



Strasburg School District 31-J Agenda

SCHOOL DISTRICT BOARD OF EDUCATION
APRIL MEETING
April 11, 2023 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://ecbooces.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 the Minutes
 - e. Adoption of Agenda

- II. **Celebration (20 min)**
 - a. Payton Lasecke- Daniel's Fund
 - b. Leyla Jaramillo- All Conference Cheerleading (Patriot League District Basketball) & 1st Place at Skills USA Competition
 - c. Kaslin Wade- All State Cheerleading (All State Games)
 - d. Avis & Johnnie- New Program
 - e. Denise O'Donnell

- III. **Public Participation/General (3 minutes per individual)**
 - a. Keaton Hamacher- Shop Class & Life Skills Program

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

- V. **Superintendent Report/Discussion (12 minutes)**
 - a. Title Redesign
 - b. Budget Snapshot Work
 - c. Evaluations
 - d. Central Registry
 - e. Assessments
 - f. Professional Development Update
 - g. Community Strategic Plan
 - h. Complaint Procedure/Customer Service
 - i. DAC Report
 - j. Interview Process/Committee
 - k. Calendar

- VI. **Policy- First Read**
 - a. KE-R Public Complaints & Concerns Regulations
 - b. JEB-R Process for Early Entrance to Pre School, Kindergarten or 1st Grade
 - c. JFB Intra-District Choice/Open Enrollment
 - d. JFB-R Intra-District Choice/Open Enrollment Regulation

- VII. **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. Approve Signing of Diplomas
 - ii. Approve 2023-2024 School Year Calendar
 - iii. Policy- Final Reads
 1. KE Pubic Complaints & Concerns
 2. JEB Age Requirements
 3. GBGJ Staff Bereavement Leave
 4. JFB Inter-District Choice/Open Enrollment
 5. JFB- R Inter-District Choice/Open Enrollment Regulation
 6. IC/ICA School Year/School Calendar/Instruction Time

7. IHEDA Concurrent Enrollment
8. IHEDA- R Concurrent Enrollment Regulation
9. JFAB Continuing Enrollment of Students Who Become Nonresidents
10. JFABA Nonresident Tuition Charges
11. GBJ Personnel Records and Files
12. GBEA Staff Ethics/Conflict of Interest
13. AC R 2 Sex Based Discrimination and Sexual Harassment Investigation Procedures
14. GBAB Workplace Health and Safety Protection

iv. Updated Sub List

b. **Recommended Motion:**

Terminations/Resignations:

- i. Tim Barber, Director of Facilities & Operations
- ii. Ashley Van Slyke, Assistant Principal (SES)
- iii. Veronica Davis, Long Term Sub (SHS)
- iv. Zoey Larsen, Para Professional (HMS)
- vi. Anthony Rome, Teacher (HMS)
- vii. Monica Wolenski, Teacher (SES)
- viii. Sara Foose, Food Service
- ix. Casey Pelton, Teacher (SES)
- x. Michelle Freel, Transportation

Retirements:

- i. Jane Rogers, Media Specialist (SHS)
- ii. Elizabeth Moock, Counselor (SES) 110
- iii. Colleen Kruse, Para Professional (SES)
- iv. Debbie Sewald, Para Professional, ELL (SES)

Reassignments:

- i. Laurie Ponserella, Teacher (SES ----> HMS)

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
March 7, 2023 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, Dillon Kent, Michael Marrero and Julie Winter.

Daymon Johnson came late

Others participating were Dan Hoff (Superintendent of Schools), Brooke Kartus (Secretary to the BOE), Nancy Taylor (CFO), Cheri Wrench (Wrench Consulting) other staff and members of the community.

ADOPTION OF THE AGENDA:

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

AYE: Elliott, Kent, Marrero, Winter

NAY: NONE – MOTION CARRIED 4-0

ADOPTION OF THE MINUTES:

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

AYE: Elliott, Kent, Marrero, Winter

NAY: NONE – MOTION CARRIED 4-0

CONSENT AGENDA:

On a motion by Diana Elliot and seconded by Daymon Johnson, it is hereby resolved to approve the agenda as presented.

AYE: Elliott, Johnson, Kent, Marrero, Winter

NAY: NONE – MOTION CARRIED 5-0

CELEBRATION:

- Tina Spence- saved a student's life choking. Thank you for making student safety paramount & hopping into action quickly.
- Hannah McClintock- Science Award. 1st place in her division. Congratulations.
- SES Security Gates & Fences- up and keep the playgrounds secure
- SES Weekly Partnership with SPR- After school activities starting 3/27 for 6 weeks. Register through Strasburg Parks and Rec District. 6 classes- 20 spots each.

PUBLIC PARTICIPATION/GENERAL:

- Mr. Fetty: Bullying issue in the district. Perception is that the schools do not do anything about it. Policy terminology is poor.
- Mrs. Fetty: Small community- once a student is labeled there is no getting away from it. Labels stay with students. Issues need to be addressed. Family is happy to step up and help district in any way possible to support a change.
- Student Fetty: Does not feel safe any longer. Community used to be great, has gone down.

BOARD REPORTS/DISCUSSIONS:

- Legislative update: State Budget coming up. School finance. COVID & Tabor funds are gone. Rural funding up in the air. Property tax updates are coming. Bylaw survey to be sent to be completed by all board members.

SUPERINTENDENT REPORT/DISCUSSION:

- Strategic Plan- Cheri Wrench- guest speaker. Representing Community Strategic Plan. Key points: Inclusive process, shared vision, input, multi-year process.
- Preliminary Revenue Review 2023*2024: No long bill yet. Inflation announced at an 8% increase (estimated by state economists). Projecting flat enrollment. Coming soon: school finance act & long bill presented not approved by 3/27/23. To be followed by approved long bill & October student count.

CONSENT AGENDA/ACTION ITEMS:

- Contract approval- Strategic Plan
- Approve Claim/Accounts Receivables
- Updated Sub List

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 Agenda

Minutes of the Board of Education Work Session
March 24, 2023 9:00am
2102 Wagner St
Strasburg, CO 80136

CALL TO ORDER:

Meeting was called to order at 9:00am by President Michael Marrero

ATTENDANCE: (Roll Call)

Board members present were: Diana Elliott, Dillon Kent, Michael Marrero and Julie Winter. Daymon Johnson joined @ 9:11am

Others participating were Dan Hoff (Superintendent of Schools), Brooke Kartus (Secretary to the BOE), Nancy Taylor (CFO), other staff and members of the community. Mr. Fetty was present- as a witness only.

Financials:

- Financials will change from monthly delivery to quarterly delivery

Budget:

- Went over priority topics as a result of survey data

Capital Projects:

- Stadium lights to be done by end of April (weather permitting). Sidewalks to be done by the end of May (weather permitting). Fencing completion goal is end of June (weather permitting). Opportunity for partnership with Strasburg Parks & Rec- Fencing, detention pond, & restrooms.

Transitional Positions:

- Tim will be transitioning out. Interviews to start week of 3/27/2023. 6 candidates to be interviewed. Inclusive interview panel created.

Calendar:

- Overview of proposed 2023 2024 school year calendar. Email will go to student families this week for feedback. Elementary is proposed to have an early release 1 day a week. Will have before and after school care options.

Policy JICDE- Bullying Prevention & Education:

- Reviewed the policy. Discussed terminology, process and procedure around this policy. Policy current does follow the recommended legally advised policy by CASB.

Land Acknowledgement:

- Gail Ridley joined via Zoom for just this portion of the meeting. Covered the current proposed land acknowledgement. Gail expressed interest in coming to May work session to review for approval.

