# Strasburg School District 31-J

# Agenda

SCHOOL DISTRICT BOARD OF EDUCATION
**Regular Meeting**
**December 8, 2025 6:00 PM**

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/9805 7290855
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 Vide President

Mary O'Malley, Secretary

Gema Gomez, Treasurer

Strasburg School Board strives to follow our guiding principles:

T – Transparency

R – Respect

U – Unity

T – Trust

H - Honesty

**Board Procedures:**

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

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

Presentations must be no more than three minutes.

I. Opening of Meeting
Michael Marrero
   a. Roll Call
   b. Pledge of Allegiance
   c. Adoption of the Minutes
   d. Adoption of the Agenda
      i. Moment of Silence
   e. Land Acknowledgment
   f. Board of Education Norms

II. Swearing In of The New Board
   a. Board Elections
   b. Change Signers on Checking Account

III. Celebrations
Kelle Bongard
   a. Foundation Game

IV. Public Participation/General
Michael Marrero

V. Old Business
   a. Healthy Kids Colorado Survey
   b. SAFER Grant
   c. Superintendent Mid Year Evaluation

VI. New Business

VII. Board Reports/Discussion
   a. Board Feedback
      Michael Marrero
   b. Legislative and Colorado Association of School Boards
      Diana Elliott
   c. District Accountability Committee
      Mary O'Malley
   d. East Central Board of Cooperative Educational Services
      Diana Elliott
   e. Chamber of Commerce
      Michael Marrero

VIII. Superintendent Report/Discussion
Kelle Bongard
   a. Building Updates
   b. Fiscal Updates
      - Final Mill Levy Certification
   c. Policy Updates
      i. Policy IJ (Instructional Materials Selection and Adoption)
      ii. Policy IJL (Library Resource Selection Adoption and Reconsideration)
      iii. Policy ADA (School District Educational Objectives)

IX. Adoption of Consent Agenda
   a. Personnel Matters Contract/Letter of Assignments – New Hires/Renewals
   b. Personnel Matters Contract/Letter of Assignments – Reassignments
   c. Personnel Matters Contract/Letter of Assignments – Terminations/Resignations/Non-Renewals
   d. Substitute List
   e. Winter Coaching Assignments
   f. Policy Updates
      i. Policy IJ (Instructional Materials Selection and Adoption)
      ii. Policy IJL (Library Resource Selection adoption and Reconsideration)
   g. Final Mill Levy Certification

X. Calendar Review
   a. Meeting Times and Dates Review

i.

Dec 10-13 - CASB Conference
January 12th - Regular Board Meeting

b. Future Agenda Topics

XI. Adjournment

Regular Meeting
Monday, November 10, 2025 6:00 PM
Mountain

Central Service Building
2102 Wagner Street
Strasburg, CO 80136

Diana Elliott: Present
Gema Gomez: Present
Daymon Johnson: Absent
Michael Marrero: Present
Mary O'Malley: Absent
Present: 3, Absent: 2.
Mary O'Malley: Present
Present: 4, Absent: 1.

I. Opening of Meeting

I.a. Roll Call

I.b. Pledge of Allegiance

I.c. Adoption of the Minutes

I recommend we approve the minutes as presented. This motion, made by Diana Elliott and seconded by Gema Gomez, Carried.
Daymon Johnson: Absent, Mary O'Malley: Absent, Diana Elliott: Yea, Gema Gomez: Yea, Michael Marrero: Yea
Yea: 3, Nay: 0, Absent: 2

I.d. Adoption of the Agenda

I recommend we approve the agenda as presented. This motion, made by Diana Elliott and seconded by Gema Gomez, Carried.
Daymon Johnson: Absent, Diana Elliott: Yea, Gema Gomez: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 4, Nay: 0, Absent: 1

I.e. Land Acknowledgment

I.f. Board of Education Norms

II. Celebrations

II.a. Student Accomplishments

Strasburg High School recently received the 2026 National Merit Scholarship Program's list of Commended Students. Tonight, we are proud to recognize two seniors who have earned this distinction.
Commended Students are honored for demonstrating exceptional academic promise through their outstanding performance on the NMSQT, the qualifying assessment for the National Merit Scholarship Program. Their achievement places them among the top scorers nationwide. Although Commended Students do not continue in the competition for National Merit Scholarships, this recognition remains a significant national honor—awarded to only 30,000-50,000 students across the country each year. This distinction is not publicly released by the National Merit Scholarship Program; instead, honorees are provided directly to school districts for special recognition.

With great respect for their dedication and academic excellence, it is our privilege to acknowledge:
**Mr. William L. Hauser**
**Miss Katie G. Larsen**
We would also like to recognize **Israel James**, who has earned the Advanced Placement (AP) Scholar Award from the College Board. Advanced Placement courses offer students the opportunity to engage in college-level academic work, and students earn potential college credit based on their performance on AP exams administered each spring.
The AP Scholar Award is presented to students who score a 3 or higher on three or more AP exams, demonstrating consistent achievement across multiple disciplines. Israel's accomplishment reflects strong academic preparation, a commitment to rigorous coursework, and a dedication to excellence. We are proud of him for representing Strasburg High School with distinction.

II.b. Talent Show

Huge shout out to our Strasburg Arts Council for organizing the Talent and Art Show last month. It was amazing! For talent winners, we had the following students place in each of their respective categories:

**PK-3rd**
1st place- Penny Yost, Violin
2nd- Talia Barnes (PK), singing
Art 1st place Brylee Johnson
2nd place David Boyd

**4th-5th**
1st- Avishai Karoki, violin
2nd- Destiny Hassell, gymnastics
Art 1st place Lincoln Jones
2nd place Mason Sprinkle

**Middle**
1st- Cruz Kemper, guitar
2nd- Lucy Garrett, singing
Art - 1st place Emmy Giger
2nd place Bailey Halverson

**High School**
1st- Brielle Barnes & Kristin Croft, singing
2nd- Ally Tree, singing & piano
Art - 1st place Lucy Cerillo
2nd place Akeelah Prichard

**Audience favorite**
Tie: Emmory Owens, singing
Naomi Redd, Jeremiah Redd. Dawit James. Israel James, Gideon Milner, band

II.c. Healing Run

Strasburg High School was honored to host members of the Arapaho Tribe last month as part of their annual *Healing Run*. Although Mr. Andrews will share more details in his monthly report, we wanted to highlight this event as a celebration in its own right.

Our partnership with the Arapaho Tribe is meaningful and longstanding, reflecting far more than a land acknowledgment. We deeply value the relationships we have built over the years and appreciate the continued opportunity to learn, connect, and grow together.

II.d. Red Ribbon Week

To close our celebrations, Mrs. Marisa Clifton, District Social Worker, provided an overview of our successful **Red Ribbon Week** activities. Using funds from the **Vaping Prevention Education Grant** awarded by CDE (grant active through 2027), the district hosted a comprehensive week dedicated to promoting healthy choices and drug-free lifestyles. This is the first time in recent years that Strasburg has implemented Red Ribbon Week at this scale.

Throughout the week, age-appropriate lessons and activities were offered across all schools:

- **Kindergarten-2nd Grade:** Focused on general health, safety, and making healthy choices, without introducing drug-specific content.
- **3rd-5th Grade:** Introduced lessons on the harmful effects of vaping and nicotine.
- **Middle School & High School:** Received a range of informational materials, resources, and vaping-prevention education, including displays featuring a life-size vape model illustrating toxins found in vape products.

Counselors across the district assisted with classroom lessons, ensuring consistent education for all students. Creative activities—such as "feeding yourself healthy choices" and discarding unhealthy ones—helped younger students engage in a fun, age-appropriate way.

In addition to Red Ribbon Week, the Vape Grant supported **Bullying Prevention Month** initiatives in October:

- **Elementary:** Hosted a presentation by Nathan Harmon (Your Life Speaks), focusing on kindness, friendships, positive choices, and bullying prevention.
- **Secondary:** Participated in **Rachel's Challenge**, a nationally recognized program promoting compassion, respect, and kindness, inspired by the first Columbine victim, Rachel Scott.

Following Rachel's Challenge, the high school launched the **FOR Club**, made up of NHS, Student Council, and interested student volunteers. This group will continue kindness initiatives throughout the year to ensure the program's impact extends beyond a single event.

Looking ahead, the district will welcome another prevention speaker, **Kyle Wimmer**, next semester. His presentation, recommended by the Bennett School District, will focus on vaping education, quitting strategies, and the health risks associated with nicotine and vape products.

Mrs. Clifton expressed gratitude for the grant funding, which has allowed the district to significantly expand its prevention education and student support initiatives this year.

III. Public Participation/General

No Public Participation at this time.

IV. Old Business

IV.a. Election Update

An update was provided regarding the recent school board election held on Tuesday, November 4th. As of today, and pending official certification, Ms. Courtney Vance and Ms. Gema Gomez have been elected to the Board of Education.

During the report, it was noted that election results must be certified before new members can be formally seated with the Board. While the specific date mentioned during the meeting was incorrect, the requirement for certification prior to seating is accurate.

Once election results are certified, newly elected members will be formally welcomed and sworn in at the December Board Meeting. At that same meeting, the Board will also conduct its organizational elections, during which officer positions will be selected for the upcoming year. Until that time, current board roles remain in place.

V. New Business

V.a.Mid-Year Superintendent Evaluation

An update was provided regarding the mid-year evaluation process for the Superintendent. For transparency, it was noted that the evaluation timeline is running approximately one month behind; however, all board members have now received the evaluation tool.

Each board member has access to a shared file containing two components:

- Start/Stop/Continue Feedback Table
  Board members are asked to provide input on:
  - Practices they would like the Superintendent to start doing
  - Practices to stop doing
  - Practices to continue doing
- Superintendent Goals for 2025-2026
  This includes the Superintendent's self-reported progress at the mid-year point, providing context for board members as they review performance and identify areas of strength and opportunities for growth.

Board members will review the goals, assess the reported progress, and provide feedback aligned with the Start/Stop/Continue framework. That feedback will be consolidated by the Board President into one comprehensive report.

Once compiled, the Board President will either:

- Meet individually with the Superintendent to review the evaluation, or
- Conduct the review with the full Board during a work session, depending on the Superintendent's preference.

Because the superintendent evaluation is a public document, the mid-year evaluation will be formally presented to the community at the December Board Meeting.

Board members were asked to submit their responses by Thursday, so that consolidation can occur promptly and a discussion meeting can be scheduled as early as Friday to review the summary together.

A clarification was also provided regarding the evaluation process:

- Mid-year evaluations do *not* include interviewing the Superintendent's direct reports.
- Year-end evaluations *do* involve board members interviewing direct reports to gather additional feedback. This distinction was noted so board members understand why no invitations for those interviews have been sent at this time.

No further questions were raised.

VI. Board Reports/Discussion

VI.a. Board Feedback

No Board Feedback at this time.

VI.b. Legislative and Colorado Association of School Boards

A brief legislative update was provided. There has been little formal activity at the state level recently, so the report focused primarily on the upcoming CASB Annual Conference and related events.

The CASB Annual Business Meeting will take place on Thursday at 3:15 p.m. during the conference. This meeting occurs during a breakout session block, so attending delegates will forgo regular sessions in order to participate. Board members attending the conference were encouraged to join the business meeting to observe the process.

During the meeting, CASB will conduct regional board elections. Several regions have open seats this year; however, the Strasburg region does not. As a result, Scott Makita of Calhan will continue serving as the regional director.

Delegates will also vote on the two resolutions forwarded from the Delegate Assembly. The Board previously discussed both resolutions:

- The first, brought forward by the Edison School District, concerns the proposal to allow out-of-district individuals to run for a school board seat if they have a student attending the district. This proposal has already undergone significant revision and is currently under legal review. It is unclear whether the resolution will ultimately be brought forward for a vote.

  Components under review include:
  - Whether district policy could or should permit or prohibit such candidates
  - A proposed distance requirement (e.g., living within 30 minutes of the district)
  - A provision preventing out-of-state residents from running, due to many Colorado districts bordering other states
- The second resolution relates to other policy revisions previously reviewed by the Board, with no major updates at this time.

An additional update was received from the National School Boards Association (NSBA). NSBA highlighted discussions at the federal level regarding the potential elimination of the U.S. Department of Education. If this were to occur, responsibilities under the Individuals with Disabilities Education Act (IDEA) could be transferred to the U.S. Department of Health and Human Services.

Such a shift could potentially change how IDEA services are administered nationwide. While districts themselves would not likely face immediate procedural changes, any systemic changes would significantly impact BOCES organizations and, as a result, have downstream implications for district special education services. This topic is of high concern at the national level and continues to be monitored closely.

VI.c. District Accountability Committee

DAC President Vennessia provided the committee report. The DAC met last Thursday, and it was noted that the meeting was particularly productive and engaging.

The committee focused on reviewing the Parent and Family Engagement and Education Policy. Members divided into small groups to examine various components of the policy, discussing areas where the district is performing well and identifying opportunities for improvement.

Key focus areas included:

- Academic Status
- Family Involvement
- Family Resources
- Inclusivity and Culture
- District Planning

The discussion helped clarify priorities and provided strong direction for the committee's work in the coming months.

A final note emphasized the importance of continued attention to district planning, with plans to follow up and schedule additional conversations to support this focus area.

VI.d. East Central Board of Cooperative Educational Services

The Board received an update regarding the upcoming East Central BOCES Annual Business Meeting, scheduled for Wednesday, the 19th. The meeting will be held in person and includes dinner, and board members who wish to attend should notify the district so BOCES can be informed.

Several items are expected on the agenda:

- Annual Audit Delay: Due to the recent shutdown and resulting lack of complete financial information, it is highly likely that BOCES will not be able to complete its annual audit at this time. The audit will likely be presented for approval in January, unless unforeseen circumstances require a special meeting sooner.
- Executive Director Hiring Process: BOCES is currently in the process of hiring a new Executive Director. Typically, board reorganization occurs every two years following the election cycle, but BOCES leadership is recommending that reorganization be postponed until after the hiring process is complete. This would allow the current Board of Directors to provide continuity and support ("mentorship") for the incoming Executive Director. If approved, reorganization would take place at the next election cycle.

The upcoming business meeting is expected to be informative and productive.

VI.e. Chamber of Commerce

An update was provided on upcoming events and activities within the I-70 Chamber of Commerce:

- November 15 - Bennett Arts Council will host a Knitting and Crocheting event. While located in Bennett, the event is open to the broader I-70 community for those interested in fiber arts.
- November 18 - Virtual Board of Directors Meeting for Chamber members.
- November 19 - Monthly Chamber Luncheon at May Farms. The featured speaker will be Growthy Financial Services. Elections for Chamber Board positions will also take place during the luncheon. Although the formal window to be listed on the ballot has closed, nominations from the floor will be accepted. Board members and community members were encouraged to attend or explore Chamber membership.
- November 29 - Bennett Arts Council will host the Fiber Art Show and Competition, and the I-70 region will participate in Small Business Saturday to support local businesses.

These events round out the Chamber's activities for November and lead into the upcoming December schedule.

VII. Superintendent Report/Discussion

VII.a. Building Updates

**Elementary School - Principal Cameron Schiller**

*(Presented with Google Slides)*

Principal Schiller shared several highlights from the past month:

- Kindergarten Professional Learning: The kindergarten team visited Altitude Elementary to observe veteran teachers and gather instructional strategies. The visit was made possible without interrupting classroom time due to the district's Monday schedule.
- Classroom Engagement: Students participated enthusiastically in a math "Around the World" activity during a classroom observation.
- Student Council Leadership: Elementary student council members attended the Image Summit leadership conference for grades 5-12, participating in workshops, keynote sessions, and leadership development activities.
- Colorado Ballet Visit: The Colorado Ballet performed at the school and invited students on stage to learn basic ballet movements.
- Gifted & Talented Work Session: The building hosted a regional GT work session, bringing educators from the Eastern Plains together for professional collaboration.
- Halloween Parade: The annual parade drew a very large turnout. Due to crowding in the cafeteria and growing class sizes, the school is exploring alternative locations or formats for future parades. Community engagement was strong and appreciated.

Principal Schiller also shared that he recently presented on the school's House System at the HACE Principals Conference, highlighting the positive impact the system has had on school culture and student belonging.

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**Middle School - Principal Jaylee**

Principal Jaylee reported on the middle school's current work and events:

- In-Service Day & Priority Setting: Staff engaged in collaborative discussions using iReady, CMAS, and behavioral data to identify building-wide priorities. Key focus areas included_behavioral consistency_, *teacher mentorship*, and *academic*

*improvement*. A "speed dating" strategy-sharing activity helped surface classroom solutions.

- Veterans Day Program: The annual program will take place tomorrow at 2:30 p.m., featuring guest speaker Mr. Rosiers, performances from the choir and band, and student council presentations on the significance of the poppy.
- Student Council: Middle school leaders attended the Student Council Conference and demonstrated strong leadership.
- Remote Learning Preparation: Communication has been sent to families outlining expectations in the event that weather necessitates remote learning.
- Choir Growth: Choir participation has increased to 27 students, with both 6th and 7th grade choirs active. Recent performances were well attended.
- Field Trip: Sixth grade will visit the museum on November 21.
- Professional Development: Mr. Bongard attended external training and returned with ideas to support instruction and schoolwide goals.
- Halloween Events: The school held a student costume contest, and staff participated as well. The 6th grade team won the staff contest dressed as referees.

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**High School - Principal Scott**

*(Presented with Google Slides)*

Principal Scott shared a comprehensive update on recent high school activities:

- School Newspaper: The high school newspaper has been launched, produced by Ms. Fisher's art/yearbook teams and the journalism class. Hard copies were shared, and digital versions will be emailed monthly.
- Project Roots Conference: Staff attended the Project Roots equity-in-CTE conference as part of a three-year cohort aimed at expanding equitable access to all CTE pathways.
- CHACE Program Development: Work is underway to implement CHACE, a career-exploration and support program for all learners, including students with IEPs, 504s, MLLs, gifted learners, and general education students. The goal is to launch after winter break.
- Student-Led IEP Model: Three students presented at an East Central BOCES training on the school's student-led IEP process. Students create and present their own progress data during meetings, a model that has received significant regional interest.
- Northern Arapaho Healing Run & Powwow:
  The high school hosted the Northern Arapaho Tribe as part of the annual Healing Run. Activities included:
  - A ceremonial entrance led by dancers and healing runners
  - A presentation by Gail Ridgely on the Sand Creek Massacre
  - A spirit cleansing and safety blessing
  - Students running alongside the tribe
  - A flag ceremony featuring the Strasburg and Northern Arapaho flags
  - A modified powwow including storytelling, traditional dances, and student participation
- Día de los Muertos Ofrenda: A schoolwide ofrenda was displayed in the Commons from Oct. 30-Nov. 7. Spanish classes constructed the altar, and students and staff were invited to add photos of loved ones.

- Inside Out Leadership Conference: Three student-athletes attended this NFL-affiliated leadership conference and represented the school well.
- "Downgrade Fridays": Beginning this Friday, families of students with failing grades will receive weekly notifications to encourage proactive communication and access to PowerSchool.
- Veterans Day Assembly: The assembly will be held tomorrow at 11:00 a.m. due to scheduling adjustments for the band teacher. Visitors should check in at the main office.

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**Prairie Creek / Alternative Education - Principal Thom**

Principal Thom provided the monthly Prairie Creek update:

- Enrollment: Prairie Creek currently has 32 of 36 spots filled. Strasburg has three openings remaining, and Deer Trail has one. Additional enrollment is anticipated after first semester.
- "Big Rocks" Initiative: In alignment with district leadership goals, Prairie Creek is focusing on developing student postsecondary pathways.
  A one-page pathways guide is being created to help students identify future goals—such as military service, trade schools, two- or four-year colleges, or the workforce. The guide will also be shared with parents to strengthen communication between students, families, and school staff. A draft is 50% complete.
- iReady Growth Data: The first testing window opens this week, with additional windows planned for December and late winter. These assessments will help establish and monitor academic growth.

VII.a.i. Scott

VII.a.ii. Cameron

VII.b. Fiscal Updates

VII.b.i. Mill Levy Certification

Nancy provided an overview of the 2024-2025 mill levy certification, which appears later in the consent agenda. Based on the preliminary assessed valuations received from Adams and Arapahoe Counties in August, the district is requesting approval to certify 38.539 mills for the year. This total includes:

- 29.187 mills for the General Fund
- 9.352 mills for the Bond Fund

This represents a decrease of approximately 2 mills from the previous year. The reduction is primarily due to the district collecting about $150,000 less for bond payments compared to last year.

Nancy also reviewed the combined assessed valuations from both counties. Valuations increased 10% from the prior year. The second page of the mill levy document outlines valuation totals and mill calculations.

She noted that the consent agenda includes a resolution allowing the Superintendent and CFO to finalize and certify mills once the *final* property valuations are received in early December. This delegation of authority has been used in recent years due to the short turnaround

window. Final valuations typically align closely with the preliminary numbers, and the board will receive an update once the certification is completed.

Explanation of the Abatement Process

Upon request, Nancy explained how abatement numbers are calculated. Counties report the amount of tax that was abated, or forgiven, for taxpayers. Districts are allowed to recapture that revenue from all taxpayers collectively to ensure the district receives the full amount owed through property tax assessments.

Strasburg is fortunate to collect approximately 99% of its property taxes each year—higher than many districts. The slight increase in abatements last year reflected a higher-than-usual abatement total countywide.

VII.b.ii. Quarterly Board Report

Quarterly Financial Report

Nancy also reviewed the Quarterly Board Financial Report, which was shared with the board at the end of October and is posted publicly on the district website under the financial section.

Key points included:

- Through September, the district has spent 22.57% of its budget.
- This is appropriate for first-quarter spending, where roughly 25% of the budget would be expected.
- Some expenditure categories appear higher because the district front-loads significant expenses between July and September, including liability insurance, technology subscriptions, and annual service agreements.
- Spending patterns will level out across the remaining quarters.

Nancy noted no concerns with current financial performance.

The board expressed appreciation for the clarity and detail of the financial reporting, noting that the improved presentation has made the quarterly reports easier for the board and community to understand.

VII.c. District Safety and Wellness Update

**As part of the district's continued focus on student and staff safety, well-being, and health, several staff members recently attended state and national conferences. Each provided an overview of their experiences and key takeaways.**

**Conference Attendance - District Social Worker (Mrs. Clifton) & District Nurse (Mrs. Hawkins)**

Mrs. Clifton and Mrs. Hawkins attended a national school health conference in Denver, supported in part by the district's Vaping Prevention Education Grant. The conference brought together educators, nurses, counselors, and school health professionals from across the country to address student wellness.

The conference centered around four major themes:

- Tackling Mental Health and Wellness
- Advancing Health Equity and Access
- Modernizing Health Curriculum and Teaching Strategies

- Driving System-Level Change and Leadership

  Their key takeaways included:
- Teacher Burnout & Staff Wellness:
  Sessions emphasized the growing need to proactively address teacher burnout. Mrs. Clifton shared ideas with the district's Employee Engagement Committee to support staff retention and well-being.
- Health Curriculum Gaps:
  Both attendees noted that comprehensive health education often begins too late (starting around grades 5, 7, and 10). They expressed a desire to strengthen early childhood health instruction—especially around decision-making, healthy choices, and prevention—similar to what was modeled during Red Ribbon Week.
- Substance Use Education (Nicotine & Marijuana):
  Many sessions focused on supporting students struggling with nicotine or marijuana use.
  - They learned strategies and supports for students navigating addiction.
  - They identified new resources, including curriculum from the Stanford Medicine REACH Lab, which offers age-appropriate marijuana education that can even begin in elementary school.

    Both staff members emphasized how valuable the conference was for expanding prevention tools, strengthening curriculum, and supporting student wellness throughout the district.

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**School Safety Conference - Mr. Bongard**

Mr. Bongard attended the SchoolSAFE Conference, a multi-day training focused on comprehensive school safety, preparedness, and student-centered prevention strategies. This was the second year of the conference, which remains a growing national gathering.

His major takeaways included:

- Enhanced Use of Raptor School Safety System:
  The district already uses Raptor for visitor management, but recent updates provide expanded features:
  - Integrated SmartPass, allowing digital hall passes and improved student movement tracking
  - Visitor and volunteer management tools
  - Emergency communication enhancements
  - Event attendance tools that support accountability during evacuations or emergencies

    These features offer opportunities to strengthen safety, communication, and situational awareness across buildings.
- Strengthening Partnerships:
  Sessions highlighted how school districts nationwide are leveraging partnerships with local law enforcement, community agencies, and legislators to improve school climate and safety.
  Mr. Bongard noted the importance of continuing to cultivate these partnerships locally.
- Continuous Adaptation to Safety Needs:
  The conference stressed that school climate and safety threats are constantly evolving,

requiring ongoing evaluation, updated risk assessment strategies, and ongoing staff training.
He shared that the district will continue adapting practices and maintaining a proactive safety mindset.

Mr. Bongard also provided a brief overview of Raptor at the board's request, explaining how the system's expanded capabilities extend well beyond visitor check-in.

VII.d. Policy Updates

VII.d.i. JJJ-R (Extracurricular Activity Eligibility)

The Board reviewed policy JJJJ-R, the regulation related to Extracurricular Activities and Eligibility.
This regulation accompanies the policy the Board updated last spring. While the revised policy has been in effect throughout the year, the accompanying regulation had not yet been formally updated to reflect current practices.
The regulation presented tonight brings the written documentation into alignment with the procedures already being implemented in schools.

VII.d.ii. KF (Community use of School Facilities)

Policy KF - Community Use of School Facilities
The Board reviewed updates to Policy KF, which outlines expectations and procedures for community use of school facilities.
The intent of the revisions is to provide clearer guidance for outside organizations requesting use of district spaces. While the district values being a community hub and remains committed to making facilities available for local groups, the policy now more clearly reflects the costs associated with facility use, including custodial support, utilities, and general wear on the buildings.
The updated policy ensures that community access remains available while also supporting the district's responsibility to be fiscally prudent and maintain facilities appropriately.

VIII. Adoption of Consent Agenda

I recommend we approve the consent agenda as presented. This motion, made by Mary O'Malley and seconded by Diana Elliott, Carried.
Daymon Johnson: Absent, Diana Elliott: Yea, Gema Gomez: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 4, Nay: 0, Absent: 1

VIII.a. Personnel Matters Contract/Letter of Assignments – New Hires/Renewals

- AJ Hemphill - Math Paraprofessional (SHS)

VIII.b. Personnel Matters Contract/Letter of Assignments – Reassignments

VIII.c. Personnel Matters Contract/Letter of Assignments – Terminations/Resignations/Non-Renewals

VIII.d. Substitute List

VIII.e. Q2 Middle School Coaching Assignments

VIII.f. Mill Levy Certification

VIII.g. Policy JJJ-R (Extracurricular Activity Eligibility)

VIII.h. Policy KF (Community Use of Facilities)

IX. Calendar Review

IX.a. Meeting Times and Dates Review

IX.a.i.

- **November:** No Work Session?
- **December 8:** Regular Board Meeting
- **December 11–13:** CASB Conference
- **December:** No Work Session?
- **January 12:** Regular Board Meeting

IX.b. Future Agenda Topics

X. Adjournment

Recommend the Board adjourn the meeting at 7:11 p.m. This motion, made by Mary O'Malley and seconded by Diana Elliott, Carried.

Daymon Johnson: Absent, Diana Elliott: Yea, Gema Gomez: Yea, Michael Marrero: Yea, Mary O'Malley: Yea

Yea: 4, Nay: 0, Absent: 1

Regular Meeting
Monday, October 13, 2025 6:00 PM Mountain

Central Service Building
2102 Wagner Street
Strasburg, CO 80136

| | |
|---|---|
| Diana Elliott: | Present |
| Gema Gomez: | Present |
| Daymon Johnson: | Present |
| Michael Marrero: | Present |
| Mary O'Malley: | Present |

Present: 5.

I. Opening of Meeting

I.a. Roll Call

I.b. Pledge of Allegiance

I.c. Adoption of the Minutes

I recommend we approve the minutes as presented. This motion, made by Mary O'Malley and seconded by Diana Elliott, Carried.
Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 5, Nay: 0

I.d. Adoption of the Agenda

I recommend we approve the agenda as presented. This motion, made by Diana Elliott and seconded by Daymon Johnson, Carried.
Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 5, Nay: 0

I.e. Land Acknowledgment

I.f. Board of Education Norms

II. Celebrations

II.a. P.I.E. Night

On September 25th, the district hosted its first annual Partners in Education (P.I.E.) Night. The evening focused on exploring various student cell phone policies implemented across districts, reviewing current research on why Colorado and over 30 other districts are updating their student cell phone policies, and discussing what we might want to be true of our policy for the 2025-26 school year.

Community members are still invited to join the conversation. Anyone interested can email Superintendent Kelle Bongard to access the research video and participate in the follow-up poll.

The next Partners in Education Night will be held in January, when the group will determine a direction for Strasburg's policy and brainstorm the logistical components necessary to ensure a successful implementation in the upcoming school year.

II.b. HMS Cheer Team

This winter, Hemphill Middle School is piloting a new sport, cheerleading! Students will have the opportunity to join the HMS Cheer Team and cheer at home boys' basketball games throughout the season. The team will be coached by Strasburg Elementary paraprofessional Jaelyn Rosier.

II.c. Homecoming Week

We are gearing up for what is sure to be a busy but fun week here in Strasburg! The district encourages all community members to take a look at the Homecoming Week schedule and join us for at least one of the many exciting events happening throughout the week.

II.d. Wagner St. Safety Improvements

Visitors arriving this evening may have noticed construction taking place along Wagner Street. The county is installing new speed tables to help reduce speeding and, most importantly, to enhance student safety. Four speed tables will be placed along Wagner Street, spanning from just south of Colorado Avenue up to the Blackstone Ranch neighborhood.

III. Public Participation/General

III.a. Marcy Kwasniewski

Public Participation was postponed until Board Member Marcy Kwasniewski arrived, as she was driving a bus and running late.

Marcy Kwasniewski, on behalf of the district's bus drivers, presented a proposal to adjust the current meal voucher policy. She shared that the existing mileage-based system ($8 for breakfast, $12 for lunch, $20 for dinner, or $40 per day for trips over a 50-mile radius) does not always account for the total time drivers spend away from the district.

Marcy proposed shifting to a time-based meal voucher system, in which drivers would receive meal allowances based on the duration of their trips rather than mileage. She also suggested including an option for drivers with dietary restrictions to receive a smaller reimbursement (e.g., $5 per meal) when bringing their own food.

She concluded by expressing appreciation for the existing driver bonus program and thanked the Board for considering the proposal.

IV. Old Business

IV.a. Election Update

Ballots have been mailed out for the upcoming Board of Education election. Election Day is November 4, 2025. The district recently hosted a Meet the Candidates night, providing community members an opportunity to hear from and engage with the candidates.

Board members encouraged the community to reach out with any questions about board service and to ensure ballots are submitted by Election Day.

V. New Business

VI. Board Reports/Discussion

VI.a. Board Feedback

The Board reviewed one piece of community feedback regarding consistency in school safety protocols across the district. Discussion emphasized that the district follows established safety and communication policies, including

coordination between the superintendent, law enforcement, and building leadership when determining how and when information is shared.

It was noted that while communication may not always occur as quickly as the public desires, the district will always prioritize student safety and timely corrective action before public communication.

VI.b. Legislative and Colorado Association of School Boards

Diana Elliott reported that there is currently no formal legislative activity at the state level, though discussions are ongoing regarding potential future bills. She will attend the upcoming Legislative Relations and Education Committee (LREC) meeting on October 24 for further updates.

Diana noted that two CASB resolutions will go before the delegate assembly in December:

1. Eligibility for out-of-district Board of Education members when no local candidates are available.
2. Funding accountability for programs requiring legislative funding, particularly enrichment grants intended for four-day school districts.

She also provided an overview of Proposition LL, which relates to the Healthy School Meals for All program. The proposition seeks to allow funds collected for the program, but restricted by TABOR refund limits, to remain with schools rather than being refunded to taxpayers. The measure also proposes an income-based funding adjustment for households earning over $300,000 annually, directing additional funds toward both the Healthy School Meals for All and SNAP programs.

Nancy Taylor explained that Strasburg qualifies under the Community Eligibility Provision (CEP), with approximately 40% of students eligible for free and reduced lunch. This status provides federal funding that covers most meal costs, so the district would remain eligible for continued meal support even if the ballot measure does not pass.

Diana concluded with a brief CASB update, noting that the CASB Delegate Assembly and business meeting will take place on December 11 from 3:15-5:00 p.m., where delegates will vote on officers and resolutions.

VI.c. District Accountability Committee

Vennessia Jimenez provided the DAC update. The committee met on Thursday and discussed the district's Unified Improvement Plans (UIPs), which will also be presented by each school during tonight's meeting. The group reviewed the district's three pillars and received updates on the new I-80 Read curriculum being implemented at the middle school.

Vennessia commended Principal Scott for his clear and effective presentation to the committee and noted that members were very impressed with the work being done.

The committee also reviewed feedback and data from the recent P.I.E. Night, discussing community engagement and ways to encourage additional participation and feedback through the follow-up video and poll. The meeting had a strong turnout, and members expressed optimism for continued engagement moving forward.

VI.d. East Central Board of Cooperative Educational Services

Diana Elliott reported that there were no new updates since the last meeting. The annual ECBOCES business meeting will be held in person on November 19 in Limon. Dinner will be provided, followed by the formal business session.

VI.e. Chamber of Commerce

Michael Marrero reported that the next Lunch and Learn event will be held on October 15 at May Farms. The session will feature Jerry Davis, Business Outreach Specialist for the Division of Vocational Rehabilitation under the Colorado Department of Labor, presenting an Overview of Division of Vocational Rehabilitation Services.

The Chamber's Lunch and Learn schedule is fully booked through May, with a waiting list if openings arise. Chamber elections will be held in November, and results will be shared at a future meeting.

VII. Superintendent Report/Discussion

VII.a. Principal Update

**Prairie Creek High School**

Principal Thom Winter began the principal updates. Prairie Creek recently hosted an Open House on October 8, with a strong turnout of approximately 30 attendees, including students, parents, staff, and board members. The event showcased Prairie Creek's experiential learning approach and allowed guests to participate in hands-on activities reflective of the school's instructional style.

Current enrollment stands at 32 students, with two additional students joining this week, bringing the school near its cap of 36.

Mr. Winter explained that due to Prairie Creek's small student population, the school does not meet the threshold to generate state testing data for performance ratings. As a result, the UIP focuses on what Prairie Creek does best—student engagement and postsecondary and workforce readiness—with an emphasis on reducing dropout rates. This year's 8.2% dropout rate represents one student and remains low for an alternative education campus.

The school is implementing the Zello career and college readiness program to help students connect their goals to the value of earning a high school diploma. Mr. Winter credited his small but dedicated team—Janice Lopez (Life Skills), Denise Gonzalez, and Counselor Marla McGrin—for their commitment to Prairie Creek's mission.

Superintendent Bongard noted that while Prairie Creek is the only school required to formally submit a UIP, all district schools continue to develop goals aligned with the district's Instructional Framework and Profile of a Learner under biennial flexibility status.

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**Strasburg Elementary School**

Principal Cameron Schiller presented the Strasburg Elementary UIP and school updates.

The school's two primary goals are Math Achievement and ELA Alignment.

3. Math: Teachers are strengthening the use of data within PLCs and refining WIN ("What I Need") groups to tailor instruction to every student, ensuring both intervention and enrichment needs are met.
4. ELA: The newly adopted Benchmark Advance curriculum ensures consistency across classrooms, using a shared language between general education, SPED, and ELL instruction. Two full PD days were held in August with another planned in November to deepen curriculum fidelity.

Aligned with the district's Instructional Pillars, Mr. Schiller emphasized:

1. Higher-Level Thinking, ensuring all students are challenged;
2. Evidence-Informed Practice, using data to guide instruction; and
3. Collaborative Expertise, through ongoing PLC collaboration.

Mr. Schiller also highlighted key culture and engagement activities:

- Monthly House Awards & "Rockin' with the Principals" : celebrating students for earning house points with games and donuts.
- Homework Club: held weekly with 10-15 students participating.
- Field Day & Tug-of-War: students competed by house, joined by football players, staff, and the SRO for the finale.
- Fire Safety Day: presented by the Strasburg Fire Department for all grades.
- ELL Reader's Theater: ELL students performed short plays as part of the new reading curriculum, demonstrating engagement and growth in language skills.

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### Hemphill Middle School

Principal JaLee Kitzman presented the Hemphill Middle School UIP and literacy update.

The school's goals are structured around the district's pillars: Challenge Inspires, Engagement Connects, and Assessment Guides and focus on:

1. Meeting or exceeding state averages through teacher collaboration, consistent curriculum use, and intentional instruction.
2. Improving attendance via new processes, MTSS meetings, and "Game Changers" teams that address student academic, behavioral, and SEL needs.
3. Closing ELA achievement gaps using targeted interventions, WIN classes, and vertical alignment among grades 6-8.

Literacy Intervention Program:

Mrs. Kitzman proposed adopting Read 180 Next Generation to strengthen reading instruction for approximately 100 students in grades 6-8 who read below grade level, including ELL and SPED students. The program incorporates small-group and independent instruction, instant feedback, and progress tracking.

- Cost: $79,853 (four-year contract).
- Funding: Covered by a one-time SPED fund balance increase from higher-than-expected high-cost reimbursements.
- Staffing: Six teachers across grades 6-8 will implement the program.
- Approval: Unanimously supported by the Instructional Curriculum Committee; public review yielded no feedback.

The program aligns with Strategic Drivers 1 & 2 and the Strasburg Story and is designed to deliver measurable literacy growth.

The middle school will also host its first Homecoming Carnival this week, led by Theater Tech and Student Council, fostering school spirit and community connection.

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**Strasburg High School**

Principal Scott Andrews presented the Strasburg High School UIP and school updates.

Mr. Andrews began with a Homecoming Week overview, including courtyard kickoff, boys' volleyball tournament, parade, pep assembly, football game, and dance. Safety measures were in place with police and SRO presence throughout the week. He also announced updates to the Hispanic Heritage Festival, Healing Run, and rescheduled Powwow (now planned for April). He commended senior Rachel Sorensen for designing and donating land acknowledgment displays for all district schools.

Mr. Andrews outlined three instructional focus areas aligned with district pillars:

1. Rigorous Instruction (Learning Targets): Teachers post and reference daily learning targets to guide lessons and measure progress.
2. Engagement (Real-World Experience): Students participate in college, career, and military fairs, internships, and service projects to build postsecondary readiness.
3. Assessment (Culture, PLCs, and Impact Teams): PLCs focus on teacher practice, while Impact Teams analyze student engagement.

The high school also prioritized rebuilding trust and culture across all stakeholder groups based on 5Essentials Survey data.

Performance Data:

- SPF score increased from 54 to 68.1 points, a 14-point improvement.
- Growth goals were met in both ELA and math.
- Focus now shifts to raising achievement for MLL, SPED, and Free/Reduced Lunch subgroups.
- For the first time in several years, SHS is fully staffed with licensed teachers in all departments, including bilingual paraprofessionals supporting language arts and special education.

Mr. Andrews credited teacher collaboration, curriculum alignment, and the strategy of having teachers take PSAT/SAT tests to better align instruction with standards. He concluded by reaffirming the high school's shared direction and commitment to continued growth and achievement.

VII.b. UIP

See attached

VII.c. ICC Update

VII.d. Policy Updates

Superintendent Bongard reviewed the second and final reading of policy updates. All policies were discussed during the previous month's meeting; no additional changes were made.

The following policies were presented for final approval:

5. BE and BEB - Related to Board Meetings and Board Norms, updated to reflect the district's current meeting schedule and revised board norms.

6. GBEE and JS - Concerning staff and student use of technology, updated to modernize definitions and include all forms of digital communication beyond internet and email use.
7. GDD - Support Staff Vacation, clarifies that 12-month full-time employees may no longer carry over unused vacation time from year to year, emphasizing work-life balance and the importance of taking time off.
8. GBGF - Family and Medical Leave Act (FMLA), updated to align with the 2003 federal revision that was not previously reflected in district policy.
9. JH - Student Absences and Excuses, adjusted to reflect attendance thresholds consistent with the district's four-day school week, as prior language referenced a five-day model.

A board member inquired whether employees affected by the new vacation carryover rule had been notified. Superintendent Bongard confirmed that communication will be sent to those employees following board approval, outlining the transition plan.

VII.e. District Wide Safety Coordinator

Superintendent Bongard announced the addition of a District-Wide Safety Coordinator position.

Historically, each building has maintained its own safety coordinator—typically the assistant principal—responsible for overseeing drills and ensuring safety best practices within their building. However, it was observed last year that some district-level safety needs and coordination efforts occasionally fell through the cracks due to the absence of a single point of oversight.

To ensure consistency and alignment across all schools, the district has now established a district-wide position. This coordinator will:

10. Participate in building-level safety team meetings;
11. Ensure all schools follow consistent district-wide safety protocols;
12. Stay current on best practices and safety training; and
13. Serve as a central liaison for emergency coordination.

Nicole Hawkins, who also serves as the district nurse, will fill this role. Given her regular presence in all buildings and experience responding to safety and medical incidents, she is well-positioned to oversee district-wide safety implementation.

Board members emphasized the importance of including transportation and special service providers in the district's safety coordination efforts. Superintendent Bongard confirmed that part of this new role will include evaluating and standardizing Raptor system access and ensuring consistent procedures for all staff and visitors across buildings.

VIII. Adoption of Consent Agenda

I recommend we approve the consent agenda as presented. This motion, made by Mary O'Malley and seconded by Diana Elliott, Carried.

Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Michael Marrero: Yea, Mary O'Malley: Yea

Yea: 5, Nay: 0

VIII.a. Personnel Matters Contract/Letter of Assignments – New Hires/Renewals

14. Heather Rupple - MS Volleyball
15. Paige Ringer - MS Volleyball
16. Taylor Bartfai - Paraprofessional (SES)
17. Josh Holloway - HS Head Baseball

VIII.b. Personnel Matters Contract/Letter of Assignments – Reassignments

18. Litzy Rodriguez - PT to FT

VIII.c. Personnel Matters Contract/Letter of Assignments – Terminations/Resignations/Non-Renewals

19. Meranda Long - SES (Paraprofessional)
20. Jennifer Mangers - SHS (Paraprofessional)
21. Annah Welch - Girl's Wrestling Coach

VIII.d.

VIII.e. Additional SOSA Assignments

22. Nicole Hawkins - Districtwide Safety Coordinator
23. Teresa Maximiliano - READ Coordinator
24. Odessa Morris - FCA Advisor (MS)

VIII.f. Substitute List

VIII.g. Policy Updates

VIII.g.i. BE and BEN (Board Meetings and Norms)
VIII.g.ii. GBEE and GBEE-E
VIII.g.iii. JS and JS-E (Student Use Of Technology)
VIII.g.iv. GDD (Support Staff Vacations and Holidays)
VIII.g.v. GBGF and GBGF-R (Federally Mandated Family and Medical Leave)
VIII.g.vi. JH (Student Absences and Excuses)

IX. Calendar Review

IX.a. Meeting Times and Dates Review

IX.a.i. Oct 20th- Parent Teacher Conferences
Oct 27th- Worksession
Nov 4th- Election
Nov 10- Regular Board Meeting

IX.b. Future Agenda Topics

X. Adjournment

Recommend the Board adjourn the meeting at 7:41p.m. This motion, made by Diana Elliott and seconded by Gema Gomez, Carried.
Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 5, Nay: 0

Regular Meeting
Monday, September 8, 2025 6:00 PM
Mountain

Central Service Building
2102 Wagner Street
Strasburg, CO 80136

| | |
|---|---|
| Mrs Diana Elliott: | Present |
| Gema Gomez: | Present |
| Daymon Johnson: | Present |
| Michael Marrero: | Present |
| Mary O'Malley: | Present |

Present: 5.

I. Opening of Meeting

I.a. Roll Call

I.b. Pledge of Allegiance

I.c. Adoption of the Minutes

I recommend we approve the minutes as presented. This motion, made by Mary O'Malley and seconded by Mrs Diana Elliott, Carried.
Mrs Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 5, Nay: 0

I.d. Adoption of the Agenda

I recommend we approve the agenda as presented. This motion, made by Mrs Diana Elliott and seconded by Mary O'Malley, Carried.
Mrs Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 5, Nay: 0

I.e. Land Acknowledgment

I.f. Board of Education Norms

II. Celebrations

II.a. VA Recognized District

Strasburg High School has received official approval from the U.S. Department of Veterans Affairs. This designation enables eligible military service families to utilize GI Bill benefits in support of their high school seniors as they pursue post-secondary readiness opportunities. Special recognition was given to Mr. Bryon Fetty, parent of two SHS 2025 graduates, for connecting the district with the VA department and assisting in this process. The approval has also been retroactively applied to last year's eligible seniors, allowing them to participate as well.

II.b. Transportation Department - New Van

The district recently secured a new 12-passenger van to support the transportation of student athletes and other extra-curricular activities. This addition provides a cost-effective alternative for smaller groups where deploying a full-sized school bus would not be fiscally responsible. The van has already been tested and confirmed to be safe for student use, ensuring additional flexibility in transporting students to their activities.

II.c. District/School Performance Frameworks

The Colorado Department of Education recently released District and School Performance Frameworks, often referred to as "report cards." Strasburg School District, along with the individual Elementary, Middle, and High Schools, all received ratings of Performance (green), indicating that expectations are being met on the majority of state performance metrics. This marks the highest overall district rating since 2018, with continued room for growth. The district is close to earning a Distinction (blue) designation, which remains the next collective goal. Prairie Creek's framework will be released later this week, as Alternative Education Campuses receive results slightly later than other schools. The district looks forward to reviewing this data and will provide an update at the October meeting.

II.d. Anti-Vaping Grant (Year 2)

The district is pleased to share an update on the Colorado Vaping Grant, originally awarded last year to support the purchase of new health curriculum for the middle and high schools. In its second year, the grant will allow the district to continue efforts to reduce vaping among youth. Planned initiatives include hosting two separate guest speakers for students and two parent nights focused on student belonging and addiction prevention. District tobacco cessation staff will also attend a local conference on student health and safety. In addition, the district will implement a coordinated focus on Red Ribbon Week this year. More information will be provided in upcoming Friday district updates.

III. Public Participation/General

There was no public participation at this meeting.

IV. Old Business

IV.a. Election Dates/Timeline

IV.a.i.

Sept 22, 2025
Candidate Meet and Mingle 6 PM
Sept 29, 2025
Meet the Candidates Night 6 PM
Nov 4, 2025
Election Day
Nov 26, 2025
Deadline for the county to certify official election results.
December 2025 Regular BOE Meeting
Newly elected or re-elected Board members take the oath of office and begin their terms.

V. New Business

There was no new business.

VI. Board Reports/Discussion

VI.a. Board Feedback

There was no board feedback.

VI.b. Legislative and Colorado Association of School Boards

Mrs. Elliott thanked the Board for the opportunity to attend the CASB Fall Conference and Delegate Assembly. She reported that, unlike prior years where 30-40 resolutions were presented, this year there were a total of 12 resolutions, with two introduced from the floor. Of those, one was withdrawn and 11 were postponed until the Winter Conference at the Broadmoor. She noted that the discussion on the resolutions was much deeper and more valuable than in past years.

Mrs. Elliott requested to be placed on the agenda for an upcoming work session in order to review the resolutions in greater detail. She also shared her experience attending breakout sessions on demography and on new board member onboarding. While the demography session provided extensive facts, it did not yield actionable information regarding enrollment and population projections. The onboarding session, led by Kristen Smith of Durango, provided useful resources which Mrs. Elliott plans to review and share for future board orientation.

She further highlighted the impact of a keynote presentation by an improvisational comedian who provided strategies for board members to communicate effectively when approached by community members unexpectedly. Mrs. Elliott concluded by noting she would share additional details at the next work session.

VI.c. District Accountability Committee

Mrs. Vennessia Jimenez, DAC President, provided the report. She shared that the committee had an excellent turnout at the most recent meeting, with one of the largest groups to date and strong community participation. Members voted to adjust future meeting times in response to prior concerns about accessibility, selecting 4:45 p.m. on Thursdays prior to Board meetings as the new standard.

The committee reviewed the roles and responsibilities of the DAC, and Ms. Bongard provided an in-depth overview of district accountability functions. The School Performance Framework results were also discussed and celebrated. Additional topics included the upcoming assessment calendar, the policy updates appearing on the Board agenda, and the Healthy Kids Colorado Survey. The committee emphasized the importance of promoting the survey to encourage greater participation.

Mrs. Jimenez also noted an interest in strengthening alignment with the district's strategic plan to ensure consistent messaging, and shared the idea of creating a DAC-specific Facebook page to increase communication and outreach. She emphasized the importance of the DAC's role as a communication bridge between the district and the community.

VI.d. East Central Board of Cooperative Educational Services

Mrs. Elliott reported that the ECBOCES Board has not met since June. The organization is in the early stages of its executive director search, with further updates expected later this month. A Zoom meeting is scheduled for September 15th to continue the process. The next in-person ECBOCES Board meeting will take place in November, which fulfills the statutory requirement for one in-person meeting annually.

VI.e. Chamber of Commerce

Michael Marrero provided the Chamber of Commerce report. He noted that the monthly Lunch and Learn will take place on September 17th at May Farms, with Morgan Community College presenting on marketing strategies for small businesses. The session will include topics such as media relations, social media engagement, and digital advertising.

She also shared that Chamber of Commerce elections will be held on November 19th at May Farms. A nominating committee, consisting of Deb Yoder (South State Bank), Carl Stites (Viewfinder Galleries), and Michael Colin (F&M Bank Colorado), has been formed to oversee the process. Several volunteer positions are currently open, including President, Treasurer, Strasburg Representative, Deer Trail/Agate Representative, and At-Large East Representative. Interested individuals are encouraged to contact the Chamber of Commerce for additional information.

VII. Superintendent Report/Discussion

VII.a. Building Updates

**Elementary School - Mr. Cameron Schiller**

Mr. Schiller reported that beginning-of-year assessments have been completed, with new strategies implemented to ensure more accurate placement and support for students. He highlighted the importance of the data in guiding instruction. Kindergarten students participated in the annual House Reveal Party, and he shared that he has been invited to present on the house system at the upcoming CASE Principals Conference in November.

**Middle School - Mrs. JaLee Kitzman**

Mrs. Kitzman shared that i-Ready testing is nearly complete. Staff participated in a professional development day focused on the Otus system, Zello training, and team-building activities. Athletics are underway with football and volleyball, and school clubs are scheduled to begin at the end of September.

**High School - Mr. Scott Andrews**

Mr. Andrews reported on a successful professional development day, which included a staff barbecue and team-building activities. He reviewed the School Performance Framework data with staff and attributed recent growth to strong PLC practices and student engagement. Positive trends include reductions in tardiness, truancy, and vaping incidents, as well as positive recognition from other schools regarding the SHS student section.

He also announced that Strasburg High School will host its first College and Military Fair on September 16th from 1:00-4:00 p.m. in the high school gym. The fair will include representatives from all military branches, along with two-year, four-year, and technical colleges. The event will also be open to students from Bennett and Byers. Plans are underway for a Career Fair scheduled for January 28th, 1:00-4:00 p.m.

**Prairie Creeks - Mr. Thom Winter**

Mr. Winter reported that 28 of 36 student slots are currently filled, with all slots accounted for through district contracts and open enrollment agreements. Enrollment across partner districts is progressing, with

additional spaces expected to be filled as needed. He invited the Board to attend Prairie Creeks' Open House on October 8th at 6:00 p.m., noting that it will be a great opportunity to visit the program and enjoy refreshments.

VII.b. Fiscal Updates

Mrs. Nancy Taylor, Chief Financial Officer, provided the fiscal report. She shared that the district received its preliminary assessed valuation from Arapahoe County. Adams County property values increased by 12% year-over-year, while Arapahoe County values increased by 7%. Depending on statewide property value trends, this could impact the projected state budget deficit by shifting a greater portion of school funding responsibility to local taxpayers rather than the state.

Mrs. Taylor also noted that October Count is approaching and commended District Registrar Amanda Rosier for her work in preparation. Preliminary indications show that student enrollment is holding relatively steady, reducing the likelihood of the deficit initially projected for this year's budget. Additionally, the district has begun surveying families who disenroll to better understand their reasons for leaving. Results will be reported quarterly to the Board. Early feedback indicates that the majority of families who have withdrawn are moving out of Strasburg or out of Colorado altogether. As of noon on the day of the meeting, 13 survey responses had been received.

VII.c. Healthy Kids Colorado Survey

As a reminder, Strasburg Middle School and High School participated in the Healthy Kids Colorado Survey (HKCS) for the first time in 2023. The HKCS is the state's most comprehensive survey on the health and well-being of young people, providing valuable data to state and local organizations, including school districts, to better understand and support youth in making healthy choices.

The survey is administered every two years, and the district will participate again in late fall (November/December). District leadership emphasized that the more the district understands about students' experiences, the better it can provide support. Additional information about the survey, including details on the opt-out process for parents, will be shared in the coming weeks.

VII.d. Policy Updates

A large number of policy updates were presented, most of which reflect changes required by new state legislation. In accordance with Board policy, these policies must undergo multiple public readings. The consent agenda included policies for final reading, while others were presented for second reading. Redlined versions of all policies are posted on the district website for public review.

Key updates included:

- Board Meetings (BE, BEDA): Language updated to reflect the Board's meeting schedule change from Tuesdays to Mondays and inclusion of current Board norms.
- Instructional Materials and Library Resources (IJ, KEC): Revised in response to Senate Bill 25-063, requiring the creation of a process for parents or community members to raise concerns about library materials. A formal exhibit is forthcoming.
- Name Changes and Student Dress Code (AICA): Updated under House Bill 25-1312 to affirm students' ability to use chosen names in coordination with parents and to ensure dress code language is gender-neutral.

- Administering Medications (JLCD, JLCD-R): Updated terminology regarding opioid overdose response and confirmation of Narcan availability and training in each building.
- Mental Health Screenings (JLDAC): Revised to reflect the repeal of portions of the School Mental Health Screening Act.
- Public Conduct on District Property (KFA): Updated to align with revised state law regarding alcohol consumption on school grounds.
- Technology Use (GBEE-E, JS, JS-E): Modernized to expand beyond internet and email, now including technology devices and AI usage.
- Title IX Policies (AC through JII): Adjusted to return from 2024 federal language to the 2020 standard, including replacing "sex-based harassment" with "sexual harassment." Practices and protocols remain unchanged.
- Student Records and Immigration Status (JRA, JRC, KLG, KLG-R): Updated in compliance with Senate Bill 25-276 to ensure clear procedures if federal immigration authorities request access to district property or student information.
- Support Staff Vacations (GDD): Revised to ensure 12-month employees use vacation time within their contract year, promoting fiscal responsibility and staff well-being.
- Family and Medical Leave (GBGF, GBGF-R): Updated to capture 2023 federal changes not previously included.
- Student Absences and Excuses (JH): Revised to align attendance and truancy thresholds with the district's four-day school week. A regulation is being drafted to clearly document consistent districtwide practices regarding consequences for excessive absences.

The Board was advised that most changes are minor in nature, primarily reflecting statutory language updates and clarifications.

VII.d.i. Final Reads (See Consent Agenda)

VII.d.ii. 2nd Reads

VII.d.ii.a. BE and BEN (Board Meetings and Norms)

VII.d.ii.b. GBEE and GBEE-E (Staff Use of Technology)

VII.d.ii.c. JS and JS-E (Student Use of Technology)

VII.d.ii.d. GDD (Support Staff Vacations and Holidays)

VII.d.ii.e. GBGF and GBGF-R (Federally Mandated Family and Medical Leave)

VII.d.ii.f. JH (Student Absences and Excuses)

VII.e. DAC Members

The district held its largest DAC meeting to date last week, with approximately 25 participants in attendance. An official list of DAC members was provided for Board approval as part of the consent agenda. In accordance with state requirements, the DAC consists of teachers, administrators, parents, and community members who serve as a sounding board before matters are brought to the Board level. The district expressed appreciation for Mrs. Vennessia Jimenez, who will continue to serve as DAC President.

VII.f. SOSA/Substitute Lists

In accordance with Board policy, both the district's substitute list and the Staff on Special Assignment (SOSA) list were presented for approval. SOSA positions represent assignments that are required within the district but fall outside of an employee's typical job description. Staff members serving in these roles receive additional compensation each month based on their

assignment. Examples include Gifted and Talented coordinators and club or activity sponsors.

VII.g. Title IX District Precautions

The Superintendent provided a recap of measures the district has implemented to support both staff and students regarding Title IX, bullying, and harassment. Key components include:

- All staff, including substitutes and coaches, are required to complete mandatory training.
- Recognizing that the majority of Title IX incidents occur within athletic programs nationwide, the Superintendent and Athletic Director, Mr. Jacoby, have met with all fall sports coaching staff to review district expectations and procedures. These meetings will continue with winter and spring sports coaches. Coaches are reminded that any possible violation of policy—regardless of severity—must be reported to the Title IX Coordinator.
- The Superintendent visited each school building to reinforce staff responsibilities, including mandatory reporting practices. Staff and students are encouraged to follow the principle, "If you hear or see something, say something." The district has observed an increase in student reporting, which reflects progress in creating a safe environment.
- Standard Operating Procedures have been established for locker room supervision, applying to both full-time PE staff and all coaching staff.

The Superintendent emphasized that student safety and well-being remain the district's top priorities and will continue to guide daily practices.

