

Mission Statement

*Develop responsible and
productive members of
society*

Strasburg School District
31-J

October 10, 2018 @ 6:30 p.m.

Board of Education

John Sampson, President

Nancy Taylor, 1st Vice President

Connie Lybarger, 2nd Vice
President

Michael Marrero, Secretary

Julie Winter, Treasurer

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

T – Transparency

R – Respect

U – Unity

T – Trust

H – Honesty

Agenda

SCHOOL DISTRICT BOARD ROOM

Meetings are held in the East video-conference room – Room 110.

Please enter the High School through the circle drive entrance.

The Board's meeting time is dedicated to the mission and goals of the Strasburg 31J School District. Your opinion is valuable to the Board. There is an opportunity during request from patrons to address the Board.

Members of the public who intend to offer public comment to the Board must sign up for comment with the Superintendent at least 24 hours before each Board meeting. The Board President has discretion to call on those who have signed up and set the order of speakers.

(District students should identify themselves as such and they will be called upon first).

Presentations must be no more than three minutes.

There are many other ways to become involved with the schools such as district accountability committees, booster clubs, classroom parent volunteers, etc. For more information feel free to contact any of the schools or the administration office.

I. Opening of the Meeting

- a. Call to Order
- b. Roll Call
- c. Pledge of Allegiance
- d. Adoption of Agenda

II. Report of the Superintendent

- a. Legislative Update
 - i. Amendment 73 **Page 5**
 - ii. <https://cosfp.org/impactcalculator/>
- b. October Count – Initial Numbers and Historical Counts and Trends
- c. Talent Ed – Online HR System
- d. Parent Notification System -
- e. Master Plan – Western Demographics
- f. Update on Alpine Implementation
- g. Quarterly Report – **Page 9**

III. Board Action items

- a. Personnel
 - i. Resignations:
 - 1. Diana Wallace, SES Para Professional **Page 11**
 - ii. New Hires:
 - 1. Kristi Baca, SES Para Professional **Page 12**
- b. Resolution for Amendment 73
- c. Purchase SDS Accounting System **Page 13**
- d. Policy
 - i. Final Read
 - 1. IHCD-R Concurrent Enrollment Regulation **Page 22**
 - ii. Revision
 - 1. ADD – Safe Schools **Page 24**
 - 2. GBEB – Staff Conduct (and Responsibilities) **Page 27**
 - 3. JICH – Drug and Alcohol Involvement by Students **Page 33**
 - 4. JLCD – Administering Medications to Students **Page 36**
 - 5. JLCDB – Administration of Medical Marijuana to Qualified Students **Page 40**
 - 6. KFA – Public Conduct on District Property **Page 44**
 - iii. First Read
 - 1. GBEB-R-2 Staff Conduct (and Responsibilities) – Regulation **Page 47**
 - 2. KDBA – Parent Notification of Employee Criminal Charges **Page 49**
 - 3. KDBA-E Parent Notification of Employee Criminal Charges – Exhibit **Page 52**

IV. Consent Agenda

- a. Approval of the minutes of the September 12th, 2018 Regular Board Meeting (**Page 54**). Approval of claims, accounts, and financial statements, as appropriate. As per Board action, financials are mailed out no later than 12 working days from the beginning of the month. The Board confirms

approval of financials at its next regular meeting. Questions regarding information on the financials can be brought to the Board meeting.

V. Adjournment

RESOLUTION IN SUPPORT OF AMENDMENT 73

WHEREAS, the Strasburg 31J School District Board of Education believes that every student should have the opportunity to reach his or her full potential and to participate meaningfully in the civic and economic life of the community; and

WHEREAS, the Colorado way of life provides every student the chance to succeed regardless of their zip code or their learning needs; and

WHEREAS, quality public education develops a competitive workforce that will drive a vibrant Colorado economy for decades to come; and

WHEREAS, Colorado is experiencing a teacher shortage crisis and many teachers in rural districts do not make enough salary to meet the cost of living; and

WHEREAS, Colorado's investment in education is lagging behind other states -Colorado ranks 48th nationally in personal income invested in education; and

WHEREAS, education funding has not recovered from the recession; in the 2018-19 school year alone, Colorado schools are underfunded by \$672.4 million; and

WHEREAS, the loss to the Strasburg 31J School District has been over \$8.8 million dollars since 2009, which could have been used to support teacher salaries, offset taxpayer burdens and assist with critical programs; and

WHEREAS, reduced funding is directly impacting the District's ability to provide meaningful educational opportunities for all students; and

WHEREAS, the reduced funding also limits the Board's ability to respond to parents and community input on the District's programs and services, despite the Board's great desire to engage with and respond to its community; and

WHEREAS, Amendment 73 builds on the successes of Colorado's public schools by expanding students' educational opportunities to prepare them for success in college, career and life; preparing a qualified workforce for decades to come; and ensuring that Colorado's economic prosperity is shared with every community from corner to corner of the state; and

WHEREAS, Amendment 73 will bring Colorado's investment in public education closer to the national average by raising \$1.6 billion dollars annually; provide sustainable support for schools by stabilizing school property taxes; provide additional funding for all students and address the most pressing needs of Colorado's public schools -specifically, funding for full-day kindergarten and a significant increase in funding for Early Childhood programs, Special Education programs, At-Risk students, English Language Learners and Gifted & Talented students; and

WHEREAS, Amendment 73 gives local school boards greater ability to respond to parent and community input and provide programs and services to meet the needs of all their students; and

WHEREAS, if Amendment 73 passes, the Board commits to focusing on the following priorities: increasing teacher salaries, maintaining and updating all resources for students, improve schools grounds, providing support for students in a variety of areas, expanding and paying for concurrent credit offerings for high school students, and continuing to fund a safe transportation and technology program, while acknowledging that priorities will evolve as community engagement is an ongoing process and revenue from Amendment 73 is annual funding; and

WHEREAS, the Board declares that Amendment 73 is a matter of official concern;

NOW THEREFORE, BE IT RESOLVED that the Strasburg 31J School District Board of Education officially declares its support for Amendment 73 for the purpose of increasing funding of public education in the State of Colorado; and

The Board authorizes the expenditure of District funds to distribute a factual summary regarding Amendment 73, in accordance with the Fair Campaign Practices Act, C.R.S. 1-45-117.

ADOPTED AND APPROVED THIS 10th day of October 2018

BY Strasburg 31J School District Board President

Attested:

Board Secretary

[SEAL]

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Amendment 73 Factual Summary for Strasburg 31J School District



What is Amendment 73?

Amendment 73 (A73) is the result of the [citizen's ballot initiative #93](#), known as *Great Schools, Thriving Communities* (GSTC). A73 is a statewide school funding initiative that will increase income taxes for 8% of tax filers and for C Corporations, while decreasing property taxes for business property owners, farmers and ranchers. It will:

- **stabilize and increase funding** statewide for preschool through twelfth grade (P-12) public education
- create the **Quality Public Education Fund** that can only be used for public education, is exempt from the TABOR revenue limit, must be used to supplement General Fund appropriations for P-12 public education, and is adjusted each year for inflation up to 5 percent

How would it impact funding for Strasburg 31J School District?

Based on the most recent CDE estimates for 2018-2019, Strasburg 31J School District would receive **\$1.7 million in additional ongoing revenue** if the initiative were implemented for the 2018-2019 school year.

2018-2019 Per Pupil Budget Stabilization Factor for Strasburg 31J (the reduction in state funding to the local district in order to achieve budget savings)	2018-2019 Additional Per Pupil Funding for Strasburg 31J with A73
-\$775	\$1,738

The A73 estimate is based on current student count and demographics that are subject to change. Funding estimates will be revised when updated data is released.

How is funding stabilized and raised?

A73 is a property tax decrease for nonresidential property owners and it stabilizes the local share of school funding by permanently setting property tax assessment rates. A73 will prevent future reductions to the residential assessment rate (RAR) as currently required by the Gallagher Amendment. It permanently sets the RAR at 7% (currently 7.2%), and decreases and permanently sets the assessment rate at 24% (currently at 29%) for business property owners, farmers and ranchers — **for property taxes levied by school districts**.

