



Strasburg School District 31-J Agenda

SCHOOL DISTRICT BOARD OF EDUCATION
NOVEMBER MEETING
November 8th, 2022 6:00pm – 8:00pm

Central Service Building
2102 Wagner Street, Strasburg CO 80136

Meeting is In-Person
Audience may observe via Zoom
Meeting ID 934 4855 3713

<https://ecboces.zoom.us/j/93448553713>

Board of Education

Michael Marrero, President
Dillon Kent, 1st Vice President
Daymon Johnson, 2nd Vice President
Diana Elliott, Secretary
Julie Winter, Treasurer

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

T – Transparency
R – Respect
U – Unity
T – Trust
H – Honesty

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 (5 minutes)**
 - a. **Call to Order**
 - b. **Roll Call**
 - c. **Pledge of Allegiance**
 - d. **Adoption of Agenda**

- II. **Celebration (20 min)**
 - a. **Fall Sports (Softball, Cross Country, Football & Volleyball)**
 - b. **Elementary Honor Choir**
 - c. **High School Readers Theatre**

- III. **Public Participation/General (3 minutes per individual)**

- IV. **Board Reports/Discussion (15 minutes)**
 - a. **Legislative updates**
 - b. **Other**

- V. **Superintendent Report/Discussion (12 minutes)**
 - a. **CASB Convention**
 - b. **Update on contract days**
 - c. **Tim to provide CS Construction Update & Update on Capital Projects**

- VI. **Adoption of Consent Agenda Recommended Motion (5 minutes): Move to accept all items on the consent agenda.**

Recommended Motion: I move to accept all items on the consent agenda

- a. **Recommended Motion:**
 - i. **Approval of the minutes of the regular Board meeting of 10/18/2022**
 - ii. **Approval of claims, accounts and financial statements, as appropriate**
 - iii. **Policy- Final Approval**
 1. **BBA School BD Duties**
 2. **BDA Board Organizational Mtg**
 3. **BDB Board Offices**
 4. **BE Board Meetings**
 5. **BEC Executive Sessions**
 6. **BEDA Notification of School Board Meetings**
 7. **BEDG Minutes**
 8. **BG Board Policy Process**
 9. **BGA Policy Implementation**
 10. **DJB Federal Procurement**
 11. **EF-E-1 School Meal Payments**
 12. **GDD Support Staff Vacations & Holidays**
 13. **IHAM Heal Sex Education**
 14. **IHBK Post-Secondary Workforce**
 15. **IKF Graduation Requirements**
 16. **JJD Student Activity Fees**
 - iv. **Policy- First Read**
 1. **DIA Permission Online Schools Programs**
 2. **DJB-R Federal Procurement**
 3. **EHC Safe PII**
 4. **GBI History Record**
 5. **IHAM-R Heal Sex Education**
 6. **IHBK-R Post-Secondary Workforce**
 7. **IKF-E Graduation Requirements**
 8. **JIC Student Conduct**

v. **Updated Sub List**

b. **Recommended Motion:**

New Hires:

- i. **Gail Radica 1.0 FTE, 8 hours per day, 255 days, effective October 19th, 2022 through July 31st, 2023, hourly**
- ii. **Elizabeth Monroe, .5 FTE, 3.5 hours per day, 169 days, effective November 7, 2022 through July 31st, 2023, hourly**

Separations:

- i. **Marc Crandall**
- ii. **Tony Flores**

II. Meeting Times & Dates (5 minutes)

- a. **Future agenda items**

III. Calendar Review (5 minutes)

IV. Adjourn (1 minute)



Strasburg School District 31-J Agenda

Minutes of the Board of Education Regular Meeting
October 18th, 2022 6:00pm
2102 Wagner St
Strasburg, CO 80136

CALL TO ORDER:

Meeting was called to order at 6:00pm by President Michael Marrero

ATTENDANCE: (Roll Call)

Board members present were: Diana Elliott, Daymon Johnson, Dillon Kent, Michael Marrero and Julie Winter.

Others participating were Dan Hoff (Superintendent of Schools), Brooke Kartus (Secretary to the BOE), other staff and members of the community.

ADOPTION OF THE AGENDA:

On a motion by Diana Elliot and seconded by Julie Winter, it is hereby resolved to approve the agenda as modified.

AYE: Elliott, Johnson, Kent, Marrero, Winter

NAY: NONE – MOTION CARRIED 5-0

ADOPTION OF THE MINUTES:

On a motion by Julie Winter and seconded by Dillon Kent, it is hereby resolved to approve the agenda as modified.

AYE: Elliott, Johnson, Kent, Marrero, Winter

NAY: NONE – MOTION CARRIED 5-0

CONSENT AGENDA:

On a motion by Diana Elliot and seconded by Dillon Kent, it is hereby resolved to approve the agenda as modified.

AYE: Elliott, Johnson, Kent, Marrero, Winter

NAY: NONE – MOTION CARRIED 5-0

CELEBRATION:

Security Team (Avis Devlin, Ashley Van Slyke, Scott Andrews & Officer Sedillo): Presented. Main talking points:

- Security checks of doors, key Control, Traffic Safety, Regular Safety Team Meetings, Active supervision of internal & external school campus, Attended Summit, Monthly behavior trend trainings, Fire and Police Department involvement, Literature posted, Training to all school staff and students, Utilizing the “I love you guys” protocol, Reunification procedures & kits, District wide practice drills,
- Areas of concern/focus: Vape Sensors, Cameras, Intercom system & internal door lock repair (all of these are currently underway)

Athletics (Kevin Hemphill): Presented. Main talking points:

- Thank you to the coaches
- Middle School:

- Volleyball & Football successes
- High School:
 - Cross Country, Volleyball, Softball, Football, Golf, Cheer, Unified Bowling, Soccer (with Bennett)
- Focus to involve more students- sports or other clubs & activities. Can help with direction, leadership & character
- Working on:
 - Better communication with facilities, transportation & community- huge piece of athletic success
 - Participation
 - Keeping it all about the kids

PUBLIC PARTICIPATION/GENERAL:

None

BOARD REPORTS/DISCUSSIONS:

- Legislative updates: 3 ballot items to affect the schools. 1) FF- Healthy Meals for all Students. 2) GG- Changes to language in ballot to include table of income brackets. Physical impact statement on how it will affect all agencies involved. 3) Proposition 121- Permanent reduction resulting in approximation of \$638MM to schools alone.
- Land Acknowledgement: Additional to come- scheduled for work session on 10/28 at 9:15

SUPERINTENDNET REPORT/DISCUSSION:

- Principals Month Resolution enacted
- October prelim student count: Up 36 students PPR. Strasburg 31J: 2021 1,072 students. 2022 1,171 students. 2023 1,210 students.
- Policy: SPU's and 10 redlined policies coming to work session on 10/28/2022. Mostly revisions- some new
- DAC (District Accountability Committee): Have at least 7 community members to participate. Will meet 2nd Monday of each month at 4:00pm beginning November. Will also include input on evaluations
- Facility & Constriction update: Working towards Substantial completion, followed by final completion then occupancy. Central Service & SES & less than 50 punch list items. SHS less than 50 punch list items as well as Gas, HVAC & Heat. Working with contractors on finalizing these items. The gray garage is down. Sign given to family in community. Restriping in HS bus area being worked on.
- Calendar Contract update: With collaboration of Principals, there are great opportunities for affected staff. Principals will have tracking & work with staff on plans by 11/1/2022.
- Capital Expenditures: \$370K est for bleachers & press box. Possible community donation Partnership on this. Sidewalk bibs (6) due 11/1/2022. Concessions, restroom & bleacher base bids requested and are outstanding. Looking for total costs and timeframe to move forward. House on the corner of Wagner and Colorado- have a meeting and bid being completed with Fransen Pittman. Conex storage containers to be moved and painted by 11/21/22.

CONSENT AGENDA/ACTION ITEMS:

On a motion by Diana Elliot and seconded by Dillon Kent, it is hereby resolved to approve the agenda as modified.

- Radio/Repeater Purchase. FAMLI Act. Principals Month Resolution. Policy AC. Updated Sub List.

AYE: Elliott, Johnson, Kent, Marrero, Winter

NAY: NONE – MOTION CARRIED 5-0

ADJOURNMENT

On a motion by Diana Elliott and seconded by Julie Winter it is hereby resolved to adjourn.

AYE: Elliott, Johnson, Kent, Marrero, Winter

NAY: NONE – MOTION CARRIED 5-0

Michael Marrero, President

Date

Julie Winter, Treasurer

Date



Strasburg School District 31-J

Strasburg School District

Recommendation for Hire

Name of person being recommended for hire: Elizabeth Monroe

Recommendation for What Position: Preschool Special Ed Para

This position will be:

Full time

Part time 3.5 hours/day

Start date: 11/7/2022

This position is:

Addition (requires previous CFO approval) This has been approved by Nancy Taylor & is already within the budget.