VIII. Adoption of Consent Agenda

I recommend we approve the consent agenda as presented. This motion, made by Mrs Diana Elliott and seconded by Daymon Johnson, Carried.
Mrs Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 5, Nay: 0

VIII.a. Personnel Matters Contract/Letter of Assignments – New Hires/Renewals

- Jennifer Mangers-SHS (Math Para)
- Kylie Fischer - Unified Bowling - Asst. Coach
- Rachel Rector - Human Resources Manager

VIII.b. Personnel Matters Contract/Letter of Assignments – Reassignments

- Adriana Aguirre Torres - Sub Custodian to FT Custodian
- Meranda Long - FT Paraprofessional to Sub Paraprofessional

VIII.c. Personnel Matters Contract/Letter of Assignments – Terminations/Resignations/Non-Renewals

- Chris McCoy

VIII.d. 2025-2026 SOSA

VIII.e. DAC Members

VIII.f. Substitute List

VIII.g. Policy Updates (Final Read)

VIII.g.i. ACA (Name Changes)

VIII.g.ii. JICA (Student Dress Code)

VIII.g.iii. JLDAC (Screening/Testing of Students and Treatment of Mental Disorders)
VIII.g.iv. KFA (Public Conduct on District Property)
VIII.g.v. IJ (Instructional Materials and Library Resources)
VIII.g.vi. KEC (Public Concerns/Complaints about Instructional Materials and Library Resources)
VIII.g.vii. JLCD and JLCD-R (Administering Medication to Students)
VIII.g.viii. AC (Nondiscrimination/Equal Opportunity)
VIII.g.ix. JRA/JRC (Student Records/Release of Information of Students)
VIII.g.x. KLG and KLG-R (Relations with State and Federal Officers)
VIII.g.xi. JBB (Sexual Harassment)
VIII.g.xii. GCE/GCF (Professional Staff Recruiting/Hiring)
VIII.g.xiii. GDE/GFR (Support Staff Recruiting/Hiring)
VIII.g.xiv. JF (Admission and Denial of Admission)
VIII.g.xv. JB (Equal Educational Opportunities)
VIII.g.xvi. GBA (Open Hiring/Equal Employment Opportunity)
VIII.g.xvii. JICDD (Violent and Aggressive Behavior)
VIII.g.xviii. JICDE (Bullying Prevention and Education)
VIII.g.xix. JFBB (Inter-District Choice/Open Enrollment)
VIII.g.xx. JII (Student Concerns, Complaints, and Grievances)

IX. Calendar Review

IX.a. Meeting Times and Dates Review

IX.a.i. Sept 22, 2025
Board Work Session- ***Time changed to 6:30 PM*** (due to Candidate Meet & Mingle at 6:00 PM)
Sept 25, 2025
PIE Night
Sept 29, 2025
Meet the Candidates Night - 6 PM
Oct 20, 2025
Parent-Teacher Conferences

IX.b. Future Agenda Topics

X. Adjournment

Recommend the Board adjourn the meeting at 6:53 p.m. This motion, made by Mary O'Malley and seconded by Mrs Diana Elliott, Carried.
Mrs Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Michael Marrero: Yea, Mary O'Malley: Yea
Yea: 5, Nay: 0

Regular Meeting
Monday, August 11, 2025 6:00 PM Mountain

Central Service Building
2102 Wagner Street
Strasburg, CO 80136

| | |
|---|---|
| Mrs Diana Elliott: | Present |
| Gema Gomez: | Present |
| Daymon Johnson: | Absent |
| Michael Marrero: | Absent |
| Mary O'Malley: | Present |

Present: 3, Absent: 2.

| | |
|---|---|
| Daymon Johnson: | Present |

Present: 4, Absent: 1.
Daymon Johsson came in at 6:06

## I. Opening of Meeting

### I.a. Roll Call
Daymon Johnson came in at 6:06

### I.b. Pledge of Allegiance

### I.c. Adoption of the Minutes
I recommend we approve the minutes as presented. This motion, made by Mary O'Malley and seconded by Gema Gomez, Carried.
Daymon Johnson: Absent, Michael Marrero: Absent, Mrs Diana Elliott: Yea, Gema Gomez: Yea, Mary O'Malley: Yea
Yea: 3, Nay: 0, Absent: 2

### I.d. Adoption of the Agenda
Motion to approve the agenda as ameneded to include section VIII.f. Fall Coaching Assignments, to the consent agenda. This motion, made by Mary O'Malley and seconded by Gema Gomez, Carried.
Daymon Johnson: Absent, Michael Marrero: Absent, Mrs Diana Elliott: Yea, Gema Gomez: Yea, Mary O'Malley: Yea
Yea: 3, Nay: 0, Absent: 2

## II. Celebrations

### II.a. New Staff
Superintendent Bongard shared how genuinely thrilled the district is to welcome talented and dedicated staff members this year, both new and returning. She noted that great care is taken in the hiring process to ensure candidates align with the district’s long-term vision and goals for the next 3-5 years. As a result, the district has welcomed outstanding new team members who fit seamlessly with the existing staff, all working toward a shared purpose. Kelle expressed how inspiring it is to see the district united around a common vision, eager to support and uplift students and the community. She extended heartfelt thanks to the hiring managers and everyone involved in the process, recognizing their hard work and dedication.

II.b. Back to School Night Extravaganza
Superintendent Bongard reflected on the district's first-ever Back to School Night Extravaganza, calling it a resounding success. She noted the warm, relaxed, and community-focused atmosphere, with families, staff, and students coming together in anticipation of the year ahead. Valuable suggestions were received for enhancing next year's event, and community members are encouraged to share additional feedback or ideas to help refine the tradition for the 2026-2027 Extravaganza. Kelle expressed sincere appreciation to all staff who contributed, acknowledging that their passion and teamwork made the event truly special.

III. Public Participation/General
There was no public participation at this month's meeting.

IV. Old Business
There was no old business to discuss at this month's meeting.

V. New Business

V.a. School Board Election
The Board reviewed and approved the resolution for the upcoming election. The resolution was read during the meeting and is attached to the minutes for reference.

V.a.i. Resolution Regarding 2025 Election and Designation of Election Official

VI. Board Reports/Discussion

VI.a. Board Feedback
There was no Board feedback this month.

VI.b. Legislative and Colorado Association of School Boards

Board Member Diana Elliott gave a legislative update. The Governor will convene a special session on August 21 to address fiscal and budget matters, including the potential impacts of HR1 on Colorado. Topics expected to be discussed include healthcare, food security, and the "Healthy Meals for All" program, which will have two related measures on the fall ballot.

In addition, during the 2025 legislative session, a bill regarding artificial intelligence was passed, and further adjustments are anticipated. The special session is expected to address four primary items and could last as little as three days or longer, depending on the legislative process. It was noted that the cost of holding a special session is approximately $50,000 per day, underscoring the importance of the topics under consideration. Discussions will also include cost control measures and the current state hiring freeze.

CASB has combined the Legislative Resolutions Committee and the Federal Relations Network into the **Legislative Resolutions Advocacy Committee (LRAC)** to streamline state and federal advocacy. Recent regional meeting topics included rural issues such as teacher pay and housing, a dues restructure based on student count, and a new incentive program for member participation. The CASB Fall Conference and Delegate Assembly will be held September 5-6, with ten resolutions to be reviewed during the Board's upcoming work session.

VI.c. District Accountability Committee

No meeting was held this month; there is nothing to report.

VI.d. East Central Board of Cooperative Educational Services
The next BOCES meeting will be held August 28. The search for a new executive director, to replace Jason Wasfall upon his retirement on June 30, 2026, will officially open November 3 and close January 1. Applications will be reviewed and interviews conducted in early January, with the goal of presenting a candidate for Board approval at the January 28 meeting.

VI.e. Chamber of Commerce
No report this month, as the meeting coincided with the Board retreat. The next meeting is scheduled for next week at the CORE Electric office in Bennett.

VII. Superintendent Report/Discussion

VII.a. Principal Updates

Beginning this month, building principals will be invited to share updates at Board meetings on a rotating basis—starting with the elementary school, followed by the middle school, high school, and Prairie Creeks High School. This new format will provide regular insight into achievements and needs across the district, supporting the shared goal of a nurturing and thriving learning environment.

At this meeting, **Mr. Cameron Schiller**, Elementary School Principal, shared that due to high enrollment, the elementary now has six kindergarten teachers. He also highlighted the House Reveal Party held on August 8, where new students learned which House they would be joining.

**Mrs. JaLee Kitzman**, Middle School Principal, Middle School Principal, shared that the school year is off to a wonderful start. Orientation was held over three days, with 153 parents attending, which allowed families plenty of time to tour the building and for students to practice with their lockers. At Back to School Night, 105 families attended, and the staggered orientation schedule helped the evening run smoothly while keeping hallways open for students to explore and get settled. She noted many positive things happening in the building, including the welcome news that the air conditioning is working.

**Mr. Scott Andrews**, High School Principal, reported a strong start to the school year with a well-attended Back to School Night that drew approximately 250 students and parents. He also shared that the High School Tointon Team presented to the Board on school culture and their plans for continued improvement. The Tointon Institute was an intensive leadership conference attended over the summer by three teachers and two administrators. Mr. Andrews expressed the team's gratitude for the Board's support, particularly in allowing Nancy Taylor the autonomy to help building administrators budget for and prioritize valuable professional development opportunities.

**Mr. Thom Winter**, Prairie Creeks High School Principal, Prairie Creeks High School Principal, reported that enrollment currently stands at 22 students from Deer Trail, Byers, Strasburg, and Bennett. He highlighted the addition of a new teacher this year, a former Strasburg High School graduate, who has already proven to be a wonderful asset to the Prairie

Creeks team. Mr. Winter noted the school is off to a strong start and anticipates additional student enrollments in the coming month.

VII.b. 2025-2026 District Goals

Over the summer, district leaders and the Board analyzed feedback from the 5Essentials and family satisfaction surveys, using the results to set clear goals for the upcoming school year. Rooted in the strategic plan and guided by community input, the goals include:

- **Communication:** Launch a strong communication plan with weekly district updates, more active social media presence, and consistent school/teacher communications.
- **Staff Support:** Enhance motivation and collaboration through an employee engagement committee and stay interviews.
- **Leadership Development:** Establish a leadership cohort for staff and review leadership structures to better support current leaders.
- **Instructional Excellence:** Implement the Strasburg Learning Pillars to define and ensure high-quality instruction district-wide.
- **Postsecondary Readiness:** Expand support for post-high school pathways, adding two counselors through the Colorado School Counselor Corps Grant.
- **Operational Effectiveness:** Improve efficiency, transparency, and accountability, and invite ongoing community feedback.

The Superintendent expressed enthusiasm for achieving these goals together in the year ahead.

VII.c. HMS Update

The investigation into the April 2024 incident at Hemphill Middle School has concluded. Of the six students investigated for possible policy violations, three were cleared, and three were found to have likely violated policy AC-R3. Two of those students will not return to the district; all consequences were applied in line with the discipline matrix.

It was noted that, despite recent social media discussions, most community feedback has been positive and supportive. The safety, both mental and physical, of all students remains the district's highest priority. Parents and students are encouraged to reach out if they have safety concerns so that personalized support plans can be developed. Appreciation was expressed for the community's trust and partnership in creating safe, supportive schools.

VIII. Adoption of Consent Agenda
I recommend we approve the consent agenda as presented. This motion, made by Mary O'Malley and seconded by Daymon Johnson, Carried.
Michael Marrero: Absent, Mrs Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Mary O'Malley: Yea
Yea: 4, Nay: 0, Absent: 1

VIII.a. Personnel Matters Contract/Letter of Assignments – New Hires/Renewals

- Lora Blake - Driver (C/S)
- Joy Buck - Counselor (SES)
- Kaitlyn Coleman - Teacher (SES)
- Renee "Marcy" Kwasniewski - Driver (C/S)
- Jeffrey Miller - Driver (C/S)
- Julia Simental - Office/ELL (HMS)
- Brian Deines - Driver (C/S)
- Trevor Lyons - Math Teacher (HMS)
- Teresa Maximiliano - Paraprofessional (HMS)
- Litzy Rodriguez - Paraprofessional (SES)
- Janeth Lopez - Life Skills Technician (PCHS)
- Jaelynne Rosier - Paraprofessional (SES)
- Morgan Bury - Teacher (Kindergarten)
- Kimberly Sullivan - Office Paraprofessional (SES)
- Ben Richie - Asst. Coach - MS Football

VIII.b. Personnel Matters Contract/Letter of Assignments – Reassignments

- Shirley Freeman - From Driver to Substitute Bus Driver
- Tawny Gregory - From Life Skills Technician to Counselor (SHS)
- Bertha Brunsvold- From Sub to Special Education Paraprofessional (SHS)

VIII.c. Personnel Matters Contract/Letter of Assignments – Terminations/Resignations/Non-Renewals

- Angel Miller
- Kim Harris - Asst. Coach Track Coach (Only)
- Shalin Zuther - Asst. Coach Unified Bowling

VIII.d. Substitute List

VIII.e. Fall Coaching Assignments

VIII.f. Resolution Regarding 2025 Election and Designation of Election Official.

IX. Calendar Review

IX.a. Meeting Times and Dates Review

Worksession: Monday, Aug 25th, 6 PM
BOE Meeting: Monday, Sept 8th, 6 PM
PIE Night: Thursday, Sept 25th, 6 PM
Parent-Teacher Conferences: Oct 20th

IX.b. Future Agenda Topics

X. Adjournement

Recommend the Board adjourn the meeting at 6:51p.m. This motion, made by Mary O'Malley and seconded by Daymon Johnson, Carried.
Michael Marrero: Absent, Mrs Diana Elliott: Yea, Gema Gomez: Yea, Daymon Johnson: Yea, Mary O'Malley: Yea
Yea: 4, Nay: 0, Absent: 1

THE STRASBURG SCHOOL DISTRICT RESPECTFULLY ACKNOWLEDGES THAT THE LAND ON WHICH WE GATHER AND LEARN IS THE TRADITIONAL AND ANCESTRAL HOMELANDS OF THE NORTHERN ARAPAHO AND CHEYENNE PEOPLE.

WE ARE COMMITTED TO GROWING AND DEEPENING OUR RELATIONSHIP WITH THE VIBRANT INDIGENOUS COMMUNITIES WHO CONTINUE TO THRIVE AND UPHOLD THEIR SACRED RELATION TO THIS LAND. WE EXTEND OUR RESPECT TO THE ELDERS OF THE PAST, THE PRESENT, AND FUTURE.

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Board of Education Norms | BEN |
| Adopted: | Revision: |
| | September 2025 |

**Board of Education Team Norms**

**Accountability to the Board and the Community:**

- We communicate with respect, transparency, and openness, especially in challenging situations, while considering the appropriate context for feedback.
- We actively listen and engage with objectivity and without personal bias, ensuring that all voices are heard and respected.
- We support and promote board decisions collectively, address concerns directly with the involved individuals, and maintain mutual respect.

**Commitment to the District's Strategic Plan:**

- We embrace the school mission and advocate for all students, prioritizing the greater good of the district over personal agendas.
- We approach every issue with the same level of focus and dedication, believing in the potential of all students to achieve academic success.

**Effective and Productive Meetings:**

- We prioritize and attend all meetings consistently by being prepared, arriving ready to actively engage, contribute, and accomplish the work of the board, while staying focused, using time efficiently, and starting and ending on time.
- We ensure everyone has a voice and promote balanced discussions, ending each meeting with clear action items, timelines, and owners
- We adhere to established norms, speak up when deviations occur, and strive to make our meetings a space for meaningful and respectful dialogue.

| Changed in Assessed Valuation | | | |
|---|---|---|---|
| | **August 2025** | **November 2024** | **YOY Change** |
| Adams County | 98,986,498 | 88,464,860 | 12% |
| Arapahoe County | 45,371,663 | 42,456,515 | 7% |

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| School Board Meetings | BE |
| Adopted: | Revision: |
| 2006 | ~~November 2022~~ September 2025 |

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

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

## Regular meetings

Regular meetings of the Board of Education shall be held at the Central Services building located at 2102 Wagner Street, Strasburg, Colorado 80136, unless otherwise documented on the posted agenda.

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

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

## Special meetings

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

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

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

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

# Strasburg School District 31J

## Work sessions and retreats

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

Adopted 2006
Revised: 11/23/2015

11/14/2022

09/08/2025

LEGAL REFS.: C.R.S. 22-32-108
C.R.S. 24-6-401 *et seq*

CROSS REFS.: BEC, Executive Sessions
BEDA, Notification of Board Meetings

# Strasburg School District 31J

| Policy: | File: |
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| Adopted: | Revision: |
| 2006 | September 2025 |

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| Board of Education Norms | BEN |
| Adopted: | Revision: |
| | September 2025 |

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- We actively listen and engage with objectivity and without personal bias, ensuring that all voices are heard and respected.
- We support and promote board decisions collectively, address concerns directly with the involved individuals, and maintain mutual respect.

**Commitment to the District's Strategic Plan:**

- We embrace the school mission and advocate for all students, prioritizing the greater good of the district over personal agendas.
- We approach every issue with the same level of focus and dedication, believing in the potential of all students to achieve academic success.

**Effective and Productive Meetings:**

- We prioritize and attend all meetings consistently by being prepared, arriving ready to actively engage, contribute, and accomplish the work of the board, while staying focused, using time efficiently, and starting and ending on time.
- We ensure everyone has a voice and promote balanced discussions, ending each meeting with clear action items, timelines, and owners
- We adhere to established norms, speak up when deviations occur, and strive to make our meetings a space for meaningful and respectful dialogue.

**File: GBEE**

## Staff Use of ~~the Internet and Electronic Communications~~ Technology

Technology, which includes the Internet, electronic communications, social media, applications and artificial intelligence tools ~~The Internet and electronic communications (email, chat rooms and other forms of electronic communication)~~ has ~~have~~ vast potential to support curriculum and learning. The Board of Education believes appropriate technologu ~~they~~ should be used in schools as a learning resource to educate and to inform.

The Board of Education supports the use of technology ~~the Internet and electronic communications~~ by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.

Through the use of technology, ~~The Internet and electronic communications are fluid environments in which~~ users may access materials and information from many sources. Staff members are responsible ~~shall take responsibility~~ for their own use of district technology devices ~~to~~ and must avoid contact with material or information that violates this policy. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for instructional or learning purposes and has access to the Internet.

### Blocking or Ffiltering Oobscene, Ppornographic and Hharmful Iinformation

To protect students from material and information that is obscene, ~~child pornography~~pornographic or otherwise harmful to minors, as defined by the Board, technology that blocks or filters such material and information has been installed on all district computers having Internet or electronic communications access. Blocking or filtering technology may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by staff members over the age of 18.

### No Eexpectation of Pprivacy

District technology devices are owned by the district and are intended for educational purposes and district business at all times. Staff members ~~shall~~ have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district

technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices ~~shall remain~~is the property of the school district.

**Public Rrecords**

Electronic communications sent and received by district employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law.

**Unauthorized and Uunacceptable Suses**

Staff members shall must use district technology devices in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No staff member shallStaff members are prohibited from accessing, creatinge, transmitting, retransmitting or forwarding material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons;
- that is not related to district education objectives;
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion;;
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes;
- that plagiarizes the work of another without express consent;
- that uses inappropriate or profane language likely to be offensive to others in the school community;
- that is knowingly false or could be construed as intending to purposely damage another person's reputation;
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret;
- that contains personal information about themselves or others,

including information protected by confidentiality laws;

- ~~using another individual's Internet or electronic communications account without written permission from that individual;~~
- that impersonates another or transmits through an anonymous remailer; or
- that accesses fee services without specific permission from the system administrator.

Staff members are prohibited from using or possessing any software applications, mobile applications or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any applicable fees.

**Security**

Security on district technology devices is a high priority. Staff members who identify a security problem while using district technology devices must ~~district devices must~~ immediately notify a ~~system~~n administrator. ~~Staff members should not demonstrate the problem to other users.~~ Logging on to the Internet or electronic communications as a system administrator is prohibited.

Staff members will~~shall~~ not:

- use another person's password or any other identifier;
- gain or attempt to gain unauthorized access to district technology devices; or
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users.

Any staff member identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet ~~and~~, electronic communications and/or district technology devices. ~~.~~

**Confidentiality**

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians, district employees or district affairs that is protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and district policy. It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use email to disclose student records or other confidential student information in a manner inconsistent with applicable law and district policy may be subject to disciplinary action.

If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those ~~with a~~who "need to  know" are allowed access to the material. Staff members ~~shall~~ must handle all

employee, student and district records in accordance with applicable district policies.

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA).

**Use of Ssocial Mmedia**

Staff members may use social media within school district guidelines for instructional purposes, including promoting communications with students, parents/guardians and the community concerning school related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content must ~~shall~~ be appropriate to the student's age, understanding and range of knowledge.

Staff members are discouraged from communicating with students through personal social media platforms/applications or texting. Staff members are expected to protect the health, safety and emotional well being of students and to preserve the integrity of the learning environment. Online or electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related district policies may form the basis for disciplinary action up to and including termination.

**Use of Artificial Intelligence**

The district supports staff use of Artificial Intelligence (AI) tools that enhance the district's commitment to high-quality learning. Staff must follow the direction of the district regarding permissible AI tools, use of AI tools and acceptable and unacceptable uses for staff and students.

Generally, staff may use AI tools for ideas, outlines and to enhance the educational experience, such as supplementing lesson plans, providing differentiated instruction and aiding in curriculum development. Staff is prohibited from relying solely or primarily on AI tools to carry out their work duties, unless expressly authorized.

Staff should carefully evaluate the appropriateness of AI tools for educational purposes on a case-by-case basis, considering its appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards.

Staff must comply with all applicable federal, state and local student privacy laws, including FERPA and the Colorado Student Data Transparency Act. To that end, staff should not upload or input any confidential, proprietary or sensitive information into any AI tool.

Teachers who suspect plagiarism or use of AI that violates district policy should first have a conversation with a student to ensure that they understand expectations for acceptable use. Teachers should consult with administration to determine appropriate steps to investigate any possible violation of policy.

## Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district~~-owned software or hardware.~~technology device This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

## ~~Unauthorized content~~

~~Staff members are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any applicable fees.~~

**Staff Mmember Uuse is a Pprivilege**

Use of the Internet and electronic communicationstechnology demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of technologyhe Internet and electronic communications and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and restitution for costs associated to damages; and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Staff members shall be are required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issues or access shall be allowed.the district permits the stadd member's use of technology, including Internet or electronic communications accounts.

**School Ddistrict Mmakes no Wwarranties**

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The School District shall is not be responsible for any damages, losses or costs a staff member suffers in using the Internet and electronic communications.technology. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications istechnology is at the staff member's own risk.

Adopted: __2006
Revised: ___01-13-2016
09-08-2025

LEGAL REFS.: 20 U.S.C. 6751 et seq. *(Enhancing Education Through Technology Act of 2001)*

47 U.S.C. 254(h) *(Children's Internet Protection Act of 2000)*

47 C.F.R. Part 54, Subpart F *(Universal Support for Schools and Libraries)*47 U.S.C. 231 *(Child Online Protection Act of 1998)*

~~20 U.S.C. 6801 *et seq. (Elementary and Secondary Education Act)*~~

C.R.S. 22-87-101 et seq. *(Children's Internet Protection Act)*

C.R.S. 24-72-204.5 *(monitoring electronic communications)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

EGAEA, Electronic Communication

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Staff Use of Technology | GBEE |
| **Adopted:** | **Revision:** |
| 2006 | September 2025 |

**Staff Use of Technology**

Technology, which includes the Internet, electronic communications, social media, applications and artificial intelligence tools has vast potential to support curriculum and learning. The Board of Education believes appropriate technology should be used in schools as a learning resource to educate and to inform.

The Board of Education supports the use of technology by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.

Through the use of technology, users may access materials and information from many sources. Staff members are responsible for their own use of district technology devices and must avoid contact with material or information that violates this policy. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for instructional or learning purposes and has access to the Internet.

**Blocking or Filtering Obscene, Pornographic and Harmful Information**

To protect students from material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board, technology that blocks or filters such material and information has been installed on all district computers having Internet or electronic communications access. Blocking or filtering technology may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by staff members over the age of 18.

**No Expectation of Privacy**

District technology devices are owned by the district and are intended for educational

purposes and district business at all times. Staff members have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices is the property of the school district.

**Public Records**

Electronic communications sent and received by district employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law.

**Unauthorized and Unacceptable Uses**

Staff members must use district technology devices in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

Staff members are prohibited from accessing, creating, transmitting, retransmitting or forwarding material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons;
- that is not related to district education objectives;
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings;
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes;
- that plagiarizes the work of another;
- that uses inappropriate or profane language;
- that is knowingly false or could be construed as intending to purposely damage another person's reputation;
- in violation of any federal or state law or district policy, including but not limited to

copyrighted material and material protected by trade secret;
- that contains personal information about themselves or others, including information protected by confidentiality laws;
- that impersonates another or transmits through an anonymous remailer; or
- that accesses fee services without specific permission from the system administrator.

Staff members are prohibited from using or possessing any software applications, mobile applications or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any applicable fees.

**Security**

Security on district technology devices is a high priority. Staff members who identify a security problem while using district technology devices must immediately notify an administrator. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Staff members will not:

- use another person's password or any other identifier;
- gain or attempt to gain unauthorized access to district technology devices; or
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users.

Any staff member identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or district technology devices.

**Confidentiality**

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians, district employees or district affairs that is protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and district policy. It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use email to disclose student records or other confidential student information in a manner inconsistent with applicable law and district policy may be subject to disciplinary action.

If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those who "need to know" are allowed access to the

material. Staff members must handle all employee, student and district records in accordance with applicable district policies.

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA).

**Use of Social Media**

Staff members may use social media within school district guidelines for instructional purposes, including promoting communications with students, parents/guardians and the community concerning school related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content must be appropriate to the student's age, understanding and range of knowledge.

Staff members are discouraged from communicating with students through personal social media platforms/applications or texting. Staff members are expected to protect the health, safety and emotional wellbeing of students and to preserve the integrity of the learning environment. Online or electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related district policies may form the basis for disciplinary action up to and including termination.

**Use of Artificial Intelligence**

The district supports staff use of Artificial Intelligence (AI) tools that enhance the district's commitment to high-quality learning. Staff must follow the direction of the district regarding permissible AI tools, use of AI tools and acceptable and unacceptable uses for staff and students.

Generally, staff may use AI tools for ideas, outlines and to enhance the educational experience, such as supplementing lesson plans, providing differentiated instruction and aiding in curriculum development. Staff is prohibited from relying solely or primarily on AI tools to carry out their work duties, unless expressly authorized.

Staff should carefully evaluate the appropriateness of AI tools for educational purposes on a case-by-case basis, considering its appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards.

Staff must comply with all applicable federal, state and local student privacy laws, including FERPA and the Colorado Student Data Transparency Act. To that end, staff should not upload or input any confidential, proprietary or sensitive information into any AI tool.

Teachers who suspect plagiarism or use of AI that violates district policy should first have a conversation with a student to ensure that they understand expectations for acceptable

use. Teachers should consult with administration to determine appropriate steps to investigate any possible violation of policy.

**Vandalism**

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district technology device This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

**Staff Member Use is a Privilege**

Use of technology demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of technology and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and restitution for costs associated to damages; and may result in disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Staff members are required to sign the district's Acceptable Use Agreement annually before the district permits the staff member's use of technology, including Internet or electronic communications accounts.

**School District Makes no Warranties**

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The District is not responsible for any damages, losses or costs a staff member suffers in using the technology. This includes loss of data and service interruptions. Use of any information obtained via technology is at the staff member's own risk.

Adopted: 2006
Revised: 01-13-2016
09-08-2025

LEGAL REFS.: 20 U.S.C. 6751 et seq. *(Enhancing Education Through Technology Act of 2001)*

47 U.S.C. 254(h) *(Children's Internet Protection Act of 2000)*

47 C.F.R. Part 54, Subpart F *(Universal Support for Schools and Libraries)*

C.R.S. 22-87-101 et seq. *(Children's Internet Protection Act)*

C.R.S. 24-72-204.5 *(monitoring electronic communications)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

EGAEA, Electronic Communication

## Student Use of ~~the Internet and Electronic Communications~~Technology

Technology, which includes ~~T~~the Internet ~~and ,~~electronic communications ~~(email, chat rooms and other forms of electronic communication) ~~, social media, applications and artificial intelligence tools ~~have~~has vast potential to support curriculum and student learning. The Board of Education believes ~~they~~ appropriate technology should be used in schools as a learning resource to educate and to inform.

Use of ~~the Internet and electronic communications~~technology requires students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals and locate material to meet educational and personal information needs.

~~The Internet and electronic communications are fluid environments in which~~Through the use of technology, students may access materials and information from many sources, including some that may be harmful to students. ~~While~~ Although it is impossible to predict with certainty what information students might locate or come into contact with, the district will ~~shall~~ take reasonable steps to protect students from accessing material and information that is obscene, pornographic ~~child pornography~~ or otherwise harmful to minors, as defined by the Board. Students ~~shall take responsibility~~ are responsible for their own use of district technology devices to avoid contact with material or information that may be harmful to minors. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

### Blocking or Ff~~f~~iltering Oo~~o~~bscene, Pp~~p~~ornographic and Hh~~h~~armful li~~i~~nformation

Technology that blocks or filters material and information that is obscene, ~~child pornography~~pornographic or otherwise harmful to minors, as defined by the Board, ~~shall be~~has been installed on all district computers having Internet or electronic communications access. Students ~~shall~~ must report access to material and information that is inappropriate, offensive or otherwise in violation of this policy to ~~the supervising~~a staff member. If a student becomes aware of other students accessing such material or information, ~~he or she shall~~they must report it to ~~the supervising~~a staff member.

### No Ee~~e~~xpectation of Pp~~p~~rivacy

District technology devices are owned by the district and are intended for educational purposes at all times. Students ~~shall~~ have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of

materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district.

**Unauthorized and Uunacceptable Uuses**

Students shall must use district technology devices in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shallStudents must not access, create, transmit, retransmit or forward

- material or information: material or information:
- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion;
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws

- ~~using another individual's Internet or electronic communications account without written permission from that individual~~

- that impersonates another or transmits through an anonymous remailer; or

- that accesses fee services without specific permission from the system administrator.

**Security**

Security on district technology devices is a high priority. Students who identify a security problem while using district technology devices must immediately notify a ~~system administrator.~~ Staff member. ~~Students should not demonstrate the problem to other users.~~ Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students ~~shall~~ must not:

- use another person's password or any other identifier;

- gain or attempt to gain unauthorized access to district technology devices; or

- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or district technology devices.

**Safety**

In the interest of student safety and security, the district ~~shall~~ will educate students about appropriate online behavior, including cyberbullying awareness and response; ~~and~~ interacting on social ~~networking sites~~media; appropriate use of artificial intelligence, ~~in chat rooms,~~ and other forms of direct electronic communications.

Students ~~shall~~ must not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of ~~the supervising~~a staff member, students ~~shall~~ must not use their last name or any other information that might allow another person to locate him or her. Students ~~shall~~ must not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

**Vandalism**

Vandalism will result in cancellation of privileges and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board

policy concerning suspension, expulsion and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

## Artificial Intelligence

The district supports student use of Artificial Intelligence (AI) tools that enhance the district's commitment to high-quality learning. Generally, students may use AI tools for explaining concepts, exploring new topics of interest and seeking guidance on research directions. Students may be permitted to use AI tools on assignments if clearly stated in the assignment or specified by the teacher. However, students must not rely solely or primarily on AI tools in completion of coursework unless expressly authorized.

In any use of AI, students should be mindful that AI tools are prone to "hallucinations," false answers/information, or outdated, misleading and/or biased information. Thus, students must always verify information provided by AI tools using reliable sources such as textbooks, scientific papers and reputable educational websites.

Students should not upload or input any personal, confidential, propriety or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, or social security, credit card or bank account numbers.

Specific acceptable and unacceptable uses of AI tools may vary based on new technological developments and students must follow the guidance of the district's administrators. Offenses or violations of this Policy will be addressed by the teacher and administrators.

## Unauthorized Ccontent

Students are prohibited from using or possessing any software applications, mobile applicationss or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

## Assigning Sstudent Pprojects and Mmonitoring Sstudent Uuse

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communicationsechnology, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall must have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.using technology.

Opportunities shall will be made available on a regular basis for parents to observe student use of the Internet and electronic communicationstechnology in schools.

~~All students shall~~Student use of technology will be supervised by staff~~. while using the Internet or electronic communications at a ratio of at least one staff member to each 35 students~~. Staff members assigned to supervise student ~~use shall have~~ technology use must have received training in ~~Internet and electronic communications~~technology safety and monitoring student use.

**Student U~~u~~se is a P~~p~~rivilege**

Use of ~~the Internet and electronic communications~~technology demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of ~~the Internet, electronic communications~~technology and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy ~~shall~~ will result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians are ~~shall be~~ required to sign the district's Acceptable Use Agreement annually before ~~Internet or electronic communications accounts shall be issued or access shall be allowed.~~the district permits the student's use of technology, including Internet or electronic communications accounts.

**School Ddistrict Mmakes no Wwarranties**

The school district makes no warranties of any kind, whether express or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district ~~shall~~ is not ~~be~~ responsible for any damages, losses or costs a student suffers in using ~~the Internet and electronic communications~~technology. This includes loss of data and service interruptions. Use of any information obtained via ~~the Internet and electronic communications~~technology is at the student's own risk.

Adopted~~:~~ 2006

Revised: 5-10-2017
09/08/2025

LEGAL REFS.: 20 U.S.C. 6751et seq. (Enhancing Education Through Technology Act of 2001)

47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)

47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)

C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

EGAEA, Electronic Communication

JB, Equal Educational Opportunities

JKD/JKE, Suspension/Expulsion of Students

~~**[Revised August 2014]**~~

~~COLORADO SAMPLE POLICY 1996~~

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Student Use of Technology | JS |
| **Adopted:** | **Revision:** |
| 2006 | September 2025 |

## Student Use of Technology

Technology, which includes the Internet, electronic communications, social media, applications and artificial intelligence tools has vast potential to support curriculum and student learning. The Board of Education believes appropriate technology should be used in schools as a learning resource to educate and to inform.

Use of technology requires students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals and locate material to meet educational and personal information needs.

Through the use of technology, students may access materials and information from many sources, including some that may be harmful to students. Although it is impossible to predict with certainty what information students might locate or come into contact with, the district will take reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students are responsible for their own use of district technology devices to avoid contact with material or information that may be harmful to minors. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

### Blocking or Filtering Obscene, Pornographic and Harmful Information

Technology that blocks or filters material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board, has been installed on all district computers having Internet or electronic communications access. Students must report access to material and information that is inappropriate, offensive or otherwise in violation of this policy to a staff member. If a student becomes aware of other students accessing such material or information, they must report it to a staff member.

### No Expectation of Privacy

District technology devices are owned by the district and are intended for educational purposes

at all times. Students have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district.

**Unauthorized and Unacceptable Uses**

Students must use district technology devices in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

Students must not access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings;
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- that impersonates another or transmits through an anonymous remailer; or
- that accesses fee services without specific permission from the system administrator.

**Security**

Security on district technology devices is a high priority. Students who identify a security problem while using district technology devices must immediately notify a Staff member. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students must not:

- use another person's password or any other identifier;
- gain or attempt to gain unauthorized access to district technology devices; or
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or district technology devices.

**Safety**

In the interest of student safety and security, the district will educate students about appropriate online behavior, including cyberbullying awareness and response; interacting on social media; appropriate use of artificial intelligence, and other forms of direct electronic communications.

Students must not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of a staff member, students must not use their last name or any other information that might allow another person to locate him or her. Students must not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

**Vandalism**

Vandalism will result in cancellation of privileges and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

**Artificial Intelligence**

The district supports student use of Artificial Intelligence (AI) tools that enhance the district's commitment to high-quality learning. Generally, students may use AI tools for explaining concepts, exploring new topics of interest and seeking guidance on research directions. Students may be permitted to use AI tools on assignments if clearly stated in the assignment or specified by the teacher. However, students must not rely solely or primarily on AI tools in completion of coursework unless expressly authorized.

In any use of AI, students should be mindful that AI tools are prone to "hallucinations," false answers/information, or outdated, misleading and/or biased information. Thus, students must always verify information provided by AI tools using reliable sources such as textbooks, scientific papers and reputable educational websites.

Students should not upload or input any personal, confidential, propriety or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, or social security, credit card or bank account numbers.

Specific acceptable and unacceptable uses of AI tools may vary based on new technological developments and students must follow the guidance of the district's administrators. Offenses or violations of this Policy will be addressed by the teacher and administrators.

**Unauthorized Content**

Students are prohibited from using or possessing any software applications, mobile applications or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

**Assigning Student Projects and Monitoring Student Use**

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of technology, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students must have specifically defined objectives and search strategies prior to accessing material and information using technology.

Opportunities will be made available on a regular basis for parents to observe student use of technology in schools.

Student use of technology will be supervised by staff.. Staff members assigned to supervise student technology use must have received training in technology safety and monitoring student use.

**Student Use is a Privilege**

Use of technology demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of technology and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians are required to sign the district's Acceptable Use Agreement annually before the district permits the student's use of technology, including Internet or electronic communications accounts.

**School District Makes no Warranties**

The school district makes no warranties of any kind, whether express or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district is not responsible for any damages, losses or costs a student suffers in using technology. This includes loss of data and service interruptions. Use of any information obtained via technology is at the student's own risk.

Adopted 2006

Revised: 5-10-2017
09/08/2025

LEGAL REFS.: 20 U.S.C. 6751et seq. (Enhancing Education Through Technology Act of 2001)

47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)

47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)

C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

EGAEA, Electronic Communication

JB, Equal Educational Opportunities

JKD/JKE, Suspension/Expulsion of Students

**File: JS E**

# Student Use of the Internet and Electronic Communications

## (Annual Acceptable Use Agreement)

## Students

I have read, understand and will abide by the district's policy on Student Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's computers or computer system, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

If I am 18 years or older, I hereby release the school district from all costs, claims, damages or losses resulting from my use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

*Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Student Use of the Internet and Electronic Communications and understand its significance.*

_____ _____

Student's Name (printed) Date of Birth (day/mo/yr)

_____ _____

Student's Signature Date

## Parent or Guardian

*If the user is under 18 years of age, a parent or guardian must also sign this Agreement.*

As the parent or guardian of this student, I have read the district's policy on Student Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that the school district has taken reasonable steps to block or filter material and information that is obscene, child pornography or otherwise harmful to minors, as defined

by the Board. I also recognize, however, that it is impossible for the school district to prevent access to all materials or information I might find harmful or controversial and I agree not to hold the district responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

I hereby release the school district from all costs, claims, damages or losses resulting from my child's use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an Internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

*Your signature on this Acceptable Use Agreement is binding and indicates you have read the district's policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.*

_____

Parent/Guardian's Name (printed)

_____ _____

Parent/Guardian's Signature Date

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Student Use of Technology | JS-E |
| **Adopted:** | **Revision:** |
| 2006 | September 2025 |

**Student Use of Technology**

**Student**

I have read, understand and will abide by the district's policy on Student Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's technology devices, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

If I am 18 years or older, I hereby release the school district from all costs, claims, damages or losses resulting from my use of district technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

*Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Student Use of the Internet and Electronic Communications and understand its significance.*

_____ _____

Student's Name (printed) Date of Birth (mo/day/yr)

_____ _____

Student's Signature Date

**Parent or Guardian**

If the user is under 18 years of age, a parent or guardian must also sign this Agreement.

As the parent or guardian of this student, I have read the district's policy on Student Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that the school district has taken reasonable steps to block or filter material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. I also recognize, however, that it is impossible for the school district to prevent access to all materials or information I might find harmful or controversial and I agree not to hold the district responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

I hereby release the school district from all costs, claims, damages or losses resulting from my child's use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an Internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

*Your signature on this Acceptable Use Agreement is binding and indicates you have read the district's policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.*

_____

Parent/Guardian's Name (printed)

_____ _____

Parent/Guardian's Signature Date

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Support Staff Vacation and Holidays | GDD |
| Last Adopted: | Revision: |
| 2022 | September 2025 |

**Vacations**
Regular full-time personnel working on a 12-month basis (contracts > 200 days) are entitled to earn 120 hours of vacation each contract year at a rate of 10 hours per month. Employees hired after the beginning of the school year will receive a prorated amount of paid leave. For example, a full-time employee hired on October 1st would receive 90 hours leave.

Leave will be credited to the leave account of the employee on the first day of the contract period. Leave hours can be taken when required throughout that school year even though leave hours may not be fully earned when taken. Leave will not be granted at the beginning of the contract period if the employee is unable to report to work due to illness or disability. Upon return, however, the employee's leave account will be credited with an adjusted leave allowance that will be used to diminish any deduction sustained for the absence. An employee granted an approved leave of absence will retain but not accrue additional paid leave time except as otherwise indicated.

All vacation time shall be taken by June 30th. Vacation leave cannot be deferred, any vacation leave not used within the time frame allowed will be forfeited. If an employee is on vacation and a snow day is called, they will not be credited for the snow day.

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

Personnel leaving the district permanently will receive payment for their total accumulated hours. If an employee leaves the District mid-year the employee will receive a pro-rated amount of staff leave based upon the actual days worked.

**Paid Holidays**
Employees working on a 12-month basis (contracts > 200 days) are entitled to 90 hours of paid holiday times per year. The use of the paid holidays will be determined prior to the start of the fiscal year on July 1 and be communicated to employees. Generally, holidays will be observed as follows:

- 4th of July
- Labor Day

- 5 days observed over Thanksgiving and/or Christmas break
- President's Day
- Memorial Day

Adopted: January 2016
Revised: November 2022
Revised: September 2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Support Staff Vacation and Holidays | GDD |
| Last Adopted: | Revision: |
| 2022 | September 2025 |

**Vacations**

Regular full-time personnel working on a 12-month basis (contracts > 200240-260 contract days) are entitled to earn 15 days120 hours of vacation each contract year at a rate of 1.25 days10 hours per month. Employees hired after the beginning of the school year will receive a prorated amount of paid leave. For example, a full-time employee hired on October 1st would receive 90 hours leave.

Leave will be credited to the leave account of the employee on the first day of the contract period. Leave hours can be taken when required throughout that school year even though leave hours may not be fully earned when taken. Leave will not be granted at the beginning of the contract period if the employee is unable to report to work due to illness or disability. Upon return, however, the employee's leave account will be credited with an adjusted leave allowance that will be used to diminish any deduction sustained for the absence. An employee granted an approved leave of absence will retain but not accrue additional paid leave time except as otherwise indicated.

All vacation time shall be taken by June 30th~~December 30th of the following fiscal year~~. Vacation leave cannot be deferred, any vacation leave not used within the time frame allowed will be forfeited. If an employee is on vacation and a snow day is ~~called~~called, they will not be credited for the snow day.

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

~~All classified employees who resign, or whose employment is terminated, shall receive the vacation days, to which they have accrued, with their final paycheck.~~
Personnel leaving the district permanently will receive payment for their total accumulated hours. If an employee leaves the District mid-year the employee will receive a pro-rated amount of staff leave based upon the actual days worked.

Paid Holidays

Employees working on a 12-month basis (contracts > 200 days~~240-260 contract days~~) are entitled to 90 hours of paid holiday time~~s~~ per year. The use of the paid holidays will be determined prior to the start of the fiscal year on July 1 and be ~~communicated out~~communicated to employees. Generally, holidays will be observed as follows:

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

~~**Summer Schedule**~~

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

**Adopted: January 2016**
**Revised: November 2022**
**Revised: September 2025**

# Federally-Mandated Family and Medical Leave

This policy shall apply to all family and medical leaves of absence covered under the Family and Medical Leave Act of 1993 ("FMLA"). Terms used in this policy and its accompanying regulation, such as "serious health condition," "qualifying exigency," "covered active duty," "covered service member," and "serious injury or illness" shall be as defined by the FMLA and its implementing regulations.

## Eligibility

To be eligible for a family and medical leave of absence (FMLA leave) under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to meet the hourly requirement but must also meet the 12-month requirement to be eligible for FMLA leave.

## Permitted Rreasons for FMLA Lleave

An eligible employee shall be entitled to a combined total of 12 weeks' leave per year for the following reasons:

1. The birth and care of the employee's newborn child;

2. The placement of a child with the employee for adoption or foster care;

3. To care for the employee's spouse, ~~partner in a civil union, domestic partner~~, parent or child with a serious health condition;

4. When the employee is unable to perform the essential functions of his or her position because of the employee's own serious health condition; or

5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on covered active duty in the Armed Forces or has been notified of an impending call or order to covered active duty in the Armed Forces.

Spouses who are both employed by the district shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) per year for reasons (1), (2), to care for a sick parent under reason (3), and/or (5) specified in the immediately preceding paragraph.

Entitlement for child care leave shall end after the child reaches age one or 12 months after adoption or foster placement. Leave to care for a child shall include leave for a step-parent or person in loco parentis.

An eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness incurred or aggravated in the line of duty on active duty shall be entitled to a total of 26 weeks of leave during a single 12-month period to care for the covered service member.

The single 12-month period shall begin on the first day the employee takes leave for this reason and shall end 12 months later. During that 12-month period, the eligible employee is entitled to a combined total of 26 weeks of leave under this policy. Only 12 weeks of the 26 week total may be for a FMLA-qualifying reason other than to care for a covered service member.

Spouses who are both employed by the district shall be entitled to a total of 26 weeks (rather than 26 weeks each) in a single 12-month period if the leave is to care for a covered service member with a serious injury or illness, or a combination of caring for a covered service member and reasons (1), (2), (3) and/or (4~~5~~) above.

**Intermittent or R~~r~~educed FMLA L~~l~~eave**

Leave may be taken on an intermittent or reduced leave schedule. The district may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits. Teachers requesting intermittent or reduced leave involving greater than 20 percent of their working time during such period may, in the alternative, be required to take leave continuously for all or a specified part of the total period involved.

Intermittent leave or leave on a reduced schedule shall not be allowed because of the birth of an employee's child and to care for a newborn child, or because of the placement of a child with an employee for adoption or foster care.

**Health I~~i~~nsurance and B~~b~~enefits**

The district shall maintain coverage under any group health insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave. Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The district reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

The use of FMLA leave shall not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

**Reinstatement A~~a~~fter FMLA L~~l~~eave**

Reinstatement shall be determined in accordance with applicable law and Board policies. If the employee on leave is a salaried employee and is among the highest paid

10 percent of district employees within 75 miles of the location at which the employee is employed and keeping the job open for the employee would result in substantial economic injury to the district, the employee may be denied reinstatement provided the district notifies the employee of its intent to deny reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

**Development of Pprocedures**

The superintendent shall develop procedures to require appropriate medical certifications, notification and reporting which are consistent with law. The procedures shall describe how the district will post notices concerning the FMLA and other steps the district shall take to inform employees of the FMLA's requirements.

**Compliance with Ggoverning Llaw**

The district shall fully comply with the FMLA and shall be entitled to take all actions and exercise all options authorized under the FMLA and consistent with this policy and its accompanying regulation. In the event that this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the FMLA, the mandatory provisions of the FMLA shall control.

Adopted: 2006

Revised: 7/13/2016

Revised: 09-08-2016

LEGAL REFS.: 29 U.S.C. 2601 et seq. (Family and Medical Leave Act of 1993)

29 C.F.R. Part 825 (regulations)

29 C.F.R. § 825.104 (*public as well as private elementary and secondary schools are covered employers)*

CROSS REFS.: GBGG, Staff Sick Leave

GBGK, Staff Legal Leave

GBGE, Staff Maternity/Paternity/Parental Leave

*NOTE 1: The Family and Medical Leave Act (FMLA) provides that the district shall not be in violation of other federal laws such as those governing the district's responsibility to educate children with disabilities solely as the result of an eligible employee taking family medical leave.*

*NOTE 2: The FMLA applies to all educational institutions, including school districts. However, an employee is only eligible for family and medical leave if he or she is employed at a worksite where at least 50 employees are employed within 75 miles.*

*NOTE 3: For FMLA Fact Sheets, medical certification forms, request for leave forms and other information on the FMLA, visit the U.S. Department of Labor's Wage and Hour Division Website: http://www.wagehour.dol.gov or call the U.S. Department of Labor's toll-free information and helpline, 1-866-4USWAGE (1-866-487-9243).*

*NOTE 4: Colorado's "Family Care Act" (FCA) entitles employees to take 12 weeks' unpaid leave to care for the employee's "partner in a civil union" or "domestic partner" with a "serious health condition." C.R.S. 8-13.3-201 et seq. Leave taken under the FCA is in addition to the leave an employee may take under the FMLA. The district should consult with its own legal counsel to ensure compliance with the FCA and FMLA.*

**[Revised February 2014]**

COLORADO SAMPLE POLICY 1993©

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Federally-Mandated family and Medical Leave | GBGF |
| Adopted: | Revision: |
| 2006 | September 2025 |

**Federally-Mandated Family and Medical Leave**

This policy shall apply to all family and medical leaves of absence covered under the Family and Medical Leave Act of 1993 ("FMLA"). Terms used in this policy and its accompanying regulation, such as "serious health condition," "qualifying exigency," "covered active duty," "covered service member," and "serious injury or illness" shall be as defined by the FMLA and its implementing regulations.

**Eligibility**

To be eligible for a family and medical leave of absence (FMLA leave) under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to meet the hourly requirement but must also meet the 12-month requirement to be eligible for FMLA leave.

**Permitted Reasons for FMLA Leave**

An eligible employee shall be entitled to a combined total of 12 weeks' leave per year for the following reasons:

1. The birth and care of the employee's newborn child;

2. The placement of a child with the employee for adoption or foster care;

3. To care for the employee's spouse, parent or child with a serious health condition;

4. When the employee is unable to perform the essential functions of his or her position because of the employee's own serious health condition; or

5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on covered active duty in the Armed Forces or has been notified of an impending call or order to covered active duty in the Armed Forces.

Spouses who are both employed by the district shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) per year for reasons (1), (2), to care for a sick parent under reason (3), and/or (5) specified in the immediately preceding paragraph.

Entitlement for child care leave shall end after the child reaches age one or 12 months after adoption or foster placement. Leave to care for a child shall include leave for a step-parent or person in loco parentis.

An eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness incurred or aggravated in the line of duty on active duty shall be entitled to a total of 26 weeks of leave during a single 12-month period to care for the covered service member.

The single 12-month period shall begin on the first day the employee takes leave for this reason and shall end 12 months later. During that 12-month period, the eligible employee is entitled to a combined total of 26 weeks of leave under this policy. Only 12 weeks of the 26 week total may be for a FMLA-qualifying reason other than to care for a covered service member.

Spouses who are both employed by the district shall be entitled to a total of 26 weeks (rather than 26 weeks each) in a single 12-month period if the leave is to care for a covered service member with a serious injury or illness, or a combination of caring for a covered service member and reasons (1), (2), (3) and/or (4) above.

**Intermittent or Reduced FMLA Leave**

Leave may be taken on an intermittent or reduced leave schedule. The district may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits. Teachers requesting intermittent or reduced leave involving greater than 20 percent of their working time during such period may, in the alternative, be required to take leave continuously for all or a specified part of the total period involved.

Intermittent leave or leave on a reduced schedule shall not be allowed because of the birth of an employee's child and to care for a newborn child, or because of the placement of a child with an employee for adoption or foster care.

**Health Insurance and Benefits**

The district shall maintain coverage under any group health insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave. Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The district reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

The use of FMLA leave shall not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

**Reinstatement After FMLA Leave**

Reinstatement shall be determined in accordance with applicable law and Board policies. If the

employee on leave is a salaried employee and is among the highest paid

10 percent of district employees within 75 miles of the location at which the employee is employed and keeping the job open for the employee would result in substantial economic injury to the district, the employee may be denied reinstatement provided the district notifies the employee of its intent to deny reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

**Development of Procedures**

The superintendent shall develop procedures to require appropriate medical certifications, notification and reporting which are consistent with law. The procedures shall describe how the district will post notices concerning the FMLA and other steps the district shall take to inform employees of the FMLA's requirements.

**Compliance with Governing Law**

The district shall fully comply with the FMLA and shall be entitled to take all actions and exercise all options authorized under the FMLA and consistent with this policy and its accompanying regulation. In the event that this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the FMLA, the mandatory provisions of the FMLA shall control.

Adopted: 2006

Revised: 7/13/2016

Revised: 09-08-2016

LEGAL REFS.: 29 U.S.C. 2601 et seq. (Family and Medical Leave Act of 1993)
29 C.F.R. Part 825 (regulations)
29 C.F.R. § 825.104 (*public as well as private elementary and secondary schools are covered employers)*

CROSS REFS.: GBGG, Staff Sick Leave
GBGK, Staff Legal Leave
GBGE, Staff Maternity/Paternity/Parental Leave

**File: GBGF-R**

# Federally Mandated Family aAnd Medical Leave

## Notification and reporting

When the need for a family and medical leave of absence (FMLA leave) is foreseeable, the employee shall provide at least 30 days prior notice to the district unless circumstances dictate otherwise. If the requested FMLA leave is because of a military-related qualifying exigency and the leave is foreseeable, the employee shall provide notice to the district as is reasonable and practicable. With respect to foreseeable medical treatments, the employee shall make a reasonable effort to schedule treatment so as not to disrupt district operations.

If the need for FMLA leave is unforeseeable, the employee shall provide notice to the district as soon as practicable under the circumstances.

If an employee's requested FMLA leave also constitutes paid leave under another Board policy, the FMLA leave and other applicable leave shall run concurrently.

In the absence of an employee's request for FMLA leave, the district may independently determine whether an employee's leave under another Board policy constitutes FMLA leave and, if so, shall notify the employee that the leave will be counted against the FMLA leave to which the employee is entitled.

If the FMLA leave is due to illness, the employee shall report periodically on his or her leave status and intention to return to work.

If the requested FMLA leave is because of a military-related qualifying exigency, the district may require the employee to provide supporting documentation of such exigency.

The district may also require the employee to show certification of the familial relationship if the request for FMLA leave is to care for a family member with a serious health condition, to care for a covered servicemember with a serious injury or illness, or in connection with a military-related qualifying exigency.

~~I. **Calculation of the 12-Month Period** - The 12-month period during which the twelve (12) week leave entitlement occurs shall be a "rolling" 12-month period measured backward from the date that the employee uses any leave counted against the leave entitlement under this policy.~~

~~II. **Advanced Notice**~~

~~A. Leave based upon planned medical treatment of the employee or of the employee's spouse, child or parent: the employee is responsible to schedule planned medical treatment so as not to~~

~~unduly disrupt the operation of the employer (subject to approval of the health care provider of the patient). The employee shall provide at least thirty (30) days notice prior to the date the leave is to begin or if this is not possible, notice as soon as practicable.~~

~~B. Leave based upon birth, adoption, foster placement: where the leave is foreseeable, the employee must provide at least thirty (30) days notice prior to the date that the leave is to begin; if such notice is not capable of being given, then the employee shall give notice as soon as practicable.~~

~~C. Where good cause exists, the notice requirement may be waived, but otherwise the leave may be denied until the 30-day requirement is fulfilled.~~

~~III. **Paid Leave to be Used First** - Under circumstances qualifying for leave under this policy, the District shall have the right (subject to any portion of a negotiated agreement with an association representing a group of employees to the contrary) to require that the employee take such paid leave in conjunction with the employee's FMLA leave. The use of any such paid leave will count against the employee's 12-week FMLA leave entitlement. When requesting the leave, the employee will be asked to indicate whether the leave is one which is covered under the FMLA.~~

**Medical Certifications**

The district shall require medical certification to support a claim for leave for an employee's own serious health condition; to care for the employee's child, spouse or parent with a serious health condition; or to care for a covered servicemember's serious injury or illness. The medical certification will be sufficient if it contains the date on which the condition or injury/illness commenced, the probable duration of the condition or injury/illness and any appropriate medical information.

For an employee's own serious health condition, the medical certification also must include a statement that the employee is unable to perform the functions of the position. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered servicemember with a serious injury or illness, the medical certification must include an estimate of the amount of time the employee is needed to provide care.

In its discretion and in accordance with the FMLA, the district may require a second or third medical opinion and periodic recertifications as the district deems reasonably necessary.

Medical certification for intermittent leave must indicate the dates on which treatment is expected to be given and the duration of the treatment. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered servicemember with a serious injury or illness, the medical certification must include a statement that the

employee's intermittent leave is necessary to care for the family member and the expected duration and schedule of treatment.

For the employee's own intermittent leave, the medical certification must contain a statement indicating the medical necessity of the intermittent treatment and its expected duration.

~~IV. - Upon request, employees shall be required to submit medical certification from their treating health care provider supporting the leave request by an employee where the leave is based upon either the employee's own medical condition or that of a family member. Such certification shall be submitted within fifteen (15) calendar days of the request, unless it is impracticable to do so.~~

~~The employer shall advise the employee that such certification will be required when the employee requests the leave and shall also advise the employee of the consequences of failure to provide such a certification.~~

~~A. Whenever a medical certification is found to be incomplete, the employer will notify the employee and provide the employee a reasonable opportunity to remedy the problem.~~

~~B. Second and third opinions: if the employer has reason to doubt the validity of the medical certification provided by the employee's health care provider, it may require the employee to obtain a second opinion, at employer expense, from a health care provider selected by the employer so long as the doctor is not one employed on a regular basis by the employer. If the first and second opinions differ, the employer may require that a third medical opinion be obtained by the employee, again at employer expense, from a doctor selected in good faith by both parties. This third opinion shall control. The employer may require subsequent recertification on a reasonable basis.~~

~~C. Medical certifications of fitness for duty: if the leave has been taken because of the employee's own serious illness, the District may require that a physician certify that the particular condition for which the leave was taken has been resolved and that the employee is fit to return to work.~~

**Return to work**

An employee who has taken leave due to the employee's own serious health condition shall provide a medical certification from the employee's physician that the employee is able to resume work. In addition, the district reserves the right to consult with a public health official if there is any question about possible transmission of a disease in the school setting.

The following return to work provisions apply to teachers:

1. If the teacher begins any category of FMLA leave more than five weeks prior to the end of the semester and the leave is for more than three weeks, the district may require the teacher seeking to return within the last three weeks to continue the leave through the end of the semester.

2. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition less than five weeks before the end of the semester and the period of leave is greater than two weeks, the district may require the teacher seeking to return within the last two weeks to continue the leave through the end of the semester.

3. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the district may require the teacher to continue the leave through the end of the semester.

**Repayment of benefits**

If an employee fails to return to work upon completion of an approved FMLA leave, the district may recover from the employee the cost of any payments made to maintain the employee's group health insurance coverage unless the failure to return to work was due to a continuation, recurrence or onset of a serious health condition as certified by a physician that entitles the employee to leave, or for other reasons beyond the employee's control.

~~V. **Maintenance of Benefits While on Leave –**~~

~~A. Generally: the District shall maintain coverage under any group health or dental insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave. Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The District reserves the right to seek reimbursement, as allowed by law, for any portion of this benefit actually paid for by the District in the event that an employee elects not to return to work.~~

~~Employees on unpaid leave do not accrue benefits, such as seniority or paid leave while on such leave.~~

~~When it becomes known to the District that an employee will not be returning to work, the period of FMLA leave is exhausted, or the employee terminates employment (for example, by failing to return from leave), whichever comes first, the District's obligation to~~

provide these benefits shall cease and the employee's right to continue under the District's group health insurance plans will be covered by COBRA.

