



Strasburg School District 31-J Agenda

SCHOOL DISTRICT BOARD OF EDUCATION

JUNE MEETING

June 11, 2024

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

Mission Statement (Policy AD):

Strasburg 31J will develop resourceful, responsible, and resilient engaged citizens who are empowered in a safe learning environment for all to achieve their full potential in an evolving world.

Board of Education

Michael Marrero, President
Diana Elliott, 1st Vice President
Daymon Johnson, 2nd Vice President
Mary O'Malley, Secretary
Julie Winter, Treasurer

Strasburg School Board strives to follow our guiding principles:

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

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.

Board Procedures:



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- I. Opening of Meeting
 - a. Roll Call
 - b. Pledge of Allegiance
 - c. Adoption of Minutes
 - d. Adoption of Agenda
- II. Celebrations
 - a. Washington DC Trip
- III. Public Participation/General
 - a. Comments Submitted?
- IV. Old Business
 - a. Policy AC, Regulations and Exhibits
 - b. Policy IKF, Regulations and Exhibits
 - c. Policy JH, Regulations and Exhibits
- V. New Business
 - a. Summer Hiring
 - b. Handbooks Adoption-Pending
- VI. Board Reports/Discussion
 - a. Board Feedback
 - b. Legislative and Colorado Association of School Boards
 - c. District Accountability Committee
 - d. East Central Board of Cooperative Educational Services
 - e. Chamber of Commerce
 - f. Construction
- VII. Superintendent Report/Discussion
 - a. Awareness and Progress of Initiatives
- VIII. Adoption of Consent Agenda
 - a. **Recommended Motion: Adoption of 2024-2025 Budget and Resolutions**
 - b. **Recommended Motion: Authorized Fiscal Agents/Signatory as Recommended**
 - i. Remove Dan Hoff
 - ii. Authorize Nancy Taylor and Kelle Bongard
 - c. **Recommended Motion: Adoption of Policies as Recommended**
 - i. Policy AC, Regulations and Exhibits as Presented
 - ii. Policy IKF, Regulations and Exhibits as Presented



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- iii. Policy JH, Regulations and Exhibits as Presented
 - d. **Recommended Motion: Personnel Matters Contract/Letter of Assignments – New Hires/Renewals**
 - i. JaLee Kitzman, Principal, SES, 1.0 FTE, 178 days, effective July 1st, 2024 through June 30th, 2025, Salary
 - ii. Richard Jacoby, Athletic Director, SHS, 1.0 FTE, 9 hours per day, 178 days, effective July 1st, 2024 through June 30th, 2025, Salary
 - e. **Recommended Motion: Personnel Matters Contract/Letter of Assignments – Reassignments**
 - i. Jennifer Hall (HMS Building Secretary-->Executive Assistant)
 - ii. Lori Tapparo (HMS Paraprofessional-->Long Term Sub 8th Social Studies Teacher)
 - iii. Jeromie Bongard (SHS Teacher-->SHS Dean of Students)
 - f. **Recommended Motion: 2024-2025 Coaching List**
 - g. **Recommended Motion: Personnel Matters Contract/Letter of Assignments – Terminations/Resignations/Non-Renewals**
 - i.
- IX. Calendar Review
- a. Meeting Times and Dates Review
 - b. Future Agenda Topics
- X. Adjourn



Strasburg School District 31-J Agenda

Minutes of the Board of Education Regular Meeting
May 14, 2024 6:00 pm
2102 Wagner St
Strasburg, CO 80136

CALL TO ORDER:

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

ATTENDANCE: (Roll Call)

Board members present were: Diana Elliott, Michael Marrero, Mary O'Malley and Julie Winter. Daymon Johnson was absent.

Others participating were Dan Hoff (Superintendent) & Nancy Taylor (CFO acting as Board Secretary).

ADOPTION OF THE MINUTES:

On a motion by Diana Elliott and seconded by Mary O'Malley, it is hereby resolved to approve the minutes as presented.

AYE: Elliott, Marrero, Winter, Winter

NAY: NONE – MOTION CARRIED 4-0

ADOPTION OF THE AGENDA:

On a motion by Mary O'Malley and seconded by Diana Elliott, it is hereby resolved to approve the agenda as presented.

President Marrero asked for discussion and Ms. Winter requested for the approval for new hire of the Athletic Director, Ben Lundstrom, be removed from the consent agenda. Members of the Board agreed to the modification.

On a motion by Mary O'Malley and seconded by Julie Winter, it is hereby resolved to approve the agenda as presented.

AYE: Elliott, Marrero, Winter, Marrero

NAY: NONE – MOTION CARRIED 4-0

Celebrations:

- High School Seniors celebrated PreK graduates today with a joint walk around campus. This is the first year that Strasburg has participated in this activity, and it brought joy to many across the district.
- Last week the district took time to celebrate teachers and the school nurse for Teacher Appreciation Week and Nurse Appreciation Week.
- Mr. Hoff shared that assessment season is over and many students are showing growth which is attributed to the great staff in the district.
- 6 students have qualified and will be attending the National FBLA conference.
- 29 student athletes will be attending the state track meet this weekend.
- 23 Seniors have received scholarships totaling \$1,152,838.
- 27 students will graduate this year from PCHS.

Old Business:

- None

New Business:

- Mrs. Alonzi, the district TLC Coach, reviewed the revisions the high school staff is recommending to policy IKF. The Board discussed the presentation and asked clarifying questions about the recommended updates.

Board Reports:

- Board feedback: Mr. Marrero reviewed feedback board received and clarified Transparency vs. Confidentiality.
- Legislative updates/CASB:
 - Legislative session ended May 8th with over 600 bills.
 - Those significant to schools include the School Finance Act (including no budget stabilization factor), Base PPR added \$419 per student and rural funding is now part of long bill.
 - New formula for school finance act passed (adjusted at risk factors, also include district size and remoteness) phased in over 6 years with a circuit breaker in place – can pause the implementation if there is a recession.
 - By 3031 school finance is projected to increase \$573.1 M.
 - Property tax bill to control growth of property tax. Decoupling schools – property tax will have 2 classes one for schools and one for other districts. Includes a hold harmless year if there is a loss of property taxes. All the money is coming from the State education fund.
 - Healthy Meals for All – Added \$50M
 - Universal Preschool – Added \$50M
 - BEST Fund – Fund lost \$20M during COVID which was intended to be paid back this year. They have delayed that for 2 years.
 - Property tax bill will be on the ballot in November. Mrs. Elliott asked the community to make sure they know what they are voting for.
- CASB Update:
 - Zoom meeting for Legislative Update.
 - Boardmanship academy will replace the regional meeting in Limon on August 24th.
 - SPU – Policy AC – align policy AC with Title IX regulations regarding language and terminology. Webinar available on May 30th.
- DAC: Lindsay Armstrong
 - Ms. Armstrong reviewed topics discussed during the May 13th DAC meeting including:
 - Compensation analysis
 - Request for new mics for drama department
 - Review of Title funding
 - Reviewed Policy IKF changes
 - Officers next year: Vennessia Jimenez will be President and Angie Redd will be Vice President
 - DAC will hold an orientation on August 20th.
 - Will continue with monthly meetings but not sure of exact day of week yet.
 - BOE thanked Lindsey for all of her work with DAC.
- ECBOCES:
 - See documents later that need to be approved.
 - Next meeting June 26th
 - At the last meeting the BOCES board approved a base salary increase for BOCES employees of 7%.
- Chamber of Commerce:
 - Marrero will not be able to attend the May meeting due to Staff BBQ.
 - Motorcycle run benefits an organization that builds motorcycles for disabled veterans.
- Construction:
 - Mr. Johnson was not in attendance at the meeting to provide an update.

Superintendent Report/Discussion:

- 2024-2025 Compensation Package was presented by HR Director, Jill Schmidt, and CFO, Nancy Taylor.
- Construction Fiscal Update
 - The district is being assessed \$62,610.00 in system development fees by Strasburg Water and Sanitation District for the new concession stand/restroom facility that is being constructed over the summer. In addition, fees will be assessed by Eastern Adams County Metropolitan District that is yet to be determined. There is an item in the work session asking for approval of up to \$80,000 to cover these costs.
- Policy AC, IKF

- Mr. Hoff recommended that these policies be included as topics in the May worksession. Policy updates will be included on the June board agenda for review and approval.
- 4 Day Week
 - Mr. Hoff reviewed the steps that have been taken to implement the 4-day week including: reporting day calendars for all employees, establishing district norms to maximize instruction, reviewing homework expectations, establishing professional development schedules for the Mondays, and obtaining approval from the State for the reduced academic calendar.

ATHLETIC DIRECTOR HIRING

On a motion by Diana Elliott, seconded by Michael Marrero, it is hereby resolved to approve the hiring of Ben Lundstrom as the Strasburg School District 31J Athletic Director.

Discussion ensued by the BOE regarding the qualifications of the candidate.

Mr. Marrero asked for the vote.

AYE: Elliott, Marrero

NAY: O'Malley, Winter – MOTION DEFEATED 2-2

Additional discussion ensued regarding the qualifications of the candidate and the process used by the District for hiring the position, particularly regarding committee structure.

Mr. Marrero asked for the vote.

AYE: Elliott, Marrero

NAY: O'Malley, Winter – MOTION DEFEATED 2-2

Mr. Marrero asked Mr. Hoff to please re-open the vacancy for Athletic Director and clarified that it doesn't automatically default to the next candidate. The BOE welcomes all previous candidates to be interviewed again. Mr. Marrero also asked that Human Resources review the hiring process to address concerns regarding the structure of the committee.

ADOPTION OF THE CONSENT AGENDA:

On a motion by Diana Elliott and seconded by Mary O'Malley, it is hereby resolved to approve the consent agenda.

AYE: Elliott, Marrero, O'Malley, Winter

NAY: NONE – MOTION CARRIED 4-0

Future Dates & Times:

- 5/15 at 11:00 a.m. - Staff BBQ
- 5/15 at 6 p.m. - HMS Promotion
- 5/18 at 11 a.m. - PCHS Graduation
- 5/19 at 12 p.m. - SHS Graduation
- 5/31 at 9 a.m. - Work Session
- TBD - BOE Retreat

ADJOURNMENT

On a motion by Diana Elliott and seconded by Julie Winter it is hereby resolved to adjourn at 8:04 p.m.

AYE: Elliott, Marrero, O'Malley, Winter

NAY: NONE – MOTION CARRIED 4-0

Michael Marrero, President

Date

Mary O'Malley, Secretary

Date



Strasburg School District 31-J Agenda

Minutes of the Board of Education Work Session

May 31, 2024 9:01 a.m.

2102 Wagner St

Strasburg, CO 80136

CALL TO ORDER:

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

ATTENDANCE: (Roll Call)

Board members present were: Diana Elliott, Michael Marrero, Mary O'Malley, Julie Winter. Board member Daymon Johnson was absent.

Others participating were Dan Hoff (Superintendent), Nancy Taylor (CFO), Kelle Bongard (Incoming Superintendent) and various community members.

ADOPTION OF AGENDA:

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

AYE: Elliott, Marrero, Winter, Winter

NAY: NONE – MOTION CARRIED 4-0

Board Norms, Roles Responsibilities, and Behaviors:

President Marrero reviewed Board norms and responsibilities with members in attendance.

Review of Budgets:

CFO Taylor reviewed the construction budget and reviewed the budget book for the 2024-2025 school year.

TK Bond Notification:

Superintendent Hoff notified the board that the letter will go out notifying TK's bonding company.

Open Positions:

Discussion around the hiring process and timeline regarding current vacancies.

4 Day Update:

Reporting schedules were provided to the BOE.

Principals provided a framework for Monday staff days and items that would be included as PLC, training, etc. during these days.

Messaging will go out in July regarding what 4-day week means for students and parents. Messaging will include hours, reporting days, homework expectations, eligibility, snow days vs. Remote days, daycare availability, etc.

Attendance Policy JH/JH-E:

Buildings are aligning handbooks and came across some discrepancies in this policy and exhibit. Principals will bring a recommended policy revision forward to the Board in August.

Nondiscrimination/Equal Opportunity Policy AC, Regulations and Exhibits:

Discussion around updating policy to reflect new regulations as reflected in CASB's SPU (Special Policy Update).

Booster Club Update:

Superintendent Hoff provided an update on the Booster Club forming their own 501C3.

PCHS Enrollment:

Superintendent Hoff discussed the possibility of opening enrollment at PCHS for out of district students.

Future Meetings:

Tabled discussion until Daymon Johnson is available to schedule retreat and future meetings.

ADJOURNMENT

On a motion by Mary O'Malley and seconded by Diana Elliott it is hereby resolved to adjourn at 11:33 a.m.

AYE: Elliott, Marrero, Winter, Winter

NAY: NONE – MOTION CARRIED 4-0

Michael Marrero, President

Date

Mary O'Malley, Secretary

Date

High School Fall Coaches:

<u>Football:</u>	<u>Title:</u>
Brian Brown	Head Coach
Thom Winter	Assistant
Jordan Ross	Assistant
Darel Dodge	Assistant
Nick Dickens	Assistant
Doug Burchfield	Assistant

<u>Softball:</u>	<u>Title:</u>
Wes Madrill	Head Coach
Brandon Archuleta	Assistant
Jeromie Bongard	Assistant
Jodie Archuleta	Assistant

<u>Volleyball:</u>	<u>Title:</u>
Larry Deffenbaugh	Head Coach
Brandi Marrero	Assistant
Nichole Welch	Assistant
Bailea Carothers	Assistant

<u>Boys' Golf:</u>	<u>Title:</u>
Eric Gilbert	Head Coach

<u>Cross Country:</u>	<u>Title:</u>
Mike James	Head Coach
Marissa Hauser	Assistant

<u>Cheer:</u>	<u>Title:</u>
Stephanie Peabody	Head Coach
Alaina Franklin	Assistant

<u>Unified Bowling:</u>	<u>Title:</u>
Vicki Manahan	Head Coach

High School Winter Coaches:

<u>Boys Basketball</u>	<u>Title:</u>
Kyle Bollers	Head Coach
Josh Holloway	Assistant
Jerry Ryan	Assistant

<u>Girls Basketball</u>	<u>Title:</u>
Merci Ames	Head Coach
Stephanie Welch	Assistant

Wilson Ames	Assistant
Bailea Carothers	Assistant

<u>Wrestling</u>	<u>Title:</u>
Matt Croft	Head Coach
Corey Coombs	Assistant
Shane Coombs	Assistant
Annah Welch	Assistant

High School Spring Coaches:

<u>Track</u>	<u>Title:</u>
Brandi Marrero	Head Coach
Nick Dickens	Assistant
Kim Harris	Assistant
Mike James	Assistant
Bailea Carothers	Assistant

<u>Girls Golf</u>	<u>Title:</u>
Les Day	Head Coach
Sheri Mangino	Assistant

<u>Middle School Football:</u>	<u>Title:</u>
Kerry Kemper	Assistant
Rigel Stephenson	Assistant

<u>Middle School Volleyball:</u>	<u>Title:</u>
Alyssa Garcia	Assistant
Arica Herman	Assistant

<u>Middle School Boys' Basketball</u>	
Rigel Stephenson	Head Coach
Charley Goodnight	Assistant

<u>Middle School Girls' Basketball</u>	
Marissa Hauser	Head Coach
Larry Deffenbaugh	Assistant
Lillie Freeman	Assistant

<u>Middle School Wrestling</u>	
Kerry Kemper	Assistant

Middle School Track

Chris McCoy	Head Coach
Tiffany Neumann	Assistant
Bri Andrews	Assistant
Mike Abbott	Assistant
Alex Steitz	Assistant



Strasburg School District 31J

Policy:	File:
Nondiscrimination/Equal Opportunity	AC
Adopted:	Revision:
2006	June 2024

The District is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. Anyone who may have experienced discrimination or harassment in the context of the District's educational programs, activities, or employment will report their concerns without fear of retaliation.

This policy AC and the implementing regulations are designed to foster a climate that provides preventative measures and encourages the reporting of discrimination and harassment. District administrators will engage in prevention efforts, train the school community, respond to all complaints in a timely manner, provide supportive measures, and develop fair and equitable processes to investigate and address complaints of discrimination and harassment, any potential related retaliation, and ensure all parties are treated fairly and impartially.

Guidance

- Complaints of harassment or discrimination against a student should be made pursuant to AC-R-1.
- Complaints of bullying against a student based on their membership in a protected class should be made under AC R-1.
- Complaints of harassment and discrimination against applicants, employees or community members should be made pursuant to AC-R-2.
- Complaints under Title IX should be made under AC-R-3. Supportive measures and prompt response times are required components of all regulations.

Definitions

- **"Bullying"** is any written or oral expression, physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental or emotional harm to another. The following policy has more details on the definition of bullying, the prevention process, and the reporting process: **Policy JICDE*, Bullying Prevention and Education**

If the bullying is based on a student's protected class, the behavior may constitute discrimination or harassment. Bullying based on a student's protected class should be addressed through the following regulation: **Regulation AC-R-1**

- **"Protected Classes"** include race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, pregnancy, marital status, veteran status, disability, family composition and genetic information of an employee or applicant for employment.

For purposes of this policy and the implementing regulations:

- **“Race”** includes hair texture, hair type, hair length, or a protective hairstyle, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, afros, and headwraps, that is commonly or historically associated with race.
- **“Sexual Orientation”** means an individual’s identity (or another person’s perception of their identity), in relation to the gender(s) to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction.
- **“Gender Expression”** means an individual’s way of reflecting and expressing gender to the outside world, typically demonstrated through appearance, dress, and behavior.
- **“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.
- **“Harassment”** is any unwelcome, physical or verbal conduct or any written, graphic, or visual communication directed at a student, employee, applicant, or member of the public based on their protected class that is objectively offensive to a reasonable individual who is a member of the same protected class, that also:
 - **For a student**, is either made a term or condition of access to educational services, is used or threatened to be used as a basis for educational decisions affecting the student, interferes with a student’s ability to participate in the District’s educational services, or creates an intimidating, hostile, or offensive educational environment;
 - **For an applicant or an employee**, is subjectively offensive to the individual alleging harassment, is made a term or condition of employment, is used as a basis for employment decisions affecting the individual, unreasonably interferes with the individual’s work performance, or creates an intimidating, hostile, or offensive working environment;
 - **For a member of the community**, is subjectively offensive to the individual alleging harassment, and unreasonably interferes with a community member’s ability to participate in the District’s services, activities, or opportunities.

Whether conduct constitutes harassment depends on a number of factors, including, but not limited to:

- Type, frequency, and duration of the conduct;
- Number of individuals involved and their relationships;
- Age and education level of individuals involved;
- Location and context in which the conduct occurred;
- Conduct is threatening or any real or perceived power differential exists;
- Use of stereotypes, epithets, slurs, or degrading conduct or communication;
- Conduct includes an act of physical violence;
- Effect on the complainant’s education or employment, if applicable.

- **“Discrimination”** occurs when a student or community member is denied or limited in the ability to participate in or benefit from the District’s services, activities, or opportunities on the basis of their protected class. Discrimination also occurs when the District fails or refuses to hire an employee, discharges an employee, or otherwise treats an employee differently with respect to compensation, terms, conditions, privileges, opportunities, or status on the basis of their protected class. Harassment of a student, employee, or community member is a form of discrimination.

The following regulations have more details on harassment and discrimination and the related complaint process:

- AC-R-1 Harassment and Discrimination Investigation Procedure for Students
 - AC-R-2 Harassment and Discrimination Investigation Procedure for Employees, Applicants for Employment and Members of the Public
 - AC-R-3 Sex-based Harassment Investigation Procedures under Title IX
- **“Retaliation”** is intimidating, threatening, coercing, or discriminating against an individual who has reported an incident of harassment, discrimination, or bullying. Retaliation includes charges against a student for code of conduct violations related to the incident for the purpose of punishing a student for making a report or otherwise interfering with a student’s rights under this policy.
 - **“Sex-Based Harassment”** under Title IX is conduct on the basis of sex that could include unwelcome sexual advances, requests for sexual favors, or other unwelcome physical or verbal conduct or communication of a sexual nature. Because Title IX’s definition of sex-based harassment is a federal standard, the definitions and procedures differ slightly from sex-based harassment under state law. More information on sex-based harassment can be found in the following policies and regulation:
 - Policy GBAA, Sex-based Harassment for Staff
 - Policy JBB, Sex-based Harassment for Students
 - Regulation AC-R-3, Sex-based Harassment Investigation Procedures under Title IX
 - **“Respondent”** means a student or employee who has been reported to have engaged in conduct that could constitute harassment.
 - **“Complainant”** means a student, employee, or community member alleged to have experienced discrimination or harassment. A complainant may or may not be the reporting party.
 - **“Reporting Party”** means a person who raises a concern or allegation of discrimination or harassment on behalf of a complainant with the Deputy Coordinator. Any District student, employee, or community member may be a reporting party.

- **“Deputy Coordinator”** means the District employee who is responsible for coordinating and overseeing the District’s discrimination and harassment prevention and response efforts. Among other responsibilities, the Deputy Coordinator will coordinate and oversee the District’s discrimination and harassment investigation, consultation, recordkeeping, monitoring, and training processes. To facilitate this work, all District employees must inform the Deputy Coordinator of all reports and complaints raising discrimination and harassment issues implicating this policy. The Deputy Coordinator may appoint an internal or external designee to perform any of their assigned duties, including performing the investigation and issuing the report.

- Deputy Coordinators:

Principal Strasburg Elementary
56729 East Colorado Ave
Strasburg, CO 80136
(303) 622-9215
titleIX@strasburg31j.com

Principal Hemphill Middle School
2100 Wagner Street
Strasburg, CO 80136
(303) 622-9213
titleIX@strasburg31j.com

Principal Strasburg High School
56729 East Colorado Ave
Strasburg, CO 80136
(303)622-9212
titleIX@strasburg31j.com

Principal Prairie Creeks High School
56729 East Colorado Ave
Strasburg, CO 80136
(720) 640-6186
titleIX@strasburg31j.com

- **“Supportive Measures”** are individualized services to restore or preserve equal access to education, protect student and employee safety, or deter harassment and discrimination. Supportive measures may be provided regardless of whether a complaint has been filed. Supportive measures may include, but are not limited to:

- Counseling;
- Extensions of deadlines or other course-related adjustments;
- Extra time for homework or tests;
- Opportunity to resubmit homework or retake a test;
- Remedying an impacted grade;
- Excused absences;
- Opportunity for short-term home instruction;
- Modifications to class schedules if requested; and
- Restrictions on contact between the parties to a complaint of harassment or discrimination.

- **“Title IX Coordinator”** means the employee designated by the District to coordinate its efforts to comply with Title IX of the Education Amendments and the District’s Title IX program.

- Title IX Coordinator:

Superintendent of Schools
2102 Wagner Street, Strasburg, CO 80136
(303) 622-9211 EXT. 898
titleIX@strasburg31j.com

Harassment, Discrimination, and Retaliation Prohibited

Discrimination, harassment, and bullying on the basis of protected class are prohibited at any District school, at any District or school-sanctioned activity or event, on any District property (or off school property when such conduct has a connection to the school), or any District curricular or non-curricular activity or event. Retaliation for reporting harassment or for participating in any way in an investigation of harassment or discrimination is also prohibited.

District Action

The District requests that anyone - students, parents and family members, volunteers, educators, or staff members - who witness bullying, harassment, discrimination, or retaliation to report the conduct by making a complaint in accordance with the appropriate regulation. All school staff who witness or receive complaints of harassment or discrimination are required to promptly share any such complaints with the Deputy Coordinator.

The District will take appropriate action to promptly and impartially investigate allegations of discrimination and harassment, to address unlawful behavior, to seek prevention of recurrence, and to reasonably mitigate foreseeable retaliation against the individual who files the complaint and/or any person who participates in the investigation.

To the extent possible, all complaints of discrimination and harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation may be subject to discipline, up to and including suspension/expulsion for students and termination of employment for employees. No student, employee, or member of the public may be subject to adverse treatment in retaliation for any good faith complaint of harassment or discrimination under this policy.

Upon determining that incidents of discrimination or harassment are occurring in particular District settings or activities, the District will implement measures designed to prevent, educate, and end the discrimination or harassment and seek to remedy the problem in those areas or activities.

Any student or employee who engages in discrimination or harassment will be disciplined according to applicable Board policies and the District will take reasonable action to restore lost educational or employment opportunities to the complainant(s) and others impacted.

The Deputy Coordinator will refer any potential criminal charges to law enforcement.

Notice and Training

The District will issue a written notice prior to the beginning of each school year that advises students, parents, employees, and the general public that the educational programs, activities, and employment opportunities offered by the District are offered without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, marital status, national origin, religion, ancestry, or need for special education services. With respect to employment practices, the written notice will prohibit discrimination on the basis of age, genetic information, and conditions related to pregnancy or childbirth.

The announcement will also include the name, address, email address, and telephone number of the person(s) designated to coordinate Title IX, Section 504, and ADA compliance activities. Where possible, the notice will be disseminated to persons with limited English language skills in

the person's own language. It will also be made accessible to persons who are visually or hearing impaired.

This policy and the implementing regulations, which include the complaint process, must be prominently posted on the District's website and made available to all students, parents, and staff through electronic or hard-copy distribution. Training materials regarding sex-based discrimination and sex-based harassment are available to the public on the District's website.

Students and District employees will receive periodic training related to recognizing, reporting and preventing discrimination and harassment.

The training will comply with Colorado state law and will include, but not be limited to, instruction on the following:

- Recognizing harassment or discrimination, including indicators of grooming and child sexual abuse;
- The appropriate immediate response when harassment or discrimination is reported to or witnessed by an employee;
- Reporting harassment or discrimination to the public school or school District.

LEGAL REFS.: 20 U.S.C. 1681 (*Title VII, Education Amendments of 1972*)
 20 U.S.C. 1701-1758 (*Equal Employment Opportunity Act of 1972*)
 29 U.S.C. 621 *et seq.* (*Age Discrimination in Employment Act of 1967*)
 29 U.S.C. 701 *et seq.* (*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, as amended in 1972*)
 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*)
 34 C.F.R. Part 100 through Part 110 (*civil rights regulations*)
 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. 18-9-121 (*bias-motivated crimes*)
 C.R.S. 22-1-143 (*definition of harassment or discrimination*)
 C.R.S. 22-32-109 (1)(II) (*Board duty to adopt written policies prohibiting discrimination*)
 C.R.S. 22-32-110 (1)(k) (*definition of racial or ethnic background includes hair texture, definition of protective hairstyle*)
 C.R.S. 24-34-301 *et seq.* (*Colorado Civil Rights Division*)
 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(1.3)(a) (*definition of "harass" or "harassment"*)
 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*)
 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.: GBA, Open Hiring/Equal Employment Opportunity
 GBAA, Sexual Harassment
 JB, Equal Educational Opportunities
 JBB*, Sexual Harassment

Revision: 2024

Revision: 2022

Adopted: 2006



Strasburg School District 31J

Policy:	File:
Nondiscrimination/Equal Opportunity	AC
Adopted:	Revision:
2006	September 2022

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination 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. Accordingly, no otherwise qualified student, employee, applicant for employment, or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity 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. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

For purposes of this policy and other policies including a nondiscrimination statement, these terms have the following meanings:

- “Race” includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race.
- “Protective Hairstyle” includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps.
- “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.
- “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.
- “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.

This policy and supporting regulation(s) will be used to address all concerns regarding unlawful discrimination and harassment. Alleged conduct regarding sexbased discrimination and sexual harassment will follow the complaint and investigation procedures specific to this conduct.

In keeping with these statements, the following are objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation, and applicable judicial interpretations.

2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial, and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which they live.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and resolve promptly any complaints of unlawful discrimination and harassment.
7. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of Board policy.

