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### **SECTION A - FOUNDATIONS AND BASIC COMMITMENTS**

Section A contains policies, regulations and exhibits on the district's legal role in providing public education and the basic principles underlying school board governance. These policies provide a setting for all of the school board's other policies and regulations. Included in this section are policies on nondiscrimination, educational philosophy and accountability.

AC	Nondiscrimination/Equal Opportunity
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AC-E-1	Nondiscrimination/Equal Opportunity (Sample Notice) – Exhibit
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AD	School District Mission
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ADC	Tobacco-Free Schools
ADD	Safe Schools
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ADE	Innovation in Education
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ADE-E	Innovation in Education – Exhibit
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### **SECTION B - SCHOOL BOARD GOVERNANCE AND OPERATIONS**

Section B contains policies, regulations and exhibits about the school board -- how it is elected; how it is organized; how it conducts meetings and how it operates. This section includes policies establishing the board's internal operating procedures as well as policies on board communications and policy adoption.

BBA	School Board Powers and Responsibilities
BBBA	Board Member Qualifications
BC	School Board Member Conduct
BC-R	School Board Member Financial Disclosure — Regulation
BCA-E-1	Code of Ethics for School Board Members — Exhibit

BCA-E-2	School Board Member Code of Ethics — Exhibit
BCB	School Board Member Conflict of Interest
BDA	Board Organizational Meeting
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BDFB*	Career and Technical Advisory Council (Career and Technical Program Advisory Committees)
BDFC*	Preschool Council
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BG	School Board Policy Process
BG-R	Policy Adoption (Waiver Requests) — Regulation
BGA	Policy Implementation
BID/BIE	School Board Member Compensation/Expenses/Insurance/Liability

## SECTION C - GENERAL SCHOOL ADMINISTRATION

Section C contains policies, regulations and exhibits on school management, administrative organization and school building and department administration. It includes the administrative aspects of special programs and system wide reforms such as school or site-based management. It also contains personnel policies regarding the superintendent, senior administrators (management team) and school principals.

CBA/CBC	Qualifications/Powers and Responsibilities of Superintendent
CBB	Recruitment of Superintendent
CBD	Superintendent's Contract
CBD-E	Superintendent's Contract — Exhibit
CBF	Superintendent's Conduct
CBI	Evaluation of Superintendent
CBI-R	Evaluation of Superintendent — Regulation

CC	Administrative Organization
CCA	Organization Chart
CF	School Building Administration
CH	Policy Implementation
CHCA	Handbooks and Directives
CHD	Administration in the Absence of Policy

## SECTION D - FISCAL MANAGEMENT

Section D contains policies, regulations and exhibits on school finances and the management of funds. It includes policies on budget, banking, accounting, purchasing and payroll. Policies on the financing of school construction and renovation, however, are filed in Section F - Facilities Development.

DA	Fiscal Management Goals/Priority Objectives
DAB*	Financial Administration
DAB*-E	Financial Administration (Timeline for Online Posting of Financial Information) -- Exhibit
DB	Annual Budget
DBD	Determination of Budget Priorities
DBG	Budget Adoption Process
DBG-E	Deadlines in Budgeting Process Set by Statute — Exhibit
DBJ	Budget Transfers
DBK*	Fiscal Emergencies
DEA	Funds From Local Tax Sources
DEB	Loan Programs (Funds from State Tax Sources)
DFA/DFAA	Revenues from Investments/Use of Surplus Funds
DG	Banking Services (and Deposit of Funds)
DH	Bonded Employees and Officers
DI	Fiscal Accounting
DID	Inventories
DIE	Annual Audit
DJ/DJA	Purchasing/Purchasing Authority
DJE	Bidding Procedures
DJG	Vendor Relations
DKB	Salary Deductions
DKC	Expense Authorization/Reimbursement

## SECTION E - SUPPORT SERVICES

Section E contains policies, regulations and exhibits on non-instructional services and programs, particularly those on business management, safety, building and grounds management, office services, transportation and food services. Also included are policies on busing, fire drills, vandalism, data management and insurance programs.

EBAB	Hazardous Materials
EBAB-R	Hazardous Materials — Regulation
EBBA	Prevention of Disease/Infection Transmission (Handling Body Fluids and Substances)
EBBA-R	Prevention of Disease/Infection Transmission (Handling Body Fluids and Substances) – Regulation
EBBB	Accident Reports
EBCA	Disaster Plans
EBCB	Safety Drills
EBCB-R	Safety Drills — Regulation
EBCC	Bomb Threats
EBCE	School Closings and Cancellations
EC	Buildings/Grounds/Property Management
ECA/ECAB	Security/Access to Buildings
ECAC	Vandalism
EDB	Maintenance and Control of Materials and Equipment
EDC	Authorized Use of School-Owned Materials or Equipment
EEA	Student Transportation
EEA-R	Student Transportation (Transportation Fee) — Regulation
EEAA	Walkers and Riders
EEAC	Bus Scheduling and Routing
EEAC-R	Bus Scheduling and Routing — Regulation
EEAE	Bus Safety Program
EEAEA	School Transportation Vehicle Operator Requirements and Training
EEAEAA*	Drug and Alcohol Testing for Bus Drivers
EEAEAA*-R	Drug and Alcohol Testing for Bus Drivers — Regulation
EEAEF*	Video Cameras on Transportation Vehicles
EEAEF*-R	Video Cameras on Transportation Vehicles — Regulation
EEAEF*-E	Notice to Students and Parents/Guardians Regarding the Use of Video Recorders on School Buses — Exhibit
EEAEG*	Use of Wireless Communication Devices by School Transportation Vehicle Operators
EEAFB*	Use of School Vehicles by Community Groups
EEAFB*-R	Use of School Vehicles by Community Groups — Regulation
EEAG	Student Transportation in Private Vehicles



EEAG-E	Student Transportation in Private Vehicles (Memorandum of Understanding) – Exhibit
EEBA	School Transportation Vehicles (Use of Safety Belts)
EF	Food Services
EFC	Free and Reduced-Price Food Services
EFEA*	Nutritious Food Choices
EFEA*E	Healthy Beverages Standards for Schools – Exhibit
EGAD	Copyright Compliance
EGAEA	Electronic Communication
EHB	Records Retention
EI	Insurance Program/Risk Management
EID*	Compliance with the Health Insurance Portability and Accountability Act

## **SECTION F - FACILITIES PLANNING AND DEVELOPMENT**

Section F contains policies, regulations and exhibits on facility planning, financing, construction and renovation. It also includes the topics of temporary facilities, school closings, bond campaigns and naming facilities.

FA	Facilities Development Goals/Priority Objectives
FB	Facilities Planning
FB-R	Facilities Planning — Regulation
FBC*	Prioritization of Facility Improvements
FBC*-R	Prioritization of Facility Improvements — Regulation
FD	Facilities Funding
FDA	Bond Campaigns

## **SECTION G - PERSONNEL**

Section G contains policies, regulations and exhibits on all school employees except the superintendent (found in Section C - General Administration). The category is divided into three main divisions: GB contains policies applying to all school employees or to general personnel matters; GC refers to instructional and administrative staff; and GD refers to support or classified staff.

GBA	Open Hiring/Equal Employment Opportunity
GBAA	Sexual Harassment
GBB	Staff Involvement in Decision Making
GBEA	Staff Ethics/Conflict of Interest
GBEA-E	Staff Ethics/Conflict of Interest — Exhibit
GBEB	Staff Conduct (and Responsibilities)
GBEBA	Staff Dress Code

GBEBC	Gifts to and Solicitations by Staff
GBEC	Drug-Free Workplace (Drug and Alcohol Use by Staff Members)
GBEC-E	Employee Acknowledgment Form Drug-Free Workplace Policy Statement — Exhibit
GBEE*	Staff Use of the Internet and Electronic Communications
GBEE*-E	Staff Use of the Internet and Electronic Communications (Annual Acceptable Use Agreement) — Exhibit
GBG	Liability of School Personnel/Staff Protection
GBGA	Staff Health (and Physical and Mental Health Examination Requirements)
GBGA-R	Staff Health (Staff Members with HIV/AIDS/Communicable Diseases) — Regulation
GBGAA*	Staff Training in Crisis Prevention and Management
GBGAB*	First Aid Training
GBGB	Staff Personal Security and Safety
GBGD	Workers' Compensation
GBGD (Optional)	Workers' Compensation
GBGE	Staff Maternity/Paternity/Parental Leave
GBGF	Federally-Mandated Family and Medical Leave
GBGF-R	Federally-Mandated Family and Medical Leave — Regulation
GBGG	Staff Sick Leave
GBGH	Sick Leave Bank
GBGI	Staff Military Leave
GBGJ	Staff Bereavement Leave
GBGK	Staff Legal Leave
GBGL	Staff Victim Leave
GBJ	Personnel Records and Files
GBJA*	Disclosure of Information to Prospective Employers
GBK	Staff Concerns/Complaints/Grievances
GBK-R	Staff Concerns/Complaints/Grievances — Regulation
GC	Professional Staff
GCA	Professional Staff Positions
GCA-E	Teacher Contract — Exhibit
GCA-E-1	Alternative Teacher Contract – Exhibit
GCA-E-2	Administrator's Contract – Exhibit
GCBA	Instructional Staff Contracts/Compensation/Salary Schedules
GCBAA	Performance Pay for Instructional Staff
GCBC	Professional Staff Supplementary Pay Plans/Overtime
GCBD	Professional Staff Fringe Benefits
GCD	Professional Staff Vacations and Holidays

GCE/GCF	Professional Staff Recruiting/Hiring
GCE/GCF-R	Professional Staff Recruiting/Hiring — Regulation
GCG/GCGA	Part-Time and Substitute Professional Staff Employment/Qualifications of Substitute Staff
GCHA/GCHB	Mentor Teachers/Administrators
GCHC*	Professional Staff Induction Program
GCI	Professional Staff Development
GCID	Professional Staff Training, Workshops and Conferences
GCKA	Instructional Staff Assignments and Transfers
GCKAA*	Teacher Displacement
GCKAA*-R	Teacher Displacement — Regulation
GCKB	Administrative Staff Assignments and Transfers
GCL	Professional Staff Schedules and Calendars
GCOA	Evaluation of Instructional Staff
GCOA-R	Evaluation of Instructional Staff — Regulation
GCOC	Evaluation of Administrative Staff
GCOC-R	Evaluation of Administrative Staff — Regulation
GCOE*	Evaluation of Evaluators
GCQA	Instructional Staff Reduction in Force
GCQA-R	Instructional Staff Reduction in Force — Regulation
GCQC/GCQD	Resignation of Instructional Staff/Administrative Staff
GCQE	Retirement of Professional Staff
GCQEA*	Voluntary Early Retirement of Professional Staff Members
GCQF	Discipline, Suspension and Dismissal of Professional Staff (and Contract Non-Renewal)
GCS	Professional Research and Publishing
GD	Support/Classified Staff
GDA	Support Staff Positions
GDAA*	Title I Paraprofessionals
GDBA	Support Staff Salary Schedules
GDBC	Support Staff Supplementary Pay/Overtime
GDBD	Support Staff Fringe Benefits
GDD	Support Staff Vacations and Holidays
GDE/GDF	Support Staff Recruiting/Hiring
GDE/GDF-R	Support Staff Recruiting/Hiring — Regulation
GDG	Part-Time and Substitute Support Staff Employment
GDO	Evaluation of Support Staff
GDO-R	Evaluation of Support Staff — Regulation

GDQB	Resignation of Support Staff
GDQD	Discipline, Suspension and Dismissal of Support Staff

## SECTION H - NEGOTIATIONS

Section H contains policies, regulations and exhibits on the process of negotiating with bargaining units recognized by the school board and authorized under state law.

H	Negotiations
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## SECTION I - INSTRUCTION

Section I contains policies, regulations and exhibits on the instructional program. This section covers basic curricular subjects, special programs, instructional resources and academic achievement. It includes policies about the school year, school day, grading, graduation requirements, home schooling, school library and media center, textbook selection and adoption, field trips, teaching methods and school ceremonies.

IA	Instructional Goals and Learning Objectives
IC/ICA	School Year/School Calendar/Instruction Time
IGA	Curriculum Development
IGD	Curriculum Adoption
IGF	Curriculum Review
IHA	Basic Instructional Program
IHA-R	Basic Instructional Program (Implementation Plan for Student Individual Career and Academic Plans) — Regulation
IHAC	History and Civil Government Education
IHACA*	Law-Related Education
IHAE	Physical Education
IHAK	Character Education
IHAM	Health Education
IHAM-R	Health Education (Exemption Procedure) — Regulation
IHAMA	Teaching about Drugs, Alcohol and Tobacco
IHAMB	Family Life/Sex Education
IHAMB-R	Family Life/Sex Education (Exemption Procedure) — Regulation
IHAMC	HIV/AIDS Education
IHAMC-R	HIV/AIDS Education (Exemption Procedure) — Regulation
IHBA	Special Education Programs for Students with Disabilities
IHBB	Gifted and Talented Education
IHBD	Compensatory Education (Title1)

IHBEA	English Language Learners
IHBF	Homebound Instruction
IHBG	Home Schooling
IHBIB	Primary/PrePrimary Education
IHBIB-R	Primary/PrePrimary Education (Admission of Children Who Wish to Enroll on Tuition Basis)— Regulation
IHCDA	Concurrent Enrollment
IHCDA-R	Concurrent Enrollment (Procedure for students seeking to enroll in postsecondary courses)— Regulation
IJ	Instructional Resources and Materials
IJJ	Textbook Selection and Adoption
IJK	Supplementary Materials Selection and Adoption
IJL	Library Materials Selection and Adoption
IJNDAB*	Instruction through Online Courses
IJNDB	School Web Site Publishing
IJNDB-R	School Web Site Publishing — Regulation
IJOA	Field Trips
IJOA-R	Field Trips — Regulation
IK	Academic Achievement
IKA	Grading/Assessment Systems
IKAB	Report Cards/Progress Reports
IKE	Ensuring All Students Meet Standards
IKF	Graduation Requirements
IKFB	Graduation Exercises
IL	Evaluation of Instructional Programs
ILBA	District Program Assessments
ILBB	State Program Assessments
ILBC	Literacy and Reading Comprehension Assessments (Third Grade Literacy)
IMA	Teaching Methods
IMB	Teaching about Controversial/Sensitive Issues
IMBB	Exemptions from Required Instruction
IMDA	Patriotic Exercises
IMDB	Flag Displays
IML*	Classroom Safety Instruction

## SECTION J - STUDENTS

Section J contains policies, regulations and exhibits on students -- admissions, attendance, rights and responsibilities, conduct, discipline, suspension and expulsion, health and welfare, records, publications and school-related activities.

JB	Equal Educational Opportunities
JBB*	Sexual Harassment
JC	School Attendance Areas
JEA	Compulsory Attendance Ages
JEB	Entrance Age Requirements
JF	Admission and Denial of Admission
JF-R	Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements) – Regulation
JF-E	Admission and Denial of Admission — Exhibit
JF-E-2	Delegation of Custodial Power by Parent or Guardian—Exhibit
JFAB	Continuing Enrollment of Students Who Become Nonresidents
JFABA	Nonresident Tuition Charges
JFABB	Admission of Non-immigrant Foreign Exchange Students
JFABB-R	Admission of Non-immigrant Foreign Exchange Students — Regulation
JFABD	Homeless Students
JFABD-R	Homeless Students — Regulation
JFBA	Intra-District Choice/Open Enrollment
JFBA-R	Intra-District Choice/Open Enrollment — Regulation
JFBB	Inter-District Choice/Open Enrollment
JFBB-R	Inter-District Choice/Open Enrollment — Regulation
JFC	Student Withdrawal from School/Dropouts
JFC-R	Student Withdrawal from School/Dropouts — Regulation
JGA	Assignment of New Students to Classes and Grade Levels
JH	Student Absences and Excuses
JHB	Truancy
JIC	Student Conduct
JICA	Student Dress Code
JICC	Student Conduct in School Vehicles
JICDA	Code of Conduct
JICDD*	Violent and Aggressive Behavior
JICDE*	Bullying Prevention and Education
JICEA	School-Related Student Publications
JICEA-R	School-Related Student Publications (School Publications Code) — Regulation
JICEC*	Student Distribution of Noncurricular Materials

JICEC*-R	Student Distribution of Noncurricular Materials — Regulation
JICF	Secret Societies/Gang Activity
JICF-R	Secret Societies/Gang Activity — Regulation
JICH	Drug and Alcohol Use by Students
JICH-R	Drug and Alcohol Use by Students — Regulation
JICI	Weapons in School
JICI-E	Gun-Free Schools Act (Definition of “Firearm”) – Exhibit
JICJ	Student Use of Electronic Communication Devices
JIE/JIG	Pregnant/Married Students
JIH	Student Interrogations, Searches and Arrests
JIHB	Parking Lot Searches
JIHC	Use of Metal Detectors
JII	Student Concerns, Complaints and Grievances
JII-R	Student Concerns, Complaints and Grievances — Regulation
JJ	Student Activities (Cocurricular and Extracurricular)
JJA-1	Student Organizations
JJA-2 (Optional)	Student Organizations Open Forum (Secondary Schools)
JJA-2-R	Student Organizations Open Forum (Secondary Schools) — Regulation
JJC	School Displays
JJF	Student Activities Funds
JJH	Student Travel
JJIB	Interscholastic Sports
JJJ	Extracurricular Activity Eligibility
JJJ-R	Extracurricular Activity Eligibility — Regulation
JK	Student Discipline
JK-R	Student Discipline — Regulation
JK*-2	Discipline of Students with Disabilities
JKA	Use of Physical Intervention and Restraint
JKA-R	Use of Physical Intervention and Restraint — Regulation
JKA-E	Student Restraint Incident Report Form – Exhibit
JKBA*	Disciplinary Removal from Classroom
JKBA*-R	Disciplinary Removal from Classroom — Regulation
JKD/JKE	Suspension/Expulsion of Students
JKD/JKE-R	Suspension/Expulsion of Students (Hearing Procedures) — Regulation
JKD/JKE-E	Grounds for Suspension/Expulsion — Exhibit
JKF*	Educational Alternatives for Expelled Students
JKF*-R	Educational Alternatives for Expelled Students — Regulation
JKG*	Expulsion Prevention

JLA	Student Insurance Programs
JLC	Student Health Services and Records
JLCA	Physical Examinations of Students
JLCB	Immunization of Students
JLCB-R	Immunization of Students — Regulation
JLCC	Communicable/Infectious Diseases
JLCD	Administering Medications to Students
JLCD-R	Administering Medications to Students — Regulation
JLCD-E	Permission for Medication — Exhibit
JLCDA*	Students with Food Allergies
JLCE	First Aid and Emergency Medical Care
JLCE-R	First Aid and Emergency Medical Care — Regulation
JLCE-E	School First Aid and Emergency Medical Care Card — Exhibit
JLCEA*	Students with Special Health Needs
JLCEA*-R	Students with Special Health Needs — Regulation
JLCG*	Medicaid Reimbursement
JLCG*-E	Medicaid Reimbursement — Exhibit
JLDAC	Screening/Testing of Students (and Treatment of Mental Disorders)
JLDAC-E	Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) — Exhibit
JLDBA	Suicide Prevention
JLDBA-R	Suicide Prevention — Regulation
JLDBG	Peer Mediation
JLDBH	Suicide or Other Traumatic Loss of Life
JLDBH-R	Suicide or Other Traumatic Loss of Life — Regulation
JLFF	Reporting Child Abuse/Child Protection
JLFF-R	Reporting Child Abuse/Child Protection — Regulation
JLFF*	Sex Offender Information
JLIB	Student Dismissal Precautions
JLIB-R	Student Dismissal Precautions — Regulation
JLJ*	Physical Activity
JN	Community Service
JQ	Student Fees, Fines and Charges
JRA/JRC	Student Records/Release of Information on Students
JRA/JRC-R	Student Records/Release of Information on Students (Review, amendment and hearing procedures) — Regulation
JRA/JRC-E-1	Student Records/Release of Information on Students (Notification to Parents and Students of Rights Concerning Student Education Records) — Exhibit
JRA/JRC-E-2	Opt-Out Form for Disclosure of Information to Military Recruiters — Exhibit
JRA/JRC-E-3	Opt-Out Form for Student Image Publishing — Exhibit



JRCA*	Sharing of Student Records/Information between School District and State Agencies
JS*	Student Use of the Internet and Electronic Communications
JS* - E	Student Use of the Internet and Electronic Communications (Annual Acceptable Use Agreement) — Exhibit

## SECTION K - SCHOOL-COMMUNITY-HOME RELATIONS

Section K contains policies, regulations and exhibits on parent and community involvement in schools. Except for policies concerning education agencies, statements on public sector relations with school districts also are located in this section. Policies found in this section include parents' rights, public information and complaints, community use of school facilities, advertising in the schools and public information and communications.

KB	Parent Involvement in Education
KBA	District Title I Parent Involvement [Template for Developing Your Own District Policy]
KBA-E	School-Level Title I Parent Involvement Policy (School/Parent Compact) — Exhibit
KBBA	Custodial and Noncustodial Parent Rights and Responsibilities
KBBA-R	Custodial and Noncustodial Parent Rights and Responsibilities — Regulation
KCB	Community Involvement in Decision Making
KD	Public Information and Communications
KDB	Public's Right to Know/Freedom of Information
KDB-R	Public's Right to Know/Freedom of Information — Regulation
KDDA	Press Releases, Conferences and Interviews
KDDA-R	Press Releases, Conferences and Interviews — Regulation
KDE	Crisis Management (Safety, Readiness and Incident Management Planning)
KE	Public Concerns and Complaints
KEC	Public Concerns/Complaints about Instructional Resources
KEF*	Public Concerns/Complaints about Teaching Methods, Activities or Presentations
KF	Community Use of School Facilities
KF-R	Community Use of School Facilities — Regulation
KFA	Public Conduct on School Property
KHC	Distribution/Posting of Noncurricular Materials
KHC-R	Distribution/Posting of Noncurricular Materials — Regulation
KI	Visitors to Schools
KLG	Relations with State Agencies
KLMA	Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers

## SECTION L - EDUCATION AGENCY RELATIONS

Section L contains policies, regulations and exhibits on the school district's relationship with other education agencies including other school systems, regional or service districts, private schools, colleges and universities, education research organizations and state and national education agencies. This section also contains policies on student teaching, charter schools and BOCES.

LBB	Cooperative Educational Programming
LBD*	Relations with District Charter Schools
LBD*-R	Relations with District Charter Schools (Procedures for Establishment, Review, Renewal, Revocation and Closure) — Regulation
LBD*-E	Intent to Apply to Become a District Charter School (Sample Form) — Exhibit
LBDA*	Facilities Planning and Funding for District Charter Schools
LBDA*-R	Facilities Planning and Funding for District Charter Schools — Regulation
LBDB*-1	Relations with Institute Charter Schools (School Boards with Exclusive Chartering Authority)
LBDB*-2	Relations with Institute Charter Schools (School Boards without Exclusive Chartering Authority)
LC	Relations with Education Research Agencies
LC-R	Relations with Education Research Agencies (Research Testing Guidelines) — Regulation

**SCHOOL DISTRICT LEGAL STATUS**  
Idalia School District RJ-3

The Constitution of Colorado requires the General Assembly to provide for the establishment and maintenance of a thorough and uniform system of free public schools throughout the state and vests in a state board of education responsibility for their general supervision.

The constitution also requires that the General Assembly shall, by law, provide for the organization of school districts of convenient size, in each of which shall be established a board of education to have control of instruction in the public schools of the district.

As are all school districts in the state, Idalia School District RJ-3 of Idalia, Colorado is a body corporate with perpetual existence, and in its name may hold property for any purpose authorized by law, sue and be sued, and be a party to contracts for any purpose authorized by law.

Statutory

LEGAL REFS:        Constitution of Colorado, Article IX, Sections 1, 2, 15  
                      1973 C.R.S. 22-32-101  
                      1973 C.R.S. 22-32-102

CROSS REF.:        BB, School Board Legal Status

Adopted: June 25, 2001  
Revised: April 19, 2006

## **NONDISCRIMINATION/EQUAL OPPORTUNITY**

### **Idalia School District RJ-3**

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age and genetic information is also prohibited in accordance with state and/or federal law.

This policy and regulation shall be used to address all concerns regarding unlawful discrimination and harassment, except those regarding sexual harassment which are addressed in policies GBAA and JBB\*.

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

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

### **Annual notice**

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

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

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

### **Harassment is prohibited**

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

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

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is sufficiently so severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school. Board policy on sexual harassment (GBAA for employees and JBB\* for students) will apply to complaints alleging sexual harassment.

**Harassing conduct may take many forms, including but not limited to:**

1. verbal acts and name-calling;
2. graphic depictions and written statements, which may include use of cell phones or the Internet;
3. other conduct that may be physically threatening, harmful or humiliating.

**Reporting unlawful discrimination and harassment**

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

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

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the superintendent who shall designate an alternate compliance officer to investigate the matter.

**District action**

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

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

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

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

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

#### Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all district schools and departments. The policy and complaint process shall be referenced into student and employee handbooks and otherwise available to all students, staff and members of the public through electronic or hard-copy distribution.

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

- awareness of groups protected under state and federal law and/or targeted groups
- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

Adopted: June 25, 2001

Revised: July 17, 2013

LEGAL REFS.: 20 U.S.C. §1681 (Title VII, Education Amendments of 1972)  
20 U.S.C. §1701-1758 (Equal Employment Opportunity Act of 1972)  
29 U.S.C. §621 et seq. (Age Discrimination in Employment Act of 1967)  
29 U.S.C. §701 et seq. (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. §12101 et seq. (Title II of the Americans with Disabilities Act)  
42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964, as amended in 1972)  
42 U.S.C. §2000e (Title VII of the Civil Rights Act of 1964)  
42 U.S.C. §2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)  
34 C.F.R. Part 100  
C.R.S. 2-4-401 (13.5) (definition of sexual orientation)  
C.R.S. 18-9-121 (bias-motivated crimes)  
C.R.S. 22-32-109 (1)(II) (Board duty to adopt written policies prohibiting discrimination)  
C.R.S. 24-34-301 (7) (definition of sexual orientation)  
C.R.S. 24-34-301 et seq. (Colorado Civil Rights Division)

FILE: AC

C.R.S. 24-34-401 et seq. (discriminatory or unfair employment practices)  
C.R.S. 24-34-601 (unlawful discrimination in places of public accommodation)  
C.R.S. 24-34-602 (penalty and civil liability for unlawful discrimination)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity  
GBAA, Sexual Harassment  
JB, Equal Educational Opportunities  
JBB\*, Sexual Harassment



**NONDISCRIMINATION/EQUAL OPPORTUNITY**  
**Idalia School District RJ-3**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act and Colorado law, Idalia School District RJ-3 does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital status, disability or handicap in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Grievance procedures for Title IX and Section 504 have been established for students, parents and employees. The following person(s) have been identified as the designated employee(s) to coordinate compliance activities for the district.

As referenced in exhibit ACE-E, specific complaints of alleged discrimination under Section 504 or the ADA (handicap/disability) should be referred to:

Superintendent of Schools

26845 CR 9.2 Idalia, CO 80735 Telephone # - 970-354-7298

As referenced in exhibit JBA-E, specific complaints of alleged discrimination under Title IX (sex) should be referred to:

Superintendent of Schools

26845 CR 9.2 Idalia, CO 80735 Telephone # - 970-354-7298

Complaints may also be filed with the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado, 80204.

Adopted: January 17, 2007

**NONDISCRIMINATION/EQUAL OPPORTUNITY  
(SAMPLE NOTICE)  
Idalia School District RJ-3**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Idalia School District RJ-3 does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district:

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Name of title of employee designated as compliance officer

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Address

---

Telephone number

---

Email

Outside agencies

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

Adopted: June 25, 2001

Revised: July 17, 2013

**DISCREMINATION/HARASSMENT COMPLAINT**  
Idalia School District RJ-3

The District does not permit discrimination or harassment in any of its programs or activities. If you believe that discrimination/harassment has occurred, please complete, sign, and submit this form to the District's Compliance Officer, Idalia School District RJ3, 26845 County Road 9.2, Idalia, CO 80735.

Date: \_\_\_\_\_

Complainant: \_\_\_\_\_

Name of Student (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

- 
1. Describe the alleged disability discrimination/harassment in specific terms. Include: (a) the specific incident or activity that is viewed as discrimination; (b) the individuals involved; (c) the dates, times, and locations of the incident or activity; and (d) the disability that forms the basis of the complaint (attach additional pages if needed).
  2. Describe any relevant communication that has already occurred to address the issue. Please specify the type of communication, dates of communication, and names of individuals involved (attach additional pages if needed).
  3. Please describe how you would propose to resolve this issue (attach additional pages if needed).