B. Payment of premiums while on leave: the employee shall remain responsible for payment of that portion of the health and dental insurance premium that is ordinarily paid by the employee while the employee is not on leave. In the case of paid leave, the employee's share of premiums shall be deducted from paychecks in the usual manner; where the leave is unpaid, the employee's portion of any premium shall be due by the first day of each month during the time of leave.

C. Failure to make premium payments: if an employee on leave under this policy fails to make timely payment of the employee share of the insurance premium, the employee's insurance coverage for which payment has not been made will cease when payment is more than thirty (30) days late.

D. Recovery of premiums paid by the District: where the employee fails to return to work after taking unpaid leave under this policy, the District shall be entitled to reimbursement for all premiums paid on the employee's behalf, unless the failure to return from leave is due to circumstances beyond the employee's control. Such circumstances shall include the continuation, recurrence or onset of a serious health condition which would entitle the employee to leave under the policy. (In such cases, the District may request a medical certification where applicable.) To the extent allowable by law, the District may reimburse itself for premiums paid by means of deduction from employee leave payoffs or other sums otherwise due the employee.

## VI. Intermittent Leave and Leave on a Reduced Schedule

Such leave shall be available in the case of medically related leave for the care of a spouse, child or parent, or where the employee is unable to perform the functions of the position because of her/his own serious health condition. Such leave shall not be available without employer consent for birth, adoption or foster care of children. Calculation of intermittent leave and leave on a reduced schedule shall be by time actually taken, with only portions of a day counted against the leave entitlement where applicable.

A. Possible temporary job transfer to accommodate intermittent leave or reduced leave schedule.

1. Qualified non-teaching employees: in cases where intermittent or reduced leave is being requested by a non-teaching employee for a leave to care for a seriously ill family member or because of the employee's own serious health condition, if the leave is foreseeable based upon planned medical treatment, the District may require that the employee transfer temporarily to an available alternative position. However, the employee must be qualified for the position, the pay and benefits of the position must be equivalent to the employee's usual position and the temporary position must better accommodate recurring periods of leave than the employee's usual position.

2. Teaching employees: in the case of intermittent or reduced leave requested by an employee whose principal function is to teach and instruct students (teachers, but not paraprofessionals or counselors), if the leave is foreseeable based on planned medical treatment and if the leave would involve the employee being absent for more than twenty (20) percent of the total working days during the period during which the leave would extend, then the District can require the employee to elect either: 1) to take the leave in a block that is not longer than the duration of the planned treatment rather than taking leave intermittently; or 2) to transfer temporarily to an available alternative position, provided that the employee is qualified for the position, the pay and benefits of the position are equivalent to the employee's usual position and the temporary position better accommodates recurring periods of leave than the employee's usual position.

## VII. Return from Leave

A. Generally - upon return from leave, employees shall be restored to an equivalent position though not necessarily the same position, so long as that position carries with it equal pay, benefits and conditions of employment.

B. Return near the end of the semester by an employee whose principal function is to teach and instruct students (teachers, but not paraprofessionals or counselors):

1. In the case of a leave (of any kind under this policy) beginning more than five (5) weeks prior to the end of the academic term the District may require that the leave be taken to the end of the term, if:

   a. The leave is of at least three (3) weeks duration; and

   b. The employee would return during the three (3) weeks prior to the end of the term.

2. In the case of a leave (of any kind under this policy other than sick leave based upon the employee's own illness) beginning less than five (5) weeks before the end of the term, the District may require that the leave be taken to the end of the term if:

   a. The leave is greater than two (2) weeks long; and

   b. The employee would return during the two (2) weeks prior to the end of the term.

3. In the case of a leave (of any kind under this policy other than sick leave based upon the employee's own illness) beginning less than three (3) weeks before the end of the term, the employer may require that the leave be taken to the end of the term if the leave is greater than five (5) working days.

C. Return from Leave Resulting in Substantial Economic Injury: if the employee on leave is a salaried employee and is among the highest paid ten (10) percent of District employees and keeping the job open for the employee would result in substantial economic injury to the District, the employee may be denied reinstatement. However, the District must notify the employee of the intent to deny reinstatement at the time economic hardship occurs and allow the employee to elect not to return to work after receiving the notice.

VIII. **Definitions**

A. **SERIOUS HEALTH CONDITION** means an illness, injury, impairment or physical or mental condition that involves:

1. in-patient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility;

2. a period of incapacity requiring absence from work of more than three (3) days and involving continuing treatment by a health care provider;

3. continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days; or 4. for prenatal care.

B. That **THE EMPLOYEE IS UNABLE TO PERFORM THE FUNCTIONS OF THE POSITION** means that the health care provider finds that the employee either cannot work at all or that the employee is unable to perform one or more of the essential functions of the position.

C. That **THE EMPLOYEE IS NEEDED TO CARE FOR FAMILY MEMBER**:

1. the District believes that on the basis of information provided by the employee the necessary showing has been made; or

2. that the health care provider has certified either that the employee is needed to care for a family member or that such care would be beneficial to the family member. It may also include situations in which the family member's need for care is intermittent and where an employee is required occasionally to fill in for regular care providers, or where a family member must make arrangements for changes in care.

D. **INTERMITTENT LEAVE** means sporadic, interrupted or periodic leave for the same condition or situation in which leave days are spread out over a period of time on a nonconsecutive basis.

E. **LEAVE ON A REDUCED SCHEDULE** means leave taken in which the number of hours worked per day is reduced.

F. **PARENT** means biological parent of the employee or one who stood in loco parentis to an employee whether or not there was a legal relationship; i.e. anyone who took the place of the biological parent.

G. **SON OR DAUGHTER** means biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis who is less than eighteen (18) years of age or is eighteen

~~(18) or more and incapable of self-care because of physical or mental disability.~~

~~H. **SPOUSE** means husband or wife.~~

~~I. **FOSTER CARE** means 24-hour care for children instead of, and away from, the child's parent or guardian, and requires involvement of the State of Colorado or other governmental entity.~~

## ~~IX.~~I. Posting/Notice to Employees

Building principals/administrators ~~will~~ shall post notices ~~the U.S. Department of Labor poster~~ explaining the rights and responsibilities under the Family and Medical Leave Act (FMLA) in locations~~'s provisions in a location~~ where it can be readily seen by employees and applicants for employment.

Notice of the FMLA's rights and responsibilities shall also be ~~The FMLA Fact Sheet published by the U.S. Department of Labor, Wage and Hour Division, will be~~ incorporated into all employee handbooks ~~and~~ or provided directly to employees. ~~upon receiving notice of a need for FMLA leave.~~

Revised: 09-08-2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Federally-Mandated Family and Medical Leave | GBGF-R |
| Adopted: | Revision: |
| | September 2025 |

**Federally Mandated Family and Medical Leave**

**Notification and Reporting**

When the need for a family and medical leave of absence (FMLA leave) is foreseeable, the employee shall provide at least 30 days prior notice to the district unless circumstances dictate otherwise. If the requested FMLA leave is because of a military-related qualifying exigency and the leave is foreseeable, the employee shall provide notice to the district as is reasonable and practicable. With respect to foreseeable medical treatments, the employee shall make a reasonable effort to schedule treatment so as not to disrupt district operations.

If the need for FMLA leave is unforeseeable, the employee shall provide notice to the district as soon as practicable under the circumstances.

If an employee's requested FMLA leave also constitutes paid leave under another Board policy, the FMLA leave and other applicable leave shall run concurrently.

In the absence of an employee's request for FMLA leave, the district may independently determine whether an employee's leave under another Board policy constitutes FMLA leave and, if so, shall notify the employee that the leave will be counted against the FMLA leave to which the employee is entitled.

If the FMLA leave is due to illness, the employee shall report periodically on his or her leave status and intention to return to work.

If the requested FMLA leave is because of a military-related qualifying exigency, the district may require the employee to provide supporting documentation of such exigency.

The district may also require the employee to show certification of the familial relationship if the request for FMLA leave is to care for a family member with a serious health condition, to care for a covered servicemember with a serious injury or illness, or in connection with a military-related qualifying exigency.

**Medical Certifications**

The district shall require medical certification to support a claim for leave for an employee's own serious health condition; to care for the employee's child, spouse or parent with a serious health condition; or to care for a covered servicemember's serious injury or illness. The medical certification will be sufficient if it contains the date on which the condition or injury/illness commenced, the probable duration of the condition or injury/illness and any appropriate medical information.

For an employee's own serious health condition, the medical certification also must include a statement that the employee is unable to perform the functions of the position. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered servicemember with a serious injury or illness, the medical certification must include an estimate of the amount of time the employee is needed to provide care.

In its discretion and in accordance with the FMLA, the district may require a second or third medical opinion and periodic recertifications as the district deems reasonably necessary.

Medical certification for intermittent leave must indicate the dates on which treatment is expected to be given and the duration of the treatment. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered servicemember with a serious injury or illness, the medical certification must include a statement that the employee's intermittent leave is necessary to care for the family member and the expected duration and schedule of treatment.

For the employee's own intermittent leave, the medical certification must contain a statement indicating the medical necessity of the intermittent treatment and its expected duration.

**Return to Work**

An employee who has taken leave due to the employee's own serious health condition shall provide a medical certification from the employee's physician that the employee is able to resume work. In addition, the district reserves the right to consult with a public health official if there is any question about possible transmission of a disease in the school setting.

The following return to work provisions apply to teachers:

1. If the teacher begins any category of FMLA leave more than five weeks prior to the end of the semester and the leave is for more than three weeks, the district may require the teacher seeking to return within the last three weeks to continue the leave through the end of the semester.

2. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition less than five weeks before the end of the semester and

the period of leave is greater than two weeks, the district may require the teacher seeking to return within the last two weeks to continue the leave through the end of the semester.

3. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the district may require the teacher to continue the leave through the end of the semester.

**Repayment of Benefits**

If an employee fails to return to work upon completion of an approved FMLA leave, the district may recover from the employee the cost of any payments made to maintain the employee's group health insurance coverage unless the failure to return to work was due to a continuation, recurrence or onset of a serious health condition as certified by a physician that entitles the employee to leave, or for other reasons beyond the employee's control.

**Posting/Notice to Employees**

Building principals/administrators shall post notices explaining the rights and responsibilities under the Family and Medical Leave Act ( FMLA) in locations where it can be readily seen by employees and applicants for employment.

Notice of the FMLA's rights and responsibilities shall also be incorporated into all employee handbooks or provided directly to employees.

Revised: 09-08-2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| STUDENT ABSENCES AND EXCUSES | JH |
| Adopted: | Revision: |
| 2006 | ~~JUNE 2024~~September 2025 |

**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 a physical disability or a~~,~~ mental or ~~emotional~~ behavioral health disorder. ~~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)(he)), absences due to court appearances and participation in court-ordered activities shall be excused. The student´s

assigned social worker mustshall 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 will 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 fifteen (10% of total days missed) total absences in a school semesteryear, 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~~ June 2024
REVISED: September 2025

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, School closing and Cancellations
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: |
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| Adopted: | Revision: |
| 2006 | ~~JUNE 2024~~September 2025 |

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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.

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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.

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JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLIB, Student Dismissal Precautions

| 2025-2026 Stipends<br>Strasburg Elementary School | |
|---|---|
| **Name** | **Position** |
| Azucena Corral | Mentor Kindergarten -Dodge |
| Azucena Corral | School Leadership - K |
| Angela Pennypacker | School Leadership - PK |
| Annette Spence | Mentor 2nd Grade - Franklin |
| Brandi Marrero | House Leader |
| Destiny Gray | Yearbook |
| Destiny Gray | PBIS/StuCo |
| Erin Seibel | PLC Coordinator (3-5) |
| Jenny Authier | Choir/Theater Director (Strasburg Singers) |
| Joy Buck | Xello Coordinator |
| Joy Buck | School Leadership - Coun |
| Jasel Estrada | SAC |
| Jasel Estrada | 504 Coordinator |
| Jasel Estrada | School Leadership - ELL |
| Julia Justice | Employee Engagement Coordinator |
| Jolene Nordloh | School Leadership - 5th |
| Kristin Aramowicz | School Leadership - 2nd |
| Kristin Aramowicz | GT Director |
| Kristin Aramowicz | Mentor 2nd Grade - Estrada |
| Lottie Anderson | Mentor 3rd Grade - Rutz/Blagg |
| Lottie Anderson | School Leadership - 3rd |
| Lauren Headley | MTSS Coordinator |
| Lauren Headley | READ Act Coordinator - District Reporting |
| Margaret Baumgartner | Sub Finder |
| Maria Gomez | House Leader |
| Molly Imhof | PLC Coordinator (K-2) |
| Molly Imhof | Mentor Kindergarten - Coleman/Bury |
| Makena Osborne | Mentor SPED - Keyworth/Wilton |
| Makena Osborne | School Leadership - SPED |
| Riley Blagg | House Leader |
| Shelly Roesch | School Leadership - 4th |
| Stephani Turner | Mentor 1st Grade - Aldana/Archuleta |
| Stephani Turner | School Leadership - 1st |
| Teresa Roy | House Leader |
| Tracey Thompson | School Leadership - SPEC |

| 2025-2026 Stipends<br>Hemphill Middle School | |
|---|---|
| **Name** | **Position** |
| Elle Grow | Science Olympiad (Split) |
| Jenny Authier | Music Mentor / John Ricks |
| John Nicholas McKeever | PLC Coordinator |
| John Nicholas McKeever | Drama |
| John Ricks | Instrumental Music |
| Josie Hemphill | Leadership Team-ELA 6th |
| Josie Hemphill | Student Council |
| Josie Hemphill | 7th ELA Mentor / Zachrias |
| Josie Hemphill | 8th ELA Mentor / Beals |
| Josie Hemphill | Employee Engagement Committee |
| Julia Simental | ELL Coordinator |
| Katelynn Swallow | Theater Tech / Audio / Lights |
| Kristena Heiter | Xello Coordinator |
| Kristena Heiter | Science Olympiad (Split) |
| Kyle Bollers | Leadership Team- Electives |
| Lori Tapparo | Leadership Team - 8th |
| Marisa Clifton | 504 Coordinator |
| Michael Abbott | MTSS Coordinator |
| Michael Abbott | Chess Strategy Club (Split) |
| Mike Abbott | Leadership Team- History 7th |
| Monique Bradshaw | Sub Finder |
| Nicole Zacharias | GT - Building Coordinator |
| Paige Ringer | Art Club |
| Shelly Roesch | Split 6th Math Mentor / Swallow |
| Tami Hart | Leadership Team- Science 6th |
| Tami Hart | Vocal Music |
| Victoria Bomnskie | Leadership Team-Math |
| Victoria Bomnskie | Split 6th Math Mentor / Swallow |
| Victoria Bomnskie | 8th Math Mentor / Trevor Lyons |
| Zoey Larson | Leadership Team - SPED / Specialists |
| Zoey Larson | SPED Mentor / Sepulveda |

| 2025-2026 Stipends<br>Strasburg High School | |
|---|---|
| **Name** | **Position** |
| Alaina Franklin | Dept. Chair (Social Studies) |
| Alaina Franklin | S.N.A.P. Council |
| Alaina Franklin | Prom Sponsor |
| Alaina Franklin | Building Leadership Team-High School |
| Amanda McDowell | Art Club |
| Chad Hauser | Junior Class Sponsor |
| Greg Ferber | Dept. Chair (Math) |
| Greg Ferber | D & D Club |
| John Ricks | Pep Band |
| Jordan Myrick | Drama |
| Josie Hemphill | Knowledge Bowl |
| Kim Harris | Dept. Chair (Electives) |
| Kim Harris | CTE Coordinator-Business |
| Kim Harris | CTE Coordinator - Health |
| Kim Harris | FBLA |
| Kim Harris | Xello Coordinator |
| Kim Harris | Junior Class Sponsor |
| Mandy Lasecke | STUCO (Split) |
| Mandy Lasecke | Junior Class Sponsor |
| Marissa Hauser | AP Program Liaison |
| Marissa Hauser | PLC Coordinator |
| Marissa Hauser | Mentor (Science) |
| Marissa Hauser | Mentor (Keanini) |
| Marissa Hauser | Mentor (Myirck) |
| Marissa Hauser | Mentor (Ricks) |
| Marissa Hauser | GT - Building Coordinator |
| Merci Ames | Dept. Chair (Science) |
| Rae Lynn Bauer | MTSS Coordinator |
| Rae Lynn Bauer | Junior Class Sponsor |
| Rebecca Clark | Dept. Chair (English) |
| Rebecca Clark | Building Leadership Team-High School |
| Tawny Gregory | 504 Coordinator |
| Tina Keanini | STUCO (Split) |
| Tobi Whitehead | NHS |
| Tobi Whitehead | Sub Finder |
| Victoria Andrus | Building Leadership Team-High School |

| 2025-2026 Stipends<br>Prairie Creeks High School | |
|---|---|
| **Name** | **Position** |
| Janeth Lopez | Xello Coordinator |

| 2025-2026 Stipends<br>District | |
|---|---|
| **Name** | **Position** |
| Stacey Alonzi | Xello Coordinator |

## DAC Members

| Name | Affiliate |
|---|---|
| Alonizi, Stacy | Staff/Parent |
| Andrews, Scott | Staff SHS Principal/Parent |
| Aramowiz, Kristin | Staff/Parent |
| Castaneda, Blanca | Parent |
| Crego, Connie | Parent |
| Damron, Breanna | Community Member/DAC Secretary |
| Dyrdahl, Debra | Grandparent/Vice President |
| Estrada, Jasel | Staff/Parent |
| Friedrich, Harata | Parent |
| Heiter, Christina | Staff/Parent |
| Holcomb, Donna | Community Member |
| Jimenez, Vennessia | Parent/DAC President |
| Jones, Samantha | Parent |
| Kitzman, JaLee | Staff/HMS Principal |
| Kraft, Cheryl | Parent |
| Kramer, Christine | Staff/Parent |
| Lasecke, Mandy | Staff/Parent |
| Loveless, Meghan | Staff/Parent |
| O'Malley, Mary | Staff/Board Member |
| Rector, Rachel | Staff/HR |
| Redd, Angie | Parent |
| Reyes, Susana | Parent |
| Ringer, Irene | Staff/Parent |
| Rosier, Amanda | Staff/Parent |
| Rupple, Dan | Parent |
| Rupple, Heather | Staff/Parent |
| Schiller, Cameron | Staff/SES Principal |
| Schmaker, Bethany | Parent |
| Smith, Howard | Parent |
| Sullivan, Carla | Parent |
| Vance, Courtney | Parent |

| Full Name | Attribute(s) |
|---|---|
| Adams, Barbara | Sub Food Services |
| Angelo, Sarah | Sub Health Aid, Sub Para |
| Armendariz-Nol, Maria | Sub Teacher |
| Bartfai, Taylor | Sub Para |
| Beeck, Kori | Sub Teacher |
| Bonds, Jessie | Sub Para |
| Busse, Susan | Sub Para, Sub Teacher |
| Chavez, Cyndi | Sub Teacher |
| Crouse, Vicki | Sub Teacher |
| Deffinbaugh, Kendall | Sub Teacher |
| DeWolf, Corey | Sub Para, Sub Teacher |
| Elliott, Diana | Sub Teacher |
| Elliott, Kurt | Sub Para, Sub Teacher |
| Engelsman, Tiffany | Sub Teacher |
| Garrett, Jaclyn | Sub Para, Sub Secretary, Sub Teacher |
| Goble, Tanya | Sub Para |
| Griggs, Cynthia | Sub Para, Sub Secretary, Sub Teacher |
| Gudka, Linda | Sub Teacher |
| Gutierrez, Dana | Sub Food Services, Sub Para, Sub Teacher |
| Hale, Lori | Sub Teacher |
| Hassell, Samantha | Sub Food Services, Sub Teacher |
| Hemphill, Kevin | Sub Bus Driver |
| Jeffries, Julie | Sub Teacher |
| Johnson, Susan | Sub Teacher |
| Kruse, Mary | Sub Para, Sub Teacher |
| McNabb, Stacey | Sub Para |
| Muehlausen, Corine | Sub Para, Sub Teacher |
| Murphy, Faith | Sub Teacher |
| Osborne, Deborah | Sub Para, Sub Teacher |
| Perrino, Connie | Sub Custodian |
| Rigdon, Jacquline | Sub Teacher |
| Rose, Alec | Sub Food Services |
| Schermerhorn, Shauni | Sub Teacher |
| Sherer, Patricia | Sub Teacher |
| Simpkins, Pamela | Sub Teacher |
| Steinman, Beth | Sub Para, Sub Secretary |
| Suttmer-Lybarger, Simone | Sub Para |
| Villa, Rosa | Sub Custodian |
| Vining, Rita | Sub Teacher |
| Wailes, Julia | Sub Health Aid |
| Wiersma, Kacie | Sub Teacher |
| Winklepleck, Brenda | Sub Teacher |

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Name Changes | ACA |
| Adopted: | Revision: |
| December 9, 2024 | September 2025 |

This policy outlines the process by which students may change the name they are referred to at school for any reason, including to align with their gender identity. Students may choose to be identified in school by the first name that they have designated in accordance with this policy, and may request a change to their name or gender on their official student record through regulation JRA/JRC-R.

**Definitions**

**a. "Chosen Name"** as defined in Colorado law, is any name a student requests to be known as that differs from the student's legal name, to reflect the student's gender identity.

**b. "Legal Name"** is an individual's legal name as it appears on official government documents such as licenses, passports, and birth certificate.

**Use of a Chosen Name or Preferred First Name**

The Board directs the Ssuperintendent to establish procedures allowing students/families to inform the school of their chosen name (or a preferred first name such as a nickname) without altering their official name in school records. Students will not be required to provide proof of a legal name change to select a chosen or preferred name for use at school and during extracurricular activities, and do not legally need parental approval. However, parents will be included in ~~notified of~~ their student's name change request.

Personnel must strive to use the chosen or preferred name of all students. The Ddistrict understands that honest mistakes may occur, but the intentional or knowing refusal to use a student's chosen name (for example, intentionally referring to the student by their legal name, another name that does not correspond to the student's gender identity, or avoiding use of their name) is prohibited under this policy and under Colorado law.

The Ddistrict reserves the right to deny a preferred first name if it is vulgar or offensive, obscene, or is used for misrepresentation.

**Name Changes on Official Student Records**

The Ddistrict is required to maintain a permanent student record ("official record") that includes a student's name and gender. Students or parents who wish to alter the student's name or gender must follow the process in JRA/JRC-R. The Ddistrict will not

process a name change on a student's official record without a parent signature or a court order.

Students who request a name change that is different from their legal first name agree that the ~~designated~~ chosen name of preferred name is, or will be, truly used to identify themselves. A name change cannot be used for any illegal purpose.

**Disclosure to Third Parties**

Information about a transgender student's gender identity, legal name, or sex assigned at birth may constitute confidential personally identifiable information. Disclosing transgender status to students, staff, or third parties may violate privacy laws, such as the federal Family Educational Rights and Privacy Act (FERPA). Accordingly, the D~~d~~istrict will work with students and their families to keep personally identifiable information related to gender identity confidential in accordance with state and federal privacy laws.

In situations where school staff or administrators are required by law to use or to report the legal name or biological sex of a student who is transgender but whose official record has not been amended, school staff and administrators must adopt practices to avoid the inadvertent disclosure of such confidential information.

LEGAL REFS.: 34 C.F.R. §99.1 *et seq. (Family Educational Rights and Privacy Act regulations)*

34 C.F.R. §99.20(d) (*parents and students have the right to request a school change name and gender marker on their record if they feel it is incorrect, misleading, or violates privacy, and schools must provide parents with an opportunity to inspect and review educational records*)

34 C.F.R. §99.31 (*permitted reasons for disclosure of student records*)

3 C.C.R. 708-1:81.6(A)(4) (*sexual orientation harassment ~~is~~ includes deliberately misusing an individual's preferred name, form of address, or gender-related pronouns*)

C.R.S. 22-1-145 (*knowing or intentional failure to use a chosen name is discriminatory, and schools required to use a student's chosen name and adopt a policy on the subject*)

C.R.S. 22-1-145(b) (*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).*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

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

JRA/JRC-R, Student Records/Release of Information on Students

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| Adopted: | Revision: |
| December 9, 2024 | September 2025 |

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CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

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

JRA/JRC-R, Student Records/Release of Information on Students

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Student Dress Code | JICA |
| Adopted: | Revision: |
| | September 2025 |

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. This violation shall be considered as an unexcused absence. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

**Unacceptable Items**

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building (unless specified otherwise within individual school handbooks).~~.~~
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

    A. Refer to drugs, tobacco, alcohol, or weapons

    ~~C.~~ B. Are of a sexual nature

~~D.~~ C. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior

~~E.~~ D. Are obscene, profane, vulgar, lewd, or legally libelous

~~F.~~ E. Threaten the safety or welfare of any person

~~G.~~ F. Promote any activity prohibited by the student code of conduct

G. Otherwise disrupt the teaching-learning process

**Graduation Adornment**

Graduating students are expected to wear the attire customarily worn for graduation ceremony at their school, with the specific exceptions outlined below.

A student may adorn the cap, gown, or stole customarily worn at their school with traditional objects of tribal regalia and/or objects of cultural or religious significance. Adornments are something worn in addition to, but not replacing, graduation attire, and are not limited to decorating graduation caps. Tribal regalia or objects of cultural or religious significance means formal attire used in recognized practices and traditions of a certain group of people. Adornments cannot include any alphabetical letters other than the student's name or numerals other than the graduating class ( e.g. Class of 2024). Other written statements, phrases, or slogans are not permitted.

Students may be required to request permission to wear an adornment in advance, and the District reserves the right to prohibit any adornments are obscene, defamatory, fraudulent, profane, threatening, inappropriate, or disruptive or violate the dress code in any other manner. If it is determined that the adornment would cause substantial disruption based on reliable evidence, the student's request may be denied. Students who wear adornments that have not been approved may be required to remove the adornment if the adornment is substantially disruptive.

**Exceptions**

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra-curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Building principals, in conjunction with the school accountability committee, may develop and adopt school-specific dress codes that are consistent with this policy.

Adopted:

Revised: October 2024

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(J) (board duty to adopt student dress code that prohibits disruptive clothing)

C.R.S 22-1-142.5 ( students permitted to wear recognized objects of cultural or religious significance at graduation that are not substantially disruptive)

CROSS REFS.: IMDB, Flag Displays

JBB*, Sexual Harassment

JIC, Student Conduct

JICDA, Code of Conduct

JICF, Secret Societies/Gang Activity

JICH, Drug and Alcohol Involvement by Students

JICI, Weapons in School

JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students

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|---|---|
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| Adopted: | Revision: |
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    A. Refer to drugs, tobacco, alcohol, or weapons

    B. Are of a sexual nature

C. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior

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JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students

**File: JLDAC ~~- Screening/Testing of Students~~**

*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.*

# Screening/Testing of Students~~(A~~ and Treatment of Mental Disorders~~)~~

Parents/guardians and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students whether created by the D~~d~~istrict or a third party. For purposes of this policy, "eligible student" means a student 18 years of age or older or an emancipated minor. Any survey, assessment, analysis or evaluation administered or distributed by a school to students will be subject to applicable state and federal laws protecting the confidentiality of student records.

## Survey, A~~a~~ssessment, A~~a~~nalysis or E~~e~~valuation for W~~w~~hich C~~c~~onsent is R~~r~~equired

Except as otherwise permitted by law, students will not be required to submit to a survey, assessment, analysis, or evaluation that is intended to reveal information, whether the information is personally identifiable or not, without prior written consent of the parent/guardian or eligible student, if that survey, assessment, analysis, or evaluation reveals information in the following areas ("protected information"):

1. P~~p~~olitical affiliations or beliefs of the student or the student's parent/guardian;
2. M~~m~~ental or psychological conditions of the student or the student's family;
3. S~~s~~exual behavior or attitudes;
4. I~~i~~llegal, anti-social, self-incriminating or demeaning behavior;
5. C~~c~~ritical appraisals of other individuals with whom the student has a close family relationship;
6. L~~l~~egally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers;
7. R~~r~~eligious practices, affiliations or beliefs of the student or the student's parent/guardian;
8. I~~i~~ncome (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);
9. S~~s~~ocial security number.

School personnel responsible for administering any such survey, assessment, analysis or evaluation will give written notice at least two weeks in advance to the student's parent/guardian or the eligible student and will make a copy of the document available for viewing at convenient times and locations. The notice will offer to provide the following written information upon request:

1. Rrecords or information that may be examined and required in the survey, assessment, analysis or evaluation;
2. Tthe means by which the records or information will be examined, reviewed, or disseminated;
3. Tthe means by which the information is to be obtained;
4. Tthe purposes for which the records or information are needed;
5. Tthe entities or persons, regardless of affiliation, who will have access to the information; and
6. Aa method by which a parent/guardian can grant or deny permission to access or examine the records or information.

These notice provisions also apply to any survey, analysis or evaluation funded by the U.S. Department of Education.

**Exceptions to Ppolicy**

Nothing in this section of the policy will:

1. Pprevent a student who is working under the supervision of a journalism teacher or sponsor from preparing or participating in a survey, assessment, analysis or evaluation without obtaining consent as long as such participation is not otherwise prohibited by law;

2. Bbe construed to prevent a district employee from reporting known or suspected child abuse or neglect as required by state law;

3. Bbe construed to limit the ability of a health professional that is acting as an agent of the school district to evaluate an individual child;

4. Bbe construed to require parental notice or consent for a survey, assessment, analysis or evaluation related to educational products or services for or to students or educational institutions. These products and services include, but are not limited to, the following:

    - a. Ccollege or other postsecondary education recruitment or military recruitment activities;
    - b. Bbook clubs, magazines and programs providing access to low-cost literary products;
    - c. Ccurriculum and instructional materials used by district schools;
    - d. Ttests and assessments used by district schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
    - e. Tthe sale by students of products or services to raise funds for school-related or education-related activities;
    - f. Sstudent recognition programs.

5. Bbe construed to require parental notice or consent for assessments used to collect evidence of what a student knows and is able to do and to measure a student's academic progress toward attaining the Ddistrict's academic standards;

6. Llimit the ability of the Ddistrict to administer a suicide assessment or threat assessment.

**Surveys, Aaassessment, Aaanalysis or Eevaluation for Mmmarketing Ppurposes**

Parents/guardians and eligible students will receive notice and have the opportunity to opt a student out of activities involving the collection, disclosure or use of personal information collected from the student for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose.

**Annual Nnotice**

At the beginning of each academic year, the Ddistrict will inform parents/guardians and eligible students that the parent/guardian or eligible student has the right to consent before students are required to submit to a survey that concerns one or more of the protected areas and to opt out of the following:

1. Aactivities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information;

2. Tthe administration of any protected information survey; or

3. Aany non-emergency, invasive physical examination or screening (other than a hearing, vision or scoliosis screening) that is:
   a. Rrequired as a condition of attendance;
   b. Aadministered by the school and scheduled by the school in advance; and
   c. Nnot necessary to protect the immediate health and safety of the student or of other students.

**Psychiatric/Ppsychological/Bbehavior Ttesting Mmmethods or Ppprocedures**

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used. Prior to conducting any such testing, school personnel will obtain written permission from the parent/guardian or eligible student in accordance with applicable law.

School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian, and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns that school personnel may have. Only those persons appropriately certified or licensed may expose students to any psychiatric or psychological method or procedure for the purpose of diagnosis, assessment or treatment of any emotional, behavioral or mental disorder or disability. Such methods or procedures may only be performed after acquiring written permission from a student's parent or guardian, or from the student in those circumstances in which federal or state law allows the student to obtain such services in confidence or without prior notice to the parent/guardian.

Licensed school personnel are encouraged to be knowledgeable about psychiatric or psychological methods and procedures but will not be involved in any diagnosis, assessment or treatment of any type of mental disorder or disability unless appropriately certified. In accordance with state law, school personnel including certified school psychologists are not authorized to practice psychotherapy or utilize any psychiatric or psychological procedure outside of or beyond their area of training, experience or competence.

Ordinary classroom instruction, activities and techniques involving the approved curriculum that teach about psychological or psychiatric methods or procedures will be permissible and considered outside the scope of this policy. It is understood that there is a significant difference between practicing therapy and providing activities that may be therapeutic in nature. Any teacher who questions whether a planned activity is one involving psychiatric or psychological methods or procedures for which the teacher may not be properly certified or licensed will consult with the school principal.

**Special Eeducation Eevaluation**

The giving of parental permission for evaluation or re-evaluation of a student with disabilities and any required consent to the provision of special education services to a student with disabilities is governed by state and federal law and is outside the scope of this policy.

(Adoption date)

LEGAL REFS.: 20 U.S.C. 1232g (Family Education Rights and Privacy Act)

20 U.S.C. 1232h (rights of students and parents to inspect instructional materials and give prior consent for certain surveys, analysis and evaluation)

~~C.R.S. 12-43-202.5 (minor who is 12 years of age or older may consent to psychotherapy without parent/guardian consent, subject to specific requirements)~~

C.R.S. 13-22-101 (18 is age of competence for certain purposes)

C.R.S. 22-1-123 (district shall comply with federal law on protection of pupil rights; Colorado provisions regarding survey, assessment, analysis and evaluation of students)

C.R.S. 22-32-109 (1)(ee) (duty to adopt policy prohibiting personnel from ordering behavior tests without parent permission)

C.R.S. 22-32-109.2 (screening and treatment of emotional/mental disorders or disabilities)

~~C.R.S. 27-50-903 (Sixth through Twelfth Grade Mental Health Screening Program)~~

C.R.S. 27-65-103 (voluntary applications for mental health services)

CROSS REFS.: GBEB, Staff Conduct (And Responsibilities)

GCS, Professional Research and Publishing

IKA, Grading/Assessment Systems

JLCA, Physical Examinations of Students

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

LC, Relations with Education Research Agencies

*NOTE 1: If a school district participates in the Mental Health Screening Program operated by the Colorado Behavioral Health Administration (BHA), the district must provide written notice within two weeks of the start of the school year to parents that a mental health screening will be conducted at school. This sample policy requires notification of all surveys at least two weeks prior to the survey, but if a district is participating in the Mental Health Screening Program, notification would likely need to be earlier. Districts that implement this survey may consider modifying their policy to reflect the earlier notification date for the Mental Health Screening Program.*

**[Revised ~~February 2024~~June 2025]**
COLORADO SAMPLE POLICY 1990©

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Screening/Testing of Students | JLDAC |
| Adopted: | Revision: |
| 2006 | September 2025 |

## Screening/Testing of Students and Treatment of Mental Disorders

Parents/guardians and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students whether created by the District or a third party. For purposes of this policy, "eligible student" means a student 18 years of age or older or an emancipated minor. Any survey, assessment, analysis or evaluation administered or distributed by a school to students will be subject to applicable state and federal laws protecting the confidentiality of student records.

### Survey, Assessment, Analysis or Evaluation for Which Consent is Required

Except as otherwise permitted by law, students will not be required to submit to a survey, assessment, analysis, or evaluation that is intended to reveal information, whether the information is personally identifiable or not, without prior written consent of the parent/guardian or eligible student, if that survey, assessment, analysis, or evaluation reveals information in the following areas ("protected information"):

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological conditions of the student or the student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has a close family relationship;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parent/guardian;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);
9. Social security number.

School personnel responsible for administering any such survey, assessment, analysis or evaluation will give written notice at least two weeks in advance to the student's

parent/guardian or the eligible student and will make a copy of the document available for viewing at convenient times and locations. The notice will offer to provide the following written information upon request:

1. Records or information that may be examined and required in the survey, assessment, analysis or evaluation;
2. The means by which the records or information will be examined, reviewed, or disseminated;
3. The means by which the information is to be obtained;
4. The purposes for which the records or information are needed;
5. The entities or persons, regardless of affiliation, who will have access to the information; and
6. A method by which a parent/guardian can grant or deny permission to access or examine the records or information.

These notice provisions also apply to any survey, analysis or evaluation funded by the U.S. Department of Education.

**Exceptions to Policy**

Nothing in this section of the policy will:

1. Prevent a student who is working under the supervision of a journalism teacher or sponsor from preparing or participating in a survey, assessment, analysis or evaluation without obtaining consent as long as such participation is not otherwise prohibited by law;
2. Be construed to prevent a district employee from reporting known or suspected child abuse or neglect as required by state law;
3. Be construed to limit the ability of a health professional that is acting as an agent of the school district to evaluate an individual child;
4. Be construed to require parental notice or consent for a survey, assessment, analysis or evaluation related to educational products or services for or to students or educational institutions. These products and services include, but are not limited to, the following:
    a. College or other postsecondary education recruitment or military recruitment activities;
    b. Book clubs, magazines and programs providing access to low-cost literary products;
    c. Curriculum and instructional materials used by district schools;
    d. Tests and assessments used by district schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
    e. The sale by students of products or services to raise funds for school-related or education-related activities;
    f. Student recognition programs.
5. Be construed to require parental notice or consent for assessments used to collect evidence of what a student knows and is able to do and to measure a student's academic progress toward attaining the District's academic standards;

6. Limit the ability of the District to administer a suicide assessment or threat assessment.

**Surveys, Assessment, Analysis or Evaluation for Marketing Purposes**

Parents/guardians and eligible students will receive notice and have the opportunity to opt a student out of activities involving the collection, disclosure or use of personal information collected from the student for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose.

**Annual Notice**

At the beginning of each academic year, the District will inform parents/guardians and eligible students that the parent/guardian or eligible student has the right to consent before students are required to submit to a survey that concerns one or more of the protected areas and to opt out of the following:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information;
2. The administration of any protected information survey; or
3. Any non-emergency, invasive physical examination or screening (other than a hearing, vision or scoliosis screening) that is:
    a. Required as a condition of attendance;
    b. Administered by the school and scheduled by the school in advance; and
    c. Not necessary to protect the immediate health and safety of the student or of other students.

**Psychiatric/Psychological/Behavior Testing Methods or Procedures**

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used. Prior to conducting any such testing, school personnel will obtain written permission from the parent/guardian or eligible student in accordance with applicable law.

School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian, and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns that school personnel may have. Only those persons appropriately certified or licensed may expose students to any psychiatric or psychological method or procedure for the purpose of diagnosis, assessment or treatment of any emotional, behavioral or mental disorder or disability. Such methods or procedures may only be performed after acquiring written permission from a student's parent or guardian, or from the student in those circumstances in which federal or state law allows the student to obtain such services in confidence or without prior notice to the parent/guardian.

Licensed school personnel are encouraged to be knowledgeable about psychiatric or psychological methods and procedures but will not be involved in any diagnosis, assessment or treatment of any type of mental disorder or disability unless appropriately certified. In accordance with state law, school personnel including certified school psychologists are not authorized to practice psychotherapy or utilize any psychiatric or psychological procedure outside of or beyond their area of training, experience or competence.

Ordinary classroom instruction, activities and techniques involving the approved curriculum that teach about psychological or psychiatric methods or procedures will be permissible and considered outside the scope of this policy. It is understood that there is a significant difference between practicing therapy and providing activities that may be therapeutic in nature. Any teacher who questions whether a planned activity is one involving psychiatric or psychological methods or procedures for which the teacher may not be properly certified or licensed will consult with the school principal.

**Special Education Evaluation**

The giving of parental permission for evaluation or re-evaluation of a student with disabilities and any required consent to the provision of special education services to a student with disabilities is governed by state and federal law and is outside the scope of this policy.

Adopted: 2006

Revised: 5-10-2017

2-12-2020

09-08-2025

LEGAL REFS.: 20 U.S.C. 1232g (Family Education Rights and Privacy Act)

20 U.S.C. 1232h (rights of students and parents to inspect instructional materials and give prior consent for certain surveys, analysis and evaluation)

C.R.S. 13-22-101 (18 is age of competence for certain purposes)

C.R.S. 22-1-123 (district shall comply with federal law on protection of pupil rights; Colorado provisions regarding survey, assessment, analysis and evaluation of students)

C.R.S. 22-32-109 (1)(ee) (duty to adopt policy prohibiting personnel from ordering behavior tests without parent permission)

C.R.S. 22-32-109.2 (screening and treatment of emotional/mental disorders or disabilities)

C.R.S. 27-65-103 (voluntary applications for mental health services)

CROSS REFS.: GBEB, Staff Conduct (And Responsibilities)

GCS, Professional Research and Publishing

IKA, Grading/Assessment Systems

JLCA, Physical Examinations of Students

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

LC, Relations with Education Research Agencies

**File: KFA ~~- Public Conduct on District Property~~**

*NOTE: Colorado school Boards 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 Board should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

# Public Conduct on District Property

Persons using or upon school Ddistrict property, including all Ddistrict buildings, parking lots, and any Ddistrict vehicle used to transport students, ~~shall~~ will not engage in the conduct described below.

Any person considered by the Ssuperintendent or designee to be in violation of this policy ~~shall~~ will be instructed to leave Ddistrict property and law enforcement may be contacted. Any person who has engaged or Ddistrict officials reasonably believe will engage in conduct prohibited by this policy may be excluded from Ddistrict property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with Ddistrict operations or any activity sponsored or approved by the Ddistrict.

2. Physical abuse or threat of harm to any person or ~~school~~ Ddistrict property.

3. Damage or threat of damage to Ddistrict property regardless of the location, or property of a member of the community when such property is located on Ddistrict property.

4. Forceful or unauthorized entry to or occupation of Ddistrict facilities, including both buildings and grounds.

5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on Ddistrict property, at Ddistrict or school-sponsored functions or in any Ddistrict vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).

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

*State law also permits schools to adopt policies authorizing designated school personnel to administer medical marijuana to qualified students. C.R.S. 22-1-119.3 (3)(d.5)(IV). Federal law regards any form of marijuana as a controlled substance. Given that federal law regards marijuana as illegal, CASB highly recommends that the Board adopt a policy establishing parameters upon caregiver administration of medical marijuana to qualified students and prohibiting staff administration of medical marijuana, unless the staff member is the student's parent/guardian. That way, the Board's policies will be consistent and clear regarding when and how the administration of medical marijuana to qualified students is permitted.*

If, however, the administration of medical marijuana is in accordance with the Board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.

6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.

7. Entry onto Ddistrict buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.

8. Unlawful use of any tobacco product.

9. Possession of a deadly weapon on school property or in school buildings, unless such possession is in accordance with C.R.S. 18-12-105.5 or 18-12-214 (3). For the purposes of this policy, "deadly weapon" means:

a. a firearm, whether loaded or unloaded;
b. a fixed blade knife with a blade that exceeds three inches in length;
c. a spring-loaded knife or pocket knife with a blade exceeding three and one-half inches in length; or
d. any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a BB gun, a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

10. Profanity or verbally abusive language.

11. Violation of any federal, state or municipal law or Board policy.

(Adoption date)

LEGAL REFS.: 21 U.S.C. 860 *(crime to distribute or manufacture controlled substances within 1,000 feet of a school)*

~~C.R.S. 12-47-901 (1)(h) *(prohibits consumption of alcohol in any public place without a license or permit)*~~

C.R.S. 44-3-901 (1)(i)(1)(A) *(prohibits consumption of alcohol in any public place without a license or permit)*

C.R.S. 18-9-106 *(disorderly conduct)*

C.R.S. 18-9-108 *(disrupting lawful assembly)*

C.R.S. 18-9-109 *(interference with staff, faculty or students of educational institutions)*

C.R.S. 18-9-110 *(public buildings - trespass, interference)*

C.R.S. 18-9-117 *(unlawful conduct on public property)*

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

C.R.S. 18-12-214 (3)(a) *(person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked)*

C.R.S. 18-18-407 (2) *(crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles)*

*C.R.S.* 22-1-119.3 *(3)(c), (d) (no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event)*

**Commented [RA1]:** Needs legal reference link

C.R.S. 25-1.5-106 (12)(b) *(possession or use of medical marijuana in or on school grounds or in a school bus is prohibited)*

C.R.S. 25-14-103.5 *(Boards of Education must adopt policies prohibiting tobacco and retail marijuana use on school property)*

C.R.S. 25-14-301 *(Teen Tobacco Use Prevention Act)*

CROSS REFS.: ADC, Tobacco-Free Schools

GBEB, Staff Conduct (And Responsibilities)

GBEC, Alcohol and Drug-Free Workplace

JICH, Drug and Alcohol Involvement by Students

JICI, Weapons in School

JLCDB*, Administration of Medical Marijuana to Qualified Students

KI, Visitors to Schools

*NOTE: The exceptions in state law that permit possession of a deadly weapon on school property are that the person:*

*a. has legal authority to carry or possess a deadly weapon. C.R.S 18-12-105.5 (3).*
*b. is presenting an authorized public demonstration or exhibition for the school or an organized class. C.R.S. 18-12-105.5 (1).*
*c. is carrying out duties for the school district which require the use of a deadly weapon. C.R.S 18-12-105.5 (1).*
*d. is participating in an authorized extracurricular activity or on an athletic team. C.R.S. 18-12-105.5 (1).*
*e. has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons. C.R.S. 18-12-105.5 (3)(h).*
*f. is a school resource officer or peace officer on duty. C.R.S. 18-12-105.5 (3)(e).*

**[Revised ~~November 2019~~June 2025]**

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Public Conduct on District Property | KFA |
| **Adopted:** | **Revision:** |
| 2006 | September 2025 |

## Public Conduct on District Property

Persons using or upon school District property, including all District buildings, parking lots, and any District vehicle used to transport students, will not engage in the conduct described below.

Any person considered by the Superintendent or designee to be in violation of this policy will be instructed to leave District property and law enforcement may be contacted. Any person who has engaged or District officials reasonably believe will engage in conduct prohibited by this policy may be excluded from District property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with District operations or any activity sponsored or approved by the District.
2. Physical abuse or threat of harm to any person or District property.
3. Damage or threat of damage to District property regardless of the location, or property of a member of the community when such property is located on District property.
4. Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on District property, at District or school-sponsored functions or in any District vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).

   If, however, the administration of medical marijuana is in accordance with the Board's policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.

6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto District buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Possession of a deadly weapon on school property or in school buildings, unless such possession is in accordance with C.R.S. 18-12-105.5 or 18-12-214 (3). For the purposes of this policy, "deadly weapon" means:
    a. a firearm, whether loaded or unloaded;
    b. a fixed blade knife with a blade that exceeds three inches in length;
    c. a spring-loaded knife or pocket knife with a blade exceeding three and one-half inches in length; or
    d. any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a BB gun, a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.
10. Profanity or verbally abusive language.
11. Violation of any federal, state or municipal law or Board policy.

Adopted: 2006

Revised: 4-12-2017

10-10-2018

2-12-2020

09/08/2025

LEGAL REFS.: 21 U.S.C. 860 *(crime to distribute or manufacture controlled substances within 1,000 feet of a school)*

C.R.S. 44-3-901 (1)(i)(1)(A) *(prohibits consumption of alcohol in any public place without a license or permit)*

C.R.S. 18-9-106 *(disorderly conduct)*

C.R.S. 18-9-108 *(disrupting lawful assembly)*

C.R.S. 18-9-109 *(interference with staff, faculty or students of educational institutions)*

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CROSS REFS.: ADC, Tobacco-Free Schools

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JICH, Drug and Alcohol Involvement by Students

JICI, Weapons in School

JLCDB*, Administration of Medical Marijuana to Qualified Students

KI, Visitors to Schools

**File: IJ ~~- Instructional Resources and Materials~~**

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

*~~This policy is intended to replace former policies IJJ, Textbook Selection and Adoption; IJK, Supplementary Materials Selection and Adoption; and IJL, Library Materials Selection and Adoption.~~*

# Instructional Materials and Library Resources

As the governing body of the ~~school~~ Ddistrict, the Board is legally responsible for the selection of instructional materials, which includes library resources. Since the Board is a policymaking body, it delegates to the Ddistrict's professional personnel the authority for the selection of instructional materials and library ~~materials~~ resources in accordance with this policy.

Instructional materials for school classrooms and school libraries ~~shall~~ will be selected by the appropriate professional personnel in consultation with the administration, teachers and students. Final decision on purchase will~~shall~~ rest with the S~~s~~uperintendent or designee, subject to approval by the Board. All instructional resources and materials ~~shall~~ will be aligned with the Ddistrict's academic standards and support the district's educational objectives.

All textbooks, library ~~materials~~ resources and other instructional ~~resources and~~ materials ~~shall~~ will be available for inspection by students' parents/guardians.

(Adoption date)

LEGAL REFS.: C.R.S. 22-32-109 (1)(t) (Board duty to determine educational programs and prescribe textbooks)

C.R.S. 22-32-110 (1)(r) (Board power to exclude immoral or pernicious materials and books)

C.R.S. 22-54-105 (1) (budgeting for instructional supplies and materials)

C.R.S. 22-1-148 (Board must adopt policy regarding acquisition, retention, display, and use of library resources)

CROSS REFS.: DB, Annual Budget, and subcodes

IMB, Teaching about Controversial Issues and Use of Controversial Materials

KEC, Public Concerns/Complaints about ~~Instructional Resources~~ Instructional Materials and Library Resources

**[Revised ~~April 2014~~June 2025]**

COLORADO SAMPLE POLICY 1994©

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Instructional Resources and Materials | IF |
| Adopted: | Revision: |
| | September 2025 |

**Instructional Materials and Library Resources**

As the governing body of the District, the Board is legally responsible for the selection of instructional materials, which includes library resources. Since the Board is a policymaking body, it delegates to the District's professional personnel the authority for the selection of instructional materials and library resources in accordance with this policy.

Instructional materials for school classrooms and school libraries will be selected by the appropriate professional personnel in consultation with the administration, teachers and students. Final decision on purchase will rest with the Superintendent or designee, subject to approval by the Board. All instructional resources and materials will be aligned with the District's academic standards and support the district's educational objectives.

All textbooks, library resources and other instructional materials will be available for inspection by students' parents/guardians.

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C.R.S. 22-1-148 (Board must adopt policy regarding acquisition, retention, display, and use of library resources)

CROSS REFS.: DB, Annual Budget, and subcodes

IMB, Teaching about Controversial Issues and Use of Controversial Materials

KEC, Public Concerns/Complaints about Instructional Materials and Library Resources

**Revised:** 09/08/2025

**File: KEC ~~- Public Concerns/Complaints about Instructional Resources~~**

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

# Public Concerns/Complaints about Instructional Materials and Library Resources

The Board has approved principles governing the selection of all instructional materials, including library ~~books~~resources, and has established policies pertaining to the selection process. However, the Board wishes to amplify its principles on the selection of books and other materials which present controversial topics or which for other reasons might be challenged.

Material that is challenged usually belongs to one of the three basic categories: religion, ideology or profanity/obscenity. Board policies regarding these areas ~~shall~~ will be as follows:

~~1.~~ Religion:~~-~~ Factual, unbiased material on all major religions has a place in school libraries.

~~2.~~ Ideologies:~~-~~ Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.

~~3.~~ Profanity/obscenity: ~~-~~Materials ~~shall~~ will be subjected to a test of literary merit by media specialists and teachers who will take into consideration the maturity of students and the standards of the community.

Criticism of a book or other materials used in the school's library may be expected from time to time. In such instances:

1. The Board recognizes the right of a~~n individual~~ parent/guardian to request that ~~his/her~~their child not read a given book. When such a request is presented, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative materials meeting essentially the same

instructional purpose. This does not apply, however, to basic program texts and materials that the Board has adopted.

2. The Board willshall not permit any individual or group to exercise censorship over instructional materials and library collections but recognizes that at times a reevaluation of certain materials may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:

a. The person who objects to the book or other material shall will be asked to sign a complaint on a standard form on which that person will document the criticism.

b. Following receipt of the formal complaint, the Ssuperintendent shall will provide for a reevaluation of the material in question.

c. The reevaluation shall will be based on the points offered above as well as the principles governing the selection of all instructional materials. Additionally, the Board wishes to emphasize that:

i. (1) A book shall will not be excluded because of the writer's race, , sexual orientation, gender identity, gender expression, or nationality, or political or religious views.

(2) ii. The value of any book or other material shall will be judged as a whole, taking into account the purpose of the material rather than individual, isolated expressions or incidents in the work.

d. The Ssuperintendent or designee shall will review the complaint and reevaluation and shall will render a decision oin the matter. Should the solution be unsatisfactory, the complainant may appeal the decision to the Board.

In summary, the Board assumes final responsibility for all books and instructional materials it makes available to students. The BoardIt holds its professional staff accountable for their proper selection. It recognizes rights of individual parents/guardians with respect to controversial materials used by their own children. It will provide for the reevaluation of materials in library collections upon formal request.

(Adoption date)

CROSS REFS.: IJ, Instructional Resources Materials and MaterialsLibrary Resources

IMB, Teaching about Controversial Issues and Use of Controversial Materials

*NOTE: Each school district should adopt its own procedures to accompany this policy. This policy and those in the cross references comprise a coordinated set of policies on instructional materials.*

**[Revised May 2014June 2025]**

COLORADO SAMPLE POLICY 1977

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Public Concerns/Complaints about Instructional Materials and Library Resources | KEC |
| **Adopted:** | **Revision:** |
| | September 2025 |

## Public Concerns/Complaints about Instructional Materials and Library Resources

The Board has approved principles governing the selection of all instructional materials, including library resources, and has established policies pertaining to the selection process. However, the Board wishes to amplify its principles on the selection of books and other materials which present controversial topics or which for other reasons might be challenged.

Material that is challenged usually belongs to one of the three basic categories: religion, ideology or profanity/obscenity. Board policies regarding these areas will be as follows:

Religion: Factual, unbiased material on all major religions has a place in school libraries.

Ideologies: Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.

Profanity/obscenity: Materials will be subjected to a test of literary merit by media specialists and teachers who will take into consideration the maturity of students and the standards of the community.

Criticism of a book or other materials used in the school's library may be expected from time to time. In such instances:

1. The Board recognizes the right of a parent/guardian to request that their child not read a given book. When such a request is presented, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative materials meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the Board has adopted.

2. The Board will not permit any individual or group to exercise censorship over instructional materials and library collections but recognizes that at times a reevaluation of certain materials may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:

a. The person who objects to the book or other material will be asked to sign a complaint on a standard form on which that person will document the criticism.

b. Following receipt of the formal complaint, the Superintendent will provide for a reevaluation of the material in question.

c. The reevaluation will be based on the points offered above as well as the principles governing the selection of all instructional materials. Additionally, the Board wishes to emphasize that:

i. A book will not be excluded because of the writer's race, sexual orientation, gender identity, gender expression, nationality, or political or religious views.
ii. The value of any book or other material will be judged as a whole, taking into account the purpose of the material rather than individual, isolated expressions or incidents in the work.

d. The Superintendent or designee will review the complaint and reevaluation and will render a decision on the matter. Should the solution be unsatisfactory, the complainant may appeal the decision to the Board.

In summary, the Board assumes final responsibility for all books and instructional materials it makes available to students. The Board holds its professional staff accountable for their proper selection. It recognizes rights of individual parents/guardians with respect to controversial materials used by their own children. It will provide for the reevaluation of materials in library collections upon formal request.

CROSS REFS.: IJ, Instructional Materials and Library Resources

IMB, Teaching about Controversial Issues and Use of Controversial Materials

**Revised: September 2025**

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Administering Medications to Students | JLCD |
| Adopted: | Revision: |
| 2006 | ~~January 2023~~ September 2025 |

## Administering Medications to Students

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

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

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

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

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

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

1. Medication must be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner ~~shall~~ must be printed on the container.

2. The school must have received written permission from the student's parent/guardian to administer the medication to the student and either:

   a. W~~w~~ritten permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law; or

   b. A~~a~~ standing medical order, if the medication is an over-the-counter medication such as Advil or Tylenol.

3. The parent/guardian is responsible for providing all medication to be administered to the student.

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

**Self-Aadministration of Mmedication ~~for asthma, allergies, anaphylaxis, or other prescription medication~~**

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

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

Use of Stock Opioid Antagonists

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

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

Administration of an opioid~~ate~~ antagonist by a Ddistrict employee to a student or any other person must be in accordance with applicable state law. In addition, it is encouraged that the District provide training to those administering an opioid antagonist.

Adopted: _____2006
Revised: _____06-21-2016
Revised: _____08-08-2018
Revised: _____10-10-2018
Revised:_____ 02-12-2020
Revised: _____01-10-2023

Revised: 09-08-2025

LEGAL REFS.: C.R.S. 12-38-132 *(delegation of nursing tasks)*

C.R.S. 12-38-132.3 *(school nurses - over-the-counter medication)*

C.R.S. 22-1-119 *(no liability for adverse drug reactions/side effects)*

C.R.S. 22-1-119.1 *(Board may adopt policy to acquire a stock supply of opioidate antagonists)*

C.R.S. 22-1-119.3 (3)(c), (d) *(no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event)*

C.R.S. 22-1-119.5 *(Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act)*

C.R.S. 22-2-135 *(Colorado School Children's Food Allergy and Anaphylaxis Management Act)*

C.R.S. 24-10-101 et seq. *(Colorado Governmental Immunity Act)*

1 CCR 301-68 *(State Board of Education rules regarding student possession and administration of asthma, allergy and anaphylaxis management medications or other prescription medications)*

6 CCR 1010-6, Rule 6.13 *(requirements for health services in schools)*

CROSS REFS.: JICH, Drug and Alcohol Involvement by Students

JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)

JLCDA*, Students with Food Allergies

JLCDB*, Administration of Medical Marijuana to Qualified Students

JLCE, First Aid and Emergency Medical Care

# Strasburg School District 31J

| Policy: | File: |
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| Administering Medications to Students | JLCD |
| Adopted: | Revision: |
| 2006 | September 2025 |

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

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

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

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

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

1. Medication must be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner must be printed on the container.

2. The school must have received written permission from the student's parent/guardian to administer the medication to the student and either:

   a. Written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law; or

   b. A standing medical order, if the medication is an over-the-counter medication such as Advil or Tylenol.

3. The parent/guardian is responsible for providing all medication to be administered to the student.

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

**Self-Administration of Medication**

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

Authorization for a student to possess and self-administer medication, for the purposes described above, may be limited or revoked by the school principal after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

**Use of Stock Opioid Antagonists**

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

Administration of an opioid antagonist by a District employee to a student or any other person must be in accordance with applicable state law. In addition, it is encouraged that the District provide training to those administering an opioid antagonist.