Annual Notice

The district will issue a written notice prior to the beginning of each school year that advises students, parents, employees, and the general public that the educational programs, activities, and employment opportunities offered by the district are offered without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services. With respect to employment practices, the district will also issue written notice that it does not discriminate on the basis of age, genetic information, or conditions related to pregnancy or childbirth. The announcement will also include the name, address, email address, and telephone number of the person(s) designated to coordinate Title IX, Section 504, and ADA compliance activities.

The notice will be disseminated to persons with limited English language skills in the person's own language. It will also be made available to persons who are visually or hearing impaired.

The notice will appear on a continuing basis in all district media containing general information, including: teachers' guides, school publications, the district's website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters, and annual letters to parents.

Harassment is Prohibited

Harassment based on a person's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work, and members of the public can access and receive the benefit of district

facilities and programs. All such harassment, by district employees, students, and third parties, is strictly prohibited.

All district employees and students share the responsibility to ensure that harassment does not occur at any district school, on any district property, at any district or school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any district curricular or non-curricular activity or event.

Reporting Unlawful Discrimination and Harassment

Any student who believes they have been a target of unlawful discrimination or harassment, as defined in Board policy and supporting regulations, or who has witnessed such unlawful discrimination or harassment, must immediately report it to an administrator, counselor, teacher, or the district's compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment, or member of the public who believes they have been a target of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, must file a complaint with either an immediate supervisor or the district's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, an alternate compliance officer will be designated to investigate the matter in accordance with this policy's accompanying regulation.

District Action

All district employees who witness unlawful discrimination or harassment must take prompt and effective action to stop it, as prescribed by the district.

The district will take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the district will take interim measures during the investigation to protect against further unlawful discrimination, harassment, or retaliation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation may be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, employee, or member of the public may be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

Upon determining that incidents of unlawful discrimination or harassment are occurring in particular district settings or activities, the district will implement measures designed to remedy the problem in those areas or activities.

Any student or employee who engages in unlawful discrimination or harassment will be disciplined according to applicable Board policies and the district will take reasonable action to restore lost educational or employment opportunities to the target(s).

In cases involving potential criminal conduct, the district will determine whether appropriate law enforcement officials should be notified.

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 to all district schools and departments. The policy and complaint process must be prominently posted on the district's website, referenced in student and employee handbooks and made otherwise available to all students, staff, and members of the public through electronic or hard-copy distribution. Training materials regarding sexbased discrimination and sexual harassment are available to the public on the district's website.

Students and district employees will receive periodic training related to recognizing and preventing unlawful discrimination and harassment. District employees must receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- Awareness of groups protected under state and federal law and/or targeted groups;
- How to recognize and react to unlawful discrimination and harassment; and
- Proven harassment prevention strategies.

Compliance Officer

Nancy Taylor, CFO
ntaylor@strasburg31j.com
303.622.9211 x 897
2101 Wagner Street
Strasburg, Co. 80136

Title IX Officer

Kevin Hemphill, Athletic Director
khemphill@strasburg31j.com
303.622.9211 x 893
56729 E. Colfax Ave.
Strasburg, Co. 80136

LEGAL REFS: 20 U.S.C. 1681 (Title VII, Education Amendments of 1972)
20 U.S.C. 1701-1758 (Equal Employment Opportunity Act of 1972)
29 U.S.C. 621 et seq. (Age Discrimination in Employment Act of 1967)
29 U.S.C. 701 et seq. (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, as amended in 1972)
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)
34 C.F.R. Part 100 through Part 110 (civil rights regulations)
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. 18-9-121 (bias-motivated crimes)
C.R.S. 22-32-109 (1)(II) (Board duty to adopt written policies prohibiting discrimination)
C.R.S. 22-32-110 (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)
C.R.S. 24-34-301 et seq. (Colorado Civil Rights Division)
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)
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: GBA, Open Hiring/Equal Employment Opportunity
GBAA, Sexual Harassment
JB, Equal Educational Opportunities
JBB*, Sexual Harassment



Strasburg School District 31J

Policy:	File:
Nondiscrimination/Equal Opportunity	AC-E-1
Adopted:	Revision:
2021	December 2023

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Strasburg School District 31J does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, [family composition](#) or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for students, parents, employees, and members of the public.

[Cursory edit - Added specific policy-see clean version](#)

The following person(s) have been identified as the compliance officer for the district:

[Vursory edit - Updated with current trained staff titles](#)

~~Title IX Compliance Coordinator- Nancy Taylor, CFO- ntaylor@strasburg31j.com 303-622-9211 ext 897 2102 Wagner Street Strasburg, Colorado 80136~~	~~Title IX Deputy Kelle Bongard, Principal SES- kbongard@strasburg31j.com 303-622-9215 ext 602 56729 East Colfax Avenue- Strasburg, Colorado 80136~~
~~Title IX Deputy Johnnie Echer, Principal HMS- jecher@strasburg31j.com 303-622-9213 ext 703 2100 Wagner Street Strasburg, Colorado 80136~~	~~Title IX Deputy Scott Andrews, Principal SHS sandrews@strasburg31j.com 303-622-9212 ext 817 56729 East Colfax Avenue- Strasburg, Colorado 80136~~
~~Title IX Deputy Thom Winter, Dean of Students PCHS- twinter@strasburg31j.com 303-622-9212 ext 871 56729 East Colorado Avenue Strasburg, CO 80136~~	

Outside agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex, gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

~~Revision: 12-05-2023~~

~~Adopted: 11-10-2021~~



Strasburg School District 31J

Policy:	File:
Nondiscrimination/Equal Opportunity	AC-E-1
Adopted:	Revision:
2021	June 2024

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Strasburg School District 31J does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, family composition, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law. Harassment, if it rises to the level described in state law, is a prohibited form of discrimination.

Complaint procedures have been established for students, parents, employees, and members of the public as follows:

- Policy AC-R-1: Students
- Policy AC-R-2: Employees, Applicants for Employment and Members of the Public
- Policy AC-R-3: Sex-based Harassment (Title IX)

The following person(s) have been identified as the Deputy Coordinators and Compliance Coordinator for the district:

Principal Strasburg Elementary
56729 East Colorado Ave
Strasburg, CO 80136
(303) 622-9215
titleIX@strasburg31j.com

Principal Hemphill Middle School
2100 Wagner Street
Strasburg, CO 80136
(303) 622-9213
titleIX@strasburg31j.com

Principal Strasburg High School
56729 East Colorado Ave
Strasburg, CO 80136
(303) 622-9212
titleIX@strasburg31j.com

Principal Prairie Creeks High School
56729 East Colorado Ave
Strasburg, CO 80136
(720) 640-6186
titleIX@strasburg31j.com

Title IX Coordinator:
Superintendent of Schools
2102 Wagner Street, Strasburg, CO 80136
(303) 622-9211 EXT. 898
titleIX@strasburg31j.com

Outside agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex, gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

ADOPTED: 2021

REVISED: 2023

REVISED: June 2024



Nondiscrimination/Equal Opportunity Formal Complaint
(Please attach extra pages as needed)

Date: _____

Name of complainant: _____

School: _____

Address: _____

Phone: _____

Name(s) of individual(s) allegedly engaging in prohibited conduct:

Date(s) alleged prohibited conduct occurred:

Location(s) alleged prohibited conduct occurred:

Summary of alleged harassment on the basis of sex:

Name(s) of witness(es) to alleged prohibited conduct:

Signature of complainant or person with legal right
to act on behalf of complainant (e.g., parent or guardian)
or the Title IX Coordinator

Date

Printed name complainant or person with legal right
to act on behalf of complainant (e.g., parent or guardian)
or the Title IX Coordinator

Date

**Please deliver completed Title IX Formal Complaint to the Title IX Coordinator in person
or send by U.S. mail or email to the addresses specified.**

Signature of Person Receiving Complaint

Date



Title IX Formal Complaint
(Please attach extra pages as needed)

Date: _____

Name of complainant: _____

School: _____

Address: _____

Phone: _____

Name(s) of individual(s) allegedly engaging in prohibited conduct:

Date(s) alleged prohibited conduct occurred:

Location(s) alleged prohibited conduct occurred:

Summary of alleged harassment on the basis of sex:

Name(s) of witness(es) to alleged prohibited conduct:

Signature of complainant or person with legal right
to act on behalf of complainant (e.g., parent or guardian)
or the Title IX Coordinator

Date

Printed name complainant or person with legal right
to act on behalf of complainant (e.g., parent or guardian)
or the Title IX Coordinator

Date

**Please deliver completed Title IX Formal Complaint to the Title IX Coordinator in person
or send by U.S. mail or email to the addresses specified.**

Signature of person receiving complaint

Date



Strasburg School District 31J

Policy:	File:
Nondiscrimination/Equal Opportunity - Students	AC R-1
Adopted:	Revision:
2006	June 2024

Harassment and Discrimination Investigation Procedures for Students

The District prohibits discrimination against any District student. It is a violation of policy for any student or staff member to harass students, or to retaliate against those who report harassment or discrimination or those who participate in a harassment investigation. For the purposes of this regulation, “**harassment**” is unwelcome conduct or communication directed at a student based on their protected class, as described in Policy AC, that is objectively offensive to a reasonable individual who is a member of the same protected class.

The conduct or communication must meet at least one of the following:

- Submission to the conduct or communication is made a term or condition of access to educational services
- Submission to, objection to, or rejection of the conduct or communication is used or threatened to be used as a basis for educational decisions affecting the student
- Conduct or communication interferes with a student’s ability to participate in the District’s educational services, or creates an intimidating, hostile, or offensive educational environment

The District has procedures to encourage reporting and ensure that the investigation and resolution of complaints of harassment and discrimination against students are fair, impartial, and prompt.

Allegations of sex-based discrimination or sex-based harassment arising under Title IX must follow the procedures specifically outlined in Policy AC-R-3.

Investigation Process

Throughout the investigation, the District will keep information related to the investigation confidential to the extent possible. The investigation will be fair, impartial, and prompt. The District will make a good faith effort to complete an investigation within **sixty school days** after the complaint, with an additional **thirty school day** extension possible for reasonable cause. The deputy coordinator will attempt to adhere to all timelines. If the deputy coordinator needs more time with regard to any aspect of the investigation, they will notify the parties in writing as to the reason for the extension.

Promptly after receiving a complaint, the deputy coordinator will offer the complainant and respondent supportive measures and inform the parties that they may request additional supportive measures throughout the investigation by contacting the deputy coordinator. If a student with a disability is a party, the deputy coordinator will collaborate with the student’s

504/IEP team to determine appropriate supportive measures and will discuss these options with the student.

During the investigation, all parties will be provided equal opportunity to present evidence. Any questions that arise during the investigation should be directed to or forwarded to the deputy coordinator. The deputy coordinator will provide regular written updates about the status of the investigation to both parties and their parents/legal guardians at the end of each stage of the investigation, but at least every **fifteen school days**.

Making a Complaint

The following steps are provided for guidance:

- Any person who witnesses or experiences bullying on the basis of protected class, harassment, discrimination, or retaliation against students are requested to report the conduct to school staff by making a complaint with the District's deputy coordinator.
- Any staff member who receives information about an incident or who witnesses harassment, discrimination, or retaliation must report the incident to the deputy coordinator.
- Complaints may be made by phone, by email, in person, or an online form and must include detailed documentation and description of the alleged event(s), the date(s) the alleged event(s) occurred, and name(s) of the party/parties involved, including any witnesses. The complaint should be made as soon as possible after the incident.

- Deputy Coordinators:

Principal Strasburg Elementary
56729 East Colorado Ave
Strasburg, CO 80136
(303) 622-9215
titleIX@strasburg31j.com

Principal Hemphill Middle School
2100 Wagner Street
Strasburg, CO 80136
(303) 622-9213
titleIX@strasburg31j.com

Principal Strasburg High School
56729 East Colorado Ave
Strasburg, CO 80136
(303)622-9212
titleIX@strasburg31j.com

Principal Prairie Creeks High School
56729 East Colorado Ave
Strasburg, CO 80136
(720) 640-6186
titleIX@strasburg31j.com

No person can serve as the deputy coordinator in a matter in which they have a bias or conflict of interest with regard to the parties and/or the underlying conduct, or if they are alleged to have participated in prohibited conduct. If the deputy coordinator is alleged to have participated in prohibited conduct, complaints may be made to the following District employee.

- Title IX Coordinator:
Superintendent of Schools
2102 Wagner Street, Strasburg, CO 80136
(303) 622-9211 EXT. 898
titleIX@strasburg31j.com

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

Evaluation by Deputy Coordinator

The deputy coordinator will review the complaint to determine whether the alleged conduct constitutes harassment or discrimination. The deputy coordinator will refer the matter back to the building principal or appropriate administrative department if the conduct alleged does not implicate a protected class or otherwise fit the characteristics of harassment or discrimination.

The deputy coordinator will refer any potential criminal charges to law enforcement. Upon the request of law enforcement, the deputy coordinator will delay action on a complaint for a reasonable amount of time to allow law enforcement to investigate the matter and will notify the parties of the delay. The deputy coordinator will not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination but may consider any evidence shared by law enforcement in making any determinations.

The deputy coordinator may assign any or all aspects of the investigation to an internal or external alternate for any reason, including conflict of interest, bias concerns and/or insufficient capacity due to other matters.

As used in this regulation, the term “deputy coordinator” refers to the deputy coordinator or their designee.

Initial Meetings with the Parties

The following details actions to be taken by the deputy coordinator upon the determination that the underlying allegations, if proved to be true, constitute harassment or discrimination.

- *Initial meeting with Reporting Party, if any, and Complainant:* **Within five school days** following receipt of the complaint, the deputy coordinator will meet with the complainant and any reporting party and their parents or guardians.
- The purpose of the initial meeting is for the deputy coordinator to:
 - Provide the complainant with the information detailed in paragraph (c) below
 - Collect any additional information necessary to complete the complaint and determine whether the allegations, if proven to be true, constitute prohibited discrimination or harassment.

If the deputy coordinator determines there is no merit to the allegations, the deputy coordinator may dismiss the complaint and will notify the complainant in writing. If the complaint is dismissed at this stage, the deputy coordinator may meet with the respondent to advise them of the allegations and offer supportive measures.

If the complainant does not want to proceed with the next steps of the investigation, the deputy coordinator may elect to proceed with the investigation if necessary to stop any harassment or discrimination and otherwise ensure the safety of the school environment.

- *Initial Meeting with Respondent:* As soon as reasonably possible after meeting with the complainant and any reporting party, the deputy coordinator will meet

with the respondent and, if this individual is a student, their parents/guardians, in order to obtain a response to the complaint. At the initial meeting, the deputy coordinator will:

- o Advise the respondent as to the allegations against them
 - o Provide the respondent a chance to respond to those allegations
- *Information Provided at the Initial Meetings:* The deputy coordinator will provide to both the complainant and respondent the same basic information, including:
 - o Available supportive measures;
 - o Copies of Board Policy AC and this regulation
 - o Timeline for the investigation process and the District's legal obligation
 - o the possibility of resolving the complaint informally upon agreement of all parties
 - o Information collected is confidential, so long as confidentiality does not prevent the District from responding effectively to prohibited conduct and preventing future prohibited conduct
 - o All parties have a right to have an advisor present during all stages of the investigation
 - o Parties will be granted excused absences for any therapy, medical, legal, or victim's services appointment associated with the report

Informal Complaint Resolution

When the deputy coordinator deems it appropriate, an informal resolution process may be instituted. Informal resolution is not appropriate in all circumstances. It may only be used if both parties are students and both parties agree, with agreement voluntary, non-coerced, and documented in writing. Informal resolution may not be used if the underlying offense involves sexual assault or other act of violence. No party will be forced to participate in informal resolution and either party may request an end to an informal process at any time.

If both parties feel a resolution has been achieved through informal resolution, no further action need be taken to resolve the complaint. However, within **ten school days** following the conclusion of the informal resolution process, the deputy coordinator must prepare a written report for the parties detailing the process and any agreed upon corrective or restorative measures provided, including any steps the District will take to prevent future discrimination or harassment. A copy of the report will be shared with the Board of Education.

Formal Complaint Resolution

If informal resolution is inappropriate, unavailable, or unsuccessful, the deputy coordinator will engage in formal complaint resolution.

- *Collect Evidence:* The deputy coordinator will collect evidence. Evidence may be collected by interviews with parties and witnesses, reviewing any available physical or documentary information, requesting written statements, or other appropriate methods at the deputy coordinator's discretion. Evidence may include, but is not limited to:
 - o Evidence about the credibility of the parties involved

- o Evidence about whether the respondent has engaged in other incidents of misconduct
 - o Evidence of the complainant and respondent's respective reactions or changes in behavior following the incident
 - o Evidence regarding whether the complainant took action to protest the conduct.
- **Determination: No later than sixty school days** following receipt of the complaint, the deputy coordinator must prepare a written report which determines whether discrimination or harassment occurred. The deputy coordinator will apply the preponderance of the evidence standard, which means that it is more likely than not that the conduct occurred. In making this decision, all relevant circumstances must be considered by the deputy coordinator, including:
 - o Degree to which the conduct affected the complainant's ability to participate in or benefit from the school environment
 - o Type, frequency and duration of the conduct, recognizing that a single incident may rise to the level of harassment
 - o Identity of and relationship between the respondent and the complainant
 - o Context of the incident, including school size and location of the incident and/or other incidents at the school
 - o Whether the conduct was threatening
 - o Use of epithets, slurs or other conduct that is humiliating or degrading
 - o Whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class
 - o Ages and number of respondents and complainants involved
 - o Patterns of misconduct of the respondent
 - o Real or perceived power differentials between the parties
 - o Any other relevant circumstances

The decision must include a written determination regarding responsibility, explain how and why the deputy coordinator reached the conclusions outlined in the report, detail any supportive measures or disciplinary sanctions already taken, and recommendations for future disciplinary measures.

If the deputy coordinator is not the superintendent, the deputy coordinator's report is advisory and must not bind the superintendent or the District to any particular course of action or remedial measure.

If the deputy coordinator is the superintendent, the report will include the determination of any sanctions or other actions deemed appropriate, including suspension or expulsion, pursuant to Policy JKD/JKE and/or other appropriate corrective or restorative actions.

Disciplinary Measures and Outcome

As soon as practicable after receiving the deputy coordinator's findings and recommendations, the superintendent or designee must determine any sanctions or other actions deemed appropriate, including suspension or expulsion, pursuant to Policy JKD/JKE and/or other appropriate corrective or restorative actions.

To the extent permitted by federal and state law, all parties, including the parents/guardians of all students involved, must be concurrently notified in writing of the final outcome of the investigation and any corrective or restorative action taken by the District within **seven school days** following the superintendent's determination.

A copy of the deputy coordinator's report, and any corrective, disciplinary or restorative actions shall be provided to the Board of Education.

Outside Agencies

In addition to, or as an alternative to, filing a complaint pursuant to this regulation, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Denver Office for Civil Rights (OCR)
U.S. Department of Education
1244 Speer Blvd., Suite 310, Denver, CO 80204-3582
Telephone: 303-844-5695
Fax: 303-844-4303
TTY: 303-844-3417.
Email: OCR. Denver @ed.gov

Federal Office of Equal Employment Opportunity Commission (EEOC)
303 E. 17th Avenue, Suite 410, Denver, CO 80203
Telephone: 800-669-4000
Fax: 303-866-1085
TTY: 800-669-6820
ASL Video Phone: 844-234-5122
Website: <https://publicportal.eeoc.gov/portal/>

Colorado Civil Rights Division (CCRD)
1560 Broadway, Suite 825, Denver, CO 80202
Telephone: 303-894-2997 or 800-886-7675
Fax: 303-894-7830
Email: DORA_CCRD@state.co.us (general inquiries),
DORA_CCRDIntake@state.co.us (intake unit)

Revision: June 2024

Adopted: 2006

Nondiscrimination/Equal Opportunity

(Complaint and Compliance Process)

The district is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The district must promptly respond to concerns and complaints of unlawful discrimination and/or harassment; take action in response when unlawful discrimination and/or harassment is discovered; impose appropriate sanctions on offenders in a case-by-case manner; and protect the privacy of all those involved in unlawful discrimination and/or harassment complaints as required by state and federal law. When appropriate, the complaint will be referred to law enforcement for investigation.

The district has adopted the following procedures to promptly and fairly address concerns and complaints about unlawful discrimination and/or harassment. Complaints may be submitted orally or in writing.

Definitions

1. **"Compliance officer"** (See policy AC-E-1 for contact information of compliance officer), who is responsible for receiving and investigating complaints of alleged unlawful discrimination and harassment in accordance with this regulation.
2. **"Aggrieved individual"** means a student, the parents or guardians of a student under the age of 18 acting on behalf of a student, a district employee, or member of the public who is directly affected by and/or is witness to an alleged violation of Board policies prohibiting unlawful discrimination or harassment.

Compliance officer's duties

The compliance officer is responsible for conducting an investigation and coordinating all complaint procedures and processes for any alleged violation of federal or state statute or Board policy prohibiting unlawful discrimination or harassment. The compliance officer's duties include: providing notice to students, parents/guardians of students, employees, and the general public concerning the compliance process; providing training for district staff regarding the prohibition of discrimination/harassment in all district programs, activities, and employment

practices; disseminating information concerning the forms and procedures for the filing of complaints; ensuring the prompt investigation of all complaints; coordinating hearing procedures; and identifying and addressing any patterns or systemic problems that arise during the review of complaints. The compliance officer may delegate any or all of the foregoing responsibilities as necessary and/or appropriate under the circumstances.

Complaint procedure

An aggrieved individual is encouraged to promptly report the incident as provided in Board policy and this regulation. All reports received by teachers, counselors, principals, or other district employees must be promptly forwarded to the compliance officer. If the compliance officer is the individual alleged to have engaged in the prohibited conduct, the complaint must be forwarded to the Board president. The Board will then appoint another person to serve as the compliance officer.

Any aggrieved individual may file a complaint with the compliance officer, charging the district, another student, or any district employee with unlawful discrimination or harassment. Complaints may be made orally or in writing. Persons who wish to file a written complaint are encouraged to use the district's complaint form.

All complaints must include a detailed description of the alleged events, the dates the alleged events occurred, and names of the parties involved, including any witnesses. The complaint must be made as soon as possible after the incident.

The compliance officer must confer with the aggrieved individual and/or the alleged target of the unlawful discrimination or harassment as soon as is reasonably possible, but no later than 30 calendar days following the compliance officer's receipt of the complaint in order to obtain a clear understanding of the basis of the complaint.

Within 30 calendar days following the initial meeting with the aggrieved individual and/or alleged target, the compliance officer must attempt to meet with the individual alleged to have engaged in the prohibited conduct and, if this individual is a student, their parents/guardians in order to obtain a response to the complaint. Such person(s) must be informed of all allegations that, in the compliance officer's judgment, are necessary to achieve a full and accurate disclosure of material information or to otherwise resolve the complaint.

At the initial meetings, the compliance officer must explain the avenues for informal and formal action, provide a description of the complaint process, and explain that both the target and the individual alleged to have engaged in prohibited conduct have the right to exit the informal process and request a formal resolution of the matter at any time. The compliance officer must also explain that whether or not the individual files a written complaint or otherwise requests action, the district is required by law to take steps to correct the unlawful discrimination or harassment and to prevent recurring unlawful discrimination, harassment or retaliation against anyone who makes a report or participates in an investigation. The compliance officer must also explain that any request for confidentiality will be honored so long as doing so does not preclude the district from responding effectively to prohibited conduct and preventing future prohibited conduct.

Informal action

If the aggrieved individual and/or the individual alleged to have engaged in the prohibited conduct requests that the matter be resolved in an informal manner and/or the compliance officer believes that the matter is suitable to such resolution, the compliance officer may attempt to resolve the matter informally through mediation, counseling, or other non-disciplinary means. If both parties feel a resolution has been achieved through the informal process, then no further compliance action must be taken. No party may be compelled to resolve a complaint of unlawful discrimination or harassment informally and either party may request an end to an informal process at any time. Informal resolution may not be used to process complaints against a district employee and may not be used between students where the underlying offense involves sexual assault or other acts of violence.

Formal action

If informal resolution is inappropriate, unavailable, or unsuccessful, the compliance officer must promptly investigate the allegations to determine whether and/or to what extent, unlawful discrimination or harassment has occurred. The compliance officer may consider the following types of information in determining whether unlawful discrimination or harassment occurred:

- a. statements by any witness to the alleged incident;
- b. evidence about the relative credibility of the parties involved;

- c. evidence relative to whether the individual alleged to have engaged in prohibited conduct has been found to have engaged in prohibited conduct against others;
- d. evidence of the aggrieved individual and/or alleged target's reaction or change in behavior following the alleged prohibited conduct;
- e. evidence about whether the alleged target and/or aggrieved individual took action to protest the conduct;
- f. evidence and witness statements or testimony presented by the parties involved;
- g. other contemporaneous evidence; and/or
- h. any other evidence deemed relevant by the compliance officer.

In deciding whether conduct is a violation of law or policy, all relevant circumstances must be considered by the compliance officer, including:

- a. the degree to which the conduct affected one or more student's education or one or more employee's work environment;
- b. the type, frequency and duration of the conduct;
- c. the identity of and relationship between the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged target;
- d. the number of individuals alleged to have engaged in the prohibited conduct and number of targets of the prohibited conduct;
- e. the ages of the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged target;
- f. the size of the school, location of the incident and context in which it occurred; and
- g. other incidents at the school.

The compliance officer must prepare a written report containing findings and recommendations for disciplinary or other action, as appropriate, and submit the report to the Board of Education within 30 calendar days following the compliance officer's receipt of the complaint or 30 calendar days following the termination of the informal resolution process.

To the extent permitted by federal and state law, all parties, including the parents/guardians of all students involved, must be notified in writing of the final outcome of the investigation and all steps taken by the district within 30 calendar days following the Board's determination.

Hearing procedure

For allegations under Section 504 and as otherwise required by law, the aggrieved individual may request a hearing. This hearing procedure will not address guilt or innocence or disciplinary consequences, which are instead governed by the Board's discipline policies and procedures.

The district must retain a person to serve as the impartial hearing officer, who must be knowledgeable about Section 504 and/or the ADA, if applicable.

The hearing must be informal and must be recorded. Formal rules of evidence do not apply. A student is entitled to be represented by their parent or by an attorney. A district employee is entitled to be represented by an attorney or other representative of their choice. The complainant may appear at the hearing and is entitled to present testimony and other evidence. A district representative is likewise entitled to present testimony and other evidence. The hearing must be closed to the public.

Within 30 calendar days after the hearing, the hearing officer must issue a written decision based upon evidence presented at the administrative hearing, including any remedial or corrective action deemed appropriate. Remedial actions include measures designed to stop the unlawful discrimination or harassment, correct its negative impact on the affected individual, ensure that the conduct does not recur, and restore lost educational opportunities.

After the hearing officer has issued the decision, the recording of the hearing, all physical and documentary evidence, and all other items comprising the record of the hearing must be returned to the district.

Either party may seek review of the hearing officer's decision in a court of competent jurisdiction, in accordance with applicable law and applicable timelines for requesting such review.

Nothing contained herein may be interpreted to confer upon any person the right to a hearing independent of a Board policy, administrative procedure, statute, rule, regulation, or agreement expressly conferring such right. This process applies, unless the context otherwise requires and unless the requirements of another policy, procedure, statute, rule, regulation, or agreement expressly contradicts with this

process, in which event the terms of the contrary policy, procedure, law, rule, regulation or agreement will govern.