ADJOURNMENT

On a motion by Dillon Kent and seconded by Julie Winter it is hereby resolved to adjourn.

AYE: Elliott, Kent, Johnson, Marrero, Winter

NAY: NONE – MOTION CARRIED 5-0

Michael Marrero, President

Date

Julie Winter, Treasurer

Date



Strasburg School District 31-J Agenda

**Minutes of the Board of Education Meeting
Executive Session
March 31, 2023 9:30am
2102 Wagner St
Strasburg, CO 80136**

CALL TO ORDER:

Meeting was called to order at 9:36am by President Michael Marrero

ATTENDANCE: (Roll Call)

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

Others participating were Brooke Kartus (Secretary to the BOE).

ADOPTION OF THE AGENDA:

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

AYE: Elliott, Kent, Marrero, Winter

NAY: NONE – MOTION CARRIED 4-0

CONSENT AGENDA:

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

AYE: Elliott, Kent, Marrero, Winter

NAY: NONE – MOTION CARRIED 4-0

PERSONNEL MATTER-SUPERINTENDENT EVALUATION:

- Completed a review of the Superintendent’s evaluation. Covered a comprehensive overview along with specific focus on the following areas: Strengths, Opportunities, Start Doing, Continue Doing & Stop Doing. Ratings and comments were collected from each board member for consideration & data collection.

ADJOURNMENT

On a motion by Diana Elliott and seconded by Dillon Kent it is hereby resolved to adjourn.

AYE: Elliott, Johnson, Marrero, Winter

NAY: NONE – MOTION CARRIED 4-0

Michael Marrero, President

Date

Julie Winter, Treasurer

Date



Strasburg School District 31J

Policy:	File:
Public Concerns and Complaints - Regulation	KE - R
Adopted:	Revision:
2023	

In accordance with this regulation's accompanying policy, this regulation contains the procedures to follow when a member of the public files a formal complaint against the district.

Any member of the public may file a formal complaint within the same school year that the incident or concern that is the subject of the complaint occurred. Any complaint filed outside of this timeline shall not be considered.

If the public complaint does not involve personnel and the most direct staff member involved is the superintendent, the person may request to start at Step 3 of the following process.

The public complaint process shall be as follows:

Step 1. Generally, the first step is to discuss the complaint or concern with the district employee responsible for the event or action that forms the basis for the complaint.

Step 2. If the complaint is not resolved at Step 1, the person may initiate a formal complaint that shall be written, dated and signed. The person may then request review of the formal complaint by submitting it to the district employee having direct administrative or supervisory responsibility over the work of the employee involved in the complaint. Such complaint shall be filed within 20 working days of discussing the complaint pursuant to Step 1. If the supervisor or administrator determines that the complaint cannot be resolved informally, the supervisor or administrator shall render a written decision within 10 working days of receipt of the complaint. Superintendent should be notified of any said complaint.

Step 3. If the complaint is not resolved at Step 2, the person may request review of the formal complaint by submitting it to the superintendent within 10 working days of receipt of the decision in Step 2. If the superintendent or superintendent's designee determines that the complaint needs further response, the superintendent shall render a written decision within 10 working days of receipt of the complaint and any written decision from Step 2.

Step 4. If the complaint is not resolved at Step 3, the person may request review of the formal complaint by submitting a written request to the Board of Education within 10 working days of receipt of the decision in Step 3.

Matters referred to the Board shall be specific in terms of the action desired. The person shall submit the request for Board review to the superintendent. The Board shall not consider or act on complaints that have not been explored at the appropriate administrative level. If the Board agrees to review the complaint by adding it to a Board meeting agenda, the Board's decision shall be made in writing within 15 working days after the Board's review. All decisions and findings by the Board shall be final.

Adopted:04-10-2023



Strasburg School District 31J

Policy:	File:
Process for Early Entrance to Pre School, Kindergarten, or 1 st Grade	JEB-R
Adopted:	Revision:
2023	

Application Process

- ❖ Information regarding the Strasburg School District's Early Entrance policy will be made available on the district's web page. The information will include the criteria, application process, time frames, portfolio referral, assessments, final determination process, and the dispute resolution procedure.
- ❖ To initiate application, the parent contacts the school/district office and makes request for Early Entrance. Requests will be accepted starting March 1st for the following school year. Completed applications are due no later than April 1st for early entrance for the following school year. Determination will be made by the end of the current school year calendar.
- ❖ The child must be age 4 for 4 year old preschool, age 5 for Kindergarten and age 6 for first grade by August 1st in order to qualify for early entrance under this policy.
- ❖ Application should be submitted to the Elementary Principal.
- ❖ The Elementary Principal contacts the parents, obtains information about student and reason for request, informs parent(s) about process and provides them the necessary information.
- ❖ If a parent moves into the district after the April 1st deadline, they may still apply for early access up to August 1st during the first year of residency in the district.
- ❖ If the parent decides to request that their child go through the process, the parent is responsible for the collection and submission of the following information for a portfolio.

Parent's Portfolio Contents should include:

- A) Observable Student Behaviors-**
 1. Letter from parent requesting early entrance
 2. *Observation Inventory for Parents* will be provided to parents to complete
 3. Letter from preschool or kindergarten teacher recommending student (if they attended)
- B) Samples of Student Interest**
 1. Examples ~ Drawings, videos, pictures, etc.
 2. Other Items Parent Deems Appropriate
- ❖ After the parent completes the portfolio for the child, the child will be assessed at school. After compiling a body of evidence, a meeting will be held to determine the best placement for the student based on the areas of cognitive ability, academic achievement, motor skills, speech and communication skills, and social/emotional skills.

Determination Process

- ❖ The student is a resident of Strasburg School District.
- ❖ In order to be placed, a student must be formally identified as meeting the School District's criteria. Cognitive ability scores alone do not automatically qualify a student for early entrance; academic achievement, motor skills, communication and speech, social and emotional factors must also be considered in making the determination for early entrance placement.
- ❖ A current kindergarten teacher will observe the student in the areas that were mentioned above.
- ❖ The school determination team, at a minimum, will include the principal, a teacher in early childhood, a kindergarten teacher, and any other appropriate person (i.e. counselor, English as a Second Language teacher, etc.) The team reviews the complete body of evidence and makes a consensus decision regarding placement. If there is no team consensus, the principal will make the determination.
- ❖ For those students who do not meet the standardized cognitive ability criteria, the process will end and parents will receive written notification along with a copy of the written report of test results. Parents may request a follow-up meeting for clarification.
- ❖ For those students who have qualifying scores, a meeting will be held to discuss data and next steps. Parents will receive written notification of early entrance from the school determination team.
- ❖ The final decision of early entrance is always at the discretion of Strasburg School District.

Instruments That May Be Used in Determining Placement Include the Following:

- Teaching Strategies Gold (TSG)
- Developmental Assessment of Young Children- Second Edition (DAYC-2)
- Individual School Reading Inventories
- Individual School Math Placement tests
- Other assessments deemed appropriate by the Administrative Unit or School District

Placement Process

- ❖ If the student is allowed early entrance, the determination team will assign the best placement and transition process.

Appeal Process

In any case where a parent wishes to appeal the district's decision, the Strasburg School District appeal procedure will be followed. In order to appeal the decision, the parent should submit a request in writing to the Superintendent of Strasburg School District at 56729 E. Colorado Ave. Strasburg, Colorado 80136. Telephone: 303.622.9211. A final decision by the administrative unit will be made within ten days after receiving the written appeal.