Adopted: 2006
Revised: 06-21-2016
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JLCE, First Aid and Emergency Medical Care

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Administering Medications to Students | JLCD-R |
| Adopted: | Revision: |
| | ~~January 2023~~September 2025 |

## Administering Medications to Students

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or the nurse´s designee may administer the medication to the student in compliance with the following regulation. In the alternative, the parent/guardian may come to school to administer the medication.

1. All directives of the accompanying policy must be followed.

2. Written orders from the student's health care practitioner with prescriptive authority under Colorado law must be on file in the school stating:

   a. Student´s name;

   b. Name of medication;

   c. Dosage;

   d. Purpose of the medication;

   e. Time of day medication is to be given;

   f. Anticipated number of days it needs to be given at school;

   g. Possible side effects.

3. The medication must be brought to school in a container appropriately labeled by the pharmacy or health care practitioner.

4. An individual record must be kept of medications administered by school personnel.

5. Medication must be stored in a clean, locked cabinet or container. Emergency medications (such as epinephrine) must be inaccessible to students, but immediately available to trained school personnel and not in a locked cabinet.

Unless these requirements are met, medication will not be administered to students at school.

**Self-Aadministration of Mmedication ~~for asthma, allergies, anaphylaxis, or other prescription medication~~**

A school may permit a student to possess and self-administer medication, such as an inhaler, epinephrine, or other prescription medication, if all of the following conditions are met:

1. Written authorization signed by the student´s health care practitioner must be on file with the school which must include the student´s name; the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.

2. The school nurse or school administrator, in consultation with the school nurse, the student´s health care practitioner, and the student´s parent/guardian collaborate to make an assessment of the student´s knowledge of their ~~his or her~~ condition and ability to self-administer medication.

3. A written statement signed by the student´s parent/guardian must be on file with the school, which must include permission for the student to self-administer their ~~his/her~~ medication and a release from liability for any injury arising from the student´s self-administration of such medication.

4. A written contract between the school nurse, school administrator, the student, and the student´s parent/guardian must be on file with the school, assigning levels of responsibility to the student´s parent/guardian, student, and school employees.

A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis is effective only for the school year in which it is approved.

A student must report to the school nurse or designee or to some adult at the school immediately after the student uses an emergency use epinephrine ~~auto-injector~~ during school hours. Upon receiving such report from a student, the school nurse, designee, or other adult will provide appropriate follow-up care to the student, which must include making a 911 emergency call.

Approved: 01-10-2023

Revised: 09/08/2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Administering Medications to Students | JLCD-R |
| Adopted: | Revision: |
| | September 2025 |

**Administering Medications to Students**

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1. All directives of the accompanying policy must be followed.

2. Written orders from the student's health care practitioner with prescriptive authority under Colorado law must be on file in the school stating:

   a. Student´s name;

   b. Name of medication;

   c. Dosage;

   d. Purpose of the medication;

   e. Time of day medication is to be given;

   f. Anticipated number of days it needs to be given at school;

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3. The medication must be brought to school in a container appropriately labeled by the pharmacy or health care practitioner.

4. An individual record must be kept of medications administered by school personnel.

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Unless these requirements are met, medication will not be administered to students at school.

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A school may permit a student to possess and self-administer medication, such as an inhaler, epinephrine, or other prescription medication, if all of the following conditions are met:

1. Written authorization signed by the student´s health care practitioner must be on file with the school which must include the student´s name; the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.

2. The school nurse or school administrator, in consultation with the school nurse, the student´s health care practitioner, and the student´s parent/guardian collaborate to make an assessment of the student´s knowledge of their condition and ability to self-administer medication.

3. A written statement signed by the student´s parent/guardian must be on file with the school, which must include permission for the student to self-administer their medication and a release from liability for any injury arising from the student´s self-administration of such medication.

4. A written contract between the school nurse, school administrator, the student, and the student´s parent/guardian must be on file with the school, assigning levels of responsibility to the student´s parent/guardian, student, and school employees.

A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis is effective only for the school year in which it is approved.

A student must report to the school nurse or designee or to some adult at the school immediately after the student uses an emergency use epinephrine during school hours. Upon receiving such report from a student, the school nurse, designee, or other adult will provide appropriate follow-up care to the student, which must include making a 911 emergency call.

Approved: 01-10-2023

Revised: 09/08/2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Nondiscrimination/Equal Opportunity | AC |
| Adopted: | Revision: |
| 2006 | ~~June 2024~~September 2025 |

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 and related retaliation. The ~~D~~district administrators will engage in prevention efforts, train the school community, respond to all complaints ~~in a timely manner~~promptly, provide supportive measures, and develop fair and equitable processes to investigate and address complaints of discrimination and harassment, ~~any potential~~and related retaliation, and ensure all parties are treated fairly and impartially.

This policy defines prohibited conduct and guides individuals to the specific regulation governing the applicable reporting and response processes. Complaints of harassment or discrimination against a student should be made pursuant to AC-R-1. Complaints of harassment and discrimination against applicants, employees or community members should be made pursuant to AC-R-2. Complaints of bullying against a student based on their membership in a protected class should be made under AC-R-1. Complaints under Title IX should be made under AC-R-3. Supportive measures and prompt response times are required components of all regulations.

~~**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:

  - f~~F~~**or 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 d~~D~~istrict's educational services, or creates an intimidating, hostile, or offensive educational environment;
  - f~~F~~**or 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;
  - f~~F~~**or 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 d~~D~~istrict's services, activities, or opportunities.

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

  - the ~~T~~type, frequency, and duration of the conduct;
  - the n~~N~~umber of individuals involved and their relationships;
  - the a~~A~~ge and education level of individuals involved;
  - the l~~L~~ocation and context in which the conduct occurred;
  - whether the c~~C~~onduct is threatening or any real or perceived power differential exists;
  - any u~~U~~se of stereotypes, epithets, slurs, or degrading conduct or communication;
  - whether the c~~C~~onduct includes an act of physical violence;
  - the e~~E~~ffect 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 dDistrict 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-basedual 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 ual harassment is a federal standard, the definitions and procedures differ slightly from sex-basedual harassment under state law. More information on sex-based ualharassment can be found in the following policies and regulation:
  - Policy GBAA, Sex-basedual Harassment for Staff
  - Policy JBB, Sex-basedual Harassment for Students
  - Regulation AC-R-3, Sex-basedual 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 Coordinatorcompliance officer. Any District student, employee, or community member may be a reporting party.

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

    - Deputy ~~Coordinators~~Compliance Officers:

      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;
    - e~~E~~xtensions of deadlines or other course-related adjustments;
    - e~~E~~xtra time for homework or tests;
    - the o~~O~~pportunity to resubmit homework or retake a test;
    - r~~R~~emedying an impacted grade;
    - r~~E~~xcused absences;
    - the o~~O~~pportunity for short-term home instruction;
    - m~~M~~odifications to class schedules ~~if requested~~; and
    - r~~R~~estrictions on contact between the parties to a complaint of harassment or discrimination.

- **"Title IX Coordinator"** means the employee designated by the d~~D~~istrict to coordinate its efforts to comply with Title IX of the Education Amendments and the d~~D~~istrict'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 dDistrict school, at any dDistrict or school-sanctioned activity or event, on any dDistrict property (or off school property when such conduct has a connection to the school), or any dDistrict 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 dDistrict ~~requests~~ encourages 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~~compliance officer.

The dDistrict will take appropriate action to promptly and impartially investigate allegations of discrimination and harassment, to end~~address~~ unlawful behavior, to ~~seek~~ prevent~~ion~~ the ~~of~~ recurrence of such behavior, and to ~~reasonably mitigate foreseeable~~prevent retaliation against the individual who files the complaint and/or any person who participates in the investigation. When appropriate, the district will take additional action during the investigation to protect against further discrimination, harassment, or retaliation.

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 dDistrict settings or activities, the dDistrict will implement measures designed to ~~prevent, educate, and end~~ stop the discrimination or harassment and ~~seek to~~otherwise 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 dDistrict will take reasonable action to restore lost educational or employment opportunities to the complainant(s) and others impacted.

The ~~Deputy Coordinator~~compliance officer 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 dDistrict 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 dDistrict's website in plain language, and made available to all students, parents, and staff through electronic or hard-copy distribution. Training materials regarding sex-based discrimination and sex-basedual harassment are available to the public on the dDistrict's website.

Students and dDistrict employees will receive periodic training related to recognizing, reporting and preventing discrimination and harassment. District employees must receive additional training related to handling reports of 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)*

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
GBAA, Sexual Harassment
JB, Equal Educational Opportunities
JBB*, Sexual Harassment

~~Revision: 2024~~
~~Revision: 2022~~
Adopted: 2006

Revision: 2022~~4~~
Revision: 2024~~2~~
Revision: 2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Nondiscrimination/Equal Opportunity | AC |
| Adopted: | Revision: |
| 2006 | September 2025 |

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 and related retaliation. The district administrators will engage in prevention efforts, train the school community, respond to all complaints promptly, provide supportive measures, and develop fair and equitable processes to investigate and address complaints of discrimination and harassment, and related retaliation, and ensure all parties are treated fairly and impartially.

This policy defines prohibited conduct and guides individuals to the specific regulation governing the applicable reporting and response processes. Complaints of harassment or discrimination against a student should be made pursuant to AC-R-1. Complaints of harassment and discrimination against applicants, employees or community members should be made pursuant to AC-R-2. Complaints of bullying against a student based on their membership in a protected class should be made under AC-R-1. 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:

  - the type, frequency, and duration of the conduct;
  - the number of individuals involved and their relationships;
  - the age and education level of individuals involved;
  - the location and context in which the conduct occurred;
  - whether the conduct is threatening or any real or perceived power differential exists;
  - any use of stereotypes, epithets, slurs, or degrading conduct or communication;
  - whether the conduct includes an act of physical violence;
  - the 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 Sexual 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 sexual harassment is a federal standard, the definitions and procedures differ slightly from sexual harassment under state law. More information on sexual harassment can be found in the following policies and regulation:
  - Policy GBAA, Sexual Harassment for Staff
  - Policy JBB, Sexual Harassment for Students
  - Regulation AC-R-3, Sexual 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 compliance officer. Any District student, employee, or community member may be a reporting party.

- **"Compliance Officer"** 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 compliance officer 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 compliance officer of all reports and complaints raising discrimination and harassment issues implicating this policy. The compliance officer may appoint a designee to perform any of their assigned duties, including performing the investigation and issuing the report.

    - Deputy Compliance Officers:

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;
    - the opportunity to resubmit homework or retake a test;
    - remedying an impacted grade;
    - excused absences;
    - the opportunity for short-term home instruction;
    - modifications to class schedules; 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 encourages 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 compliance officer.

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

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 stop the discrimination or harassment and otherwise 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 compliance officer 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 in plain language, and made available to all students, parents, and staff through electronic or hard-copy distribution. Training materials regarding sex-based 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, reporting and preventing discrimination and harassment. District employees must receive additional training related to handling reports of 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.

Adopted: 2006

Revision: 2022
Revision: 2024
Revision: 09-08-2025

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)(ll) *(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)*

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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

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Student Records/Release of Information of Students | JRA/JRC |
| Adopted: | Revision: |
| 2006 | ~~January 2023~~September 2025 |

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student´s parent/guardian or the eligible student, except as set forth in law and this policy.

The Ssuperintendent or designee ~~shall~~ will provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

**Content and Cc~~c~~ustody of Ss~~s~~tudent Ee~~e~~ducation Rr~~r~~ecords**

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data~~,~~; academic work completed~~,~~; level of achievement (grades, standardized achievement test scores)~~,~~; attendance data~~,~~; scores on standardized intelligence, aptitude and psychological tests~~,~~; interest inventory results~~,~~; health and medical information~~,~~; family background information~~,~~; teacher or counselor ratings and observations~~,~~; reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or D~~school d~~istrict that are created by that unit for the purpose of law enforcement.

Nothing in this policy will~~shall~~ prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student´s education records.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein ~~shall~~ must be maintained as a part of each student´s education record.

School personnel ~~shall~~ must use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures ~~shall~~ will be required.

**Access to Ss~~s~~tudent Ee~~e~~ducation Rr~~r~~ecords by Pp~~p~~arents and Ee~~e~~ligible Ss~~s~~tudents**

A parent/guardian ("parent") has the right to inspect and review his or her child´s education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records and provide written consent for disclosure of

such records and personally identifiable information therein. However, the parent is also entitled to access his/her child´s education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students ~~shall~~ will be in accordance with the regulation accompanying this policy.

**Request to Aamend Sstudent Eeducation Rrecords**

A parent or eligible student may ask the Ddistrict to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record ~~shall~~ must be in accordance with the regulation accompanying this policy.

**Disclosure with Wwritten Cconsent**

Whenever the Ddistrict is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student´s education record, the notice provided to the parent or eligible student ~~shall~~ will contain the following:

a. The specific records to be disclosed;

b. The specific reasons for such disclosure;

c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;

d. The method or manner by which the records will be disclosed; and

e. The right to review or receive a copy of the records to be disclosed.

The parent´s or eligible student´s consent ~~shall~~ is only ~~be~~ valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program ~~shall~~ does not constitute the specific written consent required by this policy.

All signed consent forms ~~shall~~ will be retained by the ~~school d~~District.

**Disclosure Wwithout Wwritten Cconsent**

The Ddistrict may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy ~~shall~~ will be permitted access to specific student education records.

   a. For purposes of this policy, a "school official" is a person employed by the Ddistrict as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel)~~,~~; a person serving on the Board of Education~~,~~; a person or company with whom the Ddistrict has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist)~~,~~; a parent or

student serving on an official committee, such as a disciplinary or grievance committee~~,~~ or a parent, student or other volunteer assisting another school official in performing his or her tasks.

b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official Dd~~d~~istrict business and not for purposes extraneous to the official´s areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.

2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student´s application or transfer period may be supplemented, updated or corrected as necessary.

3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.

4. The disclosure is in connection with a student´s application for, or receipt of, financial aid.

5. The disclosure is to state and local officials and concerns the juvenile justice system´s ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children´s Code. Such records and personally identifiable information ~~shall~~ will only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.

6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.

7. The disclosure is to accrediting organizations for accrediting functions.

8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.

9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.

10. The disclosure is to comply with a judicial order or lawful subpoena. The Dd~~d~~istrict ~~shall~~ will make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:

a. The court order or subpoena prohibits such notification; or

b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.

11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of

state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.

12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student´s case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.

13. The disclosure is of "directory information" as defined by this policy.

**Disclosure of Ddirectory Iinformation**

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student´s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released ~~includes but is not limited to~~may include the student's name, ~~email address~~, photograph, ~~date and place of birth~~, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user´s identity, such as a password known only by the authorized user.

Student telephone numbers and addresses ~~shall~~ will not be disclosed pursuant to this section.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than August 1st or the following Monday if August 1st is a Saturday or Sunday.

**Disclosure of Ddisciplinary Iinformation to Sschool Ppersonnel**

In accordance with state law, the principal or designee ~~shall~~ will communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported ~~shall~~ must maintain the confidentiality of the information and ~~shall~~ will not communicate it to any other person.

State law requires the principal or designee to inform the student and the student´s parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student´s parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

**Disclosure to Mmilitary Rrecruiting Ooofficers**

Names, addresses and home telephone numbers, as well as directory information, of secondary school students ~~shall~~ must be released to military recruiting officers within 90 days of the request, unless a parent or eligible student submits a written request that such information not be released. Reasonable and

customary actual expenses directly incurred by the Ddistrict in furnishing this information will be paid by the requesting service.

**Disclosure to Medicaid**

In all cases in which a student is enrolled in the Colorado Medicaid program, the Ddistrict mustshall release directory information consisting of the student´s name, date of birth and gender to Health Care Policy and Financing (Colorado´s Medicaid agency) to verify Medicaid eligibility of students. The Ddistrict shall will obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the Ddistrict willshall:

- include a consent form with the "start of school" information each fall.

**Disclosure to the Colorado Commission on Higher Education (CCHE)**

On or before December 31st of each school year, the school dDistrict shall will disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

**Annual Nnotification of Rrights**

The Ddistrict shall will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is a language other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the Ooffice of the Ssuperintendent during normal business hours.

**Governing Llaw**

The Ddistrict shall will comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The Ddistrict shall beis entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall will control.

Adopted: 2006
Revised: 03-08-2017
Revised: 03-14-2018
Revised: 01-10-2023
Revised: 09-08-2025

LEGAL REFS.: 20 U.S.C. 1232g *(Family Educational Rights and Privacy Act)*

20 U.S.C. 7908 *(military recruiter access to student records)*

34 C.F.R. 99.1 *et seq. (FERPA regulations)*

34 C.F.R. 300.610 *et seq. (IDEIA regulations concerning confidentiality of student education records)*

C.R.S. 19-1-303 and 304 *(records and information sharing under Colorado Children´s Code)*

C.R.S. 22-1-123 *(Ddistrict shall comply with FERPA)*

C.R.S. 22-32-109 (1)(ff) *(duty to establish policy on disclosing eighth grade students names and mailing addresses to the Colorado Commission on Higher Education)*

C.R.S. 22-32-109.1 (6) *(duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safe)*

C.R.S. 22-32-109.3 (2) *(duty to share disciplinary and attendance information with criminal justice agencies)*

C.R.S. 22-33-106.5 *(court to notify of conviction of crime of violence and unlawful sexual behavior)*

C.R.S. 22-33-107.5 *(Dschool district to notify of failure to attend school)*

C.R.S. 24-72-204 (2)(e) *(denial of inspection of materials received, made or kept by Safe2Tell Program)*

C.R.S. 24-72-204 (3)(a)(VI) *(schools cannot disclose address and phone number without consent)*

C.R.S. 24-72-204 (3)(d) *(information to military recruiters)*

C.R.S. 24-72-204 (3)(e)(I) *(certain FERPA provisions enacted into Colorado Law)*

C.R.S. 24-72-204 (3)(e)(II) *(disclosure by staff of information gained through personal knowledge or observation)*

C.R.S. 24-72-205 (5) *(fee for copying public record)*

C.R.S. 25.5-1-116 *(confidentiality of HCPF records)*

CROSS REFS.: JK, Student Discipline

JLC, Student Health Services and Records

JRCA*, Sharing of Student Records/Information between School District and State Agencies

KLMA, Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers

KLG-R, Relations with Federal Immigration Officials

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Student Records/Release of Information of Students | JRA/JRC |
| Adopted: | Revision: |
| 2006 | September 2025 |

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student´s parent/guardian or the eligible student, except as set forth in law and this policy.

The Superintendent or designee will provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

**Content and Custody of Student Education Records**

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health and medical information, family background information, teacher or counselor ratings and observations, reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or District that are created by that unit for the purpose of law enforcement.

Nothing in this policy will prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student´s education records.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein must be maintained as a part of each student´s education record.

School personnel must use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures will be required.

**Access to Student Education Records by Parents and Eligible Students**

A parent/guardian ("parent") has the right to inspect and review his or her child´s education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records and provide written consent for disclosure of

such records and personally identifiable information therein. However, the parent is also entitled to access his/her child´s education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students will be in accordance with the regulation accompanying this policy.

**Request to Amend Student Education Records**

A parent or eligible student may ask the District to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record must be in accordance with the regulation accompanying this policy.

**Disclosure with Written Consent**

Whenever the District is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student´s education record, the notice provided to the parent or eligible student will contain the following:

a. The specific records to be disclosed;

b. The specific reasons for such disclosure;

c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;

d. The method or manner by which the records will be disclosed; and

e. The right to review or receive a copy of the records to be disclosed.

The parent´s or eligible student´s consent is only valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program does not constitute the specific written consent required by this policy.

All signed consent forms will be retained by the District.

**Disclosure Without Written Consent**

The District may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy will be permitted access to specific student education records.

   a. For purposes of this policy, a "school official" is a person employed by the District as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the Board of Education, a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist), a parent or

student serving on an official committee, such as a disciplinary or grievance committee, or a parent, student or other volunteer assisting another school official in performing his or her tasks.

b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official District business and not for purposes extraneous to the official´s areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.

2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student´s application or transfer period may be supplemented, updated or corrected as necessary.

3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.

4. The disclosure is in connection with a student´s application for, or receipt of, financial aid.

5. The disclosure is to state and local officials and concerns the juvenile justice system´s ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children´s Code. Such records and personally identifiable information will only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.

6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.

7. The disclosure is to accrediting organizations for accrediting functions.

8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.

9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.

10. The disclosure is to comply with a judicial order or lawful subpoena. The District will make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:

a. The court order or subpoena prohibits such notification; or

b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.

11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of

state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.

12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student´s case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.

13. The disclosure is of "directory information" as defined by this policy.

**Disclosure of Directory Information**

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student´s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released may include the student's name, , photograph, , major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user´s identity, such as a password known only by the authorized user.

Student telephone numbers and addresses will not be disclosed pursuant to this section.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than August 1st or the following Monday if August 1st is a Saturday or Sunday.

**Disclosure of Disciplinary Information to School Personnel**

In accordance with state law, the principal or designee will communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported must maintain the confidentiality of the information and will not communicate it to any other person.

State law requires the principal or designee to inform the student and the student´s parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student´s parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

**Disclosure to Military Recruiting Officers**

Names, addresses and home telephone numbers, as well as directory information, of secondary school students must be released to military recruiting officers within 90 days of the request, unless a parent or eligible student submits a written request that such information not be released. Reasonable and

customary actual expenses directly incurred by the District in furnishing this information will be paid by the requesting service.

**Disclosure to Medicaid**

In all cases in which a student is enrolled in the Colorado Medicaid program, the District must release directory information consisting of the student´s name, date of birth and gender to Health Care Policy and Financing (Colorado´s Medicaid agency) to verify Medicaid eligibility of students. The District will obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the District will:

- include a consent form with the "start of school" information each fall.

**Disclosure to the Colorado Commission on Higher Education (CCHE)**

On or before December 31st of each school year, the District will disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

**Annual Notification of Rights**

The District will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is a language other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the Office of the Superintendent during normal business hours.

**Governing Law**

The District will comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The District is entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law will control.

Adopted: 2006
Revised: 03-08-2017
Revised: 03-14-2018
Revised: 01-10-2023
Revised: 09-08-2025

LEGAL REFS.: 20 U.S.C. 1232g *(Family Educational Rights and Privacy Act)*

20 U.S.C. 7908 *(military recruiter access to student records)*

34 C.F.R. 99.1 *et seq. (FERPA regulations)*

34 C.F.R. 300.610 *et seq. (IDEIA regulations concerning confidentiality of student education records)*

C.R.S. 19-1-303 and 304 *(records and information sharing under Colorado Children´s Code)*

C.R.S. 22-1-123 *(District shall comply with FERPA)*

C.R.S. 22-32-109 (1)(ff) *(duty to establish policy on disclosing eighth grade students names and mailing addresses to the Colorado Commission on Higher Education)*

C.R.S. 22-32-109.1 (6) *(duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safe)*

C.R.S. 22-32-109.3 (2) *(duty to share disciplinary and attendance information with criminal justice agencies)*

C.R.S. 22-33-106.5 *(court to notify of conviction of crime of violence and unlawful sexual behavior)*

C.R.S. 22-33-107.5 *(District to notify of failure to attend school)*

C.R.S. 24-72-204 (2)(e) *(denial of inspection of materials received, made or kept by Safe2Tell Program)*

C.R.S. 24-72-204 (3)(a)(VI) *(schools cannot disclose address and phone number without consent)*

C.R.S. 24-72-204 (3)(d) *(information to military recruiters)*

C.R.S. 24-72-204 (3)(e)(I) *(certain FERPA provisions enacted into Colorado Law)*

C.R.S. 24-72-204 (3)(e)(II) *(disclosure by staff of information gained through personal knowledge or observation)*

C.R.S. 24-72-205 (5) *(fee for copying public record)*

C.R.S. 25.5-1-116 *(confidentiality of HCPF records)*

CROSS REFS.: JK, Student Discipline

JLC, Student Health Services and Records

JRCA*, Sharing of Student Records/Information between School District and State Agencies

KLMA, Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers

KLG-R, Relations with Federal Immigration Officials

**File: KLG ~~- Relations with State Agencies~~**

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

# Relations with State and Federal Agencies

To enhance the safety and security of students, staff and community, a cooperative and proactive effort ~~shall~~ will be maintained between the officials of the school district and state and federal agencies.~~.~~

The Board ~~shall~~ will cooperate and to the extent possible develop written agreements with law enforcement, the juvenile justice system and social services, as allowed under state and federal law, to keep each school environment safe.

This cooperative and proactive effort ~~shall~~ will pursue the following primary objectives:

1. Development and periodic review of crisis prevention and management plans and safe school plans;~~.~~

2. Assessment of D~~d~~istrict and building security, safety, and violence prevention policies and procedures;~~.~~

3. Development of guidelines for how and when to contact state and/or federal agencies and what support the D~~d~~istrict ~~shall~~ will provide to aid in the effectiveness of the state and/or federal agency; and~~.~~

4. Protection of the civil rights of all individuals.

a. The District is committed to protecting the immigration status of its students and their parents. To aid in the safeguarding of this information, the District will follow the procedures outlined in regulation KLG-R.

(Adoption date)

LEGAL REFS.: C.R.S. 22-32-109.1 (3) (agreements with state agencies)

C.R.S. 24-74.1-102 (policies regarding data and access in relation to immigration status)

CROSS REFS.: ECA/ECAB, Security/Access to Buildings

JIH, Student Interviews, Interrogations, Searches and Arrests

KDE, Crisis Management (Safety, Readiness and Incident Management Planning)

KLG-R, Relations with Federal Immigration Officials

**[Revised ~~November 2015~~August 2025]**

COLORADO SAMPLE POLICY 1998©

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Relations with State and Federal Agencies | KLG |
| Adopted: | Revision: |
| | September 2025 |

## Relations with State and Federal Agencies

To enhance the safety and security of students, staff and community, a cooperative and proactive effort will be maintained between the officials of the school district and state and federal agencies.

The Board will cooperate and to the extent possible develop written agreements with law enforcement, the juvenile justice system and social services, as allowed under state and federal law, to keep each school environment safe.

This cooperative and proactive effort will pursue the following primary objectives:

1. Development and periodic review of crisis prevention and management plans and safe school plans;

2. Assessment of District and building security, safety, and violence prevention policies and procedures;

3. Development of guidelines for how and when to contact state and/or federal agencies and what support the District will provide to aid in the effectiveness of the state and/or federal agency; and

4. Protection of the civil rights of all individuals.

   a. The District is committed to protecting the immigration status of its students and their parents. To aid in the safeguarding of this information, the District will follow the procedures outlined in regulation KLG-R.

Adoption date:

Revised date: 09-08-2025

LEGAL REFS.: C.R.S. 22-32-109.1 (3) (agreements with state agencies)

C.R.S. 24-74.1-102 (policies regarding data and access in relation to immigration status)

CROSS REFS.: ECA/ECAB, Security/Access to Buildings

JIH, Student Interviews, Interrogations, Searches and Arrests

KDE, Crisis Management (Safety, Readiness and Incident Management Planning)

KLG-R, Relations with Federal Immigration Officials

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Relations with Federal Immigration Officials | KLG-R |
| Adopted: | Revision: |
| September 2025 | |

## Relations with Federal Immigration Officials

Pursuant to state law (C.R.S. 24-74.1-102), the following procedures have been developed for situations involving federal immigration officials, the collection of certain personal identifying information, and the release of records for the purposes of immigration matters:

1. The District will not collect the place of birth, immigration or citizenship status, or information from passports, permanent resident cards, alien registration cards, or employment authorization documents for students or their parents/guardians, except as necessary to verify information as required by state and/or federal law or to comply with a subpoena, order, or warrant issued by a federal judge.

2. Because of the confidential nature of student education records, no person or agency may access student education records, or other personal identifying information, without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law, policies JRCB, JRA/JRC, and regulations JRCB-R, and JRA/JRC-R.

   a. Personal Identifying Information collected by the District, or by a third party the District contracts with, will be maintained and safeguarded according to federal and state law, and policy EHC. This includes any personal identifying information of parents or relatives who visit campus.

3. For safety and security purposes, access to District facilities, whether by students, staff members, or visitors will be limited as deemed appropriate pursuant to policy ECA/ECAB and policy KI.

4. Each District will be required to appoint a staff member as the *designated employee* to handle immigration matters. The designated employee will be responsible for (1) acting as the point person when an immigration official is physically present at a District building, and (2) responding to requests for information by an immigration official.

   a. The District's designated employee is the Superintendent of Schools.

   b. If the designated employee is unable to attend to the matter, the District's alternate designated employee is any building principal.

**Responding to Requests for Access or Information**

In the event of a visit, or informational request, to a school in the District by federal immigration officials, the following steps will be taken by the school employee receiving the request:

1. Notify the designated employee;
2. Instruct the immigration official to remain in a designated area until the designated employee arrives;
3. The designated employee will collect and review the following information from the immigration official:
    a. The official's first and last name and badge number;
    b. The official's employer;
    c. The name and phone number of the official's supervisor;
    d. The purpose of their visit;
    e. Any documentation related to the visit, including any valid warrants, orders, or subpoenas:
        i. This information should be forwarded to the Superintendent's Office.
4. The immigration official should remain in the designated waiting area while the designated employee reviews the relevant material and determines the appropriate next steps;
5. The designated official will inform the student, and the student's family, of any request for access or information, if appropriate.

If the immigration official enters the premises prior to the completion of the above listed steps, staff should not attempt to impede the official. Instead, staff should document the official's noncompliance with this regulation and report those actions to the designated employee.

Adopted: 09-08-2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| ~~SEX BASED HARASSMENT~~Sexual Harassment | JBB |
| Adopted: | Revision: |
| 2006 | ~~JUNE 2024~~September 2025 |

## ~~Sex Based Harassment~~Sexual Harassment

The Board recognizes that ~~Sex Based Harassment~~sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying ~~Sex Based Harassment~~ 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 Prohibited~~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. Unwelcome conduct that~~, based on the totality of the circumstances, is subjectively and objectively offensive and is~~ a reasonable person would determine is so severe, ~~or~~ pervasive, and objectively offensive ~~that it limits or~~effectively denies a person equal access to the school's~~'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~~sexual 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~~sexual harassment (AC-R-3: Sexual Harassment Investigation Procedures). If the district determines an act does not qualify as sexual harassment~~Sex Based Harassment~~ under Title IX, it may still qualify as ~~Sex Based Harassment~~sexual 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~~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 Harassment~~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 Harassment~~sexual harassment or participates in a harassment investigation. A formal report or finding of harassment will not be required before the district takes corrective action.

## Notice and Training

To reduce 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 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: ___June 2024

Revised: September 2025

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

C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt written policies prohibiting discrimination)*

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

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

AC-R-1 Harassment and Discrimination Investigation Procedures for Students

AC-R-2 Harassment and Discrimination Investigation Procedures for Applicants, Staff, and Members of the Public

AC-R-3, Sexual 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: |
| 2006 | September 2025 |

**Sexual Harassment**

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

**District's Commitment**

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

**Sexual Harassment Defined**

Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment " means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking.

**Reporting, Investigation and Sanctions**

Students are encouraged to report all incidents 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 (AC-R-3: Sexual Harassment Investigation Procedures). If the district determines an act does not qualify as sexual harassment under Title IX, it may still qualify as sexual 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 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. A formal report or finding of harassment will not be required before the district takes corrective action.

**Notice and Training**

To reduce 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 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: June 2024

Revised: September 2025

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

C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt written policies prohibiting discrimination)*

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

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

AC-R-1 Harassment and Discrimination Investigation Procedures for Students

AC-R-2 Harassment and Discrimination Investigation Procedures for Applicants, Staff, and Members of the Public

AC-R-3, Sexual Harassment Investigation Procedures

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

JLF, Reporting Child Abuse/Child Protection

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Professional Staff Recruiting/Hiring | GCE/GCF |
| Adopted: | Revision: |
| 2006 | September 2025 |

**Recruiting**

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible professional personnel in the district's schools.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the district in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed in the district's schools. Any present employee of the district may apply for a position for which they are licensed and/or meet other stated requirements.

**Background Checks**

Prior to hiring any person, in accordance with state law the district must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the district must comply with the Fair Credit Reporting Act and applicable state law.

**Hiring**

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin

religion, ancestry, genetic information, age, or conditions related to pregnancy or childbirth is prohibited. See Board policy AC-E-1 for more information.

All candidates will be considered on the basis of their merits, qualifications, and the needs of the school district.

All interviewing and selection procedures will ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent.

Unless otherwise required by law, the final selection for nomination will be made only by the superintendent.

**Appointment of Candidates**

Nominations will be made at meetings of the Board of Education. The vote of a majority of the Board is necessary to approve the appointment of teachers, administrators, or any other employee of the school district. If there is a negative vote by the Board, the superintendent must submit a new recommendation to the Board for approval.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Adopted: 2006

Revised: 09/2020
1-10-2021
12-09-2024
09-08-2025

LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

20 U.S.C. 6312 (c)(6) (teacher licensure requirements under Every Student Succeeds Act)

42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)

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

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. 8-2-126 (limits employers' use of consumer credit information)

C.R.S. 8-2-131 (employers prohibited from asking age-related questions on initial job applications)

C.R.S. 13-80-103.9 (liability for failure to perform an education employment required background check)

C.R.S. 14-14-111.5 (Child Support Enforcement procedures)

C.R.S. 22-2-119 (inquiries prior to hiring)

C.R.S. 22-2-119.3 (6)(d) (name-based judicial record check – definition)

C.R.S. 22-32-109 (1)(f) (Board duty to employ personnel)

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

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

C.R.S. 22-32-109.8 (non-licensed personnel – submittal of fingerprints and name-based judicial record check)

C.R.S. 22-32-126 (principal's role in hiring and assignment)

C.R.S. 22-60.5-114 (3) (State Board can waive some requirements for initial license applicants upon request of school district)

C.R.S. 22-60.5-201 (types of teacher licenses issued)

C.R.S. 22-61-101 (prohibiting discrimination)

C.R.S. 22-61-103 (requirement for teacher's oath or written pledge)

C.R.S. 22-63-201 (licensure required)

C.R.S. 22-63-202 (employment contracts and mutual consent placement)

C.R.S. 22-63-206 (transfers)

C.R.S. 24-5-101 (effect of criminal conviction on employment)

C.R.S. 24-34-301 (9) (definition of gender expression)

C.R.S. 24-34-301 (10) (definition of gender identity)

C.R.S. 24-34-301 (24) (definition of sexual orientation)

C.R.S. 24-34-402 (1) (discriminatory and 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. 24-72-202 (4.5) (definition of personnel file in open records law)

3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualification)

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity

GBA, Open Hiring/Equal Employment Opportunity

GCKAA*, Teacher Displacement

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Professional Staff Recruiting/Hiring | GCE/GCF |
| Adopted: | Revision: |
| 2006 | September 2025~~December 9, 2024~~ |

**Recruiting**

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible professional personnel in the district's schools.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the district in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed in the district's schools. Any present employee of the district may apply for a position for which they are licensed and/or meet other stated requirements.

**Background C~~c~~hecks**

Prior to hiring any person, in accordance with state law the district must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the district must comply with the Fair Credit Reporting Act and applicable state law.

**Hiring**

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin

religion, ancestry, genetic information, age, ~~,~~ or conditions related to pregnancy or childbirth is prohibited. See Board policy AC-E-1 for more information.

All candidates will be considered on the basis of their merits, qualifications, and the needs of the school district.

All interviewing and selection procedures will ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent.

Unless otherwise required by law, the final selection for nomination will be made only by the superintendent.

**Appointment of Candidates**

Nominations will be made at meetings of the Board of Education. The vote of a majority of the Board is necessary to approve the appointment of teachers, administrators, or any other employee of the school district. If there is a negative vote by the Board, the superintendent must submit a new recommendation to the Board for approval.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Adopted: 2006

Revised: 09/2020
1-10-2021
12-09-2024
09-08-2025

LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

20 U.S.C. 6312 (c)(6) (teacher licensure requirements under Every Student Succeeds Act)

42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)

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

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. 8-2-126 (limits employers' use of consumer credit information)

C.R.S. 8-2-131 (employers prohibited from asking age-related questions on initial job applications)

C.R.S. 13-80-103.9 (liability for failure to perform an education employment required background check)

C.R.S. 14-14-111.5 (Child Support Enforcement procedures)

C.R.S. 22-2-119 (inquiries prior to hiring)

C.R.S. 22-2-119.3 (6)(d) (name-based judicial record check – definition)

C.R.S. 22-32-109 (1)(f) (Board duty to employ personnel)

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

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

C.R.S. 22-32-109.8 (non-licensed personnel – submittal of fingerprints and name-based judicial record check)

C.R.S. 22-32-126 (principal's role in hiring and assignment)

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C.R.S. 22-63-202 (employment contracts and mutual consent placement)

C.R.S. 22-63-206 (transfers)

C.R.S. 24-5-101 (effect of criminal conviction on employment)

C.R.S. 24-34-301 (9) (definition of gender expression)

C.R.S. 24-34-301 (10) (definition of gender identity)

C.R.S. 24-34-301 (24) (definition of sexual orientation)

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

~~C.R.S. 24-34-301 (1) (discriminatory and 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. 24-72-202 (4.5) (definition of personnel file in open records law)

3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualification)

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity

GBA, Open Hiring/Equal Employment Opportunity

GCKAA*, Teacher Displacement

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Support Staff Recruiting/Hiring | GDE-GDF |
| Adopted: | Revision: |
| 2006 | ~~November 2024~~September 2025 |

The Board will establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

**Recruiting**

The recruitment and selection of candidates for these positions is the responsibility of the superintendent or designee who must confer with principals and other supervisory personnel in making a selection.

All vacancies will be made known to the present staff. Anyone qualified for a position may submit an application.

**Background Checks**

Prior to hiring any person, in accordance with state law the district must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the district must comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the district must submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. (This requirement does not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

**Hiring**

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited. See Board policy AC-E-1.

The Board will officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Adopted: 2006

Revised: 9-2020~~;~~
11-10-2021
~~,~~November 2024
September 2025

LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)

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

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

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. 8-2-126 (limits employers' use of consumer credit information)

C.R.S. 8-2-131 (employers prohibited from asking age-related questions on initial job applications)

C.R.S. 13-80-103.9 (liability for failure to perform an education employment required background check)

C.R.S. 14-14-111.5 (Child Support Enforcement procedures)

C.R.S. 22-2-119 (duty to make inquiries prior to hiring)

C.R.S. 22-2-119.3 (6)(d) (name-based judicial record check – definition)

C.R.S. 22-32-109 (1)(f) (Board duty to employ personnel)

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

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

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C.R.S. 24-5-101 (effect of criminal conviction on employment)

C.R.S. 24-34-301 (9) (definition of gender expression)

C.R.S. 24-34-301 (10) (definition of gender identity)

C.R.S. 24-34-301 (24) (definition of sexual orientation)

C.R.S. 24-34-402 (1) (discriminatory and 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)

3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualifications)

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity

GBA, Open Hiring/Equal Employment Opportunity

GDA, Support Staff Positions

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Support Staff Recruiting/Hiring | GDE-GDF |
| Adopted: | Revision: |
| 2006 | September 2025 |

The Board will establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

**Recruiting**

The recruitment and selection of candidates for these positions is the responsibility of the superintendent or designee who must confer with principals and other supervisory personnel in making a selection.

All vacancies will be made known to the present staff. Anyone qualified for a position may submit an application.

**Background Checks**

Prior to hiring any person, in accordance with state law the district must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the district must comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the district must submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. (This requirement does not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

**Hiring**

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited. See Board policy AC-E-1.

The Board will officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Adopted: 2006

Revised: 9-2020
11-10-2021
November 2024
September 2025

LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)

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3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualifications)

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity

GBA, Open Hiring/Equal Employment Opportunity

GDA, Support Staff Positions

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Admission and Denial of Admission | JF |
| Adopted: | Revision: |
| 2006 | September 2025 |

**Admission and Denial of Admission**

**Admission**

All persons age six and under 21 who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum, and reside within the boundaries of this school district may be permitted to attend public schools without payment of tuition.

A birth certificate or other proof of legal age, as well as proof of residence, will be required by the school administration.

Students new to the district will be enrolled conditionally until records, including discipline records, from the schools previously attended by the student are received by the district. Notice of the conditional enrollment status of new students will be clearly indicated on all new student enrollment forms. In the event the student's records indicate a reason to deny admission, the student's conditional enrollment status will be revoked. The student's parent/guardian will be provided with written notice of the denial of admission. The notice will inform the parent/guardian of the right to request a hearing.

**Denial of admission**

The Board of Education or the superintendent may deny admission to the schools of the district in accordance with applicable law.

The Board will provide due process of law to students and parents/guardians through written procedures consistent with law for denial of admission to a student.

The policy and procedures for denial of admission will be the same as those for student suspension and expulsion inasmuch as the same section of the law governs these areas.

**Nondiscrimination**

The Board, the superintendent, other administrators, and district employees will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy. See Board policy AC-E-1 for more information.

Adopted: 2006
Revised: 1/12/2022
09-08-2025

LEGAL REFS.: C.R.S. 22-1-102 (defines "resident")

C.R.S. 22-1-102.5 (defines "homeless child")

C.R.S. 22-1-115 (school age is any age over five and under twenty-one years)

C.R.S. 22-2-409 (notification of risk)

C.R.S. 22-32-109 (1)(ll) (Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)

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

C.R.S. 22-32-115 (tuition to another school district)

C.R.S. 22-32-116 (non-resident students)

C.R.S. 22-32-138 (enrollment of students in out-of-home placements)

C.R.S. 22-33-103 through 22-33-110 (school attendance law)

C.R.S. 22-33-105 (2)(c) (requiring hearing to be convened if requested within 10 days after denial of admission or expulsion)

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity

JEB, Entrance Age Requirements

JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)

JLCB, Immunization of Students

File: JF

# Admission and Denial of Admission

## Admission

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Adopted: ~~___~~2006
Revised: ~~___~~1/12/2022
09- 08
2025

C.R.S. 22-1-102 (defines “resident”)

C.R.S. 22-1-102.5 (defines “homeless child”)

C.R.S. 22-1-115 (school age is any age over five and under twenty-one years)

C.R.S. 22-2-409 (notification of risk)

C.R.S. 22-32-109 (1)(ll) (Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)

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

C.R.S. 22-32-115 (tuition to another school district)

C.R.S. 22-32-116 (non-resident students)

C.R.S. 22-32-138 (enrollment of students in out-of-home placements)

C.R.S. 22-33-103 through 22-33-110 (school attendance law)

C.R.S. 22-33-105 (2)(c) (requiring hearing to be convened if requested within 10 days after denial of admission or expulsion)

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity

JEB, Entrance Age Requirements

JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)

JLCB, Immunization of Students

LEGAL REFS.: C.R.S. 22-1-102 *(defines "resident")*
C.R.S. 22-1-102.5 *(defines "homeless child")*
C.R.S. 22-1-115 *(school age is any age over five and under twenty-one years)*
C.R.S. 22-2-409 *(notification of risk)*
C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)*
C.R.S. 22-32-110 (1)(k) *(definition of racial or ethnic background includes hair texture, definition of protective hairstyle)*
C.R.S. 22-32-115 *(tuition to another school district)*
C.R.S. 22-32-116 *(non-resident students)*
C.R.S. 22-32-138 *(enrollment of students in out-of-home placements)*
C.R.S. 22-33-103 through 22-33-110 *(school attendance law)*
C.R.S. 22-33-105 (2)(c) *(requiring hearing to be convened if requested within 10 days after denial of admission or expulsion)*

CROSS REFS.: JEB, Entrance Age Requirements
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JLCB, Immunization of Students

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

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

**[Revised September 2021]**
COLORADO SAMPLE POLICY 1991©

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Equal Educational Opportunities | JB |
| Adopted: | Revision: |
| 2006 | ~~October 2023~~September 2025 |

Every student of this school district will have equal educational opportunities through programs offered in the school district regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, ~~marital status~~family composition, national origin, religion, ancestry, or need for special education services. See Board policy AC-E-1 for more information.

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

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

1. Curriculum and materials - review curriculum guides, textbooks, and supplemental materials for discriminatory bias.

2. Training - provide training for students and staff to identify and alleviate problems of discrimination.

3. Student access - review programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.

4. District support - ensure that district resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment, and related matters.

5. Student evaluation instruments - review tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

6. Discipline - review discipline records and any relevant data to ensure the equitable implementation and application of Board discipline policies.

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

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

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

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

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

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

C.R.S. 22-32-109 (1)(ll) (Board duty to adopt written policies prohibiting discrimination)

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

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

C.R.S. 24-34-301 (9) (definition of gender expression)

C.R.S. 24-34-301 (10) (definition of gender identity)

C.R.S. 24-34-301 (24) (definition of sexual orientation)

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

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

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

AC-E-1, Nondiscrimination/Equal Opportunity

JBB*, Sexual Harassment

Adopted: 2006
Revised: September 2020
Revised: January 2022
Revised: October 2023
Revised: September 2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Equal Educational Opportunities | JB |
| Adopted: | Revision: |
| 2006 | September 2025 |

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

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

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

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

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

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

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

C.R.S. 22-32-109 (1)(ll) (Board duty to adopt written policies prohibiting discrimination)

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

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

C.R.S. 24-34-301 (9) (definition of gender expression)

C.R.S. 24-34-301 (10) (definition of gender identity)

C.R.S. 24-34-301 (24) (definition of sexual orientation)

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

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

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

AC-E-1, Nondiscrimination/Equal Opportunity

JBB*, Sexual Harassment

Adopted: 2006
Revised: September 2020
Revised: January 2022
Revised: October 2023
Revised: September 2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Open Hiring/Equal Employment Opportunity | GBA |
| Adopted: | Revision: |
| 2020 | ~~October 2023~~September 2025 |

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

Therefore, the district promotes and provides for equal opportunity in recruitment, selection, promotion, and dismissal of all personnel. Commitment on the part of the district towards equal employment opportunity applies to all people without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth. See Board policy AC-E-1 for more information.

The district will ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion, and termination.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C.R.S. 24-34-301 (9~~3.3~~) (definition of gender expression)

C.R.S. 24-34-301 (10~~3.5~~) (definition of gender identity)

C.R.S. 24-34-301 (24~~7~~) (definition of sexual orientation)

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

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

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

AC-E-1, Nondiscrimination/Equal Opportunity

GBAA, Sexual Harassment

Adopted: September 2020
Revised: October 2023
Revised: September 2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Open Hiring/Equal Employment Opportunity | GBA |
| Adopted: | Revision: |
| 2020 | September 2025 |

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The district will ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion, and termination.

LEGAL REFS.: 20 U.S.C. §1681 (Title IX of the Education Amendments of 1972) 29 U.S.C. §201 et seq. (Fair Labor Standards Act)

29 U.S.C. §621 et seq. (Age Discrimination in Employment Act of 1967) 29 U.S.C. §794 (Section 504 of the Rehabilitation Act of 1973)

42 U.S.C. §12101et seq. (Title II of the Americans with Disabilities Act) 42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964)

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

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

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

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

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

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

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

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

C.R.S. 24-34-301 (9) (definition of gender expression)

C.R.S. 24-34-301 (10) (definition of gender identity)

C.R.S. 24-34-301 (24) (definition of sexual orientation)

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

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

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

AC-E-1, Nondiscrimination/Equal Opportunity

GBAA, Sexual Harassment

Adopted: September 2020
Revised: October 2023
Revised: September 2025

File: JICDD*

# Violent and Aggressive Behavior

The Board recognizes there are certain behaviors that, if tolerated, would compromise the learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior will be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions, and other disciplinary interventions. As appropriate and in accordance with applicable law and Board policy, students may also be referred to law enforcement authorities. At the district's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. The district may also conduct a threat assessment of the student.

Students must immediately report questionable behavior or potentially violent situations to an administrator, counselor, or teacher.

A staff member who witnesses or receives a report of a student's act of violence and aggression must notify the building principal or designee as soon as possible.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

An act of violence and aggression includes but is not limited to the following behaviors:

1. Possession, threat with, or use of a dangerous weapon — as described in the Board's weapons policy.

2. Physical assault — the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.

3. Verbal abuse — includes, but is not limited to, swearing, screaming, obscene gestures, or threats directed, either orally (including by telephone) or in writing (including by text, social media, or other electronic means), at an individual, their family, or a group.

4. Intimidation — an act intended to frighten or coerce someone into submission or obedience.

5. Extortion — the use of verbal or physical coercion in order to obtain financial or material gain from others.

6. Bullying — as described in the Board's policy on bullying prevention and education.

7. Gang activity — as described in the Board's secret societies/gang activity policy.

8. Sexual harassment or other forms of harassment — as described in the Board's sexual harassment policy and nondiscrimination policy.

9. Stalking — the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.

10. Defiance — a serious act or instance of defying or opposing legitimate authority.

11. Discriminatory slurs — insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composiotion~~marital status~~, national origin, religion, ancestry, or need for special education services.

12. Vandalism — damaging or defacing property owned by or in the rightful possession of another.

13. Terrorism — a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

Adopted: 2006

Revised: 9-13-2017

Revised: 1-12-2022
09-08-2025

LEGAL REFS.: C.R.S. 22-32-109.1 (1)(b) *(definition of bullying)*
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 (93.3) *(definition of gender expression)*
C.R.S. 24-34-301 (103.5) *(definition of gender identity)*
C.R.S. 24-34-301 (247) *(definition of sexual orientation)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JBB*, Sexual Harassment
JICDA, Code of Conduct
JICDE*, Bullying Prevention and Education
JICF, Secret Societies/Gang Activity
JICI, Weapons in School

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

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

~~**[Revised September 2021]**~~
~~COLORADO SAMPLE POLICY 1998©~~

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Violent and Aggressive Behavior | JICDD |
| Adopted: | Revision: |
| 2006 | September 2025 |

**Violent and Aggressive Behavior**

The Board recognizes there are certain behaviors that, if tolerated, would compromise the learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior will be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions, and other disciplinary interventions. As appropriate and in accordance with applicable law and Board policy, students may also be referred to law enforcement authorities. At the district's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. The district may also conduct a threat assessment of the student.

Students must immediately report questionable behavior or potentially violent situations to an administrator, counselor, or teacher.

A staff member who witnesses or receives a report of a student's act of violence and aggression must notify the building principal or designee as soon as possible.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

An act of violence and aggression includes, but is not limited, to the following behaviors:

1. Possession, threat with, or use of a dangerous weapon — as described in the Board's weapons policy.

2. Physical assault — the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.

3. Verbal abuse — includes, but is not limited to, swearing, screaming, obscene gestures, or threats directed, either orally (including by telephone) or in writing (including by text, social media, or other electronic means), at an individual, their family, or a group.

4. Intimidation — an act intended to frighten or coerce someone into submission or obedience.

5. Extortion — the use of verbal or physical coercion in order to obtain financial or material gain from others.

6. Bullying — as described in the Board's policy on bullying prevention and education.

7. Gang activity — as described in the Board's secret societies/gang activity policy.

8. Sexual harassment or other forms of harassment — as described in the Board's sexual harassment policy and nondiscrimination policy.

9. Stalking — the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.

10. Defiance — a serious act or instance of defying or opposing legitimate authority.

11. Discriminatory slurs — insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or need for special education services.

12. Vandalism — damaging or defacing property owned by or in the rightful possession of another.

13. Terrorism — a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

LEGAL REFS.: C.R.S. 22-32-109.1 (1)(b) (definition of bullying)

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 (9) (definition of gender expression)

C.R.S. 24-34-301 (10) (definition of gender identity)

C.R.S. 24-34-301 (24) (definition of sexual orientation)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

JBB*, Sexual Harassment

JICDA, Code of Conduct

JICDE*, Bullying Prevention and Education

JICF, Secret Societies/Gang Activity

JICI, Weapons in School

Adopted: 2006
Revised: 09-13-2017
Revised: 01-12-2022
Revised: 09-08-2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Bullying Prevention and Education | JICDE |
| Adopted: | Revision: |
| 2006 | ~~January 2023~~September 2025 |

**Statement of purpose**

The Board of Education supports a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying and other behaviors as defined below are prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

**Prohibited behavior**

- Bullying
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

**Definitions**

**Bullying** is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance ~~or any~~, on the basis of their weight, height, or body size, or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, ~~marital status~~family composition, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

**Retaliation** is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

**False accusations** of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

**Prevention and intervention**

The superintendent will develop a comprehensive program to address bullying at all school levels and will ensure that the program is consistently applied across all students and staff. The program will be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.

2. To train staff on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.

3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.

4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.

5. To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment across settings.

6. To support targets of bullying through a layered continuum of supports that includes, but is not limited to, individual and peer counseling.

7. To help develop peer support networks, social skills, and confidence for all students.

8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.

9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.

10. To survey students' impressions of the severity and frequency of bullying behaviors in their school.

11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.

12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

**Reporting**

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher.

**Investigating and Rresponding**

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the goal of immediate intervention and investigation in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy. Procedures will include, to the extent appropriate as determined by the investigator and designated administrator, and in accordance with applicable law and local school board policy and procedures, notification to parents/guardians of the results of bullying investigations and their right to appeal investigatory findings to the district.

**Supports and Rreferrals**

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the aim toward accomplishing the following goals:

- Initiate efforts to change the behavior of students engaged in bullying behaviors.
- Support targets of bullying in ways that avoid increasing their likelihood of discipline.
- Support witnesses of bullying.

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes ~~unlawful~~ discrimination or harassment will be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute ~~unlawful~~ discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

Adopted: 2006
Revised: 03-25-2020
Revised: 01-12-2022
Revised: 01-10-2023
Revised: 09-08-2025

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(K) (policy required as part of safe schools plan)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JB, Equal Educational Opportunities
JBB*, Sexual Harassment
JICDA, Code of Conduct
JICDD*, Violent and Aggressive Behavior
JICDE*-E-1, Bullying Report Form – Exhibit
JICDE*-E-2, Bullying Investigation Form – Exhibit
JICJ, Student Use of Cell Phones and Other Personal Technology Devices

JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)

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

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Bullying Prevention and Education | JICDE |
| Adopted: | Revision: |
| 2006 | September 2025 |

**Statement of purpose**

The Board of Education supports a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying and other behaviors as defined below are prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

**Prohibited behavior**

- Bullying
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

**Definitions**

**Bullying** is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance, on the basis of their weight, height, or body size, or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

**Retaliation** is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

**False accusations** of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

**Prevention and intervention**

The superintendent will develop a comprehensive program to address bullying at all school levels and will ensure that the program is consistently applied across all students and staff. The program will be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment across settings.
6. To support targets of bullying through a layered continuum of supports that includes, but is not limited to, individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.
8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.
9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.
10. To survey students' impressions of the severity and frequency of bullying behaviors in their school.
11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.
12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

**Reporting**

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher.

**Investigating and Responding**

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the goal of immediate intervention and investigation in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy. Procedures will include, to the extent appropriate as determined by the investigator and designated administrator, and in accordance with applicable law and local school board policy and procedures, notification to parents/guardians of the results of bullying investigations and their right to appeal investigatory findings to the district.

**Supports and Referrals**

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the aim toward accomplishing the following goals:

- Initiate efforts to change the behavior of students engaged in bullying behaviors.
- Support targets of bullying in ways that avoid increasing their likelihood of discipline.
- Support witnesses of bullying.

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes discrimination or harassment will be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

Adopted: 2006
Revised: 03-25-2020
Revised: 01-12-2022
Revised: 01-10-2023
Revised: 09-08-2025

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(K) (policy required as part of safe schools plan)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

JB, Equal Educational Opportunities

JBB*, Sexual Harassment

JICDA, Code of Conduct

JICDD*, Violent and Aggressive Behavior

JICDE*-E-1, Bullying Report Form – Exhibit

JICDE*-E-2, Bullying Investigation Form – Exhibit

JICJ, Student Use of Cell Phones and Other Personal Technology Devices

JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)

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

File: JFBB

# Inter-District Choice/Open Enrollment

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

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

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

1. Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.

2. Establish and offer any particular program in a school if such program is not currently offered in such school.

3. Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and required levels of performance.

4. Enroll any nonresident student in any program or school after the pupil enrollment count day.

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

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

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

## Transportation

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

Homeless students, students in foster care, and students with disabilities will be transported, as necessary, in accordance with state and federal law. Buses from this district may enter the student's district of residence to pick up or deliver the student only with specific permission of the Board of Education of the district of residence.

**Military Cchildren**

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

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

**Nondiscrimination**

The Board, the superintendent, other administrators, and district employees will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy. See Board policy AC-E-1 for more information.