A73 is an income tax increase for 8% of Colorado tax filers with taxable income (*income after exemptions and deductions*) over \$150,000. In addition, A73 increases the state corporate income tax rate by 1.37% for "C" Corporations (does *not* include LLCs, sole proprietorships and S corporations). A73 raises \$1.6 billion in revenue that is deposited in the Quality Public Education Fund.

How will the revenue be spent?

The initiative allows school districts to make local decisions about the best use of new funds that reflect local community priorities and needs — examples of how funding could be used include programs supporting mental health, safety and security, career and technical education, school maintenance and repair needs, reducing class size, etc.

How are property taxes for other local governments impacted?

A73 cuts property tax assessment rates *only* for property taxes levied by school districts. Property taxes levied by other local governments are unaffected by A73.

Will the drop in property tax rates hurt school funding?

No. Setting the residential assessment rate at 7.0% and the nonresidential assessment rate at 24% for mills levied by school districts, the measure decreases local property tax revenue to fund P-12 public schools in FY2019-2020. However, under the School Finance Act, each district's local share is calculated first, and state aid makes up the difference between the local portion and the total funding need identified through the formula.

What percentage of tax filers will be impacted in Adams county and by how much?

The income tax change will impact tax filers with taxable income over \$150,000. Income of \$180,000 is estimated to equate to \$150,000 in taxable income (income after deductions and exemptions). According to the US Census Bureau data, Adams county tax filers fit this profile:

- **Average income: \$75,365**
- **Percent of taxpayers with income between \$150,000 and \$200,000: 6%**
- **Percent of taxpayers with income over \$200,000: 4%**


The following scenarios provide **examples of local Strasburg 31J tax filers** with various income levels, home values and business properties:

Based on average income in Adams county

Tax Filer


Income	\$75,365
Taxable Income	\$57,562
Home Value	\$265,000

Tax Changes Under Amendment 73*




\$0

additional income tax



\$14 – \$20

property tax savings



↓ \$14 – ↓ \$20


net change

96% of Adams tax filers have income below \$200,000

Tax Filer


Income	\$200,000
Taxable Income	\$166,306
Home Value	\$350,000

Tax Changes Under Amendment 73*




\$60

additional income tax



\$19 – \$27

property tax savings



↑ \$33 – ↑ \$41


net change

Business scenario (not a C Corporation)

Tax Filer


Income	\$300,000
Taxable Income	\$253,598
Home Value	\$500,000
Business Value	\$500,000

Tax Changes Under Amendment 73*




\$919

additional income tax




\$27 – \$39

property tax savings



\$675 – \$966

property tax savings



↓ \$86 – ↑ \$217


net change

Farmer / Rancher scenario

Tax Filer


Income	\$250,000
Taxable Income	\$207,882
Home Value	\$400,000
Business Value	\$500,000

Tax Changes Under Amendment 73*




\$293

additional income tax




\$22 – \$31

property tax savings



\$675 – \$966

property tax savings



↓ \$404 – ↓ \$704

net change

**Ranges are used above as property tax savings in relation to the current tax rates vary depending on the language used in school districts' local mill and bond elections. Visit www.cosfp.org/impactcalculator to utilize the A73 Impact Calculator to input your own scenario.*

Arguments For

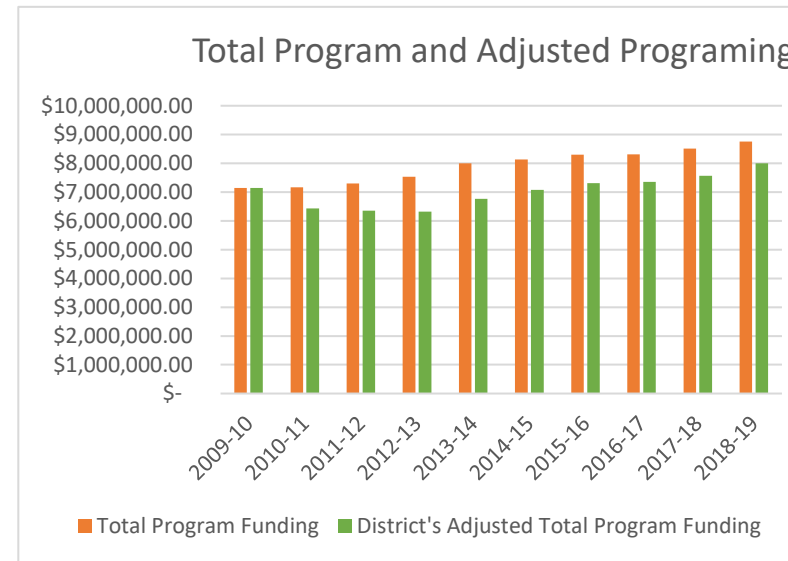
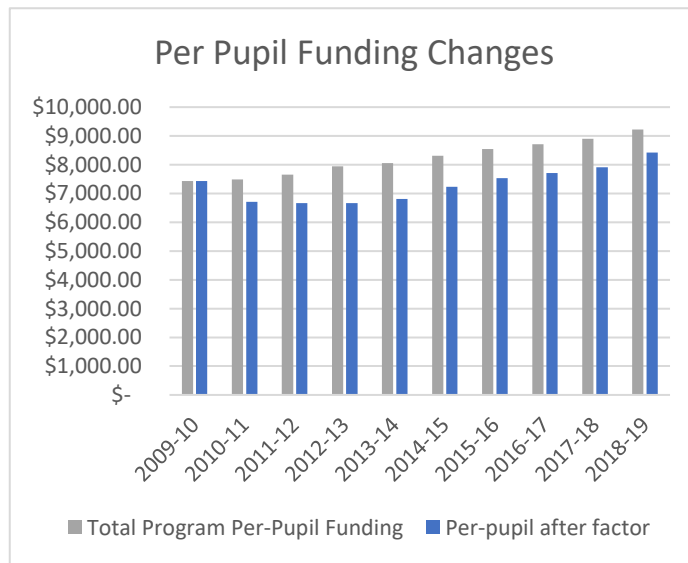
- The state needs a sustainable source of revenue to adequately and equitably fund public education.
- The measure provides property tax relief for business property owners, farmers, and ranchers who have paid an increasingly higher proportion of property taxes compared to residential property owners.
- One of government's most important functions is to provide children with a high-quality education.
- Stabilizing the local share of required school formula funding and creating a dedicated source of state revenue for education provide additional flexibility for the state to use more of its general operating budget on other core programs, such as transportation, public safety, and health care.

Arguments Against

- The measure imposes a tax increase without any guarantee of increased academic achievement.
- Increasing the state income tax rate could negatively impact the state's economy. Businesses will have less money to invest in their workers and individuals will have less money to spend, save, and invest.
- The measure complicates an already complicated property tax system. By creating one assessed value for school districts and another assessed value for all other local taxing entities, the measure will lead to confusion among taxpayers and further complicate tax administration for state and local governments.
- The measure does not allow the state legislature to adjust the income tax thresholds to account for inflation.

