BOARD OF EDUCATION AGENDA ITEM 9.01-9.56

BOARD MEETING OF: April 18, 2018

PREPARED BY: Dr. Grant Schmidt, Superintendent

TITLE OF AGENDA ITEM: Policy Review

ACTION/INFORMATION/DISCUSSION: Discussion Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED:
The policies brought forward are the first installment of multiple to update the Board Policy Manual.

RATIONALE:
Maintain the Board Policy Manual

FUNDING REQUIRED: ___ Yes _X_ No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

APPROVED BY: Dr. Grant Schmidt, Superintendent

DATE: April 18, 2018

Vandalism

The school system's buildings, grounds and other property are built, purchased and maintained with taxes levied on the community's taxpayers, and all damage caused must be paid for in the same way. Therefore, every citizen of the district, students and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the district and the name of the person or persons believed to be responsible. Each employee of the district shall report to the principal of the school every incident of vandalism known to him or her and, if known, the names of those responsible.

The superintendent, the principal or their designees are authorized to sign a criminal complaint against persons suspected of vandalism against school property.

Students or staff members who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of other people on school property may be referred to law enforcement authorities. Vandalism includes the knowing and unauthorized use, alteration, damage or destruction of any computer, computer system, software, program or computerized data. Students who are caught vandalizing school property may be suspended and/or expelled.

It is the intent of the Board of Education to seek damages as permitted by law from students and/or staff who vandalize school property and/or their parents or guardians.

Rescinded: May 16, 2018 [pending approval]

Adopted: June 3, 2009

LEGAL REFS:

C.R.S. 13-21-107

C.R.S. 18-9-113

C.R.S. 18-9-117

CROSS REFS:

GBGB, Staff Personal Security and Safety

JKD/JKE, Suspension/Expulsion of Students

Regulation **File: ECAB-R**

Security – Access and Damage to Buildings

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. Keys shall not be loaned to anyone and under no circumstances shall school employees have extra keys made unless specifically authorized to do so by the Superintendent or building principal.

Combinations to school vaults and safes shall be changed each time there are changes in personnel who have had the combinations. All equipment shall be stored in as safe a place as possible and employees must avoid leaving equipment and supplies where they are readily accessible to others. In the event an employee loses one or more keys, the first offense will be a warning to that employee. In the event an employee loses one or more keys on the second offense, that employee shall be responsible for reimbursing the District for the reasonable costs incurred in having to re-key any and all locks that are accessed by such key(s).

Classroom windows and doors are to be locked when the teacher leaves the building. Any employee using the building in the evening or on weekends must be certain doors and windows are locked after entering and upon leaving.

Chaining of Doors

No exit doors shall be chained at any time whether or not the building is occupied. Principals, custodians and other responsible persons must be certain that all accessible exits are operable whenever a building or portion of a building is in use. However, approved security bars or devices may be used to secure outside doors when school is not in session.

Damage to District Property

In the event District property is damaged by a District employee, the employee shall be responsible for reimbursing the District for the reasonable replacement or repair damage caused.

Rescinded: May 16, 2018 [pending approval]

Adopted: June 3, 2009

LEGAL REFS:

None

CROSS REFS:

None

Student Transportation

The school district's transportation program shall be designed to get students who live an unreasonable walking distance from school ~~or are attending a school other than their assigned school pursuant to the No Child Left Behind Act (NCLB) choice option~~ to school and back in an efficient, safe and economical manner.

General responsibility for the transportation system is vested in the Head of Transportation. All other people engaged in the transportation program are responsible to that administrator.

It shall be the duty of the Head of Transportation to provide the Board with regular reports and information regarding the efficiency and conduct of the transportation program.

The district shall operate its own fleet of buses and other types of vehicles as needed.

In the event the Board determines that the unreimbursed expenses associated with providing student transportation are impacting the budget for instructional programs, the Board may explore opportunities to offset those costs through imposition of a transportation fee in accordance with state law.

Alternatively, the district may submit to the voters the question of whether to impose a mill levy increase for the payment of excess transportation costs in accordance with state law. If the mill levy increase is approved, the revenues shall be deposited in the transportation fund.

The district shall waive any transportation fee for any student eligible for reduced price or free lunches as determined by federal regulations.

Revised: **May 16, 2018 [pending approval]**

March 21, 2008

March 21, 2006

Adopted: May 6, 1992

LEGAL REFS:

C.R.S. 22-32-110 (1~~)~~ ~~()~~(a) (hold real property in name of district)

C.R.S. 22-32-113 (transportation of pupils and imposition of fee for excess transportation costs)

C.R.S. 22-32-114 (transportation by parents of own children)

C.R.S. 22-51-~~101et~~101 et seq. (Public School Transportation Fund)

~~20 U.S.C. 1116 (choice options contained in No Child Left Behind Act of 2001)~~

CROSS REFS:

DEA, Fund From Local Tax Services

EEA, subcodes, (all relate to the district's transportation program)

Student Transportation

EFC, Free and Reduced--Price Food Services

JFBA, Intra-District Choice/Open Enrollment

JQ, Student Fees, Fines and Charges

LBD*-R, Relations with District Charter Schools (Procedures for Establishment, Review, Renewal, Revocation and Closure) – Regulation

PolicyRegulation File: EEA-R

Student Transportation (Transportation Fee)Student Transportation

The school district's transportation program shall be designed to get students who live an unreasonable walking distance from school or are attending a school other than their assigned school pursuant to the No Child Left Behind Act (NCLB) choice option to school and back in an efficient, safe and economical manner.

General responsibility for the transportation system is vested in the Head of Transportation. All other people engaged in the transportation program are responsible to that administrator.

It shall be the duty of the Head of Transportation to provide the Board with regular reports and information regarding the efficiency and conduct of the transportation program.

The district shall operate its own fleet of buses and other types of vehicles as needed.

In the event the Board determines that the unreimbursed expenses associated with providing student transportation are impacting the budget for instructional programs, the Board may explore opportunities to offset those costs through imposition of a transportation fee in accordance with state law.

Alternatively, the district may submit to the voters the question of whether to impose a mill levy increase for the payment of excess transportation costs in accordance with state law. If the mill levy increase is approved, the revenues shall be deposited in the transportation fund.

The district shall waive any transportation fee for any student eligible for reduced price or free lunches as determined by federal regulations.

The district may impose and collect a fee for the payment of excess transportation costs by adoption of a Board resolution, in accordance with state law. Prior to adoption of such Board resolution, the Board shall hold a public meeting to solicit and consider recommendations from, at a minimum, the school district accountability committee or its equivalent; teachers; parents; students; and any statewide or local organization that represents parents, students and teachers within the district. The recommendations shall pertain to whether the Board should impose a transportation fee and to the proposed transportation fee schedule. Public notice of this meeting shall be provided at least 30 days prior to the meeting.

At a meeting held subsequent to the meeting at which the Board hears public comments and recommendations, the Board may adopt a transportation fee schedule and Board resolution to impose such a fee. In imposing any transportation fee, the district shall ensure that only those students who use the district's transportation services shall be required to pay the fee.

Revised: May 16, 2018 [pending approval]

Adopted: March 21, 2006

LEGAL REFS:

C.R.S. 22-32-110(1)(a) (hold real property in name of district)

Student Transportation (Transportation Fee)Student Transportation

C.R.S. 22-32-113 (transportation of pupils and imposition of fee for excess transportation costs)

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C.R.S. 22-51-101et seq. (Public School Transportation Fund)

20 U.S.C. 1116 (choice options contained in No Child Left Behind Act of 2001)

None

CROSS REFS:

DEA, Fund From Local Tax Services

EEA, subcodes, (all relate to the district's transportation program)

EFC, Free and Reduced Price Food Services

JFBA, Intra-District Choice/Open Enrollment

JQ, Student Fees, Fines and Charges

LBD*-R, Relations with District Charter Schools

None

Bus Scheduling and Routing

Adequate service, safety and efficient operation shall be the goals in the planning of school bus schedules, routes and stops.

The supervisor of transportation shall be responsible for the development of these transportation plans which shall be subject to the approval of the superintendent and the Board.

Spot locations maps developed from school census information and supplementary surveys as needed shall be used in planning routes.

The Board desires that all students be received and discharged from buses as near their homes as possible, but on public roads. Bus stops shall be designed to comply with state law regarding students' embarking and disembarking on major thoroughfares.

Rescinded: May 16, 2018 [pending approval]

Adopted: June 1, 1994

LEGAL REFS:

C.R.S. 22-32-113(2)

C.R.S. 42-4-1904

CROSS REFS:

None

Staff Ethics / Conflict of Interest~~Staff Protection~~

~~The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student directed towards a teacher or school employee. An act of a teacher or other employee shall not be considered child abuse if the act was an appropriiate expression of affection or emotional support.~~

~~These same procedures shall be followed in instance of damage by a student to the personal property of a teacher or school employee occurring on school district premises.~~

~~The teacher or employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.~~

~~The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days n accordance with established procedures.~~

~~The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.~~

~~The superintendent or his designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.~~

~~A copy of this policy shall be distributed to each student and posted in each school building.~~

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

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

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

Moreover, to avoid a conflict of interest, the district prohibits an employee from exercising supervisory, appointment, dismissal authority, or disciplinary action over a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" includes his or her spouse, partner in a civil union, children and parents. In addition, an employee may not audit, verify, receive or be entrusted with moneys received or handled by a member of the employee's immediate family. An

Staff Ethics / Conflict of Interest~~Staff Protection~~

employee shall not have access to the employer's confidential information concerning a member of the employee's immediate family, including payroll and personnel records.