Adopted:04-10-2023



Strasburg School District 31J

Policy:	File:
Intra-DistrictChoice/OpenEnrollment	JFBA
Adopted:	Revision:
April 2023	

The Board of Education endorses the neighborhood school concept and makes many decisions based on student population within the attendance areas of residence. The Board recognizes, however, that resident students may wish to attend a school or participate in a program located in an area other than that of their assigned school. Therefore, students may be allowed to attend any school or participate in any program of their choice on a space available, first-come, first-served basis (as supported by capacity).

In implementing the open enrollment program, the district is not required to:

1. Make alterations in the structure of a requested school or make alterations to the arrangement or function of rooms within a requested school.
2. Establish and offer any particular program in a school if such program is not offered currently in such school.
3. Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites, and required levels of performance.

Notwithstanding the provisions of this policy, a student may be assigned outside the attendance area by mutual agreement of the principals in the special interest of the student and/or school.

Open enrollment and transfers

Resident students and their parents/guardians will be notified on an annual basis of the options available through open enrollment in sufficient time to apply.

Students, including home-schooled students desiring to take classes on a part-time basis, within designated attendance areas will have priority in registering in that school. Students may apply for open enrollment in a school outside their attendance area and will be admitted if there is space available in the requested school and the application has been submitted on or before such as March 1st in accordance with the regulations accompanying this policy.

Parents and/or students who desire a change of school after March 1st must submit a letter together with the required form requesting a transfer. The request will be reviewed and acted upon in accordance with the regulations accompanying this policy.

Open enrollment and transfer students attending a school outside their attendance area may be granted enrollment on a year-to-year basis.

Students granted permission to enroll in a school other than the school in their assigned attendance area will have the same curricular and extracurricular status as all other students attending the school, as

determined by applicable law, bylaws of the Colorado High School Activities Association, and the district's eligibility requirements.

Any student enrolled pursuant to this policy will be allowed to remain enrolled in the school or program through the end of the school year unless overcrowding or other undesirable conditions develop, as described in the accompanying regulation.

Transportation

Transportation for students granted permission to attend school outside their attendance area must be furnished by their parents unless space is available in district buses without disruption of regular routes and loading areas. Homeless students, students in foster care, and students with disabilities will be transported, as necessary, in accordance with state and federal law.

Military children

The district will allow an inbound active duty military member to use the school liaison office address for the military installation to which the inbound active duty military member is or will be assigned in order to apply for open enrollment in a district school or program. No additional documentation of an inbound active duty military member's child's state address will be required to apply for open enrollment.

The district school or program in which the child of an inbound active duty military member is open enrolled will grant guaranteed automatic matriculation while the child remains in the district, including guaranteed automatic matriculation to the next grade, even if the next grade is in a different school level or building, in the same manner guaranteed automatic matriculation is provided to resident students. The district will also grant priority preference for the younger siblings of the child of an inbound active duty military member who is open enrolled for purposes of enrolling in subsequent school years.

Nondiscrimination

The Board, the superintendent, other administrators, and district employees will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy.

Special education students

The district shall not inquire about an applicant's IEP or disability status until after the applicant has been admitted. Thereafter, the district shall consider the request for open enrollment or transfer to another school or program will be considered in accordance with applicable state and federal laws.

- LEGALREFS.:
- C.R.S. [22-1-102](#) (definition of district resident)
 - C.R.S. [22-32-109](#)(1)(II) (Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)
 - C.R.S. [22-32-110](#)(1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)
 - C.R.S. [22-32-110](#)(1)(m) (power to fix boundaries)
 - C.R.S. [22-36-101](#) et seq. (open enrollment)

C.R.S. 22-36-107 (inbound active duty military families open enrollment and registration)

1 CCR 301-8, Rules 4.03 and 8.07 (prohibiting administrative units from inquiring about a transferring child's IEP or disability status until after the child has been admitted)

CROSSREFS.: [EEA](#), Student Transportation

[IHBG](#), Home Schooling

[JC](#), School Attendance Areas

[JFABD](#), Homeless Students

[JFABE*](#), Students in Foster Care

[JFBB](#), Inter-District Choice/Open Enrollment

[JJJ](#), Extracurricular Activity Eligibility

Adopted: 4-10-2023



Strasburg School District 31J

Policy:	File:
Intra-District Choice/Open Enrollment Regulation	JFBA- R
Adopted:	Revision:
April 2023	

1. Attendance areas

Students will attend the district school determined by their residence unless a request to enroll in another school or program is approved. No student will be enrolled in a school or program outside the attendance area without prior approval in accordance with these regulations.

The principal of each school will be responsible for checking student enrollment records to determine that each student is a legal resident of that school's attendance area or has an approved authorization for open enrollment or transfer.

Students must register in the school serving their attendance area even though a request is pending for open enrollment or transfer. Registration in the requested school will not be permitted until the student has received written approval for open enrollment or transfer.

2. Open enrollment

Requests for open enrollment must be initiated by the parents/guardians by filing the approved form with the principal of the school which the student wishes to attend (receiving school). The receiving school principal will notify the principal of the school in the student's attendance area of the disposition of the request. Central administration of the school district shall also receive copies of related paperwork.

Forms will be available in every school building and in the central administrative office. A parent/guardian who is an inbound active duty military member may access and submit forms electronically. The principal will explain to the parents/guardians the procedures used to process open enrollment requests.

The receiving school principal will make the decision as to whether an open enrollment application is accepted or rejected based on criteria established in state law and Board policy. The receiving school principal will be responsible for notifying the parents/guardians and students of approval or disapproval of an open enrollment request no later than April 30th.

3. Grounds for denial of open enrollment

An open enrollment request may be denied at any time if:

- a. There is a lack of space or teaching staff within a particular program or school requested.
- b. The school requested does not offer appropriate programs for the student, is not structured or equipped with the necessary facilities to meet the student's special needs or does not offer a particular program requested.

- c. The student does not meet the established eligibility criteria for participation in a particular program including age requirements, course prerequisites and required levels of performance.
- d. A desegregation plan is in effect for the school district, and such denial is necessary in order to enable compliance with the desegregation plan.
- e. The student has been expelled from any school district during the preceding 12 months.
- f. The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel including but not limited to behavior that has resulted in an out-of-school suspension.
- g. The student has graduated from the 12th grade of any school or is in receipt of a document evidencing completion of the equivalent of a secondary curriculum.

Upon enrollment at a school outside the attendance area, the student should plan to remain in that school for a full academic year. Once a student is accepted under the open enrollment plan, reasonable effort will be made to permit the student to complete the highest grade in that building subject to the right of residents of the attendance area to attend the school.

A student who is the child of an inbound active duty service member and who is accepted under the open enrollment plan is guaranteed automatic matriculation, including automatic matriculation to the next grade level, even if the next grade is in a different school level or building.

Students who wish to return to their home school or to open enroll in a different school must submit an open enrollment request in accordance with these regulations.

Each principal will maintain a file of all open enrollment requests to that building. A copy will be forwarded to the central office for district-wide data collection purposes.

Those students who apply for open enrollment and cannot be accepted at the time of application will be placed on a waiting list in the order in which the applications are received and will be considered for approval at a later date if space becomes available. The waiting list will be maintained until April 30th of each year, after which a new waiting list will be developed for the next 12 months.

4. Transfers

The transfer process is available to allow flexibility in choice of school when the open enrollment deadline has passed and/or circumstances necessitate a change in school just prior to or during a school year. All requests for enrollment at a school outside a student's attendance area will be processed as transfers once the open enrollment deadline has passed.

Requests for transfer must be initiated by the parents/guardians by filing the approved form with the principal of the school which the student wishes to attend (receiving school). The receiving school principal will notify the principal of the school in the student's attendance area of the disposition of the request.

Forms will be available in every school building and in the central administrative office. A parent/guardian who is an inbound active duty military member may access and submit forms electronically. The principal will explain to the parent/guardian the procedures used to process transfer requests.