Replacement

Who did they replace?

Recommendation being made by: Kelle Bongard

Candidates interviewed: Elizabeth Monroe, Jackie Clifton, Heather Plunkett

Interview Committee: Kelle Bongard, Becky Matthews, Shar Portillo

Did the candidate apply online? Yes

Assigned Mentor? N/A

Date Recommendation is Scheduled for the Board: 11/8/2022



Strasburg School District 31-J

Strasburg School District

Recommendation for Hire

Name of person being recommended for hire: Gail Radica

Recommendation for What Position: Custodian

This position will be:

Full time

Part time _____ hours/day

Start date: 10/19/2022

This position is:

Addition (requires previous CFO approval)

Replacement

Who did they replace? Tony Flores

Recommendation being made by: Jessica Romero

Candidates interviewed: Gail Radica

Interview Committee: Jessica Romero

Did the candidate apply online? No. The post was not online yet and she was already working as a sub custodian

Assigned Mentor? N/A

Date Recommendation is Scheduled for the Board: 11/8/2022

School Board Powers and Responsibilities

Powers and mandatory duties of the Board are defined in state statutes.

This Board considers that its most important functions fall into the following categories:

1. **Legislative or policymaking.** The Board is responsible for the development of policy and for the employment of a superintendent who will carry out its policy through the development and implementation of regulations.
2. **Educational planning and appraisal.** The Board is responsible for acquiring reliable information from responsible sources which will enable it to make the best possible decisions about the scope and nature of the educational program. The Board is responsible for requiring appraisal of the results of the educational program.
3. **Staffing and appraisal.** The Board is responsible for employing the staff necessary for carrying out the instructional program and establishing salaries and salary schedules and other terms and conditions of employment, as well as for personnel policies district-wide in application. The Board is responsible for appraising the effectiveness of its staff by providing for regular evaluation.
4. **Financial resources.** The Board is responsible for adopting a budget that will provide the financial basis for buildings, staff, materials and equipment which will enable the district to carry out the educational program. The Board is responsible for exercising control over the finances of the district to ensure proper use of, and accounting for, all district funds.
5. **School facilities.** The Board is responsible for determining school housing needs, for communicating these needs to the community, for purchasing sites, and for approving building plans that will support and enhance the educational program.
6. **Communication with the public.** The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself informed about the wishes of the public.
7. **Judicial.** The Board is responsible for acting as a court of appeal for school staff members, students and the public when issues involve Board policies and their fair implementation.

The Board may exercise the above powers and duties only when convened in a legally constituted meeting.

All powers of the Board lie in its action as a group. Individual Board members exercise authority only as they vote at a legal meeting of the Board and when the board has lawfully delegated authority to them.

LEGAL REFS.: C.R.S. [22-9-101](#) *et seq.* (*licensed personnel evaluations*)

C.R.S. [22-32-109](#) (*specific duties of boards*)

C.R.S. [22-32-110](#) (*specific powers of boards*)

Board Organizational Meeting

Within 15 days after the school district receives the official abstract of votes, the Board shall meet in an organizational session at a regular or special meeting for the purpose of selecting officers.

The incumbent president of the Board shall preside until a successor is elected, whereupon the successor will assume the chair.

Following the swearing in of the newly-elected Board member or members, the following officers, in order, shall be elected or appointed: president, vice president, secretary and treasurer.

Nominations for president and vice president shall be made from the floor and voting shall be by roll call or secret ballot. Should no nominee receive a majority vote of Board members, the election shall be declared null and void, further nominations may be made and the roll call or secret ballot vote shall be retaken.

The president and vice president shall serve two-year terms and shall hold office until their successors are elected.

The Board shall then appoint a secretary and treasurer who may or may not be members of the Board. The secretary and treasurer shall hold their offices for terms at the pleasure of the Board.

Following election and appointment of the officers, the Board shall appoint the staff members who will fill the offices of secretary to the Board and assistant treasurer.

Then such other items of business shall be considered by the Board as are scheduled on the agenda.

Officer resignation

Should one or more officers of the Board resign, the Board shall select another member or members to fill the vacant office or offices as provided by law, using the procedures described above. A newly-selected officer shall assume the duties immediately upon selection. Inasmuch as the selection of a new officer on a four-officer, five-member board frequently requires a shifting of officers it shall be permissible for a member to be nominated for another office without resigning the current office. Upon acceptance of the nomination and election to the new office,

the former office shall be declared vacant and another member elected to fill that position.

LEGAL REFS.: C.R.S. [22-31-104](#) (3) (*biennial school elections*)

C.R.S. [22-32-104](#) (1),(2),(3),(4) (*organization of the board*)

C.R.S. [22-32-108](#) (6) (*meetings of the board - voting procedure*)

NOTE: The law permits the election of the president and vice president by secret ballot.

Board Officers

President and vice president

The president of the Board, in addition to the duties prescribed by law, shall exercise such powers as properly pertain to the office. In carrying out the responsibilities, the president shall:

1. Preside at all meetings of the Board.
2. Serve as the main point of contact between the Board and the superintendent.
3. Consult with the superintendent in planning agendas.
4. Bring before the Board such matters as in the president's judgment may require the attention of the Board.
5. Be responsible for the orderly conduct of Board meetings.
6. Confer with the superintendent on crucial matters which may occur between Board meetings.
7. Call special meetings of the Board when necessary.
8. Appoint special committees, subject to the approval of the Board.
9. Sign any written contracts to which the school district may be a party.
10. Sign all official reports of the district except as otherwise provided by law.
11. Appear in behalf of the Board in all actions brought by or against it, unless individually a party in which case the duty shall be performed by the vice president.

In the absence of the president, the vice president shall have and perform all of the powers and duties of the president.

Secretary

(These duties may be assigned to District Personnel)

The secretary of the Board shall perform the following duties:

1. Ensure that a record is kept of all business transacted by the Board at either regular or special meetings.
2. Cause written notice to be given to each Board member of all special meetings of the Board.
3. Be custodian of the seal of the district.

4. Cause all notices of school elections to be published and posted and perform such other duties in the conduct of school elections as required by law.
5. Attest any written contract to which the district may be a party and affix the district seal thereto.
6. Perform such other duties as may be assigned by the Board.
7. These duties may be delegated to District personnel as appropriate.

Treasurer
(These duties may be assigned to District Personnel)

The treasurer shall perform or cause to be performed the following duties:

1. Account for all moneys belonging to the district.
2. Report to the Board as required for all moneys of the district.
3. Sign either by written signature or facsimile all warrants or orders drawn on the county treasurer or checks drawn on a district depository. The Board may require the countersignature of another person.
4. Deposit to the credit of the district all moneys withdrawn from the custody of the county treasurer and all other moneys belonging to the district in one or more depositories designated by the Board.
5. These duties may be delegated to District personnel as appropriate.

Perform such other duties as may be assigned by the Board.

LEGAL REFS.: C.R.S. [22-32-104](#) (3); 22-32-105 (*president and vice president*)
 C.R.S. [22-32-104](#) (4); 22-32-106 (*secretary*)
 C.R.S. [11-10.5-111](#); 22-32-104 (4); 22-32-107 (*treasurer*)

CROSS REFS.: [DG](#), Banking Services (and Deposit of Funds)
[DH](#), Bonded Employees and Officers



Strasburg School District 31J

Policy:	File:
School Board Meetings	BE
Adopted:	Revision:
2006	November 2022

All meetings of three or more members of the Board at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Board is in executive session. All such meetings will be properly noticed and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Board.

Regular meetings

Regular meetings of the Board of Education shall be held ~~in the Board room of the High School at the Central Services building located at 2102 Wagner Street, Strasburg, Colorado 81036 unless otherwise documented on the posted agenda.~~

Meetings of the Board shall be held on the second ~~Wednesday~~ Tuesday of each month at 6:00pm, ~~30 p.m.~~ unless otherwise established by the Board.

An annual schedule of meetings will be posted to the District website.

Special meetings

Special meetings of the Board may be called by the Board president at any time and shall be called by the president upon the written request of a majority of the members.

The secretary of the Board shall be responsible for giving a written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed and 24 hours in advance if handdelivered personally or sent electronically to the member. The notice must contain time, place and purpose of the meeting and names of the members requesting the meeting.

Any member may waive notice of a special meeting at any time before, during or after such meeting, and attendance at a special meeting shall be deemed to be a waiver.

No business other than that stated in the notice of the meeting shall be transacted unless all members are present and agree to consider and transact other business.