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

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

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

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

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

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

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

Revised: May 16, 2018 [pending approval]

Adopted: August 1, 1990

LEGAL REFS:

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

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

C.R.S. ~~19-3-304 (3.5), (4~~14-15-101 et seq. (Colorado Civil Union Act)

C.R.S. 22-~~32~~63-204 (teachers receiving money for items sold to students/parents without written consent from Board)

Staff Ethics / Conflict of Interest~~Staff Protection~~

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

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

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

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

C.R.S. 24-34-402 (1) ~~(x) (I), (II~~discriminatory and unfair employment practices)

C.R.S. ~~22-32-1110 (4) (b) (II)~~

~~C.R.S. 22-33-106~~24-34-402 (1~~) (d)~~(h) (nepotism provisions)

CROSS REFS:

~~ECAB, Vandalism~~

~~JGD/JGE, Student Suspension / Expulsion~~DKC, Expense Authorization/Reimbursement (Mileage and Travel)

GBEB, Staff Conduct (And Responsibilities)

GCE/GCF, Professional Staff Recruiting/Hiring

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

GDE/GDF, Support Staff Recruiting/Hiring

GDQD, Discipline, Suspension and Dismissal of Support Staff

Policy **File: GBED**

Tobacco-Free Workplace

In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by staff shall be banned from all school property.

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

"School property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:

All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. The term shall not apply to buildings used primarily as residences, i.e., teacherages.

All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.

All vehicles used by the district for transporting students, staff, visitors or other persons.

"Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or any other product packaged for smoking.

"Use" shall mean lighting, chewing, inhaling or smoking any tobacco product.

This policy shall be published in employee handbooks, posted on bulletin boards and announced in staff meeting.

Employees found to be in violation of this policy shall be subject to appropriate disciplinary action.

Exemptions

The Board shall consider requests for exemptions from this policy which demonstrate that extraordinary circumstances exist to warrant such an exemption and which do not violate federal law.

Requests for exemptions from staff members shall be submitted to the person having direct responsibility for control of the building or grounds (building principal or building supervisor as applicable). The request shall include steps that will be taken by the staff within the next year to work toward compliance with the district's tobacco-free policy. If applicable, the building level accountability committee shall review the request and make a recommendation to the building principal. The administrator's recommendation shall be forwarded to the Board for final decision.

To the extent funds are available, each school is encouraged to operate and maintain an educational program to assist staff members in avoiding and discontinuing use of tobacco.

Rescinded: May 16, 2018 [pending approval]

Adopted: September 7, 1994

Tobacco-Free Workplace

LEGAL REFS:

20 U.S.C. §6083 (Federal law prohibits smoking in any indoor facility used to provide educational services to children).

C.R.S. 22-32-109 (1) (bb)

C.R.S. 25-14-103.5

6 CCR 10106, Rule 5-306

CROSS REFS:

ADC, Tobacco-Free Schools

GCQF, Discipline, Suspension and Dismissal of Professional Staff

GDQD, Discipline, Suspension and Dismissal of Support Staff

Liability of School Personnel / Staff Protection

Protection from lawsuits

In order to provide teachers, principals and other school professionals the tools they need to maintain order, discipline and an appropriate environment, state and federal law provide certain liability protections. The federal liability protections preempt state law to the extent state law is inconsistent, but do not preempt state law that is consistent and provides additional protection from liability. Applicability of state and federal liability protections to specific circumstances shall be made on a case-by-case basis. Exceptions stated in state and federal law may reduce or preclude liability protection.

Immunity for enforcement of discipline code and other actions

An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures.

A teacher or any other person acting in good faith and in compliance with state and federal law and regulation, the discipline code adopted by the Board and other policies, regulations, rules and procedures of the district shall be immune from criminal prosecution or civil liability, unless the person acted willfully or wantonly, for:

1. taking action regarding the supervision, grading, suspension, expulsion or discipline of a student
2. making a report consistent with federal law to the appropriate law enforcement authorities or officials of a school or school district if the employee had reasonable grounds to suspect that the student was:
    - under the influence of or in possession of alcohol or a controlled substance not lawfully prescribed to the student
    - in possession of a firearm
    - involved in the illegal solicitation, sale or distribution of alcohol, a controlled substance not lawfully prescribed to the student or a firearm

A teacher or any other person claiming immunity from criminal prosecution may file a motion with the court prior to trial. If immunity is not granted and a criminal action is brought, it is an affirmative defense that a person is acting in good faith and in compliance with the discipline code.

A teacher shall not be subject to any disciplinary proceeding including dismissal for actions that were in good faith and in compliance with the district's discipline code, nor shall a contract nonrenewal be based on such lawful actions.

Disciplinary information to school personnel

In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school

personnel apprised of situations that could pose a risk to the safety and welfare of others.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parent/ guardian may challenge the accuracy of disciplinary information through the process outlined in JK-R, Student Discipline.

False reports against employees

State law provides criminal penalties for certain persons, including students at least ten years of age, who intentionally make false accusations of criminal activity against school district employees.

Rescinded: May 16, 2018 [pending approval]

Adopted: 20 October, 2010

LEGAL REFS:

C.R.S. 22-12-101 et seq. (Teacher and School Administrator Protection Act)

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

C.R.S. 22-32-126 (5) (disciplinary information to staff)

C.R.S. 24-10-102 et seq. (governmental immunity)

20 U.S.C. 2361 through 2368 (Coverdell Teacher Protection Act contained in No Child Left Behind Act of 2001 limits the liability of school personnel)

CROSS REFS:

GCQF, Discipline, Suspension and Dismissal of Professional Staff

JK, Student Discipline and sub-codes

Staff Health

(And Physical and Mental Health Examination Requirements)

Through its overall safety program and various policies pertaining to school personnel, the Board shall seek to ~~insure~~ensure the safety of employees during working hours and assist them in the maintenance of good health. ~~-~~It shall encourage all its employees to maintain good health and practice good health habits.

Under the following circumstances, the Board may require physical examinations of its employees~~.~~ or applicants for employment. The district shall pay for all such physical examinations.~~-~~ Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only in limited circumstances.

Routine physical examinations

Subsequent to a conditional offer of employment and prior to commencement of work, the district may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the state. The district may condition an offer of employment on the results of such examination if all entering employees in the applicable job category are subject to such examination. A 30-day grace period may be allowed if approved by personnel services.

All bus drivers, including ~~gull~~full-time, ~~regular~~ part-time or temporary~~ part-time drivers~~, shall be required to have a physical examination once every two years to obtain or renew an operator's permit.

Special Examinations

The Board recognizes that an individual's medical diagnosis is privileged information between the patient and medical professionals. ~~-~~However, whenever a staff ~~member's~~member's medical condition is such that it interferes with ~~his~~the ability to perform ~~his~~required duties or there is an unacceptable risk to the health and safety of the employee or others, the district ~~has a responsibility to~~shall take necessary steps to evaluate the employee's condition and make appropriate employment decisions.

The Board may request physical examinations and/or mental health examinations of any employee at any time to determine if the employee has a physical and/or mental condition, disease or illness which may interfere with ~~his~~the employee's ability to perform ~~his~~required duties or which may pose an unacceptable risk to the health, safety or welfare of the employee or others. ~~-~~The school district shall select the medical professional to conduct ~~t~~such examination and shall pay the costs associated with such examination.

When the employee cannot perform the essential functions of the job with reasonable accommodation, or medical evidence establishes that the employee's condition poses a significant risk to the health, safety or welfare of the employee or others, the school district may ~~take action to~~ suspend and~~ / /~~or terminate the employee in accordance ~~wit~~with applicable policies and regulations and applicable law.

Readily-transmitted Communicable Diseases

Staff Health

An employee with an acute, common communicable disease shall not report to work during the period of time ~~in which he is~~when contagious~~. Infectious.~~ /infectious. The district reserves the right to require a physician's statement prior to the employee's return to work.

An employee ~~afflicted~~diagnosed with a serious, readily-transmissible disease or condition shall be encouraged to report the existence of the condition or illness in case there are precautions that must be taken to protect the health of others.

HIV Infection

Any employee who becomes aware ~~that he is infected~~of personal infection with the human immunodeficiency virus (HIV), which although life-threatening poses little risk of transmission in a school setting, is encouraged to report to a designated school administrator ~~that he is afflicted with the disease.~~ the diagnosis of HIV. The administrator shall follow the procedures accompanying this policy to evaluate the employment status of the staff member.

To encourage disclosure, the school district shall endeavor to treat these employees in a fair, nondiscriminatory and confidential manner consistent with the district's legal obligations. Federal and state law mandate, pursuant to provisions protecting ~~handicapped individuals~~persons with disabilities that such employees shall not be discriminated against on the basis of their ~~handicaps~~disabilities and that~~, if it becomes necessary, some~~ reasonable accommodations shall be made to enable qualified individuals with disabilities to continue ~~work~~working.

Confidentiality

In all instances, district personnel shall respect the individual's right to privacy and treat any information regarding the medical ~~diagnosis~~condition or medical history of an employee or applicant as confidential information. The superintendent shall ~~initiate~~develop procedures to ~~insure~~ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures.