Outside agencies

In addition to, or as an alternative to, filing a complaint pursuant to this regulation, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Denver Office for Civil Rights (OCR), U.S. Department of Education, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582. Telephone: 303-844-5695. Fax: 303-844-4303. TTY: 303-844-3417. Email: OCR. Denver @ed.gov

Federal Office of Equal Employment Opportunity Commission (EEOC), 303 E. 17th Avenue, Suite 410, Denver, CO 80203. Telephone: 800-669-4000. Fax: 303-866-1085. TTY: 800-669-6820. ASL Video Phone: 844-234-5122. Website: <https://publicportal.eeoc.gov/portal/>

Colorado Civil Rights Division (CCRD), 1560 Broadway, Suite 825, Denver, CO 80202. Telephone: 303-894-2997 or 800-886-7675. Fax: 303-894-7830. Email: DORA_CCRD@state.co.us (general inquiries), DORA_CCRDIntake@state.co.us (intake unit)

Adopted: 2006

Revised: 6-2014

8-2020



Strasburg School District 31J

Policy:	File:
Nondiscrimination/Equal Opportunity – Non Students	AC R-2
Adopted:	Revision:
2006	June 2024

Harassment and Discrimination Investigation Procedures for Employees, Applicants for Employment and Members of the Public

The district prohibits discrimination against any employee, applicant for employment, and members of the public. It is a violation of policy for any staff member or student to harass employees, applicants for employment, or members of the public, or to retaliate against those who report harassment or discrimination or participate in an investigation of harassment or discrimination. For the purposes of this regulation, "**harassment**" is any unwelcome conduct or communication directed at an individual because of their protected class, as described in Policy AC. The conduct or communication must be subjectively offensive to the individual alleging harassment and objectively offensive to a reasonable individual who is a member of the same protected class.

The conduct or communication must meet at least one of the following:

- Submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual's employment
- Submission to, objection to, or rejection of the conduct or communication is used as a basis for employment decisions affecting the individual
- Conduct or communication has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

The below grievance procedures provide for the fair, impartial, and prompt resolution of complaints of harassment or discrimination against employees, applicants for employment and members of the public.

Allegations of sex-based discrimination or sexual harassment arising under Title IX must follow the procedures specifically outlined in Policy AC-R-3.

Investigation Process

Throughout the investigation, the district will keep information related to the investigation confidential to the extent possible. The investigation will be fair, impartial, and prompt. The district will make a good faith effort to complete an investigation within **sixty school days** after the complaint is made, with an additional **thirty school day** extension possible for reasonable cause. The deputy coordinator will attempt to adhere to all timelines. If the deputy coordinator

needs more time with regard to any aspect of the investigation, they will notify the parties in writing as to the reason for the extension.

All parties will be treated equitably and will be provided equal opportunity to present evidence.

Making a Complaint

The following steps are provided for guidance:

- Any person who witnesses or experiences harassment, discrimination, or retaliation against employees, applicants for employment or community members, is encouraged to report the conduct by making a complaint with the district's deputy coordinator.
- Any staff member who receives information about, witnesses, or experiences harassment, discrimination or retaliation must report the incident to the district's deputy coordinator.
- Complaints may be made by phone, by email, in person, or through an online form and should include a detailed description of the alleged event(s), the date(s) the alleged events occurred, and name(s) of the parties involved, including any witnesses. The complaint should be made as soon as possible after the incident.

- Deputy Coordinators:

Principal Strasburg Elementary
56729 East Colorado Ave
Strasburg, CO 80136
(303) 622-9215
titleIX@strasburg31j.com

Principal Hemphill Middle School
2100 Wagner Street
Strasburg, CO 80136
(303) 622-9213
titleIX@strasburg31j.com

Principal Strasburg High School
56729 East Colorado Ave
Strasburg, CO 80136
(303)622-9212
titleIX@strasburg31j.com

Principal Prairie Creeks High School
56729 East Colorado Ave
Strasburg, CO 80136
(720) 640-6186
titleIX@strasburg31j.com

No person can serve as the deputy coordinator in a matter in which they have a bias or conflict of interest with regard to the parties and/or the underlying conduct. If the deputy coordinator is alleged to have participated in prohibited conduct, complaints may be made to the following district employee.

- Title IX Coordinator:
Superintendent of Schools
2102 Wagner Street, Strasburg, CO 80136
(303) 622-9211 EXT. 898
titleIX@strasburg31j.com

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

Evaluation by Deputy coordinator

Before proceeding with the investigation, the deputy coordinator will review the complaint to determine whether the alleged conduct constitutes potential discrimination or harassment. The deputy coordinator may refer the matter back to the building principal or appropriate administrative department if the conduct alleged does not implicate a protected class or otherwise fit the characteristics of harassment or discrimination.

The deputy coordinator will refer any potential criminal charges to law enforcement. Upon the request of law enforcement, the deputy coordinator will delay action on a complaint for a reasonable amount of time to allow law enforcement to investigate the matter and will notify the parties of the delay. The deputy coordinator will not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination but may consider any evidence collected by law enforcement in making any determinations.

The deputy coordinator may assign any or all aspects of the investigation to a qualified alternate for any reason, including conflict of interest, bias concerns and/or insufficient capacity due to other matters.

As used in this regulation, the term “deputy coordinator” refers to the deputy coordinator or their designee.

Initial Meetings with the Parties

The following details actions to be taken by the deputy coordinator upon the determination that the underlying allegations, if proved to be true, constitute harassment or discrimination.

- *Initial meeting with Reporting Party, if any, and Complainant:* Within **five school days** following receipt of the complaint, the deputy coordinator will meet with the complainant and any reporting party.
- The purpose of the initial meeting is for the deputy coordinator to:
 - o provide the complainant with the information detailed in paragraph (c) below; and
 - o Collect any additional information necessary to complete the complaint and determine whether the allegations, if proven to be true, constitute discrimination or harassment.

If the deputy coordinator determines there is no merit to the allegations, the deputy coordinator may dismiss the complaint and will notify the complainant in writing. If the complaint is dismissed at this stage, the deputy coordinator may meet with the respondent to advise them of the allegations and offer supportive measures.

- *Initial Meeting with Respondent:* As soon as possible after meeting with the complainant and any reporting party, the deputy coordinator will meet with the respondent and, if this individual is a student, their parents/guardians in order to obtain a response to the complaint. At the initial meeting, the deputy coordinator will:
 - Advise the respondent as to the allegations against them
 - Provide the respondent a chance to respond to those allegations
- *Information Provided at the Initial Meetings:* The deputy coordinator will provide to both the complainant and respondent the same basic information, including:
 - Available supportive measures;
 - Copies of Board Policy AC and this regulation
 - Timeline for the investigation process and the District's legal obligation
 - the possibility of resolving the complaint informally upon agreement of all parties
 - Information collected is confidential, so long as confidentiality does not prevent the District from responding effectively to prohibited conduct and preventing future prohibited conduct
 - All parties have a right to have an advisor present during all stages of the investigation

Informal Complaint Resolution

When the deputy coordinator deems it appropriate, an informal resolution process may be instituted. The informal resolution process may involve: mediation, arbitration, or restorative justice but may only be used if both parties are non-students and both parties agree. Agreement must be voluntary, non-coerced, and documented in writing. Informal resolution may not be used if the underlying offense involves sexual assault or other act of violence. No party will be forced to participate in informal resolution and either party may request an end to an informal process at any time.

If both parties feel a resolution has been achieved through informal resolution, no further action need be taken to resolve the complaint. However, within **ten school days** following the conclusion of the informal resolution process, the deputy coordinator must prepare a written report for the parties detailing the process and any agreed upon corrective or restorative measures provided, including any steps the district will take to prevent future discrimination or harassment. A copy of the report will be shared with the Board of Education.

Formal Complaint Resolution

If informal resolution is inappropriate, unavailable, or unsuccessful, the deputy coordinator will engage in formal complaint resolution. The deputy coordinator will proceed as follows:

- *Collect Evidence:* The deputy coordinator will collect evidence, including, but not limited to:
 - Statements by any witness to the incident and any available physical or documentary evidence

- o Evidence about the credibility of the parties involved
 - o Evidence about whether the respondent has engaged in other incidents of misconduct
 - o Evidence of the complainant and respondent's respective reactions or changes in behavior following the incident
 - o Evidence regarding whether the complainant took action to protest the conduct.
 - o Evidence may be collected by interviews with parties and witnesses, reviewing information, requesting written statements, or other appropriate ways.
- *Determination:* No later than **sixty school days** following receipt of the complaint, the deputy coordinator must prepare a written report which determines whether discrimination or harassment occurred. The deputy coordinator will apply the preponderance of the evidence standard, which means that it is more likely than not that the conduct occurred. In making this decision, all relevant circumstances must be considered by the deputy coordinator, including:
 - o Degree to which the conduct affected the complainant's ability to participate in or benefit from the school environment
 - o Type, frequency and duration of the conduct, recognizing that a single incident may rise to the level of harassment
 - o Identity of and relationship between the respondent and the complainant
 - o Context of the incident, including school size and location of the incident and/or other incidents at the school
 - o Whether the conduct was threatening
 - o Use of epithets, slurs or other conduct that is humiliating or degrading
 - o Whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class
 - o Ages and number of respondents and complainants involved
 - o Patterns of misconduct of the respondent
 - o Real or perceived power differentials between the parties
 - o Any other relevant circumstances

Whether harassment has previously occurred in the district is not relevant as to whether the conduct or communication is discriminatory. Petty slights, minor annoyances, and lack of good manners do not constitute harassment, unless, combined, they impact an individual's employment or create a hostile environment as described in the definition of harassment.

The decision must include a determination of whether the respondent engaged in harassment or discrimination, an explanation of how and why the deputy coordinator reached the conclusions outlined in the report, a description of any supportive measures/disciplinary sanctions already taken, and recommendations for future disciplinary measures.

If the deputy coordinator is not the superintendent, the deputy coordinator's report is advisory and must not bind the superintendent or the district to any particular course of action or remedial measure.

If the deputy coordinator is the superintendent, the report will include the determination of any sanctions or other actions deemed appropriate, including suspension or expulsion, pursuant to Policy JKD/JKE and/or other appropriate corrective or restorative actions.

Disciplinary Measures and Outcome

As soon as practicable after receiving the deputy coordinator's findings and recommendations, the superintendent must determine any sanctions or other actions deemed appropriate, including suspension or expulsion, pursuant to Policy JKD/JKE and/or other appropriate corrective or restorative actions.

To the extent permitted by federal and state law, all parties must be notified in writing of the final outcome of the investigation no later than seven days following the superintendent's final determination.

Outside Agencies

In addition to, or as an alternative to, filing a complaint pursuant to this regulation, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Denver Office for Civil Rights (OCR)
U.S. Department of Education
1244 Speer Blvd., Suite 310, Denver, CO 80204-3582
Telephone: 303-844-5695
Fax: 303-844-4303
TTY: 303-844-3417.
Email: OCR. Denver @ed.gov

Federal Office of Equal Employment Opportunity Commission (EEOC)
303 E. 17th Avenue, Suite 410, Denver, CO 80203
Telephone: 800-669-4000
Fax: 303-866-1085
TTY: 800-669-6820
ASL Video Phone: 844-234-5122
Website: <https://publicportal.eeoc.gov/portal/>

Colorado Civil Rights Division (CCRD)
1560 Broadway, Suite 825, Denver, CO 80202
Telephone: 303-894-2997 or 800-886-7675
Fax: 303-894-7830
Email: DORA_CCRD@state.co.us (general inquiries),
DORA_CCRDIntake@state.co.us (intake unit)

Revision: June 2024
Adopted: 2006



Strasburg School District 31J

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

(Title IX)

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

Definitions

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

- **"Complainant"** means an individual who is alleged to be the target of conduct that could constitute sex-based discrimination or sexual harassment.
- **"Decision Maker"** means an individual(s) who assess the relevant evidence, including party and witness credibility, to decide if the district has met the burden of proof showing the respondent to be responsible for the alleged sexual harassment. The decision maker may not be the Title IX Coordinator or the investigator. The district's decision maker is Superintendent Dan Hoff dhoff@strasburg31j.com
- **"Education Program or Activity"** means locations, events, or circumstances over which the district exercises substantial control over both the complainant and respondent and the context in which the sexual harassment occurs.
- **"Investigator"** means an individual trained to objectively evaluate the credibility of parties and witnesses, synthesize all available evidence - including both inculpatory and exculpatory evidence - and take into account the unique and complex circumstances of each situation. The investigator may be the Title IX Coordinator, but cannot be the decision maker.
- **"Respondent"** means an individual who has been reported to be the perpetrator of conduct that could constitute sex-based discrimination or sexual harassment.
- **"Sexual Harassment"** means conduct on the basis of sex that satisfies one or more of the following:
 1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);

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

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

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

Filing a complaint

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

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

Investigation

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

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

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

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

Decision

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

Appeal

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

Notice and training

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

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

Adopted: 2006

Revised: 08-01-2020

Revised: 04-10-2023



Strasburg School District 31J

Policy:	File:
Nondiscrimination/Equal Opportunity – Title IX	AC R-3
Adopted:	Revision:
2006	June 2024

Sex-Based Harassment Investigation Procedures (Title IX)

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

Definitions

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

- **“Complainant”** means an individual who is alleged to have been subjected to conduct that could constitute sex-based discrimination or sex-based harassment under Title IX.
- **“Decision-Maker”** means an individual(s) who assess the relevant evidence, including party and witness credibility, to decide if the district has met the burden of proof showing the respondent to be responsible for the alleged sex-based harassment. The district’s Decision-Maker may be the superintendent, another designated administrator, or a third-party.
- **“Disciplinary Sanction”** means a consequence imposed by the district on a respondent who is found to have violated this policy. Sanctions are designed to remedy and prevent the recurrence of discrimination, harassment, and/or retaliation. Disciplinary sanctions may include: *[List possible disciplinary sanctions, such as no-contact orders, required training, loss of privileges, suspension, or expulsion.]*
- **“Education Program or Activity”** means locations, events, or circumstances over which the district exercises substantial control, including disciplinary authority, over both the complainant and respondent and the context in which the sex-based harassment occurs.
- **“Respondent”** means an individual who has been reported to have violated the district’s prohibition on sex discrimination.
- **“Sex Discrimination”** is discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.
- **“Sex-based Harassment”** is a form of sex discrimination and includes sexual harassment and other harassment on the basis of sex that satisfies one or more of the following:
 - Quid pro quo harassment. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo)

- Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the education program or activity
- Specific offenses. Sexual assault, dating violence, domestic violence, or stalking.
- **"Supportive Measures"** mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, to the complainant or respondent to restore or preserve the party's access to the education program/activity, including safety measures, or provide support during the procedures, before or after the filing of a formal complaint or where no formal complaint has been filed.
- **"Remedies"** means measures provided, as appropriate, to a complainant or any other person the district identifies as having had their equal access to the education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the education program or activity after the district determines that sex discrimination occurred.
- **"Retaliation"** means threats, intimidation, coercion, discrimination, or other adverse action against any person for the purpose of interfering with any right or privilege secured by Title IX or because the person has made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing under this policy.
- **"Title IX Coordinator"** means the employee designated by the district to coordinate its efforts to comply with Title IX responsibilities. The Title IX Coordinator will also objectively evaluate the credibility of parties and witnesses and synthesize all available evidence – including both inculpatory and exculpatory evidence – and take into account the unique and complex circumstances of each situation.
- Title IX Coordinator:
Superintendent of Schools
2102 Wagner Street, Strasburg, CO 80136
(303) 622-9211 EXT. 898
titleIX@strasburg31j.com

Complaint Resolution Process

Investigations into complaints alleging violations of Title IX will proceed as described below.

- The investigation will be adequate, reliable, and impartial
- All parties will be treated equitably and will be provided equal opportunity to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible
- Throughout the investigation, the district will take reasonable steps to protect the privacy of the parties and witnesses during the investigation, provided this does not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures.

The district will make a good faith effort to complete the investigation and make any findings within **sixty school days** after the complaint, and the Title IX Coordinator will adhere to all timeframes. Reasonable extensions of timeframes will be granted on a case-by-case basis for reasonable cause with written notice to the parties that includes the reason for the delay.

No person can serve as a Title IX Coordinator or Decision-Maker if they have a conflict or interest or bias for or against complainants or respondents generally, or an individual complainant or respondent. An internal or external alternate will be designated in the event it is claimed that an employee with responsibilities under this regulation is the one who committed the alleged discrimination. Additionally, the Title IX Coordinator may assign any or all aspects of the complaint response process to a qualified alternate for any reason, including conflict of interest, bias concerns and/or insufficient capacity due to other matters. **As used in this regulation, the term “Title IX Coordinator” refers to the compliance officer or their designated alternate of choice.**

The Title IX Coordinator must offer and coordinate supportive measures, as appropriate, for both the complainant and the respondent. A complainant may request modification of supportive measures if circumstances have changed materially, or they disagree with the district’s decision to provide, deny, modify, or terminate supportive measures. Challenges of a district’s decision must be submitted to the Title IX Coordinator within **ten school days** of the decision, and an impartial employee other than the Title IX Coordinator will review the challenge.

Making a complaint

A complainant, or a parent or guardian with the legal right to act on the complainant’s behalf, may file a complaint with the Title IX Coordinator. **Complaints are an oral or written request that objectively can be understood as a documented request (AC E-2) for the school to investigate and make a determination about alleged discrimination.** If a complaint is given to a deputy coordinator, they will promptly forward all information regarding the complaint to the Title IX Coordinator. Complaints must be filed within **one hundred and eighty days** of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will receive assistance as needed in filing a complaint.

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation, is prohibited.

Evaluation and Dismissal by Title IX Coordinator

Within **ten school days** after a complaint is received, the Title IX Coordinator will determine if the alleged conduct occurred in the district’s education program or activity. If the alleged conduct is not part of the education program or activity, the complaint must be dismissed under these procedures.

At any point throughout the investigation, the Title IX Coordinator may dismiss the complaint if the respondent cannot be identified or is not participating/employed in district programs or activities or the complainant voluntarily withdraws the complaint and the Title IX coordinator declines to initiate a complaint.

Upon dismissal, the Title IX Coordinator will promptly notify the complainant as to the basis of the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, the respondent will also be notified. Additionally, the district will provide both parties with an opportunity to appeal the dismissal. Dismissals may be appealed on one or more of the following basis:

- It would change the outcome based on new evidence, procedural irregularities, or a conflict of interest.

Allegations in a dismissed complaint may constitute discrimination or harassment prohibited by Policy AC, in which case the investigation will continue under the associated regulations: AC-R-1 or AC-R-2. A dismissal does not prohibit the complainant from pursuing other remedies under state or federal law or local board policy, nor does it prohibit the district from addressing the allegations in any manner the district deems appropriate.

If the dismissal is appealed, the district will:

- Notify the parties of any appeal, including notice of the allegations if not already provided
- Implement appeal procedures equally for the parties
- Ensure that the Decision-Maker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint
- Ensure that the Decision-Maker for the appeal has been trained consistent with the Title IX regulations
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome
- Notify the parties of the result of the appeal and the rationale for the result

When a complaint is dismissed, the district will offer supportive measures to the complainant and respondent, and take other prompt and effective steps to ensure that prohibited sex discrimination does not occur, including directing the parties to AC-R-1.

Initial Meetings with the Parties

Following this determination, the Title IX Coordinator will begin the investigation in a reasonably prompt manner and take the following steps:

- *Initial meeting with Reporting Party, if any, and Complainant:* The Title IX Coordinator will meet with the complainant to provide the information detailed in paragraph(s) below.
 - If the complainant does not want to proceed with their complaint, the compliance officer may elect to proceed with the investigation if necessary to stop any harassment or discrimination and otherwise ensure the safety of the school environment.
- *Initial Meeting with Respondent:* As soon as possible after meeting with the complainant and any reporting party, the compliance officer will meet with the respondent and, if this individual is a student, their parents/guardians in order to obtain a response to the complaint.

- At the initial meeting, the compliance officer will provide the respondent written notice as to the allegations against them and give the respondent a chance to respond to those allegations. The compliance officer may meet with the respondent to advise them of the allegations even if the compliance officer determines, after meeting with the Complainant and any reporting party, that there is no merit to the allegations.
- *Notice of Allegations.* At the initial meetings, the Title IX Coordinator will provide to both the complainant and respondent notice of the allegations, which includes the following information:
 - Available supportive measures;
 - Copies of Board Policy AC and this implementing regulation;
 - Timeline for the investigation process and the district's legal obligations';
 - Information on the informal resolution process, if offered;
 - Sufficient information regarding identities to allow parties to respond;
 - Retaliation is prohibited;
 - Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or a description of the evidence; and
 - Additional notice will be provided if the district decides to investigate additional allegations.

If the complainant or respondent is a student with a disability, the Title IX Coordinator must consult with the student's IEP/504 Plan Team to determine supportive measures and other actions that comply with the requirements of federal law.

Informal Resolution

When the Title IX Coordinator deems it appropriate, an informal resolution process may be instituted with an impartial facilitator who is not the Title IX Coordinator or Decision-Maker. Informal resolution is not appropriate in all circumstances. It may only be used if both parties must agree, with agreement voluntary, non-coerced, and documented in writing. Informal resolution is not available in cases where a district employee is alleged to have sexually harassed a student.

Prior to initiating an informal resolution process:

- Both parties must be provided written notice explaining the allegations
- The requirements of the informal resolution process
- That either party has the right to withdraw from the informal resolution process
- That an agreement at the conclusion of the informal resolution process would prevent the parties from initiating grievance procedures arising from the same allegations
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties
- What information the district will maintain and whether/how that information could be disclosed for use in the investigation, if informal resolution is not successful and the investigation resumes.

Generally, the informal resolution process should be completed within **sixty school days** from the parties' agreement to the process.

Formal Complaint Grievance Process

If informal resolution is inappropriate, unavailable, or unsuccessful, the Title IX Coordinator or their qualified designee will investigate the complaint and provide a report to the decision-maker, who will determine whether discrimination occurred. Any designee must be free of bias and able to act with independence. Either party may raise a concern regarding lack of qualification or bias by contacting the Title IX Coordinator (identified in AC-E-1).

The burden is on the district - not on the parties - to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The Title IX Coordinator will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

- *Collect Evidence:* The Title IX Coordinator will collect evidence, including, but not limited to:
 - Statements by any witness to the incident and any available physical or documentary evidence
 - Evidence about the credibility of the parties involved
Evidence about whether the respondent has engaged in other incidents of misconduct
 - Evidence of the complainant and respondent's respective reactions or changes in behavior following the incident
 - Evidence regarding whether the complainant took action to protest the conduct.
 - Evidence may be collected by interviews with parties and witnesses, reviewing information, requesting written statements, or ways as appropriate.

During the investigation, the Title IX Coordinator will presume that the respondent is not responsible for the alleged sex discrimination until a determination is made (the "presumption of innocence" standard). The Title IX Coordinator may question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. However, the Title IX Coordinator will protect the complainant from inappropriate questions and evidence about the complainant's prior sexual history and will not make credibility determinations based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible regardless of whether they are relevant:

- Evidence protected under legal privilege or provided to a confidential employee, unless waived voluntarily
- A party's or witness's records that are made or maintained by a recognized health professional or paraprofessional in connection with the provision or treatment, unless voluntary, written consent for use in the grievance procedures is obtained
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless offered to prove someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based

harassment

- **Report: Within sixty school days** of the receipt of the complaint, the Title IX Coordinator must issue a report to the Decision-Maker. The Title IX Coordinator's report must be advisory and must not bind the Decision-Maker to any particular course of action or remedial measure.
- **Determination:** The Decision-Maker will determine whether discrimination or harassment occurred, by applying the preponderance of the evidence standard. In making the determination, the Decision-Maker will consider the following:
 - The degree to which the conduct affected the complainant's ability to access the district's education program or activity
 - The type, frequency, and duration of the conduct
 - The parties' ages, roles within the district's education program or activity
 - Previous interactions, and other relevant factors
 - Location and context of the conduct
 - Other sex-based harassment in the district's education program or activity
 - Any other relevant considerations

The Decision-Maker will notify the parties in writing of the determination that sex discrimination occurred under Title IX including the rationale for such determination.

Disciplinary Sanctions and Remedies

If there is a determination that sex discrimination occurred, the Title IX Coordinator will coordinate the provision and implementation of remedies to a complainant and other impacted individuals; coordinate any disciplinary sanctions and notify the complainant; and take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur.

Disciplinary sanctions will not be imposed until the procedures are completed, and parties will not be disciplined under Title IX for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Notice and Training

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

All students and district employees will receive periodic training related to recognizing and preventing sex-based harassment. District employees must receive additional periodic training related to handling reports of sex-based harassment. Title IX Coordinators, Decision-Makers, and other persons involved in the procedures or with authority to modify or terminate supportive measures must receive additional periodic training specific to their role relating to handling reports of sex-based harassment as required by law.

The Title IX Coordinator must monitor the district for barriers to reporting information that may constitute sex discrimination under Title IX. Additionally, all employees who are not confidential employees must notify the Title IX Coordinator when the employee has information about conduct that may reasonably constitute sex discrimination under Title IX.

Training materials are available to the public on the district's website.

Revised: June 2024

Adopted: 2006

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

Sex-~~based~~ual Harassment

The district is committed to a learning and working environment that is free from sex-~~based~~ual harassment. Sex-~~based~~ual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It ~~will~~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 or communication of a sexual nature directed toward students by teachers or others to whom this policy applies, ~~will~~shall be presumed to be unwelcome. Sex-~~based~~Sexual harassment committed by an employee of the district in the course of employment ~~will~~shall be deemed a breach of duty, and as such, ~~will~~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.

Sex-based~~Sexual~~ Harassment Prohibited

Pursuant to Title IX of the Educational Amendments of 1972, "sex-based 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. [For #2, select the option based on the time you are adopting the policy:

[Before August 1, 2024: 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

[After August 1, 2024: Unwelcome conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the education program or activity]] or

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

Pursuant to state lawFor purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome physical or verbal conduct or communication of a sexual nature constitutes ~~sex-based~~sexual harassment if the conduct or communication is subjectively offensive to the individual alleging harassment and objectively offensive to a reasonable individual who is a member of the same protected class, and if, under the totality of the circumstances:

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 ~~sex-based~~sexual harassment applies whether the harassment is between people of the same or different gender.

~~Sex-based~~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.

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Reporting, Investigation and Sanctions

It is the express desire of the Board to encourage victims of, or witnesses to, ~~sex-basedsexual~~ harassment to report such claims through the district's complaint process (AC-R-3).

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 ~~sex-basedsexual~~ harassment received by any district employee ~~will~~ be promptly forwarded to the compliance officer (AC-E-1). The compliance officer ~~will~~ ensure that every complaint is promptly investigated and responded to as set forth in the district's complaint and compliance process (AC-R-3). No reprisals or retaliation ~~will~~ be allowed to occur as a result of the good faith reporting of charges of ~~sex-basedsexual~~ harassment or participation in an investigation. Requests for confidentiality ~~will~~ 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 ~~sex-basedsexual~~ harassment ~~will~~ 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 ~~will~~, 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 ~~sex-basedsexual~~ harassment ~~will~~ not reflect upon the individual's status or affect future employment or work assignments. All matters involving ~~sex-basedsexual~~ harassment complaints ~~will~~ remain confidential to the extent possible.

Notice of Policy

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

(Adoption date)

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

File: GBAA

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

[Revised ~~May 2024~~ July 2023]

COLORADO SAMPLE POLICY 1986©



Strasburg School District 31J

Policy:	File:
SEX BASED HARASSMENT	GBAA
Adopted:	Revision:
2006	JUNE 2024

Sex Based

The district is committed to a learning and working environment that is free from Sex Based . Sex Based 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 or communication of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome. Sex Based 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.

Sex Based Prohibited

Pursuant to Title IX of the Educational Amendments of 1972, "sex-based " 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, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the education program or activity or
3. Sexual assault, dating violence, domestic violence, or stalking.