~~1~~ Work sessions and retreats

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, from time to time the Board may schedule work sessions or retreats, which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, shall be provided.

Adopted 2006

Revised: 11-23-2015

LEGAL REFS.:

C.R.S. [22-32-108](#) (*board meetings*)

C.R.S. [24-6-401](#) *et seq.* (*Colorado Sunshine Act of 1972*)

CROSS REFS.:

[BEC](#), Executive Sessions

[BEDA](#), Notification of Board Meetings



Strasburg School District 31J

Policy:	File:
School Board Meetings	BEC
Adopted:	Revision:
2006	November 2022

All meetings of the Board shall be open to the public except that at any regular or special meeting the Board may proceed into executive session upon affirmative vote of two-thirds of the quorum present.

The Board shall not make final policy decisions nor shall any resolution, policy, or regulation be adopted or approved nor shall any formal action of any kind be taken during any executive session.

Prior to convening in executive session, the Board shall announce the topic of the executive session which shall be reflected in the minutes. The Board shall include the specific citation to statute authorizing it to meet in executive session when it announces the session and identify the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized.

The Board may hold an executive session for the sole purpose of considering any of the following matters:

1. Purchase, acquisition, lease, transfer, or sale of any real, personal or other property. However, no executive session shall be held to conceal the fact that a member of the Board has a personal interest in such property transaction. C.R.S. 24-6-402 (4)(a).
2. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions. C.R.S. 24-6-402 (4)(b). The mere presence or participation of an attorney at an executive session shall not be sufficient to satisfy this requirement.
3. Matters required to be kept confidential by federal or state law or regulations. C.R.S. 24-6-402 (4)(c). An announcement will be made indicating the specific citation to state or federal law which is the reason the matter must remain confidential.
4. Specialized details of security arrangements or investigations. C.R.S. 24-6-402 (4)(d).
5. Determination of positions relative to matters that may be subject to negotiations, development of strategy for negotiations, including strategy for negotiations relating to collective bargaining or employment contracts, and instruction of negotiators. Discussion of negotiations relating to collective bargaining or employment contracts shall occur in a public

meeting, unless an executive session is otherwise allowed. C.R.S. 24-6-402 (4)(e).

6. Personnel matters except if an employee who is the subject of an executive session requests an open meeting. C.R.S. 24-6-402 (4)(f). If the personnel matter involves more than one employee, all of the employees must request an open meeting. Discussion of personnel policies that do not require discussion of matters specific to particular employees is not considered "personnel matters."

The Teacher Employment, Compensation, and Dismissal Act shall prevail in teacher dismissal hearings. (It provides that a dismissal hearing shall be open unless either the administration or employee requests that the hearing be closed.)

Discussions concerning a member of the Board, any elected official, or the appointment of a Board member are not considered "personnel matters."

7. Consideration of any documents protected under the mandatory nondisclosure provision of the Open Records Act, except that consideration of work product documents and documents subject to the governmental or deliberative process privilege must occur in a public meeting, unless an executive session is otherwise allowed. C.R.S. 24-6-402 (4)(g).
8. Discussion of individual students where public disclosure would adversely affect the person or persons involved. C.R.S. 24-6-402 (4)(h).
9. Negotiations concerning the terms of an employment contract with one or more superintendent finalists if the Board has named more than one candidate as a finalist and has held a forum open to the public to conduct interviews with each of the finalists. C.R.S. 24-6-402 (4)(i)(I).

In addition to interviewing finalists in a public forum, the Board may interview finalists in executive session. C.R.S. 24-6-402 (4)(i)(II).

The Board may also instruct personnel and representatives to begin contract negotiations with one or more superintendent candidates in executive session, including the necessary process to prioritize, for the purposes of negotiation, one or more finalists after public forums have been completed. C.R.S. 24-6-402 (4)(i)(III).

Prioritizing among the finalists and beginning negotiations with one or more of the finalists shall not constitute formal action or adoption by the board or governing body. Such formal action occurs only when the board or governing body comes into public session and casts votes on their preferred next chief executive officer. No formal adoption is deemed to have taken place until a public vote has occurred.

Only those persons invited by the Board may be present during any executive session regardless of the topic of the session (including personnel matters).

The Board shall cause an electronic recording to be made of the executive session in accordance with applicable law. Such record shall be retained by the Board for 90 days following the session.

ADOPTED: 2006
REVISED: 10-14-2015
REVISED: 1-15-2020

LEGAL REFS.:

C.R.S. 22-32-108 (5) (*meetings of the Board*)

C.R.S. 22-32-108 (5)(d) (*executive session minutes*)

C.R.S. 22-32-109.4 (4) (*Board meeting "at which a collective bargaining agreement is discussed" must be open to the public*)

C.R.S. 24-6-402 (*open meetings law*)

CROSS REFS.:

BEDG, Minutes

KDB, Public's Right to Know/Freedom of Information

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.

Notification of School Board Meetings

The Board shall give full and timely notice to the public of any meeting of three or more Board members at which public business may be discussed or any formal action taken, including special, regular and work session meetings and retreats.

At its first regular meeting of the calendar year, the Board shall designate the public place or places at which notice of Board meetings shall be posted if the Board is unable to post notice of a Board meeting online due to exigent or emergency circumstances such as a power outage or an interruption in Internet service. In the event such action is not taken annually, the designated public place(s) used in the previous year shall continue as the official posting site(s).

At a minimum, the Board shall cause notice of regular and special meetings and work sessions to be posted on the district's website no less than 24 hours prior to the meeting. This notice shall include specific agenda information where possible.

The district shall maintain a list of persons who, within the previous two years, have requested notification of all meetings or of meetings when certain specified policies will be discussed. These individuals will be provided reasonable advance notification of such Board meetings.

Notice to the Board

The superintendent or designee shall provide the agenda, together with meeting materials and the minutes of the last regular meeting, to Board members no later than 72 hours before the next regular meeting.

Adopted: 2006

Revised: 8-8-2018

Revised: 1-15-2020

LEGAL REFS.: C.R.S. 22-32-108 (2), (3) (*meetings of the Board*)
C.R.S. 24-6-402 (2)(c) (*notice of meeting "shall include specific agenda information where possible"*)

C.R.S. 24-6-402 (2)(c)(III) (*“full and timely notice” requirement is met if district posts notice of meeting on the district’s website no less than 24 hours prior to meeting*)

C.R.S. 24-6-402 (7) (*district must keep list of persons who have requested notification of meetings when specified policies are discussed and provide reasonable advance notice to such persons*)

CROSS REFS.: BE, School Board Meetings
BEDB, Agenda

Minutes

Minutes of any Board meeting at which the adoption of any policy or formal action occurs or could occur shall be taken and promptly recorded. Such records shall be open to public inspection.

Official minutes of the meetings of the Board of Education constitute the written record of all proceedings of the Board. Therefore, the minutes shall include:

1. The nature of the meeting, whether regular or special; time and place; members present; approval of the minutes of the preceding meeting or meetings.
2. A record of all actions taken by the Board, the motion, the name of the member making the motion and seconding it; the record of the vote, with the vote of each member recorded. Reports and documents related to a formal motion may be omitted if they are referred to by title and date.
3. A record of all business that comes before the Board through reports of the superintendent and others and through communications from the staff and the public.
4. The names of all persons who speak before the Board and the topic of their remarks.
5. A record that an executive session was held, including the names of those present and the topic of discussion, unless including names of individuals would reveal information that should remain confidential, and the specific citation to the statute that authorizes the Board to meet in executive session.
6. The record of adjournment.

The official minutes shall be signed by the secretary. Following their approval, the official copy also shall be signed by the president of the Board of Education.

The official minutes shall be kept in the District vault and shall be made available to the public at the administrative offices of the district upon request during normal office hours.

- LEGAL REFS.:
- C.R.S. [22-32-106](#) (*duties of the secretary*)
 - C.R.S. [22-32-109](#) (1)(e) (*specific duties of the board*)
 - C.R.S. [24-6-402](#) (2)(d)(II) (*open meeting law*)

NOTE: Colorado school districts are not required by law to adopt a policy on this subject nor does Colorado law proscribe any particular policy adoption process. We recommend that each school board give thought to a clearly stated and effective process that emphasizes goal setting and community engagement.

School Board Policy Process

The Board considers policy development its chief responsibility. The Board strives to reflect the community's values in its policies and commits itself to an ongoing effort to engage the community regarding policy-level concerns. The Board develops policies and puts them in writing to provide for the successful, consistent and efficient operation of the district's schools and the high achievement of district students. Policy development shall be aimed primarily toward the continual formation and evaluation of goals and desired end results for students, rather than toward daily district operations.