Complainant's Signature

Date

Received by: \_\_\_\_\_

Name

Date

## **NONDISCRIMINATION/EQUAL OPPORTUNITY (Complaint and Compliance Process)**

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

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

### **Definitions**

1. "Compliance officer" means an employee designated by the Board to receive complaints of alleged unlawful discrimination and harassment act. The compliance officer shall be identified by name/title, address, telephone number and email address. See exhibit AC-E-1. If the designated individual is not qualified or is unable to act as such, the superintendent shall designate an administrator who shall serve until a successor is appointed by the Board.
2. "Aggrieved individual" shall mean a student, the parents or guardians of a student under the age of 18 acting on behalf of a student, public who is directly affected by and/or is witness to an alleged violation of Board district policies prohibiting unlawful discrimination or harassment.

### **Compliance officer's duties**

The compliance officer shall be responsible for conducting an investigation and coordinating all complaint procedures and processes for any alleged violation of federal or state statute or Board policy unlawful discrimination or harassment. The compliance officer's duties shall include providing notice to students, parents/guardians of students, employees and the general public concerning the compliance process, providing training for district staff regarding the prohibition of discrimination/harassment in all district programs, activities and employment practices, disseminating information concerning the forms and procedures for the filing of complaints, ensuring the prompt investigation of all complaints, coordinating hearing procedures, and identifying and addressing any patterns or systemic problems that arise during the review of complaints. The compliance officer may delegate any or all of the foregoing responsibilities as necessary and/or appropriate under the circumstances.

### **Complaint procedure**

An aggrieved individual encouraged to promptly report the incident as provided in Board policy and this regulation. All reports received by teachers, counselors, principals or other district employees shall be promptly forwarded to the compliance officer. If the compliance officer is the individual alleged to have engaged in the prohibited conduct, the complaint shall be forwarded to the superintendent.

Any aggrieved individual may file with the compliance officer, a complaint charging the district, another student or any school employee with unlawful discrimination or harassment. Complaints may be made orally or in writing. Persons who wish to file a written complaint shall be encouraged to use the form in AC-E-2.

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

The compliance officer shall confer with the aggrieved individual and/or the alleged victim of the unlawful discrimination or harassment as soon as is reasonably possible, but no later than 5 school days following the district's receipt of the complaint in order to obtain a clear understanding of the basis of the complaint.

Within 5 school days following the initial meeting with the aggrieved individual and/or alleged victim, the compliance officer shall attempt to meet with the individual alleged to have engaged in the prohibited conduct and, if a student, his or her parents/guardians in order to obtain a response to the complaint. Such person(s) shall be informed of all allegations that, in the compliance officer's judgment, are necessary to achieve a full and accurate disclosure of material information or to otherwise resolve the complaint.

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

### **Informal action**

If the aggrieved individual and/or the individual alleged to have engaged in the prohibited conduct requests that the matter be resolved in an informal manner and/or the compliance officer

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

### **Formal action**

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

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

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

- a. the degree to which the conduct affected one or more student's education or one or more employee's work environment,
- b. the type, frequency and duration of the conduct,
- c. the identity of and relationship between the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged victim,

- d. the number of individuals alleged to have engaged in the prohibited conduct and number of victims as subjects of the prohibited conduct,
- e. the age of the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged victim,
- f. the size of the school, location of the incident and context in which it occurred,
- g. other incidents at the school.

The compliance officer shall prepare a written report containing findings and recommendations, as appropriate, and submit the report to the superintendent within 15 days following the compliance officer's receipt of the complaint or 15 days following the termination of the informal resolution process. The compliance officer's report shall be advisory and shall not bind the superintendent or the district to any particular course of action or remedial measure. Within 15 school days after receiving the compliance officer's findings and recommendation, the superintendent or designee shall determine any sanctions or other action deemed appropriate, including if appropriate recommendations to the Board for disciplinary or other action.

To the extent permitted by federal and state law, all parties, including the parents/guardians of all students involved, shall be notified in writing by the superintendent of the final outcome of the investigation and all steps taken by the district within 15 days following the superintendent's determination.

### **Hearing procedure**

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

The hearing officer will be an administrative employee of the district designated by the superintendent. The hearing shall be informal. A student shall be entitled to be represented by his/her parent or by an attorney. An employee shall be entitled to be represented by an attorney or other representative of his/her choice. The complainant may appear at the hearing and shall be entitled to present testimony and other evidence. Formal rules of evidence shall not apply. The compliance officer or designee may represent the district at the hearing and shall likewise be entitled to present testimony and other evidence. The hearing shall be closed to the public.

The hearing officer shall make a written recommendation to the superintendent based upon evidence presented at the administrative hearing. Within 15 school days of receiving the hearing officer's recommendations, the superintendent or designee shall determine any action deemed appropriate.

Any party not satisfied with a decision made by the superintendent may present his/her concerns to the Board. Any action taken by the Board shall be final.

Nothing contained herein shall be interpreted to confer upon any person the right to a hearing independent of a Board policy, administrative procedure, statute, rule, regulation or agreement expressly conferring such right. This process shall apply, unless the context otherwise requires and unless the requirements of another policy, procedure, statute, rule, regulation or agreement expressly contradicts with this process, in which event the terms of the contrary policy, procedure, law, rule, regulation or agreement shall govern.

**Outside agencies**

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

Adopted: June 25, 2001

Revised: July 17, 2013



**NONDISCRIMINATION ON THE BASIS OF SEX  
(COMPLIANCE WITH TITLE IX)  
Idalia School District RJ-3**

**1. Designation of responsible employee**

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Title IX and its administrative regulations.

The designee, the district's Title IX compliance officer, shall formulate procedures for carrying out the policies in this statement and shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with Title IX and its administrative regulations.

The designee shall, upon adoption of this policy and once each academic year thereafter, notify all students and employees of the district of the name, office, address and telephone number of the designee. Notification shall be by posting and/or other means sufficient to reasonably advise all students and employees.

**2. Grievance procedure**

Any student or employee shall have a ready means of resolving any claim of discrimination on the basis of sex in the educational programs or activities of the district. Grievance procedures are set forth in regulations GBAA-R for employees and JBB\*-R for students.

**3. Dissemination of policy**

The superintendent of schools shall notify applicants for admission, students, parents/guardians of elementary and secondary school students, sources of referral of applicants for admission, employees and applicants for employment that it does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

LEGAL REFS.:     20 U.S.C. & 1681,1682  
                      34 C.F.R. Part 106

Adopted: June 25, 2001  
Revised: April 19, 2006

**SCHOOL DISTRICT MISSION**  
Idalia School District RJ-3

The Idalia School District RJ-3, in partnership with the community shall strive to provide a safe environment for all students and staff. Further, the district will endeavor to provide the resources, facilities, and personnel to permit each student the opportunities and experience to develop the citizenship skills, personal values, and self-esteem to become a contributory, enlightened, and conscientious citizen in a global, technological society. Students will leave the system with the ability and social skills to advance to post-secondary education or the work force with the desire to be lifelong learners.

Adopted: June 25, 2001  
Revised: November 20, 2013

CROSS REF.: ADA, School District Goals and Objectives

LEGAL REF.: C.R.S. 22-32-109.1(1.5) (requirement that mission statement reflect safety for students and staff as a priority)

**SCHOOL DISTRICT STANDARDS**  
Idalia School District RJ-3

**District Standards**

We will know we are accomplishing our mission when:

1. In academics, all of our students will demonstrate:
  - a. communication skills in reading, writing, speaking and listening
  - b. ability to use critical thinking skills to solve problems, make decisions, research and organize information
  - c. fundamental and applied skills in the sciences, math and technology
  - d. career awareness
  - e. awareness for creativity and the arts in their various forms
2. As citizens, all of our students will demonstrate:
  - a. life skills
  - b. ability to work independently and cooperatively
  - c. self-discipline and responsibility
  - d. a plan for physical and mental health, and life-long personal growth
  - e. cultural, global, political environmental awareness
  - f. self-awareness

CROSS REFS.      AD, Educational Philosophy/School District Mission  
                         GA, Personnel Goals/Priority Objectives  
                         IA, Instructional Goals and Learning Objectives  
                         JA, Student Policies Goals/Priority Objectives

Adopted: June 25, 2001  
Revised: May 24, 2006

## **Tobacco-Free Schools**

Idalia School District RJ-3

To promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property.

Possession of any tobacco product by students is also prohibited on school property.

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used or contracted for by a school including but not limited to the following:
  - a) All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences, i.e., teacher ages.
  - b) All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c) All vehicles used by the district for transporting students, staff, visitors or other persons.
  - d) At a school sanctioned activity or event.
2. "Tobacco product" means:
  - a) Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
  - b) Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
  - c) "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

Adopted: June 25, 2001  
Revised: November 20, 2013  
Revised: December 17, 2015

LEGAL REFS.: 20 U.S.C. 7181 *et seq.* (*Pro-Children Act of 2001 contained in No Child Left Behind Act of 2001 prohibits smoking in any indoor facility used to provide educational services to children*)

18-13-121 (*furnishing tobacco products to minors*)

22-32-109 (1)(bb) (*policy required prohibiting use of tobacco products on school grounds*)

22-32-109.1 (2)(a)(l)(H) (*policy required as part of safe schools plan*)

25-14-103.5 (*tobacco use prohibited on school property*)

C.R.S. 25-14-301 (*Teen Tobacco Use Prevention Act*)

CROSS REFS.: IHAMA, Teaching about Drugs, Alcohol and Tobacco KFA, Public Conduct on District Property

## **Safe Schools**

### **Idalia School District RJ-3**

The Board of Education recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. To that end, the Board directs the superintendent to develop and maintain a safe schools plan that includes:

1. Procedures that address the supervision and security of school buildings and grounds.
2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities.
3. Procedures that address persons visiting school buildings and attending school-sponsored activities.
4. Training programs for staff and students in crisis prevention and management.
5. Training programs for staff and students in emergency response procedures that include practice drills.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
7. Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
8. Procedures for safe, confidential reporting of security and safety concerns at each school building.
9. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.
10. Procedures for regular assessments by school climate professionals to determine whether students feel safe and to provide recommendations for improvements in school climate at each district building.
11. Procedures to provide for regular communications between district officials, law enforcement officers, fire department officials, city and county officials and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of crisis prevention and management plans.
12. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.
13. Procedures for the reporting of criminal activity to law enforcement.

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

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

Adopted: June 25, 2001

Revised: February 19, 2014

Revised: December 17, 2015

Revised: February 17, 2016

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

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

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

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

C.R.S. 22-32-109.1 (2)(b) *(detailing information required in annual principal reports on the learning environment)*  
C.R.S. 22-32-109.1 (2.5) *(districts are “encouraged” to adopt a child sexual abuse and assault prevention plan as part of a safe school plan)*  
C.R.S. 22-32-110 (1)(k) *(board authority to adopt policies related to employee safety and official conduct)* 22-32-124 (2), (3) *(building inspections)* 24-10-106.5

Cross Ref: ECA/ECAB, Security/Access to Buildings  
GBGAA\*, Staff Training in Crisis Prevention and Management  
KDE, Crisis Management (Safety, Readiness and Incident Management Planning)  
KI, Visitors to Schools

*NOTE 1: Boards are strongly encouraged to consult with their legal counsel when adopting or revising the district's safe school plan and/or applicable board policies, given that the district may be liable for incidents of school violence. C.R.S. 24-10-106.3.*

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

*NOTE 3: State law also requires a general safe schools policy and this policy (ADD) serves that purpose. The only specific legal requirement is that the policy require the annual inspection of schools to remove hazards, vandalism and other barriers to safety and supervision. C.R.S. 22-32-109.1(5). That requirement is reflected in paragraphs one and nine of this policy. The remaining provisions of this policy are suggested best practices for the superintendent and board to consider when creating a general safe schools policy. However, paragraph 14 is optional, as state law “encourages” a school district to adopt a child sexual abuse and assault prevention plan as part of its safe school plan. C.R.S. 22-32-109.1 (2.5).*

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

## **INNOVATION IN EDUCATION**

### **Idalia School District RJ-3**

The Board commits to focus its attention and energy on the quality of education provided in the school district. The Board also believes in and supports student learning through a menu of educational options that meet the needs of all students. These two priorities set the context for the Board's comprehensive plan to improve student achievement for all district students.

One way the Board may improve student achievement and also provide a broader range of educational options is by encouraging its schools to seek designation as an "innovation school" or "innovation school zone." In accordance with state law, the Board may delegate to its schools a high degree of autonomy in implementing curriculum, making personnel decisions, organizing the school day, determining the most effective use of resources, and generally organizing the delivery of high-quality educational services. That autonomy is reflected in the Board's designation of a school as an "innovation school." A group of schools within the district that share common interests, such as geographical location or educational focus, or that sequentially serve classes of students as they progress through elementary or secondary education, may jointly submit a plan to the Board to create an "innovation school zone."

Pursuant to the Board's constitutional authority to control instruction in its schools, as well as the Board's duty to determine the educational programs to be carried on in its schools, the decision to approve or deny a request to become an innovation school or innovation school zone lies exclusively with the Board. The Board shall continue to govern all approved innovation schools or schools in an innovation school zone in accordance with the Board's constitutional and statutory role.

The Board may initiate and collaborate with one or more district schools to create an innovation school or innovation school zone. When initiating an innovation school or innovation school zone, the Board shall ensure that each public school that would be affected has an opportunity to participate in the creation of the plan. The Board may also approve or create an innovation school zone that includes all of the district's schools.

To seek designation as an innovation school or innovation school zone, the applicant shall follow the procedures prescribed in the regulation accompanying this policy. These procedures require the applicant to provide, among other information, evidence that a majority of the administrators and teachers employed at each school, consent to designation as an innovation school or school zone, as well as evidence that a majority of the school advisory council at each affected school consent to designation as an innovation school or school zone. The applicant must also provide a statement of the level of support for designation as an innovation school or school zone, including input from school employees other than teachers and administrators; students and parents of students enrolled in the school(s); and the community surrounding the school(s).

#### **Focus areas**

The Board encourages the development of an innovation school or innovation school zone that will:

- serve the needs of students at risk of educational failure, as evidenced by student performance on state assessments and other evidence used by the district.
- improve student achievement.



- provide an educational program with student performance standards and curriculum that meets or exceeds state and district content standards.
- provide diverse approaches to learning and education to best meet its student population.
- better allocate resources for the benefit of students served.

### **Limitations**

The Board shall not approve an application for an innovation school or school zone that will:

- exclusively serve high-performing students, as evidenced by student performance on state assessments and other evidence used by the district.
- be detrimental to other district educational programs or district schools.
- duplicate existing district educational programs.
- provide an educational program with student performance standards and curriculum that fails to meet or exceed state and district content standards.
- fail to meet the needs of the students served.

An innovation school or innovation school zone shall start at the beginning of the school year following the date the application is approved, unless another starting time is agreed upon by the Board and the applicant school(s). The period for which a new innovation school or innovation school zone may be approved is one (1) academic year. In accordance with state law, the Board shall review any approved innovation school or innovation school zone's performance at least every three years. Renewal of an innovation school or innovation school zone shall be for specified periods of time.

Once the Board approves an application to become an innovation school or innovation school zone, the Board may seek designation as a district of innovation from the State Board of Education. This step may be necessary to obtain the waivers of state law or regulation identified in the plan or to waive selected provisions of a collective bargaining agreement as provided in state law.

Adopted: October 15, 2008

LEGAL REFS.: Colo. Const. Art. IX, Sect. 15 (board has control of instruction within the district)  
C.R.S. 22-32-109(1)(f)(1) (board may delegate duty to employ personnel to innovation school)  
C.R.S. 22-32-09(1)(t) (board duty to determine educational program and prescribe textbooks)  
C.R.S. 22-32-110(1)(h) (board may delegate authority to terminate personnel to innovation school)  
C.R.S. 22-32.5-101 et seq. (Innovation Schools Act of 2008)

CROSS REF.: AEE\*, Waiver of State Law and Regulation

**INNOVATION IN EDUCATION**  
**(Procedures for Establishment and Review of**  
**Innovation Schools and Innovation School Zones)**  
Idalia School District RJ-3

**A. Review by school advisory council**

Prior to submission of an application to the Board of Education, the innovation school applicant shall submit the application to the school advisory council for review and comment. If the application is to become an innovation school zone, the applicant shall submit the application to each school advisory council within the proposed zone for review and comment. The school advisory council(s) shall have 60 days to review the proposal.

**B. Date for submission of application**

Applications will be accepted prior to August 15 for school(s) beginning the following academic year. However, the Board and the applicant may mutually waive this deadline. Applications are to be submitted to the superintendent.

**C. Contents of the application**

In accordance with state law, the application to become an innovation school or innovation school zone shall include:

**1. Mission**

Provide a statement of the school's mission and why designation as an innovation school or innovation school zone would enhance the school's ability to achieve its mission.

**2. Innovations**

Describe the innovations the school or school zone would implement.

**3. Affected programs, policies and operational documents**

List the programs, policies and operational documents within the school or school zone that would be affected by the identified innovations and the manner in which they would be affected. These may include, but not be limited to, the following:

- a. the research-based educational program the school or school zone would implement;
- b. the length of school day and school year at the school or school zone;
- c. the student promotion and graduation policies to be implemented at the school or school zone;
- d. the assessment plan for the school or school zone;
- e. the proposed budget for the school or school zone; and
- f. the proposed staffing plan for the school or school zone.

**4. Academic performance**

Identify the improvements in academic performance the school or school zone expects to achieve in implementing its identified innovations.

**5. Cost savings and efficiencies**

Provide an estimate of the cost savings and increased efficiencies, if any, the school or school zone expects to achieve in implementing its identified innovations.

**6. Support**

- a. Provide evidence that a majority of the administrators and teachers employed at each school consent to designation as an innovation school or school zone.
- b. Provide evidence that a majority of the school advisory council at each school consent to designation as an innovation school or innovation school zone.
- c. Provide a statement of the level of support for designation as an innovation school or innovation school zone, including input from school employees other than teachers and administrators; students and parents of students enrolled in the school(s); and the community surrounding the school(s).
- d. If the application is to become an innovation school zone, the statement of support shall include specific input regarding the selection of schools included in the innovation school zone and input regarding the strategies and procedures that would be used to implement and integrate the innovations within the schools.

**7. Waivers**

- a. Provide a description of any statutory sections or any regulatory or district policy requirements that would need to be waived for the school or school zone to implement its identified innovations.
- b. Provide a description of any provision of the collective bargaining agreement(s) in effect for the personnel at the school or school zone that would need to be waived for the school or school zone to implement its identified innovations.

**8. Additional information**

Provide any additional information that supports the request to become an innovation school or innovation school zone. A plan for creating an innovation school zone shall also include:

- a. A description of how innovations in the schools would be integrated to achieve results that would be less likely to be accomplished in each school working alone.
- b. An estimate of the economies of scale that would be achieved by innovations implemented jointly by the schools within the innovation school zone.

**D. Submission procedures**

No application fee will be charged by the Board. The applicant must provide two original copies of the completed application printed single-sided on white paper, not stapled.

**E. Incomplete application**

If the application is incomplete, the Board will request additional information from the applicant and give the applicant a reasonable opportunity to provide additional information to the Board for review. The parties may mutually agree to waive any deadlines during the application process, including extending the deadline for Board consideration of the application.

**F. Decision on the application**

The Board shall make a decision, by resolution, on the application to become an innovation school or innovation school zone in a regular or special meeting. The Board's decision shall be made within 60 days after receipt of the official application, unless the parties have mutually agreed in writing to extend this deadline.

If the Board denies the plan, it shall provide a written explanation of the basis for its denial.

A new innovation school or innovation school zone may be approved for a period of one (1) academic year.

**G. Amending the application**

If the Board denies the application, the applicant shall have 60 days to amend the application and resubmit it to the Board. The Board will then have 60 days to make a decision on the amended application.

If the application is denied again, the Board's decision shall be final and no further appeal or amendments may be submitted.

**H. Negotiations**

All negotiations between the Board and an approved innovation school or innovation school zone shall be concluded by and all terms agreed upon no later than 60 days after the Board resolution approving the innovation school or innovation school zone.

**I. Review**

The Board shall review the level of performance of the innovation school or innovation school zone within three years after the Board's approval of the plan and every three years thereafter. The Board's review shall include, but not be limited to, a determination whether the innovation school or innovation school zone is achieving or making adequate progress toward achieving the academic performance results identified in its innovation plan.

If the Board determines the academic performance of students enrolled in the innovation school or innovation school zone is not improving at a sufficient rate, the Board may revoke the innovation status of the school or school zone or remove the underperforming school or schools from the innovation school zone. The Board reserves the right to request

information from an innovation school or innovation school zone and/or to review the performance of an innovation school or innovation school zone at any time. In addition, the Board reserves the right to revoke the innovation status or remove a school from an innovation school zone at any time and for any reason deemed sufficient by the Board.

**J. Revisions to innovation plan**

Once approved, the Board may revise the innovation plan in collaboration with the innovation school or innovation school zone. Revisions may include, but not be limited to, reviewing identified waivers of any collective bargaining agreement.

Any revision to the innovation plan shall require the consent of the majority of teachers and administrators employed at the innovation school or innovation school zone as well as the consent of a majority of each school advisory council(s). Revision may also require the approval of members of the collective bargaining unit employed at the school(s), in accordance with state law.

Adopted: October 15, 2008

## **SCHOOL WELLNESS**

### **Idalia School District**

The Board of Education promotes healthy schools by supporting student wellness, good nutrition, and regular physical activity as part of the total learning environment. Schools contribute to the basic health status of students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential, as students who eat well-balanced meals and participate in regular moderate to vigorous physical activity are generally healthier and are more likely to learn in the classroom.

The District shall establish and maintain a District-wide School Wellness Council, comprised of students, teachers, administrators, parents, community members and a nutrition/health professional. The purpose of this council shall be to monitor the implementation of this policy, evaluate progress toward policy goals, serve as a resource to schools (e.g. provide lists of healthy incentives, snacks, etc.) and recommend revisions to policy deemed necessary and/or appropriate.

To further the Board's beliefs as stated above, the Board adopts the following goal:

**Goal #1. The district will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.**

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. Such learning environments shall teach students to use appropriate resources and tools to make informed and educated decisions about lifelong healthy eating habits and beneficial physical activity.

Providing a comprehensive learning environment shall be accomplished by:

- Continuing to improve the health education delivery structure and implementation of District standards for physical and nutrition education that promote the ongoing positive effects of good nutrition and physical activities.
- Requiring all health/physical education teachers meet the criteria of highly qualified.
- Providing age-appropriate and culturally-sensitive instruction that promotes lifelong eating habits and everyday physical activities, at levels established by state law at a minimum.
- Ensuring nutrition education is available in the school cafeteria as well as the classroom, with coordination between the District Food Services staff and teachers.
- Ensure teachers integrate state standards regarding nutrition education into core curriculum areas as appropriate.
- Encouraging students to participate in the school breakfast and lunch program as available.

- Active promotion of healthy eating and physical activity to students, parents, school staff, and the community at parent-teacher meetings, open-houses, staff in-services, etc.

**Goal #2. The district will support and promote proper dietary habits contributing to students' health status and academic performance.**

All foods and beverages available on school grounds and at school-sponsored activities shall meet or exceed the district's nutrition standards. All schools participating in the School Breakfast and/or National Lunch Program shall comply with any state and federal rules or regulations regarding competitive food service and the service of Foods of Minimal Nutritional Value, as defined by the USDA.

In addition, all standards referenced below meet State of Colorado Nutritional Standards established by Colorado Department of Education.

The goal of supporting and promoting proper dietary habits shall be accomplished by:

- Adoption of district nutrition standards that limit the amount of fat and sugar content and limit portion sizes.
- A requirement that all students have access to fresh fruits and vegetables throughout the school day.
- A requirement that all students have access to a school facility with a sufficient number of functioning water fountains in accordance with local building codes, or other means to provide students with sufficient water.
- An assurance that the school cafeteria is as pleasant an eating environment as possible, including displays of student art, plants, natural light if possible, small tables, and reduced noise, if possible.
- A requirement or encouragement that at any school function (parties, celebrations, receptions, festivals, sporting events, etc.), healthy food choice options be made available to students.
- The adoption of rules specifying the time and place at which competitive foods may be sold on school property to encourage the selection of healthful food choices by students.

**Goal #3. The district will provide more opportunities for students to engage in physical activity.**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity shall be included in a school's daily education program from grades pre-kindergarten through 12. Physical activity should include regular instructional physical education, in accordance with the district's content standards, and may include, but need not be limited to exercise programs, fitness breaks, recess, field trips that include physical activity and classroom activities that include physical activity.

The goal of providing more opportunities for students to engage in physical activity shall be accomplished by:

- Encouraging health-promotion activities and incentives for students, parents, and staff that promote regular physical activity (e.g. after school activities, intramurals, walking clubs, etc.).
- Encouraging families to incorporate physical activities into students' lives at home.
- Encouraging daily recess for all elementary students that are at least 20 minutes per day, supervised, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. Time for physical activity during middle school lunchtime is also highly encouraged.
- Ensuring that students are not withheld completely from physical education/recess as a form of discipline nor that physical activity is used as a form discipline.
- Encouraging parents/guardians to support student participation in physical activities, participation as a family, and parents being active role models in physical activities.
- Classroom teachers shall be highly encouraged and supported in providing short physical activity breaks between lessons or classes, as appropriate.
- An encouragement that beginning at an early age, schools introduce developmentally appropriate components of a health-related fitness assessment (i.e. Physical Best or President's Council) to students.
- A requirement that all students have access to age-appropriate daily physical activity.

Adopted: June 25, 2001

Revised: December 18, 2013

LEGAL REFS.: Section 204 of P.L. 111-296 (Healthy, Hunger-Free Kids Act )  
C.R.S. 22-32-134.5 (healthy beverages requirement)  
C.R.S. 22-32-136 (policies to improve children's nutrition and wellness)  
C.R.S. 22-32-136.3 (trans fat ban)  
C.R.S. 22-32-136.5(3)(a) and (b) (physical activity requirement)  
1 CCR 301-79 (State Board of Education – healthy beverages rules)

CROSS REFS.: EF, Food Services  
EFC, Free and Reduced-Price Food Services  
EFEA\*, Nutritious Food Choices  
IA, Instructional Goals and Learning Objectives  
IHAE, Physical Education  
IHAM and IHAM-R, Health Education  
IHAMA, Teaching About Drugs, Alcohol and Tobacco  
IHAMB and IHAMB-R, Family Life/Sex Education  
JLJ\*, Physical Activity



## **STANDARDS BASED EDUCATION**

### **Idalia School District RJ-3**

The Board supports a system of education that develops and teaches standards that enable students to achieve the highest level of knowledge and skills. Academic standards will clearly identify what students should know and be able to do at key points in their school careers.

In accordance with state law, the Board has adopted a standards-based education system that focuses on student learning of content standards. It is the intent of the Board that the district's program of instruction and assessments be aligned with content standards. In standards-based education, courses and units of study are clearly defined, understood by teachers and students and communicated to staff members, families and the community. The district's standards-based education system will advance equity, promote student learning and reinforce accountability.

The superintendent shall be responsible for developing a plan to implement content standards that meet or exceed the model state content standards. The plan shall ensure that the educational programs of the district actively address the needs of exceptional students and consciously avoid gender or cultural bias. The plan shall conform with all timelines established by law.

The district shall work with educators, parents, students, business persons, members of the community and the district accountability committee to review and revise content standards as necessary to ensure maximum effectiveness. Parents shall be kept informed of student progress in achieving content standards and how such progress will be measured. This information shall also be provided to the district accountability committee.

Adopted: June 25, 2001

Revised: September 16, 2009

LEGAL REFS.: C.R.S. 22-1-104 (6)(a) (financial assistance to develop and promote programs that address state content standards for civics)  
C.R.S. 22-7-401 (education reform-obligation to provide a standards-based system)  
C.R.S. 22-11-101 et seq. (Education Accountability Act of 2009)  
C.R.S. 22-32-109 (1) (r), (t) (duty to comply with state regulations and determine programs)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment  
IA, Instructional Goals and Learning Objectives  
IGA, Curriculum Development  
IGD, Curriculum Adoption  
IGF, Curriculum Review  
IL, Evaluation of Instructional Programs, and subcodes

**Accomplishment Reporting to the Public**  
**Idalia School District RJ-3**

The Board of Education, with the assistance of the district advisory accountability committee, shall annually prepare a progress report to the public that discloses student performance and the results of the school improvement process.