Pursuant to state law, for purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome physical or verbal conduct or communication of a sexual nature constitutes Sex Based Harassment if the conduct or communication is subjectively offensive to the individual alleging harassment and objectively offensive to a reasonable individual who is a member of the same protected class, and if, under the totality of the circumstances:

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 Sex Based Harassment applies whether the harassment is between people of the same or different gender.

Sex Based Harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or;
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, Sex Based to report such claims through the district's complaint process (AC-R-3).

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 Sex Based 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-3). No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of Sex Based or participation in an investigation. 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 Sex Based 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 Sex Based shall not reflect upon the individual's status or affect future employment or work assignments. All matters involving Sex Based complaints shall remain confidential to the extent possible.

ADOPTED: JUNE 2024

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



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

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

Sex-based~~Sexual~~ Harassment

The Board recognizes that sex-based~~sexual~~ harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sex-based~~sexual~~ harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sex-based~~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 sex-based~~sexual~~ harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sex-based~~sexual~~ harassment or participates in a harassment investigation.

Sex-based~~Sexual~~ Harassment Defined

Pursuant to Title IX of the Educational Amendments of 1972, "sex-based~~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. [For #2, select the option based on the time you are adopting the policy:

[Before August 1, 2024: 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,

2. [After August 1, 2024: Unwelcome conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the education program or activity]] or,

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

Pursuant to state law, sex-based harassment means any unwelcome physical, verbal, pictorial, or visual conduct or communication directed at a student or group of students based on sex, sexual orientation, gender identity, or gender expression. To be considered sex-basedsexual harassment, the conduct or communication must be objectively offensive, and must meet one or multiple of the following:

1. A school employee conditioning education benefits, services, or opportunities on submission to the conduct or communication; (i.e., quid pro quo)

1. ~~A school employee conditioning educational benefits or terms of employment on participation in unwelcome sexual conduct or communication (i.e., quid pro quo)~~

2. A school employee making educational decisions affecting the student based on submission to, objection to, or rejection of the conduct or communication; or

3. The conduct or communication unreasonably interferes with the student's access to their educational service or creates an intimidating, hostile, or offensive educational environment.

2. ~~The conduct or communication unreasonably interferes with the individual's work performance or creates an intimidating, hostile, or offensive working environment.~~

Reporting, Investigation, and Sanctions

Students are encouraged to report all incidents of sex-basedsexual 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 sex-basedsexual harassment. If the district determines an act does not qualify as sex-based harassment under Title IX, it may still qualify as sex-based harassment under state law and district policy, in which case the district will continue the investigation in

File: JBB*

accordance with the appropriate procedures (AC-R-1: students or AC-R-2: applicants, staff, and members of the public).

All matters involving ~~sex-based~~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 ~~sex-based~~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 ~~sex-based~~sexual harassment or participates in a harassment investigation. A formal report or finding of harassment will not be required before ~~the~~a district takes corrective action.

Notice and ~~I~~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. All communications regarding this policy must be written in simple and age-appropriate language. The policy and complaint procedures must be referenced in student and employee handbooks, described in hard-copy notices posted at schools, 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 ~~sex-based~~sexual harassment. District employees must receive additional periodic training related to handling reports of ~~sex-based~~sexual harassment. Training materials are available to the public on the district's website.

(Adoption date)

LEGAL REFS.: 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. 22-1-143 (*definition of harassment or discrimination*)

C.R.S. 24-34-402(1.3)(a) (*definition of "harass" in employment practices*)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

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

File: JBB*

| AC-~~R2~~R-3, Sex-Based Discrimination and Sex-based~~Sexual~~
Harassment Investigation Procedures
AC-E-1, Nondiscrimination/Equal Opportunity (Sample Notice)
JLF, Reporting Child Abuse/Child Protection

| [Revised May 2024~~July 2023~~]
COLORADO SAMPLE POLICY 1991©



Strasburg School District 31J

Policy:	File:
SEX BASED HARASSMENT	JBB
Adopted:	Revision:
2006	JUNE 2024

Sex Based Harassment

The Board recognizes that Sex Based Harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying Sex Based Harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sex-based 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 sex-based harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sex-based harassment or participates in a harassment investigation.

Sex Based Prohibited

Pursuant to Title IX of the Educational Amendments of 1972, "sex-based " 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, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the education program or activity or
3. Sexual assault, dating violence, domestic violence, or stalking.

Pursuant to state law, Sex Based Harassment means any unwelcome physical, verbal, pictorial, or visual conduct or communication directed at a student or group of students based on sex, sexual orientation, gender identity, or gender expression. To be considered Sex Based Harassment, the conduct or communication must be objectively offensive, and must meet one or multiple of the following:

1. A school employee conditioning education benefits, services, or opportunities on submission to the conduct or communication; (i.e., quid pro quo)
2. A school employee making educational decisions affecting the student based on submission to, objection to, or rejection of the conduct or communication; or
3. The conduct or communication unreasonably interferes with the student's access to their educational service or creates an intimidating, hostile, or offensive educational environment.

Reporting, Investigation and Sanctions

Students are encouraged to report all incidents of Sex Based Harassment to either a Deputy Coordinator, 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 Sex Based Harassment. If the district determines an act does not qualify as Sex Based Harassment under Title IX, it may still qualify as Sex Based Harassment under state law and district policy, in which case the district will continue the investigation in accordance with the appropriate procedures found in regulations; AC-R-1: students or AC-R-2: applicants, staff, and members of the public.

All matters involving Sex Based 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 Sex Based 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 Sex Based Harassment or participates in a harassment investigation. A formal report or finding of harassment will not be required before the district takes corrective action.

ADOPTED: June 2024

LEGAL REFS.: 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. 22-1-143 (definition of harassment or discrimination)
C.R.S. 24-34-402(1.3)(a) (definition of "harass" in employment practices)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-R, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)
AC-R-3, Sex-Based Discrimination and Sex-based Harassment Investigation Procedures
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



Strasburg School District 31J

Policy:	File:
Graduation Requirements	IKF
Adopted:	Revision:
2017	<u>April 2024</u> ~~November 2022~~

In pursuit of its mission to ensure that all students reach their learning potential, all students who graduate from Strasburg School District 31J (the District) must be postsecondary and workforce ready. All graduates must have a firm foundation in the core areas of English Language Arts, Mathematics, Science and Social Studies as well as a comprehensive background in the Arts, Physical Education, other Electives and Career Pathways. All students must meet or exceed graduation criteria outlined in this policy and accompanying regulation to be eligible to graduate with a District diploma.

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~~and are prepared for postsecondary and career opportunities, the Board of Education has established the following graduation requirements for students entering the ninth grade in the 2017-18 school year and each ninth grade class thereafter.~~

The District graduation criteria meet or exceed the requirements adopted by the Colorado State Board of Education and state legislature by offering multiple rigorous and valued pathways to demonstrate competency in the knowledge and skills necessary for postsecondary education and meaningful careers. Respecting the attainment of an Associate's Degree or its equivalent in a postsecondary credential program or earning 60 credit hours toward a postsecondary credential is in accordance with district goals of preparing students to be postsecondary and workforce ready. Students earning such a degree or completing at least 60 credits toward the completion of a postsecondary credential, shall have demonstrated competency or proficiency that exceed graduation expectations.

~~To receive a high school diploma from the district, students must meet or exceed the district's academic standards and measures required by this policy. Students with disabilities shall be provided access to all graduation pathways provided by this policy and shall have the opportunity to earn a high school diploma from the district. The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. The Board has selected its own measures from these state graduation guidelines.~~

Students earning a postsecondary credential or completing sixty hours toward a postsecondary credential will be considered as having met graduation requirements. Beginning with the 2022-2023 freshman class (scheduled to graduate in 2025), approved graduation requirements shall be:

A. Completion of an Individual Career and Academic Plan (ICAP) (See Regulation IKF-R and Policy IHBK),
AND B. Attainment of the minimum number of credits for graduation as defined in Policy IKF for all students beginning high school in 2022-2023 and thereafter,
AND C. Demonstration of one of the following:

1. Postsecondary Workforce Readiness from a Colorado Board of Education approved Menu of College and Career Ready Demonstrations for all students graduating in 2022 and thereafter (see Regulation IKH-R)

OR

2. Accommodation and modification exceptions determined for English Learners, Gifted and Talented



Strasburg School District 31J

students, and students with disabilities.

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

To receive a high school diploma from the district, students must meet or exceed the district's academic standards and measures required by this policy. Students with disabilities shall be provided access to all graduation pathways provided by this policy and shall have the opportunity to earn a high school diploma from the district (See Regulation IKF-R). Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. The Board has selected its own measures from these state graduation guidelines.

Students must complete at least one English measure and one Math measure and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English and Math. The Board's approved measures and cut scores are outlined in this policy's accompanying regulation. Exceptions to the Board's required measures and cut scores/criteria If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy's accompanying regulation but is included in the state graduation guidelines, the principal or principal's designee may determine that such assessment or other measure is acceptable and meets the district's graduation requirements.

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

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

Units of credit required for graduation

English	~~4 years credits (~~ ~~(English 9, 10 and American Lit. required *)~~ ~~English 9, 10, 11 & Senior English)~~
Math	~~4 years credits~~ ~~4 credits (Algebra I, Geometry required *)~~ ~~(9,10,11,12)~~ ~~(Algebra 1, Geometry, Algebra 2~~ ~~required)~~
Science	~~3 years (incl. Earth/Physical~~ ~~Science, Biology, Junior year).~~ ~~3 credits (Earth/Physical Science, Biology~~ ~~required *)~~

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Strasburg School District 31J

Social Sciences	~~3 years (Freshmen Seminar/Civics, Geography, World History, American History).~~ <u>3 credits (Geography/Civics, World Hist, Amer. Hist required *)</u>
~~Science/Social Sciences~~	~~1 year of either additional core~~
Health	<u>1 year credit</u>
~~Computer Literacy~~	~~1 year~~
~~World Foreign~~ Language	<u>1 credit year</u> (many colleges require 2)
Physical Education	<u>1 credit year</u> (1 season sport = .25 credit – up to 1 credit)
Senior Seminar/Government	<u>1 year credit</u>
~~Academic Electives~~	~~3 academic electives required. (Includes any elective classes within the core academic areas).~~
Electives	~~6 including the 3 academic electives~~ <u>7 credits</u>
Total Credits	~~26~~ <u>25</u>

Credit from other institutions and home-based programs

Students entering from outside the district must meet the district's course requirements. The principal or principal's designee shall determine whether credit toward course requirements shall be granted for courses taken outside the district.

Credit Recovery and/or Acceleration Courses

for credit recovery and/or acceleration through District programs approved by an Administrator or Designee. Concurrent Enrollment Courses taken via Concurrent Enrollment.

In accordance with applicable state law, college courses completed pursuant to the student's participation in a "dropout recovery program" shall count as credit toward

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Strasburg School District 31J

completion of the district's credit requirements.

Early graduation

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students are ready for postsecondary education or other opportunities to completing four years of high school. Therefore, the superintendent or designee may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements in accordance with this policy and its accompanying exhibit.

Adopted: 2-8-2017

Revised: ~~2-12-2020~~ 4-19-2024



Strasburg School District 31J

LEGAL REFS.:

C.R.S. 22-1-104
C.R.S. 22-32-109 (1)(kk)
C.R.S. 22-32-132 C.R.S. 22-33-104.5
C.R.S. 22-35-101 *et seq*
[C.R.S 22-20-101 et seq](#)

CROSS REFS.:

AE, Accountability/Commitment to Accomplishment
AEA, Standards Based Education
IHBG, Home Schooling
IHBK*, Preparation for Postsecondary and Workforce Success
IHCDA, Concurrent Enrollment
IK, Academic Achievement
IKA, Grading/Assessment Systems
[IHBA, Special Education Programs for Students with Disabilities](#)
[IHBB, Gifted & Talented Education](#)
[IKF-R Graduation Requirements](#)
[IKF-E-1 Strasburg High School Pathways](#)

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Strasburg School District 31J

Policy:	File:
Graduation Requirements	IKF ~~-- Exhibit Regulation~~
Adopted:	Revision:
2022	~~November 2022~~ April 2024

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

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

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

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

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

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

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

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

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



Strasburg School District 31J

NEXT GENERATION	Reading, Writing and Communicating 241 on Reading OR 236 on Sentence Writing	Mathematics 255 on Arithmetic (AR) OR 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)	academic Background, goals and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.
	ACT		
	Reading, Writing and Communicating 18 on ACT English	Mathematics 19 on ACT Math	ACT is a national college admissions exam. It measures four subjects – English, reading, math and science. The highest possible score for each subject is 36.
ACT WorkKeys - National Career Readiness Certificate			
	Reading, Writing, Communicating, and Mathematics Bronze or higher	ACT WorkKeys is an assessment that tests students’ job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce. Students must score at the bronze level (a score of at least 3) in all three assessments- Applied Mathematics, Graphic Literacy and Workplace Documents - and they will earn the ACT’s National Career Readiness Certificate.	
Advanced Placement			
	Reading, Writing and Communicating 2	Mathematics 2	AP exams test students’ ability to perform at a college level. Districts choose which AP exams will fulfill this menu option. Scores range from 1 to 5 (highest).
ASVAB			
	Reading, Writing, Communicating, and Mathematics 31 on the AFQT	The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students’ eligibility and suitability for careers in the military. Students who score at least 31 on the AFQT are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.	
Concurrent Enrollment			
	Reading, Writing and Communicating Passing grade per district and higher education policy	Mathematics Passing grade per district and higher education policy	Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit and concurrent enrollment. An eligible concurrent enrollment course is 1) the prerequisite directly prior to a credit-bearing course or 2) a credit-bearing course, and 3) governed by a district-level cooperative agreement or MOU. Districts choose which courses will fulfill the option.
District Capstone			



Strasburg School District 31J

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

1. Completion of the requirements and goals as listed on a student's Individual Education Plan (IEP), which may include modified content standards.

Special Education students (Students with IEPs)

In addition to completion of the ICAP and attainment of the minimum number of credits for graduation, students with IEPs will be provided multiple pathways to demonstrate competency and earn a diploma through the use and attainment of one or more of the following:

- As appropriate, use the same competency measures and demonstrations that provide meaningful and rigorous options for non-special education students.
- Industry standards, military standards, college entrance requirements and/or Colorado Academic Standards as described in students' Transition IEPs.
- Use of Performance Assessment or Capstone
- Extended Evidenced Outcomes (EEOs), when appropriate.
- Apply workforce readiness competencies and industry standards to provide opportunities and experiences for students with IEPs that lead to successful post-school outcomes. Allow for flexibility with transfer of students with IEPs to demonstrate competency toward diploma attainment.

- Page 3 -

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Strasburg School District 31J

2. Gifted students may need alternative pathways to graduation.

Gifted students A student's ALP and ICAP is critical for determining the timeline for graduation and appropriate coursework that may include a blend of concurrent enrollment and/or early exits as well as career-related internships or opportunities. The District may offer opportunities for gifted students to demonstrate proficiency toward completion of graduation requirements prior to the typical four-year high school program. The District may consider acceleration (promotion determined by student proficiency), radical acceleration (graduation 3 or more years earlier than usual) or compacting (completing one/several year's curriculums in less time). These opportunities may include, but are not limited to:

- Credit by Examination (CBE) or Credit by Assessment. Students can skip one or more courses by performing well on a test of the material that is covered in those courses
- Career pathways program: academic programming with career and technical education studies or placement
- Competency-Based Pathways: when a student has demonstrated proficiency on the standards required for graduation, that student should have a plan that helps him/her continue to learn and build on his/her strengths, skills and interests for rest of his/her high school career

3. English Learners

English learner students are required to meet the same requirements as non-English learners in order to graduate from high school. Accommodation and modification exceptions may be made for English learner students on an individual basis.

Adopted: 11/2022

LEGAL REFS.: 1 CCR § 301-81 Rules 2.02 and 2.03

CROSS REFS.: IKF Graduation Requirements
IKF-E Strasburg High School Pathways

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Strasburg School District 31J

Policy:	File:
Graduation Requirements	IKF
Adopted:	Revision:
2017	April 2024

In pursuit of its mission to ensure that all students reach their learning potential, all students who graduate from Strasburg School District 31J (the District) must be postsecondary and workforce ready. All graduates must have a firm foundation in the core areas of English Language Arts, Mathematics, Science and Social Studies as well as a comprehensive background in the Arts, Physical Education, other Electives and Career Pathways. All students must meet or exceed graduation criteria outlined in this policy and accompanying regulation to be eligible to graduate with a District diploma.

The District graduation criteria meet or exceed the requirements adopted by the Colorado State Board of Education and state legislature by offering multiple rigorous and valued pathways to demonstrate competency in the knowledge and skills necessary for postsecondary education and meaningful careers. Respecting the attainment of an Associate's Degree or its equivalent in a postsecondary credential program or earning 60 credit hours toward a postsecondary credential is in accordance with district goals of preparing students to be postsecondary and workforce ready. Students earning such a degree or completing at least 60 credits toward the completion of a postsecondary credential, shall have demonstrated competency or proficiency that exceed graduation expectations.

Students earning a postsecondary credential or completing sixty hours toward a postsecondary credential will be considered as having met graduation requirements. Beginning with the 2022-2023 freshman class (scheduled to graduate in 2025) and thereafter, approved graduation requirements shall be:

A. Completion of an Individual Career and Academic Plan (ICAP) (See Regulation IKF-R and Policy IHBK),

AND B. Attainment of the minimum number of credits for graduation as defined in Policy IKF for all students beginning high school in 2021-2022 and thereafter,

AND C. Demonstration of one of the following:

1. Postsecondary Workforce Readiness from a Colorado Board of Education approved Menu of College and Career Ready Demonstrations for all students graduating in 2022 and thereafter (see Regulation IKH-R).

OR 2. Accommodation and modification exceptions determined for Students with Disabilities, Gifted and Talented students, and English Learners.

To receive a high school diploma from the district, students must meet or exceed the district's academic standards and measures required by this policy. Students with disabilities shall be provided access to all graduation pathways provided by this policy and shall have the opportunity to earn a high school diploma from the district (See Regulation IKF-R). Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. The Board has selected its own measures from these state graduation guidelines.



Strasburg School District 31J

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

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

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

Units of credit required for graduation

**Equivalent courses may be substituted for required courses with approval of Principal or Principal's designee.)*

English	4 credits (English 9, 10 and American Lit. required *)
Math	4 credits (Algebra I, Geometry required *)
Science	3 credits (Earth/Physical Science, Biology required *)
Social Sciences/ Civics	3 credits (Geography/Civics, World Hist, Amer. Hist required *)
Health	1 credit
World Language	1 credit
Physical Education	1 credit (1 season sport = .25 credit – up to 1 credit)
Senior Seminar/Government	1 credit
Electives	7 credits
Total Credits	25



Strasburg School District 31J

Credit from other institutions and home-based programs

Students entering from outside the district must meet the district's course requirements. The principal or principal's designee shall determine whether credit toward course requirements shall be granted for courses taken outside the district.

In accordance with applicable state law, college courses completed pursuant to the student's participation in a "dropout recovery program" shall count as credit toward completion of the district's credit requirements.

Credit Recovery and/or Acceleration Courses for credit recovery and/or acceleration through District programs approved by an Administrator or Designee. Concurrent Enrollment Courses taken via Concurrent Enrollment.

Early graduation

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students are ready for postsecondary education or other opportunities to completing four years of high school. Therefore, the superintendent or designee may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements in accordance with this policy and its accompanying exhibit.

Adopted: 2-8-2017

Revised: 4-19-2024

LEGAL REFS.: C.R.S. 22-1-104
C.R.S. 22-32-109 (1)(kk)
C.R.S. 22-32-132 C.R.S. 22-33-104.5
C.R.S. 22-35-101 et seq
C.R.S. 22-20-101 et seq

CROSS REFS.: AE, Accountability/Commitment to Accomplishment
AEA, Standards Based Education
IHBG, Home Schooling
IHBK*, Preparation for Postsecondary and Workforce Success IHCD, Concurrent Enrollment
IK, Academic Achievement
IKA, Grading/Assessment Systems
IHBA, Special Education Programs for Students with Disabilities IHBB, Gifted & Talented Education
IKF-R Graduation Requirements
IKF-E Strasburg High School Pathways



Strasburg School District 31J

Policy:	File:
Graduation Requirements	IKF – Regulation
Adopted:	Revision:
2022	April 2024

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

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

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

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

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

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

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

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



Strasburg School District 31J

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

ACT

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

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

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

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

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



Strasburg School District 31J

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

1. Completion of the requirements and goals as listed on a student's Individual Education Plan (IEP), which may include modified content standards.

Special Education students (Students with IEPs)

In addition to completion of the ICAP and attainment of the minimum number of credits for graduation, students with IEPs will be provided multiple pathways to demonstrate competency and earn a diploma through the use and attainment of one or more of the following:

- As appropriate, use the same competency measures and demonstrations that provide meaningful and rigorous options for non-special education students.
- Industry standards, military standards, college entrance requirements and/or Colorado Academic Standards as described in students' Transition IEPs.
- Use of Performance Assessment or Capstone
- Extended Evidenced Outcomes (EEOs), when appropriate.

Apply workforce readiness competencies and industry standards to provide opportunities and experiences for students with IEPs that lead to successful post-school outcomes. Allow for flexibility with transfer of students with IEPs to demonstrate competency toward diploma attainment.



Strasburg School District 31J

2. Gifted students may need alternative pathways to graduation.

Gifted students A student's ALP and ICAP is critical for determining the timeline for graduation and appropriate coursework that may include a blend of concurrent enrollment and/or early exit as well as career-related internships or opportunities. The District may offer opportunities for gifted students to demonstrate proficiency toward completion of graduation requirements prior to the typical four-year high school program. The District may consider acceleration (promotion determined by student proficiency), radical acceleration (graduation 3 or more years earlier than usual) or compacting (completing one/several year's curriculums in less time). These opportunities may include, but are not limited to:

- Credit by Examination (CBE) or Credit by Assessment. Students can skip one or more courses by performing well on a test of the material that is covered in those courses
- Career pathways program: academic programming with career and technical education studies or placement
- Competency-Based Pathways: when a student has demonstrated proficiency on the standards required for graduation, that student should have a plan that helps him/her continue to learn and build on his/her strengths, skills and interests for rest of his/her high school career

3. English Learners

English learner students are required to meet the same requirements as non-English learners in order to graduate from high school. Accommodation and modification exceptions may be made for English learner students on an individual basis.

Adopted: 11/2022

LEGAL REFS.: 1 CCR § 301-81 Rules 2.02 and 2.03

CROSS REFS.: IKF Graduation Requirements
IKF-E Strasburg High School Pathways



Strasburg School District 31J

Policy:	File:
Graduation Requirements	IKF-E1
Adopted:	Revision:
April 2024	

Strasburg High School Suggested Pathways

Student Plan of Study developed in Individual Career and Academic Plan

Early College Readiness Pathway (4-Year University)	Community College/Career Readiness Pathway (2-Year College)	Work Force/Military/ CC Readiness Pathway (Military/Work Force Ready or 2 Year College)
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Strasburg School District 31J

Suggested Course Pathway English: 4 Credits 9th grade English 10th grade English American Literature British Literature AP Literature *Includes college credit/AP courses if available. Math: 4 Credits Algebra I Geometry Foundations Geometry Algebra II Statistics/Trigonometry *Includes Trigonometry and college credit/AP courses if available Social Science: 3 Credits <i>(3 Required + 1 Suggested as Elective)</i> World Geography/Civics World History AP World History US History *Includes college credit/AP courses if available Science: 3 Credits <i>(3 Required + 1 Suggested as Elective)</i> Earth Science Biology Chemistry Science Electives Human Anatomy AP Environmental Science AP Computer Science Science Electives *Includes college credit/AP courses if available World Language: 1 Credit <i>(2 credits advised for college admission)</i> Physical Ed.: 1 Credit Health: 1 Credit Government and Senior Seminar: 1 Credit Electives: 7 Credits Total Credits: 25	Suggested Course Pathway English: 4 Credits 9th grade English 10th grade English American Literature British Literature Journalism Yearbook Creative Writing *Includes college credit/AP courses if available Math: 4 Credits Pre Algebra Algebra Foundations Algebra I Geometry Foundations Geometry Algebra II Math Elective *Includes college credit/AP courses if available Social Science: 3 Credits World Geography/Civics World History US History *Includes college credit/AP courses if available Science: 3 Credits Earth Science Biology Chemistry Science Electives *Includes college credit/AP courses if available World Language: 1 Credit Physical Ed.: 1 Credit Health: 1 Credit Government and Senior Seminar: 1 Credit Electives: 7 Credits Total Credits: 25	Suggested Course Pathway English: 4 Credits 9th grade English 10th grade English American Literature British Literature or English Electives *Includes college credit/AP courses if available Math: 4 Credits Pre Algebra Algebra Foundations Algebra I Geometry Foundations Geometry Math Electives *Includes college credit/AP courses if available Social Science: 3 Credits World Geography/Civics World History US History *Includes college credit/AP courses if available Science: 3 Credits Earth Science Biology Science Electives *Includes college credit/AP courses if available World Language: 1 Credit Physical Ed.: 1 Credit Health: 1 Credit Government and Senior Seminar: 1 Credit Electives: 7 Credits Total Credits: 25
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Strasburg School District 31J

All students, regardless of path, must complete ICAP in order to be eligible for graduation.	All students, regardless of path, must complete ICAP in order to be eligible for graduation.	All students, regardless of path, must complete ICAP in order to be eligible for graduation.
**All Students Beginning with the Class of 2022 MUST demonstrate College and/or Career Readiness in Math and English based on at least one measure from the Menu of College and Career-Ready Demonstrations.	**All Students Beginning with the Class of 2022 MUST demonstrate College and/or Career Readiness in Math and English based on at least one measure from the Menu of College and Career-Ready Demonstrations.	*All Students Beginning with the Class of 2022 MUST demonstrate College and/or Career Readiness in Math and English based on at least one measure from the Menu of College and Career-Ready Demonstrations.



Strasburg School District 31J

Policy:	File:
Graduation Requirements	IKF-E2
Adopted: 2024	Revision:

Model SHS - 4 Year PLAN of STUDY

<i>Credits Needed</i>	<i>Subject</i>	9th Grade 7 classes	10th Grade 7 classes	11th Grade 7 classes	12th Grade 5 classes
4	English	English 9	English 10	American Lit	<i>English Elective</i>
4	Math	Pre-Algebra or Algebra	Algebra or Geometry	Geometry or <i>Math Elective</i>	<i>Math Elective</i>
3	Science	Earth Science	Biology	<i>Science Elective</i>	
3	Social Studies	Geography/ Civics	World History	American History	
1	Sr. Seminar/ Sr. Government				Sr. Seminar/ Sr. Government
1	Health		Health		
1	Physical Education (athletics = .25 per completed season)	<i>one year or four quarters</i>			
1	World Language	Spanish 1 or 2 (required before 12 th grade)			
7	Electives	1 - 2 -	1 - 2 -	1 - 2 -	1 - 2 -
Total 25					93



Strasburg School District 31J

Policy:	File:
Graduation Requirements	IKF-E3
Adopted:	Revision:
2024	

Developed through a community-led strategic planning process initiated in July 2023, the Profile of a Learner serves as a foundation for Strasburg High School's graduation requirements and suggested study plan. These guidelines embody the seven key character traits that define Strasburg's Profile of a Learner, including empowered collaboration, resilient achievement, reflective thinking, engaged communication, future readiness, creative problem-solving, and financial responsibility.

PROFILE OF A LEARNER

Our Profile of a Learner outlines the knowledge, attitudes, and skills that a student should develop. It serves as a roadmap for what students should know, be able to do, and care about throughout their educational journey in Strasburg 31J.