**Special Eeducation**

The district will not inquire about an applicant's IEP or disability status until after the applicant has been admitted. Thereafter, the district must consider the request for open enrollment in accordance with applicable state and federal laws.~~Requests from the parents/guardians of special education students for open enrollment will be considered in accordance with applicable state and federal laws. The student's current Individualized Education Program (IEP) will be used to determine if the requested school or program can meet the student's needs. Once the student is~~

~~enrolled, the district will conduct a staffing to update the IEP.~~

Adopted: 2006

Revised: 1/12/2022
09-08-2025

LEGAL REFS.: C.R.S. 15-14-105 (delegation of custodial power)

C.R.S. 19-1-115.5 (child in foster care placement is considered resident of school district in which foster home is located)

C.R.S. 22-1-102 (2) (definition of resident of district)

C.R.S. 22-20-106 (designation of general and special education responsibilities for students with disabilities)

C.R.S. 22-20-107.5 (defining district of residence for students with disabilities)

C.R.S. 22-20-109 (tuition for special education services)

C.R.S. 22-32-109 (1)(ll) (Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)

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

C.R.S. 22-32-113 (1)(c) (transportation of students residing in another district)

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

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

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

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

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

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

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

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

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

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

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity

JFAB, Continuing Enrollment of Students Who Become Nonresidents

JFABA, Nonresident Tuition Charges

JFABD, Homeless Students

JFABE*, Students in Foster Care

JFBA, Intra-District Choice/Open Enrollment

JJJ, Extracurricular Activity Eligibility

~~LEGAL REFS.: C.R.S. 15-14-105 *(delegation of custodial power)*~~
~~C.R.S. 19-1-115.5 *(child in foster care placement is considered resident of school district in which foster home is located)*~~
~~C.R.S. 22-1-102 (2) *(definition of resident of district)*~~
~~C.R.S. 22-20-106 *(designation of general and special education responsibilities for students with disabilities)*~~
~~C.R.S. 22-20-107.5 *(defining district of residence for students with disabilities)*~~
~~C.R.S. 22-20-109 *(tuition for special education services)*~~
~~C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)*~~
~~*C.R.S. 22-32-110 (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)*~~
~~C.R.S. 22-32-113 (1)(c) *(transportation of students residing in another district)*~~
~~C.R.S. 22-32-115 *(district may pay tuition for student to attend in another district not to exceed 120% of per pupil general fund cost)*~~
~~C.R.S. 22-32-115 (2)(b) *(subject to 22-36-101 district must permit any student whose parents are residents of Colorado to attend w/o payment of tuition)*~~

C.R.S. 22-32-115 (4)(a) *(district is not liable for tuition except pursuant to written agreement)*
C.R.S. 22-32-116 *(if become non-resident may finish semester, if in 12th grade may finish year, special rules for elementary students)*
C.R.S. 22-33-103 *(any resident may attend district school w/o payment of tuition, tuition can be paid by district of residence pursuant to written agreement, parents may pay tuition if non-Colorado resident)*
C.R.S. 22-33-106 (3) *(grounds to deny admission)*
C.R.S. 22-36-101 *et seq. (open enrollment policy must have timeline and reasons to deny enrollment)*
*C.R.S. 22-36-107 (inbound active duty military families open enrollment and registration)*
C.R.S. 22-54-103 (10.5) *(definition of pupil enrollment count day)*

CROSS REFS.: JFAB, Continuing Enrollment of Students Who Become Nonresidents
JFABA, Nonresident Tuition Charges
JFABD, Homeless Students
JFABE*, Students in Foster Care
JFBA, Intra-District Choice/Open Enrollment
JJJ, Extracurricular Activity Eligibility

*NOTE 1: School districts are encouraged by C.R.S. 22-36-101 (2)(a) to give enrollment priority to a student with a proficiency rating of unsatisfactory in one or more academic areas who attends a public school that is required to implement a turnaround plan or that is subject to restructuring.*

*NOTE 2: For purposes of this policy, these terms have the following meanings:*

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

**[Revised September 2021]**
COLORADO SAMPLE POLICY 1994©

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Inter-District Choice/Open Enrollment | JFBB |
| Adopted: | Revision: |
| 2006 | September 2025 |

**Inter-District Choice/Open Enrollment**

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

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

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

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

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

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

Students granted permission to attend a school pursuant to this policy will have the same curricular and extracurricular status as all other students attending the school, as determined

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

**Transportation**

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

Homeless students, students in foster care, and students with disabilities will be transported, as necessary, in accordance with state and federal law. Buses from this district may enter the student's district of residence to pick up or deliver the student only with specific permission of the Board of Education of the district of residence.

**Military Children**

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

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

**Nondiscrimination**

The Board, the superintendent, other administrators, and district employees will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy. See Board policy AC-E-1 for more information.

**Special Education**

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

Adopted: 2006
Revised: 1/12/2022
09-08-2025

LEGAL REFS.: C.R.S. 15-14-105 (delegation of custodial power)

C.R.S. 19-1-115.5 (child in foster care placement is considered resident of school district in which foster home is located)

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JFAB, Continuing Enrollment of Students Who Become Nonresidents

JFABA, Nonresident Tuition Charges

JFABD, Homeless Students

JFABE*, Students in Foster Care

JFBA, Intra-District Choice/Open Enrollment

JJJ, Extracurricular Activity Eligibility

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Student Concerns, Complaints, and Grievances | JII |
| Adopted: | Revision: |
| 2006 | ~~October 2023~~September 2025 |

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

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

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

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

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

IHCDA, Concurrent Enrollment

JB, Equal Educational Opportunities

JBB*, Sexual Harassment

JICEA, School-Related Student Publications

JICEC*, Student Distribution of Noncurricular Materials

Adopted: 2006
Revised: October 2016
Revised: August 2020
Revised: January 2022
Revised: October 2023
Revised: September 2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Student Concerns, Complaints, and Grievances | JII |
| Adopted: | Revision: |
| 2006 | September 2025 |

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

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CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

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

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

IHCDA, Concurrent Enrollment

JB, Equal Educational Opportunities

JBB*, Sexual Harassment

JICEA, School-Related Student Publications

JICEC*, Student Distribution of Noncurricular Materials

Adopted: 2006
Revised: October 2016
Revised: August 2020
Revised: January 2022
Revised: October 2023
Revised: September 2025

THE STRASBURG SCHOOL DISTRICT RESPECTFULLY ACKNOWLEDGES THAT THE LAND ON WHICH WE GATHER AND LEARN IS THE TRADITIONAL AND ANCESTRAL HOMELANDS OF THE NORTHERN ARAPAHO AND CHEYENNE PEOPLE.

WE ARE COMMITTED TO GROWING AND DEEPENING OUR RELATIONSHIP WITH THE VIBRANT INDIGENOUS COMMUNITIES WHO CONTINUE TO THRIVE AND UPHOLD THEIR SACRED RELATION TO THIS LAND. WE EXTEND OUR RESPECT TO THE ELDERS OF THE PAST, THE PRESENT, AND FUTURE.

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Board of Education Norms | BEN |
| Adopted: | Revision: |
| | September 2025 |

**Board of Education Team Norms**

**Accountability to the Board and the Community:**

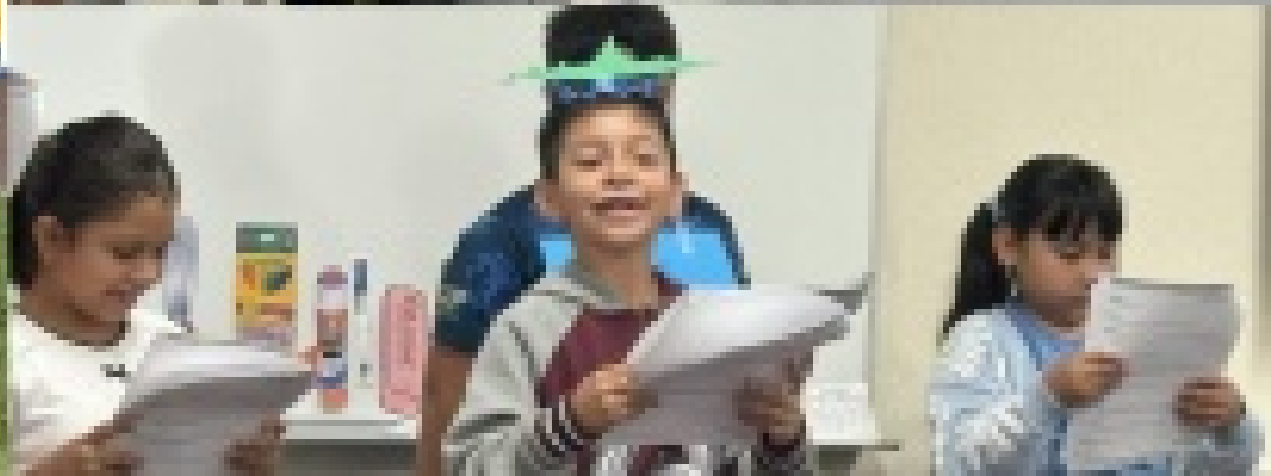
- We communicate with respect, transparency, and openness, especially in challenging situations, while considering the appropriate context for feedback.
- We actively listen and engage with objectivity and without personal bias, ensuring that all voices are heard and respected.
- We support and promote board decisions collectively, address concerns directly with the involved individuals, and maintain mutual respect.

**Commitment to the District's Strategic Plan:**

- We embrace the school mission and advocate for all students, prioritizing the greater good of the district over personal agendas.
- We approach every issue with the same level of focus and dedication, believing in the potential of all students to achieve academic success.

**Effective and Productive Meetings:**

- We prioritize and attend all meetings consistently by being prepared, arriving ready to actively engage, contribute, and accomplish the work of the board, while staying focused, using time efficiently, and starting and ending on time.
- We ensure everyone has a voice and promote balanced discussions, ending each meeting with clear action items, timelines, and owners
- We adhere to established norms, speak up when deviations occur, and strive to make our meetings a space for meaningful and respectful dialogue.



| Code | Title | Description of Updates |
|---|---|---|
| BE<br><br>BEN | • Board Meetings<br><br>• Board Norms | These two updates reflect the correct day that the Regular Board of Education meetings are held, 2nd Monday of the month, as well as our updated and condensed board norms. |
| GBEE<br>GBEE-E<br><br>JS<br>JS-E | • Staff Use of Technology<br><br>• Student Use of Technology | Updated to include all technology devices (not just internet and email), and the use of AI. |
| GDD | Support Staff Vacations and Holidays | Only applies to 12-month, full-time employees. Can no longer bank vacation time year after year to be more fiscally responsible as a district. |
| GBGF and GBGF-R | Federally-Mandated Family and Medical Leave | Update was made in 2023. Just getting it up to date per law. |
| JH | Student Absences and Excuses | Updating to reflect 10% of year based on 4 day school week. |

# Strasburg School District

## Scope of Work

**Stipend**: District Safety Coordinator

**Reports to**: Principals/Superintendent

**Evaluated by**: Principals/Superintendent

**Essential Duties & Responsibilities:**

1. Develop, implement, and maintain a comprehensive district-wide safety plan based on the "I Love U Guys" framework, encompassing all schools and facilities.

2. Serve as the district's primary point of contact for all safety-related matters, including emergency response, drills, and security protocols.

3. Coordinate and conduct regular safety audits and risk assessments of all district facilities, identifying potential hazards and recommending appropriate corrective actions.

4. Collaborate with local law enforcement, fire departments, and other emergency response agencies to ensure effective communication and coordination during emergencies.

5. Develop and deliver training programs for staff, students, and parents on safety procedures, emergency response protocols, and threat assessment.

6. Oversee the implementation of safety drills and exercises, including lockdown, fire, and evacuation drills, to ensure preparedness and effectiveness.

7. Monitor and evaluate the effectiveness of safety measures and protocols, making recommendations for improvements and updates as needed.

8. Stay current on best practices and emerging trends in school safety and security, and implement relevant strategies and technologies to enhance safety measures.

9. Manage and maintain safety-related documentation, including incident reports, safety plans, and training records.

10. Facilitate the development of the district's Safety Team and ensure regular meetings are conducted and documented.

11. Assist in establishing and maintaining relationships with community partners to support the safety of all district students and staff.

12. Ensure all schools follow the I Love U Guys foundation and are compliant with national standards.

**Category:** I

**Type:** 1

**Timeframe:** > 9 months

**Estimated Annual Hours:** > 70 hours

| Full Name | Source Org | Identifier | Active | Invitation S | Attribute(s) | Has Attribu | Email | Username |
|---|---|---|---|---|---|---|---|---|
| Adams, Barbara | | 10013 | Yes | Account se | Sub Food S | Yes | dadamsl59 | dadamsl59 |
| Angelo, Sarah | | 10703 | Yes | Invite sent | Sub Health | Yes | sangelo@s | sangelo@s |
| Armendariz-Nol, Maria | | 10818 | Yes | Account se | Sub Teach | Yes | vanessaa7 | vanessaa7 |
| Bartfai, Taylor | | 10877 | Yes | Account se | Sub Para | Yes | tbartfai@st | tbartfai@st |
| Beeck, Kori | | 10833 | Yes | Account se | Sub Teach | Yes | kjbeeck@g | kjbeeck@g |
| Bonds, Jessie | | 10873 | Yes | Invite sent | Sub Para | Yes | bondsjessi | bondsjessie |
| Busse, Susan | | 10780 | Yes | Account se | Sub Para, S | Yes | suebusse1 | suebusse1 |
| Casarrubias, Nanci | | 10834 | Yes | Account se | Sub Food S | Yes | ncasarrubi | ncasarrubi |
| Chavez, Cyndi | | 10827 | Yes | Account se | Sub Teach | Yes | cynditapia3 | cynditapia3 |
| Crouse, Vicki | | 10113 | Yes | Account se | Sub Para, S | Yes | bilcr1@aol | bilcr1@aol. |
| DeWolf, Corey | | 10477 | Yes | Account se | Sub Para, S | Yes | dwolf@stra | dwolf@stra |
| Elliott, Diana | | 10539 | Yes | Invite sent | Sub Teach | Yes | edadmom@ | edadmom@ |
| Elliott, Kurt | | 10022 | Yes | Account se | Sub Para, S | Yes | strasband@ | strasband@ |
| Engelsman, Tiffany | | 67 | Yes | Account se | Sub Teach | Yes | tiffanyn.hop | tiffanyn.hop |
| Garrett, Jaclyn | | 10732 | Yes | Account se | Sub Para, S | Yes | jaclyn.garr | jaclyn.garre |
| Goble, Tanya | | 85 | Yes | Account se | Sub Para | Yes | reyer2169@ | reyer2169@ |
| Griggs, Cynthia | | 10719 | Yes | Account se | Sub Para | Yes | cynmoon22 | cynmoon22 |
| Gutierrez, Dana | | 10800 | Yes | Account se | Sub Food S | Yes | danabarna | danabarna |
| Hale, Lori | | 94 | Yes | Account se | Sub Teach | Yes | lori.hale89 | lori.hale897 |
| Hassell, Samantha | | 10229 | Yes | Account se | Sub Food S | Yes | shassell@s | shassell@s |
| Hemphill, AJ | | 10696 | Yes | Account se | Sub Teach | Yes | hemphillaj2 | hemphillaj2 |
| Hemphill, Kevin | | 10035 | Yes | Invite sent | Sub Bus D | Yes | khemphill@ | khemphill@ |
| Jeffries, Julie | | 10715 | Yes | Account se | Sub Teach | Yes | julielamber | julielamber |
| Johnson, Susan | | 10170 | Yes | Account se | Sub Teach | Yes | susanbjohr | susanbjohn |
| Kruse, Mary Colleen | | 10346 | Yes | Account se | Sub Para, S | Yes | mcolleenlo | mcolleenlos |
| McNabb, Stacey | | 10831 | Yes | Account se | Sub Para | Yes | stacadilla@ | stacadilla@ |
| Muehlausen, Corine | | 10629 | Yes | Account se | Sub Para, S | Yes | corinemuel | corinemueh |
| Mullarkey, Kea | | 10616 | Yes | Account se | Sub Teach | Yes | keamullark | keamullark |
| Murphy, Faith | | 10882 | Yes | Account se | Sub Teach | Yes | faithmurph | faithmurphy |
| Osborne, Deborah | | 10079 | Yes | Account se | Sub Para, S | Yes | dosborne@ | dosborne@ |
| Perrino, Connie | | 10294 | Yes | Account se | Sub Custo | Yes | cperrino@s | cperrino@s |
| Rigdon, Jacquline | | 10845 | Yes | Account se | Sub Para, S | Yes | dixiegirl195 | dixiegirl195 |
| Rose, Alec | | 10813 | Yes | Account se | Sub Food S | Yes | alecrose19 | alecrose19 |
| Schermerhorn, Shauni | | 10825 | Yes | Account se | Sub Teach | Yes | shousden4 | shousden4 |
| Scott, Jessica | | 10885 | Yes | Invite sent | Sub Teach | Yes | jjxscott@gr | jjxscott@gr |
| Sherer, Patricia | | 10433 | Yes | Account se | Sub Teach | Yes | dfsherer@a | dfsherer@a |
| Simpkins, Pamela | | 10121 | Yes | Invite sent | Sub Teach | Yes | pwsimpkins | pwsimpkins |
| Steinman, Beth | | 10291 | Yes | Account se | Sub Para, S | Yes | beth.steinn | beth.steinm |
| Suttmer-Lybarger, Sim | | 10880 | Yes | Account se | Sub Para | Yes | s.suttmer@ | s.suttmer@ |
| Torres-Cervantes, Mar | | 10612 | Yes | Account se | Sub Custo | Yes | mtorres@s | mtorres@s |
| Villa, Rosa | | 10832 | Yes | Account se | Sub Custo | Yes | rosa19906 | rosa19906 |
| Vining, Rita | | 10537 | Yes | Account se | Sub Teach | Yes | ritav2ster@ | ritav2ster@ |
| Wailes, Julia | | 10740 | Yes | Invite sent | Sub Health | Yes | juliaslayer@ | juliaslayer@ |
| Wiersma, Kacie | | 10828 | Yes | Invite sent | Sub Teach | Yes | kaciejowier | kaciejowier |
| Winklepleck, Brenda | | 10541 | Yes | Account se | Sub Teach | Yes | winklepleck | winklepleck |

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@comcast.net
@gmail.com
okins@gmail.com
ett@hotmail.com
@aol.com
2@gmail.com
rd2008@yahoo.com
7@gmail.com
strasburg31j.com
2@gmail.com
@strasburg31j.com
t21@gmail.com
nson@hotmail.com
sh@gmail.com
@yahoo.com
hlhausen@yahoo.com
ey@gmail.com
y18@gmail.com
@strasburg31j.com
strasburg31j.com
59@yahoo.com
94@gmail.com
7@gmail.com
mail.com
aol.com
s@yahoo.com
nan@yahoo.com
@gmail.com
trasburg31j.com
9@gmail.com
@gmail.com
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sma@yahoo.com
ks@live.com

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| School Board Meetings | BE |
| Adopted: | Revision: |
| 2006 | September 2025 |

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

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

## Regular meetings

Regular meetings of the Board of Education shall be held at the Central Services building located at 2102 Wagner Street, Strasburg, Colorado 80136, unless otherwise documented on the posted agenda.

Meetings of the Board shall be held on the second Monday of each month at 6:00pm, unless otherwise established by the Board.

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

## Special meetings

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

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

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

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

# Strasburg School District 31J

## Work sessions and retreats

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

Adopted 2006
Revised: 11/23/2015

11/14/2022

09/08/2025

LEGAL REFS.: C.R.S. 22-32-108
C.R.S. 24-6-401 *et seq*

CROSS REFS.: BEC, Executive Sessions
BEDA, Notification of Board Meetings

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| School Board Meetings | BE |
| Adopted: | Revision: |
| 2006 | ~~November 2022~~ September 2025 |

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

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

## Regular meetings

Regular meetings of the Board of Education shall be held at the Central Services building located at 2102 Wagner Street, Strasburg, Colorado 80136, unless otherwise documented on the posted agenda.

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

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

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

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

# Strasburg School District 31J

## Work sessions and retreats

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

Adopted 2006
Revised: 11/23/2015

11/14/2022

09/08/2025

LEGAL REFS.: C.R.S. 22-32-108
C.R.S. 24-6-401 *et seq*

CROSS REFS.: BEC, Executive Sessions
BEDA, Notification of Board Meetings

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Board of Education Norms | BEN |
| Adopted: | Revision: |
| | September 2025 |

**Board of Education Team Norms**

**Accountability to the Board and the Community:**

- We communicate with respect, transparency, and openness, especially in challenging situations, while considering the appropriate context for feedback.
- We actively listen and engage with objectivity and without personal bias, ensuring that all voices are heard and respected.
- We support and promote board decisions collectively, address concerns directly with the involved individuals, and maintain mutual respect.

**Commitment to the District's Strategic Plan:**

- We embrace the school mission and advocate for all students, prioritizing the greater good of the district over personal agendas.
- We approach every issue with the same level of focus and dedication, believing in the potential of all students to achieve academic success.

**Effective and Productive Meetings:**

- We prioritize and attend all meetings consistently by being prepared, arriving ready to actively engage, contribute, and accomplish the work of the board, while staying focused, using time efficiently, and starting and ending on time.
- We ensure everyone has a voice and promote balanced discussions, ending each meeting with clear action items, timelines, and owners
- We adhere to established norms, speak up when deviations occur, and strive to make our meetings a space for meaningful and respectful dialogue.

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Staff Use of Technology | GBEE |
| **Adopted:** | **Revision:** |
| 2006 | September 2025 |

**Staff Use of Technology**

Technology, which includes the Internet, electronic communications, social media, applications and artificial intelligence tools has vast potential to support curriculum and learning. The Board of Education believes appropriate technology should be used in schools as a learning resource to educate and to inform.

The Board of Education supports the use of technology by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.

Through the use of technology, users may access materials and information from many sources. Staff members are responsible for their own use of district technology devices and must avoid contact with material or information that violates this policy. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for instructional or learning purposes and has access to the Internet.

**Blocking or Filtering Obscene, Pornographic and Harmful Information**

To protect students from material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board, technology that blocks or filters such material and information has been installed on all district computers having Internet or electronic communications access. Blocking or filtering technology may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by staff members over the age of 18.

**No Expectation of Privacy**

District technology devices are owned by the district and are intended for educational

purposes and district business at all times. Staff members have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices is the property of the school district.

**Public Records**

Electronic communications sent and received by district employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law.

**Unauthorized and Unacceptable Uses**

Staff members must use district technology devices in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

Staff members are prohibited from accessing, creating, transmitting, retransmitting or forwarding material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons;
- that is not related to district education objectives;
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings;
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes;
- that plagiarizes the work of another;
- that uses inappropriate or profane language;
- that is knowingly false or could be construed as intending to purposely damage another person's reputation;
- in violation of any federal or state law or district policy, including but not limited to

copyrighted material and material protected by trade secret;
- that contains personal information about themselves or others, including information protected by confidentiality laws;
- that impersonates another or transmits through an anonymous remailer; or
- that accesses fee services without specific permission from the system administrator.

Staff members are prohibited from using or possessing any software applications, mobile applications or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any applicable fees.

**Security**

Security on district technology devices is a high priority. Staff members who identify a security problem while using district technology devices must immediately notify an administrator. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Staff members will not:

- use another person's password or any other identifier;
- gain or attempt to gain unauthorized access to district technology devices; or
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users.

Any staff member identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or district technology devices.

**Confidentiality**

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians, district employees or district affairs that is protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and district policy. It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use email to disclose student records or other confidential student information in a manner inconsistent with applicable law and district policy may be subject to disciplinary action.

If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those who "need to know" are allowed access to the

material. Staff members must handle all employee, student and district records in accordance with applicable district policies.

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA).

**Use of Social Media**

Staff members may use social media within school district guidelines for instructional purposes, including promoting communications with students, parents/guardians and the community concerning school related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content must be appropriate to the student's age, understanding and range of knowledge.

Staff members are discouraged from communicating with students through personal social media platforms/applications or texting. Staff members are expected to protect the health, safety and emotional wellbeing of students and to preserve the integrity of the learning environment. Online or electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related district policies may form the basis for disciplinary action up to and including termination.

**Use of Artificial Intelligence**

The district supports staff use of Artificial Intelligence (AI) tools that enhance the district's commitment to high-quality learning. Staff must follow the direction of the district regarding permissible AI tools, use of AI tools and acceptable and unacceptable uses for staff and students.

Generally, staff may use AI tools for ideas, outlines and to enhance the educational experience, such as supplementing lesson plans, providing differentiated instruction and aiding in curriculum development. Staff is prohibited from relying solely or primarily on AI tools to carry out their work duties, unless expressly authorized.

Staff should carefully evaluate the appropriateness of AI tools for educational purposes on a case-by-case basis, considering its appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards.

Staff must comply with all applicable federal, state and local student privacy laws, including FERPA and the Colorado Student Data Transparency Act. To that end, staff should not upload or input any confidential, proprietary or sensitive information into any AI tool.

Teachers who suspect plagiarism or use of AI that violates district policy should first have a conversation with a student to ensure that they understand expectations for acceptable

use. Teachers should consult with administration to determine appropriate steps to investigate any possible violation of policy.

**Vandalism**

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district technology device This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

**Staff Member Use is a Privilege**

Use of technology demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of technology and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and restitution for costs associated to damages; and may result in disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Staff members are required to sign the district's Acceptable Use Agreement annually before the district permits the staff member's use of technology, including Internet or electronic communications accounts.

**School District Makes no Warranties**

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The District is not responsible for any damages, losses or costs a staff member suffers in using the technology. This includes loss of data and service interruptions. Use of any information obtained via technology is at the staff member's own risk.

Adopted: 2006
Revised: 01-13-2016
09-08-2025

LEGAL REFS.: 20 U.S.C. 6751 et seq. *(Enhancing Education Through Technology Act of 2001)*

47 U.S.C. 254(h) *(Children's Internet Protection Act of 2000)*

47 C.F.R. Part 54, Subpart F *(Universal Support for Schools and Libraries)*

C.R.S. 22-87-101 et seq. *(Children's Internet Protection Act)*

C.R.S. 24-72-204.5 *(monitoring electronic communications)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

EGAEA, Electronic Communication

**File: GBEE**

## Staff Use of ~~the Internet and Electronic Communications~~ Technology

Technology, which includes the Internet, electronic communications, social media, applications and artificial intelligence tools ~~The Internet and electronic communications (email, chat rooms and other forms of electronic communication)~~ has ~~have~~ vast potential to support curriculum and learning. The Board of Education believes appropriate technologu ~~they~~ should be used in schools as a learning resource to educate and to inform.

The Board of Education supports the use of technology ~~the Internet and electronic communications~~ by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.

Through the use of technology, ~~The Internet and electronic communications are fluid environments in which~~ users may access materials and information from many sources. Staff members are responsible ~~shall take responsibility~~ for their own use of district technology devices ~~to~~ and must avoid contact with material or information that violates this policy. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for instructional or learning purposes and has access to the Internet.

### Blocking or Ffiltering Oobscene, Ppornographic and Hharmful Iinformation

To protect students from material and information that is obscene, ~~child pornography~~pornographic or otherwise harmful to minors, as defined by the Board, technology that blocks or filters such material and information has been installed on all district computers having Internet or electronic communications access. Blocking or filtering technology may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by staff members over the age of 18.

### No Eexpectation of Pprivacy

District technology devices are owned by the district and are intended for educational purposes and district business at all times. Staff members ~~shall~~ have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district

technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices ~~shall remain~~is the property of the school district.

**Public Rrecords**

Electronic communications sent and received by district employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law.

**Unauthorized and Uunacceptable Suses**

Staff members shall must use district technology devices in a responsible, efficient, ethical and legal manner.

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- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons;
- that is not related to district education objectives;
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion;;
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes;
- that plagiarizes the work of another without express consent;
- that uses inappropriate or profane language likely to be offensive to others in the school community;
- that is knowingly false or could be construed as intending to purposely damage another person's reputation;
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret;
- that contains personal information about themselves or others,

including information protected by confidentiality laws;

- ~~using another individual's Internet or electronic communications account without written permission from that individual;~~
- that impersonates another or transmits through an anonymous remailer; or
- that accesses fee services without specific permission from the system administrator.

Staff members are prohibited from using or possessing any software applications, mobile applications or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any applicable fees.

**Security**

Security on district technology devices is a high priority. Staff members who identify a security problem while using district technology devices must ~~district devices must~~ immediately notify a ~~system~~n administrator. ~~Staff members should not demonstrate the problem to other users.~~ Logging on to the Internet or electronic communications as a system administrator is prohibited.

Staff members will~~shall~~ not:

- use another person's password or any other identifier;
- gain or attempt to gain unauthorized access to district technology devices; or
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users.

Any staff member identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet ~~and~~, electronic communications and/or district technology devices. ~~.~~

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If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those ~~with a~~who "need to  know" are allowed access to the material. Staff members ~~shall~~ must handle all

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Teachers who suspect plagiarism or use of AI that violates district policy should first have a conversation with a student to ensure that they understand expectations for acceptable use. Teachers should consult with administration to determine appropriate steps to investigate any possible violation of policy.

## Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district~~-owned software or hardware.~~technology device This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

## ~~Unauthorized content~~

~~Staff members are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any applicable fees.~~

**Staff Mmember Uuse is a Pprivilege**

Use of the Internet and electronic communicationstechnology demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of technologyhe Internet and electronic communications and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and restitution for costs associated to damages; and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Staff members shall be are required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issues or access shall be allowed.the district permits the stadd member's use of technology, including Internet or electronic communications accounts.

**School Ddistrict Mmakes no Wwarranties**

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The School District shall is not be responsible for any damages, losses or costs a staff member suffers in using the Internet and electronic communications.technology. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications istechnology is at the staff member's own risk.

Adopted: __2006
Revised: ___01-13-2016
09-08-2025

LEGAL REFS.: 20 U.S.C. 6751 et seq. *(Enhancing Education Through Technology Act of 2001)*

47 U.S.C. 254(h) *(Children's Internet Protection Act of 2000)*

47 C.F.R. Part 54, Subpart F *(Universal Support for Schools and Libraries)*47 U.S.C. 231 *(Child Online Protection Act of 1998)*

~~20 U.S.C. 6801 *et seq. (Elementary and Secondary Education Act)*~~

C.R.S. 22-87-101 et seq. *(Children's Internet Protection Act)*

C.R.S. 24-72-204.5 *(monitoring electronic communications)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

EGAEA, Electronic Communication

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Staff Use of Technology Acceptable Use Agreement | GBEE-E |
| Adopted: | Revision: |
| September 2025 | |

## Staff Use of Technology Acceptable Use Agreement

**Staff Member**

I have read, understand, and will abide by the District's policy on Staff Use of Technology. Should I commit any violation or in any way misuse my access to the District's technology devices, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

I hereby release the District from all costs, claims, damages or losses resulting from my use of District technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

The signing of this Acceptable Use Agreement is binding and indicates I have read the District's policy on Staff Use of Technology and understand its significance.

_____

Staff Member's Name (printed)

_____ _____

Staff Member's Signature Date

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Student Use of Technology | JS-E |
| **Adopted:** | **Revision:** |
| 2006 | September 2025 |

**Student Use of Technology**

**Student**

I have read, understand and will abide by the district's policy on Student Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's technology devices, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

If I am 18 years or older, I hereby release the school district from all costs, claims, damages or losses resulting from my use of district technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

*Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Student Use of the Internet and Electronic Communications and understand its significance.*

_____ _____

Student's Name (printed) Date of Birth (mo/day/yr)

_____ _____

Student's Signature Date

**Parent or Guardian**

If the user is under 18 years of age, a parent or guardian must also sign this Agreement.

As the parent or guardian of this student, I have read the district's policy on Student Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that the school district has taken reasonable steps to block or filter material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. I also recognize, however, that it is impossible for the school district to prevent access to all materials or information I might find harmful or controversial and I agree not to hold the district responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

I hereby release the school district from all costs, claims, damages or losses resulting from my child's use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an Internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

*Your signature on this Acceptable Use Agreement is binding and indicates you have read the district's policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.*

_____

Parent/Guardian's Name (printed)

_____ _____

Parent/Guardian's Signature Date

**File: JS E**

# Student Use of the Internet and Electronic Communications

## (Annual Acceptable Use Agreement)

## Students

I have read, understand and will abide by the district's policy on Student Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's computers or computer system, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

If I am 18 years or older, I hereby release the school district from all costs, claims, damages or losses resulting from my use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

*Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Student Use of the Internet and Electronic Communications and understand its significance.*

_____ _____

Student's Name (printed) Date of Birth (day/mo/yr)

_____ _____

Student's Signature Date

## Parent or Guardian

*If the user is under 18 years of age, a parent or guardian must also sign this Agreement.*

As the parent or guardian of this student, I have read the district's policy on Student Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that the school district has taken reasonable steps to block or filter material and information that is obscene, child pornography or otherwise harmful to minors, as defined

by the Board. I also recognize, however, that it is impossible for the school district to prevent access to all materials or information I might find harmful or controversial and I agree not to hold the district responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

I hereby release the school district from all costs, claims, damages or losses resulting from my child's use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an Internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

*Your signature on this Acceptable Use Agreement is binding and indicates you have read the district's policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.*

_____

Parent/Guardian's Name (printed)

_____ _____

Parent/Guardian's Signature Date

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Student Use of Technology | JS |
| **Adopted:** | **Revision:** |
| 2006 | September 2025 |

## Student Use of Technology

Technology, which includes the Internet, electronic communications, social media, applications and artificial intelligence tools has vast potential to support curriculum and student learning. The Board of Education believes appropriate technology should be used in schools as a learning resource to educate and to inform.

Use of technology requires students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals and locate material to meet educational and personal information needs.

Through the use of technology, students may access materials and information from many sources, including some that may be harmful to students. Although it is impossible to predict with certainty what information students might locate or come into contact with, the district will take reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students are responsible for their own use of district technology devices to avoid contact with material or information that may be harmful to minors. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

### Blocking or Filtering Obscene, Pornographic and Harmful Information

Technology that blocks or filters material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board, has been installed on all district computers having Internet or electronic communications access. Students must report access to material and information that is inappropriate, offensive or otherwise in violation of this policy to a staff member. If a student becomes aware of other students accessing such material or information, they must report it to a staff member.

### No Expectation of Privacy

District technology devices are owned by the district and are intended for educational purposes

at all times. Students have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district.

**Unauthorized and Unacceptable Uses**

Students must use district technology devices in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

Students must not access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings;
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- that impersonates another or transmits through an anonymous remailer; or
- that accesses fee services without specific permission from the system administrator.

**Security**

Security on district technology devices is a high priority. Students who identify a security problem while using district technology devices must immediately notify a Staff member. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students must not:

- use another person's password or any other identifier;
- gain or attempt to gain unauthorized access to district technology devices; or
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or district technology devices.

**Safety**

In the interest of student safety and security, the district will educate students about appropriate online behavior, including cyberbullying awareness and response; interacting on social media; appropriate use of artificial intelligence, and other forms of direct electronic communications.

Students must not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of a staff member, students must not use their last name or any other information that might allow another person to locate him or her. Students must not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

**Vandalism**

Vandalism will result in cancellation of privileges and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

**Artificial Intelligence**

The district supports student use of Artificial Intelligence (AI) tools that enhance the district's commitment to high-quality learning. Generally, students may use AI tools for explaining concepts, exploring new topics of interest and seeking guidance on research directions. Students may be permitted to use AI tools on assignments if clearly stated in the assignment or specified by the teacher. However, students must not rely solely or primarily on AI tools in completion of coursework unless expressly authorized.

In any use of AI, students should be mindful that AI tools are prone to "hallucinations," false answers/information, or outdated, misleading and/or biased information. Thus, students must always verify information provided by AI tools using reliable sources such as textbooks, scientific papers and reputable educational websites.

Students should not upload or input any personal, confidential, propriety or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, or social security, credit card or bank account numbers.

Specific acceptable and unacceptable uses of AI tools may vary based on new technological developments and students must follow the guidance of the district's administrators. Offenses or violations of this Policy will be addressed by the teacher and administrators.

**Unauthorized Content**

Students are prohibited from using or possessing any software applications, mobile applications or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

**Assigning Student Projects and Monitoring Student Use**

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of technology, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students must have specifically defined objectives and search strategies prior to accessing material and information using technology.

Opportunities will be made available on a regular basis for parents to observe student use of technology in schools.

Student use of technology will be supervised by staff.. Staff members assigned to supervise student technology use must have received training in technology safety and monitoring student use.

**Student Use is a Privilege**

Use of technology demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of technology and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians are required to sign the district's Acceptable Use Agreement annually before the district permits the student's use of technology, including Internet or electronic communications accounts.

**School District Makes no Warranties**

The school district makes no warranties of any kind, whether express or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district is not responsible for any damages, losses or costs a student suffers in using technology. This includes loss of data and service interruptions. Use of any information obtained via technology is at the student's own risk.

Adopted 2006

Revised: 5-10-2017
09/08/2025

LEGAL REFS.: 20 U.S.C. 6751et seq. (Enhancing Education Through Technology Act of 2001)

47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)

47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)

C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

EGAEA, Electronic Communication

JB, Equal Educational Opportunities

JKD/JKE, Suspension/Expulsion of Students

## Student Use of ~~the Internet and Electronic Communications~~Technology

Technology, which includes ~~T~~the Internet ~~and ,~~electronic communications ~~(email, chat rooms and other forms of electronic communication) ~~, social media, applications and artificial intelligence tools ~~have~~has vast potential to support curriculum and student learning. The Board of Education believes ~~they~~ appropriate technology should be used in schools as a learning resource to educate and to inform.

Use of ~~the Internet and electronic communications~~technology requires students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals and locate material to meet educational and personal information needs.

~~The Internet and electronic communications are fluid environments in which~~Through the use of technology, students may access materials and information from many sources, including some that may be harmful to students. ~~While~~ Although it is impossible to predict with certainty what information students might locate or come into contact with, the district will ~~shall~~ take reasonable steps to protect students from accessing material and information that is obscene, pornographic ~~child pornography~~ or otherwise harmful to minors, as defined by the Board. Students ~~shall take responsibility~~ are responsible for their own use of district technology devices to avoid contact with material or information that may be harmful to minors. For purposes of this policy, "district technology device" means any district-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the Internet.

### Blocking or Ff~~f~~iltering Oo~~o~~bscene, Pp~~p~~ornographic and Hh~~h~~armful li~~i~~nformation

Technology that blocks or filters material and information that is obscene, ~~child pornography~~pornographic or otherwise harmful to minors, as defined by the Board, ~~shall be~~has been installed on all district computers having Internet or electronic communications access. Students ~~shall~~ must report access to material and information that is inappropriate, offensive or otherwise in violation of this policy to ~~the supervising~~a staff member. If a student becomes aware of other students accessing such material or information, ~~he or she shall~~they must report it to ~~the supervising~~a staff member.

### No Ee~~e~~xpectation of Pp~~p~~rivacy

District technology devices are owned by the district and are intended for educational purposes at all times. Students ~~shall~~ have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of

materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district.

**Unauthorized and Uunacceptable Uuses**

Students shall must use district technology devices in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shallStudents must not access, create, transmit, retransmit or forward

- material or information: material or information:
- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion;
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws

- ~~using another individual's Internet or electronic communications account without written permission from that individual~~

- that impersonates another or transmits through an anonymous remailer; or

- that accesses fee services without specific permission from the system administrator.

**Security**

Security on district technology devices is a high priority. Students who identify a security problem while using district technology devices must immediately notify a ~~system administrator.~~ Staff member. ~~Students should not demonstrate the problem to other users.~~ Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students ~~shall~~ must not:

- use another person's password or any other identifier;

- gain or attempt to gain unauthorized access to district technology devices; or

- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet, electronic communications and/or district technology devices.

**Safety**

In the interest of student safety and security, the district ~~shall~~ will educate students about appropriate online behavior, including cyberbullying awareness and response; ~~and~~ interacting on social ~~networking sites~~media; appropriate use of artificial intelligence, ~~in chat rooms,~~ and other forms of direct electronic communications.

Students ~~shall~~ must not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of ~~the supervising~~a staff member, students ~~shall~~ must not use their last name or any other information that might allow another person to locate him or her. Students ~~shall~~ must not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

**Vandalism**

Vandalism will result in cancellation of privileges and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board

policy concerning suspension, expulsion and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

## Artificial Intelligence

The district supports student use of Artificial Intelligence (AI) tools that enhance the district's commitment to high-quality learning. Generally, students may use AI tools for explaining concepts, exploring new topics of interest and seeking guidance on research directions. Students may be permitted to use AI tools on assignments if clearly stated in the assignment or specified by the teacher. However, students must not rely solely or primarily on AI tools in completion of coursework unless expressly authorized.

In any use of AI, students should be mindful that AI tools are prone to "hallucinations," false answers/information, or outdated, misleading and/or biased information. Thus, students must always verify information provided by AI tools using reliable sources such as textbooks, scientific papers and reputable educational websites.

Students should not upload or input any personal, confidential, propriety or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, or social security, credit card or bank account numbers.

Specific acceptable and unacceptable uses of AI tools may vary based on new technological developments and students must follow the guidance of the district's administrators. Offenses or violations of this Policy will be addressed by the teacher and administrators.

## Unauthorized Ccontent

Students are prohibited from using or possessing any software applications, mobile applicationss or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

## Assigning Sstudent Pprojects and Mmonitoring Sstudent Uuse

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communicationsechnology, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall must have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.using technology.

Opportunities shall will be made available on a regular basis for parents to observe student use of the Internet and electronic communicationstechnology in schools.

~~All students shall~~Student use of technology will be supervised by staff~~. while using the Internet or electronic communications at a ratio of at least one staff member to each 35 students~~. Staff members assigned to supervise student ~~use shall have~~ technology use must have received training in ~~Internet and electronic communications~~technology safety and monitoring student use.

**Student U~~u~~se is a P~~p~~rivilege**

Use of ~~the Internet and electronic communications~~technology demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of ~~the Internet, electronic communications~~technology and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy ~~shall~~ will result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians are ~~shall be~~ required to sign the district's Acceptable Use Agreement annually before ~~Internet or electronic communications accounts shall be issued or access shall be allowed.~~the district permits the student's use of technology, including Internet or electronic communications accounts.

**School Ddistrict Mmakes no Wwarranties**

The school district makes no warranties of any kind, whether express or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district ~~shall~~ is not ~~be~~ responsible for any damages, losses or costs a student suffers in using ~~the Internet and electronic communications~~technology. This includes loss of data and service interruptions. Use of any information obtained via ~~the Internet and electronic communications~~technology is at the student's own risk.

Adopted~~:~~ 2006

Revised: 5-10-2017
09/08/2025

LEGAL REFS.: 20 U.S.C. 6751et seq. (Enhancing Education Through Technology Act of 2001)

47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)

47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)

C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

EGAEA, Electronic Communication

JB, Equal Educational Opportunities

JKD/JKE, Suspension/Expulsion of Students

~~**[Revised August 2014]**~~

~~COLORADO SAMPLE POLICY 1996~~

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Support Staff Vacation and Holidays | GDD |
| Last Adopted: | Revision: |
| 2022 | September 2025 |

**Vacations**
Regular full-time personnel working on a 12-month basis (contracts > 200 days) are entitled to earn 120 hours of vacation each contract year at a rate of 10 hours per month. Employees hired after the beginning of the school year will receive a prorated amount of paid leave. For example, a full-time employee hired on October 1st would receive 90 hours leave.

Leave will be credited to the leave account of the employee on the first day of the contract period. Leave hours can be taken when required throughout that school year even though leave hours may not be fully earned when taken. Leave will not be granted at the beginning of the contract period if the employee is unable to report to work due to illness or disability. Upon return, however, the employee's leave account will be credited with an adjusted leave allowance that will be used to diminish any deduction sustained for the absence. An employee granted an approved leave of absence will retain but not accrue additional paid leave time except as otherwise indicated.

All vacation time shall be taken by June 30th. Vacation leave cannot be deferred, any vacation leave not used within the time frame allowed will be forfeited. If an employee is on vacation and a snow day is called, they will not be credited for the snow day.

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

Personnel leaving the district permanently will receive payment for their total accumulated hours. If an employee leaves the District mid-year the employee will receive a pro-rated amount of staff leave based upon the actual days worked.

**Paid Holidays**
Employees working on a 12-month basis (contracts > 200 days) are entitled to 90 hours of paid holiday times per year. The use of the paid holidays will be determined prior to the start of the fiscal year on July 1 and be communicated to employees. Generally, holidays will be observed as follows:

- 4th of July
- Labor Day

- 5 days observed over Thanksgiving and/or Christmas break
- President's Day
- Memorial Day

Adopted: January 2016
Revised: November 2022
Revised: September 2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Support Staff Vacation and Holidays | GDD |
| Last Adopted: | Revision: |
| 2022 | September 2025 |

**Vacations**

Regular full-time personnel working on a 12-month basis (contracts > 200240-260 contract days) are entitled to earn 15 days120 hours of vacation each contract year at a rate of 1.25 days10 hours per month. Employees hired after the beginning of the school year will receive a prorated amount of paid leave. For example, a full-time employee hired on October 1st would receive 90 hours leave.

Leave will be credited to the leave account of the employee on the first day of the contract period. Leave hours can be taken when required throughout that school year even though leave hours may not be fully earned when taken. Leave will not be granted at the beginning of the contract period if the employee is unable to report to work due to illness or disability. Upon return, however, the employee's leave account will be credited with an adjusted leave allowance that will be used to diminish any deduction sustained for the absence. An employee granted an approved leave of absence will retain but not accrue additional paid leave time except as otherwise indicated.

All vacation time shall be taken by June 30th~~December 30th of the following fiscal year~~. Vacation leave cannot be deferred, any vacation leave not used within the time frame allowed will be forfeited. If an employee is on vacation and a snow day is ~~called~~called, they will not be credited for the snow day.

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

~~All classified employees who resign, or whose employment is terminated, shall receive the vacation days, to which they have accrued, with their final paycheck.~~
Personnel leaving the district permanently will receive payment for their total accumulated hours. If an employee leaves the District mid-year the employee will receive a pro-rated amount of staff leave based upon the actual days worked.

Paid Holidays

Employees working on a 12-month basis (contracts > 200 days~~240-260 contract days~~) are entitled to 90 hours of paid holiday time~~s~~ per year. The use of the paid holidays will be determined prior to the start of the fiscal year on July 1 and be ~~communicated out~~communicated to employees. Generally, holidays will be observed as follows:

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

~~**Summer Schedule**~~

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

**Adopted: January 2016**
**Revised: November 2022**
**Revised: September 2025**

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Federally-Mandated family and Medical Leave | GBGF |
| Adopted: | Revision: |
| 2006 | September 2025 |

**Federally-Mandated Family and Medical Leave**

This policy shall apply to all family and medical leaves of absence covered under the Family and Medical Leave Act of 1993 ("FMLA"). Terms used in this policy and its accompanying regulation, such as "serious health condition," "qualifying exigency," "covered active duty," "covered service member," and "serious injury or illness" shall be as defined by the FMLA and its implementing regulations.

**Eligibility**

To be eligible for a family and medical leave of absence (FMLA leave) under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to meet the hourly requirement but must also meet the 12-month requirement to be eligible for FMLA leave.

**Permitted Reasons for FMLA Leave**

An eligible employee shall be entitled to a combined total of 12 weeks' leave per year for the following reasons:

1. The birth and care of the employee's newborn child;

2. The placement of a child with the employee for adoption or foster care;

3. To care for the employee's spouse, parent or child with a serious health condition;

4. When the employee is unable to perform the essential functions of his or her position because of the employee's own serious health condition; or

5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on covered active duty in the Armed Forces or has been notified of an impending call or order to covered active duty in the Armed Forces.

Spouses who are both employed by the district shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) per year for reasons (1), (2), to care for a sick parent under reason (3), and/or (5) specified in the immediately preceding paragraph.

Entitlement for child care leave shall end after the child reaches age one or 12 months after adoption or foster placement. Leave to care for a child shall include leave for a step-parent or person in loco parentis.

An eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness incurred or aggravated in the line of duty on active duty shall be entitled to a total of 26 weeks of leave during a single 12-month period to care for the covered service member.

The single 12-month period shall begin on the first day the employee takes leave for this reason and shall end 12 months later. During that 12-month period, the eligible employee is entitled to a combined total of 26 weeks of leave under this policy. Only 12 weeks of the 26 week total may be for a FMLA-qualifying reason other than to care for a covered service member.

Spouses who are both employed by the district shall be entitled to a total of 26 weeks (rather than 26 weeks each) in a single 12-month period if the leave is to care for a covered service member with a serious injury or illness, or a combination of caring for a covered service member and reasons (1), (2), (3) and/or (4) above.

**Intermittent or Reduced FMLA Leave**

Leave may be taken on an intermittent or reduced leave schedule. The district may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits. Teachers requesting intermittent or reduced leave involving greater than 20 percent of their working time during such period may, in the alternative, be required to take leave continuously for all or a specified part of the total period involved.

Intermittent leave or leave on a reduced schedule shall not be allowed because of the birth of an employee's child and to care for a newborn child, or because of the placement of a child with an employee for adoption or foster care.

**Health Insurance and Benefits**

The district shall maintain coverage under any group health insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave. Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The district reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

The use of FMLA leave shall not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

**Reinstatement After FMLA Leave**

Reinstatement shall be determined in accordance with applicable law and Board policies. If the

employee on leave is a salaried employee and is among the highest paid

10 percent of district employees within 75 miles of the location at which the employee is employed and keeping the job open for the employee would result in substantial economic injury to the district, the employee may be denied reinstatement provided the district notifies the employee of its intent to deny reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

**Development of Procedures**

The superintendent shall develop procedures to require appropriate medical certifications, notification and reporting which are consistent with law. The procedures shall describe how the district will post notices concerning the FMLA and other steps the district shall take to inform employees of the FMLA's requirements.

**Compliance with Governing Law**

The district shall fully comply with the FMLA and shall be entitled to take all actions and exercise all options authorized under the FMLA and consistent with this policy and its accompanying regulation. In the event that this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the FMLA, the mandatory provisions of the FMLA shall control.

Adopted: 2006

Revised: 7/13/2016

Revised: 09-08-2016

LEGAL REFS.: 29 U.S.C. 2601 et seq. (Family and Medical Leave Act of 1993)
29 C.F.R. Part 825 (regulations)
29 C.F.R. § 825.104 (*public as well as private elementary and secondary schools are covered employers)*

CROSS REFS.: GBGG, Staff Sick Leave
GBGK, Staff Legal Leave
GBGE, Staff Maternity/Paternity/Parental Leave

# Federally-Mandated Family and Medical Leave

This policy shall apply to all family and medical leaves of absence covered under the Family and Medical Leave Act of 1993 ("FMLA"). Terms used in this policy and its accompanying regulation, such as "serious health condition," "qualifying exigency," "covered active duty," "covered service member," and "serious injury or illness" shall be as defined by the FMLA and its implementing regulations.

## Eligibility

To be eligible for a family and medical leave of absence (FMLA leave) under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to meet the hourly requirement but must also meet the 12-month requirement to be eligible for FMLA leave.

## Permitted Rreasons for FMLA Lleave

An eligible employee shall be entitled to a combined total of 12 weeks' leave per year for the following reasons:

1. The birth and care of the employee's newborn child;

2. The placement of a child with the employee for adoption or foster care;

3. To care for the employee's spouse, ~~partner in a civil union, domestic partner~~, parent or child with a serious health condition;

4. When the employee is unable to perform the essential functions of his or her position because of the employee's own serious health condition; or

5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on covered active duty in the Armed Forces or has been notified of an impending call or order to covered active duty in the Armed Forces.

Spouses who are both employed by the district shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) per year for reasons (1), (2), to care for a sick parent under reason (3), and/or (5) specified in the immediately preceding paragraph.

Entitlement for child care leave shall end after the child reaches age one or 12 months after adoption or foster placement. Leave to care for a child shall include leave for a step-parent or person in loco parentis.

An eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness incurred or aggravated in the line of duty on active duty shall be entitled to a total of 26 weeks of leave during a single 12-month period to care for the covered service member.

The single 12-month period shall begin on the first day the employee takes leave for this reason and shall end 12 months later. During that 12-month period, the eligible employee is entitled to a combined total of 26 weeks of leave under this policy. Only 12 weeks of the 26 week total may be for a FMLA-qualifying reason other than to care for a covered service member.

Spouses who are both employed by the district shall be entitled to a total of 26 weeks (rather than 26 weeks each) in a single 12-month period if the leave is to care for a covered service member with a serious injury or illness, or a combination of caring for a covered service member and reasons (1), (2), (3) and/or (4~~5~~) above.

**Intermittent or R~~r~~educed FMLA L~~l~~eave**

Leave may be taken on an intermittent or reduced leave schedule. The district may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits. Teachers requesting intermittent or reduced leave involving greater than 20 percent of their working time during such period may, in the alternative, be required to take leave continuously for all or a specified part of the total period involved.

Intermittent leave or leave on a reduced schedule shall not be allowed because of the birth of an employee's child and to care for a newborn child, or because of the placement of a child with an employee for adoption or foster care.

**Health I~~i~~nsurance and B~~b~~enefits**

The district shall maintain coverage under any group health insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave. Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The district reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

The use of FMLA leave shall not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

**Reinstatement A~~a~~fter FMLA L~~l~~eave**

Reinstatement shall be determined in accordance with applicable law and Board policies. If the employee on leave is a salaried employee and is among the highest paid

10 percent of district employees within 75 miles of the location at which the employee is employed and keeping the job open for the employee would result in substantial economic injury to the district, the employee may be denied reinstatement provided the district notifies the employee of its intent to deny reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

**Development of Pprocedures**

The superintendent shall develop procedures to require appropriate medical certifications, notification and reporting which are consistent with law. The procedures shall describe how the district will post notices concerning the FMLA and other steps the district shall take to inform employees of the FMLA's requirements.

**Compliance with Ggoverning Llaw**

The district shall fully comply with the FMLA and shall be entitled to take all actions and exercise all options authorized under the FMLA and consistent with this policy and its accompanying regulation. In the event that this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the FMLA, the mandatory provisions of the FMLA shall control.

Adopted: 2006

Revised: 7/13/2016

Revised: 09-08-2016

LEGAL REFS.: 29 U.S.C. 2601 et seq. (Family and Medical Leave Act of 1993)

29 C.F.R. Part 825 (regulations)

29 C.F.R. § 825.104 (*public as well as private elementary and secondary schools are covered employers)*

CROSS REFS.: GBGG, Staff Sick Leave

GBGK, Staff Legal Leave

GBGE, Staff Maternity/Paternity/Parental Leave

*NOTE 1: The Family and Medical Leave Act (FMLA) provides that the district shall not be in violation of other federal laws such as those governing the district's responsibility to educate children with disabilities solely as the result of an eligible employee taking family medical leave.*

*NOTE 2: The FMLA applies to all educational institutions, including school districts. However, an employee is only eligible for family and medical leave if he or she is employed at a worksite where at least 50 employees are employed within 75 miles.*

*NOTE 3: For FMLA Fact Sheets, medical certification forms, request for leave forms and other information on the FMLA, visit the U.S. Department of Labor's Wage and Hour Division Website: http://www.wagehour.dol.gov or call the U.S. Department of Labor's toll-free information and helpline, 1-866-4USWAGE (1-866-487-9243).*

*NOTE 4: Colorado's "Family Care Act" (FCA) entitles employees to take 12 weeks' unpaid leave to care for the employee's "partner in a civil union" or "domestic partner" with a "serious health condition." C.R.S. 8-13.3-201 et seq. Leave taken under the FCA is in addition to the leave an employee may take under the FMLA. The district should consult with its own legal counsel to ensure compliance with the FCA and FMLA.*

**[Revised February 2014]**

COLORADO SAMPLE POLICY 1993©

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Federally-Mandated Family and Medical Leave | GBGF-R |
| Adopted: | Revision: |
| | September 2025 |

**Federally Mandated Family and Medical Leave**

**Notification and Reporting**

When the need for a family and medical leave of absence (FMLA leave) is foreseeable, the employee shall provide at least 30 days prior notice to the district unless circumstances dictate otherwise. If the requested FMLA leave is because of a military-related qualifying exigency and the leave is foreseeable, the employee shall provide notice to the district as is reasonable and practicable. With respect to foreseeable medical treatments, the employee shall make a reasonable effort to schedule treatment so as not to disrupt district operations.

If the need for FMLA leave is unforeseeable, the employee shall provide notice to the district as soon as practicable under the circumstances.

If an employee's requested FMLA leave also constitutes paid leave under another Board policy, the FMLA leave and other applicable leave shall run concurrently.

In the absence of an employee's request for FMLA leave, the district may independently determine whether an employee's leave under another Board policy constitutes FMLA leave and, if so, shall notify the employee that the leave will be counted against the FMLA leave to which the employee is entitled.

If the FMLA leave is due to illness, the employee shall report periodically on his or her leave status and intention to return to work.

If the requested FMLA leave is because of a military-related qualifying exigency, the district may require the employee to provide supporting documentation of such exigency.

The district may also require the employee to show certification of the familial relationship if the request for FMLA leave is to care for a family member with a serious health condition, to care for a covered servicemember with a serious injury or illness, or in connection with a military-related qualifying exigency.

**Medical Certifications**

The district shall require medical certification to support a claim for leave for an employee's own serious health condition; to care for the employee's child, spouse or parent with a serious health condition; or to care for a covered servicemember's serious injury or illness. The medical certification will be sufficient if it contains the date on which the condition or injury/illness commenced, the probable duration of the condition or injury/illness and any appropriate medical information.

For an employee's own serious health condition, the medical certification also must include a statement that the employee is unable to perform the functions of the position. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered servicemember with a serious injury or illness, the medical certification must include an estimate of the amount of time the employee is needed to provide care.

In its discretion and in accordance with the FMLA, the district may require a second or third medical opinion and periodic recertifications as the district deems reasonably necessary.

Medical certification for intermittent leave must indicate the dates on which treatment is expected to be given and the duration of the treatment. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered servicemember with a serious injury or illness, the medical certification must include a statement that the employee's intermittent leave is necessary to care for the family member and the expected duration and schedule of treatment.

For the employee's own intermittent leave, the medical certification must contain a statement indicating the medical necessity of the intermittent treatment and its expected duration.

**Return to Work**

An employee who has taken leave due to the employee's own serious health condition shall provide a medical certification from the employee's physician that the employee is able to resume work. In addition, the district reserves the right to consult with a public health official if there is any question about possible transmission of a disease in the school setting.

The following return to work provisions apply to teachers:

1. If the teacher begins any category of FMLA leave more than five weeks prior to the end of the semester and the leave is for more than three weeks, the district may require the teacher seeking to return within the last three weeks to continue the leave through the end of the semester.

2. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition less than five weeks before the end of the semester and

the period of leave is greater than two weeks, the district may require the teacher seeking to return within the last two weeks to continue the leave through the end of the semester.

3. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the district may require the teacher to continue the leave through the end of the semester.

**Repayment of Benefits**

If an employee fails to return to work upon completion of an approved FMLA leave, the district may recover from the employee the cost of any payments made to maintain the employee's group health insurance coverage unless the failure to return to work was due to a continuation, recurrence or onset of a serious health condition as certified by a physician that entitles the employee to leave, or for other reasons beyond the employee's control.

**Posting/Notice to Employees**

Building principals/administrators shall post notices explaining the rights and responsibilities under the Family and Medical Leave Act ( FMLA) in locations where it can be readily seen by employees and applicants for employment.

Notice of the FMLA's rights and responsibilities shall also be incorporated into all employee handbooks or provided directly to employees.

Revised: 09-08-2025

**File: GBGF-R**

# Federally Mandated Family aAnd Medical Leave

## Notification and reporting

When the need for a family and medical leave of absence (FMLA leave) is foreseeable, the employee shall provide at least 30 days prior notice to the district unless circumstances dictate otherwise. If the requested FMLA leave is because of a military-related qualifying exigency and the leave is foreseeable, the employee shall provide notice to the district as is reasonable and practicable. With respect to foreseeable medical treatments, the employee shall make a reasonable effort to schedule treatment so as not to disrupt district operations.

If the need for FMLA leave is unforeseeable, the employee shall provide notice to the district as soon as practicable under the circumstances.