The district will report the following information to the public each year:

1. Student achievement based on the attainment of district standards
2. School district strategies to improve student achievement in the schools
3. Comparisons of school district adopted content area standards with state model standards
4. Revenues, expenditures and costs of various segments of district and school operations
5. Information from the district advisory accountability committee about its accomplishments

The report shall include a district profile of student performance or a summary profile of student performance for each building. Data shall be made available in such form that building and district measurements can be compared to national norms and to statewide Colorado norms. Data concerning a specific school building shall be sent to parents of students in that building.

The Board will also report on the extent to which the district has achieved its goals and objectives and include an evaluation of educational decisions made during the previous year, which have affected school services and processes.

Legal Refs.: C.R.S. 22-2-117  
C.R.S. 22-7-102 (2)(d)  
C.R.S. 22- 7-205 (5)  
1 CCR 301-1, Rules 2202-R-3.03 (1)(b)(vii)

Cross Ref.: AB, Accountability/Commitment to Accomplishment  
ABA, Standards Based Education  
IL, Evaluation of Instructional Programs, and sub codes  
KB, Parent Involvement in Education

Adopted: June 25, 2001  
Revised: April 19, 2006

## **Accreditation**

### **Idalia School District RJ-3**

The Board of Education believes its primary responsibility is to provide leadership in the area of student achievement. To foster greater accountability and enhance improvement in student achievement, the Board shall enter into an accreditation contract with the State Board of Education regarding district accreditation and shall accredit the schools within the district.

#### **District accreditation**

The accreditation contract shall bind the Board to manage the district and its schools to meet certain standards, goals and requirements over the term of the contract, in accordance with the Education Accountability Act of 2009 and applicable State Board of Education rules.

In conjunction with accreditation, the Board is committed to adopting academic standards for student learning, achievement performance levels, systems for measuring student achievement and methods for improving student achievement.

#### **School accreditation**

While the state accredits the district, the Board accredits the schools within the district, including district charter schools. The Board directs the superintendent to develop a school accreditation process for the Board's input and approval. Such process shall be developed in accordance with the Education Accountability Act of 2009.

Pursuant to the Board's constitutional and statutory authority to control instruction in its schools and determine the allocation of district resources, the Board shall review and approve all school plans, regardless of whether the plan is a performance, improvement, priority improvement or turnaround plan. Each school plan shall be submitted to the Colorado Department of Education in accordance with the timelines prescribed by applicable State Board of Education rules.

Adopted: June 25, 2001

Revised: February 19, 2014

Revised: December 17, 2015

Revised: January 20, 2016

LEGAL REFS.: Colo. Const. Art. IX, Sect. 15 (*board has control of instruction within the district*) C.R.S. 22-7-1013407(1) (*adoption of academic standards*) C.R.S. 22-11-101 *et seq.* (*Education Accountability Act of 2009*) C.R.S. 22-11-307 (*board accreditation of district schools*) C.R.S. 22-30-105 (*school district organization planning process*) 22-30.5-104 (2)(b) (*district charter schools subject to accreditation by local board*)  
22-32-109 (1)(t) (*board duty to determine educational program and prescribe textbooks*)  
22-32-109 (1)(mm) (*Board duty to adopt policy for accreditation of district schools*)  
22-32-142 (2) (*parent notice, public meeting and public hearing requirements for schools on priority improvement or turnaround status*)<sup>1</sup> CCR 301-1 (*State Board of Education rules for the Administration of the Accreditation of School Districts*)<sup>1</sup> CCR 301-71 (*State Board of Education rules for the Administration, Certification and Oversight of Colorado Online Programs*)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment  
AE-R, Accountability/Commitment to Accomplishment  
AEA, Standards Based Education  
IHBK\*, Preparation for Postsecondary and Workforce Success  
IK, Academic Achievement  
IKA, Grading/Assessment Systems  
KB, Parental Engagement in Education

*NOTE 1: State law requires the local board of education to adopt "policies" for the accreditation of the district's schools, including the use of school accreditation contracts and the use of accreditation categories comparable to those used for the district's accreditation. C.R.S. 22-11-307. Even though the law requires specific provisions to be included in "school accreditation policies," CASB believes the intent of the law can be met by addressing these requirements in each district school's performance, improvement, priority improvement or turnaround*

**File: AED**

*plan. Importantly, this sample policy requires the school accreditation process to be developed in accordance with the Education Accountability Act of 2009, C.R.S. 22-11-101 et seq. (the Accreditation Act) but also provides that the Board shall approve all school plans, regardless of type.*

*NOTE 2: A school district with 1000 students or fewer may submit a single plan to satisfy the school district and school plan requirements. School districts with between 1000 and 1200 students may request the Colorado Department of Education's permission to submit one plan. C.R.S. 22-11-210(2)(b). Beginning with the 2014-15 school year, small, rural districts with less than 1200 students may choose to submit their district and school accreditation performance plans every other year rather than annually, as long as the district/school maintains the status of accredited or accredited with distinction. C.R.S. 22-11-303, -304. For more information on this flexibility, visit the Colorado Department of Education's (CDE's) webpage concerning unified improvement planning.*

*NOTE 3: State law requires that a public meeting and public hearing be held prior to the Board's adoption of a priority improvement or turnaround plan for a school. C.R.S. 22-32-142 (2). Among other issues, a school's priority improvement or turnaround plan must "incorporate strategies to increase parent engagement" in the school. C.R.S. 22-11-405(4)(e.5), -406(3)(e.5).*

*NOTE 4: In 2014 and 2015, the state legislature amended the Accreditation Act to address the state's transition from the use of the Transitional Colorado Assessment Program (TCAP) assessments to the Colorado Measures of Academic Success (CMAS) assessments. As amended by HB 15-1323, the Accreditation Act provides that CDE shall not assign accreditation ratings or recommend school plans for the 2015-16 school year. CDE shall exclude the 2015-16 school year from the accreditation "clock" and shall count the 2016-17 school year as if it were consecutive to the 2014-15 school year. C.R.S. 22-11-207 (4)(b), -210 (1)(d)(II). For the 2015-16 school year, districts and schools shall continue to implement the plan type assigned for the 2014-15 school year. C.R.S. 22-11-208 (1.5), -210 (2.5). For more information about school and district accreditation during this transition period, visit CDE's webpage concerning state accountability.*

## **SCHOOL DISTRICT ACCREDITATION**

### **Idalia School District RJ-3**

Consistent with the Board of Education's authority to control instruction in the schools of the district and the power vested in the State Board of Education to exercise general supervision over the public schools of the State, an accreditation process has been initiated by state law to foster greater accountability and enhance improvement in student achievement in the district.

The following is a summary of the important provisions of the Educational Accreditation Act of 1998, Colorado Revised Statutes 22-1 I-101 *et seq.*

#### **Accreditation Contract**

The contract shall contain at a minimum, the following:

1. Provisions relating to the term of the contract which shall be for 6 years
2. Adoption of content standards for student learning
3. Adoption of achievement performance levels
4. Systems for measuring student achievement, including methods for improving the achievement of students who score below proficient in statewide assessments
5. Provisions for allowing annual comparisons between the district assessment results and the statewide assessment results

The contract shall bind the district to administer the following policy and management functions:

1. Community involvement, including processes for involving parents, the business community and other interested citizens
2. Public disclosure of nonidentifying student achievement results for each student in the district
3. Recognition for schools that meet or exceed accreditation indicators and assistance for schools that fail to meet such indicators

The contract shall bind the school board to improve each school's performance relating to the following:

1. Parental and familial involvement
2. Attainment of local achievement goals that meet or exceed the accreditation indicators

3. Implementation of district content standards for student learning
4. Attainment of achievement and proficiency levels
5. Implementation of systems of measuring student achievement, including methods for improving the scores of students who score below proficient in the statewide assessments
6. Reduction of consistent patterns of academic achievement discrepancies in student performance related to ethnicity, gender, disability and limited English proficiency

The accreditation contract may be renegotiated at any time by the parties if circumstances upon which the original terms and conditions of the contract were based, change significantly.

#### Accreditation Indicators

Indicators for assessing the quality of education and learning in the public schools and school districts shall be established by the State Board of Education. These accreditation indicators shall include, but may not be limited to the following:

1. Results on statewide assessments
2. Dropout rates
3. Student attendance rates, including the numbers of expelled and suspended students
4. Graduation rates
5. Percentage of students taking advanced placement courses
6. Percentage of students taking statewide assessments
7. Percentage of students who are exempt from the assessment program
8. Results of district assessments administered pursuant to district content standards

The district shall submit information demonstrating achievement of the accreditation indicators to the State Board of Education. The State Board of Education shall prepare annual reports on achievement of the accreditation indicators by schools and school districts. The reports shall be disseminated to members of the public.

#### Accreditation Ratings

The State Board of Education shall rate schools and school districts for the purpose of accreditation categories. The ratings shall be based upon student achievement of district content

standards, shall be consistent with the ratings for student achievement on the state assessments and shall indicate the school's and district's performance on the accreditation indicators.

### **Monitoring the Contract**

The State Board of Education shall monitor the accreditation contract and provide technical assistance to the district in order to improve its performance on the accreditation indicators.

### **Sanctions and Corrective Actions**

Failure to achieve the standards, goals and requirements set forth in the accreditation contract may result in sanctions and corrective actions, including:

- Level One: Notice

If the district fails to comply with any provision of the accreditation contract, the Department of Education shall notify the district and the district shall submit a plan to remedy the lack of compliance. The plan shall be approved or denied by the Department. The Department shall provide technical assistance to the district in connection with areas in which the district is out of compliance.

- Level Two: Probation

If the district fails to implement the approved plan, the State Board of Education shall, after holding a hearing, place the district on probationary status. The Department shall provide technical assistance to the district upon request.

- Level Three: Nonaccreditation

If the district fails to remedy its lack of compliance, the State Board of Education may, after holding a hearing, remove the district's accreditation. A school organization planning committee shall be appointed upon removal of accreditation.

Adopted: June 25, 2001

Revised: May 24, 2006

**WAIVER OF STATE LAW AND REGULATION**  
Idalia School District RJ-3

The Board of Education believes that many state laws and regulations impede the district's progress toward achieving its mission. Therefore, the Board directs the superintendent to work with district legal counsel, the district accountability committee, and school principals to:

1. Review state laws and regulations for which a waiver application can be filed
2. Determine which state laws and regulations, if waived, would enhance educational opportunity and quality within the school district and reduce or eliminate costs that are significantly limiting educational opportunity within the district. This determination shall be made on a school-by-school basis and a district-wide basis.
3. Make recommendations to the Board regarding which state laws and regulations the Board should consider for waiver.

The Board must consider whether to apply for waivers in a public meeting that includes a public hearing. The Board shall consult with the district accountability committee concerning the intent to seek waivers at least 60 days prior to the scheduled public hearing.

In the Board meeting, which includes a public hearing, the Board shall adopt a resolution stating the Board's intent to apply for waivers and specifying the statutes or rules for which the Board will request waivers. In the waiver application, the Board shall state the manner in which the district will comply with the intent of the waived rule or statute and be accountable to the State Board of Education.

The Board shall post notice of the public meeting in three public places within the district not less than 30 days prior to the meeting. The notice shall include a description of the waivers to be considered. If there is a newspaper published in the county, the Board shall also publish notice once a week for four weeks prior to the meeting.

LEGAL REFS.: C.R.S. 22-2-177 (state board power to grant waivers)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment

Adopted: June 25, 2001

Revised: May 24, 2006



**EVALUATION OF SCHOOL BOARD/BOARD SELF-EVALUATION**  
Idalia School District RJ-3

The Board of Education periodically shall establish realistic objectives related to Board procedures and relationships and shall, at the end of a specified length of time, measure its performance against the stated objectives through a self-evaluation process.

The following areas of Board operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Board member orientation and continuing development
2. Board meetings
3. Fiscal management
4. Board-community relations and communications
5. Board-superintendent relations
6. Instructional management
7. Planning and goal setting
8. Board-staff relations
9. Legislative leadership
10. Policymaking

Adopted: June 25, 2001

Revised: May 22, 2002

Revised: April 16, 2003

## **SCHOOL BOARD LEGAL STATUS**

### **Idalia School District RJ-3**

The Constitution of Colorado assigns to locally elected boards of education control of instruction in the public schools of their respective districts. As charged by the constitution, the General Assembly has provided for the organization of school districts, including the composition of district boards and the election of school directors.

**Legally, then, local school boards are political subdivisions of the state and derive their power from the state constitution and acts of the General Assembly. They also have responsibilities to the local citizenry they serve and by whom they are elected.**

There are five directors on the Board of Education of RJ-3, each of whom is elected for a four-year term.

#### Statutory

LEGAL REFS.: Constitution of Colorado, Article IX  
Sections 2,15  
C.R.S. 22-31-105

CROSS REFS.: AA, School District Legal Status  
BBA, Board Powers and Responsibilities  
BBBG, Board Elections

Adopted: June 25, 2001  
Revised: May 22, 2002

## **School Board Powers and Responsibilities**

### **Idalia School District RJ-3**

Powers and mandatory duties of the Board are defined in state statutes.

This Board considers that its most important functions fall into the following categories:

1. **Legislative or policymaking.** The Board is responsible for the development of policy and for the employment of a superintendent. The superintendent is held individually and directly responsible to the Board for the execution of all policies and legislation and for such other duties assigned to him/her by the Board.
2. **Educational planning and appraisal.** The Board is responsible for acquiring reliable information from responsible sources which will enable it to make the best possible decisions about the scope and nature of the educational program. The Board is responsible for requiring appraisal of the results of the educational program.
3. **Staffing and appraisal.** The Board is responsible for employing the staff necessary for carrying out the instructional program and establishing salaries and salary schedules and other terms and conditions of employment, as well as for personnel policies district wide in application. The Board is responsible for appraising the effectiveness of its staff by providing for regular evaluation.
4. **Financial resources.** The Board is responsible for adopting a budget that will provide the financial basis for buildings, staff, materials and equipment, which will enable the district to carry out the educational program. The Board is responsible for exercising control over the finances of the district to ensure proper use of, and accounting for, all district funds.
5. **School facilities.** The Board is responsible for determining school housing needs, for communicating these needs to the community, for purchasing sites, and for approving building plans that will support and enhance the educational program. The Board will exercise sole control over the schools and the property of the school district.
6. **Communication with the public.** The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself informed about the wishes of the public.
7. **Judicial.** The Board is responsible for acting as a court of appeal for school staff members, students and the public when issues involve Board policies and their fair implementation.

The Board may exercise the above powers and duties only when convened in a legally constituted meeting.

All powers of the board lie in its action as a group. Individual board members exercise authority only as they vote at a legal meeting of the board and when the board has lawfully delegated authority to them.

LEGAL REFS.:      C.R.S. 22-9-101 *et seq.*  
                         C.R.S.22-32-109  
                         C.R.S.22-32-110

Adopted: June 25, 2001  
Revised: May 22, 2002

**BOARD MEMBER AUTHORITY**  
Idalia School District RJ-3

Because all powers of the Board lie in its action as a group, individual Board members exercise authority over district affairs only as votes are taken at a legal meeting of the Board.

In other instances, an individual Board member has power only when the Board has lawfully delegated authority to him or her.

Adopted: June 25, 2001

Revised: May 22, 2002

**Board Member Qualifications**  
**Idalia School District RJ-3**

A candidate for the office of school director shall be a qualified elector of the RJ-3 district. A qualified elector is someone who is 18 years or older by the date of the election, is a citizen of the United States, has resided in the state and the district for at least 12 consecutive months prior to the election and is a registered voter in the district at the time of the election.

In addition, any person who has been convicted of, pled guilty or nolo contendere to, or received a deferred judgment or sentence for commission of a sexual offense against a child is ineligible for election to a school district board of education. Similarly, any board member who is convicted of, pleads guilty or nolo contendere to, or receives a deferred judgment for a sexual offense against a child while serving on a board shall become ineligible to serve and a vacancy shall be created. Any person who is the subject of a pending charge of commission of a sexual offense against a child at the time of election is ineligible for election to a school district board of education.

It is important that the candidate be sincerely and honestly interested in serving the whole school district for the best interests of all children. Board members shall be nonpartisan in dealing with school matters. The Board does not wish to subordinate the education of children and youth to any partisan principle, group interest or personal ambition.

Adopted: June 25, 2001

Revised: April 16, 2003

LEGAL REFS.: C.R.S. 22-31-107  
C.R.S. 1-2-101,102

**BOARD MEMBER OATH OF OFFICE**  
**Idalia School District RJ-3**

Each school board member within 15 days following the survey of votes is required to take an oath of office that he will faithfully perform the duties of his/her office as required by law and will support the Constitution of the United States, the Constitution of Colorado and laws made pursuant thereto. Such oath shall be filed with the designated election official for the school district.

Statutory

Approved: June 25, 2001

Revised: April 16, 2003

LEGAL REFS.: C.R.S. 22-31-104  
C.R.S. 22-31-125

Note: The survey of votes is to be completed no later than seven (7) days following the election.

**BOARD MEMBER RESIGNATION/REMOVAL FROM OFFICE**  
Idalia School District RJ-3

Vacancies may occur on the Board because of a member's resignation, death, or moving outside the director district, or other reasons provided by law. A member may also be recalled or removed from office for such reasons as specified in law.

A member's office shall be declared vacant by the Board of Education if he/she does not attend three consecutive regular meetings of the board unless the Board by resolution approves any additional absences or unless such absences are due to a temporary disability or illness.

LEGAL REFS.: 1973 C.R.S. 22-31-128  
1973 C.R.S. 22-32-129

Adopted: June 25, 2001  
Revised: July 16, 2003



**Unexpired Term Fulfillment/Vacancies**  
**Idalia School District RJ-3**

When a vacancy occurs on a board of education, the board is required by law to appoint a person to fill the vacancy within 60 days. Should the board not act; the president of the board makes the appointment.

Whether the appointee serves for the remainder of the unexpired term or until the next, or the next succeeding, election depends on the number of days until the next regular biennial election and the number of years left in the unexpired term.

1. If the vacancy occurs more than 60 days before the election and the un- expired term is for more than two years, the term of appointment is until the next election, when a successor for the remainder of the term is elected.
2. If the vacancy occurs within 60 days of the election and the unexpired term is for more than two years, the term of appointment is until the next succeeding election, when a successor is elected for the remainder of the term.
3. Otherwise the term of appointment is for the remainder of the unexpired term.

**Statutory**

Approved: June 25, 2001

Revised: April 16, 2003

LEGAL REFS.: 1973 C.R.S. 22-32-129 (2), (3), (4)

**BOARD ELECTIONS**  
Idalia School District RJ3

Registered voters of the district elect directors to the Board of Education at regular school elections held on the first Tuesday of November in each odd-numbered year. At every other biennial election, four directors are elected; at the other biennial election, three directors are elected.

The Board has adopted, and the district electorate has approved, an at large plan of representation whereby directors are elected. All directors are voted upon at large by electors of the entire school district.

The county clerk and recorder is responsible for conducting the regular biennial school election when a coordinated election is being conducted in the county. The election shall be conducted pursuant to an intergovernmental agreement between the district and the county clerk and recorder for each county in which the district has territory. The agreement shall allocate responsibilities between the county clerk and the district for the preparation and conduct of the election and shall be signed no less than 60 days prior to the election. The Board shall designate a school election official to whom some election responsibility ties may be delegated pursuant to the agreement.

Candidates are nominated in the manner prescribed by law. Nomination petitions shall be filed prior to 66 days before the election. In accordance with state law, candidates for school district directors shall file a candidate affidavit with the county clerk's office and submit reports on contributions and expenditures during the campaign. Since the district includes portions of more than one county, the candidate shall file with the county clerk in his county of residence.

Any person registered as a district elector may vote. Voter qualifications are the same as those for voting in general elections.

Any decision about conducting the election by mail ballot in accordance with state law and rule promulgated by the secretary of state shall be made in conjunction with the county clerk.

If 63 days before the election there is only one candidate for each position to be filled, the Board, by resolution, may instruct the designated official to cancel the election and declare the candidates elected, pursuant to state law.

LEGAL REFS.: C.R.S. 1-1-101 through 1-13-108 et seq. (Uniform Election Code of 1992)  
C.R.S. 1-45-101 et seq. (Fair Campaign Practices Act)  
C.R.S. 22-31-101 et seq.

Approved: June 25, 2001  
Revised: April 16, 2003

## **SCHOOL BOARD MEMBER CONFLICT OF INTEREST**

### **Idalia School District RJ-3**

Public office is a trust created in the interest of the common good and for the benefit of the people. A conflict of interest can arise when a public officer is unable to devote himself/herself with complete loyalty and singleness of purpose to the general public interest.

It is the intent of this policy to protect the public trust placed in directors of this school district. For purposes of this policy, the Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite and demonstrable and which is or may be in conflict with the public interest.

A Board member who has a personal or private interest in a matter proposed or pending before the Board shall disclose such interest to the Board, shall not vote on it and shall not attempt to influence the decisions of other Board members in voting on the matter.

However, if a Board member has complied with statutory disclosure requirements by notifying the secretary of state of an interest in the matter, the member may vote if participation is necessary to obtain a quorum or otherwise enable the Board to act. If a member votes under these circumstances, that member shall state for the record the fact and summary nature of the potential conflict of interest.

The written disclosure to the secretary of state shall list as applicable the amount of the member's financial interest, the purpose and duration of any services rendered, compensation received for services or such other information necessary to describe the interest.

Members may be reimbursed for authorized expenses in carrying out Board duties as provided by law.

The Board shall not enter into any contract with any of its members or with a firm or corporation in which a member has a financial interest unless one or more of the following apply:

1. The contract is awarded to the lowest responsible bidder based on competitive bidding procedures.
2. The merchandise is sold to the highest bidder at a public auction.
3. The transaction involves investing or depositing money in a financial institution which is in the business of loaning money or receiving money.
4. If, because of geographic restrictions, the district could not otherwise reasonably afford the contract because the additional cost to the district would be greater than 10 percent of the contract with the interested member or if the contract is for services that must be performed within a limited time period and no other contractor can perform the services.

5. If the contract is one in which the Board member has disclosed a personal interest and is one on which the member has not voted or has voted as allowed in state law following disclosure to the secretary of state and to the Board.

Except as described above, a Board member shall not be a purchaser at any sale or a vendor for any purchase made by the district.

Adopted: December 15, 2004

Revised: January 15, 2014

LEGAL REFS.: Colorado Constitution, Article X, Section 13

C.R.S. 22-32-109 (1)(y) (duty of board to adopt bylaws on conflicts of interest)

C.R.S. 24-18-109 through 24-18-111 (government rules of conduct)

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

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

CROSS REFS.: BC, School Board Member Conduct

BCA-E-1, Code of Ethics for School Board Member

BEDF, Voting Method

DJE, Bidding Procedures

## **BOARD ORGANIZATIONAL MEETING**

### **Idalia School District RJ-3**

Within 15 days after the school district receives the official abstract of votes, the Board shall meet in an organizational session at a regular or special meeting for the purpose of selecting officers.

The incumbent president of the Board shall preside until a successor is elected, whereupon the successor will assume the chair.

Following the swearing in of the newly-elected Board member or members, the following officers, in order, shall be elected or appointed: president, vice president, secretary and treasurer.

Nominations for president and vice president shall be made from the floor and voting shall be by roll call or secret ballot. Should no nominee receive a majority vote of Board members, the election shall be declared null and void, further nominations may be made and the roll call or secret ballot vote shall be retaken.

The president and vice president shall serve two-year terms and shall hold office until their successors are elected.

The Board shall then appoint a secretary and treasurer who may or may not be members of the Board. The secretary and treasurer shall hold their offices for terms at the pleasure of the Board.

Following election and appointment of the officers, the Board shall appoint the staff members who will fill the offices of secretary to the Board and assistant treasurer.

Then such other items of business shall be considered by the Board as are scheduled on the agenda.

### **Officer resignation**

Should one or more officers of the Board resign, the Board shall select another member or members to fill the vacant office or offices as provided by law, using the procedures described above. A newly-selected officer shall assume the duties immediately upon selection. Inasmuch as the selection of a new officer on a four-officer, five-member board frequently requires a shifting of officers it shall be permissible for a member to be nominated for another office without resigning the current office. Upon acceptance of the nomination and election to the new office, the former office shall be declared vacant and another member elected to fill that position.

Adopted: December 15, 2007

Revised: January 15, 2014

LEGAL REFS.: C.R.S. 22-31-104 (3) (biennial school elections)

C.R.S. 22-32-104 (1),(2),(3),(4) (organization of the board)

C.R.S. 22-32-108 (5) (meetings of the board)

C.R.S. 22-32-108 (6) (meetings of the board – voting procedure)

**BOARD OFFICERS**  
Idalia School District RJ-3

**President and vice president**

The president of the Board, in addition to the duties prescribed by law, shall exercise such powers as properly pertain to the office. In carrying out the responsibilities, the president shall:

1. Preside at all meetings of the Board.
2. Serve as the main point of contact between the Board and the superintendent.
3. Consult with the superintendent in planning agendas.
4. Bring before the Board such matters as in the president's judgment may require the attention of the Board.
5. Be responsible for the orderly conduct of Board meetings.
6. Confer with the superintendent on crucial matters which may occur between Board meetings.
7. Call special meetings of the Board when necessary.
8. Appoint special committees, subject to the approval of the Board.
9. Sign any written contracts to which the school district may be a party.
10. Sign all official reports of the district except as otherwise provided by law.
11. Appear in behalf of the Board in all actions brought by or against it, unless individually a party in which case the duty shall be performed by the vice president.

In the absence of the president, the vice president shall have and perform all of the powers and duties of the president.

**Secretary**

The secretary of the Board shall perform the following duties:

1. Ensure that a record is kept of all business transacted by the Board at either regular or special meetings.
2. Cause written notice to be given to each Board member of all special meetings of the Board.

3. Be custodian of the seal of the district.
4. Cause all notices of school elections to be published and posted and perform such other duties in the conduct of school elections as required by law.
5. Attest any written contract to which the district may be a party and affix the district seal thereto.
6. Perform such other duties as may be assigned by the Board.

### **Treasurer**

The treasurer shall perform or cause to be performed the following duties:

1. Account for all moneys belonging to the district.
2. Report to the Board as required for all moneys of the district.
3. Sign either by written signature or facsimile all warrants or orders drawn on the county treasurer or checks drawn on a district depository. The Board may require the countersignature of another person.
4. Deposit to the credit of the district all moneys withdrawn from the custody of the county treasurer and all other moneys belonging to the district in one or more depositories designated by the Board.
5. Perform such other duties as may be assigned by the Board.

LEGAL REFS.: C.R.S. 22-32-104 (3); 22-32-105 (*president and vice president*)  
C.R.S. 22-32-104 (4); 22-32-106 (*secretary*)  
C.R.S. 11-10.5-111; 22-32-104 (4); 22-32-107 (*treasurer*)

CROSS REFS.: DG, Banking Services (and Deposit of Funds)  
DH, Bonded Employees and Officers

Adopted: June 25, 2001

Revised: February 15, 2007

## **ADVISORY COMMITTEES**

### **Idalia School District RJ-3**

The Board of Education of Idalia School District RJ-3 encourages the participation of citizens of the district in decision-making processes. However, the legal responsibility for decision-making in all matters of policy and operation rests with the Board.

1. **Board-appointed advisory committees**, both district-wide and at the school level, shall function within organizational frameworks approved by the Board. A staff member or members will be assigned to each group to help it develop an appropriate constitution and/or by-laws, carry out its functions and coordinate its work with other advisory and staff groups. Only the Board shall have the authority to dissolve committees it has created.
2. **School-and district-level advisory committees that are required under federal and state programs** shall be formed and shall function in accordance with the requirements pertaining to each specific federal or state program. The Board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation and evaluation of such program or project as required by law.
3. **Community groups** that are neither appointed by the Board nor formed as required under federal or state programs are encouraged to offer suggestions and advice to the Board in order to assist it in the decision making process. The final responsibility for all decisions, however, rests with the Board of Education alone.

Appointments of citizens to advisory committees shall be approved by the Board. An advisory committee member shall be removed from office by the Board if he does not attend three consecutive meetings unless the committee by resolution approves any additional absences or unless such absences are due to temporary disability or illness. In addition, the committee by majority vote may request the removal from office of any member. Such removal shall require subsequent Board approval.

All committee meetings shall be open to the public. Meeting notices shall be posted in the same place and manner as notices of Board meetings.