Revised May 16, 2018 [pending approval]

Adopted: July 7, 1993

LEGAL REFS:

29 U.S.C. §794 (1983) (Section 504 of the Rehabilitation Act)

42 U.S.C. §12101 et seq. (Americans with Disabilities Act)

C.R.S. 8-2-118 (employer must bear cost of medical exam)

C.R.S. 22-32-110 (1~~)~~ ~~(~~)(k) (board's power to adopt policy related to safety, conduct and welfare of employees)

C.R.S. 22-63-301 (grounds for teacher dismissal)

C.R.S. 24-34-401 et seq. (discriminatory or unfair employment practices)

Staff Health

C.R.S. 25-4-101 et seq. (disease control and sanitary regulations)

1 CCR 301-26, Rules 4204-R-201 (regulations regarding operation of school transportation vehicles; requirement of physical exam every two years)

CROSS REFS:

~~ACE, Nondiscrimination on the Basis of Handicap/Disability (Compliance with Section 504)~~

EBBA, Prevention of Disease/Infection Transmission

~~GBA, Open Hiring/Equal Employment Opportunity and Affirmative Action~~

GBJ, Personnel Records and Files

~~GCCCA/GCCBA, Instructional Staff/Administrative~~GBGG, Staff Sick Leave

GCQF, Discipline, Suspension and Dismissal of Professional Staff ~~Members~~

GDQD, Discipline, Suspension and Dismissal of Support Staff ~~Members~~

Regulation **File: GBGA-R**

Staff Health

(Staff Members with HIV/AIDS/Communicable Diseases)

The following procedures ~~will~~shall be followed when evaluating the employment status of an employee infected with human immunodeficiency virus (HIV) including those staff members diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) and those suspected of being infected with HIV.

These procedures shall also ~~will~~ apply whenever a school official has reasonable cause to suspect that a staff member is seriously ill and the illness is affecting ~~his~~the employee's ability to perform ~~his~~ job responsibilities or ~~posing~~poses an unacceptable risk to the health and safety of the employee or others. ~~-~~Reasonable cause may exist in but not be limited to situations where the ~~employee's~~employee's health is observed to be deteriorating to the point of interfering with the performance of ~~his/her~~ duties, when the employee displays persistent physical symptoms of illness, or where there is similar reasonable evidence of such disease.

Reporting Suspected of Confirmed Cases

The Superintendent will be the staff member responsible for coordinating the school district's effort to evaluate the employment status of an employee in accordance with these procedures. ~~-~~For ~~purpose~~purposes of these procedures, the Superintendent ~~will~~ shall be referred to as the "school officer."

It is improper for any employee ~~who has~~, with knowledge or reasonable grounds to suspect that he/she is infected with a communicable disease, to willfully expose or infect another with such ~~a~~ disease, or to knowingly perform an act or engage in conduct which exposes or infects another person with such ~~a~~ disease.

Any staff member infected with HIV is encouraged to report this fact directly to the school officer.

If a supervisor has been informed or has reasonable cause to believe that an employee ~~is afflicted with~~has an illness which is interfering with job performance or posing an unacceptable health risk to the employee or others, the supervisor ~~will~~shall notify the school officer immediately. ~~-~~The school officer ~~will~~shall confer individually with the supervisor and the staff member to assess the situation.

Evaluation of Employment Status

HIV infection is not transmitted casually; therefore, it is not itself a reason to remove a staff member from school. ~~-~~The school officer will determine whether the person who is infected with HIV has a secondary infection such as active tuberculosis that constitutes a recognized risk of transmission in the school setting. ~~-~~This is a medical question which the school officer will answer by consulting with the infected person's physician, a qualified public health official who is responsible for such determinations, and the infected person.

In determining an appropriate response, the district shall consider the most current and reliable medical information available, with particular reference to the dangers of

increased risk of transmission to others, and the health risk to the employee as well as the expected type of interaction with others.

If there is no secondary infection that constitutes a medically- recognized risk of transmission in the school setting, the infected person's job assignment will not be altered unless a reassignment is requested as a reasonable accommodation.

If there is a secondary infection that constitutes a medically- recognized risk of transmission in the school setting, the school officer will consult with the physician, public health official and the infected person. If necessary, they will develop an individually tailored plan for the staff member. Additional persons may be consulted if this is essential for gaining additional information, but the infected staff member must approve of the notification of any additional persons who would know ~~his~~the staff member's identity. Utmost confidentiality will be observed throughout this process.

When an employee is determined to be unfit for continued duty because ~~he~~it has been determined that the employee is incapable of performing the essential functions of the position or poses a direct threat to the health or safety of ~~him/her~~himself/herself or others, ~~he/she~~the employee will be entitled to use any accumulated sick leave in accordance with Board policies.

When an employee has exhausted all sick leave and other applicable leave options and is deemed unfit to resume duties, employment ~~will~~may be terminated through the employee's resignation, retirement or dismissal in accordance with applicable Board policies and applicable law.

The school official will review the case periodically with the infected person and the medical advisors described above.

Confidentiality

All information gained by the district through the application of the accompanying policy and these procedures, including the identity of an employee infected with HIV ~~will~~,shall be treated as confidential. Information will be disclosed only as appropriate in connection with these procedures.

Persons who may know the identity of a staff member infected with HIV are those who with the infected person will determine whether the person has a secondary infection that constitutes a medically- recognized risk ~~or~~of transmission in the school setting. ~~There~~They are the school officer, the personal physician of the infected person and a public health official who may be able to study the facts of the case sufficiently without needing to know the identity of the staff member to make a decision.

The decisionmakers listed above and the infected person will determine whether additional persons such as the school nurse or principal need to know that an infected person works at a specific school. The additional persons will not know the name of the infected person without this person's consent.

All persons shall treat all medical information as highly confidential. No information will be divulged directly or indirectly to any other individuals or groups. All medical

information and written documentation of discussions, telephone conversations, proceedings and meetings will be kept by the school officer in a locked file. Access to this file will be granted only to those persons who have the written consent of the infected staff member.

To further protect confidentiality, names will not be used in documents except when essential. Any document containing the name or any other information that would reveal the identity of the infected person will not be shared with any person, not even for the purposes of word processing or reproduction.

Revised: May 16, 2018 [pending approval]

Adopted: July 7, 1993

LEGAL REFS:

None

CROSS REFS:

None

Policy **File: GBGFGCC**

Federally-Mandated Family and Medical LeaveProfessional Staff Leaves and Absences

The Board shall provide a plan for leaves and absences designed to help members of the certificated staff maintain their physical health, take care of family and other personal emergencies, improve professionally, and discharge important and necessary obligations.

Such leaves and absences shall be granted in accordance with the law and Board policies pertaining to specific types of leaves.

Federally-mandated family leave

The provisions of this sectionThis policy shall apply to all family and medical leaves of absence except to the extent that paid leaves are covered under other Board policies for any part of the 12 weeks of leave to which the employee is entitled. If an employee is entitled to paid leave under any other policy, the employee shall take the paid leave firstthe Family and Medical Leave Act of 1993 ("FMLA"). Terms used in this policy and its accompanying regulation, such as "serious health condition," "qualifying exigency," "covered active duty," "covered servicemember," and "serious injury or illness" shall be as defined by the FMLA and its implementing regulations.

Eligibility

To be eligible for leavea family and medical leave of absence (FMLA leave) under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. An eligible employee shall be entitled to a combined total of 12 weeks' leave per year under particular circumstances that are critical to the life of a familyA full-time classroom teacher shall be deemed to meet the hourly requirement but must also meet the 12-month requirement to be eligible for FMLA leave.

Leave mayPermitted reasons for FMLA leave

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

1. The birth and for the first year care of the employee'semployee's newborn child; upon the

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

3. To care for a child,the employee's spouse or, parent who hasor child with a serious heathhealth condition; or when

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

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

Policy **File: GBGFGCC**

Federally-Mandated Family and Medical Leave~~Professional Staff Leaves and Absences~~

Spouses who are both employed by the district shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) ~~for the birth or adoption of a child or for family illness~~per year for reasons (1), (2), (3) and/or (5) specified in the immediately preceding paragraph.

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

~~If medically necessary for a serious health condition for the~~ An eligible employee ~~or the employee's~~ who is a spouse, ~~child or~~ son, daughter, parent~~,~~ or next of kin of a covered servicemember with a serious injury or illness incurred or aggravated in the line of duty on active duty shall be entitled to a total of 26 weeks of leave during a single 12-month period to care for the covered servicemember.