Student Absences and Excuses

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Excused absences

The following will be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences will be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

NOTE: While the definition of “student in out-of-home placement” in state law closely tracks the federal law’s definition of a student in foster care, the state law’s definition is slightly broader. Thus, the use of the term “student in out-of-home placement” is intentional in the following paragraph, as state law requires the district to excuse the absences of a student in an out-of-home placement due to court appearances and participation in court-related activities. C.R.S. 22-32-138 (6).

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138 (1)(h)), absences due to court appearances and participation in court-ordered activities will be excused. The student’s assigned social worker must verify the student’s absence was for a court appearance or court-ordered activity.

Unexcused absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the student's record. The parents/guardians of the student receiving an unexcused absence will be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention, or in-school suspension.

The administration will develop procedures to implement appropriate penalties. The school administration will consider the correlation between course failure, truancy, and a student dropping out of school in developing these procedures and will implement research-based strategies to re-engage students with a high number of unexcused absences.

Students and parents/guardians may petition the Board of Education for exceptions to this policy provided that no exception will be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 12 days during any calendar year or school year.

NOTE: The following section on “chronic absenteeism” is optional. C.R.S. 22-33-104 (4)(b.5) (boards are “encouraged” to establish procedures for identifying students who are chronically absent). If the school district initiates a court proceeding to compel a student’s compliance with the state’s compulsory attendance law, the district must submit evidence to the court regarding the district’s efforts, strategies, etc. to encourage the student to attend school, including “evidence regarding whether the student was identified as ‘chronically absent’ and if so, the strategies used to address the student’s chronic absences.” C.R.S. 22-33-108 (5)(d)(II). Thus, it may prove helpful to the district in a truancy court proceeding to have a policy or procedure regarding chronic absenteeism. We recommend the board consult with district administrators to determine how to approach this issue.

Chronic absenteeism

When a student has an excessive number of absences, these absences negatively impact the student’s academic success. For this reason, a student who has 12 total absences in a school year, whether the absences are excused or unexcused, may be identified as “chronically absent” by the principal or designee. Absences due to suspension or expulsion will not be counted in the total number of absences considered for purposes of identifying a student as “chronically absent.”

NOTE: Research indicates that an absenteeism rate of 10 percent results in an increased likelihood that the student will struggle academically and potentially drop out of school. Accordingly, the board may choose to set the “chronic absenteeism” rate at 10 percent, or 16 days total (i.e. 10 percent of 160 days, per C.R.S. 22-32-109 (1)(n)(l)).

If a student is identified as “chronically absent,” the principal or designee will develop a plan to improve the student’s attendance. The plan will include best practices and research-based strategies to address the reasons for the student’s chronic absenteeism, including but not limited to developing an attendance contract, regular meetings with school counselor, connecting the student with an adult who will check in with the student on a regular basis. When practicable, the student’s parent/guardian will participate in the development of the plan.

Nothing herein will require the principal or designee to identify a student as “chronically absent” prior to declaring the student as a “habitual truant” and pursuing court proceedings against the student and his or her parents/guardians to compel the student’s attendance in accordance with state law.

Make-up work

Make-up work will be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the

absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There will be (1) day(s) allowed for make-up work for each day of absence.

Make-up work will be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

Unless otherwise permitted by the building administrator, make-up work will not be provided during a student's expulsion. Rather, the district will offer alternative education services to the expelled student in accordance with state law. The district will determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians will be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator will not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers will honor passes presented in accordance with this policy. The provisions of this policy are applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

Adopted	2006
Revised	7/2016
	2/2018
	8/2020

LEGAL REFS.: C.R.S. 22-14-101 *et seq.* (dropout prevention and student re-engagement)
C.R.S. 22-32-109 (1)(n) (length of school year, instruction & contact time)
C.R.S. 22-32-109.1 (2)(a) (conduct and discipline code)
C.R.S. 22-32-138 (6) (excused absence requirements for students in out-of-home placements)
C.R.S. 22-33-101 *et seq.* (School Attendance Law of 1963)

C.R.S. 22-33-105 (3)(d)(III) (*opportunity to make up work during suspension*)

C.R.S. 22-33-108 (*judicial proceedings to enforce school attendance laws*)

C.R.S. 22-33-203 (*educational alternatives for expelled students and determination of credit*)

1 CCR 301-78 Rules 1.00 et seq. (*standardized calculation for counting student attendance and truancy*)

CROSS REFS.: EBCE, Closing and Cancellations
IC/ICA, School Year/School Calendar/Instruction Time
JEA, Compulsory Attendance Ages
JFABE*, Students in Foster Care
JFC, Student Withdrawal from School/Dropouts
JHB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JLIB, Student Dismissal Precautions

NOTE 1: State law requires the local board of education to designate an attendance officer for the district to enforce the provisions of the compulsory attendance law, counsel students and parents, and investigate the causes of nonattendance and report those findings to the Board. C.R.S. 22-33-107 (1). State law allows the board by resolution to authorize one or more school employees to represent the school district in judicial proceedings to enforce compulsory attendance. C.R.S. 22-32-110 (1)(mm).

NOTE 2: Penalties for unexcused absences may be approved by the Board or administration.

NOTE 3: State law requires that the attendance policy specify the maximum number of unexcused absences that it takes to trigger enforcement of compulsory attendance. In determining that number, it may be helpful to refer to the rules of the State Board of Education, which define “habitual truant” as a child who has attained the age of six on or before August 1 of the school year in question and is under the age of 17 and who has four total days of unexcused absences from school in a month or 10 total days of unexcused absences during the school year. 1 CCR 301-78, Rule 2.00 (7). Districts must report the number of students identified as “habitually truant” to the Colorado Department of Education (CDE), in accordance with the State Board of Education’s rules regarding the calculation of student attendance and truancy, 1 CCR 301-78. CDE must then make this information accessible to the public by posting it on its website. The State Board’s rules also specify how districts shall record and aggregate student absences.

NOTE 4: State law requires boards to consider absences due to suspension or expulsion as excused absences. See C.R.S. 22-33-102 (3.5); 22-33-104 (4)(a). CASB recommends that the district’s philosophy regarding make-up work be consistent throughout the attendance and discipline policies. In accordance with state law on educational opportunities during suspension, a student is entitled to full or partial credit to the extent possible for work completed satisfactorily. The objective should be to reintegrate the student back into the classroom and this objective should be considered when determining the amount of credit the student receives for the makeup work. See C.R.S. 22-33-105 (3)(d)(III). In accordance with state law on educational opportunities during expulsion, the school district shall determine the amount of credit the student shall receive toward graduation for educational services provided during the student’s expulsion. See C.R.S. 22-33-203 (2)(a). Educational services provided shall be designed to provide a second chance for the student to succeed in achieving an education. C.R.S. 22-33-203 (2)(b).

NOTE 5: State law provides that court proceedings to compel compliance with the compulsory attendance law shall only be used as a last-resort approach for addressing the problem of truancy. The district shall first have attempted other options for addressing truancy that employ best practices and research-based strategies to minimize the need for court action. Before initiating court proceedings, the district shall provide written notice to the student and his or her parent that the district will initiate court proceedings if the student doesn’t comply with the compulsory attendance law. C.R.S. 22-33-108 (5). State law limits the court’s ability to sentence a truant student to juvenile detention. C.R.S. 22-33-108 (7).

NOTE 6: In the event school is physically closed due to a public health emergency and remote instruction is utilized, days of remote instruction will be treated with the same exceptions as an excused absence in regard to work assigned for situations that are out of the control of the student. If local boards utilize remote learning during closures, policy EBCE, School Closings and Cancellations, needs to be updated to align with the practice outlined in this policy.



Strasburg School District 31J

Policy:	File:
STUDENT ABSENCES AND EXCUSES	JH
Adopted:	Revision:
2006	JUNE 2024

Student Absences and Excuses

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit:

1. Satisfy all academic requirements.
2. Exhibit good attendance habits.

Excused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138 (1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's

assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. School administration shall develop protocols to implement appropriate penalties.

Students and parents/guardians may petition the Board of Education for exceptions to this policy or accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Chronic Absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has eight total absences in a school semester, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and recommended research-based strategies to address the reasons for the student's chronic absenteeism. When practicable, the student's parent/guardian shall participate in the development of the plan.

Nothing herein shall require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.

Make-Up Work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the school administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be one day allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the school administrator.

Unless otherwise permitted by the school administrator, make-up work shall not be provided during a student's expulsion. Rather, the district shall offer alternative education services to the expelled student in accordance with state law. The district shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

ADOPTED: 2006

REVISED: 2016

REVISED: 2018

REVISED: 2020

REVISED: JUNE 2024

LEGAL REFS.: C.R.S. 22-14-101 et seq. (dropout prevention and student re-engagement)
C.R.S. 22-32-109 (1)(n) (length of school year, instruction & contact time)
C.R.S. 22-32-109.1 (2)(a) (conduct and discipline code)
C.R.S. 22-32-138 (6) (excused absence requirements for students in out-of-home placements)
C.R.S. 22-33-101 et seq. (School Attendance Law of 1963)
C.R.S. 22-33-105 (3)(d)(III) (opportunity to make up work during suspension)
C.R.S. 22-33-108 (judicial proceedings to enforce school attendance laws)
C.R.S. 22-33-203 (educational alternatives for expelled students and determination of credit)
1 CCR 301-78 Rules 1.00 et seq. (standardized calculation for counting student attendance and truancy)

CROSS REFS.: IC/ICA, School Year/School Calendar/Instruction Time
JEA, Compulsory Attendance Ages
JF, Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)
JFC, Student Withdrawal from School/Dropouts
JHB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLIB, Student Dismissal Precautions



Strasburg School District 31J

Policy:	File:
Truancy	JHB
Adopted:	Revision:
2006	January 2023

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. An "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as an "habitual truant."

In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. The plan shall also include strategies to address the reasons for the truancy. When practicable, the student's parent, guardian or legal custodian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the student's truancy.

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any truancy.

The administration shall develop regulations to implement appropriate penalties for truancy. The school administration shall consider the correlation between course failure, truancy and a

student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of truanancies.

Adopted: 2006

Revised: 07-01-2016

Revised: 01-10-2023

LEGAL REFS.: C.R.S. [22-14-101](#) et seq. (*dropout prevention and student re-engagement*)
C.R.S. [22-33-104 \(4\)](#) (*compulsory school attendance*)
C.R.S. [22-33-105](#) (*suspension/expulsion*)
C.R.S. [22-33-107\(3\)\(b\)](#) (*enforcement of compulsory school attendance*)
C.R.S. [22-33-108](#) (*judicial proceedings to enforce school attendance laws*)
1 CCR [301-78](#) Rules 1.00 et seq. (*standardized calculation for counting student attendance and truancy*)

CROSS REFS.: [IHBG](#), Home Schooling
[JEA](#), Compulsory Attendance Ages
[JFC](#), Student Withdrawal from School/Dropouts
[JH](#), Student Absences and Excuses

Strasburg School District 31 J
Revised Budget
FY 2024/25



Strasburg School District 31J
2102 Wagner Street
Strasburg, Co. 80136

Dan Hoff
Superintendent

Nancy Taylor
Chief Financial Officer

June 4, 2024

Strasburg School District 31 J

Revised Budget

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FY 2024/25

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Strasburg School District 31 J
Revised Budget
Budget Development Assumptions
FY 2024/25

	FY 2023/24	FY 2024/25
Revenue-Based Assumptions		
October FTE Pupil Count	1,094.0	1,068.0
5-Yr Avg Funded Pupil Count	1,111.5	1,105.0
Post-Budget Stabilization Factor Per-Pupil Funding	\$11,006	\$11,947
Total Program Funding	\$12,252,015	\$13,281,345
Budget Stabilization Factor	\$192,827	\$0
Net Assessed Valuation	\$117,484,368	\$130,358,063
Property Tax Mill Levy Components: (12/22 & 12/23)		
General Fund	27.000	27.000
Abatement Levy	0.047	0.131
Bond Fund	14.536	11.507
Mill Levy Override Fund	2.553	2.301
Total Mill Levy	44.136	40.939
Expenditure-Based Assumptions		
District Contribution Family Insurance Premium	\$8,400	\$8,700
Employer PERA Contribution	21.40%	21.40%
Medicare Employer Contribution	1.45%	1.45%
Colorado Minimum Wage (1/1/23 & 24)	\$13.65	\$14.42
Debt-Based Assumptions		
Net Assessed Valuation (12/22 & 12/23)	\$117,484,368	\$130,358,063
Gross Debt Capacity @ 20%	\$23,496,874	\$26,071,613
General Obligation Principal Outstanding as of Year-End	(\$17,030,000)	(\$16,255,000)
Remaining Debt Capacity	\$6,466,873.60	\$9,816,612.60

Strasburg School District 31 J

Revised Budget

Appropriation Resolution

FY 2024/25

Appropriation Resolution

Be it resolved, by the Board of Education of Strasburg School District 31 J in the counties of Adams & Arapahoe, that the amounts shown in the following schedule be appropriated to each fund as specified in the Adopted Budget for the ensuing fiscal year beginning July 1, 2024 and ending June 30, 2025.

FUND	APPROPRIATION AMOUNT
General Fund	
General Fund	18,297,841
Special Revenue Funds	
Food Service Fund	746,316
Pupil Activity Fund	615,398
Bond Redemption Fund	
Bond Redemption Fund	3,697,490
Capital Projects Funds	
Capital Reserve Fund	131,466
Building Fund	<u>4,426,084</u>
Total Appropriation	<u><u>\$27,914,595</u></u>

Strasburg School District 31 J
Revised Budget
Use of Beginning Fund Balance Resolution
FY 2024/25

Use of Beginning Fund Balance Resolution

A Resolution of the Board of Education of the Strasburg School District 31J
Authorizing the Use of a Portion of
Beginning Fund Balance as Authorized by Colorado Statutes

WHEREAS, C.R.S. 22-44-105 states that a budget, duly adopted pursuant to this article, shall not provide for expenditures, inter-fund transfers, or reserves, in excess of available revenues and beginning fund balance.

WHEREAS, the Board of Education may authorize the use of a portion of the beginning fund balance in the budget, stating the amount to be used, the purpose for which the expenditure is needed, and the district's plan to ensure that the use of the beginning fund balance will not lead to an ongoing deficit.

WHEREAS, the Board of Education has determined the beginning fund balance in the General Fund is sufficient to allow for the one-time expenditures and the action may lead to an ongoing deficit.

NOW, THEREFORE, BE IT RESOLVED:

In accordance with C.R.S. 22-44-105, the Board of Education authorizes the use of a portion of the fiscal year 2023-2024 Beginning Fund Balance for the following funds:

- * **GENERAL FUND**, in the amount **\$0** to spend down beginning fund balance.
- * **FOOD SERVICE FUND**, in the amount **\$0** to spend down beginning fund balance.
- * **BOND FUND**, in the amount **\$170,400** to spend down beginning fund balance.
- * **BUILDING FUND**, in the amount **\$3,456,356** to spend down beginning fund balance.
- * **CAPITAL RESERVE FUND**, in the amount **\$0** to spend down beginning fund balance.

BE IT FURTHER RESOLVED, the use of this portion of the beginning fund balance for the purposes set forth above may lead to an ongoing deficit.

PRESIDENT OF THE BOARD

DATE

Strasburg School District 31 J

Revised Budget

Fund Balance Change

FY 2024/25

Fund Balance Change Calculation Worksheet			
General Fund Beginning Fund Balance	\$3,118,273		
General Fund Ending Fund Balance	<u>\$3,118,273</u>		
Revenue & Expense Budget Mismatch (Surplus/Deficit)			<u>(\$0)</u>
Identified Non-Recurring Uses/Expenses of Fund Balance:			
TBD	74,550		
Total		<u>\$74,550</u>	
Food Service Fund Beginning Fund Balance	\$17,316		
Food Service Fund Ending Fund Balance	<u>\$23,552</u>		
Revenue & Expense Budget Mismatch (Surplus/Deficit)			<u>\$6,236</u>
Identified Non-Recurring Uses/Expenses of Fund Balance:			
Activity Fund Beginning Fund Balance	\$215,398		
Activity Fund Ending Fund Balance	<u>\$240,398</u>		
Revenue & Expense Budget Mismatch (Surplus/Deficit)			<u>\$25,000</u>
Identified Non-Recurring Uses/Expenses of Fund Balance:			
Building Fund Beginning Fund Balance	\$4,283,086		
Building Fund Ending Fund Balance	<u>\$826,730</u>		
Revenue & Expense Budget Mismatch (Surplus/Deficit)			<u>(\$3,456,356)</u>
Identified Non-Recurring Uses/Expenses of Fund Balance:			
High School Renovations	\$3,456,356		
Bond Redemption Fund Beginning Fund Balance	\$2,170,490		
Bond Redemption Fund Ending Fund Balance	<u>\$2,000,090</u>		
Revenue & Expense Budget Mismatch (Surplus/Deficit)			<u>(\$170,400)</u>
Identified Non-Recurring Uses/Expenses of Fund Balance:			
Principal & Interest	\$170,400		
Capital Reserve Fund Beginning Fund Balance	\$260,764		
Capital Reserve Fund Ending Fund Balance	<u>\$131,466</u>		
Revenue & Expense Budget Mismatch (Surplus/Deficit)			<u>(\$129,298)</u>
Identified Non-Recurring Uses/Expenses of Fund Balance:			
High School Renovations	\$129,298		

Strasburg School District 31 J

Revised Budget

Interfund Borrowing Resolution

FY 2024/25

Interfund Borrowing Resolution

Whereas Colorado Revised Statutes (C.R.S. 22-44-113) authorizes the Board of Education to borrow unencumbered monies from one fund for use by another fund. Monies borrowed from a fund pursuant to applicable laws must be repaid to said fund when needed to meet obligations of said fund and any such loan shall be repaid no later than three (3) months after the beginning of the following budget year. In the event monies are not forthcoming from designated sources, an amount equal to the outstanding liability shall be expended from the General Fund and used to repay the loan, now, therefore, be it

Resolved, that:

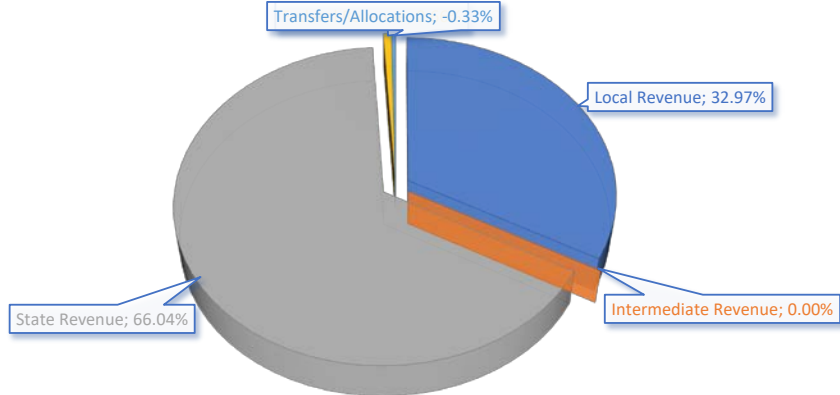
effective July 1, 2023, Strasburg School District hereby authorizes the following borrowing in accordance with applicable laws and regulations.

Fund Name	Borrowing Amount
10 General Fund	-\$200,000
21 Food Service Fund	\$200,000

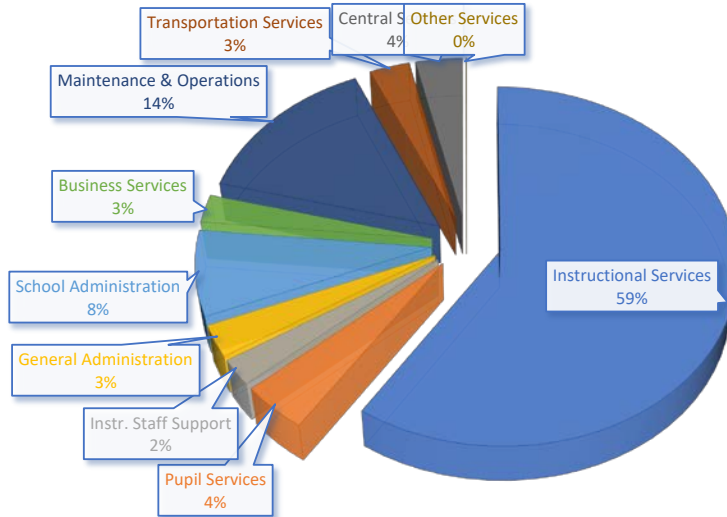
Strasburg School District 31 J

Revised Budget
General Fund (Graphs)
FY 2024/25

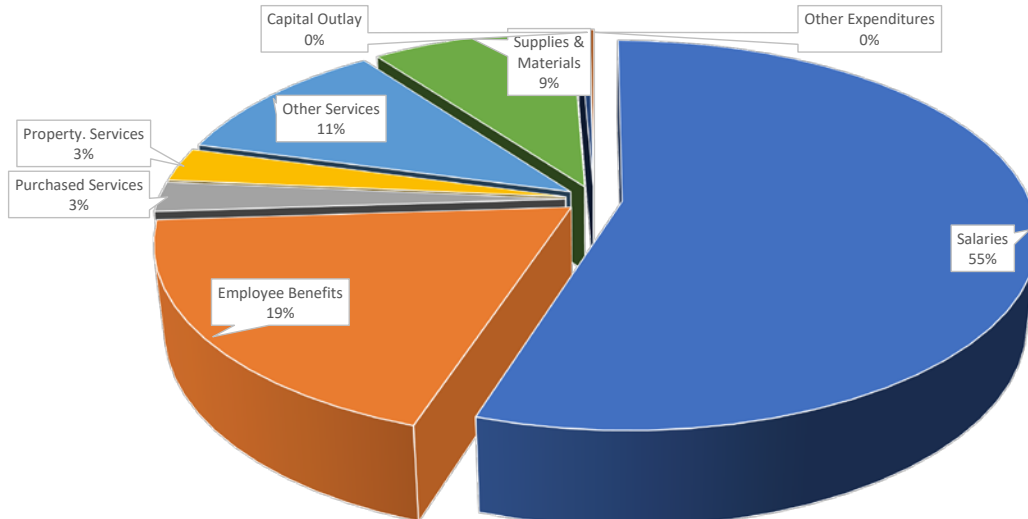
General Fund Revenues



General Fund Expenditures (By Program)



General Fund Expenditures (By Object)

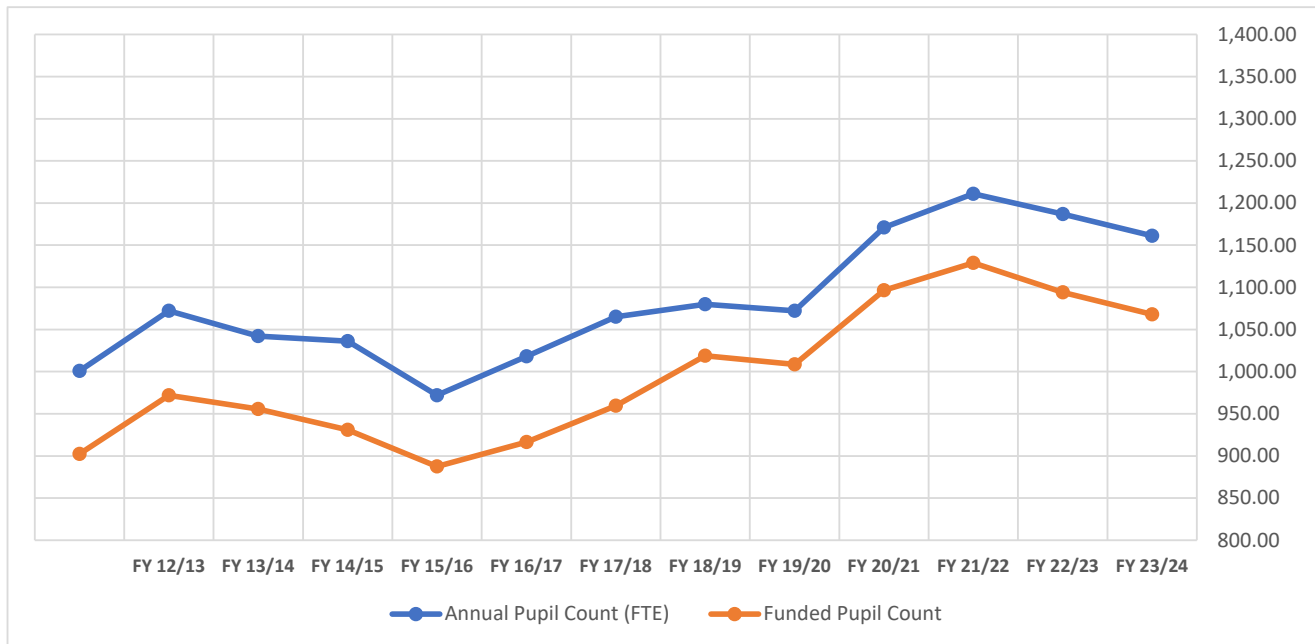


Strasburg School District 31 J

Revised Budget Pupil Count History FY 2024/25

Fiscal Year	Annual Pupil Count (FTE)	Year over Year Pupil Count Chg	Funded Pupil Count
FY 24/25 Proj	1,161.00	(26.0)	1,068.00
FY 23/24	1,187.00	(24.0)	1,094.00
FY 22/23	1,211.00	40.0	1,129.00
FY 21/22	1,171.00	99.0	1,096.50
FY 20/21	1,072.00	(8.0)	1,008.50
FY 19/20	1,080.00	15.0	1,019.00
FY 18/19	1,065.00	47.0	959.50
FY 17/18	1,018.00	46.0	916.50
FY 16/17	972.00	(64.0)	887.50
FY 15/16	1,036.00	(6.0)	931.00
FY 14/15	1,042.00	(30.0)	955.50
FY 13/14	1,072.00	71.0	972.00
FY 12/13	1,001.00	N/A	902.50

* From CDE Funding Worksheets



Strasburg School District 31 J

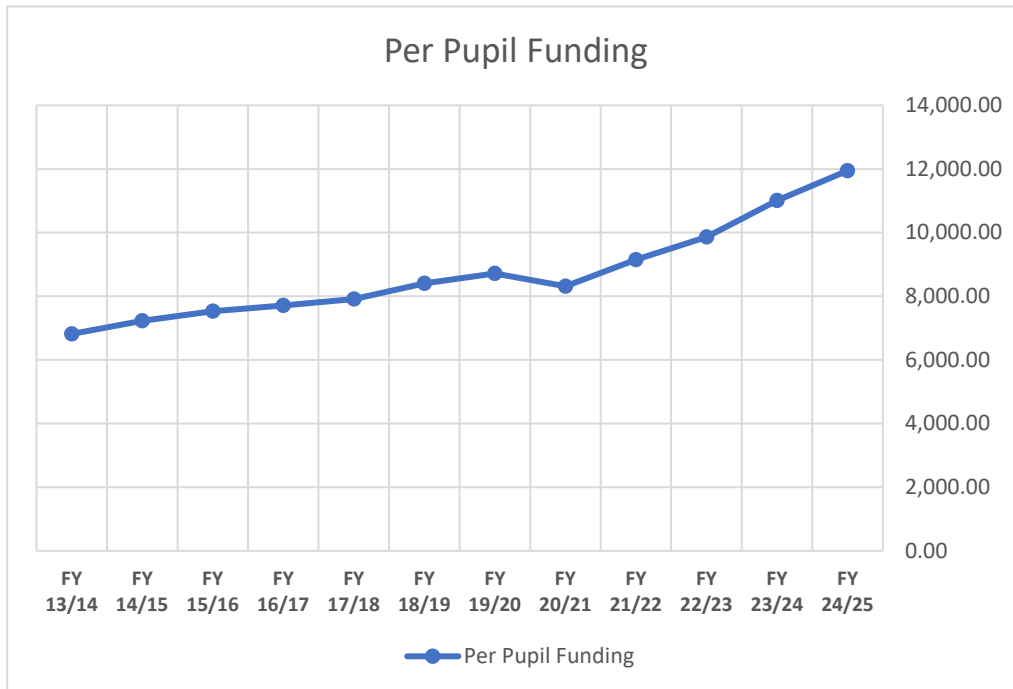
Revised Budget

Per Pupil Funding History

FY 2024/25

Fiscal Year	Per Pupil Funding
FY 24/25	11,946.72
FY 23/24	11,005.70
FY 22/23	9,867.46
FY 21/22	9,151.74
FY 20/21	8,319.36
FY 19/20	8,719.38
FY 18/19	8,403.50
FY 17/18	7,916.58
FY 16/17	7,713.12
FY 15/16	7,533.17
FY 14/15	7,229.99
FY 13/14	6,816.93