The Board uses the policy development and codification system of the National Education Policy Network/National School Boards Association (NEPN/NSBA), as recommended by the Colorado Association of School Boards.

This system, while it may be modified to meet needs, is to serve as a general guideline for such tasks as policy research, drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy monitoring and the continuous maintenance of the Board policy manual.

The policies of the Board shall be interpreted in accordance with state and federal laws and regulations.

Policy adoption

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board of Education. However, proposals regarding policies may originate with a Board member, the superintendent, staff members, parents, students, consultants, civic groups or other residents of the district. A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board.

The Board shall adhere to the following procedure in formally considering and adopting policy proposals to ensure thoughtful examination of the issues prior to final adoption.

1. First meeting-the proposal shall be presented as an information item.
2. Second meeting-the proposal shall be presented for a first reading, discussion and first vote.
3. Third meeting-the proposal shall be presented for a second reading, discussion and final vote.

During discussion of a policy proposal, the Board shall seek out the views of the community and staff. The Board shall take action only after hearing recommendations of the superintendent and viewpoints of persons and groups affected by the policy.

Amendments may be proposed by Board members. An amendment shall not require that the policy go through an additional reading except when the Board determines that further study is needed or that an additional reading would be helpful.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. However, the above procedure is required before the policy shall be considered permanent.

The Board shall establish procedures to waive policies to facilitate attainment of district-level or school-level goals.

Policy revision and review

In an effort to keep its written policies up-to-date, the Board shall review its policies on a continuous basis.

The superintendent shall be responsible for calling to the Board's attention all policies that are out of date or for other reasons appear to need revision. Policy revision shall be accomplished in the same manner as policy adoption, except that revisions mandated by changes in law shall not require a second reading.

Additionally, from time to time the Board may undertake a process to review and revise all of the policies in its manual. At the Board's discretion, it may utilize an outside facilitator to conduct this review and revision process. Such process shall be in accordance with a schedule developed by the Board and the outside facilitator, if applicable. The process shall include opportunities for staff, parent and community involvement. In addition, any changes to policy that affect the benefits, rights, responsibilities or expectations of students or staff shall be provided in writing to the affected group with sufficient time to make any necessary arrangements prior to the effective date of the change. Once the review and revision process is complete, the Board may choose to adopt the revised policy manual in its entirety by approval of a resolution. In this event, the above policy adoption process, including any readings, shall not apply.

Board review of regulations

The Board reserves the right to review regulations issued by the administration at its discretion, but it shall revise or veto such regulations only when, in the Board's judgment, they are inconsistent with policies and regulations adopted by the Board. The Board shall be provided with copies of all district-wide regulations issued by the administration.

Regulations shall be officially approved by the Board when required by state or federal law or when strong community, staff or student attitudes make it advisable.

Before issuance, regulations shall be properly titled and coded.

Policy communication

The superintendent shall establish and maintain an orderly plan for preserving and disseminating district policies and regulations. Staff will be informed of policy changes on a regular basis.

The Board's policy manual is a public record and shall be open for inspection at the administrative offices of the district [optional language: and on the district's website].

Monitoring policy implementation

The Board shall continuously monitor the implementation of its policies to ensure that reasonable progress is being made toward achieving the Board's goals and that operation of the school district is consistent with its policies.

Suspension/repeal of policy

In the event of special circumstances, the operation of any Board policy, including those governing its own operating procedures, may be temporarily suspended by a majority vote of Board members present at any regular or special meeting. This, however, shall not apply to any Board policy established by law or by contract.

Policy repeal shall be accomplished in the same manner as policy adoption.

Adopted: 2006

Policy Implementation

The superintendent has the responsibility for carrying out, through administration policies and regulations, the policies established by the Board.

Board policies and administration policies and regulations are designed to increase the probability of an effective and efficient school system. Consequently, it is assumed that all district employees and students will carry them out willingly.

Employees shall be responsible for informing their subordinates of existing district policies and regulations and for seeing that they are implemented in the spirit intended. Disregard for district policies and regulations may be interpreted as insubordination and/or willful neglect of duty.



Strasburg School District 31J

Policy:	File:
Federal Procurement	DJB
Adopted:	Revision:
2017201	November 2022

Federal Procurement

This policy and its accompanying regulation shall apply to the purchase of services, supplies, equipment or other property with federal funds that are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of such laws shall control.

District employees shall follow Board policy concerning employee purchasing authority when making any purchase with federal funds and shall obtain prior Board approval in those instances when it is required by Board policy. District employees shall also follow applicable state law and Board policy concerning competitive bidding, to the extent state law and/or Board policy establish additional requirements that are not inconsistent with this policy and its accompanying regulation.

Micro-purchases (less than \$3,500)

A "micro-purchase" is a purchase that, in an aggregate amount, is less than \$3,500.

NOTE: The micro-purchase dollar amount is adjusted periodically by the federal government. The threshold most recently established and published in the Federal Register is \$3,500.

Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy, "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the district will distribute micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms.

Small purchases (\$3,500 to under \$150,000)

A "small purchase" is a purchase that, in an aggregate amount, is \$3,500 or more, but less than \$150,000.

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NOTE: Given that the federal government periodically adjusts the micro-purchase dollar amount as well as the amount that requires competitive bidding, the amount considered to be a "small purchase" is currently \$3,500 or more but less than \$150,000.

1 of 3
File: DJB*

For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources, as detailed in this policy's accompanying regulation, unless:

1. a valid basis exists under the federal Uniform Grant Guidance for relying on procurement by a noncompetitive proposal (i.e., "single source" procurement); or
2. the district elects to use a more formal competitive bid or request for proposal process.

Large purchases (~~\$150,000~~ or more)

A large purchase is a purchase that, in an aggregate amount, is \$150,000 or more.

NOTE: The dollar amount at which competitive bidding is required is adjusted periodically by the federal government. The threshold most recently established and published in the Federal Register is \$150,000.

The district shall conduct a cost or price analysis for large purchases that, at a minimum, includes making an independent estimate before receiving bids or proposals (including noncompetitive proposals). A cost analysis means evaluating the separate cost elements that make up the price. A price analysis means evaluating the total price, without looking at the individual cost elements.

Whenever appropriate and relevant to the specific transaction, the cost analysis may include life-cycle cost estimates which shall then be incorporated into any solicitations of bids or proposals.

Unnecessary or duplicative items

The district shall avoid the acquisition of unnecessary or duplicative items.

Consideration shall also be given to consolidating or breaking out purchases to obtain a more economical purchase.

Recordkeeping

The district shall maintain records sufficient to detail the history of procurements made with federal funds. These records may include, but not necessarily be limited to, the following: rationale for the method of procurement, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Retention of such procurement records shall be in accordance with applicable law and Board policy.

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Adopted: 4-12-2017

LEGAL REFS.:

2 C.F.R. Part 200 Subpart D (post-award requirements under the Federal-Uniform Grant Guidance
Uniform Grant Guidance)

2 C.F.R. 200.318 (general standards for procurement supported by federal funds)

funds)

2 of 3

File: DJB*

2 C.F.R. 200.319 (written procurement standards required)

2 C.F.R. 200.320 (methods of procurement to be followed)

2 C.F.R. 200.323 (cost or price analysis)

2 C.F.R. 200.333 (record retention requirements)

2 C.F.R. 200.336 (access to records)

7 C.F.R. 3016.36 (USDA's procurement standards)

7 C.F.R. 3016.37 (USDA's procurement requirements for subgrants)

34 C.F.R. Parts 75, 76 (EDGAR - Education Department General Administrative Regulations)

Administrative Regulations)

48 C.F.R. Subpart 2.1 (micro-purchase and competitive bidding thresholds)

CROSS REFS.:

BCB, School Board Member Conflict of Interest

DAC*, Federal Fiscal Compliance

DJ/DJA, Purchasing/Purchasing Authority

DJE, Bidding Procedures

DKC, Expense Authorization/Reimbursement (Mileage and Travel)

EHB, Records Retention

GBEA, Staff Ethics/Conflict of Interest

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COLORADO SAMPLE POLICY 2017

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*NOTE: Federal guidance requires school districts that participate in the National School Lunch Program and/or School Breakfast Program to have a written policy concerning unpaid school meal charges **no later than July 1, 2017**. This sample contains the language 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.*

This exhibit does not need to be adopted by the Board nor does it need to be filed in the Board's policy manual. Instead, it should be used by the district's "school food authorities" in consultation with school administrators to develop a district-level policy and be kept in a location such as the district's nutrition services manual. Federal guidance also encourages districts to include a school meal charge policy in student handbooks, student enrollment/registration packets and/or online portals that families use to access student accounts.