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

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

Intermittent or reduced FMLA leave

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

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

Health insurance and benefits

The district shall maintain coverage under any group health insurance plan for any employee who is granted an ~~approval~~approved leave of absence under this policy for the duration of the leave ~~(up to 12 weeks).~~ . Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the

employee were not on leave. ~~-~~The district reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

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

Reinstatement after FMLA leave

Reinstatement shall be determined in accordance with ~~any~~ applicable law and Board policies~~.~~ [optional language-and/or negotiated agreements]. If the employee on leave is a salaried employee and is among the highest paid 10 percent of district employees and keeping the job open for the employee would result in substantial economic injury to the district, the employee may be denied reinstatement provided the district notifies the employee of its intent to deny reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

Development of procedures

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

~~All provisions of this policy shall prevail except as modified by an applicable negotiated agreement.~~

Compliance with governing law

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

Revised: May 16, 2018 [pending approval

Adopted: July 7, 1993 (GCC)

LEGAL REFS:

~~P.L. 103-3~~29 U.S.C. 2601 et seq. (Family and Medical Leave Act of 1993)

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

CROSS REFS:

~~GCCAA, Instructional Staff Sick Leave~~

~~GCCAB, Instructional Staff Personal /Emergency/Legal/Religious Leave~~

~~GCCAC, Instructional~~GBGE, Staff Maternity/Paternity/Parental Leave

~~GCCBA, Administrative~~GBGG, Staff Sick Leave

Policy **File: GBGF~~GCC~~**

Federally-Mandated Family and Medical Leave~~Professional Staff Leaves and Absences~~

~~GCCBB, Administrative~~GBGK, Staff ~~Personal/Emergency/~~Legal~~/Religious Leave~~

~~GCCBC, Administrative Staff Maternity/Paternity/Parental~~ Leave

Staff Victim Leave

Any staff member who has been employed with the district for at least 12 months and is the victim of certain crimes/actions (listed below) may request and shall be granted up to three working days of leave during any 12-month period, [the Board must insert either "with pay" or "without pay"; the statute allows the employer to decide whether the leave will be paid or unpaid] for any of the following purposes:

1. to seek a civil restraining order to prevent domestic abuse as it is defined in state law
2. to obtain medical care or mental health counseling or both for the employee or his or her children to address related physical or psychological injuries
3. to make his or her home secure from the perpetrator or to seek new housing to escape from the perpetrator
4. to seek legal assistance to address related issues and attend and prepare for court-related proceedings

Except in cases of imminent danger to the health or safety of the employee, an employee seeking victim leave shall provide as much advance notice to the district as possible, as well as appropriate documentation requested by the employee's supervisor [or insert the title of other person who makes leave decisions].

NOTE: The Board must insert either "the employee must exhaust all other applicable leave prior to being granted this type of leave" or "the employee does not need to exhaust other applicable leave prior to being granted this type of leave."

All information related to the employee's leave shall be kept confidential and copies of any related documents retained by the district shall be marked confidential and stored in a secure location separate from routine personnel documents.

This leave applies to the following crimes/actions as defined in state law:

1. domestic abuse
2. stalking
3. sexual assault
4. any other crime where a court finds that the underlying factual basis includes an act of domestic violence

Adopted: May 16, 2018 [pending approval]

LEGAL REFS:

C.R.S. 24-34-402.7 (unlawful action against employees seeking protection)

CROSS REFS:

None

STAFF CONCERNS/COMPLAINTS/GRIEVANCES

Employee grievance procedure

The employee may choose a person to assist him or her at any step of the grievance procedure. Individual or group grievances of employees shall be resolved as follows:

Step 1. The grievance shall first be presented in writing on forms provided by the school district to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. That person shall render a written decision within 10 working days.

Step 2. If the grievance is not solved at Step 1, the employee then may present the grievance to the superintendent who shall conduct a hearing within 10 working days of receipt of the report from Step 1 and shall render a written decision within 10 working days of the hearing.

Step 3. If the grievance is not solved at Step 2, the employee may request a hearing before the Board of education, which will be held within 15 working days of receipt of the report of Step 2. The decision of the Board shall be final and shall be made in writing within 15 working days of the hearing.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with any supervisor or administrator in the school system.

Rescinded: May 16, 2018 [pending approval]

Revised: February 18, 2009

Adopted: December 2, 1992

LEGAL REFS:

None

CROSS REFS:

None

Professional Staff

Teachers shall be in one of these classifications for purposes of the Colorado Teacher Employment, Compensation and Dismissal Act according to the terms of their employment:

1. Teacher. ~~-~~Teacher means any person who holds ~~an~~a valid initial or professional teacher's license and who is employed to instruct, direct or supervise an instructional program. "Teacher" does not include persons holding letters of authorization or the superintendent.
2. Alternative teacher. ~~-An Alternative Teacher is a~~A person who is participating in an alternative teacher program provided by a designated agency and who holds an alternative teacher's license.
3. Probationary teacher. ~~-~~A teacher ~~on an annual contract~~ who has not completed three ~~full~~consecutive years of ~~continuous and uninterrupted employment in the district and~~demonstrated effectiveness or a nonprobationary teacher who has ~~not been re-employed for the fourth year. A year~~had two consecutive years of ~~required service for probationary teachers is~~ ineffectiveness, as defined ~~as a full school year if the period~~by applicable rules of ~~continuous and uninterrupted employment includes the last 120 school days~~the State Board of ~~the academic year.~~ Education.
4. Substitute teacher. ~~-~~A teacher who normally performs services for a district for four hours or more during each regular school day, but works on one continuous assignment for a total of less than 90 regular school days, or for less than one semester or equivalent time as determined by the annual school year calendar of the district. ~~-~~Substitute teacher does not include a ~~no probationary~~nonprobationary or probationary teacher who is assigned as a permanent substitute teacher within a school district.
5. Itinerant teacher. ~~-~~An itinerant teacher who is employed by a district on a day to day or similar short-term basis as a replacement teacher for a ~~no probationary~~nonprobationary teacher, a probationary teacher or a part-time teacher who is absent or otherwise unavailable (no limit on the number of days worked). ~~-~~An itinerant teacher is considered a substitute teacher.
6. Part-time teacher. ~~-~~A ~~part-time~~ teacher ~~is a person~~ who normally works less than four hours per day.

The Board shall approve all classifications upon the recommendation of the superintendent.

Revised: **May 16, 2018 [pending approval]**

March 17, 2010

March 21, 2006

March 1, 1995

October 7, 1992

Policy **File: GC**

Professional Staff

Adopted: September 12, 1990

LEGAL REFS:

20 U.S.C. ~~C.R.S. 22-9-103 (1.5) (definition of licensed personnel)~~

6312 (c)(6) (teacher licensure requirements under Every Student Succeeds Act)

C.R.S. 22-32-109 (1)(f) (board duty to employ personnel)

C.R.S. 22-32-109.7 (specific board duties regarding personnel)

C.R.S. 22-60.5-111 (types of authorizations, including military spouse interim authorization)

C.R.S. 22-60.5-201 (types of teacher licenses)

C.R.S. 22-60.5-201 (3)(b) (licensure reciprocity for out-of-state applicants)

C.R.S. 22-60.5-207 (alternative teacher contracts)

C.R.S. 22-63-103 (definitions in Teacher Employment ~~Act~~, Compensation, and Dismissal Act of 1990)

~~C.R.S. 22-63-203 (2)(a)(II) (definition of probationary teacher)~~

C.R.S. 22-63-201 (2) (hiring of person who holds an alternative teacher license)

1 CCR 301-87 (State Board of Education rules for administration of a system to evaluate the effectiveness of licensed personnel)

~~20 U.S.C. 6319 (definition of highly qualified teacher contained in No Child Left Behind Act of 2001)~~

~~34 C.F.R. 200.55 (federal regulations regarding highly qualified teachers)~~

CROSS REFS:

None

Policy **File: GCBA**

Instructional Staff Contracts / Compensation / Salary Schedules

The Board annually shall adopt a salary schedule for its regular teaching personnel and shall place each teacher in the school district on the salary schedule at least commensurate with, but not limited to, education, prior experience and experience in the district. The schedule adopted by the Board shall remain in effect until changed or modified by the Board in accordance with law. If the Board declares a fiscal emergency during a budget year as allowed by state law and discussed in policy DBK*, salaries may be reduced for all employees on a proportional basis or the work year of employees may be altered. Any such reduction in salaries may be made notwithstanding any adopted salary schedule or policy.

Salary increments shall be conditioned upon evidence of the continued professional growth of the teacher. Within the framework of state statutes, employees who do not comply with the requirements of the Board and state may not be granted salary increases or may not be retained on the staff.

Placement on the salary schedule shall be in accordance with requirements developed by the administration and approved by the Board.

The district shall comply with statutory provisions regarding salary schedules.

Revised: May 16, 2018 [pending approval]

November 17, 2010

Adopted: May 18, 1999

LEGAL REFS:

C.R.S. 22-32-110 (5) (agreement with employee group cannot exceed one year term, unless subject to reopener on salaries and benefits)

C.R.S. 22-44-115.5(2) (reductions in salary or alteration of work year due to fiscal emergency)

C.R.S. 22-60.5-110(renewal of teacher license)

C.R.S. 22-63-401 through 403 (teacher compensation laws)

C.R.S 22-69-101 et seq.(grant program for alternative teacher compensation plans)

CROSS REFS:

~~DBH~~DBK*, Fiscal Emergencies

GCQA, Instructional Staff Reduction in Force

Professional Staff Fringe Benefits

Benefits in addition to basic salary are recognized by the Board as an integral part of the total compensation plan for staff members. The benefits extended to the professional staff shall be designed to promote their present and future economic security and provide incentive for professional development that will be of benefit to the district.

~~Employees who work regularly six or more hours per day are covered by the district's group life insurance and long-term disability insurance plans.~~

~~All~~In accordance with applicable federal law, full-time ~~regular~~ licensed employees are eligible for the district's health insurance plan. These employees also may participate in the district's tax-sheltered annuity program and are also covered by the district's group life insurance and long-term disability insurance plans.