Years	Funded Pupil Count	Total Program Funding	Total Program Per-Pupil	Negative Factor	Per-pupil after factor	District's Adjusted Total Program Funding	Property Tax Revenue	Ownership Tax	State Share
2009-10	961	\$ 7,146,132.22	\$ 7,436.14	\$ -	\$ 7,436.14	\$ 7,146,132.22	\$ 1,446,426.99	\$ 114,418.81	\$ 5,585,286.42
2010-11	957.4	\$ 7,169,398.95	\$ 7,488.41	\$ 743,040.89	\$ 6,712.30	\$ 6,426,358.60	\$ 2,013,100.29	\$ 92,837.31	\$ 4,320,420.46
2011-12	952.5	\$ 7,293,494.13	\$ 7,657.21	\$ 943,391.96	\$ 6,666.77	\$ 6,350,102.17	\$ 2,082,790.00	\$ 106,595.75	\$ 4,160,715.89
2012-13	948.1	\$ 7,534,998.86	\$ 7,947.47	\$ 1,212,589.53	\$ 6,668.50	\$ 6,322,409.33	\$ 2,368,678.68	\$ 132,430.94	\$ 3,821,299.71
2013-14	992.3	\$ 7,994,242.01	\$ 8,056.28	\$ 1,232,777.20	\$ 6,813.93	\$ 6,761,464.81	\$ 2,391,213.42	\$ 148,764.42	\$ 4,221,486.97
2014-15	979.3	\$ 8,135,238.33	\$ 8,307.20	\$ 1,054,904.35	\$ 7,229.99	\$ 7,080,333.98	\$ 2,415,365.57	\$ 185,262.77	\$ 4,479,705.64
2015-16	971.3	\$ 8,296,786.32	\$ 8,541.94	\$ 981,505.53	\$ 7,531.43	\$ 7,315,280.79	\$ 2,677,391.60	\$ 161,633.39	\$ 4,476,255.80
2016-17	954.3	\$ 8,313,472.84	\$ 8,711.59	\$ 957,438.11	\$ 7,708.30	\$ 7,356,034.73	\$ 2,579,918.63	\$ 212,385.77	\$ 4,563,730.33
2017-18	956.7	\$ 8,509,792.38	\$ 8,894.94	\$ 939,572.31	\$ 7,912.85	\$ 7,570,220.07	\$ 2,671,536.22	\$ 222,137.58	\$ 4,676,546.27
2018-19	949.6	\$ 8,759,260.15	\$ 9,224.16	\$ 758,923.56	\$ 8,424.95	\$ 8,000,336.59	\$ 2,750,523.40	\$ 228,801.71	\$ 5,017,969.00
				\$ 8,824,143.44					

962.25



Quarterly Report 2018-2019

General Fund

Unaudited (\$'s in Thousands)	FY 17-18			FY 18-19		
	Adopted Budget	Q1 Actual	Q1 % of Budget	Adopted Budget	Q1 Actual	Q1 % of Budget
Beginning Fund Balance		2,922,458.00		3,547,626.00	3,547,626.00	
Revenue						
Local Revenue	3,673,595.00	151,630.00	4%	3,574,620.00	133,755.00	4%
Interest Revenue	399.00	398.00	100%	350.00	485.00	139%
State Revenue	5,076,582.00	1,273,752.00	25%	5,620,435.00	1,685,341.00	30%
Federal Revenue	72,065.00	-	0%	72,065.00		0%
Total Revenue	8,822,641.00	1,425,780.00	16%	9,267,470.00	1,819,581.00	20%
Expenses						
Salaries	4,594,328.00	555,001.00	12%	4,844,827.00	567,699.00	12%
Benefits	1,605,061.00	179,305.00	11%	1,763,037.00	192,655.00	11%
Services	1,339,227.00	236,217.00	18%	1,303,680.00	273,721.00	21%
Supplies	1,008,540.00	158,156.00	16%	1,039,730.00	199,043.00	19%
Equipment	46,080.00	27,998.00	61%	121,650.00	120,967.00	99%
Other	229,405.00	60,094.00	26%	156,393.00	1,312.00	1%
Transfer to Lunch				38,153.00		0%
Total Expenses	8,822,641.00	1,216,771.00	14%	9,267,470.00	1,355,397.00	15%
Unappropriated Reserves		3,131,467.00			4,011,810.00	

Food Services

Unaudited (\$'s in Thousands)	FY 17-18			FY 18-19		
	Adopted Budget	Q1 Actual	Q1 % of Budget	Adopted Budget	Q1 Actual	Q1 % of Budget
Beginning Fund Balance	18,173.00	18,173.00		12,590.00	12,590.00	
Revenue						
Local Revenue	192,000.00	34,384.00	18%	\$ 161,750.00	20,364.00	13%
Interest Revenue				\$ 2,100.00		0%
State Revenue	129,641.00	-	0%	\$ 105,800.00		0%
Federal Revenue		-		\$ 38,153.00		0%
Total Revenue	321,641.00	34,384.00	11%	\$ 307,803.00	20,364.00	7%
Expenses						
Salaries	101,518.00	8,635.00	9%	110,657.00	10,101.00	9%
Benefits	22,123.00	1,845.00	8%	31,646.00	2,817.00	9%
Services	9,000.00	4,998.00	56%	7,500.00	6,269.00	84%
Supplies	169,000.00	31,488.00	19%	156,500.00	39,568.00	25%
Equipment						
Other	20,000.00			1,500.00	-	0%
Total Expenses	321,641.00	46,966.00	15%	307,803.00	58,755.00	19%
Unappropriated Reserves		5,591.00			(25,801.00)	

Quarterly Report 2018-2019

Bond Fund

Unaudited (\$'s in Thousands)	FY 17-18			FY 18-19		
	Adopted Budget	Q1 Actual	Q1 % of Budget	Adopted Budget	Q1 Actual	Q1 % of Budget
Beginning Fund Balance	1,523,113.00	1,523,113.00		1,537,703.00	1,537,703.00	
Revenue						
Local Revenue	820,000.00	21,977.00	3%	\$ 800,000.00	19,213.00	2%
Interest Revenue	3,500.00			\$ 3,500.00	3,051.00	87%
State Revenue		-				
Federal Revenue		-				
Total Revenue	823,500.00	21,977.00	3%	\$ 803,500.00	22,264.00	3%
Expenses						
Bond Series 2014 Principal	380,000.00	-	0%	390,000.00	-	0%
Bond Series 2014 Interest	32,250.00			23,700.00	-	
Bond Series 2012 Principal	280,000.00			285,000.00	-	
Bond Series 2012 Interest	124,275.00			118,675.00	-	
Total Expenses	816,525.00	-	0%	817,375.00	-	0%

Activity Fund

Unaudited (\$'s in Thousands)	FY 17-18			FY 18-19		
	Adopted Budget	Q1 Actual	Q1 % of Budget	Adopted Budget	Q1 Actual	Q1 % of Budget
Beginning Fund Balance	158,438.00	158,438.00		153,093.00	153,093.00	
Revenue						
Local Revenue		83,631.00			93,693.00	
Total Revenue	-	83,631.00		\$ -	93,693.00	
Expenses						
Disbursements		40,544.00			65,705.00	
Total Expenses	-	40,544.00		-	65,705.00	

Monica Johnson

Strasburg

mjohnson@strasburg31j.com

303-622-9211

Maury Phelan

Specialized Data Systems, Inc.

maury@schooloffice.com

800-323-1605 Ext. 110



Strasburg School District 31-J

October 1, 2018

Monica Johnson

Strasburg School District 31-J

56729 Colorado Ave.

Strasburg, CO 80136

SDS Finance WEB Systems

Dear Monica,

Thank you for allowing us to provide our proposal **SDS Finance WEB Systems for Strasburg School District 31-J**. Our firm has been supplying Financial and Student accounting programs to Schools, since 1976.

I have enclosed our quotation for your review. Please let me know if you need any additional information. I can be reached at 800-323-1605 Ext.110 as well by email at maury@schooloffice.com.

Sincerely,

Maury Phelan

Sr. Account Representative

1 Confidential. **Strasburg School District 31-J**. Proposal delivery on or before October 1, 2018. Proposal is good 90 days from the date of this proposal.



Monica Johnson
Strasburg
mjohnson@strasburg31j.com
303-622-9211

Maury Phelan
Specialized Data Systems, Inc.
maury@schooloffice.com
800-323-1605 Ext. 110

Strasburg School District 31-J

Since 1976, Specialized Data Systems has been providing software to Charter Schools, School Districts and Educational Service Centers. Our commitment to working with schools has enabled us to apply our vast knowledge of school operations and industry leading technology to the day to day operations of schools across the country.

SDS Colorado Client Overview and References

SDS has been providing financial accounting system solutions to Colorado schools for over 25 years.