If an employee's requested FMLA leave also constitutes paid leave under another Board policy, the FMLA leave and other applicable leave shall run concurrently.

In the absence of an employee's request for FMLA leave, the district may independently determine whether an employee's leave under another Board policy constitutes FMLA leave and, if so, shall notify the employee that the leave will be counted against the FMLA leave to which the employee is entitled.

If the FMLA leave is due to illness, the employee shall report periodically on his or her leave status and intention to return to work.

If the requested FMLA leave is because of a military-related qualifying exigency, the district may require the employee to provide supporting documentation of such exigency.

The district may also require the employee to show certification of the familial relationship if the request for FMLA leave is to care for a family member with a serious health condition, to care for a covered servicemember with a serious injury or illness, or in connection with a military-related qualifying exigency.

~~I. **Calculation of the 12-Month Period** - The 12-month period during which the twelve (12) week leave entitlement occurs shall be a "rolling" 12-month period measured backward from the date that the employee uses any leave counted against the leave entitlement under this policy.~~

~~II. **Advanced Notice**~~

~~A. Leave based upon planned medical treatment of the employee or of the employee's spouse, child or parent: the employee is responsible to schedule planned medical treatment so as not to~~

~~unduly disrupt the operation of the employer (subject to approval of the health care provider of the patient). The employee shall provide at least thirty (30) days notice prior to the date the leave is to begin or if this is not possible, notice as soon as practicable.~~

~~B. Leave based upon birth, adoption, foster placement: where the leave is foreseeable, the employee must provide at least thirty (30) days notice prior to the date that the leave is to begin; if such notice is not capable of being given, then the employee shall give notice as soon as practicable.~~

~~C. Where good cause exists, the notice requirement may be waived, but otherwise the leave may be denied until the 30-day requirement is fulfilled.~~

~~III. **Paid Leave to be Used First** - Under circumstances qualifying for leave under this policy, the District shall have the right (subject to any portion of a negotiated agreement with an association representing a group of employees to the contrary) to require that the employee take such paid leave in conjunction with the employee's FMLA leave. The use of any such paid leave will count against the employee's 12-week FMLA leave entitlement. When requesting the leave, the employee will be asked to indicate whether the leave is one which is covered under the FMLA.~~

**Medical Certifications**

The district shall require medical certification to support a claim for leave for an employee's own serious health condition; to care for the employee's child, spouse or parent with a serious health condition; or to care for a covered servicemember's serious injury or illness. The medical certification will be sufficient if it contains the date on which the condition or injury/illness commenced, the probable duration of the condition or injury/illness and any appropriate medical information.

For an employee's own serious health condition, the medical certification also must include a statement that the employee is unable to perform the functions of the position. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered servicemember with a serious injury or illness, the medical certification must include an estimate of the amount of time the employee is needed to provide care.

In its discretion and in accordance with the FMLA, the district may require a second or third medical opinion and periodic recertifications as the district deems reasonably necessary.

Medical certification for intermittent leave must indicate the dates on which treatment is expected to be given and the duration of the treatment. For leave to care for a child, spouse or parent with a serious health condition or to care for a covered servicemember with a serious injury or illness, the medical certification must include a statement that the

employee's intermittent leave is necessary to care for the family member and the expected duration and schedule of treatment.

For the employee's own intermittent leave, the medical certification must contain a statement indicating the medical necessity of the intermittent treatment and its expected duration.

~~IV. - Upon request, employees shall be required to submit medical certification from their treating health care provider supporting the leave request by an employee where the leave is based upon either the employee's own medical condition or that of a family member. Such certification shall be submitted within fifteen (15) calendar days of the request, unless it is impracticable to do so.~~

~~The employer shall advise the employee that such certification will be required when the employee requests the leave and shall also advise the employee of the consequences of failure to provide such a certification.~~

~~A. Whenever a medical certification is found to be incomplete, the employer will notify the employee and provide the employee a reasonable opportunity to remedy the problem.~~

~~B. Second and third opinions: if the employer has reason to doubt the validity of the medical certification provided by the employee's health care provider, it may require the employee to obtain a second opinion, at employer expense, from a health care provider selected by the employer so long as the doctor is not one employed on a regular basis by the employer. If the first and second opinions differ, the employer may require that a third medical opinion be obtained by the employee, again at employer expense, from a doctor selected in good faith by both parties. This third opinion shall control. The employer may require subsequent recertification on a reasonable basis.~~

~~C. Medical certifications of fitness for duty: if the leave has been taken because of the employee's own serious illness, the District may require that a physician certify that the particular condition for which the leave was taken has been resolved and that the employee is fit to return to work.~~

**Return to work**

An employee who has taken leave due to the employee's own serious health condition shall provide a medical certification from the employee's physician that the employee is able to resume work. In addition, the district reserves the right to consult with a public health official if there is any question about possible transmission of a disease in the school setting.

The following return to work provisions apply to teachers:

1. If the teacher begins any category of FMLA leave more than five weeks prior to the end of the semester and the leave is for more than three weeks, the district may require the teacher seeking to return within the last three weeks to continue the leave through the end of the semester.

2. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition less than five weeks before the end of the semester and the period of leave is greater than two weeks, the district may require the teacher seeking to return within the last two weeks to continue the leave through the end of the semester.

3. If the teacher begins any category of FMLA leave except for the teacher's own serious health condition three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the district may require the teacher to continue the leave through the end of the semester.

**Repayment of benefits**

If an employee fails to return to work upon completion of an approved FMLA leave, the district may recover from the employee the cost of any payments made to maintain the employee's group health insurance coverage unless the failure to return to work was due to a continuation, recurrence or onset of a serious health condition as certified by a physician that entitles the employee to leave, or for other reasons beyond the employee's control.

~~V. **Maintenance of Benefits While on Leave –**~~

~~A. Generally: the District shall maintain coverage under any group health or dental insurance plan for any employee who is granted an approved leave of absence under this policy for the duration of the leave. Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The District reserves the right to seek reimbursement, as allowed by law, for any portion of this benefit actually paid for by the District in the event that an employee elects not to return to work.~~

~~Employees on unpaid leave do not accrue benefits, such as seniority or paid leave while on such leave.~~

~~When it becomes known to the District that an employee will not be returning to work, the period of FMLA leave is exhausted, or the employee terminates employment (for example, by failing to return from leave), whichever comes first, the District's obligation to~~

provide these benefits shall cease and the employee's right to continue under the District's group health insurance plans will be covered by COBRA.

B. Payment of premiums while on leave: the employee shall remain responsible for payment of that portion of the health and dental insurance premium that is ordinarily paid by the employee while the employee is not on leave. In the case of paid leave, the employee's share of premiums shall be deducted from paychecks in the usual manner; where the leave is unpaid, the employee's portion of any premium shall be due by the first day of each month during the time of leave.

C. Failure to make premium payments: if an employee on leave under this policy fails to make timely payment of the employee share of the insurance premium, the employee's insurance coverage for which payment has not been made will cease when payment is more than thirty (30) days late.

D. Recovery of premiums paid by the District: where the employee fails to return to work after taking unpaid leave under this policy, the District shall be entitled to reimbursement for all premiums paid on the employee's behalf, unless the failure to return from leave is due to circumstances beyond the employee's control. Such circumstances shall include the continuation, recurrence or onset of a serious health condition which would entitle the employee to leave under the policy. (In such cases, the District may request a medical certification where applicable.) To the extent allowable by law, the District may reimburse itself for premiums paid by means of deduction from employee leave payoffs or other sums otherwise due the employee.

## VI. Intermittent Leave and Leave on a Reduced Schedule

Such leave shall be available in the case of medically related leave for the care of a spouse, child or parent, or where the employee is unable to perform the functions of the position because of her/his own serious health condition. Such leave shall not be available without employer consent for birth, adoption or foster care of children. Calculation of intermittent leave and leave on a reduced schedule shall be by time actually taken, with only portions of a day counted against the leave entitlement where applicable.

A. Possible temporary job transfer to accommodate intermittent leave or reduced leave schedule.

1. Qualified non-teaching employees: in cases where intermittent or reduced leave is being requested by a non-teaching employee for a leave to care for a seriously ill family member or because of the employee's own serious health condition, if the leave is foreseeable based upon planned medical treatment, the District may require that the employee transfer temporarily to an available alternative position. However, the employee must be qualified for the position, the pay and benefits of the position must be equivalent to the employee's usual position and the temporary position must better accommodate recurring periods of leave than the employee's usual position.

2. Teaching employees: in the case of intermittent or reduced leave requested by an employee whose principal function is to teach and instruct students (teachers, but not paraprofessionals or counselors), if the leave is foreseeable based on planned medical treatment and if the leave would involve the employee being absent for more than twenty (20) percent of the total working days during the period during which the leave would extend, then the District can require the employee to elect either: 1) to take the leave in a block that is not longer than the duration of the planned treatment rather than taking leave intermittently; or 2) to transfer temporarily to an available alternative position, provided that the employee is qualified for the position, the pay and benefits of the position are equivalent to the employee's usual position and the temporary position better accommodates recurring periods of leave than the employee's usual position.

## VII. Return from Leave

A. Generally - upon return from leave, employees shall be restored to an equivalent position though not necessarily the same position, so long as that position carries with it equal pay, benefits and conditions of employment.

B. Return near the end of the semester by an employee whose principal function is to teach and instruct students (teachers, but not paraprofessionals or counselors):

1. In the case of a leave (of any kind under this policy) beginning more than five (5) weeks prior to the end of the academic term the District may require that the leave be taken to the end of the term, if:

   a. The leave is of at least three (3) weeks duration; and

   b. The employee would return during the three (3) weeks prior to the end of the term.

2. In the case of a leave (of any kind under this policy other than sick leave based upon the employee's own illness) beginning less than five (5) weeks before the end of the term, the District may require that the leave be taken to the end of the term if:

   a. The leave is greater than two (2) weeks long; and

   b. The employee would return during the two (2) weeks prior to the end of the term.

3. In the case of a leave (of any kind under this policy other than sick leave based upon the employee's own illness) beginning less than three (3) weeks before the end of the term, the employer may require that the leave be taken to the end of the term if the leave is greater than five (5) working days.

C. Return from Leave Resulting in Substantial Economic Injury: if the employee on leave is a salaried employee and is among the highest paid ten (10) percent of District employees and keeping the job open for the employee would result in substantial economic injury to the District, the employee may be denied reinstatement. However, the District must notify the employee of the intent to deny reinstatement at the time economic hardship occurs and allow the employee to elect not to return to work after receiving the notice.

VIII. **Definitions**

A. **SERIOUS HEALTH CONDITION** means an illness, injury, impairment or physical or mental condition that involves:

1. in-patient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility;

2. a period of incapacity requiring absence from work of more than three (3) days and involving continuing treatment by a health care provider;

3. continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days; or 4. for prenatal care.

B. That **THE EMPLOYEE IS UNABLE TO PERFORM THE FUNCTIONS OF THE POSITION** means that the health care provider finds that the employee either cannot work at all or that the employee is unable to perform one or more of the essential functions of the position.

C. That **THE EMPLOYEE IS NEEDED TO CARE FOR FAMILY MEMBER**:

1. the District believes that on the basis of information provided by the employee the necessary showing has been made; or

2. that the health care provider has certified either that the employee is needed to care for a family member or that such care would be beneficial to the family member. It may also include situations in which the family member's need for care is intermittent and where an employee is required occasionally to fill in for regular care providers, or where a family member must make arrangements for changes in care.

D. **INTERMITTENT LEAVE** means sporadic, interrupted or periodic leave for the same condition or situation in which leave days are spread out over a period of time on a nonconsecutive basis.

E. **LEAVE ON A REDUCED SCHEDULE** means leave taken in which the number of hours worked per day is reduced.

F. **PARENT** means biological parent of the employee or one who stood in loco parentis to an employee whether or not there was a legal relationship; i.e. anyone who took the place of the biological parent.

G. **SON OR DAUGHTER** means biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis who is less than eighteen (18) years of age or is eighteen

~~(18) or more and incapable of self-care because of physical or mental disability.~~

~~H. **SPOUSE** means husband or wife.~~

~~I. **FOSTER CARE** means 24-hour care for children instead of, and away from, the child's parent or guardian, and requires involvement of the State of Colorado or other governmental entity.~~

## ~~IX.~~I. Posting/Notice to Employees

Building principals/administrators ~~will~~ shall post notices ~~the U.S. Department of Labor poster~~ explaining the rights and responsibilities under the Family and Medical Leave Act (FMLA) in locations~~'s provisions in a location~~ where it can be readily seen by employees and applicants for employment.

Notice of the FMLA's rights and responsibilities shall also be ~~The FMLA Fact Sheet published by the U.S. Department of Labor, Wage and Hour Division, will be~~ incorporated into all employee handbooks ~~and~~ or provided directly to employees. ~~upon receiving notice of a need for FMLA leave.~~

Revised: 09-08-2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| STUDENT ABSENCES AND EXCUSES | JH |
| Adopted: | Revision: |
| 2006 | September 2025 |

**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 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.

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 shall 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 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 fifteen (10% of total days missed) 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 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
REVISED: September 2025

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, School closing and Cancellations
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: |
|---|---|
| STUDENT ABSENCES AND EXCUSES | JH |
| Adopted: | Revision: |
| 2006 | ~~JUNE 2024~~September 2025 |

**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 a physical disability or a~~,~~ mental or ~~emotional~~ behavioral health disorder. ~~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)(he)), absences due to court appearances and participation in court-ordered activities shall be excused. The student´s

assigned social worker mustshall 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 will 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 fifteen (10% of total days missed) total absences in a school semesteryear, 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~~ June 2024
REVISED: September 2025

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)
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CROSS REFS.: EBCE, School closing and Cancellations
IC/ICA, School Year/School Calendar/Instruction Time
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JFC, Student Withdrawal from School/Dropouts
JHB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLIB, Student Dismissal Precautions

THE STRASBURG SCHOOL DISTRICT RESPECTFULLY ACKNOWLEDGES THAT THE LAND ON WHICH WE GATHER AND LEARN IS THE TRADITIONAL AND ANCESTRAL HOMELANDS OF THE NORTHERN ARAPAHO AND CHEYENNE PEOPLE.

WE ARE COMMITTED TO GROWING AND DEEPENING OUR RELATIONSHIP WITH THE VIBRANT INDIGENOUS COMMUNITIES WHO CONTINUE TO THRIVE AND UPHOLD THEIR SACRED RELATION TO THIS LAND. WE EXTEND OUR RESPECT TO THE ELDERS OF THE PAST, THE PRESENT, AND FUTURE.

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Board of Education Norms | BEN |
| Adopted: | Revision: |
| | September 2025 |

**Board of Education Team Norms**

**Accountability to the Board and the Community:**

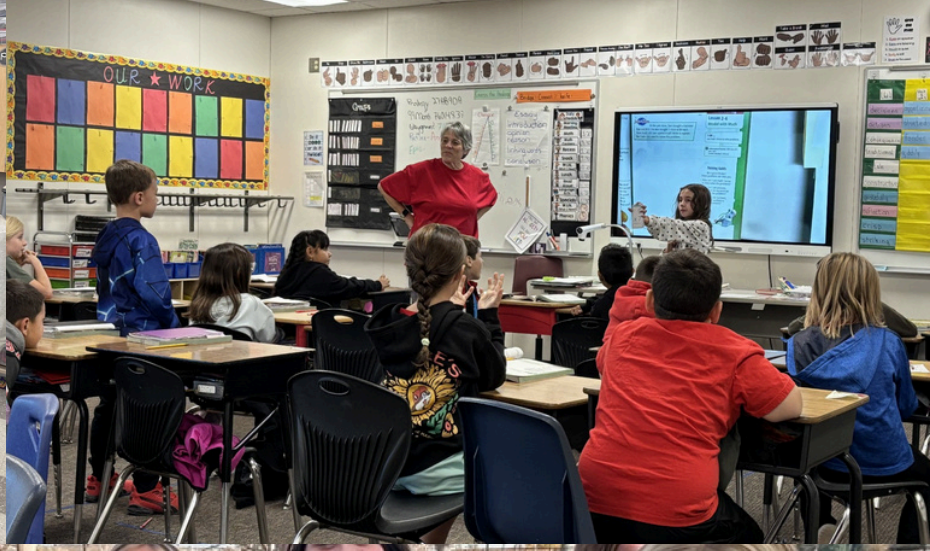
- We communicate with respect, transparency, and openness, especially in challenging situations, while considering the appropriate context for feedback.
- We actively listen and engage with objectivity and without personal bias, ensuring that all voices are heard and respected.
- We support and promote board decisions collectively, address concerns directly with the involved individuals, and maintain mutual respect.

**Commitment to the District's Strategic Plan:**

- We embrace the school mission and advocate for all students, prioritizing the greater good of the district over personal agendas.
- We approach every issue with the same level of focus and dedication, believing in the potential of all students to achieve academic success.

**Effective and Productive Meetings:**

- We prioritize and attend all meetings consistently by being prepared, arriving ready to actively engage, contribute, and accomplish the work of the board, while staying focused, using time efficiently, and starting and ending on time.
- We ensure everyone has a voice and promote balanced discussions, ending each meeting with clear action items, timelines, and owners
- We adhere to established norms, speak up when deviations occur, and strive to make our meetings a space for meaningful and respectful dialogue.


OUR ★ WORK

NIKE
INDIANS

# Mill Levy Comparison

**Information is subject to change once actual county valuations received in early December.**

| | Proposed December 2025 | | December 2024 | | Variance | |
|---|---|---|---|---|---|---|
| **FUND** | **Dollar Value** | **Mill Total** | **Dollar Value** | **Mill Total** | | |
| **General Fund** | | | | | | |
| Total Program | **$3,897,670** | **27.000** | **$3,534,877** | **27.000** | **$362,793** | **0.000** |
| Hold Harmless | **$0** | **0.000** | **$0** | **0.000** | **$0** | **0.000** |
| Voter Approved Mill Levy Override/s | **$299,976** | **2.078** | **$299,941** | **2.291** | **$35** | **(0.213)** |
| Abatement | **$15,735** | **0.109** | **$1,309** | **0.010** | **$14,426** | **0.099** |
| **Total General Fund** | **$4,213,381** | **29.187** | **$3,836,127** | **29.301** | **$377,254** | **(0.114)** |
| **Bond Redemption Fund** | **$1,350,038** | **9.352** | **$1,499,966** | **11.457** | **($149,928)** | **(2.105)** |
| **Transportation Fund** | **$0** | **0.000** | **$0** | **0.000** | **$0** | **0.000** |
| **Special Building & Technology** | **$0** | **0.000** | **$0** | **0.000** | **$0** | **0.000** |
| **Supplemental Capital Construction, Technology, & Maintenance** | **$0** | **0.000** | **$0** | **0.000** | **$0** | **0.000** |
| **Other** | **$0** | **0.000** | **$0** | **0.000** | **$0** | **0.000** |
| **Total Non-General Fund** | **$1,350,038** | **9.352** | **$1,499,966** | **11.457** | **($149,928)** | **(2.105)** |
| **Strasburg School District 31J TOTAL** | **$5,563,419** | **38.539** | **$5,336,093** | **40.758** | **$227,326** | **(2.219)** |

# Assessed Valuation and Abatements

| | Prior Year | Current Year | |
|---|---|---|---|
| | **12/15/2024 Total** | **12/15/2025 Total** | |
| Gross Assessed Value | 130,921,375 | 144,358,161 | |
| Tax Incremental Financing | 0 | 0 | |
| **NET ASSESSED VALUE** | 130,921,375 | 144,358,161 | |
| | | | |
| Dollar Change in NET A.V. from Prior Year | 13,436,786 | 10% | Percentage Change in NET A.V. from Prior Year |
| | | | |
| **ABATEMENTS** | $1,309 | $15,758 | |

# Strasburg School District 31J
## Quarterly Financial Statements
## Fiscal Year 2025-26

**September 30, 2025**

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

**Kelle Bongard**
**Superintendent**

**Nancy Taylor**
**Chief Financial Officer**


Unaudited for management use only.

**Strasburg School District 31J**

**Quarterly Financial Summary**

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**September 30, 2025**

## I. Financial Section


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**Strasburg School District 31J**
**Quarterly Financial Summary**
**General Fund**
**September 30, 2025**

| | FY 25-26 SECOND QUARTER | | | | FY 25-26 YEAR-TO-DATE | | | | FY 24-25 1st Quarter | Footnotes |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1st Quarter Actual | 1/4 x Annual Budget (1) | Variance | % Used | YTD Actual | Annual Budget | Variance | Percentage Recvd or Used | QTD Actual | |
| **Revenues** | | | | | | | | | | |
| Local Revenue | 180,306 | 1,246,818 | (1,066,512) | 14.46% | 180,306 | 4,987,272 | (4,806,966) | 3.62% | 157,014 | (2) |
| Intermediate Sources | 357 | 89 | 268 | 401.12% | 357 | 357 | 0 | 100.00% | 665 | |
| State Revenue | 3,694,775 | 2,667,494 | 1,027,281 | 138.51% | 3,694,775 | 10,669,977 | (6,975,203) | 34.63% | 2,600,132 | (3) |
| Federal Revenue | 0 | 25,220 | (25,220) | 0.00% | 0 | 100,881 | (100,881) | 0.00% | 62,942 | (4) |
| Allocations | 0 | (25,000) | 25,000 | 0.00% | 0 | (100,000) | 100,000 | 0.00% | 0 | |
| **Total Revenues** | $ 3,875,438 | $ 3,914,621 | $ (39,183) | 99.00% | $ 3,875,438 | $ 15,658,488 | $ (11,783,050) | 24.75% | $ 2,820,754 | |
| **Expenditures by Program** | | | | | | | | | | |
| Instructional Services | 1,634,500 | 2,244,430 | 609,930 | 72.82% | 1,634,500 | 8,977,719 | 7,343,219 | 18.21% | 857,459 | |
| Pupil Services (2100) | 136,689 | 231,036 | 94,347 | 59.16% | 136,689 | 924,144 | 787,455 | 14.79% | 90,784 | |
| Instr. Staff Support (2200) | 128,557 | 112,616 | (15,941) | 114.15% | 128,557 | 450,465 | 321,908 | 28.54% | 61,061 | |
| General Administration (2300) | 133,947 | 111,671 | (22,276) | 119.95% | 133,947 | 446,683 | 312,736 | 29.99% | 97,063 | |
| School Administration (2400) | 266,916 | 322,306 | 55,390 | 82.81% | 266,916 | 1,289,225 | 1,022,309 | 20.70% | 213,819 | |
| Business Services (2500) | 54,576 | 57,623 | 3,047 | 94.71% | 54,576 | 230,491 | 175,915 | 23.68% | 38,098 | |
| Maintenance & Operations (2600) | 790,134 | 556,156 | (233,978) | 142.07% | 790,134 | 2,224,622 | 1,434,488 | 35.52% | 686,312 | (5) |
| Transportation Services (2700) | 160,794 | 143,343 | (17,451) | 112.17% | 160,794 | 573,370 | 412,576 | 28.04% | 119,096 | |
| Central Services (2800) | 225,446 | 141,546 | (83,900) | 159.27% | 225,446 | 566,185 | 340,739 | 39.82% | 209,750 | (6) |
| Other Services | 10,441 | 3,451 | (6,990) | 302.55% | 10,441 | 13,804 | 3,363 | 75.64% | 0 | (7) |
| **Total Expenditures** | $ 3,542,000 | $ 3,924,178 | $ 382,178 | 90.26% | $ 3,542,000 | $ 15,696,709 | $ 12,154,709 | 22.57% | $ 2,373,443 | |
| **Other Financing Uses** | | | | | | | | | | |
| Transfers Out | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | 0 | |
| **Total Other Financing Uses** | $ - | $ - | $ - | N/A | $ - | $ - | $ - | N/A | $ - | |
| **Income (Loss)** | $ 333,438 | $ (9,557) | $ 342,995 | | $ 333,438 | $ (38,221) | $ 371,659 | $ (9) | $ 447,311 | |
| **Audited/Estimated Fund Balance, Beginning of Year** | | | | | 3,641,321 | 3,641,321 | | | | |
| **Fund Balance, End of Period** | | | | | $ 3,974,759 | $ 3,603,100 | $ 371,659 | | | |

**Footnotes:**

**(1)** The quarterly budget column is only the annual budget divided by 4. Please keep in mind that while expenditures happen fairly evenly throughout the year, revenues are highly variable based on the property tax collection cycle and the timing of categorical and grant revenues.

**(2)** Property taxes primarily received in April and June.

**(3)** Receiving State Equilization over 9 month period which results in higher monthly payments until property tax payments.

**(4)** Timing of federal revenue payments for grants.

**(5)** Summer projects/HVAC repairs - expenses will level out the remainder of the year.

**(6)** Purchase of technology at the beginning of fiscal year. Minimal expenses incurred remainder of year with exception of salaries.

**(7)** New fencing at SES funded by private donor that was not accounted for in budget. Matching revenue.

The General Fund is used to account for and report all financial resources that are not required to be accounted for and reported in another fund and is considered the main operating fund of the District.

## Strasburg School District 31J
**Quarterly Financial Summary**
**General Fund**
**September 30, 2025**

| | FY 25-26 SECOND QUARTER | | | | FY 25-26 YEAR-TO-DATE | | | | FY 24-25 1st Quarter | Footnotes |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1st Quarter Actual | 1/4 x Annual Budget | Variance | % Used | YTD Actual | Annual Budget | Variance | Percentage Recvd or Used | YTD Actual | |
| **Expenditures by Object** | | | | | | | | | | |
| Salaries | 1,611,460 | 2,100,729 | 489,269 | 76.71% | 1,611,460 | 8,402,917 | 6,791,457 | 19.18% | 1,572,991 | |
| Employee Benefits | 504,002 | 726,600 | 222,598 | 69.36% | 504,002 | 2,906,398 | 2,402,396 | 17.34% | 544,551 | |
| Professional Services | 119,552 | 95,200 | (24,352) | **125.58%** | 119,552 | 380,800 | 261,248 | 31.39% | 94,970 | |
| Property Services | 126,830 | 106,069 | (20,761) | **119.57%** | 126,830 | 424,275 | 297,445 | 29.89% | 151,067 | |
| Other Services | 449,858 | 492,212 | 42,354 | 91.40% | 449,858 | 1,968,846 | 1,518,988 | 22.85% | 436,114 | |
| Supplies & Materials | 567,593 | 349,213 | (218,380) | **162.53%** | 567,593 | 1,396,852 | 829,259 | 40.63% | 478,806 | |
| Capital Outlay | 136,854 | 46,550 | (90,304) | **293.99%** | 136,854 | 186,200 | 49,346 | 73.50% | 332 | **(1)** |
| Other Objects | 25,853 | 7,500 | (18,353) | **344.70%** | 25,853 | 30,000 | 4,147 | 86.18% | 20,949 | |
| Other Uses | 0 | 0 | 0 | **N/A** | 0 | 0 | 0 | **N/A** | 0 | |
| **Total Expenditures** | $ 3,542,000 | $ 3,924,073 | $ 382,073 | 90.26% | $ 3,542,002 | $ 15,696,289 | $ 12,154,287 | 22.57% | $ 3,299,781 | |

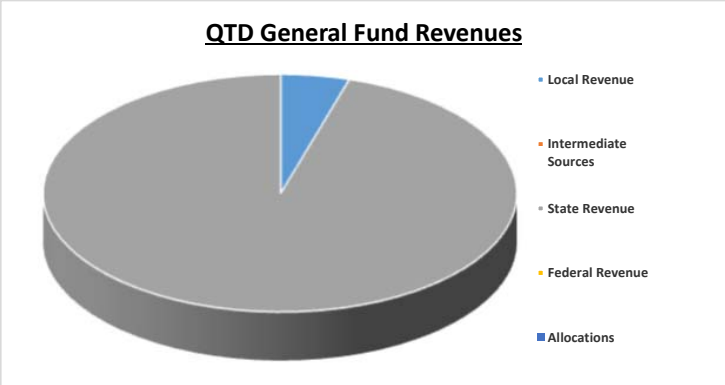
**Footnotes:**

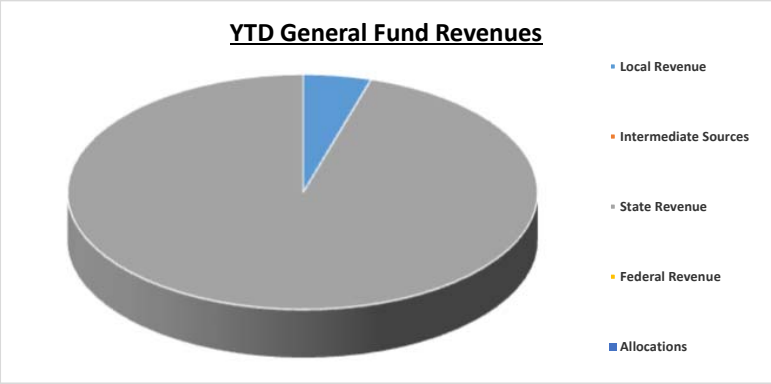
**(1)** Final payment for hail insurance claim.

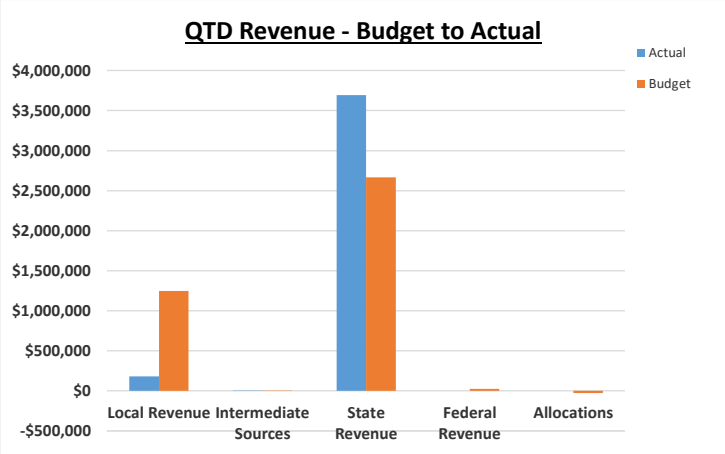
## Strasburg School District 31J
**Balance Sheet**
**General Fund**
**9/30/2025**

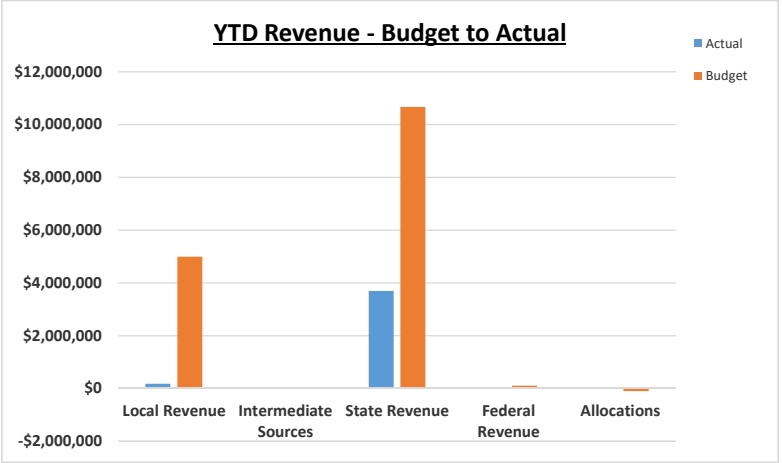
| | FY 25-26 | FY 24-25 |
|---|---|---|
| **Assets** | | |
| Cash and investments | $4,599,211 | $4,097,270 |
| Receivables | $7,203 | $78,758 |
| Prepaid expenses | $60,520 | $0 |
| Due from other Funds | $100,308 | $2,133,203 |
| **Total Assets** | **$4,767,242** | **$6,309,231** |
| **Liabilities** | | |
| Accounts Payable | $92,755 | $585,828 |
| Accrued Salaries | $0 | $536,369 |
| Deferred Revenue | $24,022 | $42,064 |
| Due to other funds | $0 | $0 |
| **Total Liabilities** | **$116,778** | **$1,164,261** |
| **Fund Equity** | | |
| Restricted | $478,000 | $511,000 |
| Unassigned | $4,172,465 | $4,633,971 |
| **Total Fund Equity** | **$4,650,465** | **$5,144,971** |
| **Total Liabilities and Fund Equity** | **$4,767,242** | **$6,309,232** |

**Strasburg School District 31J**
**Quarterly Financial Summary**
**General Fund**
**September 30, 2025**



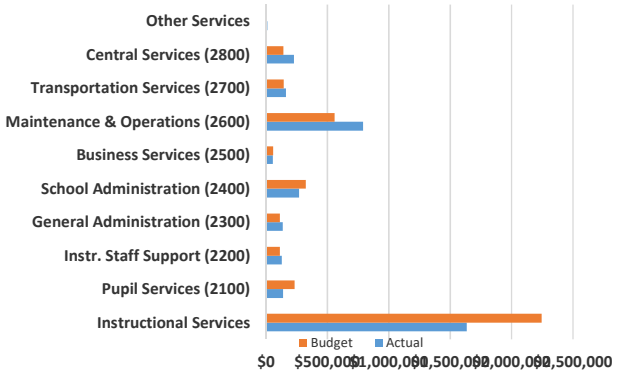



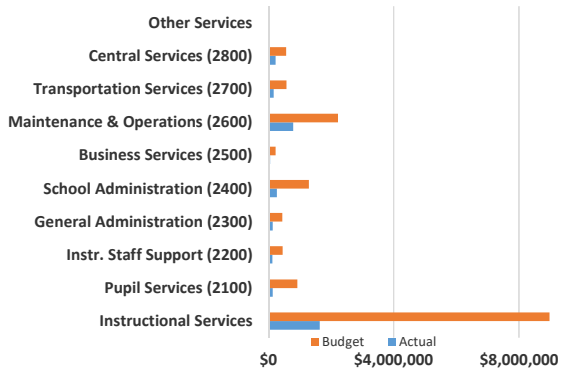



**Strasburg School District 31J**
**Quarterly Financial Summary**
**General Fund**
**September 30, 2025**

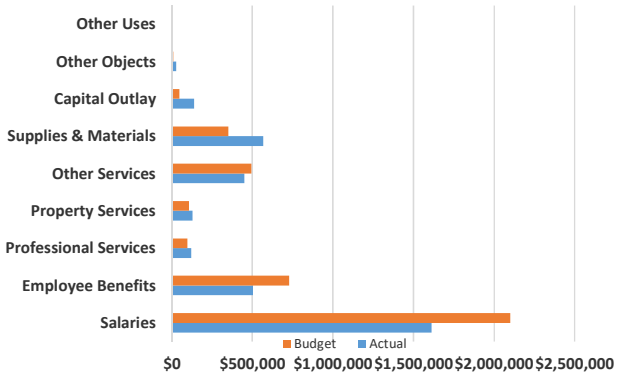
## QTD Expenditures by Program




## YTD Expenditures by Program




## QTD Expenditures by Object

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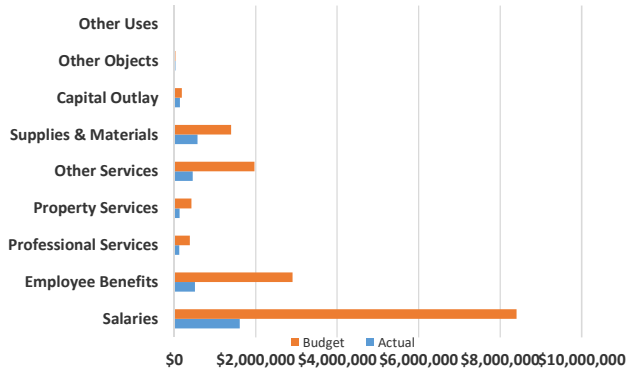


**Strasburg School District 31J**
**Quarterly Financial Summary**
**Food Services Fund (21)**
**September 30, 2025**

| | FY 25-26 SECOND QUARTER | | | | FY 25-26 YEAR-TO-DATE | | | | FY 24-25 1st Quarter | Footnotes |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1st Quarter Actual | 1/4 x Annual Budget (1) | Variance | % Used | YTD Actual | Annual Budget | Variance | Percentage Recvd or Used | QTD Actual | |
| **Revenues** | | | | | | | | | | |
| Local Revenue | 511 | 7,700 | (7,189) | 6.63% | 511 | 30,800 | (30,289) | 1.66% | 5,343 | |
| State Revenue | 0 | 50,925 | (50,925) | 0.00% | 0 | 203,700 | (203,700) | 0.00% | (9) | (2) |
| Federal Revenue | 0 | 91,443 | (91,443) | 0.00% | 0 | 365,770 | (365,770) | 0.00% | 0 | (2) |
| Allocations | 0 | 25,000 | (25,000) | 0.00% | 0 | 100,000 | (100,000) | 0.00% | 0 | |
| **Total Revenues** | $ 511 | $ 175,068 | $ (174,557) | 0.29% | $ 511 | $ 700,270 | $ (699,759) | 0.07% | $ 5,334 | |
| **Expenditures** | | | | | | | | | | |
| Salaries | 39,086 | 56,965 | 17,879 | 68.61% | 39,086 | 227,859 | 188,773 | 17.15% | 39,798 | |
| Employee Benefits | 9,171 | 12,959 | 3,788 | 70.77% | 9,171 | 51,834 | 42,663 | 17.69% | 9,243 | |
| Professional Services | 0 | 300 | 300 | 0.00% | 0 | 1,200 | 1,200 | 0.00% | 134 | |
| Property Services | 0 | 750 | 750 | 0.00% | 0 | 3,000 | 3,000 | 0.00% | 0 | |
| Other Services | 192 | 0 | (192) | N/A | 192 | 0 | (192) | N/A | 0 | |
| Supplies & Materials | 94,417 | 123,766 | 29,349 | 76.29% | 94,417 | 416,154 | 321,737 | 22.69% | 111,612 | |
| Equipment | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | 0 | |
| Other Objects | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | 0 | |
| **Total Expenditures** | $ 142,866 | $ 194,740 | $ 51,874 | 73.36% | $ 142,866 | $ 700,048 | $ 557,182 | 20.41% | $ 160,786 | |
| **Other Financing Uses** | | | | | | | | | | |
| Transfers Out | 0 | 0 | 0 | N/A | | | 0 | N/A | | |
| **Total Other Financing Uses** | $ - | $ - | $ - | N/A | $ - | $ - | $ - | N/A | $ - | |
| **Income (Loss)** | $ (142,355) | $ (19,672) | $ (122,683) | | $ (142,355) | $ 222 | $ (142,577) | -64037.34% | $ (155,452) | |
| **Audited/Estimated Fund Balance, Beginning of Year** | | | | | 48,798 | 48,798 | | | | |
| **Fund Balance, End of Period** | | | | | $ (93,557) | $ 49,020 | $ (142,577) | | | |

**Footnotes:**

(1) The quarterly budget column is only the annual budget divided by 4. Please keep in mind that while expenditures happen fairly evenly throughout the year, revenues are highly variable based on the property tax collection cycle and the timing of categorical and grant revenues.

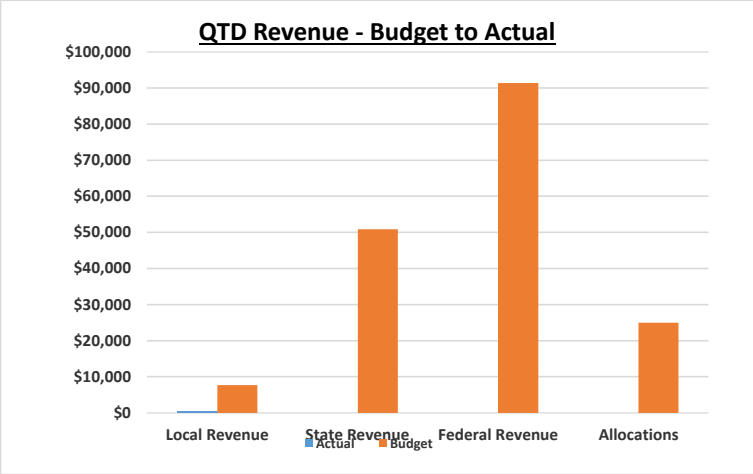
(2) Waiting on payment of food service claims from CDE.

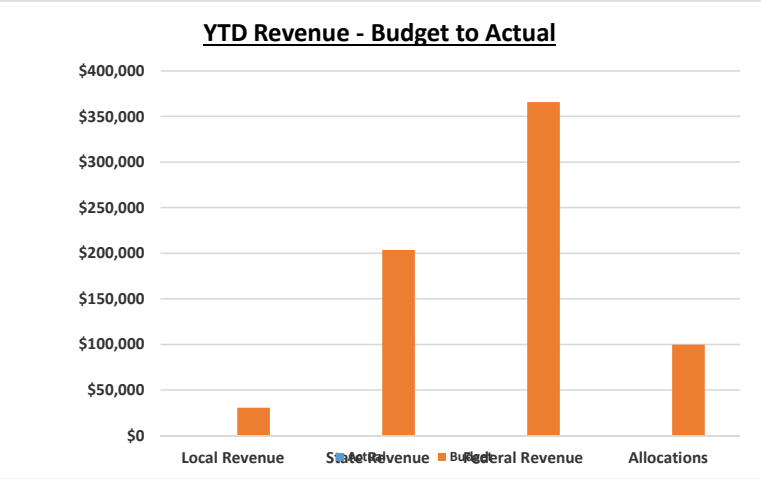
The Food Services Fund is a special revenue fund to record financial transactions related to nutrition services operations.

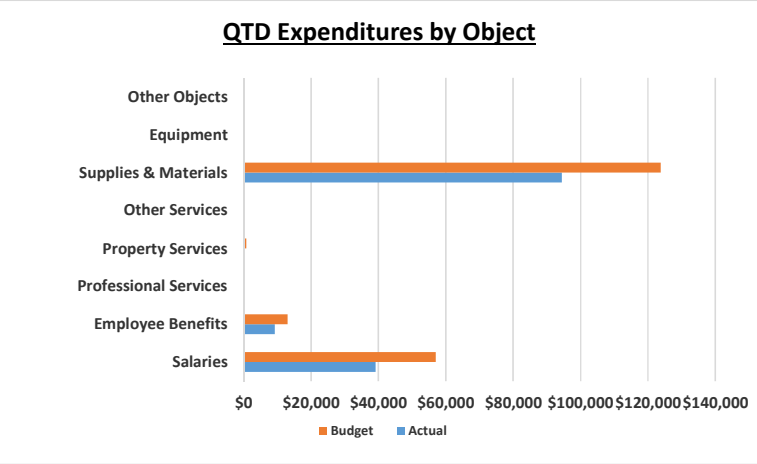
**Strasburg School District 31J**
**Balance Sheet**
**Food Services Fund (21)**
**September 30, 2025**

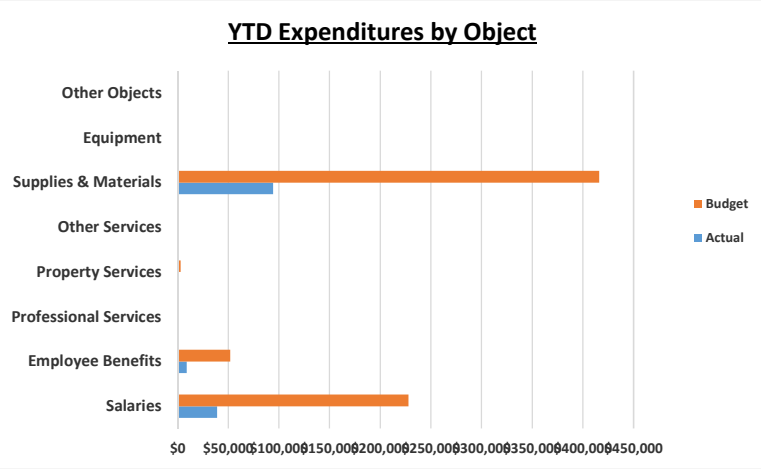
| | FY 25-26 | FY 24-25 |
|---|---|---|
| **Assets** | | |
| Cash and investments | $5,567 | ($17,522) |
| Inventory | $11,610 | $17,870 |
| Prepaid expenses | | |
| Due from other funds | $0 | $0 |
| **Total Assets** | **$17,176** | **$348** |
| **Liabilities** | | |
| Accounts Payable | | |
| Accrued Salaries | $0 | $20,703 |
| Unearned Revenue | $11,786 | $13,430 |
| Due to other funds | $100,308 | $73,203 |
| **Total Liabilities** | **$112,094** | **$107,336** |
| **Fund Equity** | | |
| Restricted | $11,610 | $13,097 |
| Unassigned | ($106,528) | ($120,086) |
| **Total Fund Equity** | **($94,918)** | **($106,989)** |
| **Total Liabilities and Fund Equity** | **$17,176** | **$348** |

**Strasburg School District 31J**
**Quarterly Financial Summary**
**Food Services Fund (21)**
**September 30, 2025**



**Strasburg School District 31J**
**Quarterly Financial Summary**
**Bond Redemption Fund (31)**
**September 30, 2025**

| | FY 25-26 SECOND QUARTER | | | | FY 25-26 YEAR-TO-DATE | | | | FY 24-25 1st Quarter | Footnotes |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1st Quarter Actual | 1/4 x Annual Budget (1) | Variance | % Used | YTD Actual | Annual Budget | Variance | Percentage Recvd or Used | QTD Actual | |
| **Revenues** | | | | | | | | | | |
| Local Revenue | 39,196 | 385,500 | (346,304) | 10.17% | 39,196 | 1,542,000 | (1,502,804) | 2.54% | 19,018 | |
| State Revenue | | 0 | 0 | N/A | | | 0 | N/A | | |
| Federal Revenue | | 0 | 0 | N/A | | | 0 | N/A | | |
| Allocations | | 0 | 0 | N/A | | | 0 | N/A | | |
| **Total Revenues** | $ 39,196 | $ 385,500 | $ (346,304) | 10.17% | $ 39,196 | $ 1,542,000 | $ (1,502,804) | 2.54% | $ 19,018 | |
| **Expenditures** | | | | | | | | | | |
| Interest Payments (0800) | 0 | 218,275 | 218,275 | 0.00% | 0 | 873,100 | 873,100 | 0.00% | 0 | (2) |
| Principal Payments (0900) | 0 | 205,000 | 205,000 | 0.00% | 0 | 820,000 | 820,000 | 0.00% | 0 | (2) |
| Other Objects | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | 0 | |
| **Total Expenditures** | $ - | $ 423,275 | $ 423,275 | 0.00% | $ - | $ 1,693,100 | $ 1,693,100 | 0.00% | $ - | |
| **Other Financing Uses** | | | | | | | | | | |
| Transfers Out | 0 | 0 | 0 | N/A | | | 0 | N/A | | |
| **Total Other Financing Uses** | $ - | $ - | $ - | N/A | $ - | $ - | $ - | N/A | $ - | |
| **Income (Loss)** | $ 39,196 | $ (37,775) | $ 76,971 | | $ 39,196 | $ (151,100) | $ 190,296 | -26% | $ 19,018 | |
| **Audited/Estimated Fund Balance, Beginning of Year** | | | | | 2,180,196 | 2,180,196 | | | | |
| **Fund Balance, End of Period** | | | | | $ 2,219,392 | $ 2,029,096 | $ 190,296 | | | |

**Footnotes:**

(1) The quarterly budget column is only the annual budget divided by 4. Please keep in mind that while expenditures happen fairly evenly throughout the year, revenues are highly variable based on the property tax collection cycle and the timing of categorical and grant revenues.

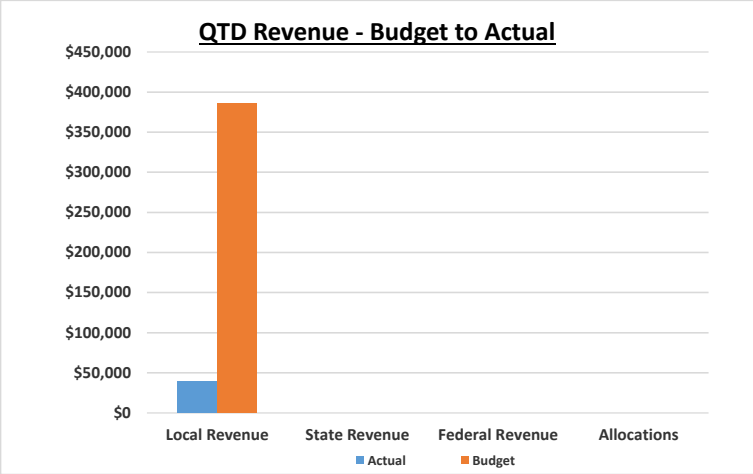
(2) Payments only made 2x per year. First payment will be made in Q2.

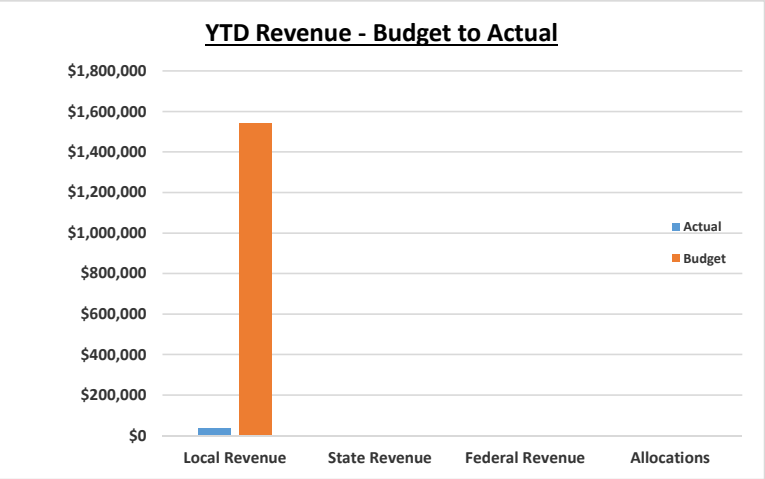
The purpose of the Bond Redemption Fund is to record the revenues from a tax levy for the purpose of satisfying voter-spproved bonded indeptedness obligations, including principal, interest, and related expenditures.

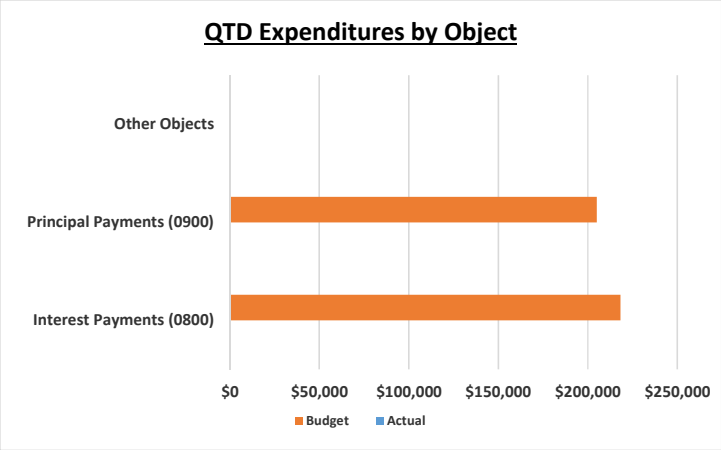
**Strasburg School District 31J**
**Balance Sheet**
**Bond Redemption Fund (31)**
**September 30, 2025**

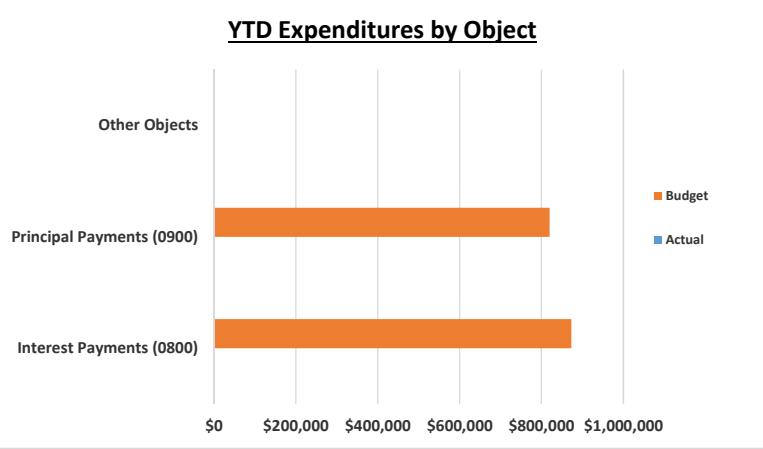
| | FY 25-26 | FY 24-25 |
|---|---|---|
| **Assets** | | |
| Cash and investments | $2,061,306 | $2,195,923 |
| Receivables | $36,557 | $237,937 |
| Prepaid expenses | | |
| Due to other Funds | | |
| **Total Assets** | **$2,097,863** | **$2,433,860** |
| **Liabilities** | | |
| Accounts Payable | | |
| Accrued Salaries | | |
| Deferred Revenue | $21,003 | $237,937 |
| Due to other funds | | |
| **Total Liabilities** | **$21,003** | **$237,937** |
| **Fund Equity** | | |
| Restricted | $2,076,860 | $2,195,923 |
| Unassigned | | |
| **Total Fund Equity** | **$2,076,860** | **$2,195,923** |
| **Total Liabilities and Fund Equity** | **$2,097,863** | **$2,433,860** |

**Strasburg School District 31J**
**Quarterly Financial Summary**
**Bond Redemption Fund**
**September 30, 2025**



**Strasburg School District 31J**
**Quarterly Financial Summary**
**Building Fund (41)**
**September 30, 2025**

| | FY 25-26 SECOND QUARTER | | | | FY 25-26 YEAR-TO-DATE | | | | FY 24-25 1st Quarter | Footnotes |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1st Quarter Actual | 1/4 x Annual Budget (1) | Variance | % Used | YTD Actual | Annual Budget | Variance | Percentage Recvd or Used | QTD Actual | |
| **Revenues** | | | | | | | | | | |
| Local Revenue | 55 | 0 | 55 | N/A | 55 | 1 | 54 | 5457.00% | 16,643 | |
| State Revenue | | 0 | 0 | N/A | | | 0 | N/A | | |
| Federal Revenue | | 0 | 0 | N/A | | | 0 | N/A | | |
| Allocations | | 0 | 0 | N/A | | | 0 | N/A | | |
| **Total Revenues** | $ 55 | $ - | $ 55 | N/A | $ 55 | $ 1 | $ 54 | 5457.00% | $ 16,643 | |
| **Expenditures** | | | | | | | | | | |
| Salaries | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | | |
| Employee Benefits | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | | |
| Professional Services | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | | |
| Property Services | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | 1,387,969 | |
| Other Services | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | | |
| Supplies & Materials | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | | |
| Equipment | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | 899,908 | |
| Other Objects | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | | |
| **Total Expenditures** | $ - | $ - | $ - | N/A | $ - | $ - | $ - | N/A | $ 2,287,877 | |
| **Other Financing Uses** | | | | | | | | | | |
| Transfers Out | 0 | 0 | 0 | N/A | | | 0 | N/A | | |
| **Total Other Financing Uses** | $ - | $ - | $ - | N/A | $ - | $ - | $ - | N/A | $ - | |
| **Income (Loss)** | $ 55 | $ - | $ 55 | | $ 55 | $ 1 | $ 54 | 5457.00% | $ (2,271,234) | |
| **Audited/Estimated Fund Balance, Beginning of Year** | | | | | (121,463) | (121,463) | | | | |
| **Fund Balance, End of Period** | | | | | $ (121,408) | $ (121,462) | $ 54 | | | |

**Footnotes:**

(1) The quarterly budget column is only the annual budget divided by 4. Please keep in mind that while expenditures happen fairly evenly throughout the year, revenues are highly variable based on the property tax collection cycle and the timing of categorical and grant revenues.

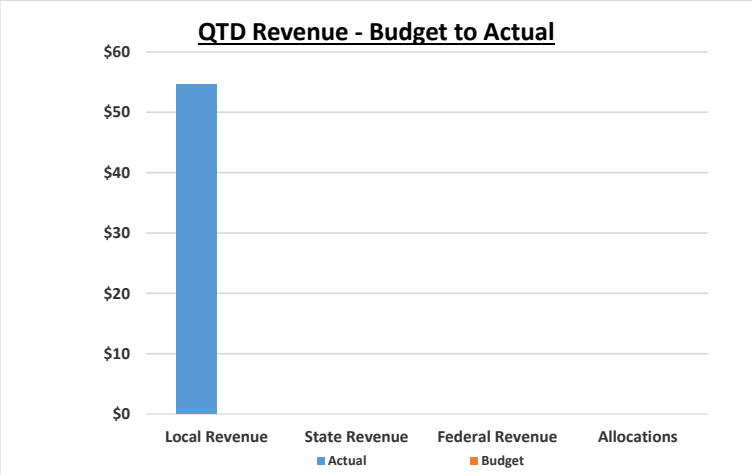
The Building Fund is used to account for revenues and expenditures related to current construction project.