Adopted: June 25, 2001

Revised: September 16, 2009

LEGAL REFS.: C.R.S.22-9-107 (performance evaluation councils)  
C.R.S.22-11-301, 401 (accountability committees)  
C.R.S. 22-32-109.1 (2) (community consultation on safe school plan, including conduct and discipline code)  
C.R.S. 24-6-402 (open meeting law)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment  
BDFA\*, District Personnel Performance Evaluation Council



FILE: BDF

BDFB,\* Career and Technical Advisory Council (Career and Technical Program Advisory Committees)

BEDA, Notification of Board Meetings

CBI, Evaluation of Superintendent

GCOA, Evaluation of Instructional Staff

GCOC, Evaluation of Administrative Staff

JIC, Student Conduct

JK, Student Discipline

KCB, Community Involvement in Decision-making

**PRESCHOOL COUNCIL**  
Idalia School District RJ-3

The superintendent shall appoint an advisory council that provides assistance and makes recommendations in implementing and coordinating a preschool program funded through the Colorado Preschool Program Act.

**Membership**

At a minimum, membership on the advisory council will include but not be limited to the following:

1. The superintendent or designee
2. Two parents of children in the preschool program appointed by the superintendent
3. Two members of the business community appointed by the superintendent
4. Representatives from the following:
  - a. Yuma County Department of Health
  - b. Yuma County Department of Social Services
  - c. (The county agency involved in job services and training)
  - d. (Publicly funded early childhood education agencies located in the school district)
  - e. (Privately funded child care centers located in the school district)
  - f. (A charter school located in the school district that has a preschool program)

Appointed members will serve for two-year terms. Any vacancy among the appointed members will be filled by appointment by the superintendent for the unexpired term.

**Officers**

Members of the council will elect a chairman for a one-year term, who may be elected to a second term.

The council shall have those duties prescribed by state law.

No action taken by the council will be final unless approved by the Board of Education.

## **Meetings**

The council will meet a minimum of six times per year.

In addition, members of the council will make at least two on-site visits per year to all HeadStart agencies and public and private child care facilities with which the district has contracted to monitor overall program compliance and make recommendations for any needed improvements.

Adopted: October 15, 2008

Revised: January 15, 2014

LEGAL REFS.: C.R.S. 22-28-105 (preschool program council duties)  
C.R.S. 22-28-107 (ongoing training available from CDE)

CROSS REF.: IHBIB, Primary/Preprimary Education

## **School Board Meetings**

### **Idalia School District RJ-3**

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

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

A recording shall be made of regular and special meetings as required by law and at a minimum, shall be an audio recording. Recordings shall be maintained for 90 days.

#### **Regular meetings**

Regular meetings of the Board of Education shall be held in the Board room of the administration building located at 26845 county road 9.2, Idalia, Colorado.

Meetings of the Board shall be held on the third Wednesday of each month at 6:30 p.m. unless otherwise established by the Board.

#### **Special meetings**

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

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

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

No business other than that stated in the notice of the meeting shall be transacted unless the item is reasonably related to the subject matter on the notice or an exigency exists. In addition, all members must be present and cast a unanimous vote to amend the agenda.

#### **Work sessions and retreats**

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

Adopted: September 16, 2009

Revised: January 15, 2014

Revised: December 17, 2015

Revised: January 20, 2016

LEGAL REFS.: C.R.S. 22-32-108 (*board meetings*)  
C.R.S. 24-6-401 *et seq.* (*open meetings law*)

CROSS REFS.: BEAA\*, Electronic Participation in School Board Meetings  
BEC, Executive Sessions  
BEDA, Notification of School Board Meetings

*NOTE 1: The Board is not required to take minutes if through its notice and agenda it has not retained the option to take formal action. The Board must make a recording of each regular and special meeting of the Board at which votes are taken and recorded and shall make the recording available to the public. The Board, at its discretion, shall use appropriate technology available at the time the recording is made and shall, at a minimum, make an audio recording. Such recordings must be maintained for a minimum of 90 days.*

*NOTE 2: The Board is required to electronically record executive sessions, which shall include the specific statutory citation to the executive session law that allows the Board to meet in executive session. However, if the executive session is held to discuss an individual student matter, the Board is not required to make an electronic or written record of the executive session. If the executive session is held to receive legal advice from an attorney on a particular matter, an electronic record must be made of the statutory citation to the executive session law that allows the Board to meet in executive session to receive legal advice, but the Board is not required to make an electronic or written record of the discussion that occurs in executive session, on the basis that it constitutes privileged attorney-client communication.*

*NOTE 3: A quorum is defined as a simple majority (more than half) of the members serving on aboard, as follows:*

- for a 5-member board a quorum is 3*
- for a 6-member board a quorum is 4*
- for a 7-member board a quorum is 4*

*NOTE 4: State law specifically permits "rural" districts with 6,500 students or less to utilize electronic mail to notify board members of a special meeting, if such email is "delivered" at least 24 hours prior to the meeting. C.R.S. 22-32-108 (2)(b). Arguably, however, school districts that are not considered rural and enroll more than 6,500 students may also provide notification of special board meetings by email at least 24 hours in advance of the meeting, so long as the board member agrees to receive meeting notifications by email or waives the required notification. C.R.S. 22-32-108 (3).*

## **ELECTONIC PARTICIAPTION IN SCHOOL BOARD MEETINGS**

### **Idalia School District RJ-3**

Board members may attend and participate by electronic means in regular or special meetings of the Board in accordance with this policy and state law. For purposes of this policy, "electronic means" shall be defined as attendance via telephone, video or audio conferencing, or other electronic device.

Board members may attend and participate by electronic means in a regular or special Board meeting only when extenuating circumstances prevent the Board member from physically attending the meeting. For purposes of this policy, "extenuating circumstances" means the Board member's job or military service requires the member to be outside of the district at the time of the meeting or inclement weather and/or unsafe driving conditions prevent the Board member from physically attending the meeting.

A meeting at which one or more Board members attend and participate by electronic means shall be open to the public, except for periods in which the Board is in executive session. A quorum of the Board shall be physically present at the meeting for a Board member to attend and participate by electronic means.

The electronic means used shall allow the public to hear the comments made by the Board member(s) participating by electronic means and allow the Board member(s) to hear the comments made by the public. A Board member participating by electronic means will be included in the recording of the Board meeting.

A Board member who seeks to attend and participate by electronic means in a Board meeting shall notify the Board president and superintendent at least three business days prior to the meeting and shall explain the extenuating circumstances that prevent the Board member from physically attending the meeting. If such notification is not possible, the Board member shall notify the Board president and superintendent as soon as is reasonably possible of the request to attend by electronic means.

If the request is approved, a Board member who attends and participates by electronic means shall identify the location from which he or she is participating, those present, and the extenuating circumstances that prevented the Board member from physically attending the meeting. If the Board convenes in executive session, the Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.

A Board member may attend and participate by electronic means in a maximum of two Board meetings per calendar year. Unless otherwise approved by the Board, additional requests to attend and participate by electronic means will be denied. In accordance with state law, the Board shall declare a vacancy if a Board member fails to attend three consecutive regular Board meetings, unless the Board member's absence is otherwise excused by the Board.

FILE: BEAA

A Board member's failure to comply with this policy may result in the Board's refusal to allow the member to participate by electronic means in Board meetings.

Adopted: January 15, 2014

LEGAL REFS.: C.R.S. 22-31-129 (board vacancies)

C.R.S. 22-32-108 (7)(a) (board may adopt policy allowing board members to attend and participate electronically in regular or special board meetings)

C.R.S. 24-6-401 et seq. (open meetings law)

CROSS REF.: BE, School Board Meetings

**EXECUTIVE SESSION**  
Idalia School District RJ-3

All meetings of the Board shall be open to the public except that at any regular or special meeting the Board may proceed into executive session upon affirmative vote of two-thirds of the quorum present.

The Board shall not make final policy decisions nor shall any resolution, policy or regulation be adopted or approved nor shall any formal action of any kind be taken during any executive session.

Prior to convening in executive session, the Board shall announce the topic of the executive session which shall be reflected in the minutes. The Board shall include the specific citation to statute authorizing it to meet in executive session when it announces the session and identify the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized.

The Board may hold an executive session for the sole purpose of considering any of the following matters:

1. Purchase, acquisition, lease, transfer or sale of any real, personal or other property. However, no executive session shall be held to conceal the fact that a member of the Board has a personal interest in such property transaction. C.R.S. 24-6-402 (4)(a).
2. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions. C.R.S. 24-6-402 (4)(b). The mere presence or participation of an attorney at an executive session shall not be sufficient to satisfy this requirement.
3. Matters required to be kept confidential by federal or state law or regulations. C.R.S. 24-6-402 (4)(c). An announcement will be made indicating the specific citation to state or federal law which is the reason the matter must remain confidential.
4. Specialized details of security arrangements or investigations. C.R.S. 24-6-402 (4)(d).
5. Determination of positions relative to matters that may be subject to negotiations, development of strategy for negotiations and instruction of negotiators. C.R.S. 24-6-402 (4)(e).
6. Personnel matters except if an employee who is the subject of an executive session requests an open meeting. C.R.S. 24-6-402 (4)(f). If the personnel matter involves more than one employee, all of the employees must request an open meeting. Discussion of personnel policies that do not require discussion of matters specific to particular employees are not considered "personnel matters."

The Teacher Employment, Compensation and Dismissal Act shall prevail in teacher dismissal hearings. (It provides that a dismissal hearing shall be open unless either the administration or employee requests that the hearing be closed.)

Discussions concerning a member of the Board, any elected official or the appointment of a Board member are not considered "personnel matters."



7. Consideration of any documents protected under the mandatory nondisclosure provision of the Open Records Act, except that consideration of work product documents and documents subject to the governmental or deliberative process privilege must occur in a public meeting, unless an executive session is otherwise allowed. C.R.S. 24-6-402 (4)(g).
8. Discussion of individual students where public disclosure would adversely affect the person or persons involved. C.R.S. 24-6-402 (4)(h).

Only those persons invited by the Board may be present during any executive session regardless of the topic of the session (including personnel matters).

The Board shall cause an electronic recording to be made of the executive session in accordance with applicable law. Such record shall be retained by the Board for 90 days following the session.

(August 2014)

LEGAL REFS.: C.R.S. 22-32-108 (5) (*meetings of the board*)  
C.R.S. 22-32-108 (5)(d) (*executive session minutes*)  
C.R.S. 24-6-402 (*open meetings law*)

CROSS REFS.: BEDG, Minutes  
KDB, Public's Right to Know/Freedom of Information

*NOTE 1: School districts must make an "electronic recording" of any executive session, which shall include the specific statutory citation to the executive session law that allows the Board to meet in executive session. However, if the executive session is held to discuss an individual student matter, the Board is not required to make an electronic or written record of the executive session. If the executive session is held to receive legal advice from an attorney on a particular matter, an electronic record must be made of the statutory citation to the executive session law that allows the Board to meet in executive session to receive legal advice, but the Board is not required to make an electronic or written record of the discussion that occurs in the executive session, on the basis that it constitutes privileged attorney-client communication. If no electronic recording is made because the discussion constitutes a privileged attorney-client communication, this must be stated on the electronic recording, or the attorney representing the board must provide a signed statement attesting that the portion of the executive session that was not recorded constituted a privileged attorney-client communication. The board should put a procedure in place to assure that the record of any executive session is routinely destroyed once the 90-day deadline expires.*

*NOTE 2: Each school board member is required to sign an affidavit stating the board member is aware of and will comply with the confidentiality requirements and restrictions applicable to executive sessions of the board, as described in C.R.S. 24-6-402. The affidavit shall be signed at the board's organizational meeting called pursuant to C.R.S. 22-32-104 (1). The affidavits shall be kept with the minutes of the board meeting. C.R.S. 22-32-108 (5)(a).*

*NOTE 3: State law requires the minutes of any Board meeting at which the Board convenes in executive session to be posted on the Board's website not later than 10 business days following the meeting at which the minutes are approved by the Board. C.R.S. 22-32-108 (5)(d). If the Board does not maintain a website, the minutes "must be published in the same manner as the Board regularly provides public notice." Id. The law doesn't specify the length of time that the minutes must remain "posted" or "published." At a minimum, CASB suggests keeping the minutes posted/published for at least 90 days following the meeting at which the executive session occurred. This way, the timeline for posting/publishing is the same as the statutory timeline for the retention of electronic recordings of executive sessions. See, C.R.S. 22-32-108 (5)(d); 24-6-402 (2)(d.5)(II)(E).*

**[Revised July 2014]**

**NOTIFICATION OF BOARD MEETINGS**  
Idalia School District RJ-3

The Board shall give full and timely notice to the public of any meeting at which the adoption of any proposed policy or formal action shall occur or at which a quorum of the Board is expected to attend.

Dates of regular meetings of the Board shall be provided in annual announcements and made available in printed form to the news media and public. At its first regular meeting of the calendar year, the Board shall designate the public place or places at which notice of all Board meetings shall be posted. In the event such action is not taken annually, the designated public places used in the previous year shall continue as the official posting sites.

The designated places for RJ-3 are the following: Bulletin board in the Lobby of the Idalia School located at 26345 Co. Rd. 9.2, Idalia, Colorado, Post Office, and Idalia Cafe.

At a minimum, the Board shall cause notice of regular and special meetings and work sessions to be posted at the designated public place no less than 24 hours prior to the meeting. This notice shall include specific agenda information where possible.

Copies of the agenda shall be available to representatives of the community and staff and others at the Administrative Service Center upon publication and dissemination to the Board.

**Notice to the Board**

The superintendent shall mail the agenda, together with meeting materials and the minutes of the last regular meeting, to Board members no later than 72 hours before the next regular meeting.

Legal Refs: C.R.S. 22-32-108(2), (3)  
C.R.S. 24-6-402 (2)(c)

Cross Refs: BE/BEAIBEB, School Board Meetings/Regular Meetings/Special Meetings  
BF, School Board Work Sessions and Retreats

Adopted: June 25, 2001  
Revised: April 24, 2002

**RULES OF ORDER**  
Idalia School District RJ-3

Except as otherwise specified by state law or Board policies pertaining to its own operating procedures, the Board shall operate by the rules prescribed in *Robert's Rules of Order, Newly Revised* as those rules can reasonably be applied to the conduct of school board business.

It shall be the responsibility of the Board president to utilize such rules when appropriate to do so.

Adopted: June 25, 2001

Revised: February 15, 2007

**RULES OF ORDER**  
Idalia School District RJ-3

Except as otherwise specified by state law or Board policies pertaining to its own operating procedures, the Board shall operate by the rules prescribed in Robert's Rules of Order, Newly Revised.

*Note: Under Robert's Rules, these parliamentary rules of order may be suspended by a two-thirds vote.*

Adopted: June 25, 2001

Revised: April 24, 2002

## **MINUTES**

### **Idalia School District RJ-3**

Minutes of any Board meeting at which the adoption of any policy or formal action occurs or could occur shall be taken and promptly recorded. Such records shall be open to public inspection.

Official minutes of the meetings of the Board of Education constitute the written record of all proceedings of the Board. Therefore, the minutes shall include:

1. The nature of the meeting, whether regular or special; time and place; members present; approval of the minutes of the preceding meeting or meetings.
2. A record of all actions taken by the Board, the motion, the name of the member making the motion and seconding it; the record of the vote, with the vote of each member recorded. If a vote is taken by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes. Reports and documents related to a formal motion may be omitted if they are referred to by title and date.
3. A record of all business that comes before the Board through reports of the superintendent and others and through communications from the staff and the public.
4. The names of all persons who speak before the Board and the topic of their remarks.
5. A record that an executive session was held (if the Board convened in executive session), including the names of those present and the topic of discussion, unless including names of individuals would reveal information that should remain confidential, the specific citation to the statute that authorizes the Board to meet in executive session, and the amount of time the topic was under discussion.
6. The record of adjournment.

The official minutes shall be signed by the secretary. Following their approval, the official copy also shall be signed by the president of the Board of Education.

The official minutes shall be in the custody of the Board secretary and shall be made available to the public in accordance with the requirements of applicable state law.

(August 2014)

LEGAL REFS.: C.R.S. 22-32-106 (*duties of the secretary*)  
C.R.S. 22-32-108 (5)(d) (*board meetings - executive session minutes*)  
C.R.S. 22-32-109 (1)(e) (*specific duties of the board*)  
C.R.S. 24-6-402 (2)(d)(II) (*open meetings law – minutes*)  
C.R.S. 24-6-402 (2)(d)(IV) (*outcome of a secret ballot vote must be recorded contemporaneously in the minutes*)

**PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS**  
Idalia School District RJ-3

All regular and special meetings of the Board shall be open to the public. Because the Board desires to hear the viewpoints of all citizens throughout the district and also needs to conduct its business in an orderly and efficient manner, it shall schedule one or more periods during each meeting for brief comments and questions from the public. The Board may schedule an interim public discussion period on a particular item. The Board shall set a time limit on the length of this period and/or time limit for individual speakers.

Members of the public wishing to make formal presentations before the Board should make arrangements in advance with the superintendent so that such presentations may be scheduled on the agenda.

Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting. Speakers may offer such criticism of school operations and programs as concern them. But in public session, the Board will not hear personal complaints against any person connected with the school system.

The Board president shall be responsible for recognizing all speakers who shall properly identify themselves, for maintaining proper order and for adherence to any time limits set. Questions asked by the public shall, when possible, be answered immediately by the president or referred to staff members present for reply. Questions requiring investigation shall be referred to the superintendent for consideration and later response.

Members of the public will not be recognized by the president during Board meetings except as noted in this policy.

Cross Refs: KE, Public Concerns and Complaints

Adopted: June 25, 2001

Revised: April 24, 2002

Revised: June 20, 2002

**PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS**  
**IDALIA SCHOOL DISTRICT RJ-3**

Idalia School Board has a length of 20 minutes total per subject. Allotted time for audience participation will be five minutes if they are on the agenda and only three minutes if they are not on the agenda. The board has the option of adding audience issues to the next month's meeting.

Adopted: June 25, 2001

Revised: January 16, 2008



**SCHOOL BOARD WORK SESSIONS AND RETREATS**  
Idalia School District RJ-3

The Board, as a decision making body, is confronted with a continuing flow of problems, issues and needs which require action. While the Board is determined to expedite its business, it also is mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, from time to time the Board may schedule work/study sessions, which shall be open to the public, in order to provide its members and the executive staff with just such opportunities. Topics for discussion and study shall be announced publicly.

Legal Refs: C.R.S. 22-32-108 (5)  
C.R.S. 24-6-401 *et seq.*

Cross Refs: BEDA, Notification of School Board Meetings

Adopted: June 25, 2001  
Revised: July 16, 2008

## **SCHOOL BOARD POLICY PROCESS**

Idalia School District RJ-3

It is the intent of the Board to develop policies and put them in writing so that they may serve as guidelines for its own operations and for the successful and efficient functioning of the public schools.

The Board endorses for use in this district the policy development and codification system of the National Education Policy Network/National School Boards Association (NEPN/NSBA), as recommended by the Colorado Association of School Boards.

This system, while it may be modified to meet needs, is to serve as a general guideline for such tasks as policy research, drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation and the continuous maintenance of the Board policy manual.

The Board considers policy development one of its chief responsibilities. Proposals regarding policies may originate with a member of the Board, the superintendent, staff members, parents, students, consultants, civic groups or other resident of the district. A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board. The Board shall take action after hearing the recommendations of the superintendent and the viewpoints of persons and groups affected by the policy.

The policies of the Board are framed and meant to be interpreted in terms of state laws and regulations and other regulatory agencies within state and federal levels of government.

### **Policy adoption**

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board of Education.

The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they are well examined before final adoption.

1. First meeting - the proposal shall be presented for a first reading, discussion and first vote.
2. Second meeting - the proposal shall be presented for a second reading, discussion and final vote.

During discussion of a policy proposal, the views of the public and staff shall be considered. Amendments may be proposed by Board members. An amendment shall not require that the policy go through an additional reading except as the Board determines that the amendment needs further study and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. However, the above procedure is required before the policy shall be considered permanent.

In addition, the Board shall establish procedures to waive policies to facilitate attainment of school-level goals.

### **Policy revision and review**

In an effort to keep its written policies up-to-date, the Board shall review its policies on a continuing basis.

The superintendent is given the continuing commission of calling to the Board's attention all policies that are out of date or for other reasons appear to need revision. Policy revision shall be accomplished in the same manner as policy adoption.

The Board directs the superintendent to recall all policy and regulation manuals periodically for administrative updating and Board review.

### **Board review of regulations**

The Board reserves the right to review regulations issued by the administration at its discretion, but it shall revise or veto such regulations only when, in the Board's judgment, they are inconsistent with policies and regulations adopted by the Board. The Board shall be provided with copies of all district wide regulations issued by the administration.

Regulations shall be officially approved by the Board when this is required by state or federal law or when strong community, staff or student attitudes make it advisable for the regulations to have Board approval.

Before issuance, regulations shall be properly titled and coded as appropriate to the policy codification system selected by the Board.

### **Policy communication/feedback**

The superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the regulations needed to put them into effect.

Accessibility is to extend to at least all employees of the school system, to members of the Board and, insofar as conveniently possible, to all persons in the district.

The Board shall evaluate how the policies have been executed by staff and shall weigh the results. It shall rely on the staff, students and community for providing evidence of the effect of the policies which it has adopted.

All policy manuals distributed to anyone shall remain the property of the district and shall be considered as "on loan" to anyone or any organization in whose possession they might be at any time. They are subject to recall at any time for updating.

The Board's policy manual is a public record and shall be open for inspection at the administrative offices of the district.

### **Suspension/repeal of policy**

In the event of special circumstances, the operation of any section or sections of Board policies, including those governing its own operating procedures, may be temporarily suspended by a majority vote of Board members present at any regular or special meeting. This, however, does not apply to any section of Board policies that may be established by law or by contract.

Policy repeal shall be accomplished in the same manner as policy adoption.

Legal Refs: C.R.S. 22-32-109 (1)(a-c), (w), (y)(I)  
C.R.S. 22-32-110 (2), m, (4)  
C.R.S. 22-33-104 (4)

Adopted: June 25, 2001  
Revised: February 15, 2007

**POLICY ADOPTION**  
Idalia School District RJ-3

It is the intent of the Board to develop policies and put them in writing so that they may serve as guidelines for its own operations and for the successful and efficient functioning of the public schools.

The Board endorses for use in this district the policy development and codification system of the National Education Policy Network/National School Boards Association (NEPN/NSBA), as recommended by the Colorado Association of School Boards.

This system, while it may be modified to meet needs, is to serve as a general guideline for such tasks as policy research, drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation and the continuous maintenance of the Board policy manual.

The Board considers policy development one of its chief responsibilities. Proposals regarding policies may originate with a member of the Board, the superintendent, staff members, parents, students, consultants, civic groups or other resident of the district. A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board. The Board shall take action after hearing the recommendations of the superintendent and the viewpoints of persons and groups affected by the policy.

**Policy adoption**

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board of Education.

The Board shall adhere to the following procedure in considering and adopting policy proposals to insure that they are well examined before final adoption.

1. First meeting-the proposal shall be presented as an information item.
2. Second meeting-the proposal shall be presented for a first reading, discussion and first vote.

During discussion of a policy proposal, the views of the public and staff shall be considered. Amendments may be proposed by Board members. An amendment shall not require that the policy go through an additional reading except as the Board determines that the amendment needs further study and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. However, the above procedure is required before the policy shall be considered permanent.

In addition, the Board shall establish procedures to waive policies to facilitate attainment of school-level goals.

#### Policy revision and review

In an effort to keep its written policies up-to-date, the Board shall review its policies on a continuing basis.

The superintendent is given the continuing commission of calling to the Board's attention all policies that are out of date or for other reasons appear to need revision. Policy revision shall be accomplished in the same manner as policy adoption.

The Board directs the superintendent to recall all policy and regulation manuals periodically for administrative updating and Board review.

#### **Board review of regulations**

The Board reserves the right to review regulations issued by the administration at its discretion, but it shall revise or veto such regulations only when, in the Board's judgment, they are inconsistent with policies and regulations adopted by the Board. The Board shall be provided with copies of all district-wide regulations issued by the administration.

Before issuance, regulations shall be properly titled and coded as appropriate to the policy codification system selected by the Board.

#### **Policy communication/feedback**

The superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the regulations needed to put them into effect.

Accessibility is to extend to at least all employees of the school system, to members of the Board and, insofar as conveniently possible, to all persons in the district.

The Board shall evaluate how the policies have been executed by staff and shall weigh the results. It shall rely on the staff, and community for providing evidence of the effect of the policies which it has adopted.

All policy manuals distributed to anyone shall remain the property of the district and shall be considered as "on loan" to anyone or any organization in whose possession they might be at any time. They are subject to recall at any time for updating.

The Board's policy manual is a public record and shall be open for inspection at the administrative offices of the district.

### **Suspension/repeal of policy**

In the event of special circumstances, the operation of any section or sections of the Board policies, including those governing its own operating procedures, may be temporarily suspended by a majority vote of Board members present at any regular or special meeting. This, however, does not apply to any section of Board policies that may be established by law or by contract.

Policy repeal shall be accomplished in the same manner a policy adoption.

LEGAL REFS.: C.R.S. 22-32-109(1)(a-c),(w),(y),(l)  
C.R.S. 22-32-110 (2),(3),(4)  
C.R.S. 22-33-104 (4)

*These sections of the law require the adoption of written by-laws; of policies and regulations for administration of the district, and for the study, discipline, conduct attendance, safety and welfare of students.*

Adopted: June 25, 2001  
Revised: March 27, 2002

*NOTE: Except in an emergency situation, policies should not be adopted at the meeting at which they are initially introduced.*

**SCHOOL BOARD MEMBER COMPENSATION/EXPENSES/INSURANCE/LIABILITY**  
Idalia School District RJ-3

Board members shall receive no compensation for their services. However, upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Board, Board members may be reimbursed from district funds.

Such expenses may include the cost of attendance at conferences of school boards associations and other professional meetings/visitations when such attendance and expense payment has had prior Board approval.

The Board shall purchase liability insurance and errors-and-omissions insurance to protect its members individually and collectively for claims made against them as a result of their membership on the Board.

The Board shall rely on the Colorado Governmental Immunity Act, C.R.S. 24-10-101 *et seq.* (the Act) as the statement of its obligation to defend and indemnify Board members. If the Board elects to provide for the defense of a Board member in a claim which alleges willful and wanton conduct by the Board member, the Board may require the Board member to post a reasonable bond to ensure reimbursement of any amounts advanced, in accordance with the Act.

Adopted: May 28, 2004

Revised: January 15, 2014

LEGAL REFS.: 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 board members)  
C.R.S. 22-12-101 *et seq.* (Teacher and School Administrator Protection Act also limits liability of school board members)  
C.R.S. 22-32-104 (5) (board member compensation)  
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law also apply to school board members)  
C.R.S. 22-32-110 (1)(n), (u) (power to provide necessary expenses)  
C.R.S. 24-10-101 *et seq.* (Colorado Governmental Immunity Act)  
C.R.S. 24-18-104 (3)(d), (e) (reimbursements are not considered gifts)

CROSS REF.: EI, Insurance Program/Risk Management



FILE: CB

**SCHOOL SUPERINTENDENT**  
Idalia School District RJ-3

The Board will employ a superintendent of schools who shall be the chief administrative officer for the district and who shall be directly responsible to the Board.

Adopted: June 25, 2001

Revised: April 16, 2003

**SUPERINTENDENT'S CONTRACT**  
Idalia School District RJ-3

The superintendence is becoming more demanding as the superintendent's responsibilities become more complex. The Board realizes that it is therefore increasingly important to attract able persons to the superintendence by making the rewards of the position commensurate with its challenges. The Board further realizes that it is increasingly important to free the superintendent from the pressures of groups in the community by insuring his/her security from the threat of sudden and unjustified dismissal.

The Board, upon the selection of a candidate or upon reappointment of the incumbent superintendent, shall endeavor to secure the dignity of position and the freedom of leadership appropriate to the responsibilities of the superintendent through an explicit contractual agreement. Such contract shall meet the requirements of state law and shall protect the rights of both the Board and the superintendent.

Legal Refs: C.R.S. 22-9-109  
C.R.S.22-32-110 (1)(g)  
C.R.S.22-44-115 (4)  
C.R.S. 22-63-202(2)

Cross Refs: AFH, Evaluation of Evaluators

Adopted: June 25, 2001  
Revised: April 16, 2003

## **Evaluation of Superintendent**

### **Idalia School District RJ-3**

The Board shall institute and maintain a comprehensive program for the evaluation of the superintendent on a regular basis that is agreed upon by the Board and the superintendent.

Through evaluation of the superintendent, the Board shall strive to accomplish the following:

1. Clarify the superintendent's role in the school system as seen by the Board by defining objectives that will contribute to achievement of district-wide goals.
2. Clarify for all Board members the role of the superintendent in view of the job description and the immediate priority among responsibilities as agreed upon by the Board and the superintendent.
3. Develop positive communication and harmonious working relationships between the Board and superintendent.
4. Provide administrative leadership of excellence for the school system including implementation of education programs for the achievement of the educational objectives of the school district, including the district's academic standards.
5. Measure the superintendent's professional growth and development and level of performance.