Select SDS COLORADO REFERENCES

North Conejos RE1-j

Gale Swafford, Business Manager
719-274-3903

Monte Vista

Jerene Wilkinson, Accounting/Risk Manager
719-852-5996

Weld County School District RE-3J

Lisa Clark
303-536-2003

2

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Strasburg School District 31-J

State Reporting

Your WEB Finance System is kept up to date with the necessary Colorado State Reporting requirements. Our staff keeps current with the state requirements to ensure your SDS System has the most up to date reporting requirements.

Technology

The SDS systems utilizes the latest technology to assist districts operate more efficiently. The SDS system is developed in Microsoft .NET 3.5 utilizing SQL server or Access. A leader in technology, the SDS systems has been 100% Browser (Web) based for over 13 years.

3

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Strasburg School District 31-J

SDS Web Finance Office Modules

- Budget Financial Processing
- Accounts Payable Processing
- Payroll Processing
- Human Resources
- Employee Portal
- Applicant Tracking
- Salary Schedule Tool
- Individual Employee Payroll Projection
- Fixed Assets
- Accounts Receivable
- Purchasing / Remote Purchase Orders
- Time Card Entry
- Budget Projection Assistant
- Cash Receipts
- Document Retention
- Instant Messaging Program
- Time Collections System (Electronic Time Clock)
- Employee Messaging System
- Excel Control Center
- Multiple Fiscal Year Reporting
- Green Accounting Program (Electronic Storage of Documents)
- Centralized and integrated Web Based solution
- State Reporting/Colorado State Chart of Accounts

4

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Strasburg School District 31-J

Colorado Finance Reports (Included)

- Pera Retirement Report
- 401K Report/457 Report
- Unemployment Report
- Human Resource Pipeline Staff File
- Human Resource Pipeline Staff Assignment File
- CDE Data Exchange
- State W2 Reporting
- Quarterly 941 Report
- 1099 File
- Federal W-2 Reporting
- New Hire Report
- SSA Employee Verification
- 1095-B(Health Coverage Form)/1095-C (Employer Provided Insurance Coverage)

SDS Pricing

	License Fee (One-time Cost)	Hosting (optional)	Software Support	Training
Investment Year 1	\$18,000	Year 1 FREE	Year 1 FREE	24 hrs. of web training included
Investment Year 2	0	\$4,200/Year	\$5,000/Year	
Investment Year 3	0	\$4,200/Year	\$5,000/Year	

Training

24 hours of web training included

On-site training is available for \$895.00 per day plus travel expenses.

Web Training is \$135.00/hour

Additional training days/hours may be required.

5

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800-323-1605 Ext. 110



Strasburg School District 31-J

Activity Fund System

\$1,500 One-Time Charge

SDS Activities are set up as a separate site independent of the SDS main finance system operations.

Activity Software Support and Activity Hosting Service

\$1/Student

Data Load

Approx. \$750

In order for SDS to provide you an accurate quotation for conversion of data from your legacy system into SDS, we will require your data to be sent to us in a readable format (csv. mdb). This review will be helpful in providing an accurate conversion figure. Our conversion process enables us to convert your prior year(s) detail records. This is especially beneficial in that your SDS system will enable you to report prior year(s) information. Each system handles data differently. With that in mind, when your conversion is completed and you are ready to begin using your SDS software, we will enter balance forwards from your current system into SDS. This will enable you to begin working with a balanced system.

Optional Hosting Service

\$4,200/ Year -YEAR 1 FREE

SDS will provide for all data backups and SDS Finance software updates with this service.

*If the district chooses to host with SDS, the mandatory installation fee is waived.

Please note that SDS Hosting is an optional service and doesn't replace your school's Software Maintenance Program and its' related cost.

Monica Johnson

Strasburg

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Strasburg School District 31-J

Secured Socket Layer (SSL) Service

Clients that decide to host their programs with SDS will have a SSL certificate applied to their site. This certificate is the property of the SDS Hosting Service and is not portable to a client's web server. Clients that run the SDS system on their own Web Server are responsible for purchasing the SSL Certificate from a certificate authority.

The SDS Hosting Service exclusively utilizes *VeriSign* for its SSL certificate. Please visit <http://www.verisign.com> for additional information.

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Strasburg School District 31-J

Additional Hosting Information

Your SDS system will be hosted at one of the premiere hosting sites available today, the AT&T Hosting Center. The Hosting Center is one of only 38 in the world and provides the highest level of security and uptime available in the market place today. To keep your service levels high, AT&T maintains systems providing up to 99.99 percent availability of the AT&T core network.

Your hosted AT&T infrastructure builds in security at all levels (physical and logical) to guard against unauthorized access or attacks. We employ the latest firewall, intrusion detection and anti-virus technology.

Our backup procedures automatically occur each night with the system being backed up to an external hard drive, as well as an online copy of the data. In addition, the main district data base is copied to a secondary server. We also make backups from the secondary server to an additional external backup drive. This provides three redundant backups every night. In addition, if you wish, we can move your data into a private FTP site from which you could download a copy of the data to your location. This download could also be automated to deliver a copy of your data nightly to a FTP site at your location. Our equipment is checked to be certain that it is operating properly. In case of server failure during the day, we have servers available that we can move your data to and allow you to continue processing. Our servers use Raid 5 for storage, redundant power supplies and hot swappable drives.

Monica Johnson

Strasburg

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Strasburg School District 31-J

SDS Hosting Service Readiness Check

You have the option of having the system hosted on your own district Web server or at the SDS Hosting Center. If you are considering the SDS hosting Center, we would like to have you provide some information to SDS so we can assess your districts bandwidth to connect to our hosting center. Please contact your local ISP (Internet Service Provider) to obtain a usage report of your internet connection and provide the following information to SDS for further analysis.

- ISP Name
- Type and Total bandwidth contracted with your ISP
- Available/free bandwidth during school hours for a 30-day period with students & teachers in attendance (available through bandwidth utilization report).

Check Stock/Forms:

With your new SDS WEB Finance system, we recommend that you begin processing checks specifically designed for your new SDS program. You may purchase your checks and other forms from JTL Forms, a subsidiary of SDS.

- Simply fill out the order form
<http://schooloffice.com/sdsservices/sdsforms/checkorderform/> Should you have any questions, contact sherrie@schooloffice.com.

NOTE: Districts are not legally obligated to implement a concurrent enrollment program, nor are districts required to adopt a regulation on this subject. Some content in this sample reflects legal requirements school districts must follow under the Concurrent Enrollment Programs Act, C.R.S. [22-35-101](#) et seq. 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.

Concurrent Enrollment

(Procedure for students seeking to enroll in postsecondary courses)

1. Academic plan of study

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

NOTE: The Concurrent Enrollment Programs Act, C.R.S. [22-35-101](#) et seq. (the Act) provides that the "principal, counselor or teacher advisor" shall approve the academic plan of study prior to the qualified student's enrollment in a postsecondary course. C.R.S. [22-35-104](#)(3). The district should designate the appropriate high school staff member and specify this person in the paragraph above. In approving the academic plan of study, the principal, counselor or teacher advisor "shall apply the guidelines established by rules" of the State Board of Education. Id. These rules specify the required content of the academic plan of study and presume the academic plan of study is part of the student's Individualized Career and Academic Plan (ICAP). See, Rule 2.02 of 1 CCR [301-86](#), "Guidelines for Approving or Disapproving Academic Plans of Study."

2. Application

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

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

NOTE 1: The Act requires the qualified student to seek approval from the "superintendent or designee" prior to enrolling in a postsecondary course in which the student intends to receive high school credit. C.R.S. [22-35-104](#)(2). The district may choose to have the superintendent retain this authority or designate the high school principal, counselor or teacher advisor to serve in this role. The district should then specify this staff member in the paragraphs above.

NOTE 2: In considering applications, the Act requires the "superintendent or designee" to give "priority consideration" to qualified students who, by the time they concurrently enroll: (1) will have completed the high school graduation requirements and are applying for concurrent enrollment to begin earning credits toward a postsecondary degree or certificate; or (2) if required to completed basic skills courses, to complete the courses during the remainder of the student's twelfth-grade year. C.R.S. [22-35-104](#)(2)(b).