Strasburg School District 31J

<u>Policy:</u>	<u>File:</u>
<u>School Meal Payments</u>	<u>EF-E-1</u>
<u>Last Adopted:</u>	<u>Revision:</u>
<u>August 9, 2017</u>	<u>November 2022</u>

School Meal Payments

The district is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable federal guidance from the United States Department of Agriculture (USDA), this policy is intended to serve the purposes of meeting student needs, minimizing the identification of students with insufficient funds to pay for school meals and maintaining the fiscal integrity of the district's school food service account.

Student Meal accounts Accounts and meal Meal charges Charges

Student meal accounts shall be established by the district.

Parents will be encouraged to pre-pay for students paying full or reduced price for meals. The district shall ensure that parents have access to at least one no-cost method of paying for meal services, such as the ability to pay in person.

Students will be permitted to pay for meals and/or add funds to student accounts on the day of service.

If a student has money to purchase a full or reduced price meal at the time of the meal service, the student must be provided a meal. The student's money may not be used to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

A meal account balance remains with the student until the student is no longer enrolled in the district. Students with unused credit in their accounts at the point of disenrollment or graduation will receive a refund in the amount of the credit.

Students paying full or reduced price for meals and who do not have money in their account or in hand to

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File: EF-E-1

cover the cost of a meal at the time of service will be permitted to charge a meal.

Students may charge up to ~~\$1030.00~~ per school year before the student will no longer be permitted to charge meals. Students in the elementary school, at

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Strasburg School District 31J

Policy:	File:
<u>Support Staff Vacations and Holidays</u>	<u>GDD</u>
Last Adopted:	Revision:
<u>January 31, 2016</u>	<u>November 2022</u>

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Support Staff Vacations and Holidays

File: GDD

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Vacations

Regular full-time personnel working on a 12-month basis (240-260 contract days) are entitled to earn 15 days of vacation each contract year at a rate of 1.25 days per month. All vacation time shall be taken by December 30th of the following fiscal year. Vacation leave cannot be deferred, any vacation leave not used within the time frame allowed will be forfeited. ~~(snow days are not entitled; if an employee is on vacation and a snow day is called they will not be credited for the snow day.)~~

Paid Holidays:

July 4th or the day prior or after if it falls on a weekend Labor Day
Thanksgiving week – 5 days Presidents' Day
Memorial Day

Vacations shall be scheduled at the convenience of the district and the district will attempt to align with as nearly as possible at the convenience of the employee. The district requests that SA summer vacation schedules shall be arranged for all employees and reviewed with the immediate supervisor prior to April 1.

All classified employees who resign, or whose employment is terminated, shall receive the paid vacation days, to which they have accrued, with their final paycheck.

Paid Holidays

Employees working on a 12-month basis (240-260 contract days) are entitled to 9 paid holidays per year. The use of the paid holidays will be determined prior to the start of the fiscal year on July 1 and be communicated out to employees. Generally, holidays will be observed as follows:

- 4th of July
- Labor Day
- 5 days observed over Thanksgiving and/or Christmas break
- President's Day
- Memorial Day

Summer Schedule:

Beginning June 1 ending July 31 employees may elect to work 4 – 10 hour days or 5 – 8 hour days. Any employee who elects to take time off in lieu of working extra hours must use vacation time.

Adopted: 2006

Revised: January 13, 2016

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Strasburg School District 31J

Policy:	File:
Health and Family Life/Sex Education	IHAM
Adopted:	Revision:
2006	November 2022

NOTE: Colorado school districts are required by law to adopt an exemption procedure on this topic that contains certain elements. The procedure should follow this policy and be coded IHAM-R.

This policy was substantially revised in April 2014 to address HB 13-1081, concerning human sexuality. Due to the extensive revisions, the policy is presented as all new language. This policy replaces former policies IHAMB, Family Life/Sex Education and IHAMC, HIV/AIDS Education.

Health and Family Life/Sex Education

The Board believes a comprehensive health education program is an integral part of each student's education. The health education program should emphasize the functioning and proper care of the human body and encourage the development of lifelong, positive health habits. In addition, it should inform students about potential physical and mental health hazards they are likely to encounter in various life situations and help them make sound, intelligent decisions when they are confronted with choices that could affect their health or that of others.

The Board further believes that the district's comprehensive health education program should provide information about family life and sex education. While parents have the prime responsibility to assist their children in developing moral values, the district should support and supplement these efforts by offering students factual information and opportunities to discuss the moral and practical concerns, issues and attitudes inherent in family life and sexual behavior.

The district shall teach about family life and sex education in regular courses on anatomy, physiology, science, health, consumer and family studies. If a separate family life or sex education program is developed, it shall not be required. Any curriculum that includes instruction on human sexuality shall be in accordance with applicable law and the district's academic standards.

In addition to the requirements listed below, the Board's policies and regulations concerning the approval of new curriculum and instructional materials shall apply to any comprehensive health education courses offered by the district:

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1. The basic curriculum and instructional materials to be used in the district's comprehensive health education program shall be available for inspection by the public during school hours. A forum to receive comments from the public concerning the basic curriculum and instructional materials used in the district's health education program shall be scheduled prior to Board adoption.
2. In accordance with applicable state law, students' parents/guardians shall be notified in writing prior to the student's involvement in the health education course. The notice to parents/guardians shall include a detailed, substantive outline of the topics and materials to be presented.

LEGAL REFS.:

C.R.S. 22-25-106 (4)

C.R.S. 22-25-110 (2)

CROSS REFS.:

JGA, Curriculum Development

JGD, Curriculum Adoption

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*NOTE: State law requires districts to allow students' parents/guardians to exempt their child from curriculum discussing or teaching human sexuality and the district **cannot** require parents/guardians to state a reason for requesting an exemption. C.R.S. 22-1-128 (3); 22-25-104 (6)(d). State law also authorizes districts to restrict exemptions from other portions of the health education program **not** involving human sexuality to instances where the parent/guardian objects that the instruction is contrary to the religious beliefs or teachings of the student or the student's parent/guardian. C.R.S. 22-25-106 (4)(a). Thus, the Board has discretion to require students' parents/guardians to state a reason if the request involves an exemption from a portion of the health curriculum not involving human sexuality (Option 1 below), or to never require students' parents/guardians to state a reason for any requested exemption from the health education curriculum (Option 2 below).*

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3. The notice shall also inform students' parents/guardians that they may exempt their child, upon written request, from a specific portion or portions of the instruction on the grounds that it is contrary to religious beliefs and teachings or closely held personal beliefs of the student or the student's parent/guardian. If the request for the exemption is from a specific portion of the curriculum that concerns human sexuality, no reason must be given by the parent/guardian when requesting the exemption.
4. Students shall be provided with alternate educational assignments or activities for credit corresponding to that portion of the planned curriculum from which they are exempt.

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Adopted: 2006 Revised:
2/2018

LEGAL REFS.:

20 U.S.C. 7906 (prohibited uses of Title I Funds)

C.R.S. 22-1-128 (education regarding human sexuality)

~~C.R.S. 22-1-128 (education regarding human sexuality)~~

C.R.S. 22-25-105 (Colorado Comprehensive Health Education Program)

C.R.S. 22-25-106 (4) (district must provide exemption procedure)

C.R.S. 22-25-110 (2) (operation of other health education programs)

CROSS REFS.:

JG, Curriculum Development

JLC, Student Health Services and Records, and subcodes

~~NOTE 1: State law now provides two slightly different approaches to exemptions from human sexuality courses. The first approach applies to districts with programs funded through state grant dollars under the Comprehensive Health Education Act of 1990, C.R.S. 22-25-101 et seq. (the Act). The Act provides:~~

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~~For those schools receiving funds pursuant to [the Act], school officials must receive prior written consent from a parent or guardian before his or her child is excluded from any program discussing or teaching sexuality and human reproduction. At least two weeks prior to when instruction begins for such a program, each parent must receive an overview of topics and materials to be presented in the curriculum and a written form allowing him or her to decline to have his or her child participate in the program.~~

~~This statutory provision applies only to the programs funded through state grant dollars for comprehensive health education under the Act. Therefore, if a funded program uses the Act's grant money to teach sex education, at least two weeks prior to when instruction begins, the district must provide a written overview of the topics and materials to be presented and a written form allowing the student's parent/guardian to "opt out" of the program for any reason.~~

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~~The second approach applies to districts with programs not funded by the Act or funded by grant dollars from the Colorado Department of Public Health and Environment (CDPHE). State law requires any district that "offers a planned curriculum that includes comprehensive human sexuality education" to provide students' parents/guardians, prior to commencing the planned curriculum:~~