The receiving school principal will make the decision as to whether a transfer application is accepted or rejected based on the same criteria established in state and federal law and Board policy as used to consider open enrollment requests. It may be appropriate under some circumstances to conditionally

approve a transfer request. The receiving school principal will be responsible for notifying the parents and students of approval or disapproval of a transfer request as soon as possible.

Permission to transfer when granted will be for one academic year or the remainder of the year if the transfer occurs after the beginning of any school year. Renewal of transfers is not automatic.

Students who wish to return to their home school or to transfer to a different school must reapply for a transfer in accordance with these regulations.

Each principal will maintain a file of all transfer requests to or from his/her building. A copy will be forwarded to the central office for district-wide data collection purposes.

5. Criteria to determine availability of space or teaching staff

Open enrollment and transfers within the district will be approved subject to space availability in the school requested contingent upon district class size guidelines and subject to availability as determined by the receiving principal taking enrollment projections into consideration. Students whose open enrollment or transfer requests have been approved will be assigned to classrooms on the basis of available staff and support services as well as the best use of classroom space. Mobile units will not be taken into consideration when determining availability of classroom space.

Requests for enrollment in particular programs will take into consideration the applicant's qualifications for the program.

An open enrollment or transfer granted to one child in a family will not necessarily support the open enrollment or transfer of another child in the family, except that priority preference is granted for a younger sibling of a child of an inbound active duty service member.

6. Continuing enrollment criteria

Any student enrolled pursuant to this policy shall be allowed to remain enrolled in the school or program through the end of the school year unless the student is expelled from the school or program or the district determines that the student's application contained material misstatements or omissions.

Permission for a student to attend a district school may be rescinded at the end of the school year if the school's growth in enrollment due to an increase in students living in the school's boundary results in inadequate space or resources for enrolled students. In such cases, the enrollment of choice or transfer students will be rescinded for particular schools or programs.

Any choice or transfer student may be denied enrollment for the next school year if, due to a change in circumstances, the school would be required to add programs, space or teaching staff or make an alteration to facilities or equipment in order to serve the student or the student no longer meets the established eligibility criteria for the school.

Students whose place of residence changes within the school district during the school year must complete transfer forms for record-keeping purposes. Students will be required to attend the school of their new attendance area the following year unless application is made for open enrollment or transfer.

7. Eligibility for activities

Eligibility for participation in extracurricular and interscholastic activities will be determined in accordance with applicable law, the bylaws of the Colorado High School Activities Association and the district's eligibility requirements.

Any student who enrolls in a school outside of the attendance area by falsifying the address forfeits eligibility to participate in the school's activities.

8. Appeal procedure

Should a request for open enrollment or transfer be denied, the parent/guardian will be advised by the principal that they may appeal the denial by contacting the Central Registrar.

The principal shall submit the reason for denial of the request, and the parent/guardian's request, to the administrator considering the appeal. The administrator will review the parent/guardian request and the principal's decision and then make a determination.

Upon request of either the principal or the parent/guardian, the superintendent will review the decision of the administrator. The superintendent's decision shall be final.

Adopted:4-10-2023

PROPOSED Strasburg 31J - 2023-2024 Calendar

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	Th	F	S
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 8, 9, 10
Staff Professional Development
Aug 11, 14, 15
Building/Teacher Day
Aug 16
First Day of School

Student 12 Teacher 18

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept 4
District Closed/Labor Day
Sept 18
Staff Professional Development

Student 19 Teacher 20

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct 11, 12
Parent Conferences
Oct 13
District Closed/Teacher Comp Day
October 16
Teacher/Staff Work Day
Oct 17
Secondary First Day of 2nd Quarter
Student 20 Teacher 21 (22 Comp)

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov 3
Elementary 2nd Trimester Begins
Nov 20, 21, 22, 23, 24
Thanksgiving Break

Student 17 Teacher 17

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec 20-Jan2
Winter Break

Student 13 Teacher 13

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec 20-Jan 2
Winter Break
Jan 3

Jan 4
Secondary First Day of 3rd Quarter
Jan 15
District Closed/MLK Day
Student 19 Teacher 20

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb 5
Staff Professional Development
Feb 16
Elementary 2nd Trimester Begins
Feb 19
District Closed/Presidents' Day

Student 19 Teacher 20

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar 13, 14
Parent Conferences
Mar 15
District Closed/Teacher Comp Day
Mar 18-22
Spring Break
Mar 25
Secondary First day of 4th Quarter
Student 15 Teacher 15 (16 Comp)

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 12
Staff Professional Development

Student 21 Teacher 22

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27					

May 15
Last Day of School
May 16
Teacher/Staff Work Day
May 18, 19
(18) PCHS – SHS (19) Graduation
May 27
District Closed/Memorial Day
Student 11 Teacher 12

- Data/Plan/Professional Development-No Students
- No School-District Closed
- Parent/Student Conferences
- Special Event
- Early Release-Elementary Only
- Elementary Only - Mondays 75 Minute Early Release
- Secondary Only



Strasburg School District 31J

Policy:	File:
Public Concerns and Complaints	KE
Adopted:	Revision:
	April 2023

Constructive criticism motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively is welcomed by the Board of Education.

Public complaints made pursuant to this policy may involve personnel or district operations. Such complaints shall be processed in accordance with this policy's accompanying regulation. Public complaints concerning unlawful discrimination, instructional resources or teaching methods shall be processed according to applicable Board policy, as listed in this policy's cross references.

This policy and accompanying regulation shall not apply to parent/guardian concerns or complaints filed on behalf of a student or concerning a student. If a parent/guardian files a complaint, the district shall follow applicable Board policy in responding to the complaint, as listed in this policy's cross references.

The Board relies on district staff to resolve concerns raised by the public and believes that complaints are best handled and resolved as close to their origin as possible. Therefore, whenever a complaint is made directly to the Board or an individual Board member, it shall be referred to the superintendent, who shall process the complaint in accordance with this policy's accompanying regulation.

CROSSREFS.: [AC](#), Nondiscrimination/Equal Opportunity

[IKE](#), Ensuring All Students Meet Standards (Promotion, Retention and Acceleration of Students)

[JII](#), Student Concerns, Complaints and Grievances

[JKD/JKE](#), Suspension/Expulsion of Students

[JRA/JRC](#), Student Records/Release of Information on Students

[KEC](#), Public Concerns/Complaints about Instructional Resources

[KEF*](#), Public Concerns/Complaints about Teaching Methods, Activities or Presentations

Adopted:

Revised: 04-10-2023



Strasburg School District 31J

Policy:	File:
EntranceAgeRequirements	JEB
Adopted:	Revision:
	April 2023

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

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

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

LEGALREFS.: C.R.S. [22-1-115](#) (*school age*)

C.R.S. [22-20-204](#) (*program plan requirements regarding highly advanced gifted children*)

C.R.S. [22-32-119](#) (*kindergarten*)

C.R.S. [22-33-104](#) (1)(a) (*Compulsory School Attendance Law requiring attendance for children aged 6 through 16 as of August 1*)

C.R.S. [22-54-103](#) (10) (*sets October 1 date for funding*)

C.R.S. [22-54-103](#) (10.5) (*defines pupil enrollment count day*)

C.R.S. [24-60-3402](#) (*Interstate Compact on Educational Opportunity for Military Children*)

1 CCR [301-8](#), 2220-R-12.00 (*highly advanced gifted children*)

CROSS REF.: [JEA](#), Compulsory Attendance Ages

Adopted:

Revised:04-10-2023



Strasburg School District 31J

Policy:	File:
Staff Bereavement Leave	GBGJ
Adopted:	Revision:
2006	April 2023

Five days of paid bereavement leave will be granted to all eligible employees in case of the death of an employee's immediate family member (a person who is related by blood, marriage, civil union, or adoption). Absence necessitated by a death in the employee's family of someone other than a member of the immediate family may be given the same consideration as a death in the immediate family upon recommendation of the employee's immediate supervisor and approval of the superintendent.