NOTE 3: If the district has entered into a cooperative agreement with an institution of higher education, the district must create and "make publicly available" a "standard concurrent enrollment application form." C.R.S. [22-35-104](#)(2)(c). In creating the standard form, the district shall refer to the guidelines established by State Board of Education rules. Id.; see also, Rule 2.01 of 1 CCR [301-86](#), "Guidelines for Creating Standard Concurrent Enrollment Application Forms." At a minimum, the application form shall require the student to specify the postsecondary courses in which he or she intends to enroll. Id. A model concurrent enrollment application form is available on the Colorado Department of Education's website.

NOTE 4: State law provides districts "may" administer basic skills placement or assessment tests to students in grades 9 through 12. C.R.S. [22-32-109.5](#)(4)(a). If a student's scores indicate that the student is at risk of being unable to demonstrate postsecondary and workforce readiness prior to or upon high school graduation, school personnel "shall" work with the student and the student's parent/guardian to create an intervention plan. C.R.S. [22-32-109.5](#)(4)(b). If the student is in twelfth grade, the intervention plan may include enrollment in basic skills courses at an institution of higher education through the district's concurrent enrollment program.

Approved:

[Revised April 2014]

COLORADO SAMPLE REGULATION 1993©

Revised Sample Policy

File: ADD

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. (Also see notes on page 3.)

Safe Schools

The Board of Education recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. Safe schools are a priority of the district and the district is committed to providing a safe environment in school, on school vehicles and at school-sponsored activities. To that end, the Board directs the superintendent to develop and maintain a safe schools plan that includes:

1. Procedures that address the supervision and security of school buildings and grounds.
2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities.
3. Procedures that address persons visiting school buildings and attending school-sponsored activities.
4. Training programs for staff and students in crisis prevention and management.
5. Training programs for staff and students in emergency response procedures that include practice drills.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
7. Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
8. Procedures for safe, confidential reporting of security and safety concerns at each school building.
9. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.

10. Procedures for regular assessments by school climate professionals to determine whether students feel safe and to provide recommendations for improvements in school climate at each district building.
11. Procedures to provide for regular communications between district officials, law enforcement officers, fire department officials, city and county officials and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of crisis prevention and management plans.
12. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.
13. Procedures for the reporting of criminal activity to law enforcement.
14. A child sexual abuse and assault prevention plan, including comprehensive, age-appropriate curricula regarding child sexual abuse and assault awareness and prevention and professional development for school personnel and parents in preventing, identifying, and responding to child sexual abuse and assault.
15. Procedures for notifying parents of an employee's criminal charges when such notification is required by state law.

Each building principal shall be responsible for the supervision and implementation of the safe school program at his or her school. The principal shall submit annually, in the manner and by the date specified by the State Board of Education, a written report to the Board of Education concerning the learning environment in the school during that school year. The report shall contain, at a minimum, the information required by law.

The annual safety reports from every school in the district shall be compiled and submitted to the state department of education in a format specified by the State Board of Education. The report shall be made available to the public.

(Adoption date)

LEGAL REFS.: C.R.S. 9-1-101 through 9-1-106 (*construction requirements, fire escapes, etc.*)

C.R.S. 22-1-130 (6) (*safe school plan must include parent notification of employee criminal charges*)

C.R.S. 22-3-101 through 22-3-104 (*eye protective devices*)

C.R.S. 22-32-109.1 (1)(b.5) (*definition of "community partners" that board may wish to consult with in developing and implementing its safe school plan*)

C.R.S. 22-32-109.1 (2) (*safe school plan*)

C.R.S. 22-32-109.1 (2)(b) (*detailed information required in annual principal reports on the learning environment*)

C.R.S. 22-32-109.1 (2.5) (*districts are "encouraged" to adopt a child sexual abuse and assault prevention plan as part of a safe school plan*)

C.R.S. 22-32-110 (1)(k) (board authority to adopt policies related to employee safety and official conduct)
C.R.S. 22-32-124 (2), (3) (building inspections)
C.R.S. 24-10-106.5 (duty of care)

CROSS REFS.: ECA/ECAB, Security/Access to Buildings
KDE, Crisis Management (Safety, Readiness and Incident Management Planning)
[KDBA*, Parent Notification of Employee Criminal Charges](#)
KI, Visitors to Schools

NOTE 1: Boards are strongly encouraged to consult with their legal counsel when adopting or revising the district's safe school plan and/or applicable board policies.

NOTE 2: Many specific policies are required as part of the district's safe school plan (see CASB's list of legally required policies). In developing the district's safe school plan, state law requires the district to consult with "the school district accountability committee and school accountability committees, parents, teachers, administrators, students, student councils where available, and, where appropriate, the community at large." C.R.S. 22-32-109.1(2). Local boards may also consult with victims advocacy organizations, school psychologists, local law enforcement agencies and "community partners" in adopting and implementing its safe school plan. State law defines "community partners" as collectively, local fire departments, state and local law enforcement agencies, local 911 agencies, interoperable communications providers, the Safe2Tell Program, local emergency medical service personnel, local mental health organizations, local public health agencies, local emergency management personnel, local or regional homeland security personnel and school resource officers. C.R.S. 22-32-109.1(1)(b.5).

NOTE 3: State law also requires a general safe schools policy and this policy (ADD) serves that purpose. The only specific legal requirement is that the policy require the annual inspection of schools to remove hazards, vandalism and other barriers to safety and supervision. C.R.S. 22-32-109.1(5). That requirement is reflected in paragraphs one and nine of this policy. The remaining provisions of this policy are suggested best practices for the superintendent and board to consider when creating a general safe schools policy. Although state law "encourages" a school district to adopt a child sexual abuse and assault prevention plan as part of its safe school plan, paragraph 14 is highly recommended, given that the district may be liable for incidents of school violence. C.R.S. 22-32-109.1(2.5), C.R.S. 24-10-106.3. State law defines "incidents of school violence" to include a "felony sexual assault" that occurs at a school or school-sponsored activity. C.R.S. 24-10-106.3(2)(b)(III), (c).

NOTE 4: State law "encourages" school districts to provide a comprehensive, age-appropriate curriculum that teaches safety in working and interacting on the Internet as part of the board's safe school plan. C.R.S. 22-32-109.1(2)(c). Districts are encouraged to incorporate the Internet safety topics into the teaching of the regular classroom curricula, rather than isolating the topics as a separate class. If the district develops a comprehensive curriculum or other approach to teach safety in use of the Internet, then appropriate language could be added to this policy.

[Revised ~~September 2018~~ June 2017]
COLORADO SAMPLE POLICY 2000©

Revised Sample Policy

File: GBEB

NOTE: Colorado school districts are required by law to adopt a policy that requires screening of new and current employees for criminal activities. The screening provisions have been included in this sample policy. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Staff Conduct (And Responsibilities)

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

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

Rules of conduct

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

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

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

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

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school district business.

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

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

Child abuse

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

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

Possession of deadly weapons

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

Felony/misdemeanor convictions

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

In addition, the district shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints shall be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation.

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

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

Unlawful behavior involving children

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

NOTE: The following paragraph is optional and requires employees to notify the district when they are arrested for specific crimes, in accordance with this policy's accompanying regulation. CASB believes requiring employee notification of arrests reflects "best practices," as it assists the district in becoming aware of potential criminal charges against a district employee that may necessitate employee disciplinary action and parent notification. See, C.R.S. 22-1-130.

Notification concerning arrests

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

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

Personnel addressing health care treatment for behavior issues

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

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suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns.