- ~~(a) written notification of the ability to excuse a student, without penalty or additional assignment, from that portion of the planned curriculum that includes comprehensive human sexuality education, upon the written request of the student's parent or guardian; and~~
- ~~(b) a detailed, substantive outline of the topics and materials to be presented in that portion of the planned curriculum related to comprehensive human sexuality education.~~

~~C.R.S. 22-1-128 (3). While there is no required timeline for the notification to parents/guardians like the Act prescribes, the "detailed, substantive outline" of the materials to be presented and the ability of parents to "opt out" of curriculum involving human sexuality for any reason are almost identical to the Act's requirements. These requirements also apply to districts that receive a grant through CDPHE to provide a "comprehensive human sexuality education program." C.R.S. 25-44-103 (2)(b).~~

~~Finally, another state law authorizes districts to restrict exemptions from health education programs to instances where the parent/guardian objects that the instruction is contrary to the religious beliefs or teachings of the student or the student's parent/guardian. See, C.R.S. 22-25-106 (4)(a).~~

~~A simplified approach to address these varying statutory provisions is to modify the "opt out" provisions so they are consistent. This approach would allow a parent/guardian to request an exemption from any portion of the health education curriculum and not require the parent/guardian to state a reason for requesting the exemption. If a district chooses to simplify its exemption process in this way, the Board should select "Option 2" in this policy and accompanying regulation.~~

NOTE 2: 20 U.S.C.7906 states that no Title I funds may be used to:

- Develop or distribute materials or operate programs or courses of instruction directed at youth that are designed to promote or encourage sexual activity, whether homosexual or heterosexual*
- Distribute or aid in the distribution by any organization of legally obscene materials to minors on school grounds*
- Provide sex education or HIV prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence*
- Operate a program of contraceptive distribution in the schools*

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NOTE 3: School districts are encouraged to establish a local student wellness program that includes or is otherwise coordinated with health education. C.R.S. 22-25-106 (1)(b). School districts may then seek state funding for their local student wellness programs pursuant to the Comprehensive Health Education Act of 1990. C.R.S. 22-25-105 (1).

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COLORADO SAMPLE POLICY 1994©

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Strasburg School District 31J

Policy:	File:
Online Schools and Online Programs	DIA
Adopted:	Revision:
200622	November 2022

~~File: IHBK*~~

~~Preparation for Postsecondary and Workforce Success~~

The Board believes that to decrease student dropout rates, increase graduation rates and encourage all students to reach their learning potential, it is important to support students in planning for postsecondary and workforce opportunities throughout their education. To promote students' postsecondary and workforce success and in accordance with state law, the district shall provide the following opportunities and information.

~~Sixth grade: Each student who enrolls in the sixth grade, on the day of enrollment, will be encouraged to register with the state provided, free online college planning and preparation resource, commonly referred to as "CollegelnColorado."~~

Eighth grade: The Colorado Commission on Higher Education (CCHE) will provide information to the parents/guardians of eighth grade students about the admission requirements for institutions of higher education in Colorado. In addition, the district will make information available to these same parents/guardians about the courses the district offers that meet the CCHE admission requirements. This information will be made available to parents/guardians prior to the student's enrollment in his or her ninth grade courses.

Beginning in 9th grade: District personnel shall assist students to develop and maintain individual career and academic plans (ICAP) in accordance with the requirements of state law. Each student's ICAP will be designed to assist the student and the student's parent/guardian with the following:

- ~~— exploring the postsecondary career and educational opportunities available to the student;~~
- ~~• student;~~
 - ~~• aligning coursework and curriculum;~~
 - ~~• setting performance expectations;~~
 - ~~• meeting academic and career goals;~~
 - ~~• applying to postsecondary education institutions;~~
- ~~— enabling the student to demonstrate postsecondary and workforce readiness prior to or upon high school graduation;~~
- ~~• to or upon high school graduation; • securing financial aid; and • ultimately entering the workforce.~~

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The district's plan for the development and implementation of student ICAPs shall be in accordance with this policy's accompanying regulation.

Adoption date: 2006
Revised: 4-12-2017

LEGAL REFS.:

- C.R.S. 22-32-109 (1)(ff) (notice of courses that satisfy higher education admission guidelines)
- C.R.S. 22-32-109 (1)(oo) (board duty to adopt policy requiring individual career and academic planning for students no later than the beginning of ninth grade)
- C.R.S. 22-32-109.5 (4) (district may administer "basic skills" placement or assessment tests to determine postsecondary and workforce readiness; if such test is administered, score shall be included on student's ICAP)
- 1 CCR 301-81 (rules governing standards for individual career and academic plans)

CROSS REFS.: IHCDA, Concurrent Enrollment
IKF, Graduation Requirements

~~[Revised and recoded April 2014]~~

~~COLORADO SAMPLE POLICY 1999©~~

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Strasburg School District 31J

Policy:	File:
Graduation Requirements	IKF
Adopted:	Revision:
201722	November 2022

NOTE: State law requires each local board of education to establish high school graduation requirements that "meet or exceed any minimum standards or core competencies or skills identified in the state's guidelines for high school graduation requirements. . . ." C.R.S. 22-32-109 (1)(kk)(II). These requirements apply to students enrolling in the ninth grade in the 2017-18 school year (i.e., the class of 2021). This sample contains the content/language that CASB believes best meets the intent of the law. —

~~Graduation Requirements~~ (Beginning with the Class of 2021)

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the Board of Education has established the following graduation requirements for students entering the ninth grade in the 2017-18 school year and each ninth grade class thereafter.

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To receive a high school diploma from the district, students must meet or exceed the district's academic standards and measures required by this policy. Students with disabilities shall be provided access to all graduation pathways provided by this policy and shall have the opportunity to earn a high school diploma from the district. **College and career readiness**

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~~NOTE: State law requires local boards to adopt graduation requirements that demonstrate English and Math readiness in accordance with the state graduation guidelines. C.R.S. 22-32-109(1)(kk)(II).~~

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The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. The Board has selected its own measures from these state graduation guidelines.

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Students must complete at least one English measure and one Math measure and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English and Math. The Board's approved measures and cut scores are outlined in this policy's accompanying exhibit.

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Exceptions to the Board's required measures and cut scores/criteria

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If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy's accompanying exhibit but is included in the state graduation guidelines, the principal or principal's designee may determine that such assessment or other measure is acceptable and meets the district's graduation requirements.

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Courses required for graduation

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NOTE: A local board may choose to require students to complete specific courses as part of its graduation requirements and identify them here. Please note that state law requires all students to satisfactorily complete a course on the civil government of the State of Colorado and the United States (civics). C.R.S. 22-1-104. State law also "encourages" districts to treat computer science and coding courses as a math or science course and count completion of a computer science or coding course toward the fulfillment of a math or science graduation requirement. C.R.S. 22-32-133.5(3). Local boards also should be mindful of any specific course requirements for college admission and other postsecondary and workforce opportunities. For information about the admission standards for postsecondary education in Colorado, visit the Colorado Department of Higher Education's website. For information about postsecondary and workforce readiness, visit the Colorado Department of Education website.

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Units of credit required for graduation

English	4 years (English 9, 10, 11 & Senior English)
Math	4 years (9,10,11,12) (Algebra 1, Geometry, Algebra 2 required)
Science	3 years (incl. Earth/Physical Science, Biology, Junior year)
Social Sciences	3 years (Freshmen Seminar/Civics, Geography, World History, American History)
Science/ Social Sciences	1 year of either additional core
Health	1 year
Computer Literacy	1 year
Foreign Language	1 year (many colleges require 2)

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C.R.S. 22-32-132 (discretion to award diploma to honorably discharged veterans)

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C.R.S. 22-33-104.5 (home-based education law)

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C.R.S. 22-35-101 et seq. (Concurrent Enrollment Programs Act)

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CROSS REFS.:

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AE, Accountability/Commitment to Accomplishment

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AEA, Standards Based Education

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IHBG, Home Schooling

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IHBK*, Preparation for Postsecondary and Workforce Success

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IHCDA, Concurrent Enrollment IK, Academic Achievement

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IKA, Grading/Assessment Systems

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Strasburg School District 31J

Policy:	File:
Student Activities Fees	JJD
Adopted:	Revision:
2006	October 2020

Activity tickets Participation fees

Students participating in extracurricular and curricular activities programs shall pay an annual participation fee as follows:

Athletics (including Cheerleading)

SHS students will pay \$75.00 for the first and second sport, and \$50.00 for the third sport.

HMS students will pay \$50.00 for the first and second sport, and \$25.00 for the third sport.

Students who have qualified for free or reduced lunch will not be charged.

Any activity fee collected shall be used to fund the particular activity for which it is charged and not for any other purpose.

The participation fee shall be paid prior to a student's being involved in the extracurricular or co-curricular activity.