Employee absences which extend beyond five days due to a death in the family may be charged to the employee's sick or vacation leave, at the employee's option.

LEGAL REF.: C.R.S. [2-4-401](#) (definition of immediate family)

CROSSREF.: [GBGG](#), Staff Sick Leave

Adopted: September 2006

Revised: 03-11-2022

Revised: 04-10-2023



Strasburg School District 31J

Policy:	File:
Inter-DistrictChoice/OpenEnrollment	JFBB
Adopted:	Revision:
2006	April 2023

The Board recognizes that students may benefit from having a choice of schools to attend within the public school system that is not limited by school district boundaries.

Nonresident students from other school districts within the state who are accepted pursuant to the regulations approved by the Board may enroll in particular programs or schools within this district on a space available basis without payment of tuition, except as otherwise provided by law.

In providing for the open enrollment of nonresident students, the school district will not:

1. Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.
2. Establish and offer any particular program in a school if such program is not currently offered in such school.
3. Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and required levels of performance.
4. Enroll any nonresident student in any program or school after the pupil enrollment count day.

Before considering requests for open enrollment from nonresidents, priority will be given to resident students who apply under the district's open enrollment/transfer plan.

Any student enrolled pursuant to this policy will be allowed to remain enrolled in the school or program through the end of the school year unless overcrowding or other undesirable conditions develop, as described in the accompanying regulation.

Students granted permission to enroll in a school pursuant to this policy will have the same curricular and extracurricular status as all other students attending the school, as determined by applicable law, bylaws of the Colorado High School Activities Association, and the district's eligibility requirements.

Transportation

Transportation for nonresident students who enroll in the district must be furnished by the parents/guardians unless it is determined that transportation is necessary for the district to comply with state and federal law requirements for homeless students, students in foster care, and students with disabilities.

Homeless students, students in foster care, and students with disabilities will be transported, as necessary, in accordance with state and federal law. Buses from this district may enter the student's

district of residence to pick up or deliver the student only with specific permission of the Board of Education of the district of residence.

Militarychildren

The district will allow an inbound active duty military member to use the school liaison office address for the military installation to which the inbound active duty military member is or will be assigned in order to apply for open enrollment in a district school or program. No additional documentation of an inbound active duty military member's child's state address will be required to apply for open enrollment.

The district school or program in which the child of an inbound active duty military member is open enrolled will grant guaranteed automatic matriculation while the child remains in the district, including guaranteed automatic matriculation to the next grade, even if the next grade is in a different school level or building, in the same manner guaranteed automatic matriculation is provided to resident students. The district will also grant priority preference for the younger siblings of the child of an inbound active duty military member who is open enrolled for purposes of enrolling in subsequent school years.

Nondiscrimination

The Board, the superintendent, other administrators, and district employees will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy.

Specialeducation

The district shall not inquire about an applicant's IEP or disability status until after the applicant has been admitted. Thereafter, the district shall consider the request for open enrollment in accordance with applicable state and federal laws.

- LEGALREFS.: C.R.S. [15-14-105](#) (delegation of custodial power)
- C.R.S. [19-1-115.5](#) (child in foster care placement is considered resident of school district in which foster home is located)
- C.R.S. [22-1-102](#) (2) (definition of resident of district)
- C.R.S. [22-20-106](#) (designation of general and special education responsibilities for students with disabilities)
- C.R.S. [22-20-107.5](#) (defining district of residence for students with disabilities)
- C.R.S. [22-20-109](#) (tuition for special education services)
- C.R.S. [22-32-109](#) (1)(II) (Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)
- C.R.S. [22-32-110](#) (1)(k) (definition of racial or ethnic background
includes hair texture, definition of protective hairstyle)
- C.R.S. [22-32-113](#) (1)(c) (transportation of students residing in another district)

C.R.S. [22-32-115](#) (district may pay tuition for student to attend in another district not to exceed 120% of per pupil general fund cost)

C.R.S. [22-32-115](#) (2)(b) (subject to 22-36-101 district must permit any student whose parents are residents of Colorado to attend w/o payment of tuition)

C.R.S. [22-32-115](#) (4)(a) (district is not liable for tuition except pursuant to written agreement)

C.R.S. [22-32-116](#) (if become non-resident may finish semester, if in 12th grade may finish year, special rules for elementary students)

C.R.S. [22-33-103](#) (any resident may attend district school w/o payment of tuition, tuition can be paid by district of residence pursuant to written agreement, parents may pay tuition if non-Colorado resident)

C.R.S. [22-33-106](#) (3) (grounds to deny admission)

C.R.S. [22-36-101](#) et seq. (open enrollment policy must have time line and reasons to deny enrollment)

C.R.S. 22-36-107 (inbound active duty military families open enrollment and registration)

C.R.S. [22-54-103](#) (10.5) (definition of pupil enrollment count day)

1 CCR [301-8](#), Rules 4.03 and 8.07 (prohibiting administrative units from inquiring about a transferring child's IEP or disability status until after the child has been admitted)

CROSSREFS.: [JFAB](#), Continuing Enrollment of Students Who Become Nonresidents

[JFABA](#), Nonresident Tuition Charges

[JFABD](#), Homeless Students

[JFABE*](#), Students in Foster Care

[JFBA](#), Intra-District Choice/Open Enrollment

[JJJ](#), Extracurricular Activity Eligibility

Adopted: 2006

Revised: 1-12-2022

Revised: 04-10-2023



Strasburg School District 31J

Policy:	File:
Inter-District Choice/Open Enrollment Regulation	JFBB- R
Adopted:	Revision:
2006	April 2023

The district will consider enrollment requests from Colorado students who do not reside within the boundaries of the school district but who wish to attend a particular school or program within the district in accordance with the following regulations:

1. Determination of residency

Any questions about a student's residency status must be resolved prior to application for open enrollment. These regulations apply to all Colorado students who do not reside within the boundaries of the school district.

2. Requests for open enrollment

Requests for open enrollment as a nonresident student must be initiated by the parent/guardian by filing the approved form with the principal of the school which the student wishes to attend (receiving school) prior to March 1st for enrollment in the following academic year.

Forms will be available in every school building and in the central administrative office. A parent/guardian who is an inbound active duty military member may access and submit forms electronically. The principal will explain to the parent/guardian the procedures used to process open enrollment requests.

Students must submit an open enrollment request in accordance with these regulations for each school or program requested within the district. Each principal will maintain a file of all enrollment requests received from nonresidents. A copy will be forwarded to the central office for district-wide data collection purposes.

The receiving school principal will make the decision as to whether an application is accepted or rejected based on criteria established in state law and Board policy and regulations. The receiving school principal will be responsible for notifying the parent/guardian and student of approval or disapproval of an open enrollment request no later than April 30th.

Approval of a request to enroll in the district will be conditioned on compliance with each of the following:

- a. Actual enrollment and attendance prior to the pupil enrollment count day of the following academic year.
- b. Satisfaction of all district requirements for enrollment.

In the event any information is falsified or withheld from the district during the enrollment process, approval for open enrollment will be withdrawn.

Those students who apply for open enrollment who are not accepted at the time of application will be placed on a waiting list in the order in which the applications are received and will be considered for approval at a later date if space becomes available. The waiting list will be maintained until April 30th of each year, after which a new listing will be developed for the next 12 months.