(Adoption date)

LEGAL REFS.: 28 C.F.R. 50.12 (b) *(notification requirements regarding fingerprints)*
C.R.S. 18-12-105.5 *(unlawful carrying/possession of weapons on school grounds)*
C.R.S. 18-12-214 (3)(b) *(school security officers may carry concealed handgun pursuant to valid permit)*
C.R.S. 19-3-308 (5.7) *(child abuse reporting)*
C.R.S. 22-1-130 *(parent notification of employee criminal charges)*
C.R.S. 22-32-109 (1)(ee) *(duty to adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission)*
C.R.S. 22-32-109.1 (8) *(policy requiring inquiries upon good cause to department of education for purpose of ongoing screening of employees)*
C.R.S. 22-32-109.7 *(duty to make inquiries prior to hiring)*
C.R.S. 22-32-109.8 (6) *(requirement to terminate non-licensed employees for certain felony offenses)*
C.R.S. 22-32-109.9 *(licensed personnel – submittal of fingerprints)*
C.R.S. 22-32-110 (1)(k) *(power to adopt conduct rules)*
C.R.S. 24-18-104 *(government employee rules of conduct)*
C.R.S. 24-18-109 *(local government employee rules of conduct)*
C.R.S. 24-18-110 *(voluntary disclosure)*

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

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NOTE 1: This policy reflects the legal requirements with regard to the criminal activities of staff that may occur off-campus. However, the Board may wish to consider whether additional rules of conduct for off-campus behavior are appropriate. For example, the Board may require that employees charged with any crime involving violence or children report such charge to their supervisor within 24 hours so that the school personnel can determine whether it is appropriate for the employee to continue in his or her current position, especially if that position includes direct contact with students. Any such additions to this policy should be made only with the advice of the district's legal counsel. There are legal concerns related to employees' rights that must be considered.

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

NOTE 2-3: State law lists the type of items that are not considered "gifts of substantial value or substantial economic benefit tantamount to a gift of substantial value" and are therefore permissible for a district employee to receive. See, C.R.S. 24-18-104(3). Such items include campaign contributions or contributions in kind that are reported in accordance with the Fair Campaign Practices Act; an unsolicited item of trivial value (i.e. currently less than \$59), "such as a pen, calendar, plant, book, notepad or similar item;" and an unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento or similar item. Id.; see also, Colo. Const. Art. XXIX, Section 3.

NOTE 3-4: The amount of the gift limit (\$59) is identical to the gift limit under section 3 of article XXIX of the state constitution. This amount shall be adjusted for inflation contemporaneously with any adjustment to the constitutional gift limit. C.R.S. 24-6-203(8). The state constitution requires an adjustment for inflation every four years. The next adjustment must occur in the first quarter of 2019. Colo. Const. Art. XXIX, Section 3 (6).

NOTE 4-5: Federal law requires school districts to notify employees fingerprinted pursuant to this policy that the fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI). Districts must also notify fingerprinted employees about the opportunity to challenge the accuracy of the information contained in the FBI identification record and the procedure to obtain a change, correction or update of an FBI identification record. 28 C.F.R. 50.12(b). Districts must retain documentation that this notification was provided. For sample notification and acknowledgement forms that meet these federal requirements, visit the Colorado Bureau of Investigation's website: <https://www.colorado.gov/pacific/cbi/identification-unit>.

| [Revised ~~September~~ ~~January~~ 2018]
COLORADO SAMPLE POLICY 1994©

Revised Sample Policy

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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.

Drug and Alcohol Involvement by Students

Strasburg 31J School District shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute or exchange or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

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.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with the Board's policy and regulations on administering medications to students ~~*[NOTE: The Board should choose one of the following options to conclude this sentence. Choose option 1 if the Board has adopted a policy regarding the administration of medical marijuana to qualified students, or option 2 if the Board has not adopted such a policy.]*~~

~~[Option 1: or the Board's policy on administration of medical marijuana to qualified students.]~~

~~[or]~~

~~[Option 2: or state law regarding the administration of medical marijuana to qualified students.]~~

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This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student on district property, being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.

NOTE: The Board should choose one of the following options regarding discipline for drug and alcohol violations.

[Option 1: Disciplinary sanctions and interventions for violations of this policy shall be in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.]

[or]

[Option 2: Disciplinary sanctions and interventions for violations of this policy shall be in accordance with this policy's accompanying regulation.]

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents/guardians and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available.

Information provided to students and/or parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the

expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

(Adoption date)

LEGAL REFS.: 20 U.S.C. §7101 *et seq.* (*Safe & Drug-Free Schools and Communities Act of 1994*)
21 U.S.C. 812 (*definition of "controlled substance"*)
C.R.S. 18-18-407 (2) (*crime to sell, distribute or possess controlled substance on or near school grounds or school vehicles*)
C.R.S. 22-1-110 (*instruction related to alcohol and drugs*)
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. 22-32-109.1 (2)(a)(I)(G) (*policy required as part of safe schools plan*)
C.R.S. 22-33-106 (1)(d) (*suspension or expulsion discretionary for the sale of a drug or controlled substance*)
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 use of retail marijuana on school property*)

CROSS REFS.: IHAMA, Teaching about Drugs, Alcohol and Tobacco
JIH, Student Interviews, Interrogations, Searches and Arrests
JK*-2, Discipline of Students with Disabilities
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JLCD, Administering Medications to Students
JLCDB*, Administration of Medical Marijuana to Qualified Students

NOTE: If the Board adopts a policy addressing the administration of medical marijuana to qualified students, a cross-reference to the policy should be added here.

[Revised ~~September 2018~~ June 2016]
COLORADO SAMPLE POLICY 1995©

Revised Sample Policy

File: JLCD

NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, this policy reflects legal requirements school districts must follow. This sample policy contains the policy 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 policy language that meets local circumstances and needs.

Administering Medications to Students

School personnel shall 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.

~~*NOTE: The Board should choose one of the following options. Choose option 1 if the Board has adopted a policy regarding the administration of medical marijuana to qualified students. Choose option 2 if the Board has not adopted such a policy.*~~

~~*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.*~~

~~*[Option 1: The administration of medical marijuana shall be in accordance with the Board’s policy on administration of medical marijuana to qualified students.]*~~

~~*[or]*~~

~~*[Option 2: The administration of medical marijuana shall be as required by state law regarding the 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 shall 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 be printed on the container.
2. The school shall 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 shall be responsible for providing all medication to be administered to the student, unless it is an over-the-counter medication such as Advil or Tylenol.

NOTE: State law permits local boards of education to adopt a policy authorizing a student to possess and self-administer any medication prescribed by a licensed health care practitioner on school grounds, upon a school bus, or at any school-sponsored event. C.R.S. 22-1-119.3; 1 CCR 301-68, Rule 6.00. However, such policy must prohibit students from possessing or self-administering medical marijuana on school grounds or at any school-sponsored event. C.R.S. 22-1-119.3(3)(c). A board that chooses to adopt such a policy is then exempt from the requirements of the Colorado Schoolchildren’s Asthma, Food Allergy, and Anaphylaxis Health Management Act (the “Act”). C.R.S. 22-1-119.3(5).

This sample policy does not permit students to self-carry any prescription medication and instead reflects the Act’s requirements for self-administration of medication for asthma, allergy or anaphylaxis only. Districts should consult with their own legal counsel if they wish to permit students to self-carry and self-administer any prescription medication.

Self-administration of medication for asthma, allergies or anaphylaxis

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the student’s asthma, food or other allergy, anaphylaxis or related, life-threatening condition. 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 shall be in accordance with the regulation accompanying this policy.

Authorization for a student to possess and self-administer medication to treat the student’s asthma, food or other allergy, anaphylaxis or other related, life-threatening condition 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.

[Optional language if Board elects to stock epinephrine and allow district staff to administer epinephrine to students in emergency situations:

Use of stock epinephrine auto-injectors in emergency situations

The district shall have a stock supply of epinephrine auto-injectors for use in emergency anaphylaxis events that occur on school grounds. Any administration of a stock epinephrine auto-injector to a student by a district employee shall be in accordance with applicable state law, including applicable State Board of Education rules.

The district's stock supply of epinephrine auto-injectors is not intended to replace student-specific orders or medication provided by the student's parent/guardian to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition.]