Those portions of the superintendent's written evaluation relating to the performance in fulfilling adopted district objectives, fiscal management of the district, district planning responsibilities and supervision and evaluation of district personnel shall be available for inspection by the public during regular office hours.

Nothing in this policy shall be construed to imply in any manner the establishment of any personal rights not explicitly established by law or contract. Further, nothing in this policy or the accompanying regulation shall be construed to be a prerequisite to or a condition of suspension, dismissal or termination. All employment decisions remain within the sole and continuing discretion of the Board.

Adopted: June 25, 2001

Revised: July 17, 2013

Revised: January 20, 2016

Legal Refs: C.R.S. 22-9-106 (4) (b) (local board of education shall have exclusive authority for evaluating the superintendent) C.R.S. 22-9-109 (specific portions of superintendent's evaluation open to public inspection)

CROSS REFS.: ADA, School District Educational Objectives CBA/CBC, Qualifications/Powers and Responsibilities of Superintendent CBD, Superintendent's Contract

*NOTE: A person who is employed in multiple roles in the district may receive a single evaluation that takes into account the employee's performance of his/her responsibilities in each role. The employee's supervisor shall conduct the evaluation or, if the employee is the superintendent, the board shall conduct the evaluation. C.R.S. 22-9-106 (4.3).*

## **EVALUATION OF SUPERINTENDENT**

### **Idalia School District RJ-3**

The Board of Education shall serve as the evaluator for the superintendent. The superintendent's performance shall be reviewed annually.

The following procedures shall be used to implement the district policy for evaluation of the superintendent.

#### **Prior to the evaluation**

The Board and the superintendent shall devise a position description that sets forth expectations for the superintendent. The Board shall develop a plan that establishes goals for the district. The criteria for evaluation of the superintendent shall be agreed upon in advance of the period under review by the Board and the superintendent. These criteria will relate to the position description for the superintendent and the goals of the district.

The Board and the superintendent shall determine times in advance for establishing the criteria for review and discussing the performance of the superintendent in relation to these criteria.

#### **Information collection**

Conducting an evaluation is a matter of gathering information and then interpreting and summarizing it.

The evaluation shall be based upon multiple sources of information that can be provided by members of the Board or the superintendent.

Information may be collected from individual Board members and synthesized into a collective Board position, although the range of views may be presented as a basis for discussion with the superintendent.

The superintendent shall have an opportunity for self review in relationship to the criteria employed by the Board prior to the time that the superintendent meets with the Board to discuss the results of the evaluation.

#### **Written evaluation report**

The evaluation shall result in a written summary of conclusions regarding the superintendent's performance. The report shall include the following:

1. Specific information about the strengths and weaknesses in the superintendent's performance based upon the agreed upon criteria.
2. Documentation showing information collected and considered in the evaluation.

The Board and the superintendent shall discuss information relating to the superintendent's performance in an executive session. A time shall be designated for this purpose when all members of the Board can be present.

The evaluation report shall be signed by the president of the Board and by the superintendent. The signature of any person on the report shall not be construed to indicate agreement with the information contained therein. The report shall be placed in the superintendent's personnel file.

The superintendent shall be allowed to attach any written comments to the evaluation report.

Any suggestions for improving the performance of the superintendent, modifying Board/superintendent relationships and/or modifying the goals and objectives of the district may be incorporated in the documents used to initiate the next evaluation.

Adopted: June 25, 2001

Revised: July 17, 2013

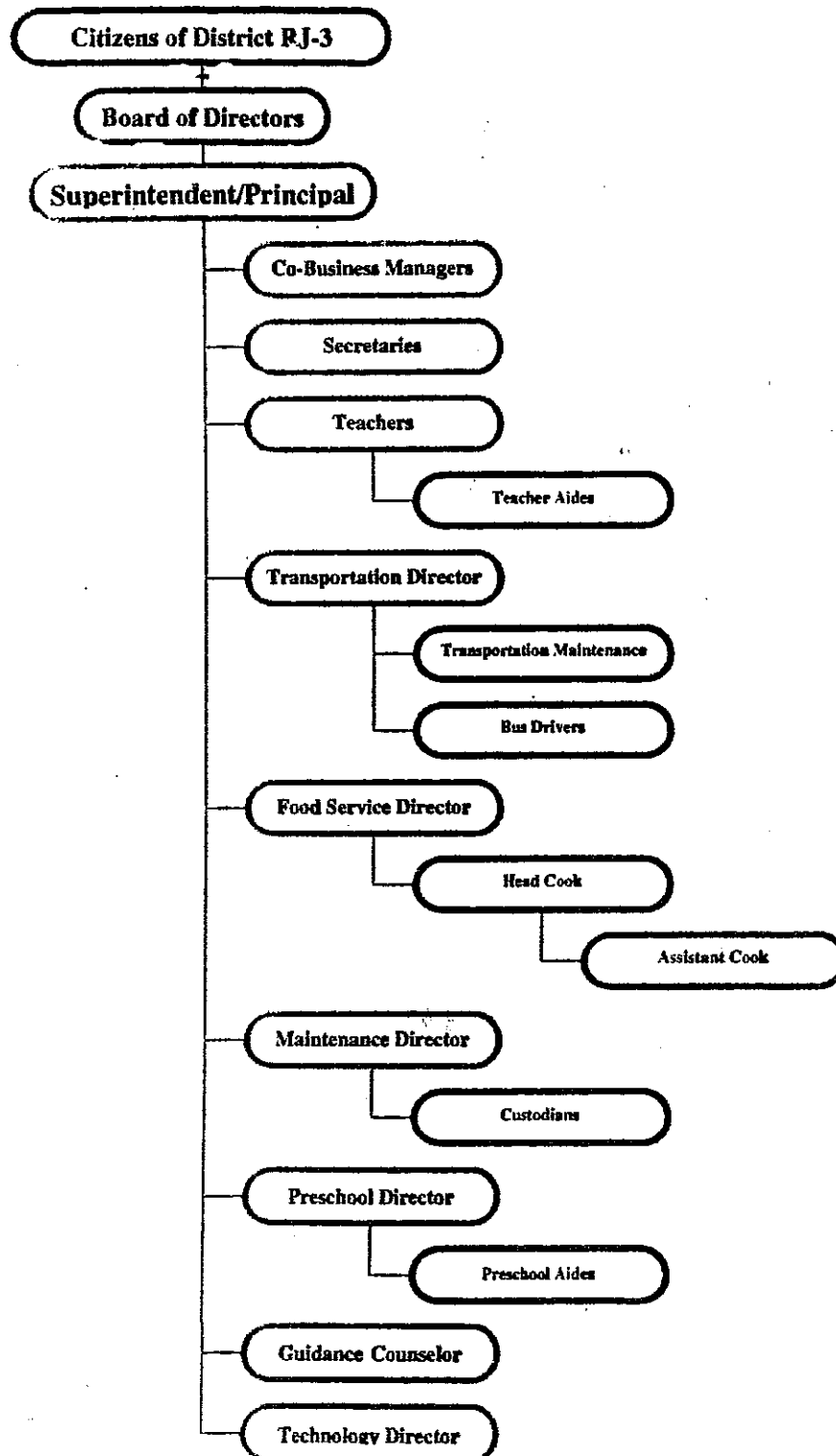
**Administrative Organization**  
Idalia School District RJ-3

The legal authority of the Board shall be transmitted through the superintendent to the administration.

Adopted: June 25, 2001

Revised: June 19, 2003

## Administrative Lines Of Authority



Approved: June 25, 2001  
Revised: June 19, 2003  
Revised: March 16, 2005

**SCHOOL BUILDING ADMINISTRATION**  
Idalia School District RJ-3

The principal shall be responsible for the administration of the educational program in his school building. He shall enforce the policies and administrative rules of the Board and shall keep informed concerning these policies and rules.

The principal shall have the authority to call upon all personnel assigned to his building, both instructional and non-instructional, to achieve these ends.

Adopted: June 25, 2001

Revised: June 19, 2003

Legal Refs: 1973 C.R.S. 22-32-126



**EVALUATION OF EVALUATORS**  
Idalia School District RJ-3

Provision shall be made for periodic evaluation of evaluators of professional staff to ensure that the total process is being carried out in a fair, professional and credible manner.

All persons who evaluate professional staff members shall possess an administrative certificate or a principal or administrator license issued by the Colorado Department of Education and shall have received education and training in evaluation skills approved by the department. Issuance or renewal of certificate or license requires that the applicant has received such approved education and training in evaluation skills.

Evaluation instruments for all professional staff administrators shall include a section dealing with their evaluation skills and responsibilities. The superintendent or designee shall review all evaluations done by professional staff administrators and when necessary shall discuss with them procedure and form.

The superintendent's evaluation skills shall be part of the evaluation by the Board of Education.

As part of its ongoing review, the district personnel performance evaluation council shall seek evidence that evaluators are implementing the process in a fair, professional and credible manner and shall report its finding and recommendations to the Board of Education.

Adopted: June 25, 2001

Revised: June 19, 2003

Legal Refs: C.R.S. 22-9-106 (3.3)

Cross Refs: BDFA\*, District Personnel Performance Evaluation Council

**POLICY IMPLEMENTATION**  
**Idalia School District RJ-3**

The superintendent has responsibility for carrying out the policies established by the Board. The superintendent shall develop additional administrative regulations consistent with Board policies.

In the development of administrative regulations, the superintendent shall involve at the planning stage those who would be affected by such rules including staff members, students, parents and the public. The superintendent shall involve at the planning stage those who would be affected by such rules including staff members, students, parents and the public. The superintendent shall inform the Board of such counsel in presenting reports of administrative regulations and in presenting any regulations for Board approval.

The Board itself shall approve regulations when specific state or federal laws require the Board to do so or when the board or superintendent considers such approval desirable.

The policies developed by the Board and the administrative regulations developed to implement policy are designed to increase the probability of an effective and efficient school system. Consequently, it is assumed that all district employees and students will carry them out willingly.

The superintendent will develop a method for disseminating district policies and regulations to district employees, students, parents/guardians and members of the public who are affected by them.

Disregard for Board policy and administrative regulations by employees may be interpreted as insubordination and/or willful neglect of duty.

Adopted: June 25, 2001  
Revised: June 19, 2003

**SCHOOL BOARD REVIEW OF REGULATIONS**  
Idalia School District RJ-3

The Board reserves the right to review regulations issued by the administration at its discretion, but it shall revise or veto such regulations only when, in the Board's judgment, they are inconsistent with policies and regulations adopted by the Board. The board will be provided with copies of all district-wide regulations issued by the administration.

The Board will officially approve regulations when this is required by state law or when strong community, staff or student attitudes make it advisable for the regulations to have Board approval.

Before issuance, regulations shall be properly titled and coded as appropriate to the policy codification system selected by the Board.

Adopted: June 25, 2001

Revised: June 19, 2003

**HANDBOOKS AND DIRECTIVES**  
Idalia School District RJ-3

In order that pertinent Board policies, district regulations and/or school rules may be known by all staff members and students affected by them, district administrators and principals are granted authority to issue staff and student handbooks as found necessary and desirable.

It is essential that the contents of all handbooks conform to district-wide policies and regulations. It also is important that all handbooks bearing the name of the district or one of its schools be of a quality that reflects credit on the district. Therefore, the Board expects all handbooks to be approved by the Board and/or superintendent prior to publication.

The Board shall review and approve the district-wide personnel handbooks and the student handbooks so that the contents of both may be accorded the status of Board-approved policy and regulation. The superintendent shall use judgment as to whether other specific handbooks need Board approval. However, all handbooks published shall be made available to the Board for informational purposes.

Adopted: June 25, 2001  
Revised: June 19, 2003

**Fiscal Management Goals/Priority Objectives**  
Idalia School District RJ-3

The Board recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the Board intends:

1. To require advance planning through the best possible budget procedures.
2. To explore all practical and legal sources of dollar income.
3. To guide the expenditure of funds so as to achieve the greatest educational returns.
4. To require maximum efficiency in accounting and reporting procedures.
5. To maintain a level of per student expenditure needed to provide high quality education.

As trustee of community, state and federal funds allocated for use in local education, the Board has the responsibility to protect the funds and use them wisely.

Adopted: June 25, 2001  
Revised: January 21, 2004

## **FINANCIAL ADMINISTRATION**

### **Idalia School District RJ-3**

With respect to the actual, ongoing financial condition and activities of the district, the superintendent shall not cause or allow fiscal jeopardy or a material deviation from the annual budget or any budget policies adopted by the Board, or any fiscal condition that is inconsistent with achieving the district's objectives.

#### **Expending district funds**

The superintendent shall take reasonable steps to ensure that only funds that have been received in the fiscal year to date are expended, unless authorized by Board resolution.

#### **Reporting to Board and community**

##### **Audits**

All district funds and accounts shall be audited by an independent auditor annually in accordance with state law and Board policy DIE. All district funds and accounts shall be audited internally on a quarterly basis. Timely and appropriate corrective actions shall be taken in accordance with any internal or external audit findings.

The Board shall receive all audit reports and be informed of all corrective actions taken.

##### **Financial reports**

###### **Monthly reports**

The superintendent or designee shall prepare and submit to the Board a monthly cash receipts and disbursements report.

###### **Quarterly reports**

The superintendent or designee shall prepare and submit to the Board a quarterly fiscal actions report of all district funds. The quarterly report shall include:

- the actual amounts spent and received as of the date of the report from each of the funds budgeted by the district for the fiscal year, expressed as dollar amounts and as percentages of the annual budget
- the actual amounts spent and received for each fund for the same period in the preceding fiscal year, expressed as dollar amounts and as percentages of the annual budget
- the expected year-end fund balances, expressed as dollar amounts and as percentages of the annual budget

- a comparison of the expected year-end fund balances with the amount budgeted for that fiscal year
- details on the district's major tax and revenue sources, with variance analysis that shows the factors that are affecting revenue inflow.

The format and basis for reporting shall be consistent with the adopted budget and the past year's generally accepted accounting procedures results.

### **Reconciliation report**

The superintendent or designee shall prepare for the Board an itemized reconciliation between the fiscal year-end fund balances based on the budgetary basis of accounting and the modified accrual basis of accounting. The reconciliation shall include, but is not limited to, the liability for accrued salaries and related benefits. The reconciliation shall be included with the final version of the amended budget and the annual audited financial statements.

The Board shall receive all financial reports in a timely manner and be informed of all corrective actions taken.

The superintendent or designee shall conduct quarterly financial reviews with the Board using reports described above.

The Board may request other financial reports as needed.

### **Oral notification**

The superintendent shall assure that immediate verbal notification be given to the Board regarding any potential financial problem or any matter that may affect the district's financial condition or ability to achieve its mission.

### **Available to public**

All financial and audit reports shall be made available to the public.

### **Legally-required reports**

Reports and filings required by state and federal law and agencies shall be accurately and timely filed.

### **Record keeping**

Complete and accurate financial records shall be kept for all district funds and accounts.

### **Operating losses or deficits**

The superintendent, as well as all fund directors, program directors, department heads and school principals, shall take all reasonable steps to identify funds, programs, departments or schools that may end the fiscal year with an operating loss or deficit. A corrective action plan shall be developed and implemented within 30 days of such identification.

The superintendent, as well as all fund directors, program directors, department heads and school principals, shall develop and implement processes whereby variations or deviations in cash flow, revenues or other important financial indicators can be identified and dealt with in a timely manner.

### **Employee reporting**

The superintendent shall develop and implement procedures to encourage all district employees to report suspected financial problems or wrongdoing. No adverse employment decisions shall be taken in response to a good faith report by an employee.

### **Contingency planning**

The superintendent or designee shall continually be aware of the financial and political landscape both internally and externally and shall develop contingency plans against possible events.

LEGAL REFS.: C.R.S. 22-44-105 (1.5)(b) (*itemized reconciliation*)  
C.R.S. 22-45-102 (1)(b) (*quarterly financial reports*)

CROSS REF.: KD, Public Information and Communications

Adopted: April 18, 2007



**BUDGET PLANNING, PREPARATION AND SCHEDULES**  
Idalia School District RJ-3

Each year the superintendent shall cause to be prepared a budget preparation calendar which shall insure that all deadlines established by law for budget presentation, hearings and adoption and for certification of amounts to be raised by school tax levies are met by the school district.

The budget calendar shall take into consideration the possible need to submit a request to raise additional local revenue to a vote by the district's electorate.

Adopted: June 25, 2001

Revised: January 21, 2004

Legal Refs: See citations on page coded DBC-E

Cross Refs: DBHA [DBGA] Budget Referenda

**Deadlines in Budgeting Process Set By Statute**  
**Idalia School District RJ-3**

By December 15	Board of Education must certify to Board of County Commissioners the separate amounts necessary to be raised by taxes for the school district's general, bond redemption, transportation and special building funds [C.R.S. 22-40-102 (1); C.R.S. 39-5-128]
By June 1	Proposed budget must be submitted to Board of Education for tentative approval [C.R.S. 22-44-109 (1)]
Within 10 days of above	Notice of proposed budget must be published; budget must be made available for public inspection [C.R.S. 22-44-109 (1)]
Before final adoption	Public hearings must be held [C.R.S. 22-44-110(9)]
Before end of fiscal year (June 30)	Board must adopt official budget and appropriations resolution [C.R.S. 22-44-103 (1), 22-44-107 (1), 22-44-110 (4)]
Before October 15	Board may review and change the budget with respect to both revenues and expenditures [C.R.S. 22-44-110(5)]
No later than October 15	Certified copies of budget and appropriations Resolution must be filed with the commissioner Of education [C.R.S. 22-44-111 (2)]
At least 55 days prior to Election	Ballot question must be delivered to county clerk and recorder [C.R.S. 1-1-110(3)]
First Tuesday in November in Odd-numbered years; General election date In even-numbered years	District may request authorization to raise additional local revenues subject to limitations set forth in law [Colorado Constitution, Article X, Section 20; C.R.S. 22-54-108]

Following election

If the district is authorized to raise and spend  
Additional local revenues, Board may  
Adopt a supplemental budget  
[C.R.S. 22-44-110 (6)]

Adopted: June 25, 2001  
Revised: February 18, 2004

## **DETERMINATION OF BUDGET PRIORITIES**

### **Idalia School District RJ-3**

All resources of the district shall be directed toward ensuring that all students reach their learning potential, including that they meet or exceed state and district content standards.

In order to fulfill its trustee obligation with regard to district resources, the Board must know how resources are currently allocated, whether such allocation is effective and what changes should be made to achieve the greatest educational returns. The superintendent shall develop a comprehensive and ongoing system to collect and analyze resource allocation information. The analysis of this information shall form the basis for the budget prepared by the superintendent for presentation to the Board. The system shall:

1. determine how resources are currently allocated by school, grade and program
2. link specific inputs with results for students and determine whether the current allocation of resources is effective in raising student achievement.
3. identify ways to better use resources to achieve the district's educational objectives and improve teaching and learning

As part of the budget preparation process, each school-level accountability committee shall make recommendations to the principal relative to priorities for expenditures of district funds by the school. The principal shall consider these recommendations when formulating budget requests to be presented to the superintendent. The superintendent shall also consider the accountability committee recommendations when preparing the budget to be presented to the Board of Education. A copy of the school-level accountability recommendations shall be sent to the district accountability committee and to the Board.

The district accountability committee shall make recommendations to the Board relative to priorities for expenditures of district funds and provide a copy of the recommendations to the superintendent. The board shall consider these priorities when it adopts the annual budget. The superintendent shall consider the district accountability committee recommendations when preparing the budget to be presented to the Board.

Accordingly, the budget prepared and presented by the superintendent shall:

1. be derived from a five-year plan
2. include contingency plans in the event budget assumptions prove erroneous
3. be in a summary format understandable by a lay person

4. itemize district expenditures by fund
5. include information regarding school-level expenditures
6. adequately describe proposed expenditures
7. show the amount budgeted for the current fiscal year and the amount budgeted for the ensuing fiscal year
8. comply with spending limitations in the state constitution
9. consider recommendations made by each school-level accountability committee relative to priorities for expenditures of district funds
10. contain enough information to enable credible projection of revenue and expenses
11. disclose budget planning assumptions
12. not excessively rely on nonrecurring revenues
13. plan for the expenditure in any fiscal year only of funds that are conservatively projected to be received in that period unless otherwise approved by the Board
14. not reduce without approval of the Board, the current cash reserves at any time to less than the minimum amount required by the spending limitations set forth in the state constitution
15. provide adequate and reasonable budget support for Board development and other governance priorities, including the costs of fiscal audits, Board and committee meetings, Board memberships and district legal fees
16. take into consideration fiscal soundness in future years and plans for the building of organizational capabilities sufficient to achieve the Board's goals in future years
17. reflect anticipated changes in employee compensation including inflationary adjustments, step increases, performance increases and benefits
18. achieve a 2% unallocated general fund balance reserve by the start of the school year.
19. comply with state and federal law

Legal Refs: C.R.S. 22-7-207

Adopted: June 25, 2001

Revised: April 21, 2004

**Communication of Budget Recommendations/  
Budget Hearings and Reviews  
Idalia School District RJ-3**

Within 10 days of submission of proposed budget to the Board, a notice shall be published in a newspaper having general circulation within the school district that:

1. The proposed budget is available for inspection by the public at the central administrative office during business hours.
2. The Board will consider the adoption of the proposed budget at a hearing to be held at the date, time and place specified in the notice.
3. Any interested taxpayer may inspect the proposed budget and file or register any objections thereto at any time prior to final adoption of the budget by the Board.

At the budget hearing specified in the notice, the Board will present and explain the proposed budget, inviting questions and discussion from the audience. If the budget is to be adopted at a future meeting, the date, time and place of such meeting shall be entered in the minutes of the hearing.

Legal Refs: C.R.S. 22-44-109  
C.R.S.22-44-110

Adopted: June 25, 2001  
Revised: February 18, 2004

**BUDGET ADOPTION PROCESS**  
Idalia School District RJ-3

Following consideration of the budget proposal presented by the administration, the Board shall approve a proposed budget.

Within 10 days of submission of a proposed budget to the Board, a notice shall be published in a newspaper having general circulation within the school district that:

1. The proposed budget is available for inspection by the public at the central administrative office during business hours.
2. The Board will consider the adoption of the proposed budget at a hearing to be held at the date, time and place specified in the notice.
3. Any interested taxpayer may inspect the proposed budget and file or register any objections thereto at any time prior to final adoption of the budget by the Board.

At the budget hearing specified in the notice, the Board will present and explain the proposed budget, inviting questions and discussion from the audience. If the budget is to be adopted at a future meeting, the date, time and place of such meeting shall be entered in the minutes of the hearing.

The Board shall officially adopt the budget and an accompanying appropriations resolution prior to the end of the fiscal year.

After adoption of the budget, the Board may review and change the budget with respect to both revenues and expenditures at any time prior to January 31 of the fiscal year for which adopted. After January 31, the Board shall not review or change the budget except as otherwise authorized by state law including declaration of a fiscal emergency.

If money for a specific purpose other than *ad valorem* taxes becomes available to meet a contingency after January 31, the Board may adopt a supplemental budget for expenditures not to exceed that amount.

If the district is authorized to raise and expend additional local property tax revenues at an election, the Board may adopt a supplemental budget and appropriation resolution to cover the remainder of the fiscal year following the election based on the additional dollar amount authorized.

Adopted: October 15, 2008

LEGAL REFS.: See citations on policy coded DBG-E  
C.R.S. 22-7-105  
C.R.S. 22-44-103  
C.R.S. 22-44-107 through 111  
C.R.S. 22-44-115  
C.R.S. 22-44-115.5

CROSS REFS.: DEA, Funds From Local Tax Sources  
DBK\*, Fiscal Emergencies

**DEADLINES IN BUDGETING PROCESS SET BY STATUTE**  
Idalia School District RJ-3

By December 15	Board of Education must certify to Board of County Commissioners the separate amounts necessary to be raised by taxes for the school district's general, bond redemption, transportation and special building funds C.R.S. 22-40-102 (1); C.R.S. 395-128]
By June 1	Proposed budget must be submitted to Board of Education for tentative approval [C.R.S. 22-44-108 (1)]
Within 10 days of above	Notice of proposed budget must be published; budget must be made available for public inspection [C.R.S. 22-44-109 (1)]
Before final adoption	Public hearings must be held [C.R.S.22-44-110 (1)]
Before end of fiscal year (June 30)	Board must adopt official budget and appropriations resolution [C.R.S. 22-44-103 (1), 22-44-107 (1), 22-44-110 (4)]
By January 31	Board may review and change the budget with respect to both revenues and expenditures [C.R.S. 22-44-110 (5)]
By January 31 (beginning in 2009)	Local board submits its adopted annual budget to CDE. Budget shall include data available to local board as of December 31 of the preceding calendar year. [C.R.S. 22-44-111]
At least 60 days prior to election	Ballot question must be delivered to county clerk and recorder [C.R.S. 1-5203 (3)]
First Tuesday in November in odd- numbered years; general election date in even-numbered years	District may request authorization to raise additional local revenues subject to limitations set forth in law [Colorado Constitution, even-Article general election date in X, Section 20; C.R.S. 22-54-108]
Following election	If the district is authorized to raise and spend additional local revenues, Board may adopt a supplemental budget [C.R.S. 22-44-110 (6)]

Adopted: October 15, 2008



**BUDGET REFERENDA**  
**Idalia School District RJ-3**

If the Board of Education is of the opinion that revenues in excess of those provided through equalization program funding are necessary to provide for the needs of the district, the Board may seek authorization at an election to raise additional local property tax revenues. The requested amount shall not exceed 20 percent of the district's equalization program funding for the budget year in which the limitation was reached or \$200,000, whichever is greater.

The Board shall call an election to raise additional local revenues if an initiative petition containing signatures of at least five percent of the registered electors in the district is properly submitted to the Board. An initiative petition shall be submitted at least 90 days prior to the election date in order to be valid.

Such elections shall be held on the first Tuesday in November in odd numbered years in conjunction with the regular biennial school election or on general election day in even numbered years.

If other jurisdictions that have overlapping boundaries or the same electors as the school district are conducting an election on the same day, the county clerk and recorder shall conduct the election as a coordinated election to allow voters to vote on all ballot issues at one polling place. The decision whether the election will be conducted as a polling place election or by mail ballot is one which shall be made by the county clerk.

The election shall be conducted pursuant to an intergovernmental agreement between the district and the county clerk and recorder for each county in which the district has territory. The agreement shall allocate responsibilities between the county clerk and the district for the preparation and conduct of the election and shall be signed no less than 60 days prior to the election. The Board shall designate a school election official to whom some election responsibilities may be delegated pursuant to the agreement.

As an alternative, the district may have the option of conducting the election by mail ballot in accordance with rules promulgated by the secretary of state when the county clerk is conducting a polling place election. This decision should be made after consultation with the county clerk. However, mail ballot elections may not be held for mill levy elections on the same day as elections held to elect members of Congress.

**Transportation Mill Levies**

The Board of Education may submit the question of whether to impose a mill levy for the payment of excess transportation costs at an election held in conjunction with the regular biennial election in odd-numbered years or with the general election in even numbered years.

Excess Transportation costs are defined as the current operating expenditures for student transportation minus any state reimbursement entitlement based on amounts expended and received in the 12-month period as specified in state law

If the measure passes, the district shall deposit the resulting revenue in the transportation fund.

**Election Information**

Expenditures of any school district funds or in kind services to otherwise inform voters about election issues must be specifically authorized by the Board. The district may dispense a factual summary which includes arguments both for and against the proposal without any conclusion or opinions in favor of or against any particular issue addressed by the summary

Legal Refs: Constitution of Colorado, Article X, Section 20  
C.R.S. 1-1-101 through 1-13-108 et seq. (Uniform Election Code of 1992)  
C.R.S. 1-45-116 (Campaign Reform Act)  
C.R.S. 22-54-108

Cross Refs: DBG, Budget Adoption

Adopted: June 25, 2001  
Revised: February 18, 2004

**BUDGET TRANSFERS**  
Idalia School District RJ-3

When a contingency occurs, the Board of Education may transfer any unencumbered monies from the contingency reserve account, which is within the general fund, to any other fund or function.

The Board shall not transfer monies from the capital reserve fund, the insurance reserve fund, the bond redemption fund, the special building fund, transportation fund or the instructional supplies and materials, instructional capital outlay or the other instructional purposes accounts in the general fund.

Unencumbered monies may be transferred among the instructional supplies and materials, instructional capital outlay and other instructional purposes accounts and by Board resolution between the capital reserve fund and insurance reserve fund or to any other risk management fund as defined in state law.