* From CDE Funding Worksheets



Individual Fund Statements



Strasburg School District 31 J

Revised Budget

General Fund Summary

FY 2024/25

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23	Approved FY 23-24	Change	Proposed FY 24-25
Beginning Fund Balance						
Restricted - TABOR	0	0	511,000	511,000	0	511,000
Restrict-Bus	0	0		0	0	0
All Other Fund Balance	4,458,094	5,029,978	5,471,658	5,139,658	(2,532,385)	2,607,273
Total Beginning Fund Balance	4,458,094	5,029,978	5,982,658	5,650,658	(2,532,385)	3,118,273
Revenues						
Local Revenue	3,729,824	4,200,822	4,388,183	6,709,837	(1,671,950)	5,037,887
Intermediate Revenue	339	392	521	665	0	665
State Revenue	5,968,602	7,678,843	9,219,354	9,831,084	259,050	10,090,135
Federal Revenue	1,039,349	474,581	204,086	157,198	(56,317)	100,881
Transfers/Allocations	0	0	(50,000)	(2,160,000)	2,110,000	(50,000)
Total Revenues	10,738,114	12,354,638	13,762,145	14,538,785	640,783	15,179,568
Total Resources Available	15,196,208	17,384,616	19,744,803	20,189,443	(1,891,602)	18,297,841
Expenditures						
Instructional Services	6,125,522	6,851,630	7,662,422	8,545,870	465,783	9,011,653
Pupil Services	390,654	467,863	576,094	640,095	10,290	650,385
Instr. Staff Support	152,139	197,557	224,631	368,258	(13,020)	355,238
General Administration	326,775	392,529	491,590	407,534	23,410	430,944
School Administration	659,270	876,814	906,780	1,095,575	73,939	1,169,514
Business Services	176,401	190,298	207,710	262,061	119,156	381,217
Maintenance & Operations	1,609,264	1,657,661	2,150,310	2,269,551	(86,100)	2,183,451
Transportation Services	328,204	412,113	542,641	698,526	(240,157)	458,369
Central Services	276,374	355,492	332,753	521,757	10,735	532,492
Other Services	121,500	0	999,213	2,261,943	(2,255,639)	6,304
Total Expenditures	10,166,105	11,401,958	14,094,145	17,071,170	(1,891,602)	15,179,568
Other Financing Uses						
Transfers Out	0	0	0	0	0	0
Total Other Financing Uses	0	0	0	0	0	0
Surplus/(Deficit)	572,009	952,680	(332,000)	(2,532,385)	2,532,385	(0)
Fund Balances						
Restricted - TABOR	0	511,000	511,000	511,000	0	511,000
All Other Fund Balance	5,030,103	5,471,658	5,139,658	2,607,273	(0)	2,607,273
Total Fund Balance	5,030,103	5,982,658	5,650,658	3,118,273	(0)	3,118,273
Total Expenditures & Fund Balance				20,189,443	(1,891,602)	18,297,841
Total Appropriation				\$20,189,443		\$18,297,841

Strasburg School District 31 J

Revised Budget

General Fund Revenue Detail

FY 2024/25

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23	Approved FY 23-24	Change	Proposed FY 24-25
Local Revenues						
1110 Property Taxes	2,866,333	3,200,784	3,176,966	3,455,410	555,457	4,010,867
1110 Property Taxes - MLO	300,000	300,000	300,000	300,000	0	300,000
1120 Specific Ownership Taxes (SFA)	0	0	0	0	0	0
1120 Specific Ownership Taxes	273,655	257,772	284,531	240,000	10,000	250,000
1140 Delinquent Taxes & Interest	3,483	5,175	4,897	4,424	76	4,500
1141 Abatement	0	0	0	0	0	0
1300 Tuition	203,780	262,306	290,408	275,630	32,190	307,820
1400 Transportation Fees	0	0	0	0	0	0
1500 Earnings on Investments	5,432	7,671	98,991	75,000	(25,000)	50,000
1700 Pupil Activity Fees	36,096	95,270	94,725	89,200	500	89,700
1800 Community Services Fees	0	0	0	0	0	0
19XX Other Local Revenues	41,046	71,844	137,664	2,270,173	(2,245,173)	25,000
Total Local Revenues	3,729,824	4,200,822	4,388,183	6,709,837	(1,671,950)	5,037,887
Intermediate Revenue						
Mineral Lease	339	392	521	665	0	665
Other Intermediate Revenue	0	0	0	0	0	0
Total Intermediate Revenue	339	392	521	665	0	665
State Revenue						
State Equalization	5,425,420	6,915,831	7,962,953	8,591,811	499,073	9,090,884
State Equalization-Audit Adj	0	0	0	0	(16,670)	(16,670)
At-Risk Funding	3,098	4,161	5,288	0	0	0
3130 Special Education	223,776	205,907	298,599	278,209	0	278,209
3139 ELPA Supplement	20,079	0		0	0	0
3140 English Language Proficiency	17,927	22,319	30,868	38,056	0	38,056
3141 Colorado Preschool Program	0	0		0	0	0
3142 Colorado Early Childhood Revenue	0	18,000		0	0	0
3150 Gifted & Talented	9,755	8,988	9,282	9,836	0	9,836
3160 Transportation	84,961	85,096	73,526	96,190	0	96,190
3206 Library Grant	4,000	5,000	5,000	5,000	(5,000)	0
3227 School Turn Around Leaders (EASI)	0	0	24,500	55,500	(55,500)	0
3230 Small & Large Rural	145,103	179,634	218,330	222,635	(222,635)	0
3259 Read Act	25,638	27,297	34,763	40,578	(1,948)	38,630
3897 Universal Preschool	0	0	0	335,000	75,000	410,000
3951 School Safety Grant	0	0	140,128	13,270	(13,270)	0
3281 At Risk Mitigation	0	68,080	0	0	0	0
3250 KDG Furniture Grant	8,845	13,295	3,504	0	0	0
3898 State Paid PERA Contribution	0	125,236	412,614	145,000	0	145,000
Total State Revenues	5,968,602	7,678,843	9,219,354	9,831,084	259,050	10,090,135
Federal Revenue						
CRF Funding	593,326	0		0	0	0
ESSA Title Funds	28,463	28,157	68,322	81,456	(1,659)	79,797
ESSER Relief Funds	38,317	281,493	73,742	0	0	0
Other Federal Revenue	379,243	164,931	62,022	75,742	(54,658)	21,084
Total Federal Revenues	1,039,349	474,581	204,086	157,198	(56,317)	100,881
Transfers/Allocations						
5241 Building Fund	0	0	0	(2,060,000)	2,060,000	0
5221 Food Service	0	0	(50,000)	(100,000)	50,000	(50,000)
5223 Pupil Activity Fund	0	0	0	0	0	0
Total Transfers/Allocations	0	0	(50,000)	(2,160,000)	2,110,000	(50,000)
Total Revenues	10,738,114	12,354,638	13,762,145	14,538,785	640,783	15,179,568

Strasburg School District 31 J

Revised Budget

General Fund Expenditures Summary

FY 2024/25

			Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23	Approved FY 23-24	Change	Proposed FY 24-25
Instruction (11)								
01XX	Salaries		3,333,772	3,708,722	3,797,309	4,294,876	122,544	4,417,420
02XX	Employee Benefits		1,026,197	1,268,456	1,530,935	1,537,149	52,068	1,589,217
03XX	Professional Services		350	994	34,123	56,182	(31,682)	24,500
04XX	Property Services		41,944	47,266	50,387	48,000	128	48,128
05XX	Other Services		49,313	45,823	53,054	74,361	41,880	116,240
06XX	Supplies & Materials		139,291	246,922	291,836	260,099	53,979	314,077
07XX	Equipment		209,441	134,274	203,852	131,803	(70,303)	61,500
08XX	Other Objects		0	0	5,725	0	0	0
09XX	Other Uses		0	7,513	0	0	0	0
Total Instruction			4,800,307	5,459,970	5,967,222	6,402,470	168,613	6,571,083
Special Education (12)								
01XX	Salaries		363,438	403,482	496,967	677,222	(87,015)	590,207
02XX	Employee Benefits		99,134	118,477	148,675	198,609	(38,933)	159,676
03XX	Professional Services		11,954	30,868	26,490	1,000	0	1,000
04XX	Property Services		0	0	0	0	0	0
05XX	Other Services		530,416	451,418	594,167	664,444	272,055	936,499
06XX	Supplies & Materials		3,411	6,415	3,040	6,000	(200)	5,800
07XX	Equipment		0	0	0	0	0	0
08XX	Other Objects		0	0	0	0	0	0
09XX	Other Uses		0	0	0	0	0	0
Total Special Education			1,008,353	1,010,661	1,269,339	1,547,275	145,907	1,693,182
Career & Technical Education (13)								
01XX	Salaries		0	300	0	0	85,474	85,474
02XX	Employee Benefits		0	0	0	0	28,402	28,402
03XX	Professional Services		0	0	0	0	0	0
04XX	Property Services		0	0	0	0	0	0
05XX	Other Services		0	0	0	0	0	0
06XX	Supplies & Materials		0	0	0	0	25,000	25,000
07XX	Equipment		0	0	0	0	0	0
08XX	Other Objects		0	0	0	0	0	0
09XX	Other Uses		0	0	0	0	0	0
Total Career & Technical Education			0	300	0	0	138,876	138,876
Cocurricular Education (14)								
01XX	Salaries		185,308	191,179	209,111	336,194	5,602	341,796
02XX	Employee Benefits		40,214	51,708	61,396	98,531	(18,016)	80,515
03XX	Professional Services		3,469	35,174	34,713	52,000	0	52,000
04XX	Property Services		0	0	0	0	0	0
05XX	Other Services		0	0	0	0	0	0
06XX	Supplies & Materials		87,871	102,638	120,640	109,400	24,800	134,200
07XX	Equipment		0	0	0	0	0	0
08XX	Other Objects		0	0	0	0	0	0
09XX	Other Uses		0	0	0	0	0	0
Total Cocurricular Education			316,862	380,700	425,861	596,125	12,387	608,512

Strasburg School District 31 J

Revised Budget

General Fund Expenditures Summary

FY 2024/25

		Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23	Approved FY 23-24	Change	Proposed FY 24-25
Student Support Svcs (21)						0	
01XX	Salaries	253,881	273,345	328,719	370,467	11,392	381,859
02XX	Employee Benefits	82,097	102,216	142,349	150,748	(3,982)	146,766
03XX	Professional Services	54,142	47,280	53,137	62,500	(5,500)	57,000
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	153	42,255	47,341	47,830	9,580	57,410
06XX	Supplies & Materials	382	2,768	4,548	7,750	(800)	6,950
07XX	Equipment	0	0	0	0	0	0
08XX	Other Objects	0	0	0	800	(400)	400
09XX	Other Uses	0	0	0	0	0	0
Total Student Support Svcs		390,654	467,863	576,094	640,095	10,290	650,385
Instr Staff Support Svcs (22)							
01XX	Salaries	102,455	119,512	123,489	208,959	(7,495)	201,464
02XX	Employee Benefits	34,866	41,426	48,195	80,149	(5,025)	75,124
03XX	Professional Services	2,693	16,095	37,959	62,000	4,800	66,800
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	0	0	0	0	0	0
06XX	Supplies & Materials	12,125	20,525	14,989	17,150	(5,300)	11,850
07XX	Equipment	0	0	0	0	0	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Staff Support Svcs		152,139	197,557	224,631	368,258	(13,020)	355,238
General Administration (23)							
01XX	Salaries	197,044	213,895	228,343	214,137	(16,850)	197,287
02XX	Employee Benefits	55,343	63,282	80,829	70,947	(3,290)	67,657
03XX	Professional Services	53,194	78,809	113,354	82,750	20,750	103,500
04XX	Property Services	3,552	4,801	4,134	5,300	(300)	5,000
05XX	Other Services	2,460	6,576	17,180	8,000	2,000	10,000
06XX	Supplies & Materials	1,895	7,371	24,016	5,400	20,100	25,500
07XX	Equipment	0	0	0	1,000	(1,000)	0
08XX	Other Objects	13,286	17,795	23,734	20,000	2,000	22,000
09XX	Other Uses	0	0	0	0	0	0
Total General Administration		326,775	392,529	491,590	407,534	23,410	430,944
School Administration (24)							
01XX	Salaries	489,739	642,309	605,221	755,553	52,862	808,415
02XX	Employee Benefits	127,788	179,093	211,471	239,722	27,512	267,234
03XX	Professional Services	0	0	8,350	6,000	0	6,000
04XX	Property Services	17,121	19,608	22,228	31,500	(11,600)	19,900
05XX	Other Services	944	4,274	18,863	16,500	2,025	18,525
06XX	Supplies & Materials	19,189	29,450	37,753	42,700	3,140	45,840
07XX	Equipment	0	0	0	0	0	0
08XX	Other Objects	4,490	2,079	2,895	3,600	0	3,600
09XX	Other Uses	0	0	0	0	0	0
Total School Administration		659,270	876,814	906,780	1,095,575	73,939	1,169,514

Strasburg School District 31 J

Revised Budget

General Fund Expenditures Summary

FY 2024/25

		Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23	Approved FY 23-24	Change	Proposed FY 24-25
Business Services (25)							
01XX	Salaries	107,080	127,715	132,400	163,663	4,353	168,016
02XX	Employee Benefits	22,616	33,217	44,391	48,898	1,303	50,201
03XX	Professional Services	41,035	24,113	18,977	10,000	0	10,000
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	(100)	1,490	2,980	3,000	0	3,000
06XX	Supplies & Materials	4,023	2,882	7,433	33,500	115,000	148,500
07XX	Equipment	707	0	0	0	0	0
08XX	Other Objects	1,039	881	1,529	3,000	(1,500)	1,500
09XX	Other Uses	0	0	0	0	0	0
Total Business Services		176,401	190,298	207,710	262,061	119,156	381,217
Maintenance & Operations (26)							
01XX	Salaries	510,094	552,800	603,634	705,824	(19,025)	686,799
02XX	Employee Benefits	172,971	193,816	241,642	262,922	(6,470)	256,452
03XX	Professional Services	0	0	89	500	0	500
04XX	Property Services	231,744	248,385	441,227	341,865	(60,590)	281,275
05XX	Other Services	211,599	222,198	316,327	349,940	74,985	424,925
06XX	Supplies & Materials	474,793	434,175	533,840	601,000	(75,000)	526,000
07XX	Equipment	8,063	6,287	13,551	7,500	0	7,500
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Maintenance & Operations		1,609,264	1,657,661	2,150,310	2,269,551	(86,100)	2,183,451
Student Transportation (27)							
01XX	Salaries	196,645	237,434	276,550	231,818	22,450	254,268
02XX	Employee Benefits	47,453	66,417	86,496	67,626	5,475	73,101
03XX	Professional Services	869	306	1,522	1,100	0	1,100
04XX	Property Services	56,829	47,442	68,614	217,400	(147,000)	70,400
05XX	Other Services	0	3,689	15,929	500	0	500
06XX	Supplies & Materials	26,409	56,825	61,009	52,000	7,000	59,000
07XX	Equipment	0	0	32,519	128,082	(128,082)	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Student Transportation		328,204	412,113	542,641	698,526	(240,157)	458,369
Central Services (28)							
01XX	Salaries	120,560	124,665	121,505	213,254	6,451	219,705
02XX	Employee Benefits	36,997	41,635	49,636	68,003	11,284	79,287
03XX	Professional Services	9,274	16,773	12,365	55,000	0	55,000
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	59,558	65,188	48,134	57,000	0	57,000
06XX	Supplies & Materials	49,760	81,962	101,114	128,000	(7,000)	121,000
07XX	Equipment	0	25,146	0	0	0	0
08XX	Other Objects	225	125	0	500	0	500
09XX	Other Uses	0	0	0	0	0	0
Total Central Services		276,374	355,492	332,753	521,757	10,735	532,492

Strasburg School District 31 J
Revised Budget
General Fund Expenditures Summary
FY 2024/25

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23	Approved FY 23-24	Change	Proposed FY 24-25
Community Services (33)						
01XX Salaries	0	0	0	0	0	0
02XX Employee Benefits	0	0	0	0	0	0
03XX Professional Services	0	0	0	0	0	0
04XX Property Services	0	0	0	0	0	0
05XX Other Services	0	0	0	0	0	0
06XX Supplies & Materials	0	0	0	0	0	0
07XX Equipment	0	0	0	0	0	0
08XX Other Objects	0	0	0	0	0	0
09XX Other Uses	0	0	0	0	0	0
Total Community Services	0	0	0	0	0	0
Property Services (4x)						
01XX Salaries	0	0	0	0	0	0
02XX Employee Benefits	0	0	0	0	0	0
03XX Professional Services	0	0	34,878	0	0	0
04XX Property Services	0	0	0	0	0	0
05XX Other Services	0	0	0	0	0	0
06XX Supplies & Materials	121,500	0	0	0	2,304	2,304
07XX Equipment	0	0	964,335	2,261,943	(2,257,943)	4,000
08XX Other Objects	0	0	0	0	0	0
09XX Other Uses	0	0	0	0	0	0
Total Property Services	121,500	0	999,213	2,261,943	(2,255,639)	6,304
Total Expenditures	\$10,166,105	\$11,401,958	\$14,094,145	\$17,071,170	(\$1,891,602)	\$15,179,568

Strasburg School District 31 J**Revised Budget****General Fund Detail Budgets****FY 2024/25****Program:** Instruction (11)**Program Description:**

Included in this program are the expenditures incurred in planned learning activities and experiences that provide students in schools of all levels (K-12). Non-salary and benefit accounts represent funds allocated to schools (principals) based on the student count for each school. The Superintendent determines the number of FTE for each category of position based on the unique needs of each school.

		Actuals	Actuals	Actuals	Approved		Proposed
		FY 20-21	FY 21-22	FY 22-23	FY 23-24	Change	FY 24-25
Instruction (11)							
011X	Salaries	3,333,772	3,708,722	3,797,309	4,294,876	122,544	4,417,420
02XX	Employee Benefits	1,026,197	1,268,456	1,530,935	1,537,149	52,068	1,589,217
03XX	Professional Services	350	994	34,123	56,182	(31,682)	24,500
04XX	Property Services	41,944	47,266	50,387	48,000	128	48,128
05XX	Other Services	49,313	45,823	53,054	74,361	41,880	116,240
06XX	Supplies & Materials	139,291	246,922	291,836	260,099	53,979	314,077
07XX	Property	209,441	134,274	203,852	131,803	(70,303)	61,500
08XX	Other Objects	0	0	5,725	0	0	0
09XX	Other Uses	0	7,513	0	0	0	0
Total Instruction		4,800,307	5,459,970	5,967,222	6,402,470	168,613	6,571,083

Strasburg School District 31 J**Revised Budget****General Fund Detail Budgets****FY 2024/25****Program:** Instruction - Special Education (12)**Program Description:**

This budget pays for educational services for students with disabilities and special needs. The primary expenditures for this program are the salaries and benefits costs for special education staff. Special Education expenditures in the General Fund are eligible for a partial reimbursement from the State of Colorado Special Education categorical funding as dictated by the Colorado public school finance act of 1994.

		Actuals	Actuals	Actuals	Approved		Proposed
		FY 20-21	FY 21-22	FY 22-23	FY 23-24	Change	FY 24-25
Special Education (12)							
011X	Salaries	363,438	403,482	496,967	677,222	(87,015)	590,207
02XX	Employee Benefits	99,134	118,477	148,675	198,609	(38,933)	159,676
03XX	Professional Services	11,954	30,868	26,490	1,000	0	1,000
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	530,416	451,418	594,167	664,444	272,055	936,499
06XX	Supplies & Materials	3,411	6,415	3,040	6,000	(200)	5,800
07XX	Property	0	0	0	0	0	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Special Education		1,008,353	1,010,661	1,269,339	1,547,275	145,907	1,693,182

Strasburg School District 31 J**Revised Budget****General Fund Detail Budgets****FY 2024/25****Program:** Instruction - Career & Technical Education (CTE) (13)**Program Description:**

This budget is used for students in state approved vocational programs operating in secondary schools. Expenditures made from this program are eligible for reimbursement from the Colorado Vocational Act at a rate of approximately 30%. The reimbursement revenue is a state categorical funding element from the Colorado public school finance act of 1994 and is listed in the General Fund under state revenues.

		Actuals	Actuals	Actuals	Approved		Proposed
		FY 20-21	FY 21-22	FY 22-23	FY 23-24	Change	FY 24-25
Career & Technical Education (13)							
011X	Salaries	0	300	0	0	85,474	85,474
02XX	Employee Benefits	0	0	0	0	28,402	28,402
03XX	Professional Services	0	0	0	0	0	0
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	0	0	0	0	0	0
06XX	Supplies & Materials	0	0	0	0	25,000	25,000
07XX	Property	0	0	0	0	0	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Career & Technical Education		0	300	0	0	138,876	138,876

Strasburg School District 31 J**Revised Budget****General Fund Detail Budgets****FY 2024/25****Program:** Instruction - Co-Curricular Activities (14)**Program Description:**

This program supports athletic programs and competition. These programs promote student self-esteem, school spirit and physical and mental fitness. Expenditures of this program include salaries and benefits of staff, sports dues and fees, game officials, sports transportation and sports equipment.

Co-Curricular Instruction (14)

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23
011X Salaries	185,308	191,179	209,111
02XX Employee Benefits	40,214	51,708	61,396
03XX Professional Services	3,469	35,174	34,713
04XX Property Services	0	0	0
05XX Other Services	0	0	0
06XX Supplies & Materials	87,871	102,638	120,640
07XX Property	0	0	0
08XX Other Objects	0	0	0
09XX Other Uses	0	0	0
Total Co-Curricular Instruction	316,862	380,700	425,861

Approved FY 23-24	Change	Proposed FY 24-25
336,194	5,602	341,796
98,531	(18,016)	80,515
52,000	0	52,000
0	0	0
0	0	0
109,400	24,800	134,200
0	0	0
0	0	0
0	0	0
596,125	12,387	608,512

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: Student Support Services (2100)

Program Description:

Student support services include all programs and activities in schools that support students but are not directly related to instruction. Examples include school nurses, counselors, social workers and school psychologists.

		Actuals	Actuals	Actuals	Approved		Proposed
		FY 20-21	FY 21-22	FY 22-23	FY 23-24	Change	FY 24-25
Student Support Services (21)							
011X	Salaries	253,881	273,345	328,719	370,467	11,392	381,859
02XX	Employee Benefits	82,097	102,216	142,349	150,748	(3,982)	146,766
03XX	Professional Services	54,142	47,280	53,137	62,500	(5,500)	57,000
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	153	42,255	47,341	47,830	9,580	57,410
06XX	Supplies & Materials	382	2,768	4,548	7,750	(800)	6,950
07XX	Property	0	0	0	0	0	0
08XX	Other Objects	0	0	0	800	(400)	400
09XX	Other Uses	0	0	0		0	
Total Student Support Services		390,654	467,863	576,094	640,095	10,290	650,385

Strasburg School District 31 J**Revised Budget****General Fund Detail Budgets****FY 2024/25****Program:** Instructional Staff Services (2200)**Program Description:**

Student support services include all programs and activities in schools that support students but are not directly related to instruction. Examples include media specialist, media services, and athletic director.

	Actuals			Approved		
	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Change	Proposed FY 24-25
Instruct Support Services (22)						
011X Salaries	102,455	119,512	123,489	208,959	(7,495)	201,464
02XX Employee Benefits	34,866	41,426	48,195	80,149	(5,025)	75,124
03XX Professional Services	2,693	16,095	37,959	62,000	4,800	66,800
04XX Property Services	0	0	0	0	0	0
05XX Other Services	0	0	0	0	0	0
06XX Supplies & Materials	12,125	20,525	14,989	17,150	(5,300)	11,850
07XX Property	0	0	0	0	0	0
08XX Other Objects	0	0	0	0	0	0
09XX Other Uses	0	0	0	0	0	0
Total Student Support Services	152,139	197,557	224,631	368,258	(13,020)	355,238

Strasburg School District 31 J**Revised Budget****General Fund Detail Budgets****FY 2024/25****Program:** General Administration (2300)**Program Description:**

General administration is the primary central administration program of the district. This program includes the superintendent's office, Board of Education, legal fees, audit fees, and property tax collection fees. While other administrative costs show up in the 2500-2800 programs, this program is the "general" administration program that is required by the Colorado uniform chart of accounts.

		Actuals	Actuals	Actuals	Approved		Proposed
		FY 20-21	FY 21-22	FY 22-23	FY 23-24	Change	FY 24-25
General Administration (23)							
011X	Salaries	197,044	213,895	228,343	214,137	(16,850)	197,287
02XX	Employee Benefits	55,343	63,282	80,829	70,947	(3,290)	67,657
03XX	Professional Services	53,194	78,809	113,354	82,750	20,750	103,500
04XX	Property Services	3,552	4,801	4,134	5,300	(300)	5,000
05XX	Other Services	2,460	6,576	17,180	8,000	2,000	10,000
06XX	Supplies & Materials	1,895	7,371	24,016	5,400	20,100	25,500
07XX	Property	0	0	0	1,000	(1,000)	0
08XX	Other Objects	13,286	17,795	23,734	20,000	2,000	22,000
09XX	Other Uses	0	0	0	0	0	0
Total General Administration		326,775	392,529	491,590	407,534	23,410	430,944

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: School Administration (2400)

Program Description:

This program is used to account for expenditures related to school administration. The program includes Principals, Asst. Principals and School Secretaries for staffing. This program also accounts for all non-instructional expenditures or expenses not included in the classroom.

School Administration (24)

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23	Approved FY 23-24	Change	Proposed FY 24-25
011X Salaries	489,739	642,309	605,221	755,553	52,862	808,415
02XX Employee Benefits	127,788	179,093	211,471	239,722	27,512	267,234
03XX Professional Services	0	0	8,350	6,000	0	6,000
04XX Property Services	17,121	19,608	22,228	31,500	(11,600)	19,900
05XX Other Services	944	4,274	18,863	16,500	2,025	18,525
06XX Supplies & Materials	19,189	29,450	37,753	42,700	3,140	45,840
07XX Property	0	0	0	0	0	0
08XX Other Objects	4,490	2,079	2,895	3,600	0	3,600
09XX Other Uses	0	0	0	0	0	0
Total Instruction	659,270	876,814	906,780	1,095,575	73,939	1,169,514

Strasburg School District 31 J**Revised Budget****General Fund Detail Budgets****FY 2024/25****Program:** Business Services (2500)**Program Description:**

The Business Services program records and accounts for the financial operations of the district. The primary functions include financial and General Ledger reporting, accounts payable, accounts receivable and payroll. Other functions of the Business Services program include grants accounting and most CDE compliance reporting.