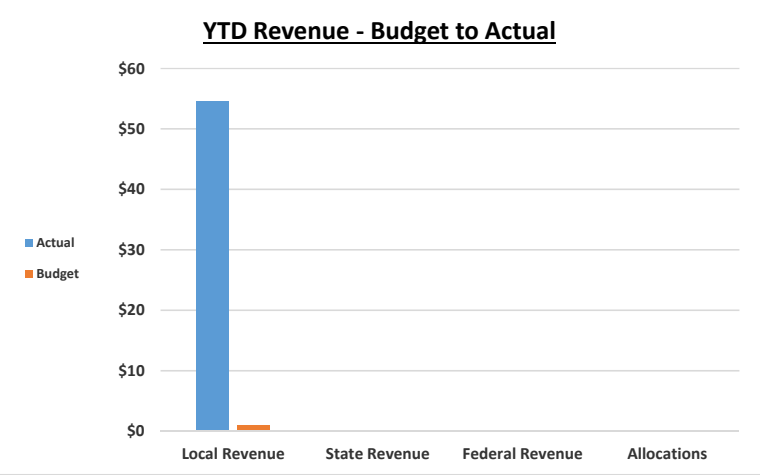
**Strasburg School District 31J**
**Balance Sheet**
**Building Fund (41)**
**September 30, 2025**

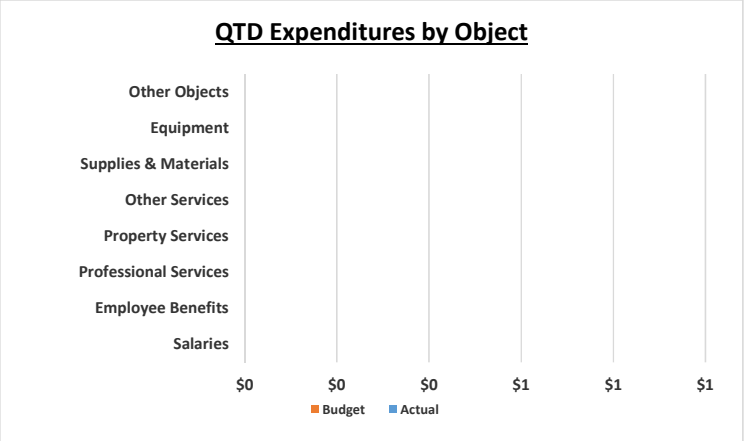
| | FY 25-26 | FY 24-25 |
|---|---|---|
| **Assets** | | |
| Cash and investments | $10,923 | $409,378 |
| Receivables | | |
| Prepaid expenses | | |
| Due to other Funds | | ($2,060,000) |
| **Total Assets** | **$10,923** | **($1,650,622)** |
| **Liabilities** | | |
| Accounts Payable | | $731,635 |
| Accrued Salaries | | |
| Deferred Revenue | | |
| Due to other funds | | |
| **Total Liabilities** | **$0** | **$731,635** |
| **Fund Equity** | | |
| Restricted | | |
| Unassigned | $10,923 | ($2,382,257) |
| **Total Fund Equity** | **$10,923** | **($2,382,257)** |
| **Total Liabilities and Fund Equity** | **$10,923** | **($1,650,622)** |

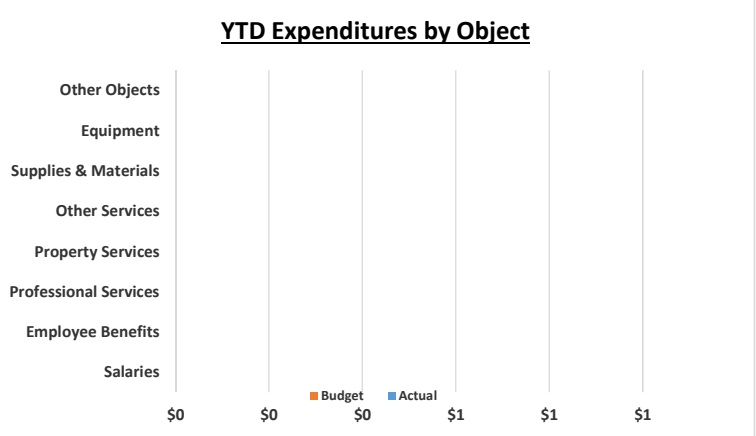
**Strasburg School District 31J**
**Quarterly Financial Summary**
**Building Fund (41)**
**September 30, 2025**

**Building Fund**



**Strasburg School District 31J**
**Quarterly Financial Summary**
**Capital Reserve Fund (43)**
**September 30, 2025**

| | FY 25-26 SECOND QUARTER | | | | FY 25-26 YEAR-TO-DATE | | | | FY 24-25 1st Quarter | Footnotes |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1st Quarter Actual | 1/4 x Annual Budget | Variance | % Used | YTD Actual | Annual Budget | Variance | Percentage Recvd or Used | QTD Actual | |
| **Revenues** | | | | | | | | | | |
| Local Revenue | (111) | 925 | (1,036) | -12.03% | (111) | 3,700 | (3,811) | -3.00% | 1,587 | (2) |
| State Revenue | 0 | 0 | 0 | N/A | 0 | | 0 | N/A | 0 | |
| Federal Revenue | | 0 | 0 | N/A | | | 0 | N/A | | |
| Allocations | | 0 | 0 | N/A | | | 0 | N/A | | |
| **Total Revenues** | $ (111) | $ 925 | $ (1,036) | -12.03% | $ (111) | $ 3,700 | $ (3,811) | -3.00% | $ 1,587 | |
| **Expenditures** | | | | | | | | | | |
| Salaries | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | 0 | |
| Employee Benefits | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | 0 | |
| Professional Services | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | 0 | |
| Property Services | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | 0 | |
| Other Services | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | 0 | |
| Supplies & Materials | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | 0 | |
| Equipment | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | 0 | |
| Other Objects | 0 | 0 | 0 | N/A | 0 | 0 | 0 | N/A | 0 | |
| **Total Expenditures** | $ - | $ - | $ - | N/A | $ - | $ - | $ - | N/A | $ - | |
| **Other Financing Uses** | | | | | | | | | | |
| Transfers Out | 0 | 0 | 0 | N/A | | | 0 | N/A | | |
| **Total Other Financing Uses** | $ - | $ - | $ - | N/A | $ - | $ - | $ - | N/A | $ - | |
| **Income (Loss)** | $ (111) | $ 925 | $ (1,036) | | $ (111) | $ 3,700 | $ (3,811) | -3.00% | $ 1,587 | |
| **Audited/Estimated Fund Balance, Beginning of Year** | | | | | 456,603 | 456,603 | | | | |
| **Fund Balance, End of Period** | | | | | $ 456,492 | $ 460,303 | $ (3,811) | | | |

**Footnotes:**

(1) The quarterly budget column is only the annual budget divided by 4. Please keep in mind that while expenditures happen fairly evenly throughout the year, revenues are highly variable based on the property tax collection cycle and the timing of categorical and grant revenues.

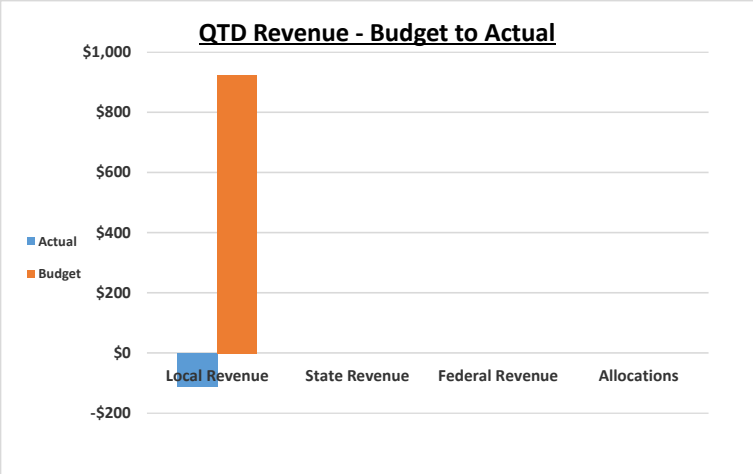
(2) Bank fees - refunded in October.

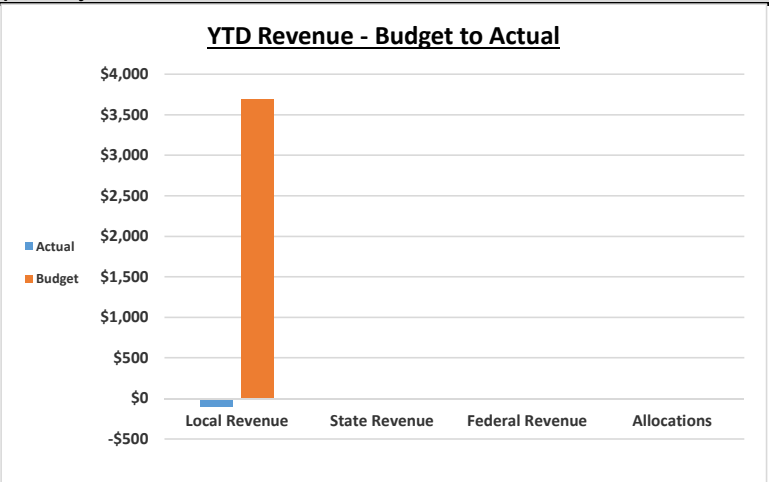
**Strasburg School District 31J**
**Balance Sheet**
**Capital Reserve Fund (43)**
**September 30, 2025**

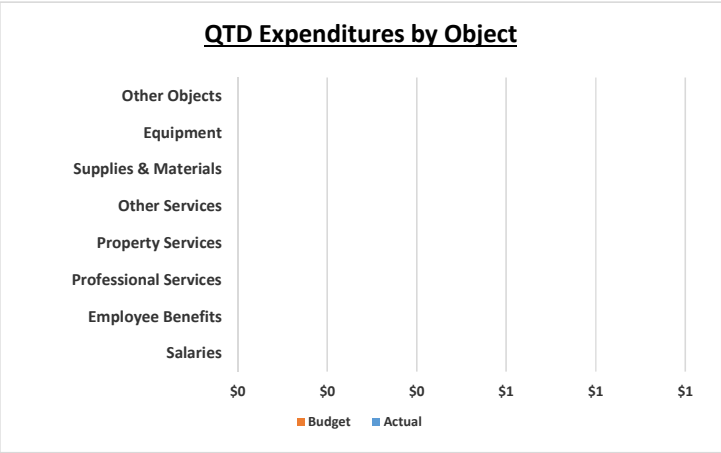
| | FY 25-26 | FY 24-25 |
|---|---|---|
| **Assets** | | |
| Cash and investments | $220,895 | $570,201 |
| Receivables | | |
| Prepaid expenses | | |
| Due to other Funds | | |
| **Total Assets** | **$220,895** | **$570,201** |
| **Liabilities** | | |
| Accounts Payable | | |
| Accrued Salaries | | |
| Deferred Revenue | | |
| Due to other funds | | |
| **Total Liabilities** | **$0** | **$0** |
| **Fund Equity** | | |
| Restricted | | |
| Unassigned | $220,895 | $570,201 |
| **Total Fund Equity** | **$220,895** | **$570,201** |
| **Total Liabilities and Fund Equity** | **$220,895** | **$570,201** |

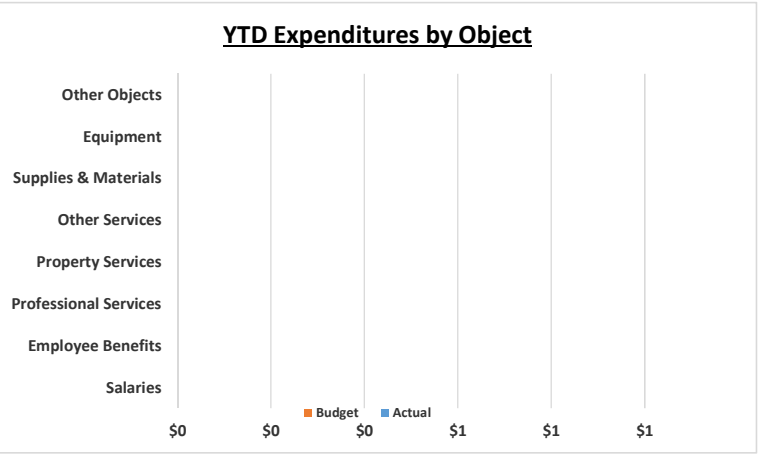
**Strasburg School District 31J**
**Quarterly Financial Summary**
**Capital Reserve Fund (43)**
**September 30, 2025**

**Capital Reserve/Capital Projects Fund**



**Strasburg School District 31J**
**Quarterly Financial Summary**
**Student Activity Fund**
**September 30, 2025**

| | FY 25-26 SECOND QUARTER | | | | FY 25-26 YEAR-TO-DATE | | | | FY 24-25 1st Quarter | Footnotes |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1st Quarter Actual | 1/4 x Annual Budget | Variance | % Used | YTD Actual | Annual Budget | Variance | Percentage Recvd or Used | QTD Actual | |
| **Revenues** | | | | | | | | | | |
| Local Revenue | 54,407 | 81,250 | (26,843) | 66.96% | 54,407 | 325,000 | (270,593) | 16.74% | 27,815 | |
| State Revenue | | 0 | 0 | N/A | | | 0 | N/A | | |
| Federal Revenue | | 0 | 0 | N/A | | | 0 | N/A | | |
| Allocations | | 0 | 0 | N/A | | | 0 | N/A | | |
| **Total Revenues** | $ 54,407 | $ 81,250 | $ (26,843) | 66.96% | $ 54,407 | $ 325,000 | $ (270,593) | 16.74% | $ 27,815 | |
| **Expenditures** | | | | | | | | | | |
| Salaries | | 0 | 0 | N/A | | | 0 | N/A | | |
| Employee Benefits | | 0 | 0 | N/A | | | 0 | N/A | | |
| Professional Services | | 0 | 0 | N/A | | | 0 | N/A | | |
| Property Services | | 0 | 0 | N/A | | | 0 | N/A | | |
| Other Services | | 0 | 0 | N/A | | | 0 | N/A | | |
| Supplies & Materials | 53,037 | 78,250 | 25,213 | 67.78% | 53,037 | 313,000 | 259,963 | 16.94% | 25,356 | |
| Equipment | | 0 | 0 | N/A | | | 0 | N/A | | |
| Other Objects | | 0 | 0 | N/A | | | 0 | N/A | | |
| **Total Expenditures** | $ 53,037 | $ 78,250 | $ 25,213 | 67.78% | $ 53,037 | $ 313,000 | $ 259,963 | 16.94% | $ 25,356 | |
| **Other Financing Uses** | | | | | | | | | | |
| Transfers Out | 0 | 0 | 0 | N/A | | | 0 | N/A | | |
| **Total Other Financing Uses** | $ - | $ - | $ - | N/A | $ - | $ - | $ - | N/A | $ - | |
| **Income (Loss)** | $ 1,370 | $ 3,000 | $ (1,630) | | $ 1,370 | $ 12,000 | $ (10,630) | 11.42% | $ 2,459 | |
| **Audited/Estimated Fund Balance, Beginning of Year** | | | | | 216,356 | 216,356 | | | | |
| **Fund Balance, End of Period** | | | | | $ 217,726 | $ 228,356 | $ (10,630) | | | |

**Footnotes:**

(1) The quarterly budget column is only the annual budget divided by 4. Please keep in mind that while expenditures happen fairly evenly throughout the year, revenues are highly variable based on the property tax collection cycle and the timing of categorical and grant revenues.

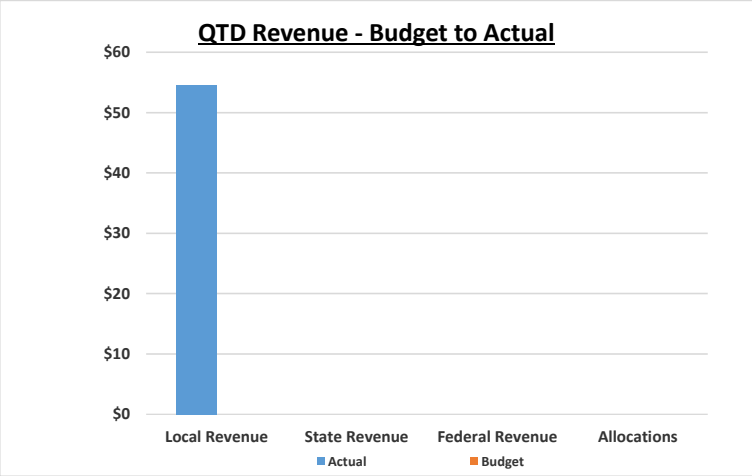
The Activity Fund is used to record financial transactions related to school-sponsored pupil interscholastic and intrascholastic athletic and related events. These activites are supported in whole or in part by revenues from pupils and fund-raising activities.

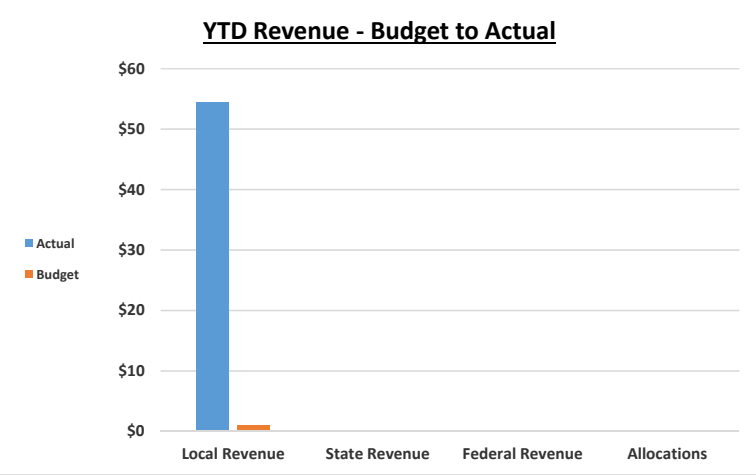
**Strasburg School District 31J**
**Balance Sheet**
**Student Activity Fund**
**September 30, 2025**

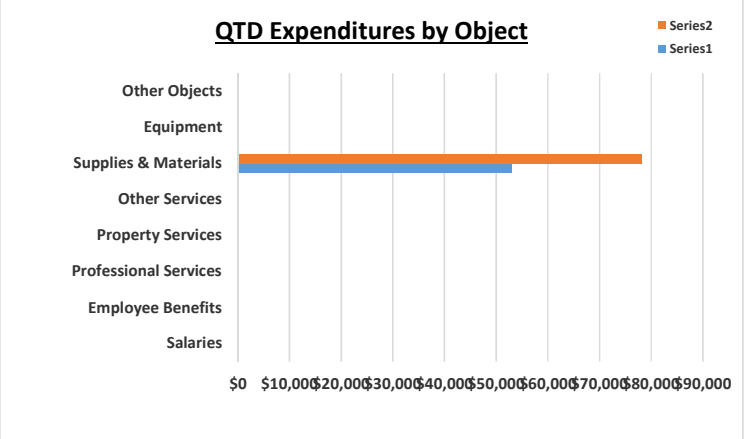
| | FY 25-26 | FY 24-25 |
|---|---|---|
| **Assets** | | |
| Cash and investments | $165,177 | $165,177 |
| Receivables | | |
| Prepaid expenses | | |
| Due to other Funds | | |
| **Total Assets** | **$169,747** | **$165,177** |
| **Liabilities** | | |
| Accounts Payable | | |
| Accrued Salaries | | |
| Deferred Revenue | | |
| Due to other funds | | |
| **Total Liabilities** | **$0** | **$0** |
| **Fund Equity** | | |
| Restricted | | |
| Unassigned | $169,747 | $165,177 |
| **Total Fund Equity** | **$169,747** | **$165,177** |
| **Total Liabilities and Fund Equity** | **$169,747** | **$165,177** |

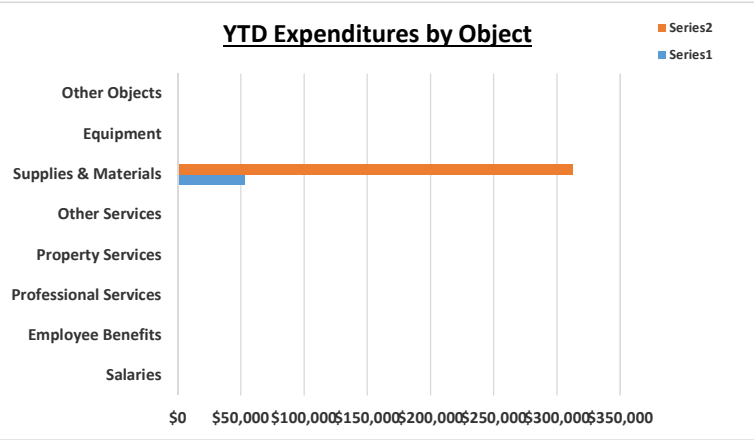
# Strasburg School District 31J

**Quarterly Financial Summary**
**Student Activity Fund**
**September 30, 2025**



**CRS - 22-45-102 (b)**

**(b)** The board of education of each school district shall review the financial condition of said school district at least quarterly during the fiscal year. The board shall require the secretary, treasurer, or any employee who has duties which relate to the fiscal affairs of said school district to submit a financial report covering the fiscal actions involving the general fund, and other funds that the board may request, at least quarterly. At a minimum, the report shall include:

**(I)** The actual amounts spent and received as of the date of the report from each of the several funds budgeted by the district for the fiscal year, expressed as dollar amounts and as percentages of the annual budget;

**(II)** The actual amounts spent and received for each fund for the same period in the preceding fiscal year, expressed as dollar amounts and as percentages of the annual budget;

**(III)** The expected year-end fund balances, expressed as dollar amounts and as percentages of the annual budget; and

**(IV)** A comparison of the expected year-end fund balances with the amount budgeted for that fiscal year.

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Extracurricular Activity Eligibility | JJJ-R |
| **Adopted:** | **Revision:** |
| | November 2025 |

**Extracurricular Activity Eligibility**

The following rules shall govern participation in all school-approved extracurricular activities:

**Academic Eligibility**

**A. Initial Eligibility Requirements (ALL SCHOOLS)**

- **i.** This CHSAA Eligibility requirement is based on the start date of the sport/activity, based off of the previous semester transcripted grade.
  - **1.** During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must not be failing more than the equivalent of one-half Carnegie unit of credit.
    - **a.** Interpretation:
      - **i.** If a student fails two courses in a semester, they are INELIGIBLE to participate until a predetermined date established by CHSAA (or the next season), unless the courses are made up during summer school. (REFER to CHSAA rules 410.1)
- **ii.** To be eligible to participate in any sport/activity, a student must also:
  - **1.** Participants must be enrolled in the district as full-time middle school students or high school students in courses that will earn three Carnegie units of credit per semester or enrolled in a nonpublic home-based program or an independent or parochial school taking an equivalent number of classes. (according to CHSAA guidelines).
    - **a.** Interpretation:
      - **i.** At Strasburg High School, all 9th -11th grade students are required to take seven classes per semester. Seniors must take at least 6 classes per semester.

ii. At Hemphill Middle School, all 7th and 8th grade students are required to take seven classes per semester.

iii. Approved units of Credit (Carnegie Units)
1. Courses in SHS, PCHS, HMS Course Catalog
2. Morgan Community College Courses
3. University of Northern Colorado Courses
4. AIMS Community College Courses
5. Pickens Technical College Courses
6. PLATO (credit recovery) Courses
   a. Plato classes for ***determining eligibility*** must be assigned by the counselor or principal within the first 2 weeks of a semester which is in compliance with our add/drop period for classes.
   b. Plato classes for determining eligibility must be completed within the semester assigned.

iv. **Other Eligibility Guidelines**
1. A student is ineligible for interscholastic athletic competition upon arriving at age 19; however, if his/her 19th birthday occurs on or after August 1st, he/she shall be eligible to participate that year.
2. The period of eligibility for a high school participant shall be limited to eight consecutive semesters, (if he /she began high school as a ninth grader). Any student who has attended eight semesters in grades nine through twelve is ineligible for high school athletics/activities except that a student otherwise ineligible may complete a season's participation in an interscholastic sport beginning in his 8th semester.
3. No high school student shall participate more than 4 seasons in any one sport (3 seasons if he/ she began high school as a 10th grader). Any athlete certified to compete in athletics must be an amateur (refer to CHSAA by-laws for further interpretations). To qualify as an amateur, a student must never:
   a. Have knowingly participated in competition with professionals or have competed for money.
   b. Have competed under an assumed name.
   c. Have accepted an award which has been converted into cash d) Have signed a professional contract.
   d. No award of any kind other than by the school, the Association, or a group approved by the school or the Association and limited in value to $100.00 shall be made to participants in any inter-school activity. (CHSAA policy)
   e. If unapproved awards are offered and accepted by the participants, such participants shall jeopardize their eligibility to represent their school in any inter-

school activity; and, further, such acceptance shall and may result in a suspension from school. (CHSAA policy).

4. Students participating in CHSAA sanctioned athletics must submit a physical examination statement to the school before participating in any sport.
    a. This must be submitted to the athletic office or online registration platform.
    b. Must be submitted on approved CHSAA physical examination form.
    c. Physical must be valid.
        i. Within 365 days of participation.
        ii. Dated.
        iii. Signed by physician.
5. Students must register for all CHSAA sanctioned activities and school activities through online registration platform and complete all required fields.

**B. Semester Eligibility**

i. Close of a semester is identified on the district calendar.
    1. All grades must be finalized within 48 hours of the close of a semester.
        **a. Exceptions**
            i. Special circumstances arise out of the students' control.
                1. vacations, illness, family deaths.
            ii. Students are granted Principal Hardship permission to within a reasonable time to fulfil or complete assignments for grading within the grading window. Usually, 2 days prior to the opening of a new semester.
        **b. Procedure**
            i. Teachers will give students an incomplete at the close of the semester and then replace the incomplete within the grading window.
            ii. Principal Hardship waivers must be on file and the CHSAA office notified by email.

**C. Weekly Eligibility (All Schools)**

**i.** Process
    **1.** SSD31J member schools shall utilize a point system to determine eligibility.
        **a.** 4 points and a student is ineligible for the upcoming week.
            **i.** F = 2 points, D = 1 point
                **1.** Interpretation Ineligible
                    **a.** 2 F's = 4 points, student is ineligible for the week.
                    **b.** 1 F, 2 D's = 4 points, student is ineligible for the week.

**c.** 4 D's = 4 points, student is ineligible to compete.

**2.** Interpretation Eligible

**a.** 1 F, 1 D = 3 points, student is eligible to compete.

**b.** D's = 3 points, student is eligible to compete.

**ii.** Procedure

**1.** Teachers shall enter grades into the student information system (PowerSchool) on a weekly basis to create a warning list by 1:30 PM, Wednesday, of the week.

**2.** Coaches/sponsors/teachers will be informed by Wednesday at 4:00 p.m. of students on a down list.

**a.** Coaches/sponsors/teachers will inform participants who are on the down list that they will have until Friday at noon to get grades corrected.

**3.** Final Eligibility will be processed on Friday, at 2:30 p.m. Students who receive 4 or more points for the week shall not be eligible for the following week (Monday through Saturday). The athletic director will certify individual student eligibility in cooperation with the guidance/administrative office. Students participating in activities who are not enrolled in the district must provide appropriate certification stating that the academic eligibility requirements have been met.

**4.** Students who are ineligible are still required to attend practice unless the coach requires them to attend a study hall.

**5.** Students must receive an opportunity to be graded each week.

**6.** There will be NO opportunities for grade changes for the eligibility period after the Friday Eligibility has run for that grading week.

**7.** No eligibility list shall be published for the purpose of determining eligibility during the first two weeks of a grading period.

**iii.** Support

**1.** SSD31J member schools shall make available a program of academic support for all students that are failing. The academic supports may include, but are not limited to interventions in the Master Schedule, after school tutoring or other supports deemed appropriate to ensure the academic success of all students.

**a.** Support Opportunities:

**i.** Eligibility emails weekly to parents.

**ii.** Eligibility phone calls weekly to parents.

**iii.** Coaches host study halls prior to practice or in lieu of practices.

iv. Mandatory Extended Learning Opportunity (ELO) time after school with teachers.
v. Continued Monitoring of progress.

iv. Attendance
1. Students enrolled in the district must be in attendance at school for at least ½ the school day in order to participate in any school sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation. The attendance requirement will not apply to other students since the district cannot effectively monitor their daily attendance.
a. Interpretation
i. 7th-11th grade students must attend a minimum of 4 classes to practice or compete in school sponsored athletics or activities.
ii. 12th grade students with 6 classes must attend a minimum of 3 classes to practice or compete in school sponsored athletics or activities.

v. Code of Conduct
1. Students violating the district code of conduct will be ineligible until they have complied with all disciplinary sanctions.
a. Interpretation
i. Be considered a good citizen of the school and community by the school administration.
ii. Our students must represent our school appropriately and be positive role models at all times. Any inappropriate activity on or off campus may face disciplinary action, including losing the privilege of representing our school in extra-curricular activities.
b. Eligibility Penalty
i. A student who is suspended will be ineligible for at least one game or activity (starting on the day of the suspension). Major infractions that result in multiple days of suspension will cause a student to miss more than one game or activity at the discretion of the administration.
1. Students who are suspended will not be allowed at all team functions including but not limited to practices, games, organized team social functions on or off school grounds.
ii. If a student receives an unexcused absence from his/her classes, he/she may miss at least

one game or activity at the discretion of the administration. Multiple unexcused absences can result in missing more than one game or activity and possibly dismissal from the team at the discretion of administration.

**vi.** Make up work

1. No make-up work shall be permitted after the close of the grading period for purposes of becoming eligible. All students who receive an incomplete at the end of the semester have one week to complete any required work and receive a passing grade. A student failing to complete work during the normal semester because of a manifest hardship (injury, illness or other circumstances beyond his control) may be permitted a reasonable time following the student's recovery to complete the work. In most cases the length of time would be a like number of days which the student was absent from school.

**D.** Applicable Students & Activities

**i.** ALL SSD31J students 7th - 12th grade.

1. General Education
2. Special Education
3. Strasburg High School
4. Prairie Creeks High School
5. Hemphill Middle School

**ii.** If a student is ineligible, he/she may not participate in the following interscholastic activities (if the competition is not part of a class requirement):

1. Fine Arts performances/competitions
2. FBLA
3. SNAP
4. Student Council
5. NHS
6. Knowledge Bowl
7. Dances including prom
8. All CHSAA Sanctioned Athletics and Activities at all levels offered by Strasburg Schools.

**E.** Fulfill other requirements as established by the coach and administration.

**F.** A coach should never accept a note from a teacher to regain eligibility, any eligibility questions or concerns should be addressed directly with the Athletic Director.

CROSS REF.: JICDA, Code of Conduct

**File: JJJ-R**

# Extracurricular Activity Eligibility

The following rules shall govern participation in all school-approved extracurricular activities:

. **Academic Eligibility**

**a. Initial Eligibility Requirements (ALL SCHOOLS)**

**i.** This CHSAA Eligibility requirement is based on the start date of the sport/activity, based off of the previous semester transcripted grade.

**1.** During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must not be failing more than the equivalent of one-half Carnegie unit of credit.

**a.** Interpretation:

**i.** If a student fails two courses in a semester, they are INELIGIBLE to participate until a predetermined date established by CHSAA (or the next season), unless the courses are made up during summer school. (REFER to CHSAA rules 410.1)

**ii.** To be eligible to participate in any sport/activity, a student must also:

**1.** Participants must be enrolled in the district as full-time middle school students or high school students in courses that will earn three Carnegie units of credit per semester or enrolled in a nonpublic home-based program or an independent or parochial school taking an equivalent number of classes. (according to CHSAA guidelines).

**a.** Interpretation:

**i.** At Strasburg High School, all 9th -11th grade students are required to take seven classes per semester. Seniors must take at least 6 classes per semester.

**ii.** At Hemphill Middle School, all 7th and 8th grade students are required to take seven classes per semester.

**iii.** Approved units of Credit (Carnegie Units)

**b.** a. Courses in SHS, PCHS, HMS Course Catalog

**1.** Morgan Community College Courses

**2.** University of Northern Colorado Courses

**3.** AIMS Community College Courses

**4.** Pickens Technical College Courses

**5.** PLATO (credit recovery) Courses

**a.** Plato classes for ***determining eligibility*** must be assigned by the counselor or principal within the first

2 weeks of a semester which is in compliance with our add/drop period for classes.

**b.** Plato classes for determining eligibility must be completed within the semester assigned.

**ii. Other Eligibility Guidelines**

**1.** A student is ineligible for interscholastic athletic competition upon arriving at age 19; however, if his/her 19th birthday occurs on or after August 1st , he/she shall be eligible to participate that year.

**2.** The period of eligibility for a high school participant shall be limited to eight consecutive semesters, (if he /she began high school as a ninth grader). Any student who has attended eight semesters in grades nine through twelve is ineligible for high school athletics/activities except that a student otherwise ineligible may complete a season's participation in an interscholastic sport beginning in his 8th semester.

**3.** No high school student shall participate more than 4 seasons in any one sport (3 seasons if he/ she began high school as a 10th grader). Any athlete certified to compete in athletics must be an amateur (refer to CHSAA by-laws for further interpretations). To qualify as an amateur, a student must never:

**a.** Have knowingly participated in competition with professionals or have competed for money.

**b.** Have competed under an assumed name.

**c.** Have accepted an award which has been converted into cash d) Have signed a professional contract.

**d.** No award of any kind other than by the school, the Association, or a group approved by the school or the Association and limited in value to $100.00 shall be made to participants in any inter-school activity. (CHSAA policy)

**e.** If unapproved awards are offered and accepted by the participants, such participants shall jeopardize their eligibility to represent their school in any inter-school activity; and, further, such acceptance shall and may result in a suspension from school. (CHSAA policy).

**4.** Students participating in CHSAA sanctioned athletics must submit a physical examination statement to the school before participating in any sport.

**a.** This must be submitted to the athletic office or online registration platform.

**b.** Must be submitted on approved CHSAA physical examination form.

**c.** Physical must be valid.

**i.** Within 365 days of participation.

**ii.** Dated.

**iii.** Signed by physician.

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c. **Semester Eligibility**
    i. Close of a semester is identified on the district calendar.
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            b. **Procedure**
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    i. Procedure
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4. Student Council
5. NHS
6. Knowledge Bowl
7. Dances including prom
8. All CHSAA Sanctioned Athletics and Activities at all levels offered by Strasburg Schools.

**f.** Fulfill other requirements as established by the coach and administration.

**g.** A coach should never accept a note from a teacher to regain eligibility, any eligibility questions or concerns should be addressed directly with the Athletic Director.

~~1. Participants must be enrolled in the district as full-time middle school students or high school students in courses that will earn three Carnegie units of credit per semester or enrolled in a nonpublic home-based program or an independent or parochial school taking an equivalent number of classes.~~

~~2. Students enrolled in the district must be in attendance at school for at least ½ the school day in order to participate in any school-sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation. The attendance requirement will not apply to other students since the district cannot effectively monitor their daily attendance.~~

~~3. An eligibility list will be distributed to all teachers on Tuesday (Wednesday if Monday is a holiday) for district students. Students who receive two failing grades for the week will not be eligible to participate during the following week. The athletic director will certify individual student eligibility in cooperation with the guidance/administrative office. Students participating in activities who are not enrolled in the district must provide appropriate certification stating that the academic eligibility requirements have been met.~~

~~4. Students must submit a physical examination statement to the school before participating in any sport.~~

~~5. Students must have emergency treatment, district parent permission and athletic insurance waiver forms, if applicable, filled out, signed and on file with the school before being allowed to practice in a sport or participate in any activity.~~

~~6. Students violating the district code of conduct will be ineligible until they have complied with all disciplinary sanctions.~~

~~7. Ineligibility twice during the season (not including being placed on the warning list) will constitute permanent dismissal from the activity.~~

CROSS REF.: JICDA, Code of Conduct

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Community Use of School Facilities | KF |
| Adopted: | Revision: |
| 2006 | November 2025~~February 2018~~ |

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with the school program. All arrangements shall be subject to the following provisions:

**Eligible organizations**

Organizations connected with and promoting recognized school functions may use the buildings without charge.

Other organizations, ~~{~~including the Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of U.S. Code~~,~~ ~~}~~ may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the superintendent and approved by the Board of Education. Rental or fees may be waived for charitable or other nonprofit organizations or groups by the Board.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Director of Facilities and Maintenance,~~Facilities Director~~ it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteer helpers.

Whenever a cafeteria is used, it shall be under the supervision of a school employee. The group using the facility shall reimburse the district for the salary of the employee.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

**Rental charges and approval of use**

Specific regulations for scheduling outside uses of school facilities shall be drawn up by the superintendent and approved by the Board. Fees for the use of school facilities shall be determined by the superintendent or designee based upon the rental charges and personnel fees approved by the Board.

All rentals of school facilities shall be approved by the superintendent or designee on the basis of this policy and its accompanying regulations. Any special requests or exception to policy and/or regulations must be approved by the Board.

Any individual, group or organization using school property as provided under this policy shall hold the Board of Education, individual Board members and all district officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be in any way caused by such use or

occupancy. When using school facilities, organizations may be required to furnish satisfactory liability insurance protection.

~~Adopted: 2006~~

~~Revised: 2/2018~~

LEGAL REFS.: 20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

C.R.S. 22-32-110 (1)(f)

CROSS REFS.: EDC, Authorized Use of School-Owned Materials or Equipment JJA-2, Student Organizations – Open Forum (Secondary Schools)

JJA-2, Student Organizations – Open Forum (Secondary Schools)

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Community Use of School Facilities (Regulation) | KF-R |
| Adopted: | Revision: |
| October 14, 2015 | November 2025 |

**INTRODUCTION**

It is the desire of the Board of Education to make facilities available to the community. These facilities are only available when they are not in use for school programs or activities. These administrative regulations and procedures for providing community use are intended to promote safe, lawful, and fair use and enjoyment of District facilities consistent with the need to establish priorities that recognize the educational purpose of the facilities and the need to be financially responsible for the costs associated with such use.

These regulations and procedures shall govern the use of school facilities for purposes not directly related to the School Districts implementation of its educational programs and shall apply to all buildings and grounds owned and/or operated by the District.

**SCHEDULING**

A master schedule of all activities is maintained on the District website via FMX.~~in the District office through the Activities Director, defined in this policy as the "scheduler".~~ Requests for facilities use must be submitted no later than one week (defined as 7 days) prior to the event. All school related activities are scheduled first and always have priority. Scheduling for community activities will not occur during the hours of 7:00a.m. to 4:00~~3:30~~p.m. (Tuesday – Friday). A request must be placed through FMX, which can be accessed on the District website. FMX routes the request to the ~~facility use request form must be submitted to the~~ A~~ctivities~~thletic Director for approval and scheduling.~~, then forwarded to the District office, Director of Maintenance, and Building Administration.~~ The ~~District scheduler~~Athletic Director will ~~then~~ give final approval ~~and schedule~~ if no conflicts are presented. In the event of a conflict the ~~scheduler~~ Athletic Director will notify requesting individuals and see if another option is available that will meet their request.

**FIELD USE**

Fields may be made available to rent on a~~for~~ limited basis for approved community use. This use is subject to cancellation or adjustment, due to weather, field conditions, maintenance, or other circumstances deemed necessary and in the best interest of the District. For any event a request must always be submitted in writing for use of the fields as indicated above.~~.~~

**CANCELLATION, REVOCATION, AND MODIFICATION**

The Athletic Director~~Strasburg School District scheduler~~ will notify the appropriate ~~building staff~~ person if the scheduled facility use is canceled or adjusted. Building use can be denied or a Facility Use Request may be revoked for things such as: repeated material violation of the regulations or request, repeat short notification of cancelations, failure to pay rental fees, inappropriate behavior, and other good cause as determined by the Superintendent. The ~~Building Administrators and/or the Activities~~ Athletic Director will notify all involved parties of cancellation or change of the Request.

The District reserves the right to cancel building Facility Use Requests should the space be needed for school or school related activities. This action will be used only when necessary due to unavoidable circumstances, and attempts will be made to offer an alternative space. Notwithstanding the above, the School District may cancel or revoke a permit at any time when, in the judgment of the building principal or Superintendent, it is in the best interest of the School District to do so. When this occurs, appropriate financial adjustments will be made.

**CANCELLATION/CHANGE FEES**

When a user requests to cancel or modify a signed Facility Request, no additional fee will be charged.

**GENERAL REGULATIONS**

1. Request - A written request shall be required for use of a school building or grounds by any group ~~that is not part of the regular public school programs~~. Such requests may be granted for a single use, or a limited, recurring use, not to exceed one year.
2. Supervision - Requests shall be issued upon satisfactory assurance that the use of the school facility will be under the direct supervision of an adult who is responsible and competent to supervise the processed program or activity. The supervision provided by each group must be adequate to ensure that the members of the group remain in the assigned portion of the facility.
3. Processing-Should it be difficult to define or process a request for the use of school facilities within the scope of this regulation, the Athletic Director~~scheduler~~ will evaluate the situation and will consult the appropriate administrator before issuing a refusal.
4. No Assignment - No permit shall be transferred or assigned to any person or group without written authorization from the scheduler.
5. Safety - All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including without limitation:
    a. Open flame (including candles) are prohibited.
    b. Room capacity is not to be exceeded.
    c. Use of tobacco products is prohibited in all areas of the building and grounds.
    d. Temporary electrical or mechanical modifications are prohibited.
    e. Flammable holiday or other decorations are prohibited.
    f. Stairways, corridors, and entrances must be kept free of obstructions at all times.
    g. No equipment, scenery, or decorations of any type shall be used within the buildings or on the premises except as specifically provided in the request.
    h. No possession or use of weapons or participation in any other dangerous activities except as specifically provided in the request, covered by a Certificate of Insurance and with proper waivers approved by the District.

6. Alcohol and Drugs - Use or possession of alcoholic beverages and illegal drugs is prohibited in buildings and on grounds. Failure to comply will be dealt with by local law enforcement agencies.
7. Illegal Activities - All disruptive or illegal activity in buildings and on grounds is prohibited and will result in revocation of the Facility Use Request.
8. No Gambling - Gambling is prohibited on any school property.
9. Indemnification - The holder of a request shall be responsible to the Board of Education of the Strasburg School District for any and all damages and losses whatsoever. To the building and/or the contents, and shall indemnify and hold harmless the Board and its employees from any claims whatsoever resulting from or arising out of the use of the school facilities.
10. Personal Property - The Board of Education shall not be held responsible for any damage or loss that occur to non-school property brought on the premises. Such property (as well as all trash) must be removed from the facility immediately after the use or before such time as the materials will interfere with school activities.
11. Insurance - School District insurance coverage does not extend to the conduct of the community or other groups utilizing school facilities. The District may require a certificate of insurance from the user, naming the District as an additional insured, covering injury to persons or damage to property. The amounts shall be no less than $ 500,000 per occurrence and $1,000,000 in liability.
12. Locations - All requests will be issued for specific rooms or fields. It shall be the responsibility of the request holder to restrict the activities of the group to that specific area except for necessary hallways and restrooms. Noncompliance could result in revocation of the request.
13. Times - Facility use times will be specified in the request. All groups are expected to vacate the premises by the time specified in the request. Additional hourly charges for early arrival or late exit may be assessed. All Facility Use Requests will terminate by 10:00p.m. Exceptions to this may be approved by the building administration.
14. Days - Facilities may be rented Mondays through Fridays as is available and as such rental does not interrupt or disturb regular school activities. Saturday and limited use on Sunday, of school facilities may be permitted and will be subject to staff availability were applicable.
15. Promotional material - The posting or distribution of advertising and promotional materials of building users are subject to Board Policy.

**GUIDELINES FOR DENIAL OF USE**

The School District reserves the right to deny a request if, in the judgment of school administrators and scheduler.

1. No appropriate District employees are available to be on the premises during the intended use.
2. Insufficient time is available between the request and the intended use.
3. The proposed activities would:
   a. Jeopardize the equipment and/or facilities of the district.
   b. Conflict with school activities.
   c. Be incompatible with the school neighborhood.
   d. Violate any District policy or local, state, or federal law.

4. The user's past history of rental has been negative.
5. The program and/or activities are not appropriate for students.
6. It is in the best interest of the School District to deny the use.

**GUIDELINES FOR RELIGIOUS USE**

Facilities may be used for religious activities under the following conditions:

1. Church services and religious activities must be conducted at times when school is not in session.
2. Religious objects and symbols must be removed after each use.

**NONDISCRIMINATION**

All users shall comply with federal, state, and local laws and regulations applicable to their activities, including those related to discrimination.

**USE CLASSIFICATIONS**

**Classification 1: School Related Functions and Nonprofit Youth Organizations**

~~No use fee will be charged at any time for the following:~~

- Users who are considered to be part of a regular school curriculum or curriculum related groups.
- Users who are participants in school-sponsored student activities, such as athletic and music groups, curriculum-related student clubs, plays, student council activities, or social events.
- School affiliated users such as parent-teacher organizations, school related parent and community groups, or recognized employee associations of the Strasburg School District.
- Forums for candidates for the Board of Education, where such forums are open to the public without charge, and all candidates are invited to participate.
- Nonprofit youth organizations i.e. Boys & Girls Scouts, etc.

Organizations referenced above will not be charged a fee.

**Classification 2: Tournaments and Community Sponsored Activities**

- Tournaments (including youth tournaments that held by nonprofit organizations)
- ~~and c~~Community sponsored activities
- ~~, p~~Political caucuses
- ~~, g~~Government elections~~, and religious groups.~~
- One time religious groups

~~**Fee: Classification 2 - Category I fee schedule** (see fee schedule)~~

**Classification 3: Funerals**

~~*Funerals:*~~

Strasburg School District realizes that the facilities must sometimes be used for a funeral and the ~~. We are interested in trying to accommodate these needs whenever possible using the following guidelines:~~ following guidelines should be followed:

1. The funeral shall not be during regular school hours.
2. Religious symbols shall be removed after the service.

~~**Fee: Classification 3 - Category I fee schedule** (see fee schedule)~~

**Classification 4: Religious Groups:**

~~*Religious group's:*~~

Strasburg School District is willing to allow religious groups to use our facilities when they are not being used for school activities. This category applies only to groups that are using a facility for an extended time. ~~The rules shall be as follows:~~

~~1.~~ A yearly memorandum of understanding shall be developed between the Board and the group using the facility.

~~**Fee: Classification 4 - Category I fee schedule** (see fee schedule)~~

~~**Category**~~**Classification 5: For Profit Groups:**

~~*For Profit Groups:*~~

Regular use of facility by a regular or for profit requester including for profit youth organizations. ~~shall be assessed the hourly wage of custodial personnel, plus building fees of:~~

~~**Fee: Classification 5 - Category II fee schedule** (see fee schedule)~~

***The cost of all other spaces ~~to~~ will be determined by the Superintendent. Any other group that is not covered in this regulation shall be determined by the Superintendent.***

**School Facility Rental Fee Schedulee**

| | Classification 2<br>Classification 3<br>Classification 4~~ategory I~~ | ~~Category~~<br>~~II~~Classification 5 |
|---|---|---|
| **Classroom**<br>Regular Classroom – Specialty classrooms, e.g., science, art, are not available | Half Day - $25.00<br>Full Day - $50.00 | Half Day - $50.00<br>Full Day - $75.00 |
| **Gymnasium** | | |
| Large Gym | Half Day-$150<br>Full Day - $300 | Half Day-$200<br>Full Day-$400 |
| Small Gym | Half Day-$100<br>Full Day-$200 | Half Day-$150<br>Full Day$300 |
| Middle School Gym | Half Day-$100<br>Full Day-$200~~$100~~ | Half Day-$150<br>Full Day$300~~$150~~ |
| Elementary Gym | Half Day-$100<br>Full Day-$200 | Half Day-$150<br>Full Day$300 |
| **Commons Area (High School)** | Half Day-$100<br>Full Day-$200 | Half Day-$150<br>Full Day$300 |
| **Cafeteria** | Half Day-$150 | $200 |
| **Athletic Fields** | | |
| Football Field | $150.00 day<br>$250.00 night | $200.00 day<br>$300.00 night |
| Practice Field | $100 | $150 |

*In-kind donations may be accepted in lieu of the payment fee at the discretion of the Superintendent.

Half Day = 4 Hours or Less

| Full Name | Attribute(s) |
|---|---|
| Adams, Barbara | Sub Food Services |
| Angelo, Sarah | Sub Health Aid, Sub Para |
| Bartfai, Taylor | Sub Para |
| Beeck, Kori | Sub Teacher |
| Bonds, Jessie | Sub Para |
| Busse, Susan | Sub Para, Sub Teacher |
| Casarrubias, Nanci | Sub Food Services |
| Chavez, Cyndi | Sub Teacher |
| Crouse, Vicki | Sub Para, Sub Teacher |
| CULPEPPER, CALEB | Sub Custodian |
| DeWolf, Corey | Sub Para, Sub Teacher |
| Elliott, Diana | Sub Teacher |
| Elliott, Kurt | Sub Para, Sub Teacher |
| Engelsman, Tiffany | Sub Teacher |
| Garrett, Jaclyn | Sub Para, Sub Secretary, Sub Teacher |
| Goble, Tanya | Sub Para |
| Griggs, Cynthia | Sub Para |
| Gutierrez, Dana | Sub Food Services, Sub Para, Sub Teacher |
| Hale, Lori | Sub Teacher |
| Hassell, Samantha | Sub Food Services, Sub Teacher |
| Hemphill, Kevin | Sub Bus Driver |
| Jeffries, Julie | Sub Teacher |
| Johnson, Susan | Sub Teacher |
| Kruse, Mary Colleen | Sub Para, Sub Teacher |
| McNabb, Stacey | Sub Para |
| Muehlausen, Corine | Sub Para, Sub Teacher |
| Mullarkey, Kea | Sub Teacher |
| Murphy, Faith | Sub Teacher |
| Osborne, Deborah | Sub Para, Sub Teacher |
| Perrino, Connie | Sub Custodian |
| Rigdon, Jacquline | Sub Para, Sub Teacher |
| Rose, Alec | Sub Food Services |
| Schermerhorn, Shauni | Sub Teacher |
| Scott, Jessica | Sub Teacher |
| Sherer, Patricia | Sub Teacher |
| Shuck, Leanne | Sub Teacher |
| Simpkins, Pamela | Sub Teacher |
| Steinman, Beth | Sub Para, Sub Secretary |
| Stuart, Autumn | Sub Teacher |
| Suttmer-Lybarger, Simone | Sub Para |
| Torres-Cervantes, Maria | Sub Custodian |
| Villa, Rosa | Sub Custodian |
| Vining, Rita | Sub Teacher |
| Wailes, Julia | Sub Health Aid |
| Winklepleck, Brenda | Sub Teacher |

| Activity | Coach | Postion |
|---|---|---|
| Boys Basketball | Rigel Stephenson | MS Boys Basketball - Head Coach |
| Boys Basketball | Charley Goodnight | MS Boys Basketball - Asst. Coach |
| Boys Basketball | Houston Owens | MS Boys Basketball - Asst. Coach |
| Cheer | Jaelynne Rosier | MS Cheer - Head Coach |

Strasburg School District 31J

**MILL LEVY CERTIFICATION RESOLUTION**

***WHEREAS***, pursuant to section 22-40-102, Colorado Revised Statutes, on or before December 16, 2025, the Board of Education of Strasburg School District 31J shall certify to the Board of County Commissioners of Adams and Arapahoe Counties the amounts necessary to be raised from levies against the valuation for assessment of all taxable property located within the School District for the General Fund and the Bond Redemption Fund for the current fiscal year; and,

***WHEREAS***, the Adams and Arapahoe County Assessors have provided to Strasburg School District 31J the 2024 Certifications of Valuation, and written notice to the School District of refunds and abatements as of August 1, 2025; and,

***WHEREAS***, under applicable Colorado law, including the provisions of section 39-10-114, Colorado Revised Statutes, the Board of Education of Strasburg School District31J shall adjust its mill levy, as determined under the Public School Finance Act of 1994, section 22-54-101 et seq., Colorado Revised Statutes, to collect revenues lost through previous years' abatements and refunds.

***NOW THEREFORE, BE IT RESOLVED*** by the Board of Education of Strasburg School District 31J, Adams County, Colorado, herewith authorizes and certifies to the Board of County Commissioners of Adams and Arapahoe Counties, State of Colorado, the total amount of $4,213,382 to be raised from a levy of 29.187 mills consisting of a standard levy of 27.000 mills pursuant to the Public School Finance Act of 1994, 2.078 mills approved by voters as mill levy overrides, and .109 mills for abatements and refunds against the net valuation of assessment in the amount of $144,358,161 for all taxable property located within the boundaries of the School District for the General Fund of the School District for the fiscal period beginning July 1, 2025 and ending June 30, 2026; and

***BE IT FURTHER RESOLVED***, that the Board of Education of the Strasburg School District 31J, Adams County, Colorado, herewith authorizes and certifies to the Board of County Commissioners of Adams and Arapahoe Counties, State of Colorado, the total amount of $1,350,038 to be raised from a levy of 9.352 mills against the net valuation of assessment in the amount of $144,358,161 for all taxable property located within the boundaries of the School District for the Bond Redemption Fund of the School District for the fiscal period beginning July 1, 2025 and ending June 30, 2026; and

***BE IT FURTHER RESOLVED,*** that the Strasburg School District31J Board of Education, Adams County, Colorado, hereby authorizes its Superintendent and Executive Director, Finance and Operations to modify the final mill levy to generate the budgeted property tax revenues as may be required by changes in assessed valuation value made by the Adams and Arapahoe County Assessors prior to December 15, 2025.

***BE IT FURTHER RESOLVED***, that the Secretary of the Board of Education be, and is hereby directed to forward the certification for each fund by a copy of this Resolution to the Board of County Commissioners for Adams and Arapahoe Counties, State of Colorado.

Approved this 10th day of November, 2025.

STRASBURG SCHOOL DISTRICT 31J

By: _____
President

Attest:

_____
Secretary

# District Name

# Mill Levy Certification

**Fiscal Year 2025-26**

**November 10, 2025**

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

**Kelle Bongard**
**Superintendent**

**Nancy Taylor**
**Chief Financial Officer**

# Strasburg School District 31J

## Property Tax Mill Levy

In compliance with Colorado Revised Statute 22-40-102(6), this is to certify that the Strasburg School District 31J Board of Education met in a business session on November 10, 2025, and took action, recorded on the official minutes thereof, to establish the total Strasburg School District 31J mill levy for property tax year 2025 (to be collected in 2026) at: **38.539**

The millage total is based on a net assessed value of: **$144,358,161**

and is comprised of the following:

| FUND | Dollar Value | Mill Total |
|---|---|---|
| **General Fund** | | |
| Total Program | **$3,897,670** | **27.000** |
| Hold Harmless | **$0** | **0.000** |
| Voter Approved Mill Levy Override/s | **$299,976** | **2.078** |
| Abatement | **$15,735** | **0.109** |
| **Total General Fund** | **$4,213,382** | **29.187** |
| **Bond Redemption Fund** | **$1,350,038** | **9.352** |
| **Transportation Fund** | **$0** | **0.000** |
| **Special Building & Technology** | **$0** | **0.000** |
| **Debt Free Schools: Supplemental Capital Construction, Technology, & Maintenance** | **$0** | **0.000** |
| **Other** | **$0** | **0.000** |
| **Total Non-General Fund** | **$1,350,038** | **9.352** |
| **Strasburg School District 31J TOTAL** | **$5,563,419** | **38.539** |

Signature of Board of Education President _____

**Estimated Full Funding Mill Levy** **94.895**

**Projected Gross Funding from State** **$3,953,161**

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Extracurricular Activity Eligibility | JJJ-R |
| **Adopted:** | **Revision:** |
| | November 2025 |

**Extracurricular Activity Eligibility**

The following rules shall govern participation in all school-approved extracurricular activities:

**Academic Eligibility**

**A. Initial Eligibility Requirements (ALL SCHOOLS)**

- **i.** This CHSAA Eligibility requirement is based on the start date of the sport/activity, based off of the previous semester transcripted grade.
  - **1.** During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must not be failing more than the equivalent of one-half Carnegie unit of credit.
    - **a.** Interpretation:
      - **i.** If a student fails two courses in a semester, they are INELIGIBLE to participate until a predetermined date established by CHSAA (or the next season), unless the courses are made up during summer school. (REFER to CHSAA rules 410.1)
- **ii.** To be eligible to participate in any sport/activity, a student must also:
  - **1.** Participants must be enrolled in the district as full-time middle school students or high school students in courses that will earn three Carnegie units of credit per semester or enrolled in a nonpublic home-based program or an independent or parochial school taking an equivalent number of classes. (according to CHSAA guidelines).
    - **a.** Interpretation:
      - **i.** At Strasburg High School, all 9th -11th grade students are required to take seven classes per semester. Seniors must take at least 6 classes per semester.

ii. At Hemphill Middle School, all 7th and 8th grade students are required to take seven classes per semester.

iii. Approved units of Credit (Carnegie Units)
1. Courses in SHS, PCHS, HMS Course Catalog
2. Morgan Community College Courses
3. University of Northern Colorado Courses
4. AIMS Community College Courses
5. Pickens Technical College Courses
6. PLATO (credit recovery) Courses
   a. Plato classes for ***determining eligibility*** must be assigned by the counselor or principal within the first 2 weeks of a semester which is in compliance with our add/drop period for classes.
   b. Plato classes for determining eligibility must be completed within the semester assigned.

iv. **Other Eligibility Guidelines**
1. A student is ineligible for interscholastic athletic competition upon arriving at age 19; however, if his/her 19th birthday occurs on or after August 1st, he/she shall be eligible to participate that year.
2. The period of eligibility for a high school participant shall be limited to eight consecutive semesters, (if he /she began high school as a ninth grader). Any student who has attended eight semesters in grades nine through twelve is ineligible for high school athletics/activities except that a student otherwise ineligible may complete a season's participation in an interscholastic sport beginning in his 8th semester.
3. No high school student shall participate more than 4 seasons in any one sport (3 seasons if he/ she began high school as a 10th grader). Any athlete certified to compete in athletics must be an amateur (refer to CHSAA by-laws for further interpretations). To qualify as an amateur, a student must never:
   a. Have knowingly participated in competition with professionals or have competed for money.
   b. Have competed under an assumed name.
   c. Have accepted an award which has been converted into cash d) Have signed a professional contract.
   d. No award of any kind other than by the school, the Association, or a group approved by the school or the Association and limited in value to $100.00 shall be made to participants in any inter-school activity. (CHSAA policy)
   e. If unapproved awards are offered and accepted by the participants, such participants shall jeopardize their eligibility to represent their school in any inter-

school activity; and, further, such acceptance shall and may result in a suspension from school. (CHSAA policy).

4. Students participating in CHSAA sanctioned athletics must submit a physical examination statement to the school before participating in any sport.
    a. This must be submitted to the athletic office or online registration platform.
    b. Must be submitted on approved CHSAA physical examination form.
    c. Physical must be valid.
        i. Within 365 days of participation.
        ii. Dated.
        iii. Signed by physician.
5. Students must register for all CHSAA sanctioned activities and school activities through online registration platform and complete all required fields.

**B. Semester Eligibility**

i. Close of a semester is identified on the district calendar.
    1. All grades must be finalized within 48 hours of the close of a semester.
        **a. Exceptions**
            i. Special circumstances arise out of the students' control.
                1. vacations, illness, family deaths.
            ii. Students are granted Principal Hardship permission to within a reasonable time to fulfil or complete assignments for grading within the grading window. Usually, 2 days prior to the opening of a new semester.
        **b. Procedure**
            i. Teachers will give students an incomplete at the close of the semester and then replace the incomplete within the grading window.
            ii. Principal Hardship waivers must be on file and the CHSAA office notified by email.

**C. Weekly Eligibility (All Schools)**

**i.** Process
    **1.** SSD31J member schools shall utilize a point system to determine eligibility.
        **a.** 4 points and a student is ineligible for the upcoming week.
            **i.** F = 2 points, D = 1 point
                **1.** Interpretation Ineligible
                    **a.** 2 F's = 4 points, student is ineligible for the week.
                    **b.** 1 F, 2 D's = 4 points, student is ineligible for the week.