Legal Refs: C.R.S. 22-32-107  
C.R.S. 22-44-102(3)  
C.R.S. 22-44-106(1)  
C.R.S. 22-44-112  
C.R.S. 22-44-113  
C.R.S. 22-45-103(1)(a)(II.III)  
C.R.S. 22-54-105  
C.R.S. 24-10-115

Adopted: June 25, 2001  
Revised: February 18, 2004  
Revised: March 24, 2004

**FISCAL EMERGENCIES**  
Idalia School District RJ-3

If the Board of Education determines during any budget year that the anticipated revenues and amounts appropriated for expenditure in the budget exceed actual revenues available to the district due to action of the legislature or governor, the Board may declare a fiscal emergency. Such action shall require the affirmative vote of two-thirds of the members of the Board.

Prior to taking such action, the Board shall hold at least one public hearing.

Legal Refs: C.R.S.22-44-115.5

Cross Refs: GCBA, Instructional Staff Contracts/Compensation/Salary Schedules GCL,  
Professional Staff Schedules and Calendars  
GDBA, Support Staff Salary Schedules  
GDK, Support Staff Schedules and Calendars

Adopted: June 25, 2001

Revised: February 18, 2004

May 28, 2004

## **Taxing and Borrowing**

### **Idalia School District RJ-3**

#### **Short Term Borrowing**

When it becomes evident early in the fiscal year before substantial tax monies have been received that the cash balances will not meet anticipated obligations, the Board of Education shall negotiate, under the provisions of Colorado statutes, for a loan in such amounts as may be required to meet such obligations.

The Board may authorize the president and the secretary to execute promissory notes on behalf of the school district from time to time as such borrowing of funds becomes necessary and may further authorize them to execute any and all other documents necessary or incidental to the borrowing of funds. By law, these short-term loans are liquidated within six months of the close of the fiscal year from monies received by the district for the general fund.

#### **State Interest Free Loan Program**

The district may elect to participate in an interest free loan program upon application to the state treasurer in any month in which a general fund cash deficit will exist. The loan may not exceed an amount for the month as certified by the district's chief financial officer and the superintendent. The state treasurer shall determine the method for calculating cash deficits and appropriate reporting mechanisms.

All loans shall be repaid by June 25 of the fiscal year in which they were made or an alternate date determined by the state treasurer.

#### **Tax Anticipation Notes**

The Board may issue tax anticipation notes without an election if it determines that taxes due the district will not be received in time to pay projected budgeted expenses. Tax anticipation notes shall mature on or before August 31 of the fiscal year immediately following the fiscal year in which the tax anticipation notes were issued.

The state treasurer is authorized to issue tax anticipation notes for school districts pursuant to terms and conditions negotiated by the state treasurer and the district.

Tax anticipation notes issued by the district shall not exceed 75 percent of the taxes the district expects to receive in the current fiscal year as shown by the current budget.

Legal Refs: C.R.S.22-40-107  
C.R.S.22-54-110  
C.R.S. 29-15-101 *et seq* (Tax Anticipation Note Act)

Adopted: June 25, 2001  
Revised: February 18, 2004

**Funds from Local Tax Sources Budget Referenda  
Idalia School District RJ-3**

**Mill Levies**

If the Board of Education is of the opinion that revenues in excess of those provided through equalization program funding are necessary to provide for the needs of the district, the Board may seek authorization at an election to raise additional local property tax revenues. The requested amount shall not exceed 20 percent of the district's total program funding for the budget year in which the limitation was reached or \$200,000, whichever is greater.

The Board shall call an election to raise additional local revenues if an initiative petition containing signatures of at least five percent of the registered electors in the district is properly submitted to the Board. An initiative petition shall be submitted at least 90 days prior to the election date in order to be valid.

Such elections shall be held on the first Tuesday in November in odd-numbered years in conjunction with the regular biennial school election or on general election day in even-numbered years.

If other jurisdictions that have overlapping boundaries or the same electors as the school district are conducting an election on the same day, the county clerk and recorder shall conduct the election as a coordinated election to allow voters to vote on all ballot issues at one polling place. The decision whether the election will be conducted as a polling place election or by mail ballot is one which shall be made by the county clerk.

The election shall be conducted pursuant to an intergovernmental agreement between the district and the county clerk and recorder each county in which the district has territory. The agreement shall allocate responsibilities between the county clerk and the district for the preparation and conduct of the election and shall be signed no less than 60 days prior to the election. The Board shall designate a school election official to whom some election responsibilities may be delegated pursuant to the agreement.

**Transportation mill levies**

The Board of Education may submit the question of whether to impose a mill levy for the payment of excess transportation costs at an election held in conjunction with the regular biennial election in odd-numbered years or with the general election in even-numbered years.

Excess transportation costs are defined as the current operating expenditures for student transportation minus any state reimbursement entitlement based on amounts expended and received in a 12-month period as specified in state law.

If the measure passes, the district shall deposit the resulting revenue in the transportation fund.

**Bonded indebtedness**

Upon the approval of the electorate, the Board may incur a bonded indebtedness which does not exceed amounts specified by law.

The Board may authorize the issuance of debt to achieve the following goals and objectives:

1. To provide capital improvements which satisfy the district's physical plant needs
2. To provide the capability of financing district equipment needs
3. To refinance existing debt when it is in the best interests of the district

To accomplish these goals the Board has developed the following guidelines for managing the district's debt.

1. The superintendent and a designee shall be responsible for implementing this policy and its procedures.
2. The superintendent and a designee shall serve as the district's liaison with the investment banking community and will keep the Board informed about investment banking activities, changes in laws which affect the issuance of debt, and any topics which bear on the district's financial activities and needs.
3. When developing the district's financial plan, the superintendent shall analyze the need for financial advisory or investment banking assistance in defining the district's financial goals and objectives, establishing its financial plan and preparing for the issuance of debt or the refinancing of existing debt. Based on that analysis, the superintendent may recommend that the district secure the services of financial advisory and/or investment bankers.
4. The type of financial advisory or investment banking services and the method of selecting the firm or firms to provide such services shall be determined by the Board.
5. All investment banking firms or financial advisors employed by the district shall comply with the provisions and rules of the Municipal Securities Regulatory Board when performing services for the district.
6. The superintendent and chief financial officer shall recommend to the Board whether to use a competitive bid or negotiated sale method for each transaction. All financing completed by the district shall be conducted in compliance with state and federal statutes and regulations.

LEGAL REF.: Constitution of Colorado, Article X, Section 20 C.R.S. 1-1-101 through 1-13-108 *et seq.* (*Uniform Election Code* of 1992)

C.R.S. 1-45-117 (*Fair Campaign Practices Act*)

C.R.S. 22-42-101 *et seq.* (*bonded indebtedness*) C.R.S.22-54-108

CROSS REFS.:      DBG, Budget Adoption  
                      FA, Facilities Development Goals/Priority Objectives  
                      FB, Facilities Planning  
                      FBC\*, Prioritization of Facility Improvement  
                      FD, Facilities Funding  
                      FDA, Bond Campaigns

## **Mill Levy Elections**

### **Idalia School District RJ-3**

If the Board of Education is of the opinion that revenues in excess of those provided through equalization program funding are necessary to provide for the needs of the district, the Board may seek authorization at an election to raise additional local property tax revenues. The requested amount shall not exceed seven and one-half percent of the district's equalization program funding for the budget year in which the limitation was reached.

The Board shall call an election to raise additional local revenues if an initiative petition containing signatures of at least five percent of the registered electors in the district is properly submitted to the Board. An initiative petition shall be submitted at least 90 days prior to the election date in order to be valid.

The district shall conduct the election on the first Tuesday after the first Monday in November. The election shall be held in conjunction with the general election in even-numbered years. Insofar as possible, an effort shall be made to coordinate the mill levy election with elections to be conducted by city and county officials.

In addition to the other provisions of law governing the conduct of school elections, the secretary of the Board shall provide for written notification of the mill levy election to be sent to each household in the district, not more than 30 days nor less than 10 days prior to the election unless electors are to vote on the mill levy at the same precincts in which the general election is being conducted.

As an alternative, the Board may determine that the election shall be conducted by mail ballot in accordance with rules promulgated by the secretary of state. However, mail ballot elections may not be held for mill levy elections on general election day.

#### Transportation mill levies

The Board of Education may submit the question of whether to impose a mill levy for the payment of excess transportation costs at an election held in conjunction with the regular biennial election in odd-numbered years or with the general election in even-numbered years.

Excess transportation costs are defined as the current operating expenditures for student transportation minus any state reimbursement entitlement based on amounts expended and received in a 12-month period as specified in state law.

If the measure passes, the district shall deposit the resulting revenue in the transportation fund.

#### Election information

Expenditures of any school district funds or in kind services to otherwise inform voters about election issues must be specifically authorized by the Board. The district may



dispense a factual summary which includes arguments both for and against the proposal without any conclusion or opinions in favor of or against any particular issue addressed by the summary.

LEGAL REFS.: C.F.S. 1-7.5-101 et seq. (mail ballot elections)

C.R.S. 1-45-116 (Campaign Reform Act)

C.R.S. 22-31-101 et seq.

C.R.S. 22-40-102 (1.7)

C.R.S. 22-53-117

Adopted: June 25, 2001

Revised: February 18, 2004

**Loan Programs  
Idalia School District RJ-3**

(Funds from State Tax Sources)

**Short-term borrowing**

The superintendent shall notify the Board when it becomes evident, early in the fiscal year before substantial tax moneys have been received, that cash balances will not meet anticipated obligations. Under such circumstances the Board may negotiate, under the provisions of Colorado statutes, for a loan in such amounts as may be required to meet such obligations. Such a loan may not be obtained without prior approval of the Board.

The Board may authorize the president and the secretary to execute promissory notes on behalf of the school district from time to time as such borrowing of funds becomes necessary and may further authorize them to execute any and all other documents necessary or incidental to the borrowing of funds. By law, these short-term loans are liquidated within six months of the close of the fiscal year from moneys received by the district for the general fund.

**State interest-free or low-interest loan program**

When it becomes evident that a general fund cash deficit will occur in any month, the district's chief financial officer and the superintendent shall notify the Board. The notice shall explain the need for a loan and the requested amount. Under such circumstances the Board may elect to participate in an interest-free or low-interest loan program through the state treasurer's office by adopting a resolution approving the amount of the loan prior to the loan being made. The loan may not exceed the amount certified by the district's chief financial officer and the superintendent. However, the superintendent may not apply for such loan without a resolution of the Board. The state treasurer shall determine the method for calculating cash deficits and appropriate reporting mechanisms.

If, in order to receive an interest-free loan, the district seeks to have tax and revenue anticipation notes issued on its behalf pursuant to state law, the notice to the Board shall not only explain the district's anticipated cash flow deficit for the upcoming year, but also the total amount of tax and revenue anticipation notes needed to cover the deficit.

All loans shall be repaid by June 25 of the fiscal year in which they were made or an alternate date determined by the state treasurer.

## **Lease-purchase agreements with state**

Under certain conditions the district may sell real property to the state treasurer if the district has been denied a loan or is unable to pay a loan made by the state pursuant to the interest-free loan program.

## **Tax anticipation notes**

The Board may issue tax anticipation notes without an election if it determines that taxes due the district will not be received in time to pay projected budgeted expenses. Tax anticipation notes shall mature on or before August 31 of the fiscal year immediately following the fiscal year in which the tax anticipation notes were issued.

The state treasurer is authorized to issue tax anticipation notes for school districts pursuant to terms and conditions negotiated by the state treasurer and the district.

Tax anticipation notes issued by the district shall not exceed 75 percent of the taxes the district expects to receive in the current fiscal year as shown by the current budget.

## **Loans for renewable energy or energy efficiency projects**

The Board may authorize the superintendent to apply to the state's energy office for a loan to fund renewable energy projects or energy efficiency projects. Prior to applying for a loan from the state for this purpose, the district shall establish a renewable energy project team in accordance with state law.

Adopted: April 20, 2015

LEGAL REFS.: C.R.S. [22-40-107](#) (short term loans)

C.R.S. [22-45-112](#) (sale of assets)

C.R.S. [22-54-110](#) (loans to alleviate cash flow problems)

C.R.S. [22-54-110](#) (2)(d) (loans in form of lease-purchase agreements with state treasurer if fiscal emergency)

C.R.S. [22-92-101](#) et seq. (Renewable Energy and Energy Efficiency for Schools Loan Program Act)

C.R.S. [29-15-101](#) et seq. (Tax Anticipation Note Act)

1 CCR [301-85](#) (State Board of Education rules governing the renewable energy and energy efficiency for schools loan program)

CROSS REF.: [DBK](#)\*, Fiscal Emergencies

**Revenues from Investments/Use of Surplus Funds**  
**Idalia School District RJ-3**

This policy shall apply to the investment of all financial assets and all funds of the district over which it exercises financial control. In order to effectively make use of the district's cash resources, all moneys shall be pooled into one investment account and accounted for separately. The investment income derived from this account shall be distributed to the various district funds as directed by the Board of Education in accordance with state law.

All district funds allocated to a specific use but temporarily not needed shall be invested by the treasurer, assistant treasurer or other administrator appointed by the Board in accordance with state law and in a manner designed to accomplish the following objectives, insure the safety of funds, insure that adequate funds are available at all times to meet the financial obligations of the district when due, earn a market rate of return on the funds available for investment throughout the budget cycle, and insure that all funds are deposited and invested in accordance with state law.

The intent of the district is to support financial institutions located within district boundaries. Investments in institutions located outside of the district will be made when competitive rates or lack of collateral available from local financial institutions make this decision in the best interest of the district or when investment timing requires investment alternatives and short-term yields not conveniently available in the district.

The Board shall be kept informed of investments and yields.

Legal Refs: C.R.S. 11-10.5-101 *et seq.*  
C.R.S. 11-47-101 *et seq.*  
C.R.S. 24- 75-601 *et seq.*  
C.R.S. 24- 75- 701 *et seq.*

Cross Refs: DO, Depository of Funds

Adopted: June 25, 2001

Revised: February 18, 2004

**GRANT WRITING**  
Idalia School District RJ-3

Idalia School District RJ-3 School Board of Directors enthusiastically encourages staff, students and any outside sources to pursue the writing of all grants that may be available to this school district. Due to the fact that the Board of Directors is responsible for the finance of the district, all grants must be approved by the Board before submission. If time does not allow for these grants to be presented at a regular Board meeting, the superintendent and/or business manager may act on behalf of the Board on any grants which require less than \$1000 cost to the district.

Adopted: June 25, 2001

Revised: March 24, 2004

## **RENTALS AND SERVICE CHARGES**

Idalia School District RJ-3

The school district owns properties, which it leases to employees for housing purposes. Each employee leasing such property shall sign a lease agreement with the district. Rental charges may be paid through salary deduction plans.

The school district also leases trailer spaces at Idalia to persons not employed by the district. The fee for such trailer spaces shall be determined by the Board.

Current practice codified 1981.

Adopted: June 25, 2001

Revised: February 19, 2003

**Idalia School District RJ-3**  
**Residential Lease**

This Lease is entered into by and between (**landlord**), and individual with an address of (**landlord address**), ("Landlord") (**tenant**), an individual with an address of (**tenant address**). ("Tenant").

In consideration of the mutual covenants contained herein and other valuable consideration received, and with the intent to be legally bound, Landlord and Tenant agree as follows:

1. **PREMISES.** Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord, the following premises: (**description of property to be rented**) (the "Premises"). This lease also includes all the furnishings and personal property in the Premises. Tenant shall also have the right to use the common areas, which are provided for the common use of all tenants.
2. **TERM.** The term of this Lease will commence on (**date lease beings**) and will continue from month to month on the same terms and conditions herein. Either party may terminate this Lease upon 30 days prior written notice to the other party. This Lease may also terminate sooner according to the provisions hereof.
3. **RENT.** Tenant agrees to pay to Landlord, without any deduction or set off, rental payments in the amount of \$(**monthly rent**) per month, payable in advance on the first day of each month during the term of this Lease. Landlord acknowledges the receipt from Tenant of the sum of \$(**monthly rent**) to be applied to the last month's rent. Rent shall be paid to Landlord at (**landlord address**) or at such other address as Landlord may specify in writing to Tenant. Time is of the essence in this Lease.
4. **SECURITY DEPOSIT.** Upon the execution of the Lease, Tenant shall pay to Landlord a security deposit in the amount of \$(**amount security deposit**) to be held as security for the payment of rent and the faithful performance by Tenant of all of its obligations in the Lease. Landlord may use the security deposit to repair any damage to the Premises caused by Tenant or its guests, and to clean the Premises upon termination of this Lease. The security deposit shall be held and applied as provided by the laws of Colorado. The security deposit may not be applied by Tenant to the payment of rent. If Tenant fully performs its obligations hereunder, the security deposit, or balance, shall promptly be returned to Tenant after the termination of this Lease.
5. **LATE CHARGES.** If Tenant fails to pay any installment of rent or any other amount within 5 days of the date the same is due, Tenant shall pay Landlord a late payment charge equal to \$(**amount**).

6. **USE.** The Premises shall be used solely as a private residence by Tenant and occupancy shall be limited to *(number residents allowed)*. Tenant agrees to comply with all present and future laws, ordinances and regulations of any public authority relating to the use of the Premises. Tenant shall not make or permit any noisy or offensive use of the Premises, or allow any nuisance or use, which might interfere with the enjoyment of other tenants or neighbors. Tenant will not permit any hazardous act or use of the Premises, which might increase the cost of fire insurance or cause the cancellation of such insurance. Tenant will not make or permit any waste on the Premises. Tenant will not permit any lien or encumbrance to be placed on the Premises or building in which the Premises are located.
7. **UTILITIES.** Tenant will pay for the following utilities and services furnished to the Premises: *(utilities tenant pays for)*. Landlord will pay for the following utilities and services furnished to the Premises: *(utilities landlord pays for)*. Landlord shall not be liable for the interruption or failure of any utility or service if due to any cause beyond Landlord's control.
8. **MAINTENANCE AND CONDITION.** Tenant acknowledges that it has examined the Premises and furnishings and personal property and that they are in a good and habitable condition. Tenant shall keep the Premises and furnishings and personal property in a clean and sanitary condition and in as good order and repair as they were at the commencement of the Lease, ordinary wear and tear excepted. Tenant shall use all fixtures, appliances, and facilities in a reasonable manner. Tenant shall dispose of all garbage in designated disposal facilities. Tenant will pay for all damage to the Premises and repairs required due to the misuse or negligence of Tenant or Tenant's guests. Landlord will maintain the Premises and common areas in a habitable condition. Landlord and Tenant each agree to maintain and repair the Premises in compliance with all laws, ordinances and regulations applicable to them. Tenant agrees to promptly give notice to Landlord of any required repairs or unsafe conditions and Landlord will be afforded a reasonable period of time to complete the same.
9. **ALTERATIONS.** Tenant shall not paint or deface the Premises, or make any alterations, additions or improvements without on each occasion obtaining the prior written consent of Landlord. Unless otherwise agreed in writing, all alterations, additions and improvements shall become the property of Landlord and shall remain on the Premises at the expiration or termination of this Lease; provided, however, that Landlord, at its option, may require Tenant to remove any such alterations, additions or improvements and restore the Premises to its former condition.
10. **DELIVERY OF POSSESSION.** If Landlord is unable, through no fault on its part to deliver possession of the Premises to Tenant on the commencement date, this Lease will continue in effect, but rent will be prorated according to when possession is given to Tenant. If Landlord is unable to deliver possession within 30 days of the commencement date, either Landlord or Tenant may terminate this Lease and all payments made will be returned to Tenant and all obligations of the



parties will cease. Landlord will not be liable for any damages for any delay or failure to deliver.

11. **SMOKING.** Tenant shall make every reasonable effort to contain the use of cigarettes, cigars, and pipes to the outside premises.
12. **PETS.** Tenant shall not have animals or pets of any kind kept in or about the Premises without Landlord's prior written permission.
13. **ACCESS.** Landlord and its agents may enter the Premises at all reasonable times and upon reasonable notice to Tenant to conduct inspections, make necessary or desired repairs or improvements, or to show the same to prospective tenants, buyer or lenders. Landlord may also enter the Premises when the same appear to be abandoned and for the purpose of placing signs offering the Premises for sale or rent. In an emergency, and as permitted by law, Landlord may enter the Premises without prior notice to Tenant.
14. **ASSIGNMENT AND SUBLETTING.** Tenant shall not assign this Lease or sublet all or any portion of the Premises without on each occasion obtaining the prior written consent of Landlord, which consent will not be unreasonably withheld. Notwithstanding any assignment or subletting, Tenant will remain liable for the payment of rent and the performance of all terms and conditions of this Lease. Any attempt to assign or sublet without Landlord's consent shall be void and shall entitle Landlord to terminate this Lease.
15. **FIRE AND CASUALTY.** This Lease will terminate upon a total destruction of the Premises or building containing the Premises due to fire or other casualty and rent will be apportioned as of such date. In the event, the Premises or the building containing the Premises are damaged by fire or other casualty so as to render the Premises untenantable, rent will be abated until Landlord shall have restored the same to substantially their former condition. Provided, however, that if Landlord elects not to repair such damage, or if such repairs shall not have been completed within 60 days, either party may terminate this Lease and rent will be apportioned as of the date of termination.
16. **LOSS OR DAMAGE.** Unless caused by the negligence of Landlord, Landlord will not be liable for any loss, damage or theft of any property of Tenant or others kept or stored in or about the Premises. Tenant acknowledges that it is Tenant's responsibility to insure its own possessions.
17. **INDEMNIFICATION.** Unless caused by the negligence of Landlord, Landlord will not be liable for any loss or damage of any property or injury or death to Tenant or any person occurring on or about the Premises. Tenant agrees to indemnify and hold Landlord harmless from all claims, expenses, damages and liabilities of whatever nature, including attorney's fees, relating to the foregoing.
18. **DEFAULT.** Tenant will be in default of this Lease upon the occurrence of any one of the following events:
  - (a) failure to pay any installment of rent or any other amount hereunder on the date the same is due;
  - (b) failure to perform or comply with any other agreement, term or condition of this Lease;

- (c) abandonment of the Premises;
- (d) any misrepresentation or omission of Tenant or any guarantor made to Landlord in connection with this Lease; or
- (e) assignment for the benefit of creditors by, appointment of a receiver for, or any filing of a petition under any bankruptcy or debtor's relief law by or against Tenant or any guarantor.

19. **REMEDIES OF LANDLORD.** Upon any default by Tenant, Landlord may, at its option, terminate this Lease and/or commence eviction proceedings in accordance with the laws of Colorado. Tenant agrees to pay all costs and expenses incurred by Landlord by reason of Tenant's default including, without limitation, loss of rents, attorney's fees, costs of regaining possession and re-renting the Premises, storage fees and repairing and cleaning costs. The rights and remedies in this Lease are cumulative, not exclusive, and are in addition to any other rights and remedies available to Landlord at law or equity.
20. **NO WAIVER.** The failure of Landlord to require strict performance by Tenant of any Provision of this Lease is not a waiver for the future of any breach of the same or any other provision herein. Landlord's acceptance of rent is not a waiver of any breach by Tenant.
21. **SURRENDER AND HOLDING OVER.** At the expiration or sooner termination of this Lease, Tenant will remove its possessions and peaceably deliver possession of the Premises to Landlord in as good repair and condition as they were at the commencement of this Lease, ordinary wear and tear excepted. Any personal property left on the Premises after Tenant vacates or abandons the Premises shall be deemed abandoned and Landlord may remove, store and/or dispose of the same as it sees fit, subject to applicable law. If Tenant holds over beyond the expiration of this Lease and rent is accepted by Landlord, a month-to-month tenancy only shall be created which will otherwise be governed by the terms and conditions of this Lease.
22. **NOTICES.** All notices and communications under this Lease shall be in writing and shall be deemed to be properly given when delivered personally or sent by certified mail, return receipt requested, to Tenant at the address of the Premises or to Landlord at (*landlord address*), or to such other address as either party may specify in writing to the other.
23. **ENTIRE AGREEMENT.** This Lease contains the entire agreement and understanding between the parties regarding the Premises and is subject to no agreements, conditions or representations that are not set forth herein. This Lease may only be amended in writing and signed by both Landlord and Tenant.
24. **INVALID PROVISIONS.** If any provision of this Lease shall be invalid or unenforceable, the remaining provisions shall remain in full force and effect.
25. **PARTIES BOUND.** This Lease shall be binding upon and shall inure to the benefit of the parties and their respective heirs, legal representatives, successors and assigns.

26. **RIDERS.** The riders and exhibits, if any, attached hereto and initialed by the parties are made a part of this Lease.

THIS IS A BINDING LEGAL DOCUMENT. IF ANY PROVISIONS ARE NOT UNDERSTOOD, CONSULT AN ATTORNEY BEFORE SIGNING. TENANT ACKNOWLEDGES RECEIPT OF A SIGNED COPY OF THIS LEASE.

IN WITNESS WHEREOF, this Lease is executed under seal on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Executed in the presence of:

LANDLORD

\_\_\_\_\_  
(Signature of witness)

\_\_\_\_\_  
(landlord)

(Seal)

TENANT

\_\_\_\_\_  
(Signature of witness)

\_\_\_\_\_  
(tenant)

In \_\_\_\_\_, on the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public in and for the above  
state and county, personally appeared **(landlord)**, known to me or proved  
to be the person named in and who executed the foregoing instrument, and  
being first duly sworn, such person acknowledged that he or she executed  
said instrument for the purposes therein contained as his or her free and  
voluntary act and deed.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

(SEAL)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Adopted: June 25, 2001

Revised: February 19, 2004

**RENTALS AND SERVICE CHARGES**  
Idalia School District RJ-3

Lease contracts for district-owned housing have been made according to these provisions:

1. A standard lease form shall be signed by both parties. Two copies of the lease must be signed and the original returned to the district office.
2. The lease shall be effective from July 1 to June 30 for tenants who are employed by the district. Tenants who are not employed by the district shall be tenants from month to month.
3. The lease may be renewed on July 1 if the district employs the tenant the following year.
4. The lease shall terminate on June 30 if the district does not employ the tenant for the following year.
5. Tenants shall pay a security damage deposit that shall be determined by the Board. The damage deposit may be made in one payment during September or paid in three payments during the months of September, October and November. The damage deposit may be made through payroll deduction.
6. The damage deposit shall be refunded at the conclusion of the tenancy provided the residence is left clean and in good repair.
7. Rents may be paid in advance or by payroll deduction. Rent payments are due on the first day of each month. If payroll deduction is chosen as the method of payment, an authorization form must be completed and signed. Deductions for rent will be made on the twentieth day of each month.

Approved: June 25, 2001

Revised: February 19, 2003

**FREE ADMISSIONS**  
Idalia School District RJ-3

All employees, Board members and their spouses of Idalia School District RJ-3, are issued a courtesy pass for all school programs and athletic events of all schools in the district. This pass is good at home events only. The passes are not valid for tournaments leading to the state play-offs.

A limited number of league passes are issued to each school in the district. The principal shall have control over passes issued to his/her particular school.

It shall also be the policy of the Board to provide free lifetime athletic passes to all retired RJ-3 employees.

Adopted: June 25, 2001

Revised: March 24, 2004

**Banking Services  
(And Deposit of Funds)  
Idalia School District RJ-3**

All revenue received by the school district shall be deposited in an official bank or banks or savings and loan institutions as designated by the Board. Such financial institution must qualify as an eligible public depository in accordance with state law.

When moneys are withdrawn from the custody of the county treasurer, such withdrawn moneys and all other moneys belonging to the district including moneys derived from food services and school activities shall be deposited by the treasurer of the Board or official custodian to the credit of the district in a depository designated by the Board.

The treasurer or official custodian shall comply with all requirements of state law regarding the deposit of district funds.

**Safety Deposit Box**

The Board shall maintain a safety deposit box at a designated depository and shall name the superintendent, the assistant superintendent of administrative services and a Board member as official custodians of the safety deposit box.

Legal Refs: C.R.S. 11-10.5-101 *et seq.* (relates to deposits of public funds in banks) C.R.S. 11-47-101 *et seq.* (relates to deposits of public funds in savings and loan institutions)  
C.R.S. 22-32-104 (4)(c)  
C.R.S. 22-32-107 (3), (4), (6)  
C.R.S. 22-32-109 (l)(g)  
C.R.S. 22-32-110 (1)(x)  
C.R.S. 22-40-104 (relates to county treasurer)  
C.R.S. 22-40-105  
C.R.S. 22-45-104 (relates to collection and deposit of fees and fines)

Adopted: June 25, 2001

Revised: March 24, 2004

**Banking Services  
(And Receipt and Deposit of Money)  
Idalia School District RJ-3**

**District Office**

A. Receipts

Any district office (i.e., central office) authorized to receive money will issue a prenumbered receipt at the time of the receipt of the check, money order or currency.