~~Full-time regular licensed employees not covered by a negotiated agreement shall be extended fringe benefits at least equal to that of other professional employees.~~

School district employees shall participate in the Public Employees' Retirement Association in which both the employee and the school district make monthly contributions.

Workers' Compensation

All district employees are covered under the Workers' Compensation Insurance Plan and shall be entitled to all the prescribed benefits.

Revised: May 16, 2018 [pending approval]

Adopted: November 6, 1991

LEGAL REFS:

P.L. 111-148 (Patient Protection and Affordable Care Act)

C.R.S. 8-40-~~101et~~101 et seq. through 8-47-101 et seq.~~(~~. (Workers' Compensation Act of Colorado)

C.R.S. 22-32-110 (1)(j) (board power to procure group life, health or accident insurance)

C.R.S. 24-51-~~101et~~101 et seq.~~(~~. (Public Employees' Retirement Association)

CROSS REFS:

GBGD, Workers' Compensation

Professional Staff Leaves and Absences

The Board shall provide a plan for leaves and absences designed to help members of the certificated staff maintain their physical health, take care of family and other personal emergencies, improve professionally, and discharge important and necessary obligations.

Such leaves and absences shall be granted in accordance with the law and Board policies pertaining to specific types of leaves.

Federally-mandated family leave

The provisions of this section shall apply to all family and medical leaves of absence except to the extent that paid leaves are covered under other Board policies for any part of the 12 weeks of leave to which the employee is entitled. If an employee is entitled to paid leave under any other policy, the employee shall take the paid leave first.

To be eligible for leave under this policy, an employee shall have been employed for at least 12 months and shall have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. An eligible employee shall be entitled to a combined total of 12 weeks' leave per year under particular circumstances that are critical to the life of a family.

Leave may be taken upon the birth and for the first-year care of the employee's child; upon the placement of a child with the employee for adoption or foster care; when the employee is needed to care for a child, spouse or parent who has a serious heath condition; or when the employee is unable to perform the functions of his position because of a serious health condition.

Spouses who are both employed by the district shall be entitled to a total of 12 weeks of leave (rather than 12 weeks each) for the birth or adoption of a child or for family illness.

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

If medically necessary for a serious health condition for the employee or the employee's spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule subject to certain conditions which pertain to instructional employees. The district may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits.

The district shall maintain coverage under any group health insurance plan for any employee who is granted an approval leave of absence under this policy for the duration of the leave (up to 12 weeks). Such coverage shall be maintained at the same level and under the same conditions as coverage would have been provided if the employee were not on leave. The district reserves the right to seek reimbursement for this benefit in the event that an employee elects not to return to work, as allowed by law.

Reinstatement shall be determined in accordance with any applicable Board policies. If the employee on leave is a salaried employee and is among the highest paid 10 percent

of district employees and keeping the job open for the employee would result in substantial economic injury to the district, the employee may be denied reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

The superintendent is directed to develop procedures to require appropriate medical certifications, notification and reporting which are consistent with law.

All provisions of this policy shall prevail except as modified by an applicable negotiated agreement.

Rescinded: May 16, 2018 [pending approval]

Adopted: July 7, 1993

LEGAL REFS:

P.L. 103-3(Family Medical Leave Act)

CROSS REFS:

GCCAA, Instructional Staff Sick Leave

GCCAB, Instructional Staff Personal /Emergency/Legal/Religious Leave

GCCAC, Instructional Staff Maternity/Paternity/Parental Leave

GCCBA, Administrative Staff Sick Leave

GCCBB, Administrative Staff Personal/Emergency/Legal/Religious Leave

GCCBC, Administrative Staff Maternity/Paternity/Parental Leave

Hanover [School District No. 28]~~Hanover [School District No. 28]~~ **Board of Education**

Policy **File: GCQC / GCQD**

Resignation of Instructional Staff / Administrative Staff

In accordance with state statutes, a teacher or licensed administrator may cancel a contract prior to the beginning of an academic year by giving written notice no later than 30 days prior to the start of the academic year, during an academic year by giving at least 30 days' written notice, or at any time by mutual agreement with the Board of Education.

A teacher or licensed administrator who fails to honor a contract, except in accordance with the statutes, shall be held responsible for the ordinary and necessary expenses incurred in securing a replacement, or for 1/12th of his or her annual salary, whichever is less. In addition, the teacher's or administrator's license may be suspended.

A teacher or licensed administrator who resigns during the term of the contract shall be paid the prorated amount of the annual salary for each day the teacher has been on duty.

~~Mandatory~~The district shall comply with the mandatory reporting requirements

~~If an employee resigns as a result of an allegation~~ concerning allegations of unlawful behavior involving a child~~, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE)~~ and ~~providing any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.~~

~~The superintendent shall notify CDE whenever a licensed/certified employee resigns for any of the following reasons:~~

~~The employee has been determined by a court to be mentally incompetent.~~

~~The individual is convicted, pleads nolo contendere or receives a deferred sentence for sexual~~other offenses ~~against a child as specifically set forth,~~ in ~~the~~accordance with state ~~board rules.~~

~~The individual please guilty or nolo contendere or is found guilty of a felony which renders the person unfit to be a licensed professional including but not limited to drug possession, felonies involving the use of firearms or deadly weapons, theft or fraud, child exploitation or pornography.~~

~~When the county department of social services or the local~~ law ~~enforcement agency reasonably believes that an incident of child abuse or neglect has occurred~~ and the ~~school employee is the suspected perpetrator and was acting in an official capacity as an employee of the district~~regulation accompanying this policy.

When the Board reasonable believes that an employee is guilty of unethical behavior or professional incompetence.

Revised: **May 16, 2018 [pending approval]**

Resignation of Instructional Staff / Administrative Staff

November 4, 1997

March 1, 1995

Adopted: September 8, 1993

LEGAL REFS:

C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)

C.R.S. 22-32-109.7 (specific duties regarding hiring inquiries and reporting)

C.R.S. 22-63-202 (employment contracts)

1 CCR 301-37, Rules 2260.5-R-15.00 et seq.(mandatory reporting requirements)

CROSS REFS:

None

Discipline, Suspension and Dismissal of Professional Staff

(And Contract Nonrenewal)

The Board of Education shall follow procedures established by law for the suspension and dismissal of teachers.

Full-time probationary teachers, currently employed by the Board, shall be reemployed for the succeeding academic year at the appropriate salary unless the Board does not renew the contract of such teacher pursuant to law.

This provision also shall apply to teachers employed on a part-time continuous basis by the district and by the Pikes Peak Board of Cooperative Educational Services.

The superintendent shall be authorized to suspend with pay or place on administrative leave a professional staff member as a disciplinary measure and/or pending an internal investigation when a professional staff member is accused of serious misconduct. -The superintendent shall report all such suspensions to the Board at its next meeting and shall make a recommendation if further disciplinary action is warranted.

A teacher shall not be subject to any disciplinary proceeding including dismissal for actions which were in good faith and in compliance with the district's discipline code, nor shall a contract nonrenewal be based on such lawful actions.

~~**Mandatory**~~The district shall not obtain consumer credit reports on a current employee unless the district is evaluating the employee for promotion, reassignment or retention. In all cases where credit information or reports are obtained and/or relied upon for purposes of reassigning, terminating or denying the promotion of an employee, the district shall comply with the Fair Credit Reporting Act and applicable state law.

The district shall comply with the mandatory reporting requirements

~~If an employee is dismissed as a result of an allegation~~ concerning allegations of unlawful behavior involving a child~~, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and providing any information requested by the department concerning the circumstances of the dismissal. The district also shall notify the employee that information concerning the dismissal is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.~~

~~The superintendent shall notify CDE whenever a licensed/certified employee is dismissed for any of the following reasons:~~

~~The employee has been determined by a court to be mentally incompetent.~~

~~The individual is convicted, pleads nolo contendere or receives a deferred sentence for sexual~~ and other offenses ~~against a child as specifically set forth,~~ in ~~the state board rules~~accordance with state law and the regulation accompanying this policy.

~~The individual pleads guilty or nolo contendere or is found guilty of a felony which renders the person unfit to e a licensed professional including, but not limited to drug~~

~~possession, felonies involving the use of firearms or deadly weapons, theft or fraud, child exploitation or pornography.~~

~~The county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the school employee is the suspected perpetrator and was acting in an official capacity as an employee of the district.~~

~~The Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.~~

Revised: **May 16, 2018 [pending approval]**

March 1, 1995

September 8, 1993

Adopted: September 4, 1991

LEGAL REFS:

15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

C.R.S. 8-2-126 (limits employers' use of consumer credit information)

C.R.S. 19-3-301 et seq.~~(~~. (Child Protection Act of 1987)

C.R.S. 22-2-119 (duty to make inquiries prior to hiring)

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

C.R.S. 22-32-109.7 (specific duties regarding hiring inquiries and reporting)

C.R.S. 22-63-202 (3) (temporary suspension during contract period)

C.R.S. 22-63-202 (4) (disclosure of reasons why left employment)

C.R.S. 22-63-203 (renewal and non-renewal of probationary teacher contracts)

C.R.S. 22-63-301 et seq. (dismissal of licensed staff)

1 CCR 301-37, Rules 2260.5-R-15.00 et seq. (mandatory reporting requirements)

~~15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)~~

CROSS REFS:

~~GBG, Liability of School Personnel/Staff Protection~~None

Professional Research and Publishing

The Board recognizes the value of educational research conducted by staff members. However, all research studies carried out within the school system using district or school data of any kind or staff or students~~,~~ as subjects must be approved in advance by the superintendent or designee. Only those studies ~~that~~which have value to the school district shall be approved.