Adopted: June 2006

Revised: October 2020

~~full amount of the fee. Requests for reimbursement shall be made no later than 25 calendar days after the beginning date.~~

LEGAL REFS.:

C.R.S. [22-32-116.5](#)

C.R.S. [22-32-117](#)

C.R.S. [22-33-104.5](#) (6)

C.R.S. [22-45-104](#)

CROSS REFS.:

[EFC](#), Free and Reduced Price Food Services

[JJJ](#), Extracurricular Activity Eligibility

[JQ](#), Student Fees, Fines and Charges



Strasburg School District 31J

Policy:	File:
Online Schools and Online Programs	DIA
Adopted:	Revision:
2022	November 2022

The Strasburg School District 31J includes schools and programs that provide blended learning and differentiated instruction for students, including online instruction. This policy addresses the types of documentation the district may utilize as proof of a student's enrollment and attendance in any district online school or online program.

In accordance with applicable state law, the following forms of documentation are acceptable for purposes of tracking a student's enrollment, attendance and participation in educational activities to support student learning in any district online school or online program:

1. Assessment (local and state)
2. Orientation and Induction Activities (attendance recorded)
3. On-Site Educational Instruction (student sign in sheet)
4. Synchronous and Asynchronous Internet Based Educational Activities
5. Teacher/Student Contact Log(s) (teacher verified)
6. Number of Assignments Completed During a Given Time Period
7. Course Completion Requirements

Documentation of the above-mentioned educational activities may be in addition to or as a substitute to any student management system login for the district's online schools and programs. All such documentation shall be used to determine whether the student is enrolled in a district online school or program on a part-time or full-time basis, in accordance with applicable state law.

LEGAL REFS.:

C.R.S.22-30.7-105 (2) (a) (online programs and online schools must document student attendance and participation in educational activities)

C.R.S. 22-54-104 (district total program requirements, including pupil count)

1 CCR 301-39 (Rules for the Administration of the Public School Finance Act of 1994)

1 CCR 301-71, Rule 3.02 and 8.0 (process for documenting students enrolled in an online program or online school)



Strasburg School District 31J

Policy:	File:
Federal Procurement - Regulation	DJB - R
Adopted:	Revision:
2022	November 2022

Single source procurement

One or more of the following conditions justify procurement of a small or large purchase pursuant to a noncompetitive proposal (i.e., "single source" procurement):

1. The item is only available from a single source;
2. A public exigency or emergency exists and does not permit the delay that would result from a competitive solicitation;
3. After solicitation of a number of sources, the district determines that competition is inadequate; or
4. The federal awarding agency or the state as the pass-through entity has expressly authorized noncompetitive proposals in response to a written request from the district.

The district shall document the grounds for using a single source procurement process in lieu of an otherwise-required competitive method of procurement.

Standards for obtaining price or rate quotations

The following standards apply to district procurement decisions that include the consideration of price or rate quotations:

1. Obtain at least two price or rate quotations that represent acceptable procurement options.
2. Price or rate quotations may be obtained from an online search, publicly advertised prices, written quotations prepared upon request or by documenting verbal quotations.
3. The specific price or rate quotation need not be the sole determining factor in the procurement decision if:
 - a. other relevant and material differences exist among the quotations (e.g., quality, functionality, vendor-supplied support services, life-cycle cost estimates, vendor experience in connection with the purchase of services, etc.); and
 - b. such differences predominate over a strict cost comparison.
4. If the district determines that it is in the district's best interests to not select the lowest price or rate quotation based upon the criteria listed in the above paragraph, the reason for deviating from using cost as the determining factor shall be documented.

Additional standards applicable to procurements under the federal Uniform Grant Guidance

Unless expressly authorized by the federal Uniform Grant Guidance and/or other applicable federal law, the following standards shall apply to district purchases made in whole or in part with federal funds:

1. The district shall take affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. These affirmative steps include, but are not limited to, placing qualified small and minority businesses and women's business enterprises on solicitation lists and ensuring the small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
2. A time and materials contract may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.
3. District procurement supported by federal funds may be subject to the federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The general requirements include procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative program for procurement of recovered materials as identified in Environment Protection Agency (EPA) guidelines.

LEGAL REFS:

2 C.F.R. §§ 200.318-200.326 (must adopt procurement procedures that reflect requirements of the Uniform Grant Guidance, for purchases made—in whole or in part—with federal funds)



Strasburg School District 31J

Policy:	File:
Safeguarding Personal Identifying Information	EHC
Adopted:	Revision:
2022	November 2022

The Board of Education is committed to protecting the confidentiality of personal identifying information (PII) obtained, created and/or maintained by the district. The Board directs district staff to safeguard PII in accordance with this policy and applicable law.

The district shall implement and maintain reasonable security procedures appropriate to the nature of the PII to protect against unauthorized access, use, modification, disclosure or destruction. The district shall review and require third parties under contract with the district that create, maintain and/or obtain PII to also maintain reasonable security procedures appropriate to the nature of the PII

The district shall ensure that records containing PII are appropriately destroyed when no longer needed and in such a manner as to make the PII unreadable or indecipherable, unless such record is required to be retained by applicable law.

In the event of a security breach, as that term is defined by state law, the district shall in a timely manner determine the likelihood that personal information may be misused and notify those Colorado residents affected by the breach, the Colorado Attorney General's office, and consumer reporting agencies, in accordance with the notification and timeline requirements of state law.

LEGAL REFS:

C.R.S. § 24-73-101(1) (must adopt policy for the destruction or proper disposal of documents containing personal identifying information),

C.R.S. § 24-73-102(1) (must adopt reasonable security procedures and practices to protect personal identifying information),

C.R.S. § 24-73-103(3) (must have notification of security breach procedures consistent with requirements of C.R.S. § 24-73-103(2)(k))

CROSS REFS:

EGAEA: Electronic Communications

EHB: Record Retention

GBJ: Personnel Records and Files

JRA/JRC: Student Records/Release of Information on Students

JRCB: Privacy and Protection of Confidential Student Information



Strasburg School District 31J

Policy:	File:
Criminal History Record Information	GBI
Adopted:	Revision:
2022	November 2022

The District is committed to ensuring the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until the information is purged or destroyed in accordance with applicable record retention rules.

This policy applies to any electronic or physical media containing Federal Bureau of Investigation (FBI) or Colorado Bureau of Investigation (CBI) CJI while being stored, accessed, or physically moved from a secure location within the district. This policy also applies to any authorized person who accesses, stores, and/or transports electronic or physical media containing criminal history record information.

Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)

CJI refers to all of the FBI Criminal Justice Information Services (CJIS) provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release. The term does not include identification information such as fingerprint records if such information does not indicate the individual's involvement with the criminal justice system. CHRI is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use, and dissemination of CHRI.

Proper access, use, and dissemination of CHRI

CHRI must only be used for an authorized purpose consistent with the purpose for which it was accessed or requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by Colorado Bureau of Investigation (CBI) officials with applicable agreements in place.

Personnel security screening

Access to CJI and/or CHRI is restricted to authorized personnel. Authorized personnel is defined as an individual, or group of individuals, who have completed security awareness training and have been granted access to CJI data.

Security awareness training

Basic security awareness training is required within six months of initial assignment, and biennially thereafter, for all personnel with access to said confidential information.

Physical security

All CJI and CHRI information must be securely stored. The district will maintain a current list of authorized personnel. Authorized personnel will take necessary steps to prevent and protect the district from physical, logical, and electronic breaches.

Media protection

Controls must be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. Electronic media includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. Physical media includes printed documents and imagery that contain CJI.

The district must securely store electronic and physical media within physically secure locations. The district restricts access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data must be encrypted. When no longer usable, information and related processing items must be properly disposed of to ensure confidentiality.

Media sanitization and disposal

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store, and/or transmit FBI or CBI CJI must be properly disposed of in accordance with measures established by the district.

Physical media (print-outs and other physical media) must be disposed of by one of the following methods:

1. shredding using district-issued shredders; or
2. placed in locked shredding bins for a private contractor to come on-site and shred, witnessed by district personnel throughout the entire process.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) must be disposed of by one of the following methods:

1. Overwriting (at least 3 times) - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.

2. Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.

3. Destruction - a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI or CBI CJI and/or sensitive and classified information must not be released from the district's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

Account management

The district must manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The district must validate information systems accounts at least annually and must document the validation process.

All accounts must be reviewed at least annually by the designated CJIS point of contact or their designee to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain CJI. The CJIS point of contact may also conduct periodic reviews.

Reporting information security events

The district must promptly report incident information to appropriate authorities to include the CBI's Information Security Officer (ISO). Information security events and weaknesses associated with information systems must be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures must be in place. Wherever feasible, the district must employ automated mechanisms to assist in the reporting of security incidents.