B. Deposits

1. Deposits should be made on a daily basis, when possible, and be available to the district courier.
2. Whenever receipts equal \$150 or more, a deposit must be made. If receipts should equal \$150 or more on a day after the scheduled courier pickup, arrangements shall be made to make a special deposit as soon as possible.

C. Depositories

Deposits of money collected by any district office will be made only at banks or other depositories approved by the Board of Education and subsequently designated by the treasurer of the district.

**Schools**

A. Fees and Fines

1. The principal's office or other school office so designated by the principal will issue a prenumbered receipt for all fines or fees collected and will deposit such money in the district activity fund.
2. No later than the 10th day of the month following that in which such money was collected, the school will forward to the district business office a summary of all such deposits.

B. Money from School Activities

1. All moneys derived from any school-sponsored activity including but not limited to athletics, dramatics, grade or class projects or student clubs or organizations and from gifts or donations from any person in support of any such activity will be collected, accounted for

and deposited under the supervision of the treasurer of the Board of Education in such manner as may be prescribed or directed by the Board and will be expended for such purposes and in such manner as may be approved and directed by the Board.

A detailed report of such accounting will be made available to the Board for the general public. Such copy will be available in the office of the principal during ordinary office hours.

- a. The principal's office or other school office so designated by the principal will issue a prenumbered receipt for all such moneys collected and will deposit such money in the school's activity fund.
- b. In cases where small amounts are collected from a number of students, one receipt may be written for the total amount collected for the project and some reasonable explanation entered on the receipt indicating the nature and purpose of the amount collected.
- c. Any athletic or drama receipts collected by schools will be deposited to the school's activity fund.

C. Deposits

1. Deposits should be made on a daily basis, when possible, and be available to the district courier.
2. Whenever receipts equal \$150 or more, a deposit must be made. If receipts should total \$150 or more on a day after the scheduled courier pickup, arrangements will be made to make a special deposit as soon as possible.

D. Depositories

Deposits of money collected from fees, fines or any school activities will be made only at banks designed by the treasurer of the district.

Approved: June 25, 2001

Revised: March 24 , 2004



**AUTHORIZED SIGNATURES/CHECKWRITING SERVICES**  
Idalia School District RJ-3

All checks shall bear the names of the president and vice president on the General Fund, Preschool Fund and Food Service Fund. The Capital Reserve Fund shall bear the names of the president and vice president and/or business manager. The Payroll Account at First Pioneer National Bank shall bear the names of the president and secretary/treasurer. Checks shall be signed by means of a facsimile signature machine or a computerized facsimile signature. The business manager or designee shall be authorized to operate this machine.

Two signatures are required on all activity fund checks. The principal or designee and secretary are authorized by the Board to sign checks. Signature cards must be on file at the bank for individuals authorized to sign checks. Checkbook balances should be kept current and should equal the activity fund total cash balance.

Diplomas shall have personal signatures.

Legal Refs: 1973 C.R.S. 22-32-107  
1973 C.R.S. 22-32-121  
1973 C.R.S. 11-55-101 et seq.

Cross Refs: JJF, Student Activities Funds

Adopted: June 25, 2001  
Revised: April 21, 2004

**Bonded Employees and Officers**  
Idalia School District RJ-3

All school employees who are responsible for monies controlled by the Board or who may have more than \$50 from such funds in their custody shall be bonded under a group fidelity bond in individual amounts of \$50,000.

The president and vice president are custodian of monies in the General Fund, Preschool Fund, Food Service Fund and the Capital Reserve Fund, authorized and appointed by the Board shall, as required by Colorado statute, be individually bonded. This bond shall be in an amount not less than \$50,000.

The cost of bonding shall be borne by the school district.

Legal Refs: C.R.S. 22-32-104 (4)(b), (c)  
C.R.S. 22-32-109 (l)(h)  
C.R.S. 22-32-121 (3)

Adopted: June 25, 2001  
Revised: April 21, 2004

**FISCAL ACCOUNTING AND REPORTING**  
Idalia School District RJ-3

The superintendent shall be responsible for receiving and properly accounting for all funds of the district.

All funds received and/or disbursed by any agency of the school system including any and all district transactions shall be accounted for carefully and accurately; shall conform with generally accepted principles of governmental accounting providing for the appropriate separation of accounts, funds and special moneys, and shall be done in a manner that is easily reviewed and lends itself to auditing.

Legal Refs: C.R.S.22-45-102

Adopted: June 25, 2001  
Revised: March 24, 2004

## **Types of Funds Idalia School District RJ-3**

A fund is an independent fiscal and accounting entity with a self-balancing set of accounts for recording the source and use of cash and other financial resources. It contains all related assets, liabilities and residual equities or balances or changes therein. Funds are established to carry on specific activities or attain certain objectives of the school district according to special legislation, regulations or other restrictions for the purposes described. Each year the Board shall approve and appropriate moneys for the following funds within the adopted budget:

### **General Fund**

The general fund is used to account for all financial resources traditionally associated with the district that are not legally or by sound financial management to be accounted for in another fund. This fund represents the district's ordinary operations financed from property taxes and other general revenue.

- **Charter School Fund** is used to track revenue and expenditures of charter schools.
- **Preschool Fund** accounts for all financial activities associated with the district's preschool program.

### **Special Revenue Funds**

These funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

- **Capital Reserve Special Revenue Fund** is used to account for the purposes and limitations specified by C.R.S. 22-45-103(1 )(c), including the acquisition of sites, buildings, equipment and vehicles.
- **Governmental Designated Purpose Grant Fund** is used to record financial transactions for grants received for designated programs funded by federal state or local governments.
- **Pupil Activity Special Revenue Fund** is used to record financial transactions related to school-sponsored pupil intrascholastic and interscholastic athletic and other related activities. These activities are supported in whole or in part by revenue from pupils, gate receipts and other fund-raising activities.
- **Insurance Reserve Special Revenue Fund** is used to account for the purposes and limitations specified by C.R.S. 22-45-103(1 )(e), including costs related to loss of or damage to district property, administrative expense, loss control, worker's compensation, legal claims against the district which have been settled, judgments rendered against the district or to secure and pay for premiums on insurance.
- **Transportation Fund** is used to account for revenues from a tax levied or fee imposed for the purpose of paying excess transportation costs and revenues received from the state.

### **Debt Service Fund**

This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

- **Bond Redemption Fund** is used to account for the accumulation of resources for and the payment of principal, interest and related expenses on long-term general obligation debt or long-term voter-approved lease-purchase debt.
- **Capital Projects Fund**
- This fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities, sites and equipment.

- **Building Fund** is used to account for all resources available for acquiring capital sites, buildings and equipment as specified by the related bond issue.
- **Special Building and Technology Fund** is used to account for the all resources generated by taxes levied pursuant to C.R.S. 22-45-103(1 )(d) for the construction of schools or for the acquisition of instructional computer technology.
- **Capital Reserve Capital Projects Fund** is used to account for the purposes and limitations specified by C.R.S. 22-45-103(1 )(c), including acquisition of sites, buildings, equipment and vehicles.

### **Enterprise Fund**

This fund is used to account for operations that are financed and operated in a manner similar to private enterprise, where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where it has been decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

- **Food Service Fund** is used to account for all financial activities associated with the district's school lunch program.
- **Child Care Fund** accounts for all financial activities associated with the district's school-age child care and extended day kindergarten classes.
- **Property Management Fund** accounts for all financial activities associated with the district's special use facilities.
- **Other Enterprise Activities Fund** is used to account for all activities associated with staff development and is financed by tuition, fees, and user charges.

### **Internal Service Fund**

This fund is used to account for the financing of goods or services provided by one department to other departments and schools on a cost-reimbursement basis.

- **Risk-related Activity Fund** is used to account for the purposes and limitations specified by C.R.S. 22-44-103(1)( e) and to account for financial transactions identified in C.R.S. 24-10-115, including self-insurance covering the district and its employees.
- **Central Services Fund** is used to account for printing services, copier program, equipment repair, and school leasing programs.
- **Employee Benefits Fund** is used to account for the self-insured medical, life, and retired life programs.
- **Insurance Reserve Fund** is used to account for the self-insurance of liability, workers' compensation and property damages.
- **Fleet Maintenance Fund** is designed to allocate all costs for maintenance of district vehicles to the appropriate users. Costs are allocated based on actual repair services plus costs of fuel used.
- **Technology Fund** is used to allocate the costs for the various technology related activities to schools and departments.

### **Trust and Agency Funds**

These funds are used to account for assets held by the district in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds. These funds include payroll withholding and employee benefit liability accounts and funds held for teacher, parent-teacher and student organizations.

- **Expendable Trust Fund** is used to record financial transactions where both the principal and revenues earned on the principal may be expended for purposes designated by a formal trust agreement.
- **Non-Expendable Trust Fund** is used to record financial transactions where pursuant to a formal trust agreement the principal must be preserved intact.
- **Agency Fund** is used to account for assets held for other funds, government or individuals and generally serves as a clearing account.
- **Pupil Activity Agency Fund** is used to record financial transactions related to school-sponsored pupil organizations and activities that are self-supporting and do not receive any direct or indirect district support.

LEGAL REFS.:     C.RS.22-32-107  
                         C.RS. 22-42-119  
                         C.RS.22-45-103

**INVENTORIES**  
Idalia School District RJ-3

The school district shall maintain a system for an annual inventory of all real and personal property costing \$5000 or more or having a life expectancy of five years or more, with the exception of equipment permanently fixed in a building such as heaters or lockers.

The equipment inventory shall serve both the function of control and conservation.

Responsibility for the system shall lie with the superintendent to whom principals shall be accountable for the maintenance of proper inventories in their schools.

Legal Refs: C.R.S. 29-1-506 (1)

Adopted: June 25, 2001

Revised: March 24, 2004

**ANNUAL AUDIT**  
Idalia School District RJ-3

In accordance with state law, all funds and accounts of the district shall be audited annually, following the close of the fiscal year.

The Board shall issue a request for proposal (RFP) or use some other similar process for selection of an independent auditor licensed to practice in Colorado and knowledgeable in government accounting to conduct the audit. The independent auditor also shall audit the activities accounts of the district for report to the Board of Education.

The audit report shall contain among other information:

1. Financial statements prepared insofar as possible in conformity with generally accepted governmental accounting principles. (The financial statements are the representation of the district whether prepared by the district or by the auditor.)
2. Disclosures in accordance with the *Financial Policies and Procedures Handbook*. The supplemental schedules of receipts and expenditures for each fund shall be in the format prescribed by the State Board of Education and shall be in agreement with the audited financial statements of the district.
3. All funds and activities of the school district.
4. A budget to actual comparison for each fund and activity.
5. The auditor's opinion on the financial statements. If the opinion is anything other than unqualified, the reason must be explained. The opinion shall include general fixed assets.
6. Disclosure of all instances of noncompliance with state law, including the Public School Finance Act of 1994, irrespective of materiality.
7. A supplemental listing of all investments held by the district at the date of the financial statement.
8. A calculation of the school district's fiscal year spending in accordance with the state constitution.

The auditor shall meet with the Board to discuss the audit report, make recommendations to the Board concerning its accounting records, procedures and related activities as may appear necessary or desirable and shall perform such other related services as may be requested by the Board.



FILE: DIE

The audit report shall be completed and submitted by the auditor to the school district within five months after the close of the fiscal year unless a request for an extension of time is granted by the state auditor. Within 30 days after the Board receives the audit, it shall be submitted to the state auditor and the state commissioner of education.

The Board reserves the right to request an audit at more frequent intervals if desired.

LEGAL REFS.: C.R.S. 22-32-109 (1)(k)  
C.R.S. 24-75-601.3  
C.R.S. 29-1-601 *et seq.*

Adopted: April 18, 2007

**PURCHASING/PURCHASING AUTHORITY**  
Idalia School District RJ-3

The Board's authority for the purchase of materials, equipment, supplies and services is extended to the superintendent through the detailed listing of such items compiled as part of the budget making process and approved by the Board through its adoption of the annual operating budget.

Except in emergencies or for reasons of economy, the annual purchase of major pieces of equipment, such as school buses, shall be scheduled so that annual budgetary appropriations for capital purposes either will be of similar size or will show a continuous trend without severe fluctuations.

The superintendent shall direct the purchase of such books, supplies, equipment and other materials as is required and permitted within the limits of the budget. The purchase of these items shall require no further Board approval except in those instances where Board policy requires certain purchases to be put to bid. However, in the case of any unusual expenditures, the Board should always be consulted.

In order to receive the greatest value for each dollar expended, it shall be the policy of the school district to purchase in quantity whenever possible and practical.

Legal Refs: 1973 C.R.S. 22-32-109 (1) (b)

Adopted: June 25, 2001

Revised: October 20, 2004

**BIDDING PROCEDURES**  
Idalia School District RJ-3

All contractual services and purchases of supplies, materials and equipment in the amount of \$5000 or more shall be put to bid. This shall not apply, however, to professional services or instructional services or materials. Other purchases may be made in the open market but shall, when possible, be based on competitive quotations or prices.

All contracts and all open market orders shall be awarded to the lowest responsible qualified supplier, taking into consideration the quality of materials (services) desired and their contribution to program goals.

With regard to materials or services for which bids are required, the superintendent or designee shall develop a procedure to pre-qualify bidders. Suppliers shall be invited to have their names placed on mailing lists to receive information about pre-qualifying. When specifications are prepared, they shall be mailed to all merchants and firms who have pre-qualified. Only pre-qualified bidders may submit bids.

All bids shall be submitted in sealed envelopes, addressed to the Board, and plainly marked with the bid number and the time of the bid opening. Bids shall be opened in public by appropriate district officials or employees at the time specified, and all bidders shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district.

The bidder to whom an award is made shall be required to submit to the district proof of liability insurance and when appropriate, proof of workers' compensation insurance, and may be required to enter into a written contract with the district. Any written contract shall include a provision requiring a criminal background check for any person providing direct services to students under the contract, including but not limited to transportation, instruction or food services as required by law. The contracting entity is responsible for any costs associated with the background check.

Adopted: June 25, 2001  
Revised: December 18, 2013

LEGAL REFS.: C.R.S. 22-32-109 (1)(b) (board required to adopt bidding procedures)  
C.R.S. 22-32-122(4)(background check provision required in service contracts)  
C.R.S. 24-18-201 (public official's interest in contract)

CROSS REF.: BCB, School Board Member Conflict of Interest

**PAYMENT PROCEDURES**  
Idalia School District RJ-3

All bids and expenditures for any budgeted single items which do not exceed \$1,500, except salaries, shall be authorized for payment by the superintendent or a designee of the board of Education.

All bills and expenditures for any budgeted single item which exceeds \$1,500, except salaries, and all bills and expenditures for any single item for any amount of money which has not been budgeted shall be paid only after authorization and approval by the Board.

All budgeted salaries and wages of employees of the district shall be paid **in a timely manner** by direction of the superintendent and without further action by the Board. The payment of all nonbudgeted salaries and wages shall require prior approval of the Board.

The above provisions shall not apply to capital reserve fund expenditures.

The superintendent shall be authorized to issue written regulations covering the payment of bills. Such regulations shall be reviewed periodically by the Board.

Adopted: June 25, 2001

Revised: October 20, 2004

## **Salary Deductions**

Deductions shall be made from the paychecks of all employees for retirement and federal and state income tax in keeping with federal and state requirements and Medicare tax if applicable.

Salary deductions shall be made for absences not covered by leave policies adopted by the Board of Education. Such deductions shall be calculated on the basis of the employee's work year.

**Except for deductions required by court order (i.e. wage garnishments, court-ordered child support, etc.),** other deductions shall require Board approval and permission of the employee.

(Adoption date)

**EXPENSE AUTHORIZATION/REIMBURSEMENT**  
Idalia School District RJ-3

The same general policy shall apply to all personnel and district officials in regard to reimbursement of expenses. This policy shall be as follows:

1. Personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administrator responsible for business affairs.
2. Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses.
3. When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board. This rate is dictated by the federal rate.

LEGAL REF.: C.R.S. 24-18-104 (3)(d),(e)

Adopted: June 25, 2001

Revised: August 20, 2008

**ADMINISTRATIVE ORGANIZATION**  
Idalia School District RJ-3

Request for Reimbursement of Expenses  
Please attach receipts for all expenditures

Name \_\_\_\_\_ Date of request \_\_\_\_\_

Date of meeting, trip, etc. \_\_\_\_\_

Place of meeting, trip, etc. \_\_\_\_\_

Description of meeting, trip, etc. \_\_\_\_\_

DATE	DESCRIPTION	AMOUNT
	REGISTRATION	
	MEALS - Breakfast (\$6.00) Lunch (\$8.00) Dinner (\$14.00)	
	LODGING	
	TRANSPORTATION Miles x \$ . _____ per mile	
	OTHER EXPENSES (SPECIFY BELOW)	
	GRAND TOTAL	

I certify that the statement above represents a true and accurate description of expenses incurred for which I am entitled to reimbursement.

\_\_\_\_\_  
Signature of Claimant

Approval of Payment:

\_\_\_\_\_  
Superintendent's signature

Approved: June 25, 2001  
Revised: August 20, 2008

**EXPENSE REIMBURSEMENTS**  
Idalia School District RJ-3

In all circumstances, when it becomes necessary to travel or incur expenses in the performance of duties in said position, officials and staff shall endeavor to do so at the least and reasonable cost to the district.

Actual expenses for lodging and meals shall be reimbursed by the district, however, such reimbursement shall not exceed \$70 per night for lodging nor \$28 per day for meals, unless prior approval is given by the principal or director.

Estimation of expenses for meals should not exceed these guidelines. Recommended allowances are:

Breakfast	\$ 6.00
Lunch	\$ 8.00
Dinner	<u>\$14.00</u>
	\$28.00

Staff members are encouraged to use their personal vehicles with reimbursement being paid @ \$.40 per mile. School vehicles are available if several staff members travel together.

Motel and meal expenses must be accompanied by receipts.

Normally the district will not reimburse for taxes, tips and parking fees. If a district employee cannot avoid these fees, prior approval is required from the principal or director.

Approved: June 25, 2001  
Revised: June 21, 2006



**Administration in the Absence of Policy**  
Idalia School District RJ-3

In cases when action must be taken and the Board has provided no guides in policy for such action, the superintendent shall have the power to act.

The superintendent decisions, however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the superintendent to inform the Board promptly of such action and of the need for policy.

Adopted: June 25, 2001

Revised: June 19, 2003

**Environmental and Safety Program**  
Idalia School District RJ-3

It shall be the policy of the Board to guard against accidents by taking reasonable precautions to protect the safety of all students, employees, visitors and others present on district property or at school-sponsored events.

The Board shall insist that its staff adhere to recommended safety practices as these pertain to the school plant, special areas of instruction, student transportation, school sports, occupational safety, etc.

The practice of safety also shall be considered a facet of the instructional program of the district schools, and instruction in accident prevention as well as fire prevention; emergency procedures; traffic, bicycle and pedestrian safety and shall be provided in the appropriate grades and classes.

The principal shall be responsible for the supervision of a safety program for his/her school. The superintendent shall have overall responsibility for the safety program of the district. It shall be the responsibility of the superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health and occupational safety.

Adopted: June 25, 2001

Revised: November 17, 2004

Legal Refs: C.R.S. 9-1-101 through 9-1-106 (construction requirements, fire escapes, etc.)  
C.R.S. 22-3-101 through 22-3-104 (eye protective devices)  
C.R.S. 22-32-109(1)(w) C.R.S. 22-32-110 (1)(k)  
C.R.S. 22-32-124(2), (3) (building inspections)  
C.R.S. 24-10-106.5 (duty of care)

**Environmental and Safety Program**  
Idalia School District RJ-3

1. Housekeeping is everyone's responsibility. Keep your area clean and orderly. Clean up and put equipment away when finished.
2. Be alert for, and heed all warning signs and tags.
3. Report any injury to your supervisor immediately.
4. Correct/report any unsafe conditions to your supervisor.
5. Appropriate clothing and footwear must be worn at all times.
6. Horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee's well-being or the work operation will not be tolerated.
7. You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.
8. Practice safe work procedures. When in doubt about performing a task safely, contact your supervisor for instruction and/or training.
9. Make sure all fire exits and fire doors are kept clear.
10. Always perform your assigned task in a safe and proper manner. *Do not take short cuts.* Do not place speed above safety. The taking of short cuts, excessive speed and ignoring established safety rules are leading causes of employee injuries.
11. Avoid unnecessary moving of an injured person. Notify first aid personnel and keep the injured as comfortable as possible until medical personnel arrive.
12. Follow safe lifting practices.
13. Follow safety rules for specific job duties.

Willful or repeated violation of safety rules will result in the following consequences:

1. Conference with supervisor to write remediation plan.
2. Referral to the superintendent for disciplinary action.
3. Referral to the Board of Education for dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved: June 25, 2001

Revised: November 17, 2004

## **HAZARDOUS MATERIALS**

### **Idalia School District RJ-3**

The Board of Education recognizes its responsibility for providing an environment which is reasonably secure from known hazards. There are many areas of the school operation, from science laboratories and art departments to custodial services and vehicle maintenance, which use a variety of materials that are hazardous.

Hazardous materials include any substance or mixture of substances that poses a fire, explosive, reactive, or health hazard as more fully defined by law.

The Board, through the superintendent, shall cause to be created procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations including instructional areas. Emergency response actions and evacuation plans also shall be coordinated with the procedures.

The procedures shall comply with all local, state and federal laws and regulations which pertain to the safe and proper storage, transportation and disposal of hazardous materials.

The goal of the procedures shall be to set into place an ongoing process by which each location in the district may begin a program of identifying and managing potentially hazardous materials. District personnel shall be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize the quantities of such substances stored on school property.

Appropriate school personnel shall be trained to take precautions to prevent accidents and to handle them in the event they do occur.

It is not the intent of the Board to expand or modify the district's potential liability exposure through the adoption of this policy. The district's voluntary compliance with any statute or regulation to which it is not otherwise subject shall not be construed to create or assume any potential liability under any local, state or federal law or regulation.

Adopted: June 25, 2001

Revised: November 17, 2004

Legal Refs: 42 U.S.C. §6901(1982 & Supp.III 1985) (Resource Conservation and Recovery Act [RCRA] and accompanying regulations)  
42 U.S.C. §9601 (1982 & Supp. IV 1986) (Comprehensive Environmental Response Compensation and Liability Act [CERCLA] and accompanying regulations)  
49 U.S.C. 1801 (Hazardous Materials Transportation Act)  
C.R.S. 13-21-108.5 (persons rendering assistance relating to discharge of hazardous materials immune from civil liability) C.R.S. 24-10-106.5 (duty of care in Colorado Governmental Immunity Act)

C.R.S. 25-15-101 et seq. (State Hazardous Waste Management Program)  
C.R.S. 29-22-101 et seq. (Hazardous Substance Incidents)  
C.R.S. 40-2.1-101 et seq. (Transportation of Hazardous Materials Act)  
C.R.S. 42-4-228 (Vehicles transporting explosive or hazardous materials)  
C.R.S. 42-4-234 (3)  
C.R.S. 43-6-101 et seq. (Hazardous Materials Transportation Act of 1987)  
6 CCR 1007-3, Part 261 (Identification and listing of hazardous waste)  
8 CCR 1507-1 (Operation of commercial vehicles and transportation of hazardous materials)

## **HAZARDOUS MATERIALS**

### **Idalia School District RJ-3**

#### **1. Hazardous Materials Program Supervisor**

Overall supervision of the operation of all hazardous materials policies and procedures within the district will be the responsibility of the Director of Maintenance who will serve as the hazardous materials program supervisor, referred to throughout these procedures as the "supervisor".

At each location, a district employee will be designated as the local hazardous materials coordinator, referred to throughout these procedures as the "coordinator". At each location, there also will be an alternate district employee designated as a backup to the coordinator.

The coordinator will be responsible for all aspects of dealing with hazardous materials at the location and will comply with all district policies and procedures and local, state and federal laws and regulations dealing with hazardous materials. The coordinator also will be responsible for reporting any violations in the district's hazardous materials policy or procedures simultaneously to the supervisor and the building/location administrator.

#### **2. Initial Inventory and Material Identification**

The supervisor will cause an initial inventory of all hazardous materials to be completed throughout the district to identify potentially hazardous substances.

The supervisor will contract for a qualified hazardous materials person/firm to conduct the inventory of hazardous materials at each location with the assistance of the supervisor and the location/building administrator or his designee. This person/firm will coordinate the identification of any unknown materials.

The party conducting the inventory will work with and provide training in the proper process of identifying hazardous materials to at least one designated district employee at each location (either the coordinator or an individual directly in charge of any of the hazardous materials storage/use areas).

At the direction of the coordinator, these trained employees will conduct all future inventories.

The coordinator will arrange for the identification of any unknown suspected hazardous substance through the supervisor.

#### **3. Tracking, Inventory and Material Safety Data Sheets**

Each coordinator will be responsible for logging in the receipt of all hazardous materials

received at his location. The coordinator will track and keep complete records of the storage, use and ultimate disposition of the hazardous materials. On or before October 1 of each year, the coordinator will provide a copy of the current inventory log and record of disposition of all hazardous materials to the supervisor.

The supervisor will maintain a copy of each location's inventory and documentation of all hazardous materials. This information may be released to appropriate police, fire and emergency service authorities.

The supervisor will be responsible for establishing and maintaining the material safety data sheets (MSDS) system for the district.

Each operation and location will maintain a set of MSDS in its area for all hazardous materials with which it has contact. These MSDS will be available to review and use by every district employee. The MSDS also will be available for inspection by appropriate police, fire, health and emergency service authorities.

The purchase department and the warehouse each will maintain a set of MSDS for all hazardous materials with which they have had contact.

4. Purchase of Hazardous Materials

In addition to following the district's regular purchasing procedures, an employee may purchase hazardous materials only with the approval of the coordinator for use at a specific location. The purchasing department will not process any purchase order which does not include the appropriate approval.

The supervisor, the purchasing department and the warehouse will maintain a list of prohibited hazardous materials which will be updated at least once a year.

Hazardous materials will not be purchased through any mechanism other than a purchase order through the purchasing department unless the following conditions are fulfilled:

- a. The requestor secures the prior written approval of the supervisor.
- b. The requestor provides written notice of the purchase along with copies of all supporting documents including MSDS and the reason for the purchase to the supervisor, the location/building administrator and the supervisor of purchasing.

All purchasing orders for hazardous materials will include a requirement that the shipment of any such materials includes MSDS with any order or portion of order. Purchase orders also will note that failure to provide MSDS with the shipment may result in either the district's refusing to accept the shipment or the district's conditionally accepting the shipment and refusing to pay for it until the MSDS are provided.

Any unapproved purchase of hazardous materials is beyond the course and scope of the district employee's authority and is forbidden. Such a purchase may be grounds for termination.

The above procedures also will apply to the acceptance of donated hazardous materials.

5. Storage, Recycling or Transfer of Hazardous Materials

The supervisor shall designate an area or areas for storage of:

- a. Materials which might become or are hazardous materials.
- b. Hazardous materials which have been declared waste and are being held for disposal.

The supervisor may designate storage areas at each location if appropriate as well as a central district storage site.

When a coordinator has a material which qualifies as hazardous material at his location and which may require disposal, the coordinator will contact the supervisor to arrange for storage, transfer or disposal as appropriate. Materials no longer needed at one location may be available for transfer within the district to other programs or locations.

When materials are not needed by a district location, operation or program, the materials may be declared as waste. Only the supervisor will be authorized to declare a hazardous material as waste.

Storage of hazardous materials will be in compliance with federal, state and local law. All hazardous materials will be separated according to physical properties and stored safely in storage areas appropriate to the risk posed by the materials. For example, volatile substances such as petroleum distillates will be stored in approved safety cabinets. Where appropriate, storage cabinets may be locked and access to students or non-authorized staff limited.

All containers for hazardous materials will be labeled to show date of receipt by the district, shelf life and expiration date. Where space permits, materials will be stored so that the oldest materials are used first (first in-first out).

Transfer of hazardous materials within the district will be accomplished in compliance with Section 7 of these procedures.

6. Disposal of Hazardous Materials

When a coordinator or a location/building administrator believes that he has materials which may qualify as hazardous for which there is no immediate need for program or



operation requirements or which may need to be disposed of, he will contact the supervisor. Only the supervisor will be authorized to declare materials to be waste, excess or surplus and to order their disposal.

When materials are determined to be ready for disposal, the supervisor will arrange for disposal in a manner that complies with all local, state and federal laws and regulations.