Business Services (25)

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23
011X Salaries	107,080	127,715	132,400
02XX Employee Benefits	22,616	33,217	44,391
03XX Professional Services	41,035	24,113	18,977
04XX Property Services	0	0	0
05XX Other Services	(100)	1,490	2,980
06XX Supplies & Materials	4,023	2,882	7,433
07XX Property	707	0	0
08XX Other Objects	1,039	881	1,529
09XX Other Uses	0	0	0
Total Business Services	176,401	190,298	207,710

Approved FY 23-24	Change	Proposed FY 24-25
163,663	4,353	168,016
48,898	1,303	50,201
10,000	0	10,000
0	0	0
3,000	0	3,000
33,500	115,000	148,500
0	0	0
3,000	(1,500)	1,500
0	0	0
262,061	119,156	381,217

Strasburg School District 31 J

Revised Budget

General Fund Detail Budgets

FY 2024/25

Program: Maintenance & Operations (2600)

Program Description:

The Maintenance & Operations program includes all of the costs of maintaining the district's facilities and grounds. The expenditures include construction, electrical, mechanical/HVAC, plumbing and grounds.

		Actuals	Actuals	Actuals	Approved		Proposed
		FY 20-21	FY 21-22	FY 22-23	FY 23-24	Change	FY 24-25
Maintenance & Operations (26)							
011X	Salaries	510,094	552,800	603,634	705,824	(19,025)	686,799
02XX	Employee Benefits	172,971	193,816	241,642	262,922	(6,470)	256,452
03XX	Professional Services	0	0	89	500	0	500
04XX	Property Services	231,744	248,385	441,227	341,865	(60,590)	281,275
05XX	Other Services	211,599	222,198	316,327	349,940	74,985	424,925
06XX	Supplies & Materials	474,793	434,175	533,840	601,000	(75,000)	526,000
07XX	Property	8,063	6,287	13,551	7,500	0	7,500
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Maintenance & Operations		1,609,264	1,657,661	2,150,310	2,269,551	(86,100)	2,183,451

Strasburg School District 31 J**Revised Budget****General Fund Detail Budgets****FY 2024/25****Program:** Transportation (2700)**Program Description:**

The Transportation program accounts for all of the expenditures to operate the district's transportation fleet. This includes bus drivers and monitors, fuel and parts for repairs. Also paid for by this program are a variety of requirements to include mobile radio support, administration of required testing, printing for safety rules and regulations and other miscellaneous expenses of operating a vehicle fleet.

		Actuals	Actuals	Actuals	Approved		Proposed
		FY 20-21	FY 21-22	FY 22-23	FY 23-24	Change	FY 24-25
Transportation (27)							
011X	Salaries	196,645	237,434	276,550	231,818	22,450	254,268
02XX	Employee Benefits	47,453	66,417	86,496	67,626	5,475	73,101
03XX	Professional Services	869	306	1,522	1,100	0	1,100
04XX	Property Services	56,829	47,442	68,614	217,400	(147,000)	70,400
05XX	Other Services	0	3,689	15,929	500	0	500
06XX	Supplies & Materials	26,409	56,825	61,009	52,000	7,000	59,000
07XX	Property	0	0	32,519	128,082	(128,082)	0
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Transportation		328,204	412,113	542,641	698,526	(240,157)	458,369

Strasburg School District 31 J**Revised Budget****General Fund Detail Budgets****FY 2024/25****Program:** Central Services/Human Resources (2800)**Program Description:**

The Central Services program series typically account for the expenditures related to Human Resources and Information Technology. This includes the staffing, software costs and any other costs related to employee hiring, evaluation and dismissal.

		Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23	Approved FY 23-24	Change	Proposed FY 24-25
Central Services (28)							
011X	Salaries	120,560	124,665	121,505	213,254	6,451	219,705
02XX	Employee Benefits	36,997	41,635	49,636	68,003	11,284	79,287
03XX	Professional Services	9,274	16,773	12,365	55,000	0	55,000
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	59,558	65,188	48,134	57,000	0	57,000
06XX	Supplies & Materials	49,760	81,962	101,114	128,000	(7,000)	121,000
07XX	Property	0	25,146	0	0	0	0
08XX	Other Objects	225	125	0	500	0	500
09XX	Other Uses	0	0	0	0	0	0
Total Central Services		276,374	355,492	332,753	521,757	10,735	532,492

Strasburg School District 31 J**Revised Budget****General Fund Detail Budgets****FY 2024/25****Program:** Property Services (4000)**Program Description:**

The Property Services program accounts for all capital construction in the General Fund. While most of these expenditures are currently accounted for in the Capital Reserve Fund, it is possible that this program will be re-instated in the future.

		Actuals	Actuals	Actuals	Approved		Proposed
		FY 20-21	FY 21-22	FY 22-23	FY 23-24	Change	FY 24-25
Property Services (40)							
011X	Salaries	0	0	0	0	0	0
01XX	Supplemental Pay & Stipends	0	0	0	0	0	0
02XX	Employee Benefits	0	0	0	0	0	0
03XX	Professional Services	0	0	34,878	0	0	0
04XX	Property Services	0	0	0	0	0	0
05XX	Other Services	0	0	0	0	0	0
06XX	Supplies & Materials	121,500	0	0	0	2,304	2,304
07XX	Property	0	0	964,335	2,261,943	(2,257,943)	4,000
08XX	Other Objects	0	0	0	0	0	0
09XX	Other Uses	0	0	0	0	0	0
Total Property Services		121,500	0	999,213	2,261,943	(2,255,639)	6,304

School Budgets



Strasburg School District 31 J

Revised Budget

School Budgets

FY 2024/25

Location: Strasburg Elementary School

Strasburg Elementary (110)

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23
011X Salaries	1,997,248	2,240,658	2,424,531
02XX Employee Benefits	570,492	725,263	1,009,032
03XX Professional Services	5,296	8,137	27,627
04XX Property Services	17,520	21,666	26,013
05XX Other Services	444	810	6,940
06XX Supplies & Materials	43,935	113,989	162,250
07XX Property	8,845	15,681	10,472
08XX Other Objects	1,495	7,988	6,175
09XX Other Uses	0	0	0
Total Transportation	2,645,274	3,134,191	3,673,040

Approved FY 23-24	Change	Proposed FY 24-25
2,569,305	(2,003)	2,567,302
905,125	30,844	935,969
9,050	17,300	26,350
26,000	(1,000)	25,000
5,580	4,195	9,775
92,358	44,172	136,530
12,000	(10,000)	2,000
1,200	0	1,200
0	0	0
3,620,618	83,508	3,704,126

Strasburg School District 31 J

Revised Budget

School Budgets

FY 2024/25

Location: Strasburg Preschool

Strasburg Preschool (120)

011X Salaries
02XX Employee Benefits
03XX Professional Services
04XX Property Services
05XX Other Services
06XX Supplies & Materials
07XX Property
08XX Other Objects
09XX Other Uses

Total Transportation

Actuals	Actuals	Actuals
FY 20-21	FY 21-22	FY 22-23
0	0	0

Approved		Proposed
FY 23-24	Change	FY 24-25
349,700	14,143	363,843
104,193	5,150	109,343
500	0	500
7,890	(7,890)	0
0	0	0
32,938	(24,938)	8,000
0	0	0
0	0	0
0	0	0
495,222	(13,536)	481,686

Strasburg School District 31 J
Revised Budget
Elementary School Staffing Allocations
FY 2024/25

	PreK*	K-2	3-5	Total
Projected Enrollment	88	227	243	558
District Targeted Ratio	16:1	20:1	23:1	
School Allocation	5.5	11.4	10.6	27.4

<i>FTE</i>	<i># of Students</i>	<i>General Fund Original</i>	<i>SPED</i>	<i>Title I</i>	<i>Other Grants</i>	<i>Conversion</i>	<i>Increase/ Decrease</i>	<i>2022-2023 FTE + Appeals</i>	<i>Vacancies</i>
<i>Certified</i>									
Principal		1.0						1.0	
Asst. Principal		1.0						1.0	
Preschool Director		0.0			1.0			1.0	
Classroom Teachers								0.0	
Preschool	88	0.0			4.0			4.0	
Kindergarten	72	4.0						4.0	
1st Grade	79	4.0						4.0	
2nd Grade	76	4.0						4.0	
3rd Grade	75	4.0						4.0	
4th Grade	80	4.0						4.0	
5th Grade	88	4.0						4.0	
Music Teacher	470	1.0						1.0	
PE Teacher	470	2.0						2.0	
Art Teacher	470	1.0						1.0	
Title I Teachers	127			1.0				1.0	
Math Interventionist		1.0						1.0	
English Language Learner	77	2.0						2.0	
Gifted and Talented	13							0.0	
Counselor	470	1.0						1.0	
Special Education Teacher	102		3.0					3.0	
<i>Positions by Funding Source</i>		34.0	3.0	1.0	5.0	0.0	0.0	43.0	0.0
<i>Classified</i>									
Building Secretary		1.0						1.0	
Para (Office)		1.0						1.0	
Para (Library)		1.0						1.0	
Para (Math Interventionist)		1.0						1.0	
Para (SPED)			7.1					7.1	1.0
Para (Preschool)					4.2			4.2	
Para (ELL)		0.0						0.0	
Para (Title I)				1.0				1.0	
<i>Positions by Funding Source</i>		4.0	7.1	1.0	4.2	0.0	0.0	16.3	1.0
<i>Grand Total</i>		38.0	10.1	2.0	9.2		0.0	59.3	1.0

Pre School*:

Pre School (Full Day)-2 Classes
Pre School (Half Day)-4 Classes

Strasburg School District 31 J

Revised Budget

School Budgets

FY 2024/25

Location: Hemphill Middle School

Hemphill Middle School (120)

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23
011X Salaries	1,117,196	1,185,183	1,206,157
02XX Employee Benefits	343,881	378,827	414,851
03XX Professional Services	9,018	33,112	38,523
04XX Property Services	10,613	11,822	14,015
05XX Other Services	403	2,936	5,894
06XX Supplies & Materials	29,814	84,815	73,865
07XX Property	1,047	2,636	4,449
08XX Other Objects	1,800	1,085	545
09XX Other Uses	0	0	0
Total Transportation	1,513,772	1,700,417	1,758,300

Approved FY 23-24	Change	Proposed FY 24-25
1,414,311	61,543	1,475,854
477,610	13,811	491,421
53,632	(50,982)	2,650
10,500	1,028	11,528
5,750	(1,500)	4,250
80,297	36,710	117,007
23,803	(23,803)	0
1,200	0	1,200
0	0	0
2,067,103	36,807	2,103,910

Strasburg School District 31 J
Revised Budget
Middle School Staffing Allocations
FY 2024/25

Projected Enrollment	249
District Targeted Ratio	26:1
School Allocation	9.58

<i>FTE</i>	<i># of Students</i>	<i>General Fund Original</i>	<i>SPED</i>	<i>Title I</i>	<i>Other Grants</i>	<i>Conversion</i>	<i>Increase/Decrease</i>	<i>2022-2023 FTE + Appeals</i>	<i>Vacancies</i>
<i>Certified</i>									
Principal		1.0						1.0	
Asst. Principal		1.0						1.0	
Classroom Teachers		13.0						13.0	
6th Grade	81							0.0	
7th Grade	85							0.0	
8th Grade	83							0.0	
Music Teacher		0.5						0.5	
PE Teacher	249	2.0						2.0	
Spanish Teacher		0.5						0.5	
Art Teacher		1.0						1.0	
English Language Learner	38	0.0						0.0	
Gifted and Talented	10							0.0	
Counselor	249	1.0						1.0	
Special Education Teacher	34		1.0					1.0	
<i>Positions by Funding Source</i>		20.0	1.0	0.0	0.0	0.0	0.0	21.0	0.0
<i>Classified</i>									
Building Secretary		1.4				-0.4		1.0	
Para (General)		2.6				1.4		4.0	
Para (SPED)			2.0			-1.0		1.0	
ELL								0.0	
<i>Positions by Funding Source</i>		4.0	2.0	0.0	0.0	0.0	0.0	6.0	0.0
<i>Grand Total</i>		24.0	3.0	0.0	0.0		0.0	27.0	0.0

Strasburg School District 31 J

Revised Budget

School Budgets

FY 2024/25

Location: Strasburg High School

Strasburg High School (310)

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23
011X Salaries	1,383,784	1,552,535	1,620,784
02XX Employee Benefits	416,258	508,604	580,898
03XX Professional Services	333	5,838	26,224
04XX Property Services	26,424	28,717	28,007
05XX Other Services	49,410	43,386	57,099
06XX Supplies & Materials	129,472	170,731	189,379
07XX Property	12,311	1,903	9,057
08XX Other Objects	1,195	520	1,900
09XX Other Uses	0	0	0
Total Transportation	2,019,187	2,312,235	2,513,347

Approved FY 23-24	Change	Proposed FY 24-25
1,875,569	78,233	1,953,802
625,720	14,972	640,692
6,000	(2,700)	3,300
38,700	(11,800)	26,900
78,750	41,500	120,250
190,475	69,675	260,150
30,000	(30,000)	0
1,200	0	1,200
0	0	0
2,846,414	159,880	3,006,293

Strasburg School District 31 J
Revised Budget
Strasburg High School Staffing Allocations
FY 2024/25

Projected Enrollment	380
District Targeted Ratio	30:1
School Allocation	12.67

<i>FTE</i>	<i># of Students</i>	<i>General Fund Original</i>	<i>SPED</i>	<i>Title I</i>	<i>Other Grants</i>	<i>Conversion</i>	<i>Increase/ Decrease</i>	<i>2023-2024 FTE + Appeals</i>	<i>Vacancies</i>
<i>Certified</i>									
Principal		1.0						1.0	
Asst. Principal		1.0						1.0	
Dean		1.0						1.0	
Classroom Teachers		14.0						14.0	
9th	96								
10th	101								
11th	89								
12th	94								
Music Teacher		0.5						0.5	
PE Teacher		3.0						3.0	
Art Teacher		1.0						1.0	
English Language Learner	40	0.4						0.4	0.4
Spanish Teacher		1.0						1.0	
Gifted and Talented	28							0.0	
Counselor	380	1.0						1.0	
Special Education Teacher	41		2.0					2.0	1.0
<i>Positions by Funding Source</i>		23.9	2.0	0.0	0.0	0.0	0.0	25.9	1.4
<i>Classified</i>									
Buidling Secretary		1.0						1.0	
Administrative Asst.-Counselor		1.0						1.0	
Para (Library)		1.0						1.0	
Para (SPED)			1.0					1.0	
Para (ELL)		1.0						1.0	
<i>Positions by Funding Source</i>		4.0	1.0	0.0	0.0	0.0	0.0	5.0	0.0
<i>Grand Total</i>		27.9	3.0	0.0	0.0		0.0	30.9	1.4

Strasburg School District 31 J

Revised Budget

School Budgets

FY 2024/25

Location: Prairie Creeks High School**Prairie Creeks High School (320)**

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23
011X Salaries	87,302	93,385	92,318
02XX Employee Benefits	31,180	34,240	36,397
03XX Professional Services	12,755	32,991	44,566
04XX Property Services	4,508	4,669	4,579
05XX Other Services	0	2,966	0
06XX Supplies & Materials	4,439	16,271	19,923
07XX Property	0	2,570	46,959
08XX Other Objects	0	0	0
09XX Other Uses	0	0	0
Total Transportation	140,184	187,091	244,743

Approved FY 23-24	Change	Proposed FY 24-25
96,097	33,373	129,470
38,950	8,292	47,243
60,000	0	60,000
4,300	300	4,600
0	0	0
20,500	0	20,500
1,000	0	1,000
0	0	0
0	0	0
220,848	41,965	262,813

Strasburg School District 31 J
Revised Budget
Prairie Creeks High School Staffing Allocations
FY 2024/25

Projected Enrollment	36
District Targeted Ratio	22:1
School Allocation	1.64

<i>FTE</i>	<i># of Students</i>	<i>General Fund Original</i>	<i>SPED</i>	<i>Title I</i>	<i>Other Grants</i>	<i>Conversion</i>	<i>Increase/ Decrease</i>	<i>2022-2023 FTE + Appeals</i>	<i>Vacancies</i>
<i>Certified</i>									
Principal	36	1.0						1.0	
Life Skills Technician	36	0.5						0.5	0.5
<i>Positions by Funding Source</i>		0.5	0.0	0.0	0.0	0.0	0.0	1.5	0.5
<i>Classified</i>									
Administrative Assistant	36	1.0						1.0	
<i>Positions by Funding Source</i>		1.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0
<i>Grand Total</i>		1.5	0.0	0.0	0.0	0.0	0.0	2.5	0.5

<i>Purchased Services:</i>	
Counseling:	\$53,000/year

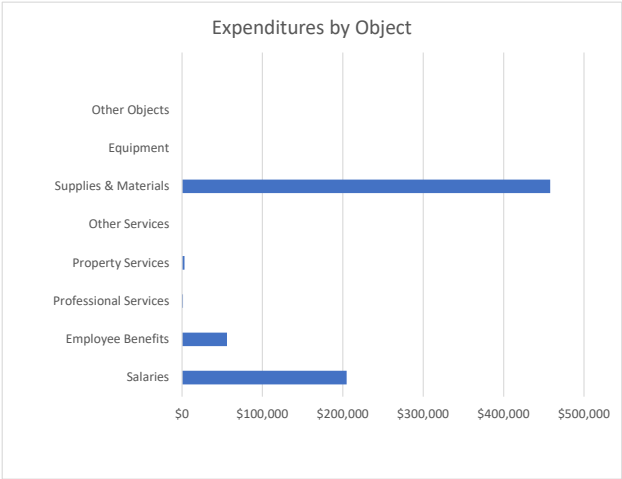
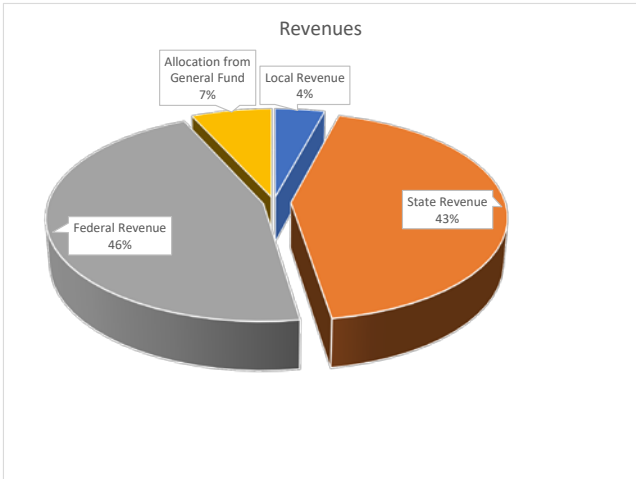
Strasburg School District 31 J
Revised Budget
Central Services Staffing Allocations
FY 2024/25

Projected Enrollment 1187

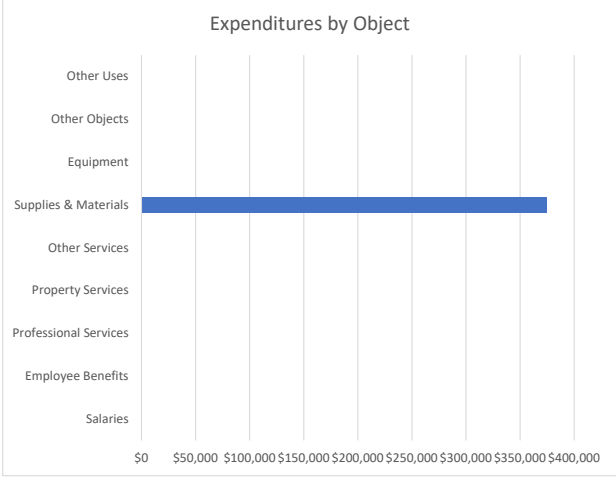
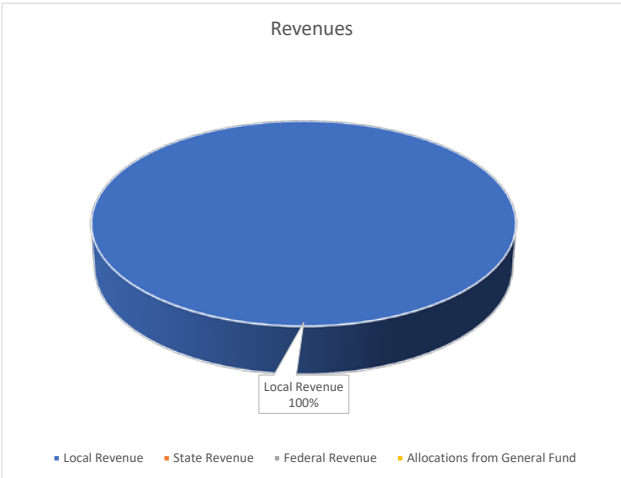
<i>FTE</i>	<i># of Students/ Staff</i>	<i>General Fund Original</i>	<i>Other Grants</i>	<i>Conversion</i>	<i>Increase/ Decrease</i>	<i>2022-2023 FTE + Appeals</i>	<i>Vacancies</i>
Superintendent	1,187.0	1.0				1.0	
Exec. Asst. Superintendent	1,187.0	1.0				1.0	
Fiscal Services/Central Registration	593.5	2.0				2.0	
Human Resources	1,268.0	1.0				1.0	
Transportation Director	1,187.0	1.0				1.0	
Transportation Clerk	1,187.0	0.5				0.5	
Transportation	263.8	4.5				4.5	1.5
Food Services Director	1,187.0	1.0				1.0	1.0
Food Services	177.4	6.7				6.7	
Operations and Maint Dir	1,187.0	1.0				1.0	
Custodians	<i>Sq Ft./Staff</i>					0.0	
Elementary	18,660.0	4.0				4.0	
Middle School	14,166.7	3.0				3.0	
High School	17,000.0	4.0				4.0	
Lead Custodian	1,187.0	1.0				1.0	
Grounds	1,187.0	1.0				1.0	
Maintenance	1,187.0	1.0				1.0	
Social Worker	1,187.0	1.0				1.0	
Athletics	791.3	1.5				1.5	
Mail Services	9,496.0	0.1				0.1	
Health Services	593.5	2.0				2.0	
Technology	593.5	2.0				2.0	
Data/Teaching & Learning	1,187.0	1.0				1.0	
Positions by Funding Source		41.3	0.0	0.0	0.0	41.3	2.5

Strasburg School District 31 J
Revised Budget
Other Fund Graphs
FY 2024/25

Food Services Fund

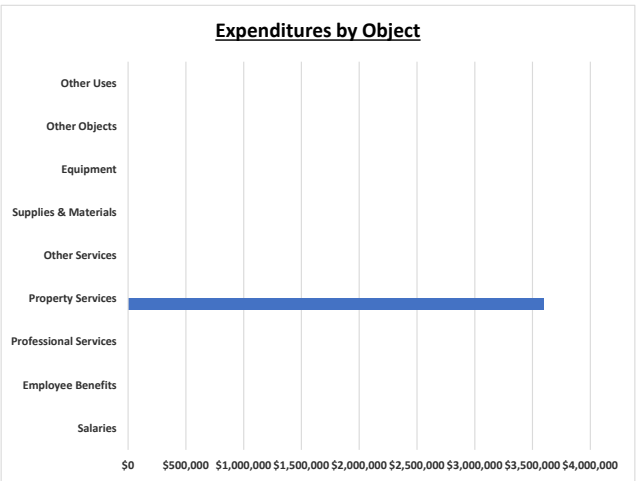
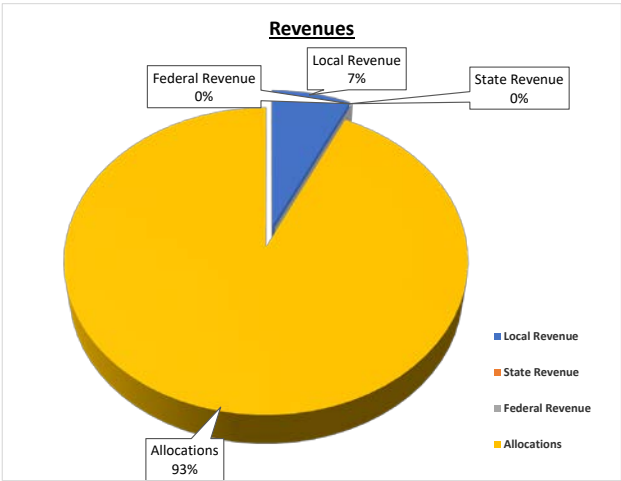


Student Activity Fund

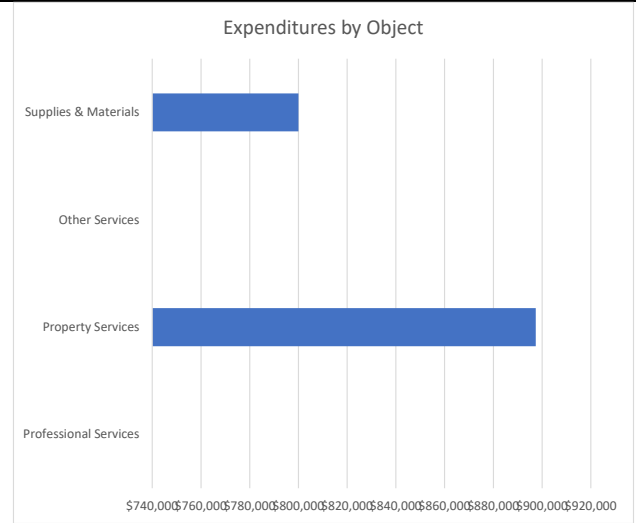
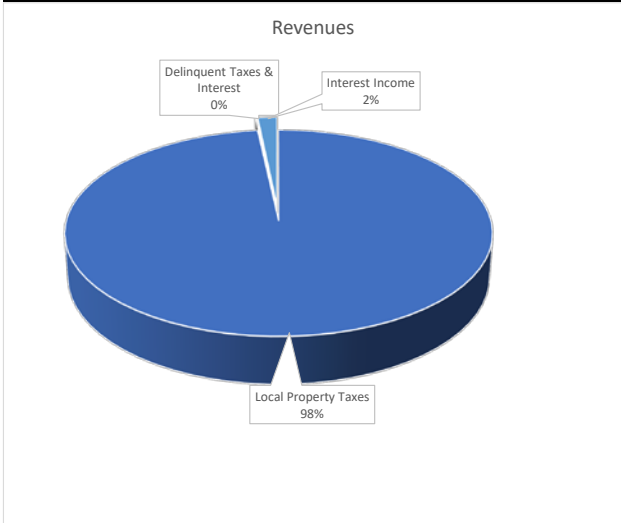


Strasburg School District 31 J
Revised Budget
Other Fund Graphs
FY 2024/25

Building Fund

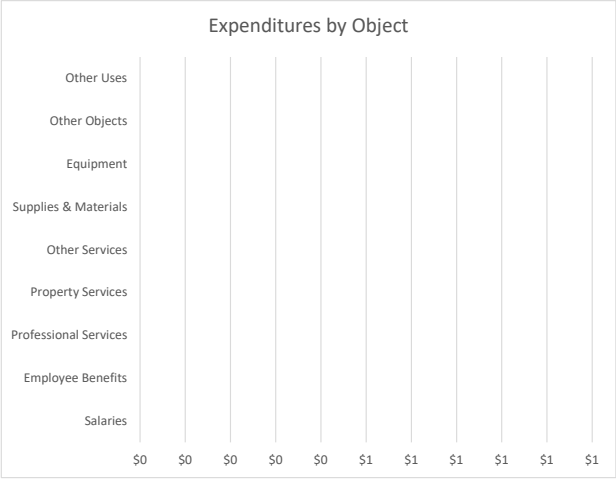
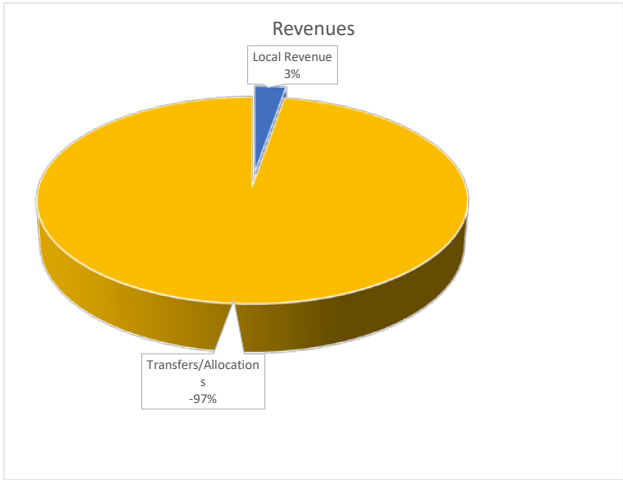