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall 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.

(Adoption date)

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. 22-1-119.5 (*Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act*)
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. 22-2-135 (*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

NOTE 1: If the Board adopts a policy addressing the administration of medical marijuana to qualified students, a cross reference to the policy should be added here.

NOTE-2: The Colorado Department of Education (CDE), in collaboration with various school districts and other organizations, has created numerous guidelines regarding medication administration in the school setting. These guidelines are available on CDE's website.

[Revised ~~September~~ June 2018]
COLORADO SAMPLE POLICY 1995©

Revised Sample Policy

File: JLCDB*

NOTE: 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). Federal law continues to regard any form of marijuana as an illegal controlled substance. While Colorado school boards are not legally required to adopt a policy on this subject, state law permits local boards of education to adopt a policy regarding “who may act as a primary caregiver” and establishing “reasonable parameters” on the administration and use of medical marijuana on school grounds, on a school bus and at a school-sponsored event. C.R.S. 22-1-119.3(3)(d)(III). This sample policy contains the policy content/language that CASB believes best meets the intent of the law. CASB strongly recommends that the district consult with its own legal counsel prior to the local board’s adoption of a policy on this issue.

NOTE: State law 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). Given that federal law regards marijuana as illegal, this sample policy prohibits school personnel from administering medical marijuana to qualified students, unless the staff member is the student’s parent/guardian. CASB highly recommends that the Board adopt a policy on this subject so that the Board’s policies will be consistent and clear regarding when and how the administration of medical marijuana to qualified students is permitted.

Administration of Medical Marijuana to Qualified Students

The Board strives to honor families’ private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, the district restricts the administration of medications, including medical marijuana, during school hours unless administration cannot reasonably be accomplished outside of school hours.

Administration of medical marijuana to qualified students shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and the Board’s policy concerning the administration of medications to students.

Definitions

For purposes of this policy, the following definitions shall apply:

1. “Designated location” means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon a school bus in Colorado, or at a school-sponsored event in Colorado.
2. “Permissible form of medical marijuana” means nonsmokeable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of

administration that continue to deliver medical marijuana to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or on a case-by-case basis as determined by the district when adequate protections against misuse may be made. Forms of medical marijuana not included in this definition may be proposed by the qualified student's primary caregiver to the superintendent, who may authorize such a request after consultation with appropriate medical personnel chosen by the district.

3. "Primary caregiver" means the qualified student's parent, guardian or other responsible adult over eighteen years of age who is identified by the student's parent/guardian as the qualified student's primary caregiver. In no event shall another student or a staff member be recognized as a primary caregiver, unless the staff member is the student's parent/guardian. Any primary caregiver seeking access to school or district property, a school bus or school-sponsored event for purposes of this policy must comply with the Board's policy and/or procedures concerning visitors to schools and all other applicable policies.
4. "Qualified student" means a student who holds a valid registration from the state of Colorado (license issued by the Colorado Department of Public Health and Environment) for the use of medical marijuana and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours.

Permissible administration of medical marijuana to a qualified student

A qualified student's primary caregiver may administer a permissible form of medical marijuana to a qualified student in a designated location if all of the following parameters are met:

1. The qualified student's parent/guardian provides the school with a copy of the student's valid registration from the state of Colorado authorizing the student to receive medical marijuana;
2. The qualified student's parent/guardian signs a written acknowledgement assuming all responsibility for the provision, administration, maintenance and use of medical marijuana under state law, and releases the district from liability for any injury that occurs pursuant to this policy;
3. The qualified student's parent/guardian or primary caregiver shall be responsible for providing the permissible form of medical marijuana to be administered to the qualified student;
4. The district determines, in its sole discretion, that a location and a method of administration of a permissible form of medical marijuana are available that do not create risk of disruption to the educational environment or exposure to other students;
5. After administering the permissible form of medical marijuana to the qualified student, the student's primary caregiver shall remove any remaining medical marijuana from the grounds of the school, district, school bus or school-sponsored event; and

6. The district prepares, with the input of the qualified student's parent/guardian, a written plan that identifies the form, designated location(s), and any protocol regarding administration of a permissible form of medical marijuana to the qualified student. The written plan shall be signed by the school administrator, the qualified student (if capable) and the qualified student's parent/guardian.

Additional parameters

School personnel shall not administer or hold medical marijuana in any form.

This policy conveys no right to any student or to the student's parents/guardians or other primary caregiver to demand access to any general or particular location on school or district property, a school bus or at a school-sponsored event to administer medical marijuana.

This policy shall not apply to school grounds, school buses or school-sponsored events located on federal property or any other location that prohibits marijuana on its property.

Permission to administer medical marijuana to a qualified student may be limited or revoked if the qualified student and/or the student's primary caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.

Student possession, use, distribution, sale or being under the influence of marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the district's federal funds are jeopardized by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus or at a school-sponsored event shall not be permitted. The district shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

(Adoption date)

LEGAL REFS.: Colo. Const. Art. XVIII, Section 14 (*establishing qualifications for use of medical marijuana*)
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. 22-1-119.3 (3)(d)(III) (*board may adopt policies regarding who may act as a primary caregiver and to establish reasonable parameters on the administration and use of medical marijuana on school grounds, on a school bus or at a school-sponsored event*)

CROSS REFS.: JICH, Drug and Alcohol Involvement by Students

JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JLCD, Administering Medications to Students
JLCE, First Aid and Emergency Medical Care

NOTE: If the policy's provision for automatic suspension is triggered, the school district must post a statement on its website "in a conspicuous place" regarding its decision not to continue to implement this state law. C.R.S. 22-1-119.3(3)(d)(IV).

Revised Sample Policy

File: KFA

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 district property, including all district buildings, parking lots, and any district vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the superintendent or designee to be in violation of this policy shall 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 school 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).

~~*NOTE: The Board should choose one of the following options. Choose option 1 if the Board has adopted a policy regarding the administration of medical marijuana to qualified students. Choose option 2 if the Board has not adopted such a policy.*~~

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.

~~[Option 1: 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.]~~

~~[or]~~

~~— [Option 2: If, however, the administration of medical marijuana is in accordance with state law regarding the 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. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
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. 18-1-901 (3)(e) (definition of deadly weapon)
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)
 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 1: ~~If the Board adopts a policy addressing the administration of medical marijuana to qualified students, a cross reference to the policy should be added here.~~

NOTE-2: 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 September 2018–June 2016]
 COLORADO SAMPLE POLICY 1993©

New Sample Regulation

File: GBEB-R-2

NOTE: While Colorado school districts are not required by law to adopt a regulation on this subject, CASB believes this sample contains the content/language that reflects “best practices” and assists in making the district aware of criminal charges against district employees that may trigger required notification to parents under state law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Staff Conduct (And Responsibilities)

Notice upon arrest for specific criminal offenses

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

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

The required notice applies to the following criminal offenses:

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

Disciplinary action and parental notification

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

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

(Approval date)

New Sample Policy

File: KDBA*

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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.

Parent Notification of Employee Criminal Charges

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The district shall notify students' parents when a district employee or former district employee is charged with a specific criminal offense, as required by state law and in accordance with this policy.

Definitions

For purposes of this policy, the following definitions shall apply:

1. "Employee" shall mean a person currently employed by the district or formerly employed by the district at any time within twelve months prior to the person being charged with a specific criminal offense and whose work requires or required the employee to be in contact with students or whose work area gives or gave the employee access to students.
2. "Parents" shall mean a student's biological or adoptive parents or a student's legal guardian or legal custodian.
3. "School day" shall mean a day on which student instruction occurs at the school and school is in session. When school is not in session (e.g. summer break), "school day" shall mean business day and shall not include a Saturday, Sunday or legal holiday.
4. "Specific criminal offense" shall mean:
 - a. felony child abuse, as specified in C.R.S. 18-6-401;
 - b. a crime of violence, as defined in C.R.S. 18-1.3-406(2), except second degree assault, unless the victim is a child;
 - c. a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);
 - d. felony domestic violence, as defined in C.R.S. 18-6-800.3;
 - e. felony indecent exposure, as described in C.R.S. 18-7-302; or
 - f. a level 1 or level 2 felony drug offense, as described in C.R.S. 18-18-401 *et seq.*

Parent notification

The district shall notify parents within two school days after the employee's preliminary hearing for a specific criminal offense is held, waived or deemed waived

by the employee. If the specific criminal offense is not eligible for a preliminary hearing, the district shall notify parents within two school days after the date on which the employee is charged with a specific criminal offense. If the district cannot determine whether a preliminary hearing will be held or has been held or waived, the district shall notify parents within two school days of learning that the employee has been charged with a specific criminal offense.

