsored event to administer medical marijuana.

This policy does not apply to school grounds, school buses, or school-sponsored events located on federal property or any other location that prohibits marijuana on its property.

Permission to administer medical marijuana to a qualified student may be limited or revoked if the qualified student and/or the student's primary caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.

Student possession, use, distribution, sale, or being under the influence of marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the district's federal funds are jeopardized by this policy, the Board declares that this policy must be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus, or at a school-sponsored event must not be permitted. The district must post notice of such policy suspension and prohibition in a conspicuous place on its website.

(Adoption date)

LEGAL REFS.: Colo. Const. Art. XVIII, Section 14 (*establishing qualifications for use of medical marijuana*)  
*C.R.S. 22-1-119.3 (3)(a) (Board must adopt and implement a policy including processes for the storage, possession, and administration of medical marijuana)*  
*C.R.S. 22-1-119.3 (3)(c), (d) (no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus, or at a school-sponsored event)*  
*C.R.S. 22-1-119.3 (3)(d)(I) (school personnel may volunteer to possess, administer, or assist in the administration of medical marijuana)*

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C.R.S. 22-1-119.3 (3)(d)(III) *(Board may adopt policies regarding who may act as a primary caregiver and to establish reasonable parameters on the administration and use of medical marijuana on school grounds, on a school bus, or at a school-sponsored event)*

CROSS REFS.: JICH, Drug and Alcohol Involvement by Students  
JKD/JKE, Suspension/Expulsion of Students (and Other  
Disciplinary Interventions)  
JLCD, Administering Medications to Students  
JLCE, First Aid and Emergency Medical Care

*NOTE: If the policy's provision for automatic suspension is triggered, the school district must post a statement on its website "in a conspicuous place" regarding its decision not to continue to implement this state law. C.R.S. 22-1-119.3 (3)(d)(IV).*

| **[Revised June 2021~~September 2020~~]**  
COLORADO SAMPLE POLICY 2016©

## **Resolution Addressing Remote Learning During the 2021-2022 School Year**

**Whereas**, on March 11, 2020, the World Health Organization (“WHO”) characterized COVID-19 as a pandemic, meaning the WHO identified the worldwide spread of a new disease; and

**Whereas**, on March 10, 2020, Governor Jared Polis declared a state of emergency and issued Executive Order D 2020 003 on March 11, 2020, as a safeguard against the further spread of COVID-19; and

**Whereas**, on June 11, 2021, Governor Jared Polis amended and extended Executive Order D 2020 003 through Executive Order D 2021 114; and

**Whereas** under Colo. Const. art. 9, § 15, the local Board of Education has control of instruction in its public schools; and

**Whereas**, as required by 1 CCR 301-39, the Board of Education defines "educational process," in Board Policy IC/ICA, School Year/School Calendar/Instruction Time; and

**Whereas** the Board of Education finds that ongoing COVID-19 health concerns create the need for changes to instructional delivery and the situations under which students are considered in attendance; and

**Whereas** the Colorado Department of Education provided guidance specific for the 2021-2022 school year, stating that local boards that wish to utilize a remote learning option must: include “remote learning as a result of the COVID-19 pandemic” in its definition of “actively engaged in the educational process;” describe acceptable ways in which synchronous and asynchronous teacher-pupil instruction and contact time may occur during remote learning; and acceptable ways in which attendance/participation should be documented during remote learning.

**NOW THEREFORE, BE IT RESOLVED** that the [name of LEA] Board of Education authorizes the following for the 2021-2022 school year:

1. Expansion of the definition of “actively engaged in the educational process” addressed in Board Policy IC/ICA, School Year/School Calendar/Instruction Time to include remote learning as a result of the COVID-19 pandemic for students provided under the supervision of a certificated or licensed teacher.