All employees, contractors, and third party users must be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of district assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

Policy violation/misuse notification

Violation of this policy or misuse of CHRI by any personnel can result in significant disciplinary action, up to and including loss of access privileges, civil and criminal prosecution, and/or termination.

Likewise, violation of this policy or misuse of CHRI by any visitor can result in similar disciplinary action against the sponsoring employee and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

LEGAL REFS.:

P.L. 92-544 (authorizes the FBI to exchange CHRI with officials of state and local governmental agencies for licensing and employment purposes)

28 C.F.R. 20.33 (b) (limited dissemination of criminal history record information) 28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)

C.R.S. [22-2-119.3](#) (6)(d) (name-based criminal history record check - definition)

C.R.S. [22-32-109.8](#) (non-licensed personnel - submittal of fingerprints and name-based criminal history record check)

C.R.S. [22-32-109.9](#) (licensed personnel - submittal of fingerprints and name- based criminal history record check)

C.R.S. [24-72-302](#) (definition of criminal justice information)

CROSS REFS.:

EHB, Records Retention

GBEB, Staff Conduct (and Responsibilities)

GCE/GCF, Professional Staff Recruiting/Hiring

GDE/GDF, Support Staff Recruiting/Hiring



Strasburg School District 31J

Policy:	File:
Health and Family Life/Sex Education	IHAM - Regulation
Adopted:	Revision:
2022	November 2022

1. Exemption will be granted from a specific portion of the health education curriculum on the grounds that the material taught is contrary to the religious beliefs and teachings of the student or the student's parent/guardian.
2. A request for exemption must be submitted in writing to the principal at least five school days in advance of instruction in that portion of the curriculum for which the exemption is requested. The request must state the particular conflict involved.
3. The principal will confer with the teacher to determine the length of time a student will be exempt. The teacher will develop an alternative activity for which the student will receive credit.
4. The principal will inform the parent/guardian of disposition of the request within three school days of receipt of the request.

LEGAL REFS:

C.R.S. § 22-25-106(4)(b), C.R.S. § 22-25-110(2)(b) (if the district has comprehensive health program, program must include notice and exemption procedure)



Strasburg School District 31J

Policy:	File:
Preparation for Postsecondary and Workforce Success	IHBK – Regulation <i>(Implementation Plan for Student Individual Career and Academic Plans)</i>
Adopted:	Revision:
2022	November 2022

In accordance with state law and the timeline prescribed by applicable State Board of Education rules, the district shall create a plan for the development and implementation of student individual career and academic plans (ICAP).

At a minimum, the district's ICAP plan shall address:

1. How the district will ensure that all students have access to and assistance in the development of an ICAP.
2. The role and responsibilities of the student, parents/guardians, and district staff in creating and updating an ICAP for the student.
3. The activities that will be addressed at each grade level of a student's ICAP.
4. How students' ICAPs will be stored.
5. If possible, the professional development that will be provided to appropriate district staff regarding ICAPs and the staff's role in implementing the district's ICAP plan.
6. The method that will be used to evaluate the implementation and effectiveness of the district's ICAP plan.



Strasburg School District 31J

Policy:	File:
Graduation Requirements	IKF - Exhibit
Adopted:	Revision:
2022	November 2022

High school graduation requirements are set by local school boards. They must align with the Colorado Graduation Guidelines, which are designed to help all students and families in Colorado plan for success after high school.

Local school boards and districts select from this menu to create a list of options that their students must use to show what they know of can do in order to graduate from high school. School districts may offer some or all of the state menu options, may raise a cut score on an included assessment and may add graduation requirements in other content areas.

Districts have the authority to provide accommodations to students in meeting the college and career demonstrations necessary to earn a standard high school diploma for: English learners, gifted students and students with disabilities.

Graduation Guidelines begin with the implementation of Individual Career and Academic Plans (ICAP);

21st Century Essential Skills; and Colorado Academic Standards for all content areas, including: one course in Civics, and by July 2023, one course that incorporates Genocide and Holocaust studies.

Students must demonstrate readiness for college and career based on at least one measure in Reading, Writing and Communicating, and one measure in Mathematics ¹.

MENU OF OPTIONS: This menu lists the minimum scores required.

ACCUPLACER			
CLASSIC	Reading, Writing and Communicating 62 on Reading Comprehension OR 70 on Sentence Skills	Mathematics 61 on Elementary Algebra	ACCUPLACER is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student's

¹ In order to match the language in statute for Colorado Academic Standards, and to better reflect the skills necessary for success in life after high school, "English" and "Math" have been more clearly defined as, "Reading, Writing, and Communicating" and "Mathematics."

NEXT GENERATION	Reading, Writing and Communicating 241 on Reading OR 236 on Sentence Writing	Mathematics 255 on Arithmetic (AR) OR 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)	academic Background, goals and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.
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ACT

Reading, Writing and Communicating 18 on ACT English	Mathematics 19 on ACT Math	ACT is a national college admissions exam. It measures four subjects – English, reading, math and science. The highest possible score for each subject is 36.
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ACT WorkKeys - National Career Readiness Certificate

Reading, Writing, Communicating, and Mathematics Bronze or higher	ACT WorkKeys is an assessment that tests students’ job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce. Students must score at the bronze level (a score of at least 3) in all three assessments- Applied Mathematics, Graphic Literacy and Workplace Documents - and they will earn the ACT’s National Career Readiness Certificate.
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Advanced Placement

Reading, Writing and Communicating 2	Mathematics 2	AP exams test students’ ability to perform at a college level. Districts choose which AP exams will fulfill this menu option. Scores range from 1 to 5 (highest).
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ASVAB

Reading, Writing, Communicating, and Mathematics 31 on the AFQT	The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students’ eligibility and suitability for careers in the military. Students who score at least 31 on the AFQT are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.
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Concurrent Enrollment

Reading, Writing and Communicating Passing grade per district and higher education policy	Mathematics Passing grade per district and higher education policy	Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit and concurrent enrollment. An eligible concurrent enrollment course is 1) the prerequisite directly prior to a credit-bearing course or 2) a credit-bearing course, and 3) governed by a district-level cooperative agreement or MOU. Districts choose which courses will fulfill the option.
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District Capstone

Reading, Writing and Communicating Individualized	Mathematics Individualized	A capstone is the culminating exhibition of a student’s project or experience that demonstrates academic and intellectual learning. Capstone projects are district determined and often include a portfolio of a student’s best work.
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Industry Certificate

Reading, Writing and Communicating Individualized	Mathematics Individualized	Industry certificates are credentials recognized by business and industry. They are district determined, measure a student's competency in an occupation, and they validate a knowledge base and skills that show mastery in a particular industry.
International Baccalaureate (I 3)		
Reading, Writing and Communicating 4	Mathematics 4	IB exams assess students enrolled in the official IB Diploma Programme. Districts choose which IB exams will fulfill this option. Scores range from 1 to 7 (highest).
SAT - Scores updated for SAT (2016)		
Reading, Writing and Communicating 470	Mathematics 500	The SAT is a college entrance exam. The SAT includes sections on reading, writing and math. The highest possible score for each section is 800.
Collaboratively developed, standards-based performance assessment		
Reading, Writing and Communicating State-wide scoring criteria	Mathematics State-wide scoring criteria	For this option, students use an authentic demonstration of academic knowledge and Essential Skills through the creation of a complex product or presentation.

LEGAL REFS.:

1 CCR § 301-81 Rules 2.02 and 2.03 (ICAP implementation plan must include policies and procedures)



Policy:	File:
Student Conduct	JIC
Adopted:	Revision:
2006	May 2017

It is the intention of the Board of Education that the district's schools help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns which will enable them to be responsible, contributing members of society.

The Board, in accordance with applicable law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.”

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

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

The conduct and discipline code shall be provided to each student upon enrollment in elementary, middle and high school. The district shall take reasonable measures to ensure each student is familiar with the code. Copies shall be posted or kept on file in each school of the district. In addition, any significant change in the code shall be provided to students and posted in each school.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of district property, and the rights and welfare of other students and staff. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the conduct and discipline code.

Adoption: 2006
 Revised: 5-10-2017
 Reviewed: 11-11-2022

LEGAL REFS.:

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

C.R.S. [22-32-109.1](#) (2) (policy required as part of safe schools plan)

C.R.S. [22-32-109.1](#) (2)(a) (school district shall take reasonable measures to ensure students are familiar with the conduct and discipline code)

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

CROSS REFS.:

[GBGB](#), Staff Personal Security and Safety

[JIC](#) subcodes (all pertain to student conduct)

[JK](#), Student Discipline, and subcode