The notification shall be to those parents of students:

1. enrolled in the school in which the employee is employed or was employed at the time of the alleged specific criminal offense; or
2. with whom the district has reason to believe the employee may have had contact as part of his or her district employment.

Alternatively, the district may provide the parent notification required by this policy upon learning of the employee's arrest for a specific criminal offense from the Colorado Bureau of Investigation.

Within two school days after the district confirms the disposition of the charge against the employee for a specific criminal offense, the district shall notify parents of such disposition using the same notification method used in the initial notice to parents.

If a delay in parent notification is requested by the appropriate law enforcement agency, the district shall delay notification to parents until the request is withdrawn.

(Adoption date)

LEGAL REFS.: C.R.S. 22-1-130 *(parent notification of employee criminal charges)*
C.R.S. 22-2-119 (4)(b) *(district notification of employee arrests)*

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

NOTE: When the district receives information from the Colorado Bureau of Investigation that an employee has been arrested for a specific criminal offense as defined by this policy, the district "shall monitor the criminal proceedings" to determine whether the employee is charged with a specific criminal offense and whether a preliminary hearing has been held, if the charge is eligible for a preliminary hearing. C.R.S. 22-1-130(3)(a).

COLORADO SAMPLE POLICY 2018©

New Sample Exhibit

File: KDBA*-E

NOTE: While Colorado school districts are not required by law to adopt an exhibit on this subject, some content in this sample reflects the 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.

Parent Notification of Employee Criminal Charges (Sample Notice)

TO: Parents

FROM: [Building Principal/Superintendent of Schools]

DATE: [Date]

REGARDING: Parent notification of employee criminal charges

NOTE: State law requires the district to provide this notice to parents "in the same manner" by which the district notifies parents of important school business, which may include "email notification or other electronic communication sent directly to parents or by first-class mail." C.R.S. 22-1-130(4)(d).

This [letter/email] is to notify you that the following [district employee/former district employee] has been charged with a criminal offense.

[*Optional language:* In accordance with C.R.S. 22-1-130, this notice must be provided regardless of whether the actions giving rise to the criminal charge occurred while the person was acting within the scope of his or her school district employment.]

Person's name: _____

Position: _____

Employment status: This person [is/is not] currently employed by the district.

[*Optional language if the person is a current employee and if applicable:* This person has been [suspended/placed on administrative leave] pending an investigation.]

Length of district employment: From [date] to [date].

NOTE: The “alleged criminal offense” and corresponding statute or code that must be included in the next paragraph will be one of the following:

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

Alleged criminal offense that this person has been charged with, including the violation of statute or code: _____

UNDER STATE AND FEDERAL LAW, A PERSON CHARGED WITH A CRIME IS PRESUMED INNOCENT UNTIL PROVEN GUILTY.

NOTE: The district is not legally required to provide additional information, but may wish to include information such as, “The alleged criminal offense does not involve a current or former student/did not occur on district property/did not occur during school hours,” etc. State law specifically prohibits the district from disclosing the identity of the alleged victim. C.R.S. 22-1-130(5)(b).

[Optional language: Additional information regarding the underlying facts or circumstances relating to the charge: _____

_____.]

If you or your child have any information to report concerning this [employee/former employee] or have any additional questions or concerns, please contact me at [phone number] or [email address.]

(Issue date)

Strasburg School District 31J
56729 East Colorado Avenue
Strasburg, Colorado 80136

**Minutes of the Regular Meeting of the Board of Education
September 12th, 2018 (6:30 P.M.) – SHS – East Video Conference Room #110**

CALL TO ORDER:

Meeting was called to order at 6:33 P.M. by Board President, John Sampson

ATTENDANCE: (Roll Call)

Board members present were: Connie Lybarger, Micheal Marrero, John Sampson, Nancy Taylor and Julie Winter.

Others present were Monica Johnson (Superintendent of Schools), Jeff Rasp (SHS Principal), Sara Turrell (HMS Principal), Carol Wethington (SES Principals) Stephanie Velez (Secretary to the BOE), I-70 Scout, and other members of the district and public.

PLEDGE OF ALLEGIANCE: Mr. JOHN SAMPSON

AGENDA APPROVAL:

On a motion by Nancy Taylor and seconded by Connie Lybarger, it is hereby resolved to approve the amended agenda.

AYE: LYBARGER, MARRERO, SAMPSON, TAYLOR, WINTER

NAY: NONE – MOTION CARRIED: 5-0

REQUEST FROM PATRONS TO ADDRESS THE BOARD OF EDUCATION:

Sarah Clark with the High Plains Musical Ensemble presented the Board of Education with a \$500.00 donation in appreciation of use of facilities for rehearsal and performances.

SUPERINTENDENT'S REPORT: (Mrs. Johnson addressed the BOE on each of the following items.)

Superintendent Johnson updated the Board of Education on the Academic Student Growth Reports, forecast for student enrollment counts, the district looks to be up by 45 students for the 2018-2019 school year. Superintendent Johnson also reviewed the preliminary tax valuations.

BOARD ACTION ITEMS:

On a motion by Nancy Taylor and seconded by Micheal Marrero, it is hereby resolved to approve the bid to resurface the preschool playground.

AYE: LYBARGER, MARRERO, SAMPSON, TAYLOR, WINTER

NAY: NONE – MOTION CARRIED: 5-0

On a motion by Nancy Taylor and seconded by Connie Lybarger, it is hereby resolved to approve the bid for one-to-one Chrome Books for the High School and for Prairie Creek High School.

AYE: LYBARGER, MARRERO, SAMPSON, TAYLOR, WINTER

NAY: NONE – MOTION CARRIED: 5-0

On a motion by Connie Lybarger and seconded by Micheal Marrero, it is hereby resolved to approve the resignation of Donna Chavaria, SES Cook.

AYE: LYBARGER, MARRERO, SAMPSON, TAYLOR, WINTER

NAY: NONE – MOTION CARRIED: 5-0

On a motion by Connie Lybarger and seconded by Julie Winter, it is hereby resolved to approve the hiring of: Monique Mathew's, small vehicle driver, Dana Orozco, 4 hour cook, Kelly Flowers, increase from 4 to 6 hour cook and the updated substitute list.

AYE: LYBARGER, MARRERO, SAMPSON, TAYLOR, WINTER

NAY: NONE – MOTION CARRIED: 5-0

On a motion by Connie Lybarer and seconded by Micheal Marrero, it is hereby resolved to approve the policy revisions for: DEB-Funds from local tax sources, IHCD-A-Concurrent enrollment and the First Read of IHCD-A-R Concurrent enrollment regulation. GBGA-R Staff Health and Regulations was approved with changes

AYE: LYBARGER, MARRERO, SAMPSON, TAYLOR, WINTER

NAY: NONE – MOTION CARRIED: 5-0

CONSENT AGENDA: BOARD MINUTES AND CLAIMS AND FINANCIALS

On a motion by Connie Lybarger and seconded by Micheal Marrero, it is hereby resolved to approve the minutes and financial packet for the August 2018 board of education meeting as presented.

AYE: LYBARGER, MARRERO, SAMPSON, TAYLOR, WINTER

NAY: NONE – MOTION CARRIED: 5-0

ADJOURNMENT:

John Sampson, President

Date

Julie Winter, Treasurer

Date