2. Attendance will be recorded at least once daily for days when instructional hours are provided, meaning a student is “actively engaged in the educational process.”
3. Student contact days may include remote learning days implemented as a result of public health and safety measures. Teacher-pupil instruction and contact time may occur in the following ways:
  - a. Presence during in-person instruction;
  - b. Assignments completed at home;
  - c. Logging into the online learning platform;
  - d. Signing an online form attesting to work completed at home;
  - e. Student demonstration of learning;
  - f. Responding to teacher emails or communication.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the district will ensure that all students who are participating in remote learning will receive equitable instruction and services. Further, the district will ensure that, within the constraints of COVID-19, equitable and appropriate instruction will continue to be offered to those students requiring accommodations.

**NOW, BE IT FURTHER RESOLVED** that the Superintendent is directed to keep the Board of Education informed of actions taken under this Resolution.

**NOW, BE IT FURTHER RESOLVED** this Resolution is in effect for the duration of the 2021-2022 school year, unless otherwise rescinded or extended by the Board upon a two-thirds majority vote.

**NOW, BE IT FURTHER RESOLVED** that execution of this Resolution is conclusive evidence of the Board’s approval of this action and of the authority granted herein.

Adopted and approved this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
President, on behalf of

\_\_\_\_\_  
Date

the \_\_\_\_\_ Board of Education

Strasburg School District 31J  
56729 East Colorado Avenue  
Strasburg, CO 80136  
Minutes of the Board of Education-Special Board Meeting  
June 22<sup>nd</sup>, 2021 (4:01P.M.)

CALL TO ORDER:

Meeting was called to order at 4:01 P.M. by President Julie Winter

ATTENDANCE: (Roll Call)

Board members present: Ryan Dwyer, Diana Elliott, Dillon Kent, Michael Marrero and Julie Winter.

Others participating were Monica Johnson (Superintendent of Schools).

AGENDA APPROVAL:

On a motion by Ryan Dwyer and seconded by Dillon Kent it is hereby resolved to approve the Agenda.

**AYE: Dwyer, Elliott, Kent, Marrero, Winter**

**NAY: NONE – MOTION CARRIED 5-0**

PUBLIC HEARING AND PUBLIC PARTICIPATION

BOARD REPORTS AND DISCUSSIONS

Doug Abernathy, Tim Barber and John Sattler updated the board on the Capital Projects.  
Continued discussion on the Superintendent search.

REPORT FROM SUPERINTENDENT

BOARD ACTION ITEMS:

On a motion by Dillon Kent and seconded by Ryan Dwyer, it is hereby resolved to approve the 2021-2022 budget of the Strasburg 31J School District in Adams and Arapahoe County, that the amounts shown in the presented schedule be appropriated to each fund as specified in the Adopted Budget for the ensuing fiscal year beginning July 1<sup>st</sup>, 2021 and ending June 30<sup>th</sup>, 2022.

**AYE: Dwyer, Elliott, Kent, Marrero, Winter**

**NAY: NONE – MOTION CARRIED 5-0**

On a motion by Ryan Dwyer and seconded by Dillon Kent, it is hereby resolved the Strasburg 31j School District in Adams and Arapahoe County, will participate in the November 2021 general election for the purpose of electing school board directors.

**AYE: Dwyer, Elliott, Kent, Marrero, Winter**

**NAY: NONE – MOTION CARRIED 5-0**

On a motion by Dillon Kent and seconded by Julie Winter it is hereby resolved to approve the retirement of Vicki Crouse with a modified 110 contract for the 2021-2022 school year.

**AYE: Dwyer, Elliott, Kent, Marrero, Winter**

**NAY: NONE – MOTION CARRIED 5-0**

On a motion by Julie Winter and seconded by Ryan Dwyer it is hereby resolved to accept the resignation of Joan Swanson

**AYE: Dwyer, Elliott, Kent, Marrero, Winter**

**NAY: NONE – MOTION CARRIED 5-0**

|                         |      |
|-------------------------|------|
| Julie Winter, President | Date |
| Dillon Kent, Treasurer  | Date |