Federal and state laws and regulations provide exemptions from certain regulatory requirements for small quantity generators, i.e., those entities or locations that generate waste in amounts below statutory or regulatory threshold amounts. Disposal determinations should preserve small quantity generator status for each location and for any central storage area.

The supervisor will maintain written documentation of the disposal of hazardous materials from all locations in the district. This documentation will be retained in permanent form at one additional location.

7. Transportation of Hazardous Materials

Transportation of hazardous materials will meet all local, state and federal requirements and will be coordinated by the supervisor.

Federal regulation of the transportation of hazardous materials is extensive, complex, requires significant insurance protection, and involves specialized training of staff and special equipment. Because the district cannot meet these requirements economically with current staff, equipment with current staff, equipment and training, the district will arrange for a qualified third party to transport any hazardous waste or hazardous materials outside the state.

Once a hazardous material is under district control, each location controlling the material will be responsible for the material until it is passed to the control of another district location. The supervisor will verify that the transportation used meets all district, local, state and federal transportation, financial responsibility and insurance requirements.

Unless specific written approval is received by a district employee from the supervisor, no district employee or volunteer will transport hazardous materials owned by or attributed to the district in his personal automobile.

Subject to the same requirement, no student will be permitted by any district employee or volunteer to transport hazardous materials owned by or attributed to the district in any vehicle, including district vehicles.

Any unauthorized transportation of hazardous materials is beyond the course and scope of the district employee's or volunteer's authority and is forbidden.

8. Emergency Response Plan

The supervisor will develop an emergency response plan that will enable any district employee aware of any incident involving hazardous material to take appropriate action to protect students, staff, the general public and district property.

This plan will comply with all applicable laws and regulations and will be coordinated with the district and the location evacuation plans.

In addition, a plan to handle spills and leaks will be developed for each location for all hazardous materials at the location. The plan will address immediate emergency procedures, required notification and clean-up procedure and will comply with all applicable laws and regulations.

All information regarding a hazardous materials incident will be released to the media or the public only by the district's communication officer, the superintendent or their designee. No other district employee is authorized to release information regarding any such incident.

The supervisor will coordinate with the district's legal counsel and the superintendent's office any notification or reports to local, state and federal authorities as well as the district's appropriate insurance/risk management representative.

9. Evacuation Plan

An evacuation plan will be developed and implemented for each location. In developing the evacuation plan, consideration will be given to the location and the types of hazardous materials present at the location.

An evacuation drill will be held at least once each calendar year at each location. Where possible, this plan will be coordinated with existing fire drills, bomb threat evacuation plans and tornado drills and may be conducted in conjunction with any of these other drills. Written records of the drill will be maintained by each location.

As appropriate for the location, copies of the evacuation plan will be posted within the buildings. Copies of the evacuation plan will be maintained by the coordinator, the location/building administrator, the supervisor and any other designated person approved by the above-named person.

Where practical, the evacuation plan will be coordinated with the fire department, police department and the district's transportation department.

10. Training of Staff and Students

The coordinators, administrators, staff members handling hazardous material and school

nurses/health paraprofessional will receive training in responding to hazardous materials emergency incidents.

When hazardous materials are used in the classroom, both staff and students will be trained in the handling, storage and use techniques appropriate to the materials used as part of the curriculum. The staff also will be instructed in emergency procedures, including evacuation, appropriate to the materials.

Adopted: June 25, 2001

Revised: November 17, 2004

CROSS REFS.: DJB, Purchasing Procedures  
EBCA, Disaster Plans  
EBCB, Fire Drills [Safety Drills]

## **PREVENTION OF DISEASE/INFECTION TRANSMISSION**

(Handling Body Fluids)  
Idalia School District RJ-3

All schools shall provide a sanitary environment and shall establish routines, recommended by appropriate health professionals, for handling body fluids.

All school district personnel shall be advised of and follow routine procedures regarding handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices developed in consultation with medical personnel. No distinction shall be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The procedures shall be published as school district regulations and distributed to all staff on a regular basis. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services.

In addition to ensuring that these health and safety practices are carried out on a district-wide basis, special emphasis shall be placed in those areas of school district operation that potentially present a greater need for these precautions. Under no circumstances shall students be directed or knowingly be allowed to handle body fluids other than their own.

CROSS REFS.: GBGA, Staff Health  
JLCC, Communicable/Infectious Diseases  
JLCCA, Students with HIV/AIDS  
JLCE, First Aid and Emergency Medical Care

Adopted: June 25, 2001  
Revised: April 16, 2008

**Prevention of Disease/Infection Transmission  
(Handling Body Fluids and Substances)**  
Idalia School District RJ-3

The body fluids and substances of all persons should be considered to contain potentially infectious agents. No distinction may be made between body fluids and substances from individuals with a known disease or infection and those from asymptomatic or undiagnosed individuals. Body fluids and substances include blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva.

The following infection control practices should be followed in all situations involving potential contact with any body fluids and substances:

1. Wear gloves when it is likely that hands will be in contact with body fluids or substances (blood, urine, feces; wound drainage, oral secretions, sputum or vomitus). When possible, wear gloves while holding bloody noses and dealing with cuts that are bleeding heavily. Gloves should be kept in emergency response kits and be readily accessible at sites where students seek assistance for bloody noses or injuries.
  - a. If gloves are not available, the use of towels or some other clean material as a barrier may provide some protection.
  - b. Cuts and sores on your skin should be routinely covered to avoid infection.
  - c. When possible, have students wash off their own cuts and abrasions. After cuts are washed with soap and water, they should be covered with Band-Aids or bandages of the appropriate size. Where possible, students should be taught to hold their own bloody noses.
2. When possible, pocket facemasks should be used for mouth-to-mouth resuscitation.
3. Wash hands often and well, paying particular attention to areas around and under fingernails and between fingers.
4. Clean up as soon as possible after any skin contact with any body fluid or substance.
  - a. Wash skin with soap and water.
  - b. Wash contaminated surfaces and nondisposable items with standard disinfectant. Use aerosol germicide cleaner.
  - c. Wash contaminated clothing and linen in detergent with hot water.
  - d. Contaminated tissues, paper towels and other disposable items should be placed in plastic bags before being discarded.

Use individual judgment in determining when barriers are needed for unpredictable situations. It

is strongly recommended that barriers be used when contact with body fluids or substances is anticipated.

Although HIV (human immunodeficiency virus)/AIDS (acquired immune deficiency syndrome) has received a great deal of attention, there are other diseases more communicable than HIV/AIDS of which staff members also should be aware. The following page includes a table listing communicable diseases and body substance sources of infection.

1. It is extremely difficult to be infected with HIV/AIDS. Exposure of blood to intact skin is a highly unlikely way of being infected with HIV/AIDS.
2. HIV/AIDS is transmitted by getting blood, semen or vaginal secretions into the bloodstream of a noninfected person.
3. Other body substances (saliva, tears, urine or feces) have extremely small, if any, levels of virus.
4. There have been no documented cases of HIV/AIDS transmitted by mouth-to-mouth resuscitation.
5. HIV is easily destroyed by common disinfectants.

#### TRANSMISSION CONCERNS-BODY SUBSTANCE SOURCES OF INFECTIOUS AGENTS

<b>Body Substance Source</b>	<b>Organism of concern</b>	<b>Transmission</b>
Blood -cuts/abrasions -nose bleeds -contaminated needle	Hepatitis B Virus HIV/AIDS Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands Direct blood stream inoculation
*Feces -incontinence	Hepatitis A Virus Salmonella Bacteria Shigella Bacteria	**Oral inoculation from contaminated hands
*Respiratory secretions -saliva -nasal discharge	Common Cold Virus Influenza Virus ***Epstein-Barr Virus	**Oral inoculation from contaminated hands
*Vomit	Gastrointestinal viruses (e.g. Norwalk virus)	**Oral inoculation from contaminated hands
*Urine -Incontinence	***Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands
Semen/vaginal fluids	Hepatitis B virus HIV/AIDS Gonococcus bacteria	Sexual contact (intercourse)

\*There are no reported cases of HIV/IDS suspected of having been transmitted by these sources. Wear gloves when exposed to body secretions, especially blood, urine or feces.

**\*\*HAND WASHING IS VERY IMPORTANT!**

**\*\*\*These agents cause mononucleosis-like illness.**

Approved: June 25, 2001

Revised: November 17, 2004

**ACCIDENT REPORTS**  
Idalia School District RJ-3

Adequate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or property damage, prompt reports also are vital in assuring the district staff, students and others of insurance coverage.

The Board requires therefore that an accident report be filed on every accident that takes place on school property or that involves a school vehicle, students, or staff on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

The Superintendent shall establish procedures for filing accident reports and shall make sure reports include details that:

1. Might be helpful in preventing similar accidents in the future
2. Are needed for filing insurance claims
3. Might be important in case of litigation

Adopted: June 25, 2001

Revised: April 21, 2004



**HANDLING BODY FLUIDS**  
Idalia School District RJ-3

All school district personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The administration shall develop in consultation with medical personnel regulations to be distributed to all staff on a regular basis. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services.

In addition to insuring that these health and safety practices are carried out on a districtwide basis, special emphasis shall be placed in those areas of school district operation that potentially present a greater need for these precautions.

Adopted: June 25, 2001

Revised: November 17, 2004

CROSS REFS.: EBBA, First Aid  
GBE, Staff Health and Safety  
JHCC, Communicable Diseases

## **GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOLS**

Idalia School District RJ-3

Recent concern about how children with AIDS should be educated has raised several questions regarding exposure of teachers and children to potentially infectious body fluids from children with communicable diseases in the school setting.

- 1) Does Contact with body fluids present a risk of infections?
- 2) What should be done to avoid contact with potentially infected body fluids?
- 3) What should be done if direct contact with body fluids is made?
- 4) How should such fluids when spilled be removed from the environment?

The following guidelines are meant to provide simple and effective precautions against transmission of disease and effective precautions against transmission of disease for all persons, including pregnant women, potentially exposed to the blood or body fluids of any student. No distinction is made between body fluids from students with a known disease or those from students without symptoms or with an undiagnosed disease.

### **DOES CONTACT WITH BODY FLUIDS PRESENT A RISK?**

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions, (e.g. nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Table 1 (page 2) provides examples of particular germs that may occur in body fluids of children and the respective transmission concerns. It must be emphasized that with the exception of blood, which is normally sterile, the body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. Furthermore, many germs may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected without symptoms, or chronic carriers of certain infectious agents including the AIDS and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because simple precautions are not always carried out.

TABLE 1.  
TRANSMISSION CONCERNS IN THE SCHOOL SETTING BODY FLUID SOURCE OF  
INFECTIOUS AGENTS

<b>Body Substance Source</b>	<b>Organism of concern</b>	<b>Transmission</b>
Blood -cuts/abrasions -nose bleeds -contaminated needle	Hepatitis B Virus HIV/AIDS Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands Direct blood stream inoculation
*Feces -incontinence	Hepatitis A Virus Salmonella Bacteria Shigella Bacteria Rotavirus	**Oral inoculation from contaminated hands
*Respiratory secretions -saliva -nasal discharge	Common Cold Virus Mononucleosis virus Influenza Virus  AIDS virus Hepatitis B virus	**Oral inoculation from contaminated hands  Bloodstream inoculation through cuts and abrasions on hands
*Vomitus	Gastrointestinal viruses (e.g. Norwalk virus)	**Oral inoculation from contaminated hands
*Urine -Incontinence	***Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands
Semen	Hepatitis B virus HIV/AIDS Gonococcus bacteria	Sexual contact (intercourse)

\*Possible transmission of AIDS and Hepatitis B is of little concern from these sources. There is no evidence at this time to suggest that the AIDS virus is present in these fluids.

#### **WHAT SHOULD BE DONE TO AVOID CONTACT WITH BODY FLUIDS?**

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available in at least the office of the custodian, nurse, or principal. Gloves are recommended when direct hand contact with body fluids is anticipated (e.g., treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). If extensive contact is made with body fluids, hands should be washed afterwards. Gloves used for this purpose should be put in a plastic bag or lined trashcan, secured, and disposed of daily.

#### **WHAT SHOULD BE DONE IF DIRECT SKIN CONTACT OCCURS?**

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (e.g., when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances,

hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased. Clothing and other non-disposable items (e.g. towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, (e.g. blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/teachers (see page 5). Contaminated disposable items (e.g. tissues, paper towels, diapers) should be handled with disposable gloves.

### **HOW SHOULD SPILLED BODY FLUIDS BE REMOVED FROM THE ENVIRONMENT?**

Most schools have standard procedures already in place for removing body fluids (e.g. vomitus). These procedures should be reviewed to determine whether appropriate cleaning and disinfection steps have been included. Many schools stock sanitary absorbent agents specifically intended for cleaning body fluid spills (e.g. ZGOOP, Parsen Mfg. Co., Philadelphia, PA). Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

### **HANDWASHING PROCEDURES**

Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately ten seconds. Soap suspends easily removable soil and microorganisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water. Use paper towels to thoroughly dry hands.

### **DISINFECTANTS**

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercle bacillus and viruses. The disinfectant should be registered by the U. S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals.

Various classes of disinfectants are listed below. Hypochlorite solution (bleach) is preferred for objects that may be put in the mouth.

- 1) Ethyl or isopropyl alcohol (70%)
- 2) Phenolic germicidal detergent in a 1% aqueous solution.
- 3) Sodium Hypochlorite with at least 100 ppm available chlorine (1/2 cup household bleach in 1 gallon of water needs to be freshly prepared each time it is used.)
- 4) Quaternary ammonium germicidal detergent in a 2% aqueous solution (e.g. Triquat\*, Mytar\*, or Sage\*)

- 5) Iodophor germicidal detergent with 500 ppm available iodine (e.g. Wescodyne\*)

\*Brand names used only for examples of each type of germicidal solution and should not be considered an endorsement of a specific product.

#### **DISINFECTION OF HARD SURFACES AND CARE OF EQUIPMENT**

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drainpipe. Remove gloves and discard in appropriate receptacles.

#### **DISINFECTION OF RUGS**

Apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dustpan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dustpan and broom in disinfectant. If necessary, wash brush with soap and water. Dispose of non-reusable cleaning equipment as noted above.

#### **LAUNDRY INSTRUCTIONS FOR CLOTHING SOILED WITH BODY FLUIDS**

The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Pre-soaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add % cup bleach to the wash cycle. If material is not colorfast, add % cup nonchlorox bleach (e.g. Clorox II, Borateem) to the wash cycle.

**GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOLS** was prepared by Elaine Brainerd, M.A., R. N., State Department of Education, in consultation with James Hadler, M.C., MPH chief, Epidemiology Section, Patricia Checko, MPH, Epidemiology Program, and William Sabella, AIDS Coordinator, Connecticut State Department of Health Services. December 1984.

Adopted: June 25, 2001

Revised: November 17, 2004

**Disaster Plans**  
Idalia School District RJ-3

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff should a threat to safety arise from fire or other causes. It also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying them out.

Therefore, the superintendent shall be responsible for developing plans that meet state and local requirements for preparedness in case of fire, civil emergencies, tornadoes and other natural disasters.

Adopted: June 25, 2001

Revised: November 17, 2004

Cross Refs:   EBAB, Hazardous Materials  
              EBCB, Safety Drills

**Safety Drills**  
Idalia School District RJ-3

The school district administration shall cooperate with local fire department officials and personnel in the examination of school buildings and the establishment of evacuation procedures. Such procedures shall be brought before the Board for approval.

Sufficient fire drills shall be held during each school term to satisfy the principal that students and employees thoroughly understand the proper procedures and evacuation routes. Particular attention shall be given to the following:

1. The usual exits, line of travel or emergency procedures that students shall be expected to follow in case of fire, earthquake, civil defense or other emergency for every classroom.
2. The alternate exits, line of travel or emergency procedures which students will be expected to follow in case the usual exits and line of travel are blocked.

Emergency exit information shall be posted in each room.

In addition, the fire department shall have the authority to conduct a fire drill in any school building in the city at any time without warning. The fire department, if practicable, shall notify the superintendent in advance of any such drill.

Principals and supervisors are responsible for the health and safety of employees and students under their jurisdiction. They are expected to take every safety precaution within their power and to report to their superiors any potentially dangerous condition not within their control,

Adopted: June 25, 2001

Revised: November 17, 2004

## **Safety Drills**

### **Idalia School District RJ-3**

The health and safety of students and personnel in the public schools shall be the first concern of all employees. Principals and supervisors are responsible for the health and safety of employees and students under their jurisdiction; they are expected to take every safety precaution within their power and to report to their superiors any potentially dangerous condition not within their control.

Since emergencies can arise on the first day of school as readily as on any other school day, orientation programs for employees and students shall include instruction in the school emergency plan and the use of emergency equipment. Particular attention shall be given to:

1. How to turn in a fire alarm
2. Where the nearest fire extinguisher is located for each classroom
3. Where the nearest fire alarm box or station is located for each classroom
4. How to use the types of fire extinguishers in the building
5. The usual exits, line of travel or emergency procedure that students shall be expected to follow in case of fire, earthquake, civil defense or other emergency for every classroom
6. The alternate exits, line of travel or emergency procedure which students will be expected to follow in case the usual exit and line of travel are blocked
7. Where first aid supplies are located and where other equipment (such as stretchers or cots) is kept

Emergency exit information shall be posted in each room. Such information shall be printed clearly in large letters on a card posted next to the corridor of the room.

Sufficient fire drills shall be held during the first two weeks of each school term to satisfy the principal that students and employees thoroughly understand the proper procedures and evacuation routes. After the first two weeks of school, fire drills must be held at least once a month during the school year. School personnel, as well as students, must evacuate.

A report shall be made to the office of the superintendent of schools after the first two weeks of school and after each subsequent fire drill during the school year. This report shall give the date, time of day, required time for building evacuation and a general evaluation of the drill and shall report any unusual conditions associated with the drill. Special mention shall be made of equipment, alarm systems, exits or other circumstances which in any way limit the complete safety of the school.

Adopted: June 25, 2001

Revised: November 17, 2004



SCHOOL CLOSINGS AND CANCELLATIONS  
(Storm Routes)

Idalia School District RJ-3 has set up storm routes where school buses will run on oil roads only. A map is attached, and it is suggested that parents save this map showing where school bus starting points and times have been established.

Storm routes will be used when side roads have not been plowed open after a snow storm, also after heavy rains or when side roads are in poor traveling condition. School will be closed when weather is considered a safety hazard. Radio coverage for school closings and use of storm routes will be on:

KRDZ – Wray	98.3 FM	1440 AM
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KNAB – Burlington	104.1 FM	1140 AM
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KLOE - Goodland	102.5 FM	102.5 AM
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Storm information may also be seen on KCNC Television - Channel 4 and KUSA Television - Channel 9, Denver.

When storm routes are run, they will be for **BOTH** morning and afternoon trips, therefore, parents must meet the bus in the afternoon as well. If the road conditions change during the day, the use or cancellation of storm routes may change. If a change is made, the radio stations will be notified along with as many parents as possible.

Parents may meet a bus at any place along the oiled roads where the buses are traveling, as indicated on the map. **EXCEPTION:** During the afternoon route, students **MUST** be discharged from the bus so they do not cross the highway while the bus is controlling traffic.

Those students that are absent because of storm routes will not have the absence counted toward their attendance record.

The District hopes the map will be of some help to clarify questions and they will appreciate the cooperation of everyone involved.

Approved: June 25, 2001

Revised: May 21, 2003

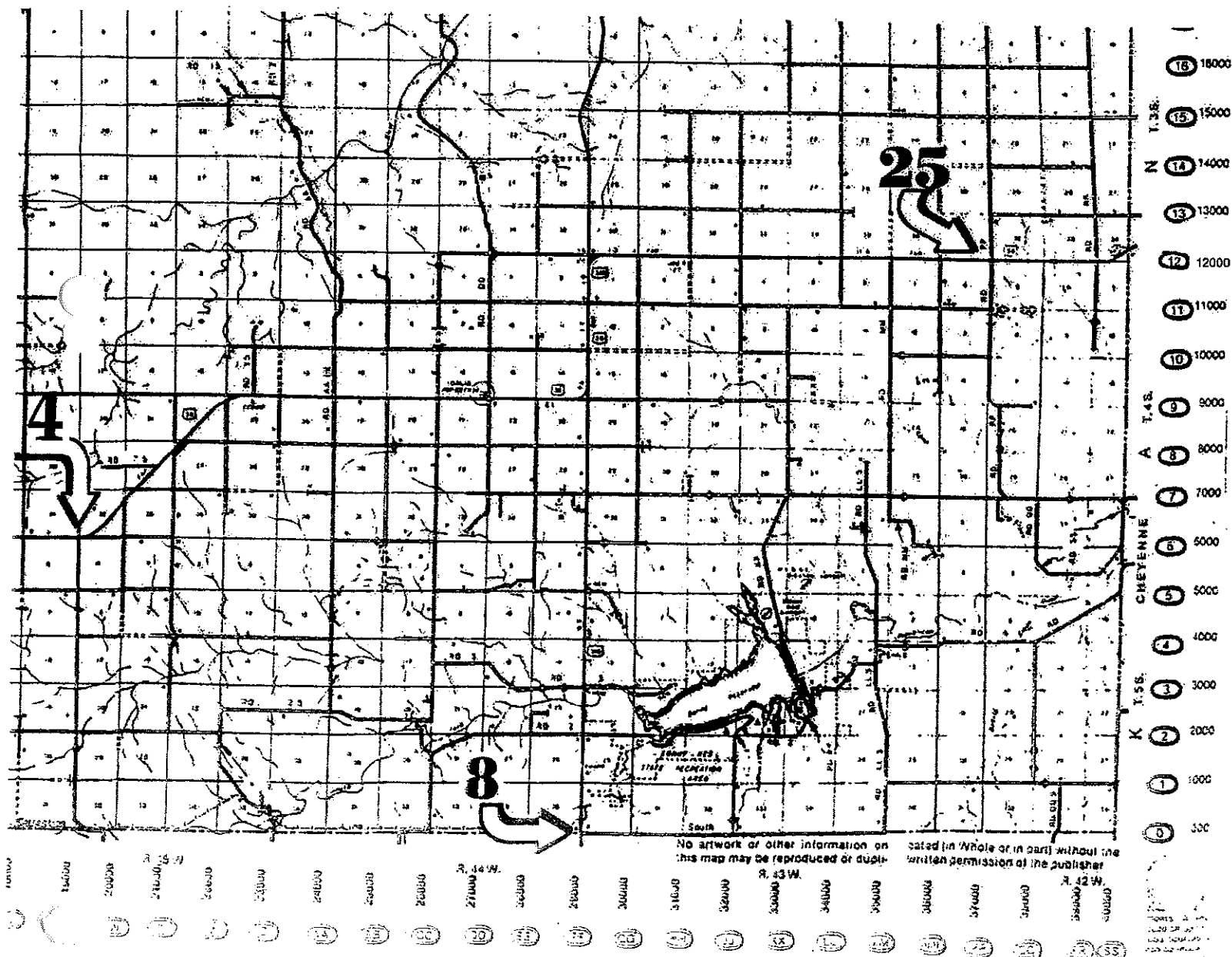
# **IDALIA STORM ROUTES** **IDALIA SCHOOL DISTRICT RJ-3**

**Bus # 4** - Will leave from Road U at 7:30 a.m. and take the oil road into Idalia.

**Bus # 8** - Will leave from County Line Road (Road O) at 7:30 a.m. and take the oil road into Idalia.

**Bus # 25** - Will leave from Road PP, south of Armel at 7:30 a.m. and take the oil road into Idalia.

**Bus # 17 will not run storm routes.**



## **SECURITY/ACCESS TO BUILDINGS**

### **Idalia School District RJ-3**

Security for district buildings and grounds (during regular school hours as well as non-school hours) contributes to the well being and safety of students and staff as well as to that of the sites themselves.

Each school building shall be inspected annually to address removal of hazards and vandalism and any other barriers to safety and supervision.

During regular school hours, flow of traffic into and out of buildings shall be closely monitored and limited to certain doors. Access to school buildings and grounds outside of regular school hours shall be limited to district personnel whose work requires it and to sponsors of approved student activities.

An adequate key control system shall be established which shall limit access to buildings to authorized district personnel and shall safeguard against entrance to buildings by persons unauthorized to have keys.

"Security" means not only keeping buildings locked and secure but also providing protection against physical hazards and acts of violence. It also includes having available floor plans of buildings and site plans showing campus boundaries and access points. The Board requires and encourages close cooperation with local police, fire and sheriff's departments and insurance company inspectors.

Alarm systems and other devices that protect buildings against illegal entry and vandalism shall be installed where appropriate. Employment of security personnel may be approved by the Board in situations where special risks are involved.

Adopted: April 14, 2007

Revised: January 24, 2011

LEGAL REFS.: C.R.S. 18-9-112 (definition of loitering)

C.R.S. 18-9-117 (unlawful conduct on public property)

C.R.S. 22-32-109.1 (5) (Board must adopt building safety and security policy is required part of school safety plan)

CROSS REF.: KI, Visitors to School

**Student Transportation  
Idalia School District RJ-3**

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 (NCIB) choice option to school and back in an efficient, safe and economical manner.

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

It shall be the duty of the principal 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.

The district may submit to the voters the question of whether to impose and collect a fee for the payment of excess transportation costs in accordance with state law. If the fee is approved, the revenues shall be deposited in the transportation fund.

The district shall waive any transportation fee resulting from such approval by the voters for any student eligible for reduced price or free lunches as determined by federal regulations.

LEGAL REFS.: C.R.S. 22-32-110 (1)(a) (*hold real property in name of district*)  
22-32-113 (*transportation of pupils and special election provisions*)  
22-32-114 (*transportation by parents of own children*)  
22-51-101 et seq. (*Public School Transportation Fund*)  
20 U.S.C. 1116 (*choice options contained in No Child Left Behind Act of 2001*)

CROSS REFS.: DBGA, Budget Referenda  
EEA subcodes, (all relate to the district's transportation program)  
EFC, Free and Reduced Price Food Services  
JFBA, Intra-District Choice/Open Enrollment

**[Revised April 2003]**

**Walkers and Riders**  
**Idalia School District RJ-3**

The district shall furnish transportation to all elementary school students who live beyond one mile from their assigned school, to junior and senior high students who live beyond one and one-half miles from their assigned school, and to students who are attending a school other than their assigned school pursuant to the No Child left Behind Act (NCIB) choice option.

Transportation shall be furnished for shorter distances if, in the opinion of the Board, extreme hardship or dangerous conditions prevail.

## **DRUG AND ALCOHOL TESTING FOR BUS DRIVERS**

### **Idalia School District RJ-3**

In accordance with federal law and regulations, the district shall be responsible for implementing a drug and alcohol-testing program for school bus drivers. The purpose of the testing program shall be to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by bus drivers.

#### **Prohibited Conduct**

Drivers shall be prohibited from any alcohol misuse that could affect performance on the job including use on the job, use during the four hours before driving, having prohibited concentrations of alcohol in their systems while driving and use during eight hours following an accident.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instruction of a physician who has advised the driver that the substance does not adversely affect his ability to safely operate a motor vehicle.

#### **Required Testing**

Drivers shall be subject to pre-employment/pre-duty, reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. These procedures use an evidential breath-testing device for alcohol testing. For controlled substances testing, urine specimen collection and testing by a laboratory certified by the U.S. Department of Health and Human Services shall be required.

Pre-employment testing shall be administered to an applicant offered a position in the district prior to the first time the driver performs any safety-sensitive function for the district.

Random alcohol testing shall be limited to the time period surrounding the performance of safety-related functions which includes just before or just after the employee performs the safety-related function.

Controlled substances testing may be performed at anytime while the driver is at work.

An employee covered by the federal regulations may not refuse to take a required test.

#### **Consequences if testing indicates drug or alcohol misuse**

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety related functions in accordance with the federal regulations. Before a driver is reinstated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return to duty test with verified test results.

A driver who is prohibited from performing safety-sensitive functions may be assigned to non-safety-sensitive functions until such time as the driver complies with the requirements for returning to duty.

The Board retains the authority consistent with state and federal law to discipline or discharge any employee who is an alcoholic or chemically dependent and whose current use of alcohol or drug affects the employee's qualifications for and performance of his/her job.

The district is not required under federal law requiring drug and alcohol testing to provide rehabilitation, pay for substance abuse treatment or to reinstate the employee. All employment decisions involving reinstatement, termination or dismissal shall be made in accordance with applicable district policies.

#### Record retention

The district shall maintain records in compliance with the federal regulations in a secure location with controlled access. With the driver's consent, the district may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. A driver shall be entitled upon written request to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.

Records shall be made available to a subsequent employer upon receipt of a written request from a driver only as expressly authