



Strasburg School District 31-J Agenda

SCHOOL DISTRICT BOARD OF EDUCATION
OCTOBER MEETING
October 17, 2023 6:00pm – 8:00pm

Central Service Building
2102 Wagner Street, Strasburg CO 80136

Meeting is In-Person
Audience may observe via Zoom
Join Zoom Meeting

<https://ecboces.zoom.us/j/98057290855>

Meeting ID: 980 5729 0855

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. Michelle Freel
 - b. Hispanic Heritage Festival and Student Essay Winner
- III. Public Participation/General (3 minutes per individual)
 - A. Brandon Saxon
 - B. Rebecca Cattnach
- IV. Board Reports/Discussion (15 minutes)
 - a. Legislative updates
- V. Superintendent Report/Discussion (12 minutes)
 - a. Community Strategic Plan: Preliminary Engagement Findings
 - b. District Accountability Committee Report
 - c. Staff Reports: Teaching and Learning and Dean
 - d. Strasburg Northern Arapaho Partnership Update
 - e. Donors Choose Update
 - f. National Principal's Month
- VI. Policy- First Read
 - a. JKBA- Disciplinary Removal from Classroom
 - b. JKBA-R- Disciplinary Removal from Classroom 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
Recommended Motion:
 - a. Approve DAC Member List & Positions
 - b. Approve Updated Substitute List
 - c. Policy- Final Reads
 - i. GBA- Open Hiring Equal Employment Opportunity
 - ii. GBAA- Sexual Harassment
 - iii. GBEB- Staff Conduct (And Responsibilities)
 - iv. GBEB-R- Staff Conduct (And Responsibilities) Regulation
 - v. GBEB-R-2- Staff Conduct (And Responsibilities) Regulation 2
 - vi. JB- Equal Educational Opportunities
 - vii. JBB- Sexual Harassment
 - viii. JII- Student Concerns, Complaints, and Grievances
 - ix. JII-R- Student Concerns, Complaints, and Grievances Regulation
 - x. JK- Student Discipline
 - xi. JK-R- Student Discipline Regulation
 - xii. JK-2- Discipline of Students with Disabilities
 - xiii. JKA- Use of Physical Intervention and Restraint
 - d. Recommended Motion/Personnel Matters:
New Hires:

i.

Terminations/Resignations:

i. KamRon Muelhausen

Reassignments:

i.

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
September 12, 2023 6:00pm
2102 Wagner St
Strasburg, CO 80136**

CALL TO ORDER:

Meeting was called to order at 6:00pm by Diana Elliott.

ATTENDANCE: (Roll Call)

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

Others participating were Brooke Kartus (Secretary to the BOE), Dan Hoff (Superintendent), Nancy Taylor (CFO) & Doug Abernethy.

ADOPTION OF THE AGENDA:

On a motion by Julie Winter and seconded by Michael Marrero, it is hereby resolved to amend the agenda as presented.

AYE: Elliott, Marrero, Winter

NAY: NONE – MOTION CARRIED 3-0

ADOPTION OF THE MINUTES:

On a motion by Julie Winter and seconded by Michael Marrero, it is hereby resolved to approve the minutes as presented.

AYE: Elliott, Marrero, Winter

NAY: NONE – MOTION CARRIED 3-0

Celebrations:

- Diana Elliott: McGuffey Award winner at CASB regional meeting.
- DonorsChoose: Strasburg31J placed 51 applications, 38 were granted for a total of \$35,006
- Strasburg Parks- Broncos Stadium Fund: SES has partnered with Strasburg Parks & Rec will get up to \$2,000 annually up to 5 years for after school programs

Board Reports:

- Legislative Updates: There are 37 resolutions that are currently being considered. Superintendent Hoff has asked each Board Member to review these in depth for knowledge and understanding. These will be further discussed as the September work session.
- Resolution 37: SPED Teacher Licensure. True intend is unclear. Standby for more information as these develop
- Question remains around the funding for resolutions

Superintendent Report:

- Capital Projects Update:
 - Stadium Project: Looking at Phase II: Bleachers and concession stand. 700 seat bleachers. Sidewalks already being done helped set the project up for the next phase. ADA Access to bleachers. Access to bathrooms. New entry to field & concessions on south side. Looking to proceed with design so that we can get estimates from contractors. Would ideally have those estimated by end of the year. Project would not start any sooner than next summer at the earliest.
Phase I was Sidewalks, lights & security fencing
 - High School Commons Project: Potential reduction in library/media center. Reconfigure commons area. Warming kitchen/concessions, quiet rooms in library, reduction/better utilization of space in library, 900 Sq ft STEM/CTE lab (sufficient for an estimated 65% of CTE classes & programs). Goal is to have prices and estimates by December. If proceed, summer project. Potential student success center or flex spaces.
- Board of Education Election Update: 5 verified candidates for 3 seats for November election. All candidates are on district website. Meet the candidate's night 10/18 @ 6:00PM at Hemphill Cafeteria.
- Hispanic Heritage Month Resolution: To be approved as a resolution of SSSD31J. Currently 35% of our high school population is Hispanic. To acknowledge & honor cultural diversity. Diversity, equity & inclusion is the goal.
- School Performance Framework/Unified Improvement Plan: Preliminary school performance frameworks are in from CDE. Essentially a "report card". Opportunity to look at our schools for strengths and opportunities. Much of these SPF's come from state testing. Although there are various viewpoints on state testing, we want to emphasize that these should be viewed as developmental not judgmental. Principals are creating and writing UIP's based on the SPF's.
DAC: Meet and Greet in August, first meeting last night. Votes made on seats to be presented to the Board in October for approval. Strategic Plan recap was presented by Cheri & Susan (consultants).
- Preliminary Tax Assessed Values: Received preliminary assessment data from Arapahoe & Adams Counties. Adams county went up 12%, Arapahoe County went up 37%. Overall increase of 19%. Increase in property taxes, SSD31J is working to decrease our portion since we have a broader spectrum to spread it amongst. The school will not be getting more money. This helps dictate how much we get from where (state vs local property tax collection).
- **Dates:** Moving October meeting to 10/17/23

MOTION TO APPROVE CONSENT AGENDA ITEMS:

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

AYE: Elliott, Marrero, Winter

NAY: NONE – MOTION CARRIED 3-0

ADJOURNMENT

On a motion by Michael Marrero and seconded by Julie Winter it is hereby resolved to adjourn.

AYE: Elliott, Marrero, Winter

NAY: NONE – MOTION CARRIED 3-0

Michael Marrero, President

Date

Julie Winter, Treasurer

Date



Strasburg School District 31-J Agenda

Minutes of the Board of Education Work Session
September 22, 2023 9:00am
2102 Wagner St
Strasburg, CO 80136

CALL TO ORDER:

Meeting was called to order at 9:01am by President Michael Marrero.

ATTENDANCE: (Roll Call)

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

Others participating were Brooke Kartus (Secretary to the BOE) & Dan Hoff (Superintendent).

ADOPTION OF THE AGENDA:

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

AYE: Elliott, Kent, Marrero, Johnson, Winter

NAY: NONE – MOTION CARRIED 5-0

ADOPTION OF MODIFICATIONS TO THE AGENDA:

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

Added BASE Survey & recess policy

AYE: Elliott, Kent, Marrero, Johnson, Winter

NAY: NONE – MOTION CARRIED 5-0

Capital Projects:

- Recent communication with RTA/Doug Abernathy. Timeline: October- design review. After that, next steps would be to pull permits. Review of plans in December.

School Performance Frameworks/Unified Improvement Plans:

- Special meeting 10/10 @ 8:00AM to approve these so they can be uploaded to CDE by the deadline of 10/16. Principal's joined us for specifics on their individual schools UIP's. These are intended to be developmental not judgmental. Using the School Performance Frameworks to create the Unified Improvement Plans to get better. Goal is accredited schools. Stretch goals is Distinction.
- SES: 3 main goals. 1) Academic Achievement (grade level expectations) 2) Student Growth (1 year of growth each year) 3) Community & Family Engagement
- HMS: 3 main goals. 1) Welcoming & engaging learning environment 2) Rigorous instruction aligned to standards supported by assessment data 3) Define & implement coherent ELD program
- SHS: 3 main goals. 1) School culture 2) Curriculum alignment 3) Instructional programming

Strategic Plan- Focus Groups:

- Consultants have conducted multiple focus groups. They will be coming to the October board meeting to present their engagement report

Grants:

- Review of annual opportunities. Doesn't mean we get the funds, get the opportunity to apply for funds.

CASB Legislative Resolutions:

- Spoke to the hot topic bills:
 - o #37- SPED Teacher Licensing: No
 - o #1- Costs to be considered in new funding formula: Yes
 - o #11- Independent Oversight of the Childhood Department of Early Childhood Education: Yes
- Board member final feedback due Tuesday the 26th

ADJOURNMENT

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

AYE: Elliott, Johnson, Marrero, Johnson, Winter

NAY: NONE – MOTION CARRIED 5-0

Michael Marrero, President

Date

Julie Winter, Treasurer

Date

Disciplinary Removal from Classroom

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. Upon the third formal removal from class, a teacher may remove the student from the teacher's class in accordance with this policy, its accompanying regulation and applicable law.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. violates the code of conduct adopted by the Board;
2. is dangerous, unruly, or disruptive; or
3. seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the district from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was

removed, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

The superintendent is directed to establish procedures to implement this policy so that removals from a classroom occur in a consistent manner throughout the district. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

Adopted: 2006

Revised: 5-10-2017

LEGAL REF.: C.R.S. [22-32-109.1](#) (2)(a)(I)(B) (*policy required as part of conduct and discipline code*)

CROSS REFS.: [JIC](#), subcodes (all pertain to student conduct)

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



Strasburg School District 31J

Policy:	File:
Disciplinary Removal From Classroom	JKBA
Adopted:	Revision:
2006	October 2023

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. Upon the third formal removal from class, a teacher may remove the student from the teacher's class in accordance with this policy, its accompanying regulation and applicable law.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. violates the code of conduct adopted by the Board;
2. is dangerous, unruly, or disruptive; or
3. seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the district from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

The superintendent is directed to establish procedures to implement this policy so that removals from a classroom occur in a consistent manner throughout the district. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

Adopted: 2006
Revised: October 2023

LEGAL REF.: C.R.S. [22-32-109.1](#) (2)(a)(I)(B) (*policy required as part of conduct and discipline code*)

CROSS REFS.: [JIC](#), subcodes (all pertain to student conduct)

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



Strasburg School District 31J

Policy:	File:
Disciplinary Removal from Classroom	JKBA-R
Adopted:	Revision:
2023	

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class by a teacher and placed temporarily in an alternative setting in accordance with these procedures and consistent with state and federal law.

For purposes of this policy and procedure, a "class" includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies and other such learning opportunities taught or supervised by a teacher. "Teacher" means a person holding a teaching license or authorization issued by the state who is employed to instruct, direct or supervise the instructional program. It does not include substitute teachers as defined in state law.

Informal removal to the principal's office

An informal removal from class occurs when a student breaks one or several classroom rules in a class period or during the school day. The teacher may remove a student by using approved discipline management techniques such as having the student stand in the hall outside the door or some other safe "time out" environment either in or out of the classroom, or sending the student to the principal's office for a short period of time. Generally, the student will be allowed to return to his or her classroom later the same day. The procedures set forth below do not apply to an informal removal from class.

Formal removal from class

A teacher may formally remove a student from class for the following conduct or behavior:

1. Conduct that is prohibited in the student code of conduct. A teacher's decision to remove a student from class for behavior covered by board policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended and/or expelled.
2. Disruptive, dangerous or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly:
 - a. Inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, biting, pushing, shoving, poking, pinching or grabbing;

- b. Inappropriate verbal conduct intended or likely to upset, distract or annoy others such as name calling, teasing or baiting;
 - c. Behavior that may constitute sexual or other harassment;
 - d. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time;
 - e. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.;
 - f. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out;
 - g. Destroying or damaging the property of the school, the teacher or another student; or
 - h. Loud, obnoxious, or outrageous behavior.
3. Conduct that otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, this behavior includes:
- a. Open defiance of the teacher, manifest in words, gestures or other overt behavior;
 - b. Open disrespect of the teacher, manifest in words, gestures or other overt behavior; or
 - c. Other behavior likely or intended to sabotage or undermine classroom instruction.

Procedures to be followed for formally removing a student from class

Unless the behavior is extreme as determined by the teacher, a teacher shall warn a student that continued misbehavior may lead to removal from class. When the teacher determines that removal is appropriate, the teacher shall take one of the following courses of action:

1. Instruct the student to go to the main office. Unless prevented by the immediate circumstances, the teacher shall send a note with the student stating the reason for the student's removal and call the building principal's office.
2. Obtain coverage for the class and escort the student to the main school office. The teacher shall inform the building principal or designee of the reason for the student's removal from class.
3. Seek assistance from the main school office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the main office. The principal or designee shall be informed of the reason for the student's removal.

Within 24 hours of the student's removal from class, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the student's removal from class.

Notice to parent/guardian

As soon as practicable, the building principal or designee shall notify the student's parent/guardian, in writing, that the student was removed from class. The written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The notice shall provide an opportunity for the parent/guardian to attend a student-teacher conference regarding the removal. If the student's removal from class is also subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom misconduct, the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Placement procedures

Each building principal shall designate a room or other suitable place in the school to serve as the short-term removal area.

When the student arrives at the main office, the building principal or designee shall give the student an opportunity to briefly explain the situation. If the building principal or designee is not available immediately upon the student's arrival, the student will be taken to the designated short-term removal area and the principal or designee will speak to the student as soon as practicable.

At the discretion of the building principal or designee, the student may be placed in another appropriate class, program or educational setting, provided students are supervised in such alternative setting.

Students placed in the short-term removal area shall be supervised. During their time of placement, students are expected to do work of an academic nature. If possible, such work shall be related to the work in the class from which the student was removed or may be related to the student's misconduct. In no event shall a student's time in the short-term removal area be recreation or other free time.

In most cases, a student shall remain in the short-term removal area for the duration of the class from which he or she was removed. Prior to allowing the student to resume his or her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building principal or designee may consider a different placement option.

Behavior plan

The principal or designee and teacher shall consider whether a behavior plan should be developed for the student upon the student's first removal from class. The behavior plan will be similar, if not the same, as a remedial discipline plan developed for disruptive students in accordance with the Board's policy on student discipline. A behavior plan shall be developed and implemented after the teacher formally removes a student from class for the second time and must be developed and implemented before a student may be removed from class for the remainder of the term of the class.

Removal for remainder of term

Upon the third formal removal from class, a student may be officially removed from the teacher's class for the remainder of the term. The principal shall be responsible for determining the appropriate educational placement of the student, which may or may not be another section of the same class, depending on a variety of circumstances. The principal's decision regarding placement is final.

Once a student is officially removed from class, a loss of credit may occur if the principal determines that it would be too disruptive to enroll the student in another class after the start of the term.

Review by principal

The principal is required to collect data pertaining to the number of students who are removed from class during the year. This information will be reported to the public on the safety section of the school report card. While there are a variety of factors to consider when analyzing this data, an unusually high number of formal documented student removals from any one teacher may be cause for concern. The principal shall review this data with teachers at least annually.

A student may be removed from a classroom by a teacher only in accordance with the requirements of this regulation and accompanying policy and the applicable provisions of state and federal law. All teacher actions under this regulation shall be subject to evaluation and supervision by the teacher's supervisor as provided in Board policies and procedures.

Adopted: 01-03-2023

2023-2024 Strasburg District Accountability Committee (DAC) Members

First Name	Last Name	Link to Strasburg School District 31J
Lindsay	Armstrong	Business (Strasburg)
Kelle	Bongard	School Administrator
Blanca	Castaneda Dominguez	Parent
Yessica	Cisneros	Parent
Kara	Clute McNamee	Parent
Connie	Crego	Parent
Johnnie	Echer	School Administrator
Derek	Glover	Parent
Donna	Holcomb	Business (Strasburg)
Venessia	Jimenez	Business (Strasburg)
Cheryl	Kraft	Parent
Angela	Redd	Parent
Cameron	Schiller	School Administrator
Nick	Jimenez	Parent
Shannon	Torgensen	Parent
Faith	Wailes	Parent/Staff Member
Jasmine	Parra	Student
Ella	Ringer	Student

Strasburg School District 31J 2023-2024 Substitute Teacher List

INSTRUCTIONAL	K-8	LICENSE EXPIRES	ADD'L. PHONE & INFORMATION
Angelo, Sara	K-12	1/11/2024	
Beals, Amanda	K-12	12/21/2023	Available Friday's beginning 9/15
Bultje, Marcella	PK-8	7/26/2025	Elementary and Middle School
Capps, Brandie	K-12	8/20/2024	
Crouse, Vicki	K-12	1/31/2024	
Day, Les	K-12	3/27/2026	
Davis, Chelsie	K-12	8/19/2024	Elementary preferred. Mon & Tues might be hard- W-F yes
Deffenbaugh, Mary	K-12	4/21/2025	Available Tuesdays and Wednesdays SHS
Dewolf, Corey	K-12	4/13/2024	M-F
Dwyer, Ryan	K-12	2/4/2025	
Echer, Kurtis		8/8/2024	Not available on Monday's/Wednesday's
Egloff, Alyssa	K-12	6/18/2026	Friday's only
Elliott, Diana (BOE Member)	K-12	5/18/2024	SPED ONLY
Freeman, Lillie	K-12	1/26/2024	checking with doctor first-waiting for confirmation
Gerrard, Garrett	K-12		
Gregory, Tawny	K-12	1/7/2024	Mon and Fri Only
Griggs, Cynthia	K-12	3/2/2024	
Grow, Elle	K-12	7/24/2024	
Gudka, Linda	K-12	4/23/2024	
Hager, Kelly	K-12	1/11/2025	
Headley, Angela	K-12	6/1/2023	Elementary Only
Hemphill, Alexander (AJ)	K-12	11/27/2023	
Holcomb, Donna*	Pre	10/1/2023	Elementary Only
Howard, Brittany	K-12	9/19/2029	Certified teacher
Jefferies, Julie	K-12	3/2/2026	K-12
Johnson, Susan	K-12	9/16/2024	Cell: 772-215-6887 - SES Only
Kennedy, Billy	K-12	1/5/2026	
Kruse, Collen	PK-5	5/21/2023	
Larson, Zoey	K-12	11/7/2023	
Lee, Ronda	K-12	9/28/2027	Middle & High School only
Leisge, Chris	K-12	1/7/2029	Limited availability- teaching at RRCC now
Lopez, Amber	K-12	3/11/2026	
Miller, Jacob	K-12	1/11/2024	
Muehlhausen, Corine	K-12	2/14/2024	
Muehlhausen, Lynn	K-12	1/13/2024	
Ortiz, Duce	K-12	1/16/2024	
Osborne, Deb	K-12	8/19/2025	IEP at high school
Parker, Tommy	K-12	2/14/2024	Friday's only for now
Price, Cherlyn	K-12	3/5/2024	(PERA retiree)
Ryan, Jessica	K-12	8/17/2024	Can start in October
Sherer, Patty	K-12	8/23/2023	303-913-4063 - Cell
Smith, Cutter	K-12	11/29/2023	
Smith, Jennifer	7-12	4/2/2024	Teaching 7-12 Science License

Tapparo, Lori	K-12	8/18/2024	Unavalliable 10/6, 10/20, 10/27
Terry, Kim	K-12	12/19/2026	Mon. and Fri
Timmons, Nadine	PK-12	5/22/2025	Cell - 303-882-3076 - Call home phone before 7am
Velez, Miah (Jeremiah)	K-12	11/17/2023	Avaliable starting 10/16
Vining, Rita	K-12	9/11/2026	
Winklepleck, Brenda	K-12	1/25/2028	
Wright, Kenneth	K-12	3/6/2027	
<u>PARAS/CLERICAL</u>	<u>GRADES</u>		<u>ADD'L. PHONE & INFORMATION</u>
Anderson, Lisa			Bus Driver. Only able mid day
Ewertz, Karen	PK-8		Elementary Only
Garrett, Jaclyn			
Goble, Tanya			M-F
Holcomb, Donna*	Pre	10/1/2021	Elementary Only
Kruse, Colleen			
Larson, Zoey	K-12	11/7/2023	
Lewis, Sharon			Library or Office Only- or classes with little walking
Rushman, Sara			
Sewald, Deb			Elementary Only
Steinman, Bethny			
Still, Kelly			
Elliott, Kurt			
Hernandez, Emilia Saenz			
Lawrence, Alisha			
Rowe, Giselle			Avaliable Monday-Friday
Stone, Carla			Front Office Sub Only

Open Hiring/Equal Employment Opportunity

The Board subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the school district's staff.

Therefore, the district promotes and provides for equal opportunity in the recruitment, selection, promotion, and dismissal of all personnel. Commitment on the part of the district towards equal employment opportunity applies to all people without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth. The district will ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion, and termination.

(Adoption date) September 2020

Revised: 11-4-2021

LEGAL REFS.: 20 U.S.C. §1681 (*Title IX of the Education Amendments of 1972*)
29 U.S.C. §201 *et seq.* (*Fair Labor Standards Act*)
29 U.S.C. §621 *et seq.* (*Age Discrimination in Employment Act of 1967*)
29 U.S.C. §794 (*Section 504 of the Rehabilitation Act of 1973*)
42 U.S.C. §12101 *et seq.* (*Title II of the Americans with Disabilities Act*)
42 U.S.C. §2000d (*Title VI of the Civil Rights Act of 1964*)
42 U.S.C. §2000e (*Title VII of the Civil Rights Act of 1964*)
42 U.S.C. §2000ff *et seq.* (*Genetic Information Nondiscrimination Act of 2008*)
C.R.S. 2-4-401 (3.4) (*definition of gender expression*)
C.R.S. 2-4-401 (3.5) (*definition of gender identity*)
C.R.S. 2-4-401 (13.5) (*definition of sexual orientation*)
C.R.S. 22-32-110 (1)(k) (*definition of racial or ethnic background includes hair texture, definition of protective hairstyle*)
C.R.S. 22-61-101 (*discrimination in employment prohibited*)
C.R.S. 24-34-301 *et seq.* (*Colorado Civil Rights Division procedures*)
C.R.S. 24-34-301 (3.3) (*definition of gender expression*)
C.R.S. 24-34-301 (3.5) (*definition of gender identity*)
C.R.S. 24-34-301 (7) (*definition of sexual orientation*)
C.R.S. 24-34-402 *et seq.* (*discriminatory or unfair employment practices*)

C.R.S. 24-34-402.3 (*discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees*)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
GBAA, Sexual Harassment

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

- *"Race" includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (7).*
- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (3.3).*
- *"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (3.5).*



Strasburg School District 31J

Policy:	File:
Open Hiring/Equal Employment Opportunity	GBA
Adopted:	Revision:
2020	October 2023

The Board subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the school district's staff.

Therefore, the district promotes and provides for equal opportunity in recruitment, selection, promotion, and dismissal of all personnel. Commitment on the part of the district towards equal employment opportunity applies to all people without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth. The district will ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion, and termination.

LEGAL REFS.: 20 U.S.C. §1681 (Title IX of the Education Amendments of 1972)

29 U.S.C. §201 et seq. (Fair Labor Standards Act)

29 U.S.C. §621 et seq. (Age Discrimination in Employment Act of 1967)

29 U.S.C. §794 (Section 504 of the Rehabilitation Act of 1973)

42 U.S.C. §12101 et seq. (Title II of the Americans with Disabilities Act)

42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964)

42 U.S.C. §2000e (Title VII of the Civil Rights Act of 1964)

42 U.S.C. §2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)

C.R.S. [2-4-401](#) (3.4) (definition of gender expression)

C.R.S. [2-4-401](#) (3.5) (definition of gender identity)

C.R.S. [2-4-401](#) (13.5) (definition of sexual orientation)

C.R.S. [22-32-110](#) (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)

C.R.S. [22-61-101](#) (discrimination in employment prohibited)

C.R.S. [24-34-301](#) et seq. (Colorado Civil Rights Division procedures)

C.R.S. [24-34-301](#) (3.3) (definition of gender expression)

C.R.S. [24-34-301](#) (3.5) (definition of gender identity)

C.R.S. [24-34-301](#) (7) (definition of sexual orientation)

C.R.S. [24-34-402](#) et seq. (discriminatory or unfair employment practices)

C.R.S. [24-34-402.3](#) (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)

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

[GBAA](#), Sexual Harassment

Adopted: September 2020

Revised: October 2023

Sexual Harassment

The district is committed to a learning and working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It shall be a violation of policy for any member of the district staff to harass another staff member or student through conduct or communications of a sexual nature. Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome. Sexual harassment committed by an employee of the district in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

Sexual harassment prohibited

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature constitutes sexual harassment if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body.

5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.

6. Sexual violence.

Reporting, investigation and sanctions

It is the express desire of the Board to encourage victims of, or witnesses to, sexual harassment to report such claims through the district's complaint process (AC-R).

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to the district's Superintendent.

All reports of sexual harassment received by any district employee shall be promptly forwarded to the Superintendent ([AC-E-1](#)). The Superintendent shall ensure that every complaint is promptly investigated and responded to as set forth in the district's complaint and compliance process (AC-R). No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Requests for confidentiality shall be honored so long as doing so does not preclude the district from responding effectively to the harassment and preventing such conduct in the future.

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to applicable procedural requirements. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy [JLF](#).

Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Notice of policy

Notice of this policy shall be circulated to all district schools and departments and incorporated in employee handbooks.

Adopted: 2006

Revised: January 13th, 2016

LEGAL REFS.: 20 U.S.C. §1681 et seq. (Title IX of the Education Amendments of 1972)

42 U.S.C. §2000e et seq. (Title VII of the Civil Rights Act of 1964)

C.R.S. [24-34-301](#) et seq. (Colorado Civil Rights Division procedures)

C.R.S. [24-34-401](#) et seq. (discrimination or unfair employment practices)

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

AC-R Nondiscrimination Equal Opportunity Regulation

AC-E-1 Nondiscrimination Equal Opportunity Exhibit

[JLF](#), Reporting Child Abuse/Child Protection



Strasburg School District 31J

Policy:	File:
Sexual Harassment	GBAA
Adopted:	Revision:
2006	October 2023

The district is committed to a learning and working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It shall be a violation of policy for any member of the district staff to harass another staff member or student through conduct or communications of a sexual nature. Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome. Sexual harassment committed by an employee of the district in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

Sexual harassment prohibited

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature constitutes sexual harassment if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body.

5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.

6. Sexual violence.

Reporting, investigation and sanctions

It is the express desire of the Board to encourage victims of, or witnesses to, sexual harassment to report such claims through the district's complaint process (AC-R).

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to the district's compliance officer.

All reports of sexual harassment received by any district employee shall be promptly forwarded to the compliance officer ([AC-E-1](#)). The compliance officer shall ensure that every complaint is promptly investigated and responded to as set forth in the district's complaint and compliance process (AC-R). No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Requests for confidentiality shall be honored so long as doing so does not preclude the district from responding effectively to the harassment and preventing such conduct in the future.

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to applicable procedural requirements. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy [JLF](#).

Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment or work assignments. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Notice of policy

Notice of this policy shall be circulated to all district schools and departments and incorporated in employee handbooks.

LEGAL REFS.: 20 U.S.C. §1681 et seq. (Title IX of the Education Amendments of 1972)

42 U.S.C. §2000e et seq. (Title VII of the Civil Rights Act of 1964)

C.R.S. [24-34-301](#) et seq. (Colorado Civil Rights Division procedures)

C.R.S. [24-34-401](#) et seq. (discrimination or unfair employment practices)

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

[JLF](#), Reporting Child Abuse/Child Protection

Adopted: 2006

Revised: January 2016

Revised: October 2023

Staff Conduct
(And Responsibilities)

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the district.

As representatives of the district and role models for students, all staff must demonstrate and uphold high professional, ethical, and moral standards. Staff members must conduct themselves in a manner that is consistent with the educational mission of the district and must maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

Rules of conduct

Each staff member must observe rules of conduct established in law which specify that a school employee must not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

All staff members are expected to carry out their assigned responsibilities with conscientious concern.

It is not considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members, or business associates on an occasional basis.

2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which are required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students.

Child abuse

All district employees who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law.

The superintendent is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a school district employee. Such information must remain confidential except that the superintendent must notify the Colorado Department of Education of the child abuse investigation.

Possession of deadly weapons

The Board's policy regarding public possession of deadly weapons on school property or in school buildings applies to district employees. However, the restrictions do not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

Felony/misdemeanor convictions

If, subsequent to beginning employment with the district, the district has good cause to believe that any staff member has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence for any felony or misdemeanor other

than a misdemeanor traffic offense or infraction, the district must make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district must require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized district or BOCES employee, or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints must be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, the district must require the employee to submit to a name-based criminal history record check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing and/or name-based criminal history record check provide relevant information. Non-licensed employees must be terminated if the results of the fingerprint-based or name-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees must not be charged fees for processing fingerprints under these circumstances.

Unlawful behavior involving children

The district may make an inquiry with the Department of Education concerning whether any current employee of the school district has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior, an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

Notification concerning arrests

District employees must notify the district when they are arrested for specific criminal offenses, in accordance with this policy's accompanying regulation.

The district must notify students' parents/guardians when district employees are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

Personnel addressing health care treatment for behavior issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. See the Board's policy concerning survey, assessment, analysis, or evaluation of students. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns.

Adoption Date 2006

Revised: 10-10-2018; 1-15-2020; 12-8-2021

LEGAL REFS.: 28 C.F.R. 50.12 (b) (*notification requirements regarding fingerprints*)
C.R.S. 18-12-105.5 (*unlawful carrying/possession of weapons on school grounds*)
C.R.S. 18-12-214 (3)(b) (*school security officers may carry concealed handgun pursuant to valid permit*)
C.R.S. 19-3-308 (5.7) (*child abuse reporting*)
C.R.S. 22-1-130 (*parent notification of employee criminal charges*)
C.R.S. 22-2-119.3 (6)(d) (*name-based criminal history record check – definition*)
C.R.S. 22-32-109 (1)(ee) (*duty to adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission*)
C.R.S. 22-32-109 (1)(pp) (*annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs*)
C.R.S. 22-32-109.1 (8) (*policy requiring inquiries upon good cause to department of education for purpose of ongoing screening of employees*)
C.R.S. 22-32-109.7 (*duty to make inquiries prior to hiring*)
C.R.S. 22-32-109.8 (*non-licensed personnel – submittal of fingerprints and name-based criminal history record check*)
C.R.S. 22-32-109.8 (6)(a) (*requirement to terminate non-licensed employees for certain felony offenses*)

C.R.S. 22-32-109.9 (*licensed personnel – submittal of fingerprints and name-based criminal history record check*)
C.R.S. 22-32-110 (1)(k) (*power to adopt conduct rules*)
C.R.S. 24-18-104 (*government employee rules of conduct*)
C.R.S. 24-18-109 (*local government employee rules of conduct*)
C.R.S. 24-18-110 (*voluntary disclosure*)

CROSS REFS.: JLC, Student Health Services and Records
JLDAC, Screening/Testing of Students (And Treatment of Mental Disorders)
JLF, Reporting Child Abuse/Child Protection
KDBA*, Parent Notification of Employee Criminal Charges
KFA, Public Conduct on District Property

NOTE 1: State law defines "economic benefit tantamount to a gift of substantial value" to include: 1. A loan at a rate of interest substantially lower than the prevailing commercial rate; 2. Compensation received for private services rendered at a rate substantially exceeding the fair market value; and 3. Goods or services for the district employee's personal benefit offered by a person who is at the same time providing goods or services to the district under a contract or other means by which the person receives payment or other compensation from the district. C.R.S. 24-18-104 (2). However, state law permits a district employee to receive such goods or services if the "totality of the circumstances" indicates the transaction is legitimate, the terms are fair to both parties, the transaction is supported by full and adequate consideration, and the employee does not receive any substantial benefit resulting from the employee's status that is unavailable to members of the public generally. C.R.S. 24-18-104 (2)(b).

NOTE 2: State law lists the type of items that are not considered "gifts of substantial value or substantial economic benefit tantamount to a gift of substantial value" and are therefore permissible for a district employee to receive. See, C.R.S. 24-18-104 (3). Such items include campaign contributions or contributions in kind that are reported in accordance with the Fair Campaign Practices Act; an unsolicited item of trivial value (i.e. currently less than \$65), "such as a pen, calendar, plant, book, notepad or similar item;" and an unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento or similar item. Id.; see also, Colo. Const. Art. XXIX, Section 3.

NOTE 3: The amount of the gift limit (\$65) is identical to the gift limit under section 3 of Article XXIX of the state constitution. This amount is adjusted for inflation contemporaneously with any adjustment to the constitutional gift limit. C.R.S. 24-6-203 (8). The state constitution requires an adjustment for inflation every four years. The next adjustment must occur in the first quarter of 2023. Colo. Const. Art. XXIX, Section 3 (6).

NOTE 4: Federal law requires school districts to notify employees fingerprinted pursuant to this policy that the fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI). Districts must also notify fingerprinted employees about the opportunity to challenge the accuracy of the information contained in the FBI identification record and the procedure to obtain a change, correction, or update of an FBI identification record. 28 C.F.R. 50.12(b). Districts must retain documentation that this notification was provided.

NOTE 5: State law requires school districts to annually distribute to employees "informational materials related to federal student loan repayment and student loan forgiveness programs, including updated materials received from the department of education." C.R.S. 22-32-109 (1)(pp). Distribution to employees may be made via email "or as part of a mailing or regular communication to employees" Id.

[Revised September 2021]
COLORADO SAMPLE POLICY 1994©



Strasburg School District 31J

Policy:	File:
Staff Conduct (And Responsibilities)	GBEB
Adopted:	Revision:
2006	October 2023

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the district.

As representatives of the district and role models for students, all staff must demonstrate and uphold high professional, ethical, and moral standards. Staff members must conduct themselves in a manner that is consistent with the educational mission of the district and must maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

Rules of conduct

Each staff member must observe rules of conduct established in law which specify that a school employee must not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

All staff members are expected to carry out their assigned responsibilities with conscientious concern.

It is not considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members, or business associates on an occasional basis.

2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which are required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students.

Child abuse

All district employees who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law.

The superintendent is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a school district employee. Such information must remain confidential except that the superintendent must notify the Colorado Department of Education of the child abuse investigation.

Possession of deadly weapons

The Board's policy regarding public possession of deadly weapons on school property or in school buildings applies to district employees. However, the restrictions do not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

Felony/misdemeanor convictions

If, subsequent to beginning employment with the district, the district has good cause to believe that any staff member has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offense or infraction, the district must make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district must require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized district or BOCES employee, or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints must be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, the district must require the employee to submit to a name-based criminal history record

check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing and/or name-based criminal history record check provide relevant information. Non-licensed employees must be terminated if the results of the fingerprint-based or name-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees must not be charged fees for processing fingerprints under these circumstances.

Unlawful behavior involving children

The district may make an inquiry with the Department of Education concerning whether any current employee of the school district has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior, an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

Notification concerning arrests

District employees must notify the district when they are arrested for specific criminal offenses, in accordance with this policy's accompanying regulation.

The district must notify students' parents/guardians when district employees are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

Personnel addressing health care treatment for behavior issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. See the Board's policy concerning survey, assessment, analysis or evaluation of students. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns.

LEGAL REFS.: 28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)

C.R.S. [18-12-105.5](#) (unlawful carrying/possession of weapons on school grounds)

C.R.S. [18-12-214](#) (3)(b) (school security officers may carry concealed handgun pursuant to valid permit)

C.R.S. [19-3-308](#) (5.7) (child abuse reporting)

C.R.S. [22-1-130](#) (parent notification of employee criminal charges)

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

C.R.S. [22-32-109](#) (1)(ee) (duty to adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission)

C.R.S. [22-32-109](#) (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)

C.R.S. [22-32-109.1](#) (8) (policy requiring inquiries upon good cause to department of education for purpose of ongoing screening of employees)

C.R.S. [22-32-109.7](#) (duty to make inquiries prior to hiring)

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

C.R.S. [22-32-109.8](#) (6)(a) (requirement to terminate non-licensed employees for certain felony offenses)

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

C.R.S. [22-32-110](#) (1)(k) (power to adopt conduct rules)

C.R.S. [24-18-104](#) (government employee rules of conduct)

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

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

CROSS REFS.: [JLC](#), Student Health Services and Records

[JLDAC](#), Screening/Testing of Students (And Treatment of Mental Disorders)

[JLF](#), Reporting Child Abuse/Child Protection

[KDBA*](#), Parent Notification of Employee Criminal Charges

[KFA](#), Public Conduct on District Property

Adopted: 2006

Revised: October 2018

Revised: January 2020

Revised: December 2021

Revised: October 2023



Strasburg School District 31J

Policy:	File:
GBEB-R - Staff Conduct (And Responsibilities) Regulation	GBEB-R
Adopted:	Revision:
October 2023	October 2023

Professional boundaries with students

In a professional staff/student relationship, staff members maintain boundaries with students that are consistent with their professional code of conduct and obligations. All district employees are expected to observe and maintain proper professional boundaries, in accordance with this regulation and accompanying policy.

The following list provides examples of staff conduct that, in the absence of evidence of a legitimate educational purpose or other reason deemed valid by the district, may be regarded as evidence that a staff member has violated professional boundaries with a student:

- any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under Board policy
- furnishing alcohol, drugs or tobacco to a student or being present when any student is consuming these substances
- repeating sexual or inappropriate romantic rumors
- accepting massages, or offering or giving massages other than in the course of injury care administered by the appropriate athletic trainer, coach or health care provider
- singling out a particular student or students for personal attention or friendship beyond the ordinary professional staff-student relationship
- being alone with a student behind closed doors
- initiating or extending contact with a student beyond the school day or outside of class times for the staff member's personal purposes
- sending or accompanying a student on personal errands
- inviting a student to a staff member's home without appropriate chaperones
- going to a student's home when the student's parent/guardian or an appropriate chaperone is not present

- giving a student a ride in a vehicle without prior notification to and approval from both the student's parent/guardian and the building principal, except in an emergency under appropriate circumstances
- giving gifts or money to the student
- any other action or activity similar in nature to those listed above

Prohibited communications in any format (email, text messaging, written communications, in person, etc.) by a staff member with a student includes, but is not limited to the following:

- any communications without a legitimate educational reason
- flirting, propositions or sexual remarks
- sexual slurs, leering, sexual or derogatory comments
- inappropriate comments about a student's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- displaying or transmitting sexual pictures, objects or depictions
- disclosing personal, sexual, romantic, marital or employment issues or other private matters
- other communications or activities similar in nature to those listed above

Reporting violations and disciplinary action

Staff members shall promptly notify the principal or superintendent if they become aware of a situation that may constitute a violation of this regulation. Depending on the specific circumstances of the allegations or suspicions, staff members may have a mandatory duty under state law to report the violation(s) as child abuse, in accordance with applicable Board policy.

Students and their parents/guardians should notify the principal or superintendent if they believe a teacher or other staff member may be engaging in conduct that violates this regulation.

In determining whether a violation of professional boundaries has occurred, the district shall consider the totality of the circumstances, including the nature and extent of the conduct involved, the job description and duties of the employee, the employee's intent or purpose in engaging in the conduct, and whether the conduct caused harm to the student or adversely affected the education of students.

Persons reporting in good faith regarding alleged violations or suspected violations of this regulation shall not be subjected to retaliation in any form.

Adopted: October 2023

Staff Conduct (And Responsibilities)

Notice upon arrest for specific criminal offenses

An employee's criminal misconduct may constitute a violation of Board policy. Such criminal misconduct may also necessitate disciplinary action against the employee and require the district to notify students' parents/guardians of the employee's criminal charges in accordance with state law.

In an effort to keep the district apprised in a timely manner of potentially concerning behavior by its employees, an employee who is arrested for any of the following criminal offenses shall provide written notice to the superintendent or designee. Such notice shall be provided prior to reporting to duty in the district and no later than five days after the employee's arrest.

The required notice applies to the following criminal offenses:

1. felony child abuse, as specified in C.R.S. 18-6-401;
2. a crime of violence, as defined in C.R.S. 18-1.3-406(2), except second degree assault, unless the victim is a child;
3. a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);
4. felony domestic violence, as defined in C.R.S. 18-6-800.3;
5. felony indecent exposure, as described in C.R.S. 18-7-302; or
6. a level 1 or level 2 felony drug offense, as described in C.R.S. 18-18-401 *et seq.*

Disciplinary action and parental notification

Upon receiving notification of an employee's arrest for one or more of the above-listed criminal offenses, the district may conduct further investigation as it deems necessary and/or refer the matter to the Colorado Department of Education. Disciplinary action, including dismissal, may be taken against the employee as deemed appropriate by the district, in accordance with applicable law and Board policy.

The district may also notify students' parents/guardians when an employee is charged with any of the above-listed criminal offenses, in accordance with state law and applicable Board policy.

Adopted: 11-14-2018

Equal Educational Opportunities

Every student of this school district will have equal educational opportunities through programs offered in the school district regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services.

This concept of equal educational opportunity will guide the Board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum, and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities will be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

Civil rights based complaints can be directed to the district's compliance coordinator (AC-E-1)

In order to ensure that district programs are in compliance with applicable laws and regulations, the Board directs the superintendent or designee(s) to periodically monitor the following areas:

1. Curriculum and materials – review curriculum guides, textbooks, and supplemental materials for discriminatory bias.
2. Training – provide training for students and staff to identify and alleviate problems of discrimination.
3. Student access – review programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District support – ensure that district resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment, and related matters.
5. Student evaluation instruments – review tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
6. Discipline – review discipline records and any relevant data to ensure the equitable implementation and application of Board discipline policies.

Adopted: 6/2006

Revised: 9-2020

1-12-2022

LEGAL REFS.: 20 U.S.C. §1681 (*Title IX of the Education Amendments of 1972*)
20 U.S.C. §1701-1758 (*Equal Educational Opportunities Act of 1974*)
29 U.S.C. §701 et seq. (*Section 504 of the Rehabilitation Act of 1973*)
C.R.S. 2-4-401 (3.4) (*definition of gender expression*)
C.R.S. 2-4-401 (3.5) (*definition of gender identity*)
C.R.S. 2-4-401 (13.5) (*definition of sexual orientation*)
C.R.S. 22-32-109 (1)(II) (*Board duty to adopt written policies prohibiting discrimination*)
C.R.S. 22-32-109.1 (2) (*safe school plan to be revised as necessary in response to relevant data collected by the school district*)
C.R.S. 22-32-110 (1)(k) (*definition of racial or ethnic background includes hair texture, definition of protective hairstyle*)
C.R.S. 24-34-601 (*unlawful discrimination in places of public accommodation*)
C.R.S. 24-34-602 (*penalty and civil liability for unlawful discrimination*)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JBB*, Sexual Harassment

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

- *“Race” includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *“Protective Hairstyle” includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *“Sexual Orientation” means an individual’s identity, or another individual’s perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5).*
- *“Gender Expression” means an individual’s way of reflecting and expressing the individual’s gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4).*
- *“Gender Identity” means an individual’s innate sense of the individual’s own gender, which may or may not correspond with the individual’s sex assigned at birth. C.R.S. 2-4-401 (3.5).*



Strasburg School District 31J

Policy:	File:
Equal Educational Opportunities	JB
Adopted:	Revision:
2006	October 2023

Every student of this school district will have equal educational opportunities through programs offered in the school district regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services.

This concept of equal educational opportunity will guide the Board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum, and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities will be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

~~Civil rights-based complaints can be directed to the district's compliance coordinator (AC-E-1)~~

In order to ensure that district programs are in compliance with applicable laws and regulations, the Board directs the superintendent or designee(s) to periodically monitor the following areas:

1. Curriculum and materials - review curriculum guides, textbooks, and supplemental materials for discriminatory bias.
2. Training - provide training for students and staff to identify and alleviate problems of discrimination.
3. Student access - review programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District support - ensure that district resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment, and related matters.
5. Student evaluation instruments - review tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
6. Discipline - review discipline records and any relevant data to ensure the equitable implementation and application of Board discipline policies.

LEGAL REFS.: 20 U.S.C. §1681 (Title IX of the Education Amendments of 1972)

20 U.S.C. §1701-1758 (Equal Educational Opportunities Act of 1974)

29 U.S.C. §701 et seq. (Section 504 of the Rehabilitation Act of 1973)

C.R.S. [2-4-401](#) (3.4) (definition of gender expression)

C.R.S. [2-4-401](#) (3.5) (definition of gender identity)

C.R.S. [2-4-401](#) (13.5) (definition of sexual orientation)

C.R.S. [22-32-109](#) (1)(II) (Board duty to adopt written policies prohibiting discrimination)

C.R.S. [22-32-109.1](#) (2) (safe school plan to be revised as necessary in response to relevant data collected by the school district)

C.R.S. [22-32-110](#) (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)

C.R.S. [24-34-601](#) (unlawful discrimination in places of public accommodation)

C.R.S. [24-34-602](#) (penalty and civil liability for unlawful discrimination)

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

[JBB*](#), Sexual Harassment

Adopted: 2006

Revised: September 2020

Revised: January 2022

Revised: October 2023



Strasburg School District 31J

Policy:	File:
Equal Educational Opportunities	JB
Adopted:	Revision:
2006	October 2023

Every student of this school district will have equal educational opportunities through programs offered in the school district regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services.

This concept of equal educational opportunity will guide the Board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum, and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities will be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

In order to ensure that district programs are in compliance with applicable laws and regulations, the Board directs the superintendent or designee(s) to periodically monitor the following areas:

1. Curriculum and materials - review curriculum guides, textbooks, and supplemental materials for discriminatory bias.
2. Training - provide training for students and staff to identify and alleviate problems of discrimination.
3. Student access - review programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District support - ensure that district resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment, and related matters.
5. Student evaluation instruments - review tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
6. Discipline - review discipline records and any relevant data to ensure the equitable implementation and application of Board discipline policies.

LEGAL REFS.: 20 U.S.C. §1681 (Title IX of the Education Amendments of 1972)

 20 U.S.C. §1701-1758 (Equal Educational Opportunities Act of 1974)

 29 U.S.C. §701 et seq. (Section 504 of the Rehabilitation Act of 1973)

C.R.S. [2-4-401](#) (3.4) (definition of gender expression)

C.R.S. [2-4-401](#) (3.5) (definition of gender identity)

C.R.S. [2-4-401](#) (13.5) (definition of sexual orientation)

C.R.S. [22-32-109](#) (1)(II) (Board duty to adopt written policies prohibiting discrimination)

C.R.S. [22-32-109.1](#) (2) (safe school plan to be revised as necessary in response to relevant data collected by the school district)

C.R.S. [22-32-110](#) (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)

C.R.S. [24-34-601](#) (unlawful discrimination in places of public accommodation)

C.R.S. [24-34-602](#) (penalty and civil liability for unlawful discrimination)

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

[JBB*](#), Sexual Harassment

Adopted: 2006

Revised: September 2020

Revised: January 2022

Revised: October 2023

Sexual Harassment

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in the Board's policy concerning unlawful discrimination and harassment.

District's commitment

The district is committed to maintaining a learning environment that is free from 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 sexual harassment or participates in a harassment investigation.

Sexual harassment defined

Pursuant to Title IX of the Educational Amendments of 1972, "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.

Pursuant to state law, "harassment" means creating a hostile environment based on an individual's sex.

Reporting, investigation, and sanctions

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor, or principal in their school building and file a complaint, through the district's complaint process addressing sex-based discrimination. All reports and indications from students, district employees, and third parties must be forwarded to the Title IX Coordinator.

The district will initiate and conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment.

All matters involving sexual harassment reports must remain confidential to the extent possible as long as doing so is in accordance with applicable law and policy and does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect grades.

The district will take appropriate corrective action to: make the harassed student whole by restoring lost educational opportunities; prevent harassment from recurring; or prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy and complaint procedures to all district schools and departments. The policy and complaint procedures must be 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	12/2015
Revised	5/2018
	8/2020

LEGAL REF.: 20 U.S.C. 1681 *et seq.* (*Title IX of the Education Amendments of 1972*)
C.R.S. 22-32-109 (1)(II) (*Board duty to adopt written policies prohibiting discrimination*)
C.R.S. 24-34-402 (*definition of "harass" in employment practices*)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-R, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)
AC-R2, Sex-Based Discrimination and Sexual Harassment Investigation Procedures

File: JBB*

AC-E-1, Nondiscrimination/Equal Opportunity (Sample Notice)
JLF, Reporting Child Abuse/Child Protection



Strasburg School District 31J

Policy:	File:
Sexual Harassment	JBB
Adopted:	Revision:
2015	October 2023

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in the Board's policy concerning unlawful discrimination and harassment.

District's commitment

The district is committed to maintaining a learning environment that is free from 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 sexual harassment or participates in a harassment investigation.

Sexual harassment defined

Pursuant to Title IX of the Educational Amendments of 1972, "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.

Pursuant to state law, "harassment" means creating a hostile environment based on an individual's sex.

Reporting, investigation, and sanctions

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor, or principal in their school building and file a complaint, through the district's complaint process addressing sex-based discrimination. All reports and indications from students, district employees, and third parties must be forwarded to the Title IX Coordinator.

The district will initiate and conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment.

All matters involving sexual harassment reports must remain confidential to the extent possible as long as doing so is in accordance with applicable law and policy and does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect grades.

The district will take appropriate corrective action to: make the harassed student whole by restoring lost educational opportunities; prevent harassment from recurring; or prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy and complaint procedures to all district schools and departments. The policy and complaint procedures must be 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.

LEGAL REF.: 20 U.S.C. 1681 et seq. (Title IX of the Education Amendments of 1972)

C.R.S. [22-32-109](#) (1)(II) (Board duty to adopt written policies prohibiting discrimination)

C.R.S. [24-34-402](#) (definition of "harass" in employment practices)

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

AC-R, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)

[AC-R-2](#), Sex-Based Discrimination and Sexual Harassment Investigation Procedures

[AC-E-1](#), Nondiscrimination/Equal Opportunity (Sample Notice)

[JLF](#), Reporting Child Abuse/Child Protection

Adopted: 2015

Revised: May 2018

Revised: August 2020

Revised: October 2023

Student Concerns, Complaints, and Grievances

Decisions made by school personnel which students believe are unfair or in violation of pertinent Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints.

Grievance and investigation procedures are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services.

Adopted: 2006

Revised: 10-2016

Revised: 8-2020

Revised: 1-12-2022

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-R1, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)
AC-R2, Sex-Based Discrimination and Sexual Harassment Investigation Procedures
IHCDA, Concurrent Enrollment
JB, Equal Educational Opportunities
JBB*, Sexual Harassment
JICEA, School-Related Student Publications
JICEC*, Student Distribution of Noncurricular Materials



Strasburg School District 31J

Policy:	File:
Student Concerns, Complaints, and Grievances	JII
Adopted:	Revision:
2006	October 2023

Decisions made by school personnel which students believe are unfair or in violation of pertinent Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints.

Grievance and investigation procedures are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services.

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

AC-R-1, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)

AC-R-2, Sex-Based Discrimination and Sexual Harassment Investigation Procedures

[IHCDA](#), Concurrent Enrollment

[JB](#), Equal Educational Opportunities

[JBB*](#), Sexual Harassment

[JICEA](#), School-Related Student Publications

[JICEC*](#), Student Distribution of Noncurricular Materials

Adopted: 2006

Revised: October 2016

Revised: August 2020

Revised: January 2022

Revised: October 2023

Student Concerns, Complaints and Grievances

For the purposes of this procedure, the following categories of complaints are established:

1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board policies and regulations
5. Curricular programs
6. Civil rights
7. Sexual orientation, or any other status protected by law

Complaints must be initiated in writing, dated and signed by the complainant. Forms for this purpose are available in the principals' offices. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: immediate supervisor of the individual. The building principal is the supervisor of the teachers; the appropriate director is the supervisor of the principal or support staff members.
2. Departmental procedures: Building principal.
3. Building procedures: Building principal.
4. Board policies and regulations: Appropriate director.
5. Curricular programs: Appropriate director.
6. Unlawful discrimination: see Policies AC, JB, JBA, and JBB.
7. All others: Building principal.

When a complaint is filed in writing, a conference will be held with the complainant within five school days. A written response will be given to the complainant within 10 school days following the conference.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 10 school days in accordance with the appeal procedures.

Appeals must be made in the following order: building principal, appropriate director, superintendent, Board of Education.

When an appeal has been filed in writing, a conference will be held with all parties involved within 10 school days. A written response will be given to the complainant within 10 school days following the conference.

If the appeal should reach the level of the Board of Education, a meeting with the Board will be scheduled within 20 school days after a written appeal has been filed. A written response from the Board will be given to the complainant within 10 school days following the conference.

Complainants who are not satisfied with the resolution of the complaint within the school district have the option of contacting their local Office for Civil Rights of the U.S. Department of Education.

CROSS REFS: AC, Nondiscrimination/Equal Opportunity
AC-R, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)
GBA, Open Hiring/Equal Employment
Opportunity GBAA Sexual Harassment



Strasburg School District 31J

Policy:	File:
Student Concerns, Complaints, and Grievances Regulation	JII - R
Adopted:	Revision:
	October 2023

For the purposes of this procedure, the following categories of complaints are established:

1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board policies and regulations
5. Curricular programs
6. ~~Civil rights~~ Unlawful discrimination
7. ~~Sexual orientation, or any other status protected by law~~ All others

Complaints must be initiated in writing, dated and signed by the complainant. Forms for this purpose are available in the principals' offices. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: immediate supervisor of the individual. The building principal is the supervisor of the teachers; the appropriate director is the supervisor of the principal or support staff members.
2. Departmental procedures: Building principal.
3. Building procedures: Building principal.
4. Board policies and regulations: Appropriate director.
5. Curricular programs: Appropriate director.
6. Unlawful discrimination: see Policies [AC](#), [JB](#), ~~JBA~~ and [JBB*](#).
7. All others: Building principal.

When a complaint is filed in writing, a conference will be held with the complainant within five school days. A written response will be given to the complainant within 10 school days following the conference.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 10 school days in accordance with the appeal procedures.

Appeals must be made in the following order: building principal, appropriate director, superintendent, Board of Education.

When an appeal has been filed in writing, a conference will be held with all parties involved within 10 school days. A written response will be given to the complainant within 10 school days following the conference.

If the appeal should reach the level of the Board of Education, a meeting with the Board will be scheduled within 20 school days after a written appeal has been filed. A written response from the Board will be given to the complainant within 10 school days following the conference.

~~Complainants who are not satisfied with the resolution of the complaint within the school district have the option of contacting their local Office for Civil Rights of the U.S. Department of Education.~~

Adopted:

Revised: October 2023



Strasburg School District 31J

Policy:	File:
Student Concerns, Complaints, and Grievances Regulation	JII - R
Adopted:	Revision:
	October 2023

For the purposes of this procedure, the following categories of complaints are established:

1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board policies and regulations
5. Curricular programs
6. Unlawful discrimination
7. All others

Complaints must be initiated in writing, dated and signed by the complainant. Forms for this purpose are available in the principals' offices. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: immediate supervisor of the individual. The building principal is the supervisor of the teachers; the appropriate director is the supervisor of the principal or support staff members.
2. Departmental procedures: Building principal.
3. Building procedures: Building principal.
4. Board policies and regulations: Appropriate director.
5. Curricular programs: Appropriate director.
6. Unlawful discrimination: see Policies [AC](#), [JB](#), and [JBB*](#).
7. All others: Building principal.

When a complaint is filed in writing, a conference will be held with the complainant within five school days. A written response will be given to the complainant within 10 school days following the conference.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 10 school days in accordance with the appeal procedures.

Appeals must be made in the following order: building principal, appropriate director, superintendent, Board of Education.

When an appeal has been filed in writing, a conference will be held with all parties involved within 10 school days. A written response will be given to the complainant within 10 school days following the conference.

If the appeal should reach the level of the Board of Education, a meeting with the Board will be scheduled within 20 school days after a written appeal has been filed. A written response from the Board will be given to the complainant within 10 school days following the conference.

Adopted:

Revised: October 2023

Student Discipline

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. All policies and procedures for handling student discipline problems shall be designed to achieve these broad objectives.

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

All Board-adopted policies and Board-approved regulations containing the letters “JK” in the file name constitute the discipline section of the legally required code.

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

Remedial discipline plans

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan

shall be to address the student’s disruptive behavior and educational needs while keeping the child in school.

Discipline of habitually disruptive students

Students who have caused a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in the district’s schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student shall result in the student’s suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Distribution of conduct and discipline code

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

Adopted: 2006

Revised: 9-14-2017

LEGAL REFS.: C.R.S. 18-6-401 (1) *(definition of child abuse)*
C.R.S. 22-11-302 (1)(f) *(district accountability committee shall provide input to the board regarding the creation and enforcement of the conduct and discipline code)*
C.R.S. 22-32-109.1 (2)(a) *(adoption and enforcement of conduct and discipline code)*
C.R.S. 22-32-109.1 (2)(a)(I) *(school district shall take reasonable measures to familiarize students with the conduct and discipline code)*
C.R.S. 22-32-109.1 (2)(a)(I)(C) *(discipline of habitually disruptive students is required part of conduct and discipline code)*
C.R.S. 22-32-109.1 (9) *(immunity provisions in safe schools law)*
C.R.S. 22-33-106 (1) *(grounds for suspension, expulsion and denial of admission)*
C.R.S. 22-33-106 (1)(c.5) *(definition of a habitually disruptive student)*

CROSS REFS.: JIC, Student Conduct, and subcodes
JK subcodes, (all relate to student discipline)

Student Discipline

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. All policies and procedures for handling student discipline problems shall be designed to achieve these broad objectives.

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

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

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

Remedial discipline plans

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan

shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

Discipline of habitually disruptive students

Students who have caused a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student shall result in the student's suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Distribution of conduct and discipline code

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

Adopted: 2006

Revised: 9-14-2017

LEGAL REFS.: C.R.S. 18-6-401 (1) (*definition of child abuse*)

C.R.S. 22-1-140 (definition of corporal punishment and prohibition of corporal punishment at schools)

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

C.R.S. 22-32-109.1 (2)(a) (*adoption and enforcement of conduct and discipline code*)

C.R.S. 22-32-109.1 (2)(a)(I) (*school district shall take reasonable measures to familiarize students with the conduct and discipline code*)

C.R.S. 22-32-109.1 (2)(a)(I)(C) (*discipline of habitually disruptive students is required part of conduct and discipline code*)

C.R.S. 22-32-109.1 (9) (*immunity provisions in safe schools law*)

C.R.S. 22-33-106 (1) (*grounds for suspension, expulsion and denial of admission*)

C.R.S. 22-33-106 (1)(c.5) (*definition of a habitually disruptive student*)

CROSS REFS.: JIC, Student Conduct, and subcodes

JK subcodes, (all relate to student discipline)



Strasburg School District 31J

Policy:	File:
Student Discipline	JK
Adopted:	Revision:
2006	October 2023

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior. All policies and procedures for handling student discipline problems shall be designed to achieve these broad objectives.

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

All Board-adopted policies and Board-approved regulations containing the letters “JK” in the file name constitute the discipline section of the legally required code.

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

Remedial discipline plans

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student’s disruptive behavior and educational needs while keeping the child in school.

Discipline of habitually disruptive students

Students who have caused a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in the district’s schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student may result in the student’s suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Distribution of conduct and discipline code

The conduct and discipline code shall be provided to each student upon enrollment in elementary, middle and high school. The district shall take reasonable measures to ensure each student is familiar

with the code. Copies shall be posted or kept on file in each school of the district. In addition, any significant change in the code shall be provided to students and posted in each school.

Adoption: 2006

Revised: September 2017

Revised: October 2023

- LEGAL REFS.: C.R.S. [18-6-401](#) (1) (*definition of child abuse*)
- C.R.S. [22-1-140](#) (*definition of corporal punishment and prohibition of corporal punishment at schools*)
- C.R.S. [22-11-302](#) (1)(f) (*district accountability committee shall provide input to the board regarding the creation and enforcement of the conduct and discipline code*)
- C.R.S. [22-32-109.1](#) (2)(a) (*adoption and enforcement of conduct and discipline code*)
- C.R.S. [22-32-109.1](#) (2)(a)(I) (*school district shall take reasonable measures to familiarize students with the conduct and discipline code*)
- C.R.S. [22-32-109.1](#) (2)(a)(I)(C) (*discipline of habitually disruptive students is required part of conduct and discipline code*)
- C.R.S. [22-32-109.1](#) (9) (*immunity provisions in safe schools law*)
- C.R.S. [22-33-106](#) (1) (*grounds for suspension, expulsion and denial of admission*)
- C.R.S. [22-33-106](#) (1)(c.5) (*definition of a habitually disruptive student*)
- CROSS REFS.: [JIC](#), Student Conduct, and subcodes
- [JK](#) subcodes, (all relate to student discipline)



Strasburg School District 31J

Policy:	File:
Student Discipline Regulation	JK-R
Adopted:	Revision:
2023	October 2023

Remedial discipline plans

1. The principal may develop a plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in a school vehicle or at a school activity or event. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.
2. To develop the plan, the principal or designee will contact the student's parent/guardian to schedule a meeting with the student, the student's parent/guardian and any members of the staff whom the principal believes should attend.
3. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to establish goals, objectives and timelines to modify such behavior. A written plan will be prepared which addresses the student's disruptive behavior, educational needs and what steps are necessary to keep the child in school. The plan will include incentives for good behavior and consequences if the student violates the plan.
4. The plan may be written in the form of a contract which the student and the parent/guardian will sign and date.
5. The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student's cumulative file.

Habitually disruptive students

A student may be declared "habitually disruptive" if three or more times during the course of the school year the student causes a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event.

1. The principal will inform the superintendent when a student causes a second material and substantial disruption.
2. The student and the student's parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The

student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student."

3. A student who has been declared habitually disruptive shall be suspended and/or expelled in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Adopted: October 2023

Discipline of Students with Disabilities

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their Individualized Education Programs (IEPs), any behavioral intervention plan and this policy.

Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP and/or behavioral intervention plan.

Suspensions, expulsions and provision of services

Students with disabilities may be suspended for up to 10 school days in any given school year for violations of the student code of conduct. These 10 days need not be consecutive. During any such suspension, the student shall not receive educational services.

A disciplinary change of placement occurs when a student is removed for more than 10 consecutive school days or subjected to a series of removals that constitute a pattern of removal under governing law.

Upon the 11th school day of suspension or removal when such suspension or removal does not result in a disciplinary change of placement, educational services shall be provided to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. School personnel, in consultation with at least one of the student's teachers, shall determine the educational services to be provided to the student during this period of suspension or removal.

When a student is expelled or subject to a removal that results in a disciplinary change of placement, educational services shall be provided as determined by the student's IEP team to enable the student to participate in the general education curriculum, although in another setting, and to progress toward meeting his or her IEP goals.

Prior to expulsion or other disciplinary change in placement, the student's parents shall be notified of the decision to take such disciplinary action and of their procedural safeguards. This notification shall occur not later than the date on which such decision is made.

Manifestation determination

Within 10 school days from the date of the decision to take disciplinary action that will result in a disciplinary change of placement, relevant members of the student's IEP team, including the student's parents, shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents, to determine whether the student's behavior was a manifestation of the student's disability.

The team shall determine: (1) whether the student's conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; and (2) whether the student's conduct in question was the direct result of the school's failure to implement the student's IEP. If the answer to either of these two questions is "yes," the student's behavior shall be deemed to be a manifestation of the student's disability.

Disciplinary action for behavior that is not a manifestation

If the team determines that the student's behavior was not a manifestation of the student's disability, disciplinary procedures shall be applied to the student in the same manner as applied to nondisabled students. As stated above, the student shall receive educational services during the period of expulsion or other disciplinary change of placement.

Within a reasonable amount of time after determining that the student's behavior is not a manifestation of the student's disability, the student may receive, as appropriate, a functional behavioral assessment ("FBA"). In addition, a behavioral intervention plan ("BIP") may be developed for the student, as appropriate. If a BIP has already been developed, the BIP may be reviewed and modified, as appropriate.

Disciplinary action and/or alternative placement for behavior that is a manifestation

If the team determines that the student's behavior is a manifestation of the student's disability, expulsion proceedings or other disciplinary change of placement will be discontinued. However, the student may be placed in an alternative setting for up to 45 school days as discussed below or the student's placement may be changed for educational reasons as determined by the IEP team or as otherwise permitted by law.

Within a reasonable amount of time after determining that the student's behavior is a manifestation of the student's disability, the student's IEP team shall: (1) conduct an FBA of the student, unless an FBA has already been conducted; and (2) implement a BIP for the student. If a BIP has already been developed, the IEP team shall review it and modify it as necessary to address the student's behavior.

Placement in an alternative setting for 45 school days

School personnel may remove a student with disabilities to an interim alternative setting for not more than 45 school days without regard to the manifestation determination if:

1. the student carried a weapon to school or a school function;
2. the student possessed a weapon at school or a school function;
3. the student possessed or used illegal drugs at school or a school function;
4. the student sold or solicited the sale of a controlled substance at school or a school function;
5. the student inflicted serious bodily injury on another person while at school or a school function; or
6. a hearing officer or court of appropriate jurisdiction so orders.

Such removal to an alternative setting is permissible even if the student's behavior is determined to be a manifestation of the student's disability. The student's IEP team shall determine the educational services to be provided to the student in the alternative setting.

Students not identified as disabled

Students who have not been identified as disabled shall be subjected to the same disciplinary measures applied to students with disabilities if the district had "knowledge" of the student's disability before the behavior that precipitated the disciplinary action occurred.

The district is deemed to have knowledge of the student's disability if:

1. the student's parent has expressed concern in writing to district supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services;
2. the student's parent has requested an evaluation; or
3. the student's teacher or other district personnel have expressed specific concerns about the student's pattern of behavior directly to the director of special education or other district supervisory personnel.

If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation will be expedited. Until the evaluation is completed, the student shall remain in the district's determined educational placement, which can include suspension or expulsion.

The district shall not be deemed to have knowledge that the student is a child with a disability if the parent has not allowed an evaluation of the student, or the student has been evaluated and it was determined that he or she is not a child with a disability, or

the student was determined eligible for special education and related services, but the parent refused services.

Adopted: 2008

Revised: 5-10-2017

LEGAL REFS.: 20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Improvement Act of 2004)

34 C.F.R. 300.530-300.537 (IDEIA regulations)

C.R.S. [22-20-101](#) et seq. (Exceptional Children's Educational Act)

C.R.S. [22-33-106](#) (1)(c)

CROSS REFS.: [IHBA](#), Special Education Programs for Students with Disabilities

[JIC](#), Student Conduct, and subcodes

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

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

[Revised July 2008]

COLORADO SAMPLE POLICY 1997©



Strasburg School District 31J

Policy:	File:
Discipline of Students with Disabilities	JK-2
Adopted:	Revision:
	October 2023

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their Individualized Education Programs (IEPs), any behavioral intervention plan and this policy.

Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP and/or behavioral intervention plan.

Suspensions, expulsions and provision of services

Students with disabilities may be suspended for up to 10 school days in any given school year for violations of the student code of conduct. These 10 days need not be consecutive. During any such suspension, the student shall not receive educational services.

A disciplinary change of placement occurs when a student is removed for more than 10 consecutive school days or subjected to a series of removals that constitute a pattern of removal under governing law.

Upon the 11th school day of suspension or removal when such suspension or removal does not result in a disciplinary change of placement, educational services shall be provided to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. School personnel, in consultation with at least one of the student's teachers, shall determine the educational services to be provided to the student during this period of suspension or removal.

When a student is expelled or subject to a removal that results in a disciplinary change of placement, educational services shall be provided as determined by the student's IEP team to enable the student to participate in the general education curriculum, although in another setting, and to progress toward meeting his or her IEP goals.

Prior to expulsion or other disciplinary change in placement, the student's parents shall be notified of the decision to take such disciplinary action and of their procedural safeguards. This notification shall occur not later than the date on which such decision is made.

Manifestation determination

Within 10 school days from the date of the decision to take disciplinary action that will result in a disciplinary change of placement, relevant members of the student's IEP team, including the student's parents, shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents, to determine whether the student's behavior was a manifestation of the student's disability.

The team shall determine: (1) whether the student's conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; and (2) whether the student's conduct in question was the direct result of the school's failure to implement the student's IEP. If the answer to either of these two questions is "yes," the student's behavior shall be deemed to be a manifestation of the student's disability.

Disciplinary action for behavior that is not a manifestation

If the team determines that the student's behavior was not a manifestation of the student's disability, disciplinary procedures shall be applied to the student in the same manner as applied to nondisabled students. As stated above, the student shall receive educational services during the period of expulsion or other disciplinary change of placement.

Within a reasonable amount of time after determining that the student's behavior is not a manifestation of the student's disability, the student may receive, as appropriate, a functional behavioral assessment ("FBA"). In addition, a behavioral intervention plan ("BIP") may be developed for the student, as appropriate. If a BIP has already been developed, the BIP may be reviewed and modified, as appropriate.

Disciplinary action and/or alternative placement for behavior that is a manifestation

If the team determines that the student's behavior is a manifestation of the student's disability, expulsion proceedings or other disciplinary change of placement will be discontinued. However, the student may be placed in an alternative setting for up to 45 school days as discussed below or the student's placement may be changed for educational reasons as determined by the IEP team or as otherwise permitted by law.

Within a reasonable amount of time after determining that the student's behavior is a manifestation of the student's disability, the student's IEP team shall: (1) conduct an FBA of the student, unless an FBA has already been conducted; and (2) implement a BIP for the student. If a BIP has already been developed, the IEP team shall review it and modify it as necessary to address the student's behavior.

Placement in an alternative setting for 45 school days

School personnel may remove a student with disabilities to an interim alternative setting for not more than 45 school days without regard to the manifestation determination if:

1. the student carried a weapon to school or a school function;
2. the student possessed a weapon at school or a school function;
3. the student possessed or used illegal drugs at school or a school function;
4. the student sold or solicited the sale of a controlled substance at school or a school function;

5. the student inflicted serious bodily injury on another person while at school or a school function;
or

6. a hearing officer or court of appropriate jurisdiction so orders.

Such removal to an alternative setting is permissible even if the student's behavior is determined to be a manifestation of the student's disability. The student's IEP team shall determine the educational services to be provided to the student in the alternative setting.

Students not identified as disabled

Students who have not been identified as disabled shall be subjected to the same disciplinary measures applied to students with disabilities if the district had "knowledge" of the student's disability before the behavior that precipitated the disciplinary action occurred.

The district is deemed to have knowledge of the student's disability if:

1. the student's parent has expressed concern in writing to district supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services;
2. the student's parent has requested an evaluation; or
3. the student's teacher or other district personnel have expressed specific concerns about the student's pattern of behavior directly to the director of special education or other district supervisory personnel.

If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation will be expedited. Until the evaluation is completed, the student shall remain in the district's determined educational placement, which can include suspension or expulsion.

The district shall not be deemed to have knowledge that the student is a child with a disability if the parent has not allowed an evaluation of the student, or the student has been evaluated and it was determined that he or she is not a child with a disability, or the student was determined eligible for special education and related services, but the parent refused services.

(Adoption date)

LEGAL REFS.: 20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Improvement Act of 2004)

34 C.F.R. 300.530-300.537 (IDEIA regulations)

C.R.S. [22-20-101](#) et seq. (Exceptional Children's Educational Act)

C.R.S. [22-33-106](#) (1)(c)

CROSS REFS.: [IHBA](#), Special Education Programs for Students with Disabilities

[JIC](#), Student Conduct, and subcodes

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

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

Adopted:

Revised: October 2023



Strasburg School District 31J

Policy:	File:
Use of Physical Intervention and Restraint	JKA
Adopted:	Revision:
2006	January 2023

To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

Physical intervention

Corporal punishment shall not be administered to any student by any district employee.

Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student, that does not constitute restraint as defined by this policy, to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

Restraint

For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force and seclusion. Restraint shall not include the holding of a student for less than five minutes by a district employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

District employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior. District employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

Restraint shall only be administered by district employees trained in accordance with applicable State Board of Education rules.

Exceptions

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. [26-20-111](#) (3); and
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. [18-1-901](#) (3)(e).

Adopted: 2006

Revised: 09-14-2017

Revised: 01-10-2023

LEGAL REFS.: C.R.S. [18-1-703](#) (*use of physical force by those supervising minors*)
C.R.S. [18-1-901](#) (3)(e) (*definition of a deadly weapon*)
C.R.S. [18-6-401](#) (1) (*definition of child abuse*)
C.R.S. [19-1-103](#) (1) (*definition of abuse and neglect*)
C.R.S. [22-32-109.1](#) (2)(a) (*adoption and enforcement of discipline code*)
C.R.S. [22-32-109.1](#) (2)(a)(I)(D) (*policy required as part of safe schools plan*)
C.R.S. [22-32-109.1](#) (2)(a)(I)(L) (*policies for use of restraint and seclusion on students and information on the process for filing a complaint regarding the use of restraint or seclusion shall be included in student conduct and discipline code*)
C.R.S. [22-32-109.1](#) (9) (*immunity provisions in safe schools law*)
C.R.S. [22-32-147](#) (*use of restraints on students*)
C.R.S. [26-20-101](#) et seq. (*Protection of Persons from Restraint Act*)
1 CCR [301-45](#) (*State Board of Education rules for the Administration of the Protection of Persons from Restraint Act*)



Strasburg School District 31J

Policy:	File:
Use of Physical Intervention and Restraint	JKA
Adopted:	Revision:
2006	January 2023

To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

Physical intervention

Corporal punishment shall not be administered to any student by any district employee.

Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student, that does not constitute restraint as defined by this policy, to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

Restraint

For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force and seclusion. Restraint shall not include the holding of a student for less than five minutes by a district employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

If a student is physically restrained for a period of time longer than one minute, but less than five minutes, the student's parent(s) are required to be notified. The notice must be given in writing on the same day the restraint occurs, and must include the date of restraint, student's name, and the number of times that day that the student was restrained.

If a student is physically restrained for a period of time longer than five minutes, the school administration shall verbally notify the parent or guardian as soon as possible, but not later than the end of the school day

that the restraint was used. Additionally, the school administration shall mail, fax, or e-mail a written report of the incident, including all information required by law, to the parent or legal guardian of the student not more than five calendar days after the use of the restraint on the student.

Formatted: Font: (Default) +Body (Calibri)

District employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior. District employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

If a student is placed in a seclusion room, the student must be continually monitored. The seclusion room must have at least one window to monitor students when the door is closed. If it is not feasible to utilize a room with a window, monitoring by video camera must be possible. The seclusion room must be a safe space free from injurious items and must not be a space used by school staff for offices, storage, or custodial purposes.

Restraint shall only be administered by district employees trained in accordance with applicable State Board of Education rules.

Exceptions Use of Mechanical or Prone Restraints

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. [26-20-111](#) (3); ~~and~~ however, no law enforcement officer or armed security official shall use handcuffs on any student unless the student poses an immediate danger to themselves or others or if handcuffs are solely used during a custodial arrest requiring transport.
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. [18-1-901](#) (3)(e).

Adopted: 2006

Revised: 09-14-2017

Revised: 01-10-2023

LEGAL REFS.: C.R.S. [18-1-703](#) (*use of physical force by those supervising minors*)
C.R.S. [18-1-901](#) (3)(e) (*definition of a deadly weapon*)
C.R.S. [18-6-401](#) (1) (*definition of child abuse*)
C.R.S. [19-1-103](#) (1) (*definition of abuse and neglect*)
C.R.S. [22-32-109.1](#) (2)(a) (*adoption and enforcement of discipline code*)
C.R.S. [22-32-109.1](#) (2)(a)(I)(D) (*policy required as part of safe schools plan*)
C.R.S. [22-32-109.1](#) (2)(a)(I)(L) (*policies for use of restraint and seclusion on students and information on the process for filing a complaint regarding the use of restraint or seclusion shall be included in student conduct and discipline code*)
C.R.S. [22-32-109.1](#) (9) (*immunity provisions in safe schools law*)
C.R.S. [22-32-147](#) (*use of restraints on students*)
C.R.S. [26-20-101](#) *et seq.* (*Protection of Persons from Restraint Act*)
1 CCR [301-45](#) (*State Board of Education rules for the Administration of the Protection of Persons from Restraint Act*)

Formatted: Normal (Web), Space Before: 0 pt, After: 9 pt

Formatted: Font: (Default) +Body (Calibri), Bold



Strasburg School District 31J

Policy:	File:
Use of Physical Intervention and Restraint	JKA
Adopted:	Revision:
2006	October 2023

Use of Physical Intervention and Restraint

To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

Physical intervention

Corporal punishment shall not be administered to any student by any district employee or volunteer, in accordance with state law.

Within the scope of their employment, district employees may use reasonable and appropriate physical intervention with a student, that does not constitute restraint as defined by this policy, to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Under no circumstances shall a student be physically held for more than one minute unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

Restraint

For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force and seclusion. If property damage may be involved, restraint may only be used when the destruction of property could possibly result in bodily harm to the individual or another person. Restraint shall not include the holding of a student for less than one minute by a district employee for the

protection of the student or others and other actions excluded from the definition of restraint in state law.

If a student is physically restrained for a period of time longer than one minute, but less than five minutes, the student's parent(s) are required to be notified. The notice must be given in writing on the same day the restraint occurs, and must include the date of restraint, student's name, and the number of times that day that the student was restrained.

If a student is physically restrained for a period of time longer than five minutes, the school administration shall verbally notify the parent or guardian as soon as possible, but not later than the end of the school day that the restraint was used. Additionally, the school administration shall mail, fax, or e-mail a written report of the incident, including all information required by law, to the parent or legal guardian of the student not more than five calendar days after the use of the restraint on the student.

District employees shall not use restraint as a form of discipline or to control or gain compliance from a student. District employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

If a student is placed in a seclusion room, the student must be continually monitored. The seclusion room must have at least one window to monitor students when the door is closed. If it is not feasible to utilize a room with a window, monitoring by video camera must be possible. The seclusion room must be a safe space free from injurious items and must not be a space used by school staff for offices, storage, or custodial purposes.

Restraint shall only be administered by district employees trained in accordance with applicable State Board of Education rules.

Use of Mechanical or Prone Restraints

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. [26-20-111](#) (3); however, no law enforcement officer or armed security official shall use handcuffs on any student unless the student poses an immediate danger to themselves or others or if handcuffs are solely used during a custodial arrest requiring transport.
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. [18-1-901](#) (3)(e).

Adopted: 2006

Revised: 09-14-2017

Revised: 01-10-2023

Revised: October 2023

LEGAL REFS.: C.R.S. [18-1-703](#) (*use of physical force by those supervising minors*)

C.R.S. [18-1-901](#) (3)(e) (*definition of a deadly weapon*)

C.R.S. [18-6-401](#) (1) *(definition of child abuse)*

C.R.S. [19-1-103](#) (1) *(definition of abuse and neglect)*

C.R.S. [22-1-140](#) *(definition of corporal punishment, and prohibition against volunteers or employees from imposing corporal punishment on a child)*

C.R.S. [22-32-109.1](#) (2)(a) *(adoption and enforcement of discipline code)*

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

C.R.S. [22-32-109.1](#) (2)(a)(I)(L) *(policies for use of restraint and seclusion on students and information on the process for filing a complaint regarding the use of restraint or seclusion shall be included in student conduct and discipline code)*

C.R.S. [22-32-109.1](#) (2)(a)(D) *(prohibition against corporal punishment shall be included in student conduct and discipline code)*

C.R.S. [22-32-109.1](#) (9) *(immunity provisions in safe schools law)*

C.R.S. [22-32-147](#) *(use of restraints on students)*

C.R.S. [26-20-101](#) et seq. *(Protection of Persons from Restraint Act)*

1 CCR [301-45](#) *(State Board of Education rules for the Administration of the Protection of Persons from Restraint Act)*