3. Grounds for denial of open enrollment

An open enrollment request may be denied at any time if:

- a. There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for enrollment in the program or school.
- b. The school requested does not offer appropriate programs for the student, is not structured or equipped with the necessary facilities to meet the student's special needs or does not offer the particular program requested.
- c. The student does not meet the established eligibility criteria for participating in a particular program including age requirements, course prerequisites and required levels of performance.
- d. A desegregation plan is in effect for the school district, and denial is necessary in order to enable compliance with the desegregation plan.
- e. The student has been expelled from any school district during the preceding 12 months.
- f. The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel including but not limited to behavior that has resulted in an out-of-school suspension.
- g. The student has graduated from the 12th grade of any school or is in receipt of a document evidencing completion of the equivalent of a secondary curriculum.

4. Criteria to determine availability of space or teaching staff

Enrollment requests are subject to space availability in the school requested contingent upon district class size guidelines and subject to availability as determined by the receiving principal taking enrollment projections into consideration. Students whose enrollment requests have been approved will be assigned to classrooms on the basis of available staff and support services as well as the best use of classroom space.

Requests for enrollment in particular programs will take into consideration the applicant's qualifications for the program.

Open enrollment granted to one child in a family will not necessarily support enrollment of another child from the same family, except that priority preference is granted for a younger sibling of a child of an inbound active duty service member.

5. Eligibility for activities

Eligibility for participation in extracurricular and interscholastic activities will be determined in accordance with applicable law, bylaws of the Colorado High School Activities Association and the district's eligibility requirements.

6. Continuing enrollment criteria

Any student enrolled pursuant to these procedures and accompanying Board policy shall be allowed to remain enrolled in the school or program through the end of the school year unless the student is

expelled from the school or program or the district determines that the student's application contained material misstatements or omissions.

Permission for a nonresident student to attend a district school may be rescinded at the end of the school year if the school's growth in enrollment due to an increase in students living in the school's boundary results in inadequate space or resources for enrolled students. In such cases, the enrollment of nonresident students will be rescinded for particular schools or programs.

Any nonresident student may be denied enrollment for the next school year if, due to a change in circumstances, the school would be required to add programs, space or teaching staff or make an alteration to facilities or equipment in order to serve the student or the student no longer meets the established eligibility criteria for the school.

A student who is the child of an inbound active duty service member and who is accepted under the open enrollment plan is guaranteed automatic matriculation, including automatic matriculation to the next grade level, even if the next grade is in a different school level or building.

7. Appeal procedure

Should a request for open enrollment be denied, the parent/guardian will be advised by the principal that they may appeal the denial by contacting the Central Registrar.

The principal shall submit the reason for denial of the request, and the parent/guardian's request, to the administrator considering the appeal. The administrator will review the parent/guardian request and the principal's decision and then make a determination.

Upon request of either the principal or the parent/guardian, the superintendent will review the decision of the administrator. The superintendent's decision shall be final.

Adopted: 2006

Revised:05-10-2017

Revised:03-14-2021

Revised:01-12-2022

Revised:04-10-2023



Strasburg School District 31J

Policy:	File:
School Year/School Calendar/Instruction Time	IC/ICA
Adopted:	Revision:
2006	April 2023

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

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

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

For the 2022-2023 school year, the definition of "actively engaged in the educational process" includes all of the above and temporary remote learning as a result of COVID-19 health concerns for students provided under the supervision of a certificated or licensed teacher. "Supervision of a certificated or licensed teacher" means a certificated or licensed educator, including teachers, counselors, paraprofessionals, or other certificated or licensed staff as assigned.

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

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

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

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

"Actively engaged in the educational process" does not include:

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

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

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

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

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

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

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

LEGAL REFS.: C.R.S. [22-1-112](#) (*school year and national holidays*)

C.R.S. [22-32-109](#)(1)(n) (*duty to determine school year and instruction hours*)

C.R.S. [22-33-102](#)(1) (*definition of academic year*)

C.R.S. [22-33-104](#)(1) (*compulsory attendance law*)

C.R.S. [22-44-115.5](#) (*fiscal emergency*)

1 CCR [301-39](#), Rules 2254-R-2.06 (*school year and instruction hours; definition of contact/instruction time*)

CROSS REFS.: [EBCE](#), School Closings and Cancellations

Adopted: 2006

Revised:09-13-2017

Revised:04-10-2023



Strasburg School District 31J

Policy:	File:
Concurrent Enrollment	IHCDA
Adopted:	Revision:
2006	April 2023

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

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

Definitions

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

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

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

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

"Institution of higher education" means:

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

Eligibility

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

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

Academic credit

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

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

Agreement with institution of higher education

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

Payment of tuition and additional costs

The district will pay the tuition for postsecondary courses in accordance with the Act and the district's cooperative agreement with the institution of higher education.

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

Transportation

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

Notice

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

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

LEGALREFS.: C.R.S. [22-32-109](#)(1)(nn) (*discussion of the requirements for and benefits of concurrent enrollment must be part of ICAP process*)

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

C.R.S. 23-60-202.7 (*requirement to provide information concerning concurrent enrollment to parents of middle school students*)

1 CCR [301-86](#) (*State Board of Education rules regarding the Administration of the Concurrent Enrollment Program*)

CROSSREFS.: [IHBK*](#), Preparation for Postsecondary and Workforce Success

[IJNDAB*](#), Instruction through Online Courses

[IKF](#), Graduation Requirements

[JFC](#), Student Withdrawal from School/Dropouts

Adopted: 2006

Revised:10-12-2018

Revised:04-10-2023



Strasburg School District 31J

Policy:	File:
ConcurrentEnrollmentRegulation	IHCDA-R
Adopted:	Revision:
2018	April 2023

(Procedure for students seeking to enroll in postsecondary courses)

1. Academic plan of study

The qualified student shall establish, in consultation with the Principal or Counselor an academic plan of study that describes all of the courses (including postsecondary courses) the student intends to complete to satisfy the Board's high school graduation requirements. Prior to the qualified student's enrollment in a postsecondary course, the High School Counselor shall review and approve the student's academic plan of study in accordance with applicable State Board of Education rules.

2. Application

The qualified student who seeks to enroll in a postsecondary course shall complete the district's concurrent enrollment application form and submit it to the Counselor's Office at least 60 days prior to the end of the academic term immediately preceding the term of the student's proposed enrollment in a postsecondary course. The requested postsecondary course(s) on the student's application shall be consistent with the student's approved academic plan of study. The Counselor may waive the 60 day requirement at his or her discretion.

The Principal shall approve or disapprove the student's application in accordance with this regulation's accompanying policy, the priority requirements of the Concurrent Enrollment Programs Act, and State Board of Education rules. The Principal shall notify the student of the decision, which shall be final.

Approved: 10-10-2018

Revised:04-10-2023



Strasburg School District 31J

Policy:	File:
Continuing Enrollment of Students Who Become Nonresidents	JFAB
Adopted:	Revision:
	April 2023

Resident elementary students who become nonresidents

Students enrolled in elementary school who become nonresidents during or between school years may remain enrolled in or re-enroll in the elementary school subject to the following requirements:

1. The student was included in the district's most recent pupil enrollment count and has been enrolled continuously in elementary school since the count was taken.
2. The parent/guardian has submitted a written request to the principal asking for the student to remain enrolled or to re-enroll in the school.
3. The request has been approved by the principal after a determination that space exists in the school to accommodate the student.

Once the elementary student's request is approved, the student may enroll or re-enroll in the requested school as long as he or she enrolls prior to the pupil enrollment count date. The district shall enter into a written agreement with the student's district of residence. However, this agreement will not contain any requirement that the district of residence or the parent/guardian pay tuition nor shall either district be required to provide transportation.