**c.** 4 D's = 4 points, student is ineligible to compete.

**2.** Interpretation Eligible

**a.** 1 F, 1 D = 3 points, student is eligible to compete.

**b.** D's = 3 points, student is eligible to compete.

**ii.** Procedure

**1.** Teachers shall enter grades into the student information system (PowerSchool) on a weekly basis to create a warning list by 1:30 PM, Wednesday, of the week.

**2.** Coaches/sponsors/teachers will be informed by Wednesday at 4:00 p.m. of students on a down list.

**a.** Coaches/sponsors/teachers will inform participants who are on the down list that they will have until Friday at noon to get grades corrected.

**3.** Final Eligibility will be processed on Friday, at 2:30 p.m. Students who receive 4 or more points for the week shall not be eligible for the following week (Monday through Saturday). The athletic director will certify individual student eligibility in cooperation with the guidance/administrative office. Students participating in activities who are not enrolled in the district must provide appropriate certification stating that the academic eligibility requirements have been met.

**4.** Students who are ineligible are still required to attend practice unless the coach requires them to attend a study hall.

**5.** Students must receive an opportunity to be graded each week.

**6.** There will be NO opportunities for grade changes for the eligibility period after the Friday Eligibility has run for that grading week.

**7.** No eligibility list shall be published for the purpose of determining eligibility during the first two weeks of a grading period.

**iii.** Support

**1.** SSD31J member schools shall make available a program of academic support for all students that are failing. The academic supports may include, but are not limited to interventions in the Master Schedule, after school tutoring or other supports deemed appropriate to ensure the academic success of all students.

**a.** Support Opportunities:

**i.** Eligibility emails weekly to parents.

**ii.** Eligibility phone calls weekly to parents.

**iii.** Coaches host study halls prior to practice or in lieu of practices.

iv. Mandatory Extended Learning Opportunity (ELO) time after school with teachers.
v. Continued Monitoring of progress.

iv. Attendance
1. Students enrolled in the district must be in attendance at school for at least ½ the school day in order to participate in any school sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation. The attendance requirement will not apply to other students since the district cannot effectively monitor their daily attendance.
a. Interpretation
i. 7th-11th grade students must attend a minimum of 4 classes to practice or compete in school sponsored athletics or activities.
ii. 12th grade students with 6 classes must attend a minimum of 3 classes to practice or compete in school sponsored athletics or activities.

v. Code of Conduct
1. Students violating the district code of conduct will be ineligible until they have complied with all disciplinary sanctions.
a. Interpretation
i. Be considered a good citizen of the school and community by the school administration.
ii. Our students must represent our school appropriately and be positive role models at all times. Any inappropriate activity on or off campus may face disciplinary action, including losing the privilege of representing our school in extra-curricular activities.
b. Eligibility Penalty
i. A student who is suspended will be ineligible for at least one game or activity (starting on the day of the suspension). Major infractions that result in multiple days of suspension will cause a student to miss more than one game or activity at the discretion of the administration.
1. Students who are suspended will not be allowed at all team functions including but not limited to practices, games, organized team social functions on or off school grounds.
ii. If a student receives an unexcused absence from his/her classes, he/she may miss at least

one game or activity at the discretion of the administration. Multiple unexcused absences can result in missing more than one game or activity and possibly dismissal from the team at the discretion of administration.

**vi.** Make up work

1. No make-up work shall be permitted after the close of the grading period for purposes of becoming eligible. All students who receive an incomplete at the end of the semester have one week to complete any required work and receive a passing grade. A student failing to complete work during the normal semester because of a manifest hardship (injury, illness or other circumstances beyond his control) may be permitted a reasonable time following the student's recovery to complete the work. In most cases the length of time would be a like number of days which the student was absent from school.

**D.** Applicable Students & Activities

**i.** ALL SSD31J students 7th - 12th grade.

1. General Education
2. Special Education
3. Strasburg High School
4. Prairie Creeks High School
5. Hemphill Middle School

**ii.** If a student is ineligible, he/she may not participate in the following interscholastic activities (if the competition is not part of a class requirement):

1. Fine Arts performances/competitions
2. FBLA
3. SNAP
4. Student Council
5. NHS
6. Knowledge Bowl
7. Dances including prom
8. All CHSAA Sanctioned Athletics and Activities at all levels offered by Strasburg Schools.

**E.** Fulfill other requirements as established by the coach and administration.

**F.** A coach should never accept a note from a teacher to regain eligibility, any eligibility questions or concerns should be addressed directly with the Athletic Director.

CROSS REF.: JICDA, Code of Conduct

**File: JJJ-R**

# Extracurricular Activity Eligibility

The following rules shall govern participation in all school-approved extracurricular activities:

. **Academic Eligibility**

**a. Initial Eligibility Requirements (ALL SCHOOLS)**

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**1.** During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must not be failing more than the equivalent of one-half Carnegie unit of credit.

**a.** Interpretation:

**i.** If a student fails two courses in a semester, they are INELIGIBLE to participate until a predetermined date established by CHSAA (or the next season), unless the courses are made up during summer school. (REFER to CHSAA rules 410.1)

**ii.** To be eligible to participate in any sport/activity, a student must also:

**1.** Participants must be enrolled in the district as full-time middle school students or high school students in courses that will earn three Carnegie units of credit per semester or enrolled in a nonpublic home-based program or an independent or parochial school taking an equivalent number of classes. (according to CHSAA guidelines).

**a.** Interpretation:

**i.** At Strasburg High School, all 9th -11th grade students are required to take seven classes per semester. Seniors must take at least 6 classes per semester.

**ii.** At Hemphill Middle School, all 7th and 8th grade students are required to take seven classes per semester.

**iii.** Approved units of Credit (Carnegie Units)

**b.** a. Courses in SHS, PCHS, HMS Course Catalog

**1.** Morgan Community College Courses

**2.** University of Northern Colorado Courses

**3.** AIMS Community College Courses

**4.** Pickens Technical College Courses

**5.** PLATO (credit recovery) Courses

**a.** Plato classes for ***determining eligibility*** must be assigned by the counselor or principal within the first

2 weeks of a semester which is in compliance with our add/drop period for classes.

**b.** Plato classes for determining eligibility must be completed within the semester assigned.

**ii. Other Eligibility Guidelines**

**1.** A student is ineligible for interscholastic athletic competition upon arriving at age 19; however, if his/her 19th birthday occurs on or after August 1st , he/she shall be eligible to participate that year.

**2.** The period of eligibility for a high school participant shall be limited to eight consecutive semesters, (if he /she began high school as a ninth grader). Any student who has attended eight semesters in grades nine through twelve is ineligible for high school athletics/activities except that a student otherwise ineligible may complete a season's participation in an interscholastic sport beginning in his 8th semester.

**3.** No high school student shall participate more than 4 seasons in any one sport (3 seasons if he/ she began high school as a 10th grader). Any athlete certified to compete in athletics must be an amateur (refer to CHSAA by-laws for further interpretations). To qualify as an amateur, a student must never:

**a.** Have knowingly participated in competition with professionals or have competed for money.

**b.** Have competed under an assumed name.

**c.** Have accepted an award which has been converted into cash d) Have signed a professional contract.

**d.** No award of any kind other than by the school, the Association, or a group approved by the school or the Association and limited in value to $100.00 shall be made to participants in any inter-school activity. (CHSAA policy)

**e.** If unapproved awards are offered and accepted by the participants, such participants shall jeopardize their eligibility to represent their school in any inter-school activity; and, further, such acceptance shall and may result in a suspension from school. (CHSAA policy).

**4.** Students participating in CHSAA sanctioned athletics must submit a physical examination statement to the school before participating in any sport.

**a.** This must be submitted to the athletic office or online registration platform.

**b.** Must be submitted on approved CHSAA physical examination form.

**c.** Physical must be valid.

**i.** Within 365 days of participation.

**ii.** Dated.

**iii.** Signed by physician.

**5.** Students must register for all CHSAA sanctioned activities and school activities through online registration platform and complete all required fields.

c. **Semester Eligibility**
    i. Close of a semester is identified on the district calendar.
        1. All grades must be finalized within 48 hours of the close of a semester.
            a. **Exceptions**
                i. Special circumstances arise out of the students' control.
                    1. vacations, illness, family deaths.
                ii. Students are granted Principal Hardship permission to within a reasonable time to fulfil or complete assignments for grading within the grading window. Usually, 2 days prior to the opening of a new semester.
            b. **Procedure**
                i. Teachers will give students an incomplete at the close of the semester and then replace the incomplete within the grading window.
                ii. Principal Hardship waivers must be on file and the CHSAA office notified by email.

d. **Weekly Eligibility (All Schools)**
    i. Procedure
        1. SSD31J member schools shall utilize a point system to determine eligibility.
            a. 4 points and a student is ineligible for the upcoming week.
                i. F = 2 points, D = 1 point
                    1. Interpretation Ineligible
                        a. 2 F's = 4 points, student is ineligible for the week.
                        b. 1 F, 2 D's = 4 points, student is ineligible for the week.
                        c. 4 D's = 4 points, student is ineligible to compete.
                    2. Interpretation Eligible
                        a. 1 F, 1 D = 3 points, student is eligible to compete.
                        b. D's = 3 points, student is eligible to compete.

    ii. Procedure
        1. Teachers shall enter grades into the student information system (Powerschool) on a weekly basis to create a warning list by 1:30 PM, Wednesday, of the week.
        2. Coaches/sponsors/teachers will be informed by Wednesday at 4:00 p.m. of students on a down list.
            a. Coaches/sponsors/teachers will inform participants who are on the down list that they will have until Friday at noon to get grades corrected.
        3. Final Eligibility will be processed on Friday, at 2:30 p.m. Students who receive 4 or more points for the week shall not be eligible for the following week (Monday through Saturday). The athletic director will certify individual student

eligibility in cooperation with the guidance/administrative office. Students participating in activities who are not enrolled in the district must provide appropriate certification stating that the academic eligibility requirements have been met.

4. Students who are ineligible are still required to attend practice unless the coach requires them to attend a study hall.
5. Students must receive an opportunity to be graded each week.
6. There will be NO opportunities for grade changes for the eligibility period after the Friday Eligibility has run for that grading week.
7. No eligibility list shall be published for the purpose of determining eligibility during the first two weeks of a grading period.

iii. Support

1. SSD31J member schools shall make available a program of academic support for all students that are failing. The academic supports may include, but are not limited to interventions in the Master Schedule, after school tutoring or other supports deemed appropriate to ensure the academic success of all students.
    a. Support Opportunities:
        i. Eligibility emails weekly to parents.
        ii. Eligibility phone calls weekly to parents.
        iii. Coaches host study halls prior to practice or in lieu of practices.
        iv. Mandatory Extended Learning Opportunity (ELO) time after school with teachers.
        v. Continued Monitoring of progress.

iv. Attendance

1. Students enrolled in the district must be in attendance at school for at least ½ the school day in order to participate in any school sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation. The attendance requirement will not apply to other students since the district cannot effectively monitor their daily attendance.
    a. Interpretation
        i. 7th-11th grade students must attend a minimum of 4 classes to practice or compete in school sponsored athletics or activities.
        ii. 12th grade students with 6 classes must attend a minimum of 3 classes to practice or compete in school sponsored athletics or activities.

v. Code of Conduct

1. Students violating the district code of conduct will be ineligible until they have complied with all disciplinary sanctions.
    a. Interpretation

i. Be considered a good citizen of the school and community by the school administration.
ii. Our students must represent our school appropriately and be positive role models at all times. Any inappropriate activity on or off campus may face disciplinary action, including losing the privilege of representing our school in extra-curricular activities.

b. Eligibility Penalty
i. A student who is suspended will be ineligible for at least one game or activity (starting on the day of the suspension). Major infractions that result in multiple days of suspension will cause a student to miss more than one game or activity at the discretion of the administration.
1. Students who are suspended will not be allowed at all team functions including but not limited to practices, games, organized team social functions on or off school grounds.
ii. If a student receives an unexcused absence from his/her classes, he/she may miss at least one game or activity at the discretion of the administration. Multiple unexcused absences can result in missing more than one game or activity and possibly dismissal from the team at the discretion of administration.

vi. Make up work
1. No make-up work shall be permitted after the close of the grading period for purposes of becoming eligible. All students who receive an incomplete at the end of the semester have one week to complete any required work and receive a passing grade. A student failing to complete work during the normal semester because of a manifest hardship (injury, illness or other circumstances beyond his control) may be permitted a reasonable time following the student's recovery to complete the work. In most cases the length of time would be a like number of days which the student was absent from school.

e. Applicable Students & Activities
i. ALL SSD31J students 7th - 12th grade.
1. General Education
2. Special Education
3. Strasburg High School
4. Prairie Creeks High School
5. Hemphill Middle School
ii. If a student is ineligible, he/she may not participate in the following interscholastic activities (if the competition is not part of a class requirement):
1. Fine Arts performances/competitions
2. FBLA

3. SNAP
4. Student Council
5. NHS
6. Knowledge Bowl
7. Dances including prom
8. All CHSAA Sanctioned Athletics and Activities at all levels offered by Strasburg Schools.

**f.** Fulfill other requirements as established by the coach and administration.

**g.** A coach should never accept a note from a teacher to regain eligibility, any eligibility questions or concerns should be addressed directly with the Athletic Director.

~~1. Participants must be enrolled in the district as full-time middle school students or high school students in courses that will earn three Carnegie units of credit per semester or enrolled in a nonpublic home-based program or an independent or parochial school taking an equivalent number of classes.~~

~~2. Students enrolled in the district must be in attendance at school for at least ½ the school day in order to participate in any school-sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation. The attendance requirement will not apply to other students since the district cannot effectively monitor their daily attendance.~~

~~3. An eligibility list will be distributed to all teachers on Tuesday (Wednesday if Monday is a holiday) for district students. Students who receive two failing grades for the week will not be eligible to participate during the following week. The athletic director will certify individual student eligibility in cooperation with the guidance/administrative office. Students participating in activities who are not enrolled in the district must provide appropriate certification stating that the academic eligibility requirements have been met.~~

~~4. Students must submit a physical examination statement to the school before participating in any sport.~~

~~5. Students must have emergency treatment, district parent permission and athletic insurance waiver forms, if applicable, filled out, signed and on file with the school before being allowed to practice in a sport or participate in any activity.~~

~~6. Students violating the district code of conduct will be ineligible until they have complied with all disciplinary sanctions.~~

~~7. Ineligibility twice during the season (not including being placed on the warning list) will constitute permanent dismissal from the activity.~~

CROSS REF.: JICDA, Code of Conduct

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Community Use of School Facilities | KF |
| Adopted: | Revision: |
| 2006 | November 2025~~February 2018~~ |

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with the school program. All arrangements shall be subject to the following provisions:

**Eligible organizations**

Organizations connected with and promoting recognized school functions may use the buildings without charge.

Other organizations, ~~{~~including the Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of U.S. Code~~,~~ ~~}~~ may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the superintendent and approved by the Board of Education. Rental or fees may be waived for charitable or other nonprofit organizations or groups by the Board.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Director of Facilities and Maintenance,~~Facilities Director~~ it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteer helpers.

Whenever a cafeteria is used, it shall be under the supervision of a school employee. The group using the facility shall reimburse the district for the salary of the employee.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

**Rental charges and approval of use**

Specific regulations for scheduling outside uses of school facilities shall be drawn up by the superintendent and approved by the Board. Fees for the use of school facilities shall be determined by the superintendent or designee based upon the rental charges and personnel fees approved by the Board.

All rentals of school facilities shall be approved by the superintendent or designee on the basis of this policy and its accompanying regulations. Any special requests or exception to policy and/or regulations must be approved by the Board.

Any individual, group or organization using school property as provided under this policy shall hold the Board of Education, individual Board members and all district officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be in any way caused by such use or

occupancy. When using school facilities, organizations may be required to furnish satisfactory liability insurance protection.

~~Adopted: 2006~~

~~Revised: 2/2018~~

LEGAL REFS.: 20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

C.R.S. 22-32-110 (1)(f)

CROSS REFS.: EDC, Authorized Use of School-Owned Materials or Equipment JJA-2, Student Organizations – Open Forum (Secondary Schools)

JJA-2, Student Organizations – Open Forum (Secondary Schools)

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Community Use of School Facilities (Regulation) | KF-R |
| Adopted: | Revision: |
| October 14, 2015 | November 2025 |

**INTRODUCTION**

It is the desire of the Board of Education to make facilities available to the community. These facilities are only available when they are not in use for school programs or activities. These administrative regulations and procedures for providing community use are intended to promote safe, lawful, and fair use and enjoyment of District facilities consistent with the need to establish priorities that recognize the educational purpose of the facilities and the need to be financially responsible for the costs associated with such use.

These regulations and procedures shall govern the use of school facilities for purposes not directly related to the School Districts implementation of its educational programs and shall apply to all buildings and grounds owned and/or operated by the District.

**SCHEDULING**

A master schedule of all activities is maintained on the District website via FMX.~~in the District office through the Activities Director, defined in this policy as the "scheduler".~~ Requests for facilities use must be submitted no later than one week (defined as 7 days) prior to the event. All school related activities are scheduled first and always have priority. Scheduling for community activities will not occur during the hours of 7:00a.m. to 4:00~~3:30~~p.m. (Tuesday – Friday). A request must be placed through FMX, which can be accessed on the District website. FMX routes the request to the ~~facility use request form must be submitted to the~~ A~~ctivities~~thletic Director for approval and scheduling.~~, then forwarded to the District office, Director of Maintenance, and Building Administration.~~ The ~~District scheduler~~Athletic Director will ~~then~~ give final approval ~~and schedule~~ if no conflicts are presented. In the event of a conflict the ~~scheduler~~ Athletic Director will notify requesting individuals and see if another option is available that will meet their request.

**FIELD USE**

Fields may be made available to rent on a~~for~~ limited basis for approved community use. This use is subject to cancellation or adjustment, due to weather, field conditions, maintenance, or other circumstances deemed necessary and in the best interest of the District. For any event a request must always be submitted in writing for use of the fields as indicated above.~~.~~

**CANCELLATION, REVOCATION, AND MODIFICATION**

The Athletic Director~~Strasburg School District scheduler~~ will notify the appropriate ~~building staff~~ person if the scheduled facility use is canceled or adjusted. Building use can be denied or a Facility Use Request may be revoked for things such as: repeated material violation of the regulations or request, repeat short notification of cancelations, failure to pay rental fees, inappropriate behavior, and other good cause as determined by the Superintendent. The ~~Building Administrators and/or the Activities~~ Athletic Director will notify all involved parties of cancellation or change of the Request.

The District reserves the right to cancel building Facility Use Requests should the space be needed for school or school related activities. This action will be used only when necessary due to unavoidable circumstances, and attempts will be made to offer an alternative space. Notwithstanding the above, the School District may cancel or revoke a permit at any time when, in the judgment of the building principal or Superintendent, it is in the best interest of the School District to do so. When this occurs, appropriate financial adjustments will be made.

**CANCELLATION/CHANGE FEES**

When a user requests to cancel or modify a signed Facility Request, no additional fee will be charged.

**GENERAL REGULATIONS**

1. Request - A written request shall be required for use of a school building or grounds by any group ~~that is not part of the regular public school programs~~. Such requests may be granted for a single use, or a limited, recurring use, not to exceed one year.
2. Supervision - Requests shall be issued upon satisfactory assurance that the use of the school facility will be under the direct supervision of an adult who is responsible and competent to supervise the processed program or activity. The supervision provided by each group must be adequate to ensure that the members of the group remain in the assigned portion of the facility.
3. Processing-Should it be difficult to define or process a request for the use of school facilities within the scope of this regulation, the Athletic Director~~scheduler~~ will evaluate the situation and will consult the appropriate administrator before issuing a refusal.
4. No Assignment - No permit shall be transferred or assigned to any person or group without written authorization from the scheduler.
5. Safety - All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including without limitation:
    a. Open flame (including candles) are prohibited.
    b. Room capacity is not to be exceeded.
    c. Use of tobacco products is prohibited in all areas of the building and grounds.
    d. Temporary electrical or mechanical modifications are prohibited.
    e. Flammable holiday or other decorations are prohibited.
    f. Stairways, corridors, and entrances must be kept free of obstructions at all times.
    g. No equipment, scenery, or decorations of any type shall be used within the buildings or on the premises except as specifically provided in the request.
    h. No possession or use of weapons or participation in any other dangerous activities except as specifically provided in the request, covered by a Certificate of Insurance and with proper waivers approved by the District.

6. Alcohol and Drugs - Use or possession of alcoholic beverages and illegal drugs is prohibited in buildings and on grounds. Failure to comply will be dealt with by local law enforcement agencies.
7. Illegal Activities - All disruptive or illegal activity in buildings and on grounds is prohibited and will result in revocation of the Facility Use Request.
8. No Gambling - Gambling is prohibited on any school property.
9. Indemnification - The holder of a request shall be responsible to the Board of Education of the Strasburg School District for any and all damages and losses whatsoever. To the building and/or the contents, and shall indemnify and hold harmless the Board and its employees from any claims whatsoever resulting from or arising out of the use of the school facilities.
10. Personal Property - The Board of Education shall not be held responsible for any damage or loss that occur to non-school property brought on the premises. Such property (as well as all trash) must be removed from the facility immediately after the use or before such time as the materials will interfere with school activities.
11. Insurance - School District insurance coverage does not extend to the conduct of the community or other groups utilizing school facilities. The District may require a certificate of insurance from the user, naming the District as an additional insured, covering injury to persons or damage to property. The amounts shall be no less than $ 500,000 per occurrence and $1,000,000 in liability.
12. Locations - All requests will be issued for specific rooms or fields. It shall be the responsibility of the request holder to restrict the activities of the group to that specific area except for necessary hallways and restrooms. Noncompliance could result in revocation of the request.
13. Times - Facility use times will be specified in the request. All groups are expected to vacate the premises by the time specified in the request. Additional hourly charges for early arrival or late exit may be assessed. All Facility Use Requests will terminate by 10:00p.m. Exceptions to this may be approved by the building administration.
14. Days - Facilities may be rented Mondays through Fridays as is available and as such rental does not interrupt or disturb regular school activities. Saturday and limited use on Sunday, of school facilities may be permitted and will be subject to staff availability were applicable.
15. Promotional material - The posting or distribution of advertising and promotional materials of building users are subject to Board Policy.

**GUIDELINES FOR DENIAL OF USE**

The School District reserves the right to deny a request if, in the judgment of school administrators and scheduler.

1. No appropriate District employees are available to be on the premises during the intended use.
2. Insufficient time is available between the request and the intended use.
3. The proposed activities would:
   a. Jeopardize the equipment and/or facilities of the district.
   b. Conflict with school activities.
   c. Be incompatible with the school neighborhood.
   d. Violate any District policy or local, state, or federal law.

4. The user's past history of rental has been negative.
5. The program and/or activities are not appropriate for students.
6. It is in the best interest of the School District to deny the use.

**GUIDELINES FOR RELIGIOUS USE**

Facilities may be used for religious activities under the following conditions:

1. Church services and religious activities must be conducted at times when school is not in session.
2. Religious objects and symbols must be removed after each use.

**NONDISCRIMINATION**

All users shall comply with federal, state, and local laws and regulations applicable to their activities, including those related to discrimination.

**USE CLASSIFICATIONS**

**Classification 1: School Related Functions and Nonprofit Youth Organizations**

~~No use fee will be charged at any time for the following:~~

- Users who are considered to be part of a regular school curriculum or curriculum related groups.
- Users who are participants in school-sponsored student activities, such as athletic and music groups, curriculum-related student clubs, plays, student council activities, or social events.
- School affiliated users such as parent-teacher organizations, school related parent and community groups, or recognized employee associations of the Strasburg School District.
- Forums for candidates for the Board of Education, where such forums are open to the public without charge, and all candidates are invited to participate.
- Nonprofit youth organizations i.e. Boys & Girls Scouts, etc.

Organizations referenced above will not be charged a fee.

**Classification 2: Tournaments and Community Sponsored Activities**

- Tournaments (including youth tournaments that held by nonprofit organizations)
- ~~and c~~Community sponsored activities
- ~~, p~~Political caucuses
- ~~, g~~Government elections~~, and religious groups.~~
- One time religious groups

~~**Fee: Classification 2 - Category I fee schedule** (see fee schedule)~~

**Classification 3: Funerals**

~~*Funerals:*~~

Strasburg School District realizes that the facilities must sometimes be used for a funeral and the ~~. We are interested in trying to accommodate these needs whenever possible using the following guidelines:~~ following guidelines should be followed:

1. The funeral shall not be during regular school hours.
2. Religious symbols shall be removed after the service.

~~**Fee: Classification 3 - Category I fee schedule** (see fee schedule)~~

**Classification 4: Religious Groups:**

~~*Religious group's:*~~

Strasburg School District is willing to allow religious groups to use our facilities when they are not being used for school activities. This category applies only to groups that are using a facility for an extended time. ~~The rules shall be as follows:~~

~~1.~~ A yearly memorandum of understanding shall be developed between the Board and the group using the facility.

~~**Fee: Classification 4 - Category I fee schedule** (see fee schedule)~~

~~**Category**~~**Classification 5: For Profit Groups:**

~~*For Profit Groups:*~~

Regular use of facility by a regular or for profit requester including for profit youth organizations. ~~shall be assessed the hourly wage of custodial personnel, plus building fees of:~~

~~**Fee: Classification 5 - Category II fee schedule** (see fee schedule)~~

***The cost of all other spaces ~~to~~ will be determined by the Superintendent. Any other group that is not covered in this regulation shall be determined by the Superintendent.***

**School Facility Rental Fee Schedulee**

| | Classification 2<br>Classification 3<br>Classification 4~~ategory I~~ | ~~Category~~<br>~~II~~Classification 5 |
|---|---|---|
| **Classroom**<br>Regular Classroom – Specialty classrooms, e.g., science, art, are not available | Half Day - $25.00<br>Full Day - $50.00 | Half Day - $50.00<br>Full Day - $75.00 |
| **Gymnasium** | | |
| Large Gym | Half Day-$150<br>Full Day - $300 | Half Day-$200<br>Full Day-$400 |
| Small Gym | Half Day-$100<br>Full Day-$200 | Half Day-$150<br>Full Day$300 |
| Middle School Gym | Half Day-$100<br>Full Day-$200~~$100~~ | Half Day-$150<br>Full Day$300~~$150~~ |
| Elementary Gym | Half Day-$100<br>Full Day-$200 | Half Day-$150<br>Full Day$300 |
| **Commons Area (High School)** | Half Day-$100<br>Full Day-$200 | Half Day-$150<br>Full Day$300 |
| **Cafeteria** | Half Day-$150 | $200 |
| **Athletic Fields** | | |
| Football Field | $150.00 day<br>$250.00 night | $200.00 day<br>$300.00 night |
| Practice Field | $100 | $150 |

*In-kind donations may be accepted in lieu of the payment fee at the discretion of the Superintendent.

Half Day = 4 Hours or Less

THE STRASBURG SCHOOL DISTRICT RESPECTFULLY ACKNOWLEDGES THAT THE LAND ON WHICH WE GATHER AND LEARN IS THE TRADITIONAL AND ANCESTRAL HOMELANDS OF THE NORTHERN ARAPAHO AND CHEYENNE PEOPLE.

WE ARE COMMITTED TO GROWING AND DEEPENING OUR RELATIONSHIP WITH THE VIBRANT INDIGENOUS COMMUNITIES WHO CONTINUE TO THRIVE AND UPHOLD THEIR SACRED RELATION TO THIS LAND. WE EXTEND OUR RESPECT TO THE ELDERS OF THE PAST, THE PRESENT, AND FUTURE.

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Board of Education Norms | BEN |
| Adopted: | Revision: |
| | September 2025 |

**Board of Education Team Norms**

**Accountability to the Board and the Community:**

- We communicate with respect, transparency, and openness, especially in challenging situations, while considering the appropriate context for feedback.
- We actively listen and engage with objectivity and without personal bias, ensuring that all voices are heard and respected.
- We support and promote board decisions collectively, address concerns directly with the involved individuals, and maintain mutual respect.

**Commitment to the District's Strategic Plan:**

- We embrace the school mission and advocate for all students, prioritizing the greater good of the district over personal agendas.
- We approach every issue with the same level of focus and dedication, believing in the potential of all students to achieve academic success.

**Effective and Productive Meetings:**

- We prioritize and attend all meetings consistently by being prepared, arriving ready to actively engage, contribute, and accomplish the work of the board, while staying focused, using time efficiently, and starting and ending on time.
- We ensure everyone has a voice and promote balanced discussions, ending each meeting with clear action items, timelines, and owners
- We adhere to established norms, speak up when deviations occur, and strive to make our meetings a space for meaningful and respectful dialogue.

**State of**

**COLORADO**

**Strasburg School District 31J**

**In**

**Adams & Arapahoe Counties**

I, Courtney Vance, do solumnley swear that I will faithfully perform the duties of the office of school director as required by law and will support the Constitution of the United States, the Constitution of the State of Colorado, and the laws made pursuant thereto.

Courtney Vance
*Signature*

*Subscribed and sworn to before me this* 8th *day of* December, *2025.*

Nancy Lynn Taylor
*Official Administering Oath*

Notary Public
*Title*

2102 Wagner St. Strasburg Co 80136
*Address*

*My commission expires:* 10/20/2029

NANCY LYNN TAYLOR
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID# 20214041496
MY COMMISSION EXPIRES 10/20/2029

**State of**

**COLORADO**

**Strasburg School District 31J**

**In**

**Adams & Arapahoe Counties**

I, Gema Gomez, do solumnley swear that I will faithfully perform the duties of the office of school director as required by law and will support the Constitution of the United States, the Constitution of the State of Colorado, and the laws made pursuant thereto.

*Signature*

*Subscribed and sworn to before me this* 8th *day of* December, *2025.*

*Official Administering Oath*

Notary Public

*Title*

2102 Wagner St. Strasburg Co 80136

*Address*

*My commission expires:* 10/20/2029

NANCY LYNN TAYLOR
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID# 20214041496
MY COMMISSION EXPIRES 10/20/2029

# Strasburg School District 31J

# Mill Levy Certification

## Fiscal Year 2025-26

## December 8, 2025

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

**Kelle Bongard**
**Superintendent**

**Nancy Taylor**
**Chief Financial Officer**

# Strasburg School District 31J

## Property Tax Mill Levy

In compliance with Colorado Revised Statute 22-40-102(6), this is to certify that the Strasburg School District 31J Board of Education met in a business session on December 08, 2025, and took action, recorded on the official minutes thereof, to establish the total Strasburg School District 31J mill levy for property tax year 2025 (to be collected in 2026) at: **38.531**

The millage total is based on a net assessed value of: **$144,453,083**

and is comprised of the following:

| FUND | Dollar Value | Mill Total |
|---|---|---|
| **General Fund** | | |
| Total Program | **$3,900,233** | **27.000** |
| Hold Harmless | **$0** | **0.000** |
| Voter Approved Mill Levy Override/s | **$299,885** | **2.076** |
| Abatement | **$15,745** | **0.109** |
| **Total General Fund** | **$4,215,863** | **29.185** |
| **Bond Redemption Fund** | **$1,350,044** | **9.346** |
| **Transportation Fund** | **$0** | **0.000** |
| **Special Building & Technology** | **$0** | **0.000** |
| **Debt Free Schools: Supplemental Capital Construction, Technology, & Maintenance** | **$0** | **0.000** |
| **Other** | **$0** | **0.000** |
| **Total Non-General Fund** | **$1,350,044** | **9.346** |
| **Strasburg School District 31J TOTAL** | **$5,565,907** | **38.531** |
| **Check Figure Must be Zero** | **$0** | **$0** |

Signature of Board of Education President _____

**Estimated Full Funding Mill Levy** **92.500**

**Projected Gross Funding from State** **$9,700,285**

**File: IJ ~~- Instructional Materials and Library Resources~~**

*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*

# Instructional Materials Selection and Adoption

As the governing body of the District, the Board is legally responsible for the selection of instructional materials~~, which includes library resources~~. Since the Board is a policymaking body, it delegates to the District's professional personnel the authority for the selection of instructional materials ~~and library resources~~ in accordance with this policy.

Instructional materials for school classrooms ~~and school libraries~~ will be selected by the appropriate professional personnel in consultation with the administration, teachers and students. Final decision on purchase will rest with the Superintendent or designee, subject to approval by the Board. All instructional resources and materials will be aligned with the District's academic standards and support the D~~d~~istrict's educational objectives.

All textbooks~~, library resources~~ and other instructional materials will be available for inspection by students' parents/guardians.

(Adoption date)

LEGAL REFS.: C.R.S. 22-32-109 (1)(t) (Board duty to determine educational programs and prescribe textbooks)

C.R.S. 22-32-110 (1)(r) (Board power to exclude immoral or pernicious materials and books)

C.R.S. 22-54-105 (1) (budgeting for instructional supplies and materials)

~~C.R.S. 22-1-148 (Board must adopt policy regarding acquisition, retention, display, and use of library resources)~~

CROSS REFS.: DB, Annual Budget, and subcodes

IMB, Teaching about Controversial Issues and Use of Controversial Materials

IJL, Library Resource~~s~~ Selection, Adoption, and Reconsideration

KEC, Public Concerns~~/Complaints~~ about Instructional Materials ~~and Library Resources~~

**[Revised ~~June~~October 2025]**

COLORADO SAMPLE POLICY 1994©

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Instructional Materials Selection and Adoption | IJ |
| Adopted: | Revision: |
| | December 2025 |

**Instructional Materials Selection and Adoption**

As the governing body of the District, the Board is legally responsible for the selection of instructional materials. Since the Board is a policymaking body, it delegates to the District's professional personnel the authority for the selection of instructional materials in accordance with this policy.

Instructional materials for school classrooms will be selected by the appropriate professional personnel in consultation with the administration, teachers and students. Final decision on purchase will rest with the Superintendent or designee, subject to approval by the Board. All instructional resources and materials will be aligned with the District's academic standards and support the District's educational objectives.

All textbooks and other instructional materials will be available for inspection by students' parents/guardians.

LEGAL REFS.: C.R.S. 22-32-109 (1)(t) (Board duty to determine educational programs and prescribe textbooks)

C.R.S. 22-32-110 (1)(r) (Board power to exclude immoral or pernicious materials and books)

C.R.S. 22-54-105 (1) (budgeting for instructional supplies and materials)

CROSS REFS.: DB, Annual Budget, and subcodes

IMB, Teaching about Controversial Issues and Use of Controversial Materials

IJL, Library Resource Selection, Adoption, and Reconsideration

**Revised:** 12/15/2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Library Resource Selection, Adoption and Reconsideration | IJL |
| Adopted: | Revision: |
| | December 2025 |

**Library Resource Selection, ~~and~~ Adoption, and Reconsideration**

Library resources are intended to support the District's instructional programs and content standards and should include up-to-date, high quality, and varied literature. Library resources mean material, both print and non-print, found in a public school library. Print items include books, magazines, newspapers, pamphlets, microfiche, or microfilm. Non-print items include e-books, streaming resources, films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, computer software, library programs, and exhibits. Library resources do not include materials in an individual classroom library.

**SELECTION**

The Board delegates to the Superintendent the authority and responsibility of selection of library resources in all formats. Responsibility for actual selection rests with professionally trained personnel using the Board's adopted criteria and procedures. The following criteria will be used to guide school library professionals in the selection of library resources:

1. Be appropriate for the subject area, age, ability level, social, emotional, and intellectual development of the students for whom the materials are selected;
2. Represent differing viewpoints on controversial issues;
3. Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures;
4. Include a variety of resources in physical and virtual formats.

In selecting library resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources, which could include recommendations from administrators, teachers, students, District personnel, and community members. Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

Gift materials will be judged by the same criteria and will be accepted or rejected in the same manner.

**RECONSIDERATION**

Despite the careful selection of library resources, objection to library resources that are deemed offensive or inappropriate may occur. Any parent or guardian of a student enrolled in the school may express a concern and request for reconsideration of a library resource. The school library must not remove, discontinue, or restrict a library resource as the result of a request for

reconsideration, until the determination regarding the library resource has been made available to the public.

Informal Complaint. Parents or guardians with a complaint about a library resource should state their concerns to the principal. The principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the principal will explain the library's selection policy, selection criteria, and the selection process. Each parent/guardian has the right to determine the appropriateness of library resources for their own child.

Formal Complaint. If the complaint is not resolved informally, the complainant may file a formal request for reconsideration to the Superintendent within ten business days of the informal complaint discussion. The formal complaint must be filed in writing and should include the library resource of concern and reasons for the concern. Upon receipt of the formal request, the Superintendent will convene a Reconsideration Committee, which will consist of school and District staff knowledgeable about the issues raised in the complaint (e.g., teacher, principal, teacher librarian, media specialist, curriculum director) and a parent/community member, if appropriate and available.

Generally, the Committee will schedule a meeting with the requesting party within a reasonable period of time, usually within 15 working days of receiving the request, at which time the requesting party should make statements and produce evidence relating to the complaint. The Committee may also request presentations from the supervisor, other parties involved, and/or experts in the area, and it may accept statements from interested persons. When reviewing the library resource of concern, the Committee will consider the following principles established by the Board:

1. The Board recognizes the right of a parent/guardian to request that their child not borrow a particular library resource. Parents/guardians can present the request in writing to the teacher and/or school administrator who will implement reasonable measures to restrict the student from borrowing the library resource;
2. The Board recognizes the right of a parent/guardian of a student who is enrolled in the public school for which the request is made to request that the school withdraw from school use a library resource unless the same library resource has been reconsidered in the last two years;
3. A library resource will not be excluded because of the writer's race, sexual orientation, gender identity, gender expression, nationality, or political or religious views;
4. A library resource will not be obscene, as defined by law;
5. Students have a First Amendment right to read, view, and listen to library resources;
6. The Board directs that no school library staff member will be subject to termination, demotion, discipline, or retaliation for refusing to remove a library resource before the review process is complete or for making decisions that the school library staff member believes in good faith are in accordance with Board Policy;
7. All written requests for reconsideration of a library resource in a public school are open records under Colorado law.

Within ten working days of the meeting, unless additional time is needed, the Committee will deliver recommended findings and a proposed decision in writing to the Superintendent, who will then promptly release a final decision to the complainant, which will be made publicly available. The decision will identify the process followed, the information received and the final determination of the resource.

December 2025

**LEGAL REFERENCES:**

C.R.S. 22-32-110 (1)(r) (Board power to exclude immoral or pernicious materials and books)

C.R.S. 22-1-148 (Board must adopt policy regarding acquisition, retention, display, and use of library resources)

C.R.S. 24-72-201 et seq. (Colorado Open Records Act)

**CROSS REFERENCES:**

IJ, Instructional Material Selection and Adoption
KEC, Public Concerns about Instructional Materials

~~Materials for school libraries shall be recommended for purchase by the professional personnel of the libraries and approved by the superintendent or designee. Library personnel shall consult with the administration, faculty, students and parents in selecting materials.~~

~~All library materials shall be selected in accordance with the principles pertaining to selection of all instructional materials. Library materials shall support the district's educational objectives, including that all students meet or exceed district content standards.~~

~~Additionally, in maintaining and augmenting school library collections, persons responsible for selection of materials shall strive:~~

~~1. To meet the needs of the individual school based on knowledge of the curriculum and the stated needs of administrators and teachers.~~
~~2. To meet the needs of individual students, according to both the stated needs of students and general understanding of students' interest.~~
~~3. To provide materials of high artistic, historic and literary quality.~~
~~4. To provide a balanced collection, with a fair proportion of each type of material selected to meet the needs of the curriculum, the students and professional staff at all levels.~~
~~5. To provide a wide range of materials with diversity of appeal and different points of view.~~

~~In order to maintain a current and highly usable collection of materials, library personnel shall provide for continuing renewal of the collection, not only by adding up-to-date materials but also by the judicious elimination of materials which no longer meet needs.~~

~~Gifts to the library may be accepted if they meet the criteria established~~

~~for the selection of instructional materials.~~

~~All instructional resources and materials, including library materials, shall be available for inspection by parents and guardians.~~

~~LEGAL REF.: C.R.S. 22-32-110 (1)(r)~~

~~20 U.S.C. §1232h *(protection of pupil rights)*~~

~~CROSS REFS.: IJ, Instructional Resources and Materials~~

~~KEC, Public Concerns/Complaints about Instructional Resources~~

~~NOTE 1: Each school district should approve procedures to accompany this policy.~~

~~NOTE 2: If a school district obtains library grant moneys pursuant to C.R.S. 24-90-402 et seq., the district must equip all school library computers with software and internet service that "filter" and limit the ability of minor students to gain access to materials that are obscene or illegal. The district must also develop a policy that establishes and enforces measures to restrict minor students from obtaining computer information that is obscene or illegal.~~

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Library Resource Selection, Adoption and Reconsideration | IJL |
| Adopted: | Revision: |
| December 2025 | |

**Library Resource Selection, Adoption, and Reconsideration**

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**Adoption Date:** December 2025

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**CROSS REFERENCES:**

IJ, Instructional Material Selection and Adoption
KEC, Public Concerns about Instructional Materials

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| School District Educational Objectives | ADA |
| Adopted: | Revision: |
| | ~~June 2024~~January 2026 |

## School District Educational Objectives

In keeping with its belief that all students can learn and achieve academic success, the Board of Education adopts the following objectives:

1. Students shall demonstrate the skills and attitudes of critical thinking, problem solving, decision making, intellectual curiosity and artistic expression which form the foundation for lifelong learning.

2. Students shall acquire the skills and knowledge required to lead successful lives and be productive citizens.

3. Students shall demonstrate proficiency in core academic areas by meeting or exceeding ~~state and~~the district's ~~content~~ academic standards or completing the requirements and goals as listed on a student's Individualized Education Program (IEP) which may include modified standards.~~.~~

4. Students shall demonstrate ~~the job acquisition, job retention and marketable job skills necessary to be effective, productive workers.~~readiness for postsecondary and/or workforce success.

5. Students shall be able to make effective life choices based on commonly held values of honesty, respect for self and others, civic and personal responsibility and integrity.

CROSS REFS.: AD, ~~Educational Philosophy/~~School District Mission

~~IA, Instructional Goals and Learning Objectives~~

Revised: January 2026

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| School District Educational Objectives | ADA |
| Adopted: | Revision: |
| | January 2026 |

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4. Students shall demonstrate readiness for postsecondary and/or workforce success.

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CROSS REFS.: AD, School District Mission

Revised: January 2026

| Full Name | Attribute(s) |
|---|---|
| Adams, Barbara | Sub Food Services |
| Angelo, Sarah | Sub Health Aid, Sub Para |
| Bartfai, Taylor | Sub Para |
| Beeck, Kori | Sub Teacher |
| Bonds, Jessie | Sub Para |
| Busse, Susan | Sub Para, Sub Teacher |
| Casarrubias, Nanci | Sub Food Services |
| Chavez, Cyndi | Sub Teacher |
| Crouse, Vicki | Sub Para, Sub Teacher |
| CULPEPPER, CALEB | Sub Custodian |
| DeWolf, Corey | Sub Para, Sub Teacher |
| Elliott, Diana | Sub Teacher |
| Elliott, Kurt | Sub Para, Sub Teacher |
| Engelsman, Tiffany | Sub Teacher |
| Garrett, Jaclyn | Sub Para, Sub Secretary, Sub Teacher |
| Goble, Tanya | Sub Para |
| Griggs, Cynthia | Sub Para |
| Gutierrez, Dana | Sub Food Services, Sub Para, Sub Teacher |
| Hale, Lori | Sub Teacher |
| Hassell, Samantha | Sub Food Services, Sub Teacher |
| Hemphill, Kevin | Sub Bus Driver |
| Jeffries, Julie | Sub Teacher |
| Johnson, Susan | Sub Teacher |
| Kruse, Mary Colleen | Sub Para, Sub Teacher |
| McNabb, Stacey | Sub Para |
| Muehlausen, Corine | Sub Para, Sub Teacher |
| Mullarkey, Kea | Sub Teacher |
| Murphy, Faith | Sub Teacher |
| Osborne, Deborah | Sub Para, Sub Teacher |
| Perrino, Connie | Sub Custodian |
| Rigdon, Jacquline | Sub Para, Sub Teacher |
| Rose, Alec | Sub Food Services |
| Schermerhorn, Shauni | Sub Teacher |
| Scott, Jessica | Sub Teacher |
| Sherer, Patricia | Sub Teacher |
| Shuck, Leanne | Sub Teacher |
| Simpkins, Pamela | Sub Teacher |
| Smith, Julie | Sub Teacher |
| Steinman, Beth | Sub Para, Sub Secretary |
| Stuart, Autumn | Sub Teacher |
| Suttmer-Lybarger, Simone | Sub Para |
| Torres-Cervantes, Maria | Sub Custodian |
| Van Cleave, Courtney | Sub Teacher |
| Villa, Rosa | Sub Custodian |
| Vining, Rita | Sub Teacher |
| Wailes, Julia | Sub Health Aid |

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| Winklepleck, Brenda | Sub Teacher |

| Activity | Coach | Postion |
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| Boys Basketball | Kyle Bollers | Boys Basketball - Head Coach |
| Boys Basketball | Josh Holloway | Boys Basketball - Asst. Coach |
| Boys Basketball | Jerry Ryan | Boys Basketball - Asst. Coach |
| Boys Basketball | Dave Glatfelter | Boys Basketball - Asst. Coach |
| Boys Wrestling | Shane Coombs | Boys Wrestling - Head Coach |
| Boys Wrestling | Corey Coombs | Boys Wrestling - Asst. Coach |
| Boys Wrestling | Blake Coombs | Boys Wrestling - Asst. Coach |
| Cheer | Stephanie Peabody | Cheer - Head Coach |
| Cheer | Alaina Franklin | Cheer - Asst. Coach |
| Cheer | Tobi Whithead | Cheer - Vol. Asst. Coach |
| Girls Basketball | Merci Ames | Girls Basketball - Head Coach |
| Girls Basketball | Wilson Ames | Girls Basketball - Asst. Coach |
| Girls Basketball | Bailea Carothers | Girls Basketball - Asst. Coach |
| Girls Basketball | Rebekkah Clark | Girls Basketball - Asst. Coach |
| Girls Basketball | Hayley Ross | Girls Basketball - Vol. Asst. Coach |
| Girls Basketball | Stephanie Welch | Girls Basketball - Vol. Asst. Coach |
| Girls Wrestling | Matt Croft | Girls Wrestling - Head Coach |
| Girls Wrestling | Jessica Gitke | Girls Wrestling - Asst. Coach |

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**File: IJ ~~- Instructional Materials and Library Resources~~**

*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*

# Instructional Materials Selection and Adoption

As the governing body of the District, the Board is legally responsible for the selection of instructional materials~~, which includes library resources~~. Since the Board is a policymaking body, it delegates to the District's professional personnel the authority for the selection of instructional materials ~~and library resources~~ in accordance with this policy.

Instructional materials for school classrooms ~~and school libraries~~ will be selected by the appropriate professional personnel in consultation with the administration, teachers and students. Final decision on purchase will rest with the Superintendent or designee, subject to approval by the Board. All instructional resources and materials will be aligned with the District's academic standards and support the D~~d~~istrict's educational objectives.

All textbooks~~, library resources~~ and other instructional materials will be available for inspection by students' parents/guardians.

(Adoption date)

LEGAL REFS.: C.R.S. 22-32-109 (1)(t) (Board duty to determine educational programs and prescribe textbooks)

C.R.S. 22-32-110 (1)(r) (Board power to exclude immoral or pernicious materials and books)

C.R.S. 22-54-105 (1) (budgeting for instructional supplies and materials)

~~C.R.S. 22-1-148 (Board must adopt policy regarding acquisition, retention, display, and use of library resources)~~

CROSS REFS.: DB, Annual Budget, and subcodes

IMB, Teaching about Controversial Issues and Use of Controversial Materials

IJL, Library Resource~~s~~ Selection, Adoption, and Reconsideration

KEC, Public Concerns~~/Complaints~~ about Instructional Materials ~~and Library Resources~~

**[Revised ~~June~~October 2025]**

COLORADO SAMPLE POLICY 1994©

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Instructional Materials Selection and Adoption | IJ |
| Adopted: | Revision: |
| | December 2025 |

**Instructional Materials Selection and Adoption**

As the governing body of the District, the Board is legally responsible for the selection of instructional materials. Since the Board is a policymaking body, it delegates to the District's professional personnel the authority for the selection of instructional materials in accordance with this policy.

Instructional materials for school classrooms will be selected by the appropriate professional personnel in consultation with the administration, teachers and students. Final decision on purchase will rest with the Superintendent or designee, subject to approval by the Board. All instructional resources and materials will be aligned with the District's academic standards and support the District's educational objectives.

All textbooks and other instructional materials will be available for inspection by students' parents/guardians.

LEGAL REFS.: C.R.S. 22-32-109 (1)(t) (Board duty to determine educational programs and prescribe textbooks)

C.R.S. 22-32-110 (1)(r) (Board power to exclude immoral or pernicious materials and books)

C.R.S. 22-54-105 (1) (budgeting for instructional supplies and materials)

CROSS REFS.: DB, Annual Budget, and subcodes

IMB, Teaching about Controversial Issues and Use of Controversial Materials

IJL, Library Resource Selection, Adoption, and Reconsideration

**Revised:** 12/15/2025

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Library Resource Selection, Adoption and Reconsideration | IJL |
| Adopted: | Revision: |
| | December 2025 |

**Library Resource Selection, ~~and~~ Adoption, and Reconsideration**

Library resources are intended to support the District's instructional programs and content standards and should include up-to-date, high quality, and varied literature. Library resources mean material, both print and non-print, found in a public school library. Print items include books, magazines, newspapers, pamphlets, microfiche, or microfilm. Non-print items include e-books, streaming resources, films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, computer software, library programs, and exhibits. Library resources do not include materials in an individual classroom library.

**SELECTION**

The Board delegates to the Superintendent the authority and responsibility of selection of library resources in all formats. Responsibility for actual selection rests with professionally trained personnel using the Board's adopted criteria and procedures. The following criteria will be used to guide school library professionals in the selection of library resources:

1. Be appropriate for the subject area, age, ability level, social, emotional, and intellectual development of the students for whom the materials are selected;
2. Represent differing viewpoints on controversial issues;
3. Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures;
4. Include a variety of resources in physical and virtual formats.

In selecting library resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources, which could include recommendations from administrators, teachers, students, District personnel, and community members. Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

Gift materials will be judged by the same criteria and will be accepted or rejected in the same manner.

**RECONSIDERATION**

Despite the careful selection of library resources, objection to library resources that are deemed offensive or inappropriate may occur. Any parent or guardian of a student enrolled in the school may express a concern and request for reconsideration of a library resource. The school library must not remove, discontinue, or restrict a library resource as the result of a request for

reconsideration, until the determination regarding the library resource has been made available to the public.

Informal Complaint. Parents or guardians with a complaint about a library resource should state their concerns to the principal. The principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the principal will explain the library's selection policy, selection criteria, and the selection process. Each parent/guardian has the right to determine the appropriateness of library resources for their own child.

Formal Complaint. If the complaint is not resolved informally, the complainant may file a formal request for reconsideration to the Superintendent within ten business days of the informal complaint discussion. The formal complaint must be filed in writing and should include the library resource of concern and reasons for the concern. Upon receipt of the formal request, the Superintendent will convene a Reconsideration Committee, which will consist of school and District staff knowledgeable about the issues raised in the complaint (e.g., teacher, principal, teacher librarian, media specialist, curriculum director) and a parent/community member, if appropriate and available.

Generally, the Committee will schedule a meeting with the requesting party within a reasonable period of time, usually within 15 working days of receiving the request, at which time the requesting party should make statements and produce evidence relating to the complaint. The Committee may also request presentations from the supervisor, other parties involved, and/or experts in the area, and it may accept statements from interested persons. When reviewing the library resource of concern, the Committee will consider the following principles established by the Board:

1. The Board recognizes the right of a parent/guardian to request that their child not borrow a particular library resource. Parents/guardians can present the request in writing to the teacher and/or school administrator who will implement reasonable measures to restrict the student from borrowing the library resource;
2. The Board recognizes the right of a parent/guardian of a student who is enrolled in the public school for which the request is made to request that the school withdraw from school use a library resource unless the same library resource has been reconsidered in the last two years;
3. A library resource will not be excluded because of the writer's race, sexual orientation, gender identity, gender expression, nationality, or political or religious views;
4. A library resource will not be obscene, as defined by law;
5. Students have a First Amendment right to read, view, and listen to library resources;
6. The Board directs that no school library staff member will be subject to termination, demotion, discipline, or retaliation for refusing to remove a library resource before the review process is complete or for making decisions that the school library staff member believes in good faith are in accordance with Board Policy;
7. All written requests for reconsideration of a library resource in a public school are open records under Colorado law.

Within ten working days of the meeting, unless additional time is needed, the Committee will deliver recommended findings and a proposed decision in writing to the Superintendent, who will then promptly release a final decision to the complainant, which will be made publicly available. The decision will identify the process followed, the information received and the final determination of the resource.

December 2025

**LEGAL REFERENCES:**

C.R.S. 22-32-110 (1)(r) (Board power to exclude immoral or pernicious materials and books)

C.R.S. 22-1-148 (Board must adopt policy regarding acquisition, retention, display, and use of library resources)

C.R.S. 24-72-201 et seq. (Colorado Open Records Act)

**CROSS REFERENCES:**

IJ, Instructional Material Selection and Adoption
KEC, Public Concerns about Instructional Materials

~~Materials for school libraries shall be recommended for purchase by the professional personnel of the libraries and approved by the superintendent or designee. Library personnel shall consult with the administration, faculty, students and parents in selecting materials.~~

~~All library materials shall be selected in accordance with the principles pertaining to selection of all instructional materials. Library materials shall support the district's educational objectives, including that all students meet or exceed district content standards.~~

~~Additionally, in maintaining and augmenting school library collections, persons responsible for selection of materials shall strive:~~

~~1. To meet the needs of the individual school based on knowledge of the curriculum and the stated needs of administrators and teachers.~~
~~2. To meet the needs of individual students, according to both the stated needs of students and general understanding of students' interest.~~
~~3. To provide materials of high artistic, historic and literary quality.~~
~~4. To provide a balanced collection, with a fair proportion of each type of material selected to meet the needs of the curriculum, the students and professional staff at all levels.~~
~~5. To provide a wide range of materials with diversity of appeal and different points of view.~~

~~In order to maintain a current and highly usable collection of materials, library personnel shall provide for continuing renewal of the collection, not only by adding up-to-date materials but also by the judicious elimination of materials which no longer meet needs.~~

~~Gifts to the library may be accepted if they meet the criteria established~~

~~for the selection of instructional materials.~~

~~All instructional resources and materials, including library materials, shall be available for inspection by parents and guardians.~~

~~LEGAL REF.: C.R.S. 22-32-110 (1)(r)~~

~~20 U.S.C. §1232h *(protection of pupil rights)*~~

~~CROSS REFS.: IJ, Instructional Resources and Materials~~

~~KEC, Public Concerns/Complaints about Instructional Resources~~

~~NOTE 1: Each school district should approve procedures to accompany this policy.~~

~~NOTE 2: If a school district obtains library grant moneys pursuant to C.R.S. 24-90-402 et seq., the district must equip all school library computers with software and internet service that "filter" and limit the ability of minor students to gain access to materials that are obscene or illegal. The district must also develop a policy that establishes and enforces measures to restrict minor students from obtaining computer information that is obscene or illegal.~~

# Strasburg School District 31J

| Policy: | File: |
|---|---|
| Library Resource Selection, Adoption and Reconsideration | IJL |
| Adopted: | Revision: |
| December 2025 | |

**Library Resource Selection, Adoption, and Reconsideration**

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Generally, the Committee will schedule a meeting with the requesting party within a reasonable period of time, usually within 15 working days of receiving the request, at which time the requesting party should make statements and produce evidence relating to the complaint. The Committee may also request presentations from the supervisor, other parties involved, and/or experts in the area, and it may accept statements from interested persons. When reviewing the library resource of concern, the Committee will consider the following principles established by the Board:

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**Adoption Date:** December 2025

**LEGAL REFERENCES:**

C.R.S. 22-32-110 (1)(r) (Board power to exclude immoral or pernicious materials and books)

C.R.S. 22-1-148 (Board must adopt policy regarding acquisition, retention, display, and use of library resources)

C.R.S. 24-72-201 et seq. (Colorado Open Records Act)

**CROSS REFERENCES:**

IJ, Instructional Material Selection and Adoption
KEC, Public Concerns about Instructional Materials

# Strasburg School District 31J

# Mill Levy Certification

## Fiscal Year 2025-26

## December 8, 2025

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

**Kelle Bongard**
**Superintendent**

**Nancy Taylor**
**Chief Financial Officer**

# Strasburg School District 31J

## Property Tax Mill Levy

In compliance with Colorado Revised Statute 22-40-102(6), this is to certify that the Strasburg School District 31J Board of Education met in a business session on December 08, 2025, and took action, recorded on the official minutes thereof, to establish the total Strasburg School District 31J mill levy for property tax year 2025 (to be collected in 2026) at: **38.531**

The millage total is based on a net assessed value of: **$144,453,083**

and is comprised of the following:

| FUND | Dollar Value | Mill Total |
|---|---|---|
| **General Fund** | | |
| Total Program | **$3,900,233** | **27.000** |
| Hold Harmless | **$0** | **0.000** |
| Voter Approved Mill Levy Override/s | **$299,885** | **2.076** |
| Abatement | **$15,745** | **0.109** |
| **Total General Fund** | **$4,215,863** | **29.185** |
| **Bond Redemption Fund** | **$1,350,044** | **9.346** |
| **Transportation Fund** | **$0** | **0.000** |
| **Special Building & Technology** | **$0** | **0.000** |
| **Debt Free Schools: Supplemental Capital Construction, Technology, & Maintenance** | **$0** | **0.000** |
| **Other** | **$0** | **0.000** |
| **Total Non-General Fund** | **$1,350,044** | **9.346** |
| **Strasburg School District 31J TOTAL** | **$5,565,907** | **38.531** |
| **Check Figure Must be Zero** | **$0** | **$0** |

Signature of Board of Education President _____

**Estimated Full Funding Mill Levy** **92.500**

**Projected Gross Funding from State** **$9,700,285**