The superintendent or designee shall keep a file on topics needing study that shall be shared with staff members at their request.

When human subjects are involved in research, there shall be adequate protection of their rights and welfare. The individual shall be subjected to no serious risk. Parents of students who are subjects of research or adults if they are the subjects shall be provided an explanation of procedures and their purposes, a description of any possible risks and any benefits to be reasonably expected, an offer to respond to inquiries on procedures, and instruction on the right to refuse to participate or to discontinue participation at any time without prejudice.

Any survey, assessment, analysis or evaluation of students shall be consistent with district policy and applicable law.

Revised: May 16, 2018 [pending approval]

October 17, 2012

Adopted: November 20, 2007

LEGAL REFS:

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

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

CROSS REFS:

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

LC, Relations with Education Research Agencies

Curriculum Review

The curriculum shall be reviewed at least once every five years by administrators, teachers, parents, accountability committee members and others deemed appropriate by the Board of Education. The reviews shall determine if the established curriculum and educational programs in the district are effective and reflect relevant content standards and district goals as adopted by the Board of Education.

Regulations shall be developed that outline the courses to be reviewed, the sequence of course review, the specific activities involved in curriculum review, and the areas to be included in the review.

The review shall include consideration of achievement results for all student population, educational equity, curriculum breadth and depth, and congruence of instructional strategies and assessments with Board-adopted student outcome and performance standards.

Rescinded: May 16, 2018 [pending approval]

Adopted: November 4, 1997

LEGAL REFS:

C.R.S. 22-573-401 et seq.

C.R.S. 22-32-109(1)(t) (board duty to determine educational programs and prescribe textbooks)

CROSS REFS:

AEA, Standards Based Education

IA, Instructional Goals and Learning Objectives

IL, Evaluation of Instructional Programs and sub-codes

KB, Parent Involvement in Education

Basic Instructional Program

The educational program shall provide formal studies to meet the general academic needs of all students to enable them to meet or exceed state and district content standards. To the extent possible, opportunities for individual students to develop specific talents and interests in more specialized fields shall also be provided.

An atmosphere shall prevail in which healthy growth is fostered, in which ability is recognized and excellence encouraged, and in which a productive life is held before students as a model to emulate.

The various instructional programs shall be developed with the view toward maintaining balanced, integrated and sequentially articulated curricula which will serve the educational needs of all students in the district.

Elementary program

At the elementary level, schools will provide yearly instruction and assessment in content standards in English language arts, mathematics, science, history, economics, geography, civics, music, visual arts, and physical education. Schools will provide interventions to prepare students for middle level education. In addition, as part of building citizenship skills, the elementary schools will instruct students about, and expect students to adhere to, the student code of conduct.

Junior high or middle school program

At the middle level, schools will continue to provide instruction and assessment in content standards. This instruction shall include a minimum of two years of English language arts, two years of mathematics, two years of science, and two years of social studies, including instruction in civics, geography, history, and economics. Middle schools with grades six through eight will provide three years of instruction in English language arts, mathematics, science, and social studies. Students will also have the opportunity to expand their talents and interests through an exploratory/electives program that provides instruction in content standards. As determined by each middle school, this exploratory/electives program may include any combination of the following courses: visual arts, music, technical education, world languages, physical education, health, consumer and family studies, computer/keyboarding/business, and other appropriate middle level course offerings. Schools will provide interventions to prepare students for high school. In addition, the middle schools will instruct students about, and expect students to adhere to, the student code of conduct.

Senior high school program

The high school has been designed to serve the needs of students in grades nine through twelve. High school will balance core academic expectations for all students in the achievement of content standards while serving the diverse talents and interests of our students. It is the joint responsibility of staff, students, and parents/guardians to ensure that students meet the core academic expectations and develop those talents and interests over the four years of high school.

Basic Instructional Program

High school will provide students with the academic skills to pursue further education and to be a competent member of the workforce. In addition, students will be instructed about, and be expected to be, participating citizens. Students will adhere to the student code of conduct up to and including the day of graduation. Graduation shall be the culminating event for students after they have met the requirements for a high school diploma.

Preparation for postsecondary opportunities

Students are encouraged to plan for postsecondary opportunities so they will be adequately prepared upon graduation from high school. Each student who enrolls in the sixth grade, on the day of enrollment, will be encouraged to register with the state-provided, free online college planning and preparation resource, commonly referred to as "CollegeInColorado."

The Colorado Commission on Higher Education (CCHE) will provide information to the parents/guardians of eighth grade students about the admission requirements for institutions of higher education in Colorado. In addition, the district will make information available to these same parents/guardians about the courses the district offers that meet the CCHE admission requirements. This information will be made available to parents/guardians prior to the student's enrollment in his or her ninth grade courses.

Beginning in ninth grade, District personnel shall assist students to develop and maintain individual career and academic plans. The student's career and academic plan will be designed to assist the student and the student's parent/guardian in exploring the postsecondary career and educational opportunities available to the student, aligning course work and curriculum, applying to postsecondary education institutions, securing financial aid and ultimately entering the workforce.

Rescinded: May 16, 2018 [pending approval]

Adopted: January 17, 2006

LEGAL REFS:

C.R.S. 22-1-104 (teaching of history, culture and civil government)

C.R.S. 22-1-108 through 22-1-110 (instruction on the federal constitution and the effect of use of alcohol and controlled substances)

C.R.S. 22-25-101 et seq. (Colorado Comprehensive Health Education Act)

C.R.S. 22-32-109 (1)(ff) (notice of courses that satisfy higher education admission guidelines)

C.R.S. 22-32-109 (1)(nn) (career and academic planning for students beginning in ninth grade)

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

CROSS REFS:

Basic Instructional Program

IKF, Graduation Requirements

JIC, Student Conduct, and Sub-codes

Regulation **File: IHA-R**

Basic Instructional Program

(Implementation Plan for Student Individual Career and Academic Plans)

In accordance with state laws and the timeline prescribed by applicable State Board of Education rules, the district shall create a plan for the development and implementation of student individual career and academic plans (ICAP).

At a minimum, the district's ICAP plan shall address:

1. How the district will ensure that all students, beginning in the sixth grade, have access to and assistance in the development of an ICAP.
2. The roles and responsibilities of the student, parent and district staff in creating and updating an ICAP for the student.
3. The activities that will be addressed at each grade level of a student's ICAP.
4. How students' ICAPs will be stored.
5. If possible, the professional development that will be provided to appropriate district staff regarding ICAPs and the staff's role in implementing the district's ICAP plan.
6. The method that will be used to evaluate the implementation and effectiveness of the district's ICAP plan.

Rescinded: May 16, 2018 [pending approval]

Adopted: March 16, 2011

LEGAL REFS:

None

CROSS REFS:

None

Homework Policy

Homework provides students with opportunities to apply learning and experience necessary practice. It is also designed to develop a certain amount of independence among students and provide an opportunity for them to take personal responsibility for their own achievement. As with any instructional strategy, homework should support attainment of instructional objectives and, as much as possible, should consider individual differences and specified learning difficulties. It is the belief of the district that meaningful homework is relevant and should be an integral part of the instructional process.

Rescinded: May 16, 2018 [pending approval]

Revised: March 14, 2000

Adopted: April 7, 1998

LEGAL REFS:

None

CROSS REFS:

None

Law-Related Education

The Board of Education recognizes the importance of a law-related education program to enhance student awareness about the law, the legal system and the fundamental principles and values upon which our constitutional democracy is based. Other goals of the program shall be to promote responsible citizenship and encourage students to resist anti-social gang behavior and substance abuse.

The program shall include relevant curriculum materials, interactive teaching strategies and extensive use of community resource persons and expertise. The program shall include instruction on the United States Constitution and the Declaration of Independence and may include instruction in:

1. Rights and responsibility of citizenship.
2. Foundations and principles of American constitutional democracy.
3. Role of law in American society.
4. Organization and purpose of legal and political systems.
5. Disposition to abide by law.
6. Opportunities for responsible participation.
7. Alternative dispute resolution including mediation and conflict resolution.

District personnel may prepare an annual report concerning the progress of the district in implementing law-related education. The report, if prepared, shall include an analysis of the effect of the law-related education program on the incidence of gang involvement and substance abuse by the students in the district.

The district shall provide opportunities for training instructors and administrators in gang awareness and substance abuse education in order to provide effective instruction to students concerning the dangers of gang involvement and substance abuse by the students in the district.

Adopted: May 16, 2018 [pending approval]

LEGAL REFS:

C.R.S. 22-25-104.5 (law-related education program)

CROSS REFS:

JICF, Secret Societies/Gang Activity

JICH, Drug and Alcohol Involvement by Students

School Web Site Publishing

School web sites provide the district with unique and ever-changing ways to interact with the community and improve student learning. School web sites:

1. Allow an individual school to provide current and complete information to its community at large
2. Give the community a means to communicate effectively with students and personnel
3. Create expanded means for student expression
4. Provide new avenues for teachers to help students meet high standards of performance

All district schools wishing to maintain a presence on the Internet shall develop a written web policy that allows the school to realize the benefits of maintaining a web site while protecting the school and community from its potential misuse. All school web sites and school web site policies shall conform to this policy and any accompanying regulations.

Purpose and use of school web sites

The primary purpose of a school's web site is to communicate effectively with its community. The principal or designee shall ensure that the site is maintained in such a way that the community receives reasonably current and accurate information.

A school may elect to have its web site serve additional purposes related to its educational mission. These include, but are not limited to:

1. Publishing the student newspaper
2. Publishing student literary magazines
3. Posting teacher-created class information
4. Publishing appropriate student class work

When a school allows student publications on its web site, the purpose of including such publications shall be clearly identified in that section of the site. These publications shall be consistent with the mission, goals, policies, programs and activities of the district. All publications shall meet established district and school requirements related to student print publications and in accordance with state and federal law related to student expression.

Advertising/Sponsorships

Any use of advertising or sponsorships that appears on a school web site must be approved by the school web site administrator, the district's Internet Services Department, and the superintendent or designee. Guidelines for approval shall be established by the district's Internet Services Department and the superintendent or designee and must be consistent with district policies and guidelines used in other school and district publications.

School Web Site Publishing

The Board of Education directs the superintendent to develop regulations to implement this policy. Such regulations shall address student and staff privacy and content standards for web site publications.

Rescinded: May 16, 2018 [pending approval]

Adopted: June 13, 2012

LEGAL REFS:

20 U.S.C. §1232g (Family Educational Rights and Privacy Act)

34 C.F.R. §99.1 et seq.(Regulations)

C.R.S. 22-1-120

C.R.S. 22-32-110(1)(r)

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

47 U.S.C. 231(Child Online Protection Act of 1998)

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

CROSS REFS:

DJG, Vendor Relations

GBEE*, Staff Use of Internet and Electronic Communications

JICEA, School-Related Student Publications

JICEC*, Student Distribution of Non-curricular Materials

JJA, Student Organizations

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

JS*, Student Use of the Internet and Electronic Communications

KD, Public Information and Communications

KHC, Distribution of Promotional Materials

Policy **File: IL**

Evaluation of Instructional Programs

Appropriate means for the regular evaluation of instructional programs shall be established by the superintendent.

The district will evaluate its curriculum and programs of instruction to ensure that they are aligned with the district's content standards and that they will provide students with the educational experiences needed to achieve the standards. The district will strive to reduce discrepancies in student performance related to ethnicity, gender, disability and limited English proficiency.

Rescinded: May 16, 2018 [pending approval]

Revised: March 17, 2010

November 4, 1997

Adopted: November 4, 1992

LEGAL REFS:

C.R.S. 22-11-101 et seq. (Education Accountability Act of 2009)

C.R.S. 22-7-401 et seq. (Education Reform)

CROSS REFS:

AC, Nondiscrimination/Equal Opportunity, and subcodes

ADA, School District Goals and Objectives

AE, Accountability/Commitment to Accomplishment

AEA, Standards Based Education

IA, Instructional Goals and Learning Objectives

District Program Assessments

A comprehensive program of assessment shall be developed by the district that adequately measures each student's progress toward and achievement of the district's content standards, including specification of an acceptable performance level, for the subject areas that are not tested by the state. The district's program of student assessment shall:

Challenge students to think critically, apply what they have learned and give them the opportunity to demonstrate their skills and knowledge various ways.

Include "early warning" features that allow problems to be diagnosed promptly to let students, teachers and parents know that extra effort is necessary.

Provide reliable and valid information on student and school performance to educators, parents and employers.

Provide timely and useful data for instructional improvement and improved student learning, including feedback useful in determining whether the curriculum is aligned with the district standards.

In accordance with applicable law, the district's program of assessment shall accommodate students with disabilities or limited English proficiency.

As the district's program of standards-based assessment is developed and phased-in, these assessment results in combination with the state assessment will be used as the measurement of student achievement. It is believed these results will provide reliable and valid information about student progress on the district content standards. The goal is to eventually eliminate the use of norm-referenced tests in the district's assessment program.

As part of the school improvement planning process, schools shall develop an academic performance profile which indicates how well all students are performing relative to the district's content standards measured against baseline achievement data. The analysis of student performance should indicate the number and percentage of all students attaining and exceeding the district's performance standards at designated levels, as well as an analysis indicating any consistent patterns of low achievement or achievement discrepancies.

The district will use a variety of assessment tools to determine student achievement. The superintendent or designee shall be responsible for scheduling, disseminating and collecting assessments so that the district is in compliance with any state assessment requirements. The superintendent or designee also shall be responsible for reporting and interpreting all group assessment results.

Rescinded: May 16, 2018 [pending approval]

Revised: March 17, 2010

November 4, 1997

Adopted: November 4, 1992

District Program Assessments

LEGAL REFS:

C.R.S. 22-7-406, 407 (adoption of content standards)

CROSS REFS:

AE, Accountability/Commitment to Accomplishment

AEA, Standards-Based Education

AED*, Accreditation

GCS, Professional Research and Publishing

IL, Evaluation of Instructional Programs

ILBB, State Program Assessments

JLDAC, Screening/Testing of Students

LC, Relations with Education Research Agencies

State Program Assessments~~State Program Assessments~~

The district shall participate in statewide performance assessment programs and in the Colorado Student Assessment Program if schools, classes or students from the district are selected for a statewide sample and when students within a grade or grades are being assessed.

Students who have participated in the English Language Proficiency Program pursuant to state law for more than three years shall be ineligible to take state assessments in a language other than English.

Pursuant to state law, statewide assessments will be administered during the period between the second Monday in March through the third Monday in April each year.

The Colorado Department of Education is required to provide diagnostic academic growth information for each student enrolled in the district and for each public school in the district based on the state assessment results for the preceding school years. This information shall be included in each student's individual student record. Appropriate school personnel shall explain a student's statewide assessment results and longitudinal academic growth information to the student's parent/guardian.

Except for the college entrance exam, results of the assessment shall be included on each student's final report card for that school year and made part of the student's permanent academic record. Results of the college entrance exam shall be included on each student's transcript. However, if a student retakes the exam at a later time at the student's expense, the student may request that the later results be placed on the transcript in place of the earlier results.

Rescinded: May 16, 2018 [pending approval]

Revised: March 21, 2006

November 4, 1997

Adopted: November 4, 1992

LEGAL REFS:

C.R.S. 18-1.3-407 (3.4)(c) (students receiving educational services or diplomas from the district under an agreement between the Colorado Department of Corrections and the district shall not be included in computing the district's performance on statewide assessments or the district's levels of attainment on the performance indicators)

C.R.S. 22-7-406 (state assessment development schedule)

C.R.S. 22-7-409 (state assessment implementation schedule)

C.R.S. 22-7-409 (1.2)(d)(II) (assignment of scores on statewide assessments for students with disabilities)

C.R.S. 22-11-101 et seq. (Education Accountability Act of 2009)

State Program Assessments~~State Program Assessments~~

C.R.S. 22-11-504 (3) (policy required to ensure explanation of student assessment results and longitudinal growth information)

CROSS REFS:

AED*, Accreditation

ILBA, District Program Assessments

JLDAC, Screening/Testing of Students

LC, Relations with Education Research Agencies

Classroom Safety Instruction

Instruction in courses in industrial arts, science, health, homemaking, art, and physical education shall include and emphasize safety and accident prevention.

As applicable to each unit of work in a course, the objectives of safety instruction shall be to help students:

1. Learn proper safety precautions.
2. Learn how to care for tools and equipment so as to reduce the possibility of accidents.
3. Develop habits of good housekeeping, proper storage and handling of materials and sanitation.
4. Become familiar with personal protective devices and the proper clothing to be worn for safety purposes.
5. Develop skills in the safe use of tools and equipment.
6. Learn how to cooperate with others in the promotion and operation of a safety program in the school.
7. Become familiar with school procedures for when an accident or injury occurs, including procedures designed to prevent disease or transmission of infectious agents.

Safety instruction shall precede the use of materials and equipment by students in applicable units of work in the courses listed above, and instructors shall teach and enforce all safety rules set up for the particular courses. These shall include the wearing of protective eye devices in appropriate activities.

The superintendent is authorized and directed to develop appropriate means for the implementation of this policy.

Rescinded: May 16, 2018 [pending approval]

Adopted: unknown

LEGAL REFS:

None

CROSS REFS:

ADD, Safe Schools

EBBA, Prevention of Disease/Infection Transmission

Policy **File: JFC**

Student Withdrawal from School / Dropouts

The Board recognizes and promotes the importance of obtaining a high school diploma, as a diploma assists students to lead healthy and productive lives after graduation. Those youth who withdraw from school and prepare to face life with less than a high school education will have a much more difficult time entering the workforce or pursuing other goals. Therefore, the Board strongly urges every teacher, guidance counselor, principal, parent and citizen to exert all the influence which he/she can command to keep all district students in school through high school graduation.

Principals, teachers and guidance counselors are encouraged to make dropout prevention a priority through personal contacts with students and specialized programs. The goal is to enable those students who are considering dropping out or have dropped out of school to return and resume their programs with a minimum degree of disruption.

To emphasize the importance of a high school diploma and to encourage students to reconsider their decision to withdraw from school, the district shall notify the student's parent ~~or parents, or legal~~ /guardian ~~or custodian~~ in writing, when the district has knowledge that a student has dropped out of ~~high~~ school. Such written notification shall be in accordance with this policy's accompanying regulation. For purposes of this policy, "dropout" shall mean any student included in the ~~district's "~~district's "student dropout rate~~,"~~," as defined by the rules of the State Board of Education.

Revised: May 16, 2018 [pending approval]

August 21, 2013

March 17, 2010

Adopted: January 17, 2006

LEGAL REFS:

C.R.S. 22-2-114.1 (dropout rate reporting)

C.R.S. 22-14-108 (written notice of dropout status)

C.R.S. 22-32-118.5 (intervention strategies for students in grades 6-9 at risk of dropping out)

C.R.S. 22-33-104 (compulsory school attendance)

C.R.S. 22-33-203 and 204 (services for expelled and at-risk students)

C.R.S. 22-35-109.5 (dropout recovery programs)

1 CCR 301-1, Rule 13.01 (definition of "student dropout rate")

CROSS REFS:

IKF, Graduation Requirements

Regulation **File: JFC-R**

Student Withdrawal from School / Dropouts

When a student is identified by the staff as a potential or immediate dropout, the following procedure is to be implemented:

1. The student and a school counselor will meet for the purpose of discussing the reason(s) for leaving school and the student's plans for the future.
2. The counselor and the student's teachers will meet to discuss the student's present scholastic standing.
3. The student, his/her parents, guardian or legal custodian, the counselor and the principal or designee will review all pertinent information and give their recommendations.

If, after the above procedure has been followed, the student remains firm on his/her intention to leave school, a final meeting will be scheduled between the student and the counselor to discuss those educational and occupational alternatives available to the student. The discussion will include, but not be necessarily limited to, the following subjects:

1. Equivalency diploma;
2. Adult education classes;
3. Correspondence courses; and
4. Available skill training programs.
5. In addition, work-study programs will be explored.

When the student has been a dropout for 10 school days, an attempt shall be made by the school counselor to meet with the student and the student's parent(s)/legal guardian/custodian for a re-evaluation of the student's decision to leave school, with the option offered to return to school at this time as a student in good standing, depending upon the student's willingness to make up missed scholastic assignments.

~~The~~ When a student has been a dropout for 15 school days, the principal or designee shall send a written notice ~~that a student had dropped out of school~~ to the ~~parents or~~ student's parent(s)/legal guardian/custodian. At a minimum, the written notice shall include notification of the student's dropout status and an explanation of ~~those students who are no longer~~the educational alternatives available to assist the student in re-engaging in school. Such written notice shall be sent even if the student is not subject to the ~~school~~compulsory attendance laws, i.e. those students ~~who are 16~~17 years of age or older. ~~-~~The written notice may also include, but not be limited to, an encouragement that the student return to school; an explanation of the long-term ramifications to the student of dropping out of school; and the availability of ~~educational alternatives and~~ services for at-risk students, such as ~~GED programs,~~ counseling services, drug or alcohol addiction treatment programs, and family preservation services. The written notice shall be sent within five school days after the student has been a dropout for 15 school days.

Regulation **File: JFC-R**

Student Withdrawal from School / Dropouts

All efforts possible will be extended in an attempt to retain students in school and assist them in earning a high school diploma.

Revised: May 16, 2018 [pending approval]

Adopted: January 17, 2006

LEGAL REFS:

None

CROSS REFS:

None

Student Absences and Excuses

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

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

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

1. Satisfy all academic requirements and
2. Exhibit good attendance habits as stated in this policy.

Excused absences

The following shall be considered excused absences:

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

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

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

Unexcused absences

Student Absences and Excuses

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

In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused.

The administration shall develop ~~regulations~~procedures to implement appropriate penalties.

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

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days ~~in~~during any ~~academic~~calendar year~~.~~ or school year.

Chronic absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 10 total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to parent meeting, ~~21st Century Program, Attendance Contract,~~ and Monday School. When practicable, the student's parent/guardian shall participate in the development of the plan.

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

Make-up work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be 1 day allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up

with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the building administrator.

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

Tardiness

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

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

Revised: August 21, 2013
July 18, 2012
December 15, 2010
February 13, 2001
September 3, 1996

Adopted: September 8, 1993

LEGAL REFS:

C.R.S. 22-14-101 et seq. (dropout prevention and student ~~reengagement)~~ re-engagement)

C.R.S. 22-32-109 (1)(n) (length of school year, instruction & contact time)

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

C.R.S. 22-32-138 (6) (excused absence requirements for students in out-of-home placements)

C.R.S. 22-33-101 et seq. (School Attendance Law of 1963)

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

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

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

Student Absences and Excuses

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

CROSS REFS:

IC/ICA, School Year/School Calendar/Instruction Time

JEA, Compulsory Attendance Ages

~~JF-R, Admission and Denial of Admission (Procedures for~~JFABE*, Students in ~~Out-of-Home Placements)~~ Foster Care

JFC, Student Withdrawal from School/Dropouts

JHB, Truancy

JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)

JLIB, Student Dismissal Precautions

Truancy

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. AAn "habitual truant" shall be defined as a student of compulsory attendance age who has 4four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as ~~a~~ "an "habitual truant~~."~~."

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

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

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

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

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

Revised: **May 16, 2018 [pending approval]**

August 21, 2013

July 18, 2012

November 20, 2007

September 3, 1996

Policy **File: JHB**

Truancy

Adopted: September 8, 1993

LEGAL REFS:

C.R.S. 22-14-101 et seq. (dropout prevention and student re-engagement)

C.R.S. 22-33-104 (compulsory school attendance)

C.R.S. 22-33-105 (suspension/expulsion)

C.R.S. 22-33-107 (enforcement of compulsory school attendance)

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

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

CROSS REFS:

IHBG, Home Schooling

JEA, Compulsory Attendance Ages

JFC, Student Withdrawal from School/Dropouts

JH, Student Absences and Excuses

Student Conduct

It is the intention of the Board of Education that the district's schools help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns which will enable them to be responsible, contributing members of society.

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

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

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

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

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of district property, and the rights and welfare of other students and staff. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the conduct and discipline code.

Revised: May 16, 2018 [pending approval]

August 21, 2013

October 17, 2012

February 13, 2001

Adopted: September 8, 1993

LEGAL REFS:

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

C.R.S. 22-32-109.1 (2) (policy required as part of safe schools plan)

Student Conduct

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

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

CROSS REFS:

GBGB, Staff Personal Security and Safety

JIC ~~sub-codes~~subcodes (all pertain to student conduct)

JK, Student Discipline, and ~~sub-codes~~subcodes

Weapons in School

The Board of Education determines that student possession, use and/or threatened use of a weapon is detrimental to the welfare and safety of the students and school personnel within the district.

Dangerous weapons

Using, possessing or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or ~~noncurricular~~non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, "dangerous weapon" means:

1. A firearm.
2. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. A fixed blade knife with a blade that exceeds three inches in length.
4. A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
5. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

Students who use, possess or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.]

In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

Firearm facsimiles

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or ~~noncurricular~~non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action, including but not limited to suspension and/or expulsion, in

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

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Local restrictions

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the using, possessing or threatening to use any knife, regardless of the length of the blade, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without authorization of the school or school district is prohibited. Students who violate this policy provision shall be subject to ~~referred for appropriate~~ disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Recordkeeping

The district shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

Referral to law enforcement

~~School~~In accordance with applicable law, school personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement~~, as appropriate~~.

Revised: August 21, 2013
October 17, 2012
June 16, 2010
March 17, 2010
November 20, 2007

Weapons in School

February 13, 2001

September 3, 1996

Adopted: September 8, 1993

LEGAL REFS:

18 U.S.C. §921 (a)(3) (federal definition of "firearm")

20 U.S.C. §7151 (Gun-Free Schools Act)

20 U.S.C. §7151 (h) (requiring schools to have policies requiring referral to law enforcement)

C.R.S. 22-32-109.1 (2)(a)(I)(G) (policy required as part of safe schools plan)

C.R.S. 22-33-102 (4) (definition of dangerous weapon)

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

C.R.S. 22-33-106 (1)(f) (must adopt policy regarding firearm facsimiles)

CROSS REFS:

JK*-2, Discipline of Students with Disabilities

JKD/JKE, Suspension/Expulsion of Students

KFA, Public Conduct on ~~School~~District Property

Pregnant Students

The pregnancy of students shall not affect their rights to receive a public education nor their privileges as students in the districts nor their opportunities to take part in extra-curricular activities or honors offered by the school. Therefore, the following shall apply:

The district shall not apply any rule concerning a student's actual or potential parental or family status which treats students differently on the basis of sex.

The district shall not discriminate against any student or exclude any student from its education programs or activities including any class or extra-curricular activity on the basis of a student's pregnancy or recovery there from unless the student voluntarily requests to participate in an alternative program which may be available.

Girls who are pregnant may continue in school so long as it is physically advisable as determined by the girl's physician in consultation with the school administration. When it is deemed advisable to discontinue attending regular classes, the student shall meet with the counselor and special education and/or related services personnel to arrange for continuation of study and completion of credits.

Rescinded: May 16, 2018 [pending approval]

Adopted: November 4, 1992

LEGAL REFS:

20 U.S.C. 1681, 1982 (Title IX)

34 C.F.R. 21 (c)(2)

CROSS REFS:

None