Resident secondary students who become nonresidents

Secondary students who become nonresidents during the school year may remain enrolled through the semester at the student's current school. Students enrolled in the 12th grade may finish the school year at the current school.

- LEGALREFS.:
- C.R.S. [22-32-115](#) (tuition to another district)
 - C.R.S. [22-32-116](#) (students who become nonresidents)
 - C.R.S. [22-33-103](#) (parent not required to pay tuition if resident of Colorado)
 - C.R.S. [22-36-101](#) (2)(a) (parent not required to pay tuition if resident of Colorado)

- CROSSREFS.:
- [JFABA](#), Nonresident Tuition Charges
 - [JFBA](#), Intra-District Choice/Open Enrollment
 - [JFBB](#), Inter-District Choice/Open Enrollment

Adopted:
Revised:04-10-2023



Strasburg School District 31J

Policy:	File:
Nonresident Tuition Charges	JFABA
Adopted:	Revision:
	April 2023

The parents/guardians of Colorado students who are not residents of this school district shall not be charged tuition. Enrollment of these students shall be decided in accordance with the policy on inter-district choice/open enrollment.

However, the district may enter into a written agreement with any student's district of residence under which the district of residence agrees to pay tuition to allow the student to attend school within the district as long as the student is not a continuing enrolled student pursuant to the Board's policy on continuing enrollment of students who become nonresidents.

When a nonresident student with a disability applies to enroll in a school in this district, the district shall provide notice to the student's district of residence and, if applicable, the student's administrative unit of residence. The student's district and, if applicable, administrative unit of residence shall be responsible for paying the tuition charge for educating the student in accordance with state laws and regulations. The amount of the tuition shall be determined pursuant to the rules developed by the Colorado Department of Education.

Out-of-state students who wish to attend school in this district shall be charged tuition in accordance with the rates adopted by the Board.

The superintendent shall present to the Board for its consideration any request from parents/guardians for exceptions to this policy. The Board shall determine whether to consider the request and if it deems consideration appropriate, it shall make a determination on the merits of the request.

- LEGAL REFS.:
- C.R.S. [15-14-104](#) (delegation of custodial power)
 - C.R.S. [22-1-102](#) (2) (defines "resident")
 - C.R.S. [22-20-106](#) (designation of general and special education responsibilities for students with disabilities)
 - C.R.S. [22-20-107.5](#) (defining district of residence for students with disabilities)
 - C.R.S. [22-20-109](#) (tuition provisions for special education students)
 - C.R.S. [22-23-105](#) (residence of migrant children)
 - C.R.S. [22-32-113](#) (1)(b),(c) (transportation of students)

C.R.S. [22-32-115](#) (tuition to another district)

C.R.S. [22-33-103](#) (parent not required to pay tuition if resident of Colorado)

C.R.S. [22-33-106](#)(3) (grounds for denial of admission)

C.R.S. 22-36-101 (2)(a) (parent not required to pay tuition if resident of Colorado)

1 CCR [301-8](#), Rules 2.02 and 3.01 (obligating school districts to be of sufficient size and capacity to operate their own special education programs or to join an administrative unit that does so)

CROSSREFS.: [JFAB](#), Continuing Enrollment of Students Who Become Nonresidents

[JFABD](#), Homeless Students

[JFBB](#), Inter-District Choice/Open Enrollment

Adopted:

Revised: 04-10-2023



Strasburg School District 31J

Policy:	File:
Personnel Records and Files	GBJ
Adopted:	Revision:
	April 2023

The superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder for each employee, licensed and classified, shall be accurately maintained in the district administrative office. Personnel records shall include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship. Personnel records also include the specific date of an educator's absence from work.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. They shall not be open for public inspection. The superintendent and designees shall take the necessary steps to safeguard against unauthorized access or use of all confidential material.
3. Employees shall have the right, upon request, to review the contents of their own personnel files, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges or persons not connected with the district.
4. The following information in personnel records and files shall be available for public inspection:
 - a. Applications of past or current employees
 - b. Employment agreements
 - c. Any amount paid or benefit provided incident to termination of employment
 - d. Performance ratings except for evaluations of licensed personnel as noted below
 - e. Any compensation including expense allowances and benefits
5. The evaluation report of licensed personnel and all public records used in preparing the evaluation report shall be confidential and available only to those permitted access under state law. Portions of the superintendent's evaluation shall be open to public inspection, in accordance with state law.
6. District employees' home addresses and telephone numbers shall not be released for general public or commercial use.
7. District employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and Board policy.

LEGALREFS.: C.R.S. [22-9-109](#) (licensed personnel evaluations - exemption from public inspection)
C.R.S. [22-32-109.1](#)(9) (immunity provisions in safe schools law)
C.R.S. [24-19-108](#)(1)(c) (exceptions to public records)
C.R.S. [24-72-201](#) et seq. (Colorado Open Records Act)

CROSSREFS.: [CBB](#), Recruitment of Superintendent
[GCE/GCF](#), Professional Staff Recruiting/Hiring
[KDB](#), Public's Right to Know/Freedom of Information

Adopted:
Revised:04-10-2023



Strasburg School District 31J

Policy:	File:
Staff Ethics/Conflict of Interest	GBEA
Adopted:	Revision:
	April 2023

No district employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and district policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of district employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the school district. This includes information concerning potential customers, clients or employers.

An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents/guardians of a student who attends the school served by the employee unless prior approval has been obtained from the Board.

Moreover, to avoid a conflict of interest, the district prohibits an employee from exercising supervisory, appointment, dismissal authority, or disciplinary action over a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" means a person who is related by blood, marriage, civil union, or adoption. In addition, an employee may not audit, verify, receive or be entrusted with moneys received or handled by a member of the employee's immediate family. An employee shall not have access to the employer's confidential information concerning a member of the employee's immediate family, including payroll and personnel records.

Conflicts of interest - federally funded transactions

Separate from state law and the Board's policies concerning district employees' standards of conduct and conflict of interest, federal law imposes restrictions on the conduct of district employees whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG).

Under the UGG, a district employee shall not participate in the selection, award or administration of a contract supported by a federal award if the employee has a conflict of interest as defined by the UGG.

A conflict of interest arises under the UGG when the employee, any member of his or her immediate family, his or her business partner, or an organization which employs or is about to employ any of the aforementioned parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract.

In addition, the UGG prohibits district employees from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value.

For purposes of this policy section only, "immediate family" means the employee's spouse, partner in a civil union, children and parents. In determining whether a financial or other interest is "substantial," or whether anything solicited or accepted for private benefit is of "nominal value," district employees shall follow the standards of conduct and corresponding definitions applicable to local government employees under state law.

These minimum federal requirements are not waivable in connection with any transaction or contract to which they apply.

An employee who violates the standards of conduct set forth in this policy's section may be subject to disciplinary action, in accordance with applicable law and Board policy.