Bond Redemption Fund



Strasburg School District 31 J
Revised Budget
Other Fund Graphs
FY 2024/25

Capital Reserve Fund



Strasburg School District 31 J

Revised Budget

Food Service Fund (21)

FY 2024/25

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23	Approved FY 23-24	Change	Proposed FY 24-25
Beginning Fund Balance						
Unspendable (Inventory)				13,097	0	13,097
Restricted Fund Balance	63,119	37,430	66,760	4,219	0	4,219
Total Beginning Fund Balance	63,119	37,430	66,760	17,316	0	17,316
Revenues						
1XXX Local Revenue	15,427	38,918	191,362	38,800	(8,000)	30,800
3XXX State Revenue	3,185	2,968	9,568	300,800	14,900	315,700
4XXX Federal Revenue	353,724	567,035	260,816	327,431	5,069	332,500
5210 Allocation from General Fund	0	0	50,000	100,000	(50,000)	50,000
Total Revenues	372,336	608,921	511,746	767,031	(38,031)	729,000
Total Resources Available	435,455	646,351	578,506	784,347	(38,031)	746,316
Expenditures						
011X Salaries	149,560	208,770	185,204	201,844	2,787	204,631
02XX Employee Benefits	35,490	51,331	44,473	53,820	2,048	55,868
03XX Professional Services	129	1,949	1,010	1,200	0	1,200
04XX Property Services	2,900	406	224	6,500	(3,500)	3,000
05XX Other Services	0	0	0	0	0	0
06XX Supplies & Materials	185,742	317,135	306,613	495,065	(37,000)	458,065
07XX Equipment	0	0	0	0	0	0
08XX Other Objects	24,204	0	23,666	0	0	0
09XX Other Uses	0	0	0	0	0	0
Total Expenditures	398,025	579,591	561,190	758,429	(35,665)	722,764
Surplus/(Deficit)	(25,689)	29,330	(49,444)	8,602	(2,366)	6,236
Fund Balances						
Unspendable (Inventory)	0	0	0	13,097	0	13,097
Restricted Fund Balance	37,430	66,760	17,316	12,821	(2,366)	10,455
Total Fund Balance	37,430	66,760	17,316	25,918	(2,366)	23,552
Total Appropriation(Ending Fund Balance + Expense)				784,347		746,316

Strasburg School District 31 J

Revised Budget

Pupil Activity Fund (23)

FY 2024/25

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23	Approved FY 23-24	Change	Proposed FY 24-25
Beginning Fund Balance						
Fund Balance	158,937	159,864	207,062	190,938	24,460	215,398
Total Beginning Fund Balance	158,937	159,864	207,062	190,938	24,460	215,398
Revenues						
1XXX Local Revenue	108,773	255,420	350,272	400,000	0	400,000
3XXX State Revenue					0	
4XXX Federal Revenue					0	
5210 Allocations from General Fund					0	
Total Revenues	108,773	255,420	350,272	400,000	0	400,000
Total Resources Available	267,710	415,284	557,334	590,938	24,460	615,398
Expenditures						
011X Salaries					0	
02XX Employee Benefits					0	
03XX Professional Services					0	
04XX Property Services					0	
05XX Other Services					0	
06XX Supplies & Materials	107,846	208,222	366,396	375,000	0	375,000
07XX Equipment					0	
08XX Other Objects					0	
09XX Other Uses					0	
Total Expenditures	107,846	208,222	366,396	375,000	0	375,000
Surplus/(Deficit)	927	47,198	(16,124)	25,000	0	25,000
Fund Balances						
Fund Balance	159,864	207,062	190,938	215,938	24,460	240,398
Ending Fund Balances	159,864	207,062	190,938	215,938	24,460	240,398
Total Appropriation(Ending Fund Balance + Expense)				590,938		615,398

Strasburg School District 31 J**Revised Budget****Bond Redemption Fund (31)****FY 2024/25**

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23	Approved FY 23-24	Change	Proposed FY 24-25
Beginning Fund Balance						
Fund Balance	1,564,191	2,248,483	2,295,439	2,333,777	(163,287)	2,170,490
Total Beginning Fund Balance	1,564,191	2,248,483	2,295,439	2,333,777	(163,287)	2,170,490
Revenues						
1110 Local Property Taxes	1,781,298	1,716,795	1,702,769	1,500,000	0	1,500,000
1120 Specific Ownership (if Applicable)					0	
1140 Delinquent Taxes & Interest				1,800	200	2,000
1141 Abatement					0	
1500 Interest Income	17,108	27,186	31,800	29,000	(4,000)	25,000
1900 Other Local			2,044		0	
Total Revenues	1,798,406	1,743,981	1,736,613	1,530,800	(3,800)	1,527,000
Total Resources Available	3,362,597	3,992,464	4,032,052	3,864,577	(167,087)	3,697,490
Expenditures						
03XX Professional Services					0	
04XX Property Services					0	
05XX Other Services					0	
06XX Supplies & Materials					0	
07XX Equipment					0	
08XX Other Objects					0	
5100-0830 Debt Service/Interest	414,114	957,025	938,275	919,088	(21,688)	897,400
09XX Other Uses					0	
5100-0910 Debt Service/Principal	700,000	740,000	760,000	775,000	25,000	800,000
Total Expenditures	1,114,114	1,697,025	1,698,275	1,694,088	3,313	1,697,400
Surplus/(Deficit)	684,292	46,956	38,338	(163,288)	(7,113)	(170,400)
Fund Balances						
Fund Balance	2,248,483	2,295,439	2,333,777	2,170,490	(170,400)	2,000,090
Total Ending Fund Balance	2,248,483	2,295,439	2,333,777	2,170,490	(170,400)	2,000,090
Total Appropriation(Ending Fund Balance + Expense)				\$3,864,577		\$3,697,490

Strasburg School District 31 J

Revised Budget

Debt Amortization Schedule

FY 2024/25

Pymt Date	Bond Series 2012			Bond Series 2021		
	Principal	Interest	Balance	Principal	Interest	Balance
6/1/2012		28,947.86	5,990,000.00			
12/1/2012	120,000.00	74,437.50	5,870,000.00			
6/1/2013		73,237.50	5,870,000.00			
12/1/2013	40,000.00	73,237.50	5,830,000.00			
6/1/2014		72,837.50	5,830,000.00			
12/1/2014	260,000.00	72,837.50	5,570,000.00			
6/1/2015		70,237.50	5,570,000.00			
12/1/2015	265,000.00	70,237.50	5,305,000.00			
6/1/2016		67,587.50	5,305,000.00			
12/1/2016	270,000.00	67,587.50	5,035,000.00			
6/1/2017		64,887.50	5,035,000.00			
12/1/2017	275,000.00	64,887.50	4,760,000.00			
6/1/2018		62,137.50	4,760,000.00			
12/1/2018	280,000.00	62,137.50	4,480,000.00			
6/1/2019		59,337.50	4,480,000.00			
12/1/2019	285,000.00	59,337.50	4,195,000.00			
6/1/2020		56,487.50	4,195,000.00			
12/1/2020	300,000.00	56,487.50	3,895,000.00			
6/1/2021		52,737.50	3,895,000.00		298,888.88	14,635,000.00
12/1/2021	740,000.00	52,737.50	3,155,000.00		430,400.00	14,635,000.00
6/1/2022		43,487.50	3,155,000.00		430,400.00	14,635,000.00
12/1/2022	760,000.00	43,487.50	2,395,000.00		430,400.00	14,635,000.00
6/1/2023		33,987.50	2,395,000.00		430,400.00	14,635,000.00
12/1/2023	775,000.00	33,987.50	1,620,000.00		430,400.00	14,635,000.00
6/1/2024		24,300.00	1,620,000.00		430,400.00	14,635,000.00
12/1/2024	800,000.00	24,300.00	820,000.00		430,400.00	14,635,000.00
6/1/2025		12,300.00	820,000.00		430,400.00	14,635,000.00
12/1/2025	820,000.00	12,300.00	0.00		430,400.00	14,635,000.00
6/1/2026					430,400.00	14,635,000.00
12/1/2026				620,000.00	430,400.00	14,015,000.00
6/1/2027					414,900.00	14,015,000.00
12/1/2027				650,000.00	414,900.00	13,365,000.00
6/1/2028					398,650.00	13,365,000.00
12/1/2028				685,000.00	398,650.00	12,680,000.00
6/1/2029					381,525.00	12,680,000.00
12/1/2029				720,000.00	381,525.00	11,960,000.00
6/1/2030					363,525.00	11,960,000.00
12/1/2030				755,000.00	363,525.00	11,205,000.00
6/1/2031					344,650.00	11,205,000.00
12/1/2031				790,000.00	344,650.00	10,415,000.00
6/1/2032					324,900.00	10,415,000.00
12/1/2032				830,000.00	324,900.00	9,585,000.00
6/1/2033					304,150.00	9,585,000.00
12/1/2033				875,000.00	304,150.00	8,710,000.00
6/1/2034					282,275.00	8,710,000.00
12/1/2034				915,000.00	282,275.00	7,795,000.00
6/1/2035					263,975.00	7,795,000.00
12/1/2035				955,000.00	263,975.00	6,840,000.00
6/1/2036					240,100.00	6,840,000.00
12/1/2036				1,000,000.00	240,100.00	5,840,000.00
6/1/2037					220,100.00	5,840,000.00
12/1/2037				1,040,000.00	220,100.00	4,800,000.00
6/1/2038					199,300.00	4,800,000.00
12/1/2038				1,080,000.00	199,300.00	3,720,000.00
6/1/2039					177,700.00	3,720,000.00
12/1/2039				1,125,000.00	177,700.00	2,595,000.00
6/1/2040					155,200.00	2,595,000.00
12/1/2040				1,170,000.00	155,200.00	1,425,000.00
6/1/2041					131,800.00	1,425,000.00
12/1/2041					131,800.00	1,425,000.00
6/1/2042					107,500.00	1,425,000.00
12/1/2042					82,200.00	1,425,000.00
6/1/2043					82,200.00	1,425,000.00
12/1/2043					55,900.00	1,425,000.00
6/1/2044					55,900.00	1,425,000.00
12/1/2044					28,500.00	1,425,000.00
6/1/2045					28,500.00	1,425,000.00
12/1/2045				1,425,000.00	28,500.00	0.00

Strasburg School District 31 J

Revised Budget

Building Fund (41)

FY 2024/25

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23	Approved FY 23-24	Change	Proposed FY 24-25
Beginning Fund Balance						
Fund Balance		24,024,824	6,943,459	1,283,086	3,000,000	4,283,086
Total Beginning Fund Balance	0	24,024,824	6,943,459	1,283,086	3,000,000	4,283,086
Revenues						
1XXX Local Revenue	24,861,426	36,825	101,435	25,000	(15,000)	10,000
3XXX State Revenue	164,827	2,481,921	819,172	0	0	0
4XXX Federal Revenue				0	0	0
5210 Transfers				2,360,000	(2,227,002)	132,998
Total Revenues	25,026,253	2,518,746	920,607	2,385,000	(2,242,002)	142,998
Total Resources Available	25,026,253	26,543,570	7,864,066	3,668,086	757,998	4,426,084
Expenditures						
011X Salaries					0	0
02XX Employee Benefits					0	0
03XX Professional Services					0	0
04XX Property Services	1,001,429	16,675,615	6,580,980	3,466,356	132,998	3,599,354
05XX Other Services					0	0
06XX Supplies & Materials					0	0
07XX Equipment		2,924,496		0	0	0
08XX Other Objects					0	0
09XX Other Uses					0	0
Total Expenditures	1,001,429	19,600,111	6,580,980	3,466,356	132,998	3,599,354
Surplus/(Deficit)	24,024,824	(17,081,365)	(5,660,373)	(1,081,356)	(2,375,000)	(3,456,356)
Fund Balances						
Fund Balance	24,024,824	6,943,459	1,283,086	201,730	625,000	826,730
Total Ending Fund Balance	24,024,824	6,943,459	1,283,086	201,730	625,000	826,730
Total Appropriation(Ending Fund Balance + Expense)				3,668,086		4,426,084

Strasburg School District 31 J

Revised Budget

Capital Reserve Fund (43)

FY 2024/25

	Actuals FY 20-21	Actuals FY 21-22	Actuals FY 22-23	Approved FY 23-24	Change	Proposed FY 24-25
Beginning Fund Balance						
Fund Balance	92,010	297,700	312,066	557,064	(296,300)	260,764
Total Beginning Fund Balance	92,010	297,700	312,066	557,064	(296,300)	260,764
Revenues						
1XXX Local Revenue	343,232	14,366	244,998	3,700	0	3,700
3XXX State Revenue					0	
4XXX Federal Revenue					0	
Transfers/Allocations				(300,000)	167,002	(132,998)
Total Revenues	343,232	14,366	244,998	(296,300)	167,002	(129,298)
Total Resources Available	435,242	312,066	557,064	260,764	(129,298)	131,466
Expenditures						
011X Salaries	0	0	0	0	0	0
02XX Employee Benefits	0	0	0	0	0	0
03XX Professional Services	0	0	0	0	0	0
04XX Property Services	0	0	0	0	0	0
05XX Other Services	0	0	0	0	0	0
06XX Supplies & Materials	0	0	0	0	0	0
07XX Equipment	137,482	0	0	0	0	0
08XX Other Objects	0	0	0	0	0	0
09XX Other Uses	60	0	0	0	0	0
Total Expenditures	137,542	0	0	0	0	0
Surplus/(Deficit)	205,690	14,366	244,998	(296,300)	167,002	(129,298)
Fund Balances						
Fund Balance	297,700	312,066	557,064	260,764	(129,298)	131,466
Total Ending Fund Balance	297,700	312,066	557,064	260,764	(129,298)	131,466

Total Appropriation(Ending Fund Balance + Expense)

\$260,764

\$131,466

FY2023-2024 UNIFORM BUDGET SUMMARY

District Name: Strasburg School District 31J District Code: 0060 Adopted Budget Adopted: TBD Budgeted Pupil Count: x,xxx.x								
	Object Source	10 General Fund	21 Food Service	23 Pupil Activity	31 Bond Redemption	41 Building Fund	43 Capital Reserve Capital Projects	TOTAL
Beginning Fund Balance (Includes All Reserves)		3,118,273	17,316	215,398	2,170,490	4,283,086	260,764	10,065,327
Revenues								
Local Sources	1000 - 1999	5,037,887	30,800	400,000	1,500,000	10,000	3,700	6,982,387
Intermediate Sources	2000 - 2999	665						665
State Sources	3000 - 3999	10,090,135	315,700	-		-	-	10,405,835
Federal Sources	4000 - 4999	100,881	332,500	-		-	(132,998)	300,383
Total Revenues		15,229,568	679,000	400,000	1,500,000	10,000	(129,298)	17,689,270
Total Beginning Fund Balance and Reserves		18,347,841	696,316	615,398	3,670,490	4,293,086	131,466	27,754,597
Total Allocations To/From Other Funds		5600,5700,5800						-
Transfers To/From Other Funds	5200 - 5300	(50,000)	50,000	-			(132,998)	(132,998)
Other Sources	5100,5400,5500,5900,5990,5991							-
Available Beginning Fund Balance & Revenues (Plus Or Minus (If Revenue) Allocations And Transfers)		18,297,841	746,316	615,398	3,670,490	4,293,086	(1,532)	27,621,599
Expenditures								
Instruction - Program 0010 to 2099								
Salaries	0100	5,434,898						5,434,898
Employee Benefits, including object 0280	0200	1,857,811						1,857,811
Purchased Services	0300,0400,0500	1,178,367		-				1,178,367
Supplies and Materials	0600	479,077		375,000				854,077
Property	0700	61,500		-				61,500
Other	0800, 0900	-		-				-
Total Instruction		9,011,653	-	375,000	-	-	-	9,386,653
Supporting Services								
Students - Program 2100								
Salaries	0100	381,859						381,859
Employee Benefits, including object 0280	0200	146,766						146,766
Purchased Services	0300,0400,0500	114,410						114,410
Supplies and Materials	0600	6,950						6,950
Property	0700	-						-
Other	0800, 0900	400						400
Total Students		650,385	-	-	-	-	-	650,385
Instructional Staff - Program 2200								
Salaries	0100	201,464						201,464
Employee Benefits, including object 0280	0200	75,124						75,124
Purchased Services	0300,0400,0500	66,800						66,800
Supplies and Materials	0600	11,850						11,850
Property	0700	-						-
Other	0800, 0900	-						-
Total Instructional Staff		355,238	-	-	-	-	-	355,238
General Administration - Program 2300, including Program 2303 and 2304								
Salaries	0100	197,287						197,287
Employee Benefits, including object 0280	0200	67,657						67,657
Purchased Services	0300,0400,0500	118,500						118,500
Supplies and Materials	0600	25,500						25,500

FY2023-2024 UNIFORM BUDGET SUMMARY

District Name: Strasburg School District 31J District Code: 0060 Adopted Budget Adopted: TBD Budgeted Pupil Count: x,xxx.x								
	Object Source	10 General Fund	21 Food Service	23 Pupil Activity	31 Bond Redemption	41 Building Fund	43 Capital Reserve Capital Projects	TOTAL
Property	0700	-						-
Other	0800, 0900	22,000						22,000
Total School Administration		430,944	-	-	-	-	-	430,944
School Administration - Program 2400								
Salaries	0100	808,415						808,415
Employee Benefits, including object 0280	0200	267,234						267,234
Purchased Services	0300,0400,							
	0500	44,425						44,425
Supplies and Materials	0600	45,840						45,840
Property	0700	-						-
Other	0800, 0900	3,600						3,600
Total School Administration		1,169,514	-	-	-	-	-	1,169,514
Business Services - Program 2500, including Program 2501								
Salaries	0100	168,016						168,016
Employee Benefits, including object 0280	0200	50,201						50,201
Purchased Services	0300,0400,							
	0500	13,000						13,000
Supplies and Materials	0600	148,500						148,500
Property	0700	-						-
Other	0800, 0900	1,500						1,500
Total Business Services		381,217	-	-	-	-	-	381,217
Operations and Maintenance - Program 2600								
Salaries	0100	686,799						686,799
Employee Benefits, including object 0280	0200	256,452						256,452
Purchased Services	0300,0400,							
	0500	706,700						706,700
Supplies and Materials	0600	526,000						526,000
Property	0700	7,500						7,500
Other	0800, 0900	-						-
Total Operations and Maintenance		2,183,451	-	-	-	-	-	2,183,451
Student Transportation - Program 2700								
Salaries	0100	254,268						254,268
Employee Benefits, including object 0280	0200	73,101						73,101
Purchased Services	0300,0400,							
	0500	72,000						72,000
Supplies and Materials	0600	59,000						59,000
Property	0700	-						-
Other	0800, 0900	-						-
Total Student Transportation		458,369	-	-	-	-	-	458,369
Central Support - Program 2800, including Program 2801								
Salaries	0100	219,705						219,705
Employee Benefits, including object 0280	0200	79,287						79,287
Purchased Services	0300,0400,							
	0500	112,000						112,000
Supplies and Materials	0600	121,000						121,000
Property	0700	-						-
Other	0800, 0900	500						500
Total Central Support		532,492	-	-	-	-	-	532,492
Other Support - Program 2900								
Salaries	0100							-
Employee Benefits, including object 0280	0200							-
Purchased Services	0300,0400,							
	0500							-

FY2023-2024 UNIFORM BUDGET SUMMARY

District Name: Strasburg School District 31J District Code: 0060 Adopted Budget Adopted: TBD Budgeted Pupil Count: x,xxx.x								
	Object Source	10 General Fund	21 Food Service	23 Pupil Activity	31 Bond Redemption	41 Building Fund	43 Capital Reserve Capital Projects	TOTAL
Supplies and Materials	0600							-
Property	0700							-
Other	0800, 0900							-
Total Other Support		-	-	-	-	-	-	-
Food Service Operations - Program 3100								
Salaries	0100		204,631					204,631
Employee Benefits, including object 0280	0200		55,868					55,868
Purchased Services	0300,0400, 0500		4,200					4,200
Supplies and Materials	0600		458,065					458,065
Property	0700		-					-
Other	0800, 0900		-					-
Total Other Support		-	722,764	-	-	-	-	722,764
Enterprise Operations - Program 3200								
Salaries	0100							-
Employee Benefits, including object 0280	0200							-
Purchased Services	0300,0400, 0500							-
Supplies and Materials	0600							-
Property	0700							-
Other	0800, 0900							-
Total Enterprise Operations		-	-	-	-	-	-	-
Community Services - Program 3300								
Salaries	0100	-						-
Employee Benefits, including object 0280	0200	-						-
Purchased Services	0300,0400, 0500	-						-
Supplies and Materials	0600	-						-
Property	0700	-						-
Other	0800, 0900	-						-
Total Community Services		-	-	-	-	-	-	-
Education for Adults - Program 3400								
Salaries	0100							-
Employee Benefits, including object 0280	0200							-
Purchased Services	0300,0400, 0500							-
Supplies and Materials	0600							-
Property	0700							-
Other	0800, 0900							-
Total Education for Adults Services		-	-	-	-	-	-	-
Total Supporting Services		6,161,611	722,764	-	-	-	-	6,884,375
Property - Program 4000								
Salaries	0100	-					-	-
Employee Benefits, including object 0280	0200	-					-	-
Purchased Services	0300,0400, 0500	-					-	-
Supplies and Materials	0600	2,304					-	2,304
Property	0700	4,000					-	4,000
Other	0800, 0900	-					-	-
Total Property		6,304	-	-	-	-	-	6,304
Other Uses - Program 5000s - including Transfers Out and/or Allocations Out as an expenditure								
Salaries	0100							-
Employee Benefits, including object 0280	0200							-

FY2023-2024 UNIFORM BUDGET SUMMARY

District Name: Strasburg School District 31J District Code: 0060 Adopted Budget Adopted: TBD Budgeted Pupil Count: x,xxx.x								
	Object Source	10 General Fund	21 Food Service	23 Pupil Activity	31 Bond Redemption	41 Building Fund	43 Capital Reserve Capital Projects	TOTAL
Purchased Services	0300,0400,							
	0500				-			-
Supplies and Materials	0600				-			-
Property	0700				-			-
Other	0800, 0900				800,000			800,000
Total Other Uses		-	-	-	800,000	-	-	800,000
Total Expenditures		15,179,568	722,764	375,000	800,000	-	-	17,077,332
APPROPRIATED RESERVES								
Other Reserved Fund Balance (9900)	0840							-
Other Restricted Reserves (932X)	0840							-
Reserved Fund Balance (9100)	0840							-
District Emergency Reserve (9315)	0840							-
Reserve for TABOR 3% (9321)	0840							-
Reserve for TABOR - Multi-Year Obligations (9322)	0840							-
Total Reserves		-	-	-	-	-	-	-
Total Expenditures and Reserves		15,179,568	722,764	375,000	800,000	-	-	17,077,332
BUDGETED ENDING FUND BALANCE								
Non-spendable fund balance (9900)	6710		13,097					13,097
Restricted fund balance (9900)	6720		10,455	240,398	2,000,090			2,250,943
TABOR 3% emergency reserve (9321)	6721	511,000						511,000
TABOR multi year obligations (9322)	6722							-
District emergency reserve (letter of credit or real estate) (9323)	6723							-
Colorado Preschool Program (CPP) (9324)	6724							-
Risk-related / restricted capital reserve (9326)	6726							-
BEST capital renewal reserve (9327)	6727							-
Total program reserve (9328)	6728							-
Committed fund balance (9900)	6750							-
Committed fund balance (15% limit) (9200)	6750							-
Assigned fund balance (9900)	6760					826,730	131,466	958,196
Unassigned fund balance (9900)	6770	2,607,273						2,607,273
Net investment in capital assets (9900)	6790							-
Restricted net position (9900)	6791							-
Unrestricted net position (9900)	6792							-
Total Ending Fund Balance		3,118,273	23,552	240,398	2,000,090	826,730	131,466	6,340,509
Total Available Beginning Fund Balance & Revenues Less Total Expenditures & Reserves Less Ending Fund Balance (Shall Equal Zero (0))								
		(0)	-	-	870,400	3,466,356	(132,998)	4,203,758
Use of a portion of beginning fund balance resolution required?		Yes	No	No	Yes	Yes	Yes	Yes

High School Fall Coaches:

<u>Football:</u>	<u>Title:</u>
Brian Brown	Head Coach
Thom Winter	Assistant
Jordan Ross	Assistant
Darel Dodge	Assistant
Nick Dickens	Assistant
Doug Burchfield	Assistant

<u>Softball:</u>	<u>Title:</u>
Wes Madrill	Head Coach
Brandon Archuleta	Assistant
Jeromie Bongard	Assistant
Jodie Archuleta	Assistant

<u>Volleyball:</u>	<u>Title:</u>
Larry Deffenbaugh	Head Coach
Brandi Marrero	Assistant
Nichole Welch	Assistant
Bailea Carothers	Assistant

<u>Boys' Golf:</u>	<u>Title:</u>
Eric Gilbert	Head Coach

<u>Cross Country:</u>	<u>Title:</u>
Mike James	Head Coach
Marissa Hauser	Assistant

<u>Cheer:</u>	<u>Title:</u>
Stephanie Peabody	Head Coach
Alaina Franklin	Assistant

<u>Unified Bowling:</u>	<u>Title:</u>
Vicki Manahan	Head Coach

High School Winter Coaches:

<u>Boys Basketball</u>	<u>Title:</u>
Kyle Bollers	Head Coach
Josh Holloway	Assistant
Jerry Ryan	Assistant

<u>Girls Basketball</u>	<u>Title:</u>
Merci Ames	Head Coach
Stephanie Welch	Assistant

Wilson Ames	Assistant
Bailea Carothers	Assistant

<u>Wrestling</u>	<u>Title:</u>
Matt Croft	Head Coach
Corey Coombs	Assistant
Shane Coombs	Assistant
Annah Welch	Assistant

High School Spring Coaches:

<u>Track</u>	<u>Title:</u>
Brandi Marrero	Head Coach
Nick Dickens	Assistant
Kim Harris	Assistant
Mike James	Assistant
Bailea Carothers	Assistant

<u>Girls Golf</u>	<u>Title:</u>
Les Day	Head Coach
Sheri Mangino	Assistant

<u>Middle School Football:</u>	<u>Title:</u>
Kerry Kemper	Assistant
Rigel Stephenson	Assistant

<u>Middle School Volleyball:</u>	<u>Title:</u>
Alyssa Garcia	Assistant
Arica Herman	Assistant

<u>Middle School Boys' Basketball</u>	
Rigel Stephenson	Head Coach
Charley Goodnight	Assistant

<u>Middle School Girls' Basketball</u>	
Marissa Hauser	Head Coach
Larry Deffenbaugh	Assistant
Lillie Freeman	Assistant

<u>Middle School Wrestling</u>	
Kerry Kemper	Assistant

Middle School Track

Chris McCoy	Head Coach
Tiffany Neumann	Assistant
Bri Andrews	Assistant
Mike Abbott	Assistant
Alex Steitz	Assistant