LEGALREFS.: 2 C.F.R. 200.318(c) (Uniform Grant Guidance - written standards of conduct covering conflicts of interest required concerning the selection, award and administration of contracts supported by federal funds)

Constitution of Colorado, Article X, Section 13 (felony to make a profit on public funds)

C.R.S. 2-4-401 (definition of immediate family)

C.R.S. [14-15-101](#) et seq. (Colorado Civil Union Act)

C.R.S. [22-63-204](#) (teachers receiving money for items sold to students/parents without written consent from Board)

C.R.S. [24-18-109](#) (government rules of conduct)

C.R.S. [24-18-110](#) (voluntary disclosure)

C.R.S. [24-18-201](#) (standards of conduct - interests in contracts)

C.R.S. [24-18-202](#) (standards of conduct - interests in sales)

C.R.S. [24-34-402](#) (1) (discriminatory and unfair employment practices)

C.R.S. [24-34-402](#) (1)(h) (nepotism provisions)

CROSSREFS.: [DKC](#), Expense Authorization/Reimbursement (Mileage and Travel)

[GBEB](#), Staff Conduct (And Responsibilities)

[GCE/GCF](#), Professional Staff Recruiting/Hiring

[GCQF](#), Discipline, Suspension and Dismissal of Professional Staff (And Contract Nonrenewal)

[GDE/GDF](#), Support Staff Recruiting/Hiring

[GDQD](#), Discipline, Suspension and Dismissal of Support Staff

Adopted: 2006
Revised:03-08-2017
Revised:04-10-2023



Strasburg School District 31J

Policy:	File:
Sex Based Discrimination and Sexual Harassment Investigation Procedures	AC R 2
Adopted:	Revision:
2006	April 2023

(Title IX)

The district is committed to maintaining a learning environment that is free from sex-based discrimination, including sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sex-based discrimination or harassment or participates in a harassment investigation.

Definitions

For purposes of this regulation, these terms have the following meanings:

- **"Complainant"** means an individual who is alleged to be the target of conduct that could constitute sex-based discrimination or sexual harassment.
- **"Decision Maker"** means an individual(s) who assess the relevant evidence, including party and witness credibility, to decide if the district has met the burden of proof showing the respondent to be responsible for the alleged sexual harassment. The decision maker may not be the Title IX Coordinator or the investigator. The district's decision maker is Superintendent Dan Hoff dhoff@straasburg31j.com
- **"Education Program or Activity"** means locations, events, or circumstances over which the district exercises substantial control over both the complainant and respondent and the context in which the sexual harassment occurs.
- **"Investigator"** means an individual trained to objectively evaluate the credibility of parties and witnesses, synthesize all available evidence - including both inculpatory and exculpatory evidence - and take into account the unique and complex circumstances of each situation. The investigator may be the Title IX Coordinator, but cannot be the decision maker.
- **"Respondent"** means an individual who has been reported to be the perpetrator of conduct that could constitute sex-based discrimination or sexual harassment.
- **"Sexual Harassment"** means conduct on the basis of sex that satisfies one or more of the following:
 1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);

2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

3. Sexual assault, dating violence, domestic violence, or stalking.

- **"Supportive Measures"** mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge, to the complainant or respondent, before or after the filing of a formal complaint or where no formal complaint has been filed.
- **"Title IX Coordinator"** means the employee designated by a recipient to coordinate its efforts to comply with Title IX responsibilities. The district's Title IX Coordinator is Nancy Taylor ntaylor@strasburg31j.com

Filing a complaint

A complainant, or a parent or guardian with the legal right to act on the complainant's behalf, may file a complaint. Complaints must be filed in writing and signed by the complainant. Forms for this purpose are available at Central Services 2102 Wagner Street, Strasburg, CO 80136. Completed forms must be filed with the Title IX Coordinator. If a complaint form is given to a district employee, the district employee will promptly forward the complaint to the Title IX Coordinator. An alternate will be designated in the event it is claimed that the respondent is the one who committed the alleged discrimination or some other conflict of interest exists. Complaints must be filed within 180 days of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will receive assistance as needed in filing a complaint.

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation, is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

Investigation

Once a complaint is received, the Title IX Coordinator or investigator ("investigator") will first determine if the alleged conduct occurred in the district's education program or activity. If the alleged conduct is not part of the education program or activity, the complaint must be dismissed under these procedures. A dismissal does not prohibit the complainant from pursuing other remedies under state or federal law or local board policy, nor does it prohibit the district from addressing the allegations in any manner the district deems appropriate.

Following this determination, the investigator will begin the investigation in a reasonably prompt manner and adhere to the following:

- The investigator must apply the "presumption of innocence" standard during the course of the investigation.
- The investigator must adhere to all timeframes. If a timeframe cannot be met, the investigator will notify the complainant, respondent, and decision maker.
- The investigator will protect the complainant from inappropriate questions and evidence about the complainant's prior sexual history.
- The investigator must provide written notice of the allegations to the parties involved.
- The investigation may also include, but is not limited to, the following:
 - o Implementation of supportive measures for both the complainant and the respondent;

- o A request for the complainant to provide a written statement regarding the nature of the complaint;
 - o A request for respondent to provide a written statement;
 - o A request for witnesses identified during the course of the investigation to provide a written statement;
 - o Interviews of the complainant, respondent, or witnesses; and
 - o Review and collection of documentation or information deemed relevant to the investigation.
- Within a reasonably prompt timeframe, the investigator must issue a report to the decision maker. After finalizing the report, the investigator will provide a copy to the complainant and respondent and will wait ten days prior to providing the report to the decision. The investigator's report must be advisory and must not bind the decision maker to any particular course of action or remedial measure.

Decision

The decision maker will apply the preponderance of the evidence standard when making a decision and must notify the complainant and respondent of the decision. The decision must include a written determination regarding responsibility, explain how and why the decision maker reached the conclusions outlined in the report, and detail any disciplinary measures taken in response to the conduct. The decision of the decision maker in no way prejudices either the complainant or the respondent from seeking redress through state or federal agencies, as provided in law.

Appeal

The investigation is closed after the decision maker issues a decision, unless either party appeals the decision within 10 days by making a written request to the decision maker detailing why the decision should be reconsidered.

Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of these procedures to all district schools and departments. The policy and complaint procedures must be prominently posted on the district's website, referenced in student and employee handbooks and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.

All students and district employees will receive periodic training related to recognizing and preventing sexual harassment. District employees must receive additional periodic training related to handling reports of sexual harassment. Training materials are available to the public on the district's website.

Adopted: 2006

Revised:08-01-2020

Revised:04-10-2023



Strasburg School District 31J

Policy:	File:
Workplace Health and Safety Protection	GBAB
Adopted:	Revision:
2006	April 2023

The Board is committed to providing a safe work environment for all employees. When district employees know or have any reasonable concern about workplace violations of government health or safety they should report such concerns following the district’s concerns, complaints, or grievances procedure.

Nondiscrimination

The Board, the superintendent, other administrators, and district employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who, in good faith, raises any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety if the district controls the workplace conditions giving rise to the threat or violation. Discrimination against an employee who opposes any practice they reasonably believe is unlawful or who participates in an investigation, proceeding, or hearing on such matter is also prohibited.

The Board, the superintendent, other administrators and district employees will also not unlawfully discriminate, take adverse action, or retaliate against any employee who voluntarily wears their own personal protective equipment, such as a mask, faceguard, or gloves, if the personal protective equipment:

1. provides a higher level of protection than the equipment provided by the district;
2. is recommended by a federal, state, or local public health agency with jurisdiction over the district; and
3. does not render the employee incapable of performing their job or fulfilling their job duties.

Notice

To reduce unlawful discrimination and ensure a safe workplace environment, the administration is responsible for providing notice of this policy to all district employees. This policy will be referenced in employee handbooks and otherwise available to all staff through electronic or hard-copy distribution.

LEGAL REFS.: C.R.S. [8-14.4-101](#) (definition of public health emergency)

C.R.S. [8-14.4-102](#) (prohibition against discrimination based on claims related to a public health emergency)

CROSS REFS.: [GBA](#), Open Hiring/Equal Employment Opportunities

[GBK](#), Staff Concerns/Complaints/Grievances

[GBK-R](#), Staff Concerns/Complaints/Grievances - Regulation

Adopted: 06-01-2006

Revised: 09-01-2020

Revised: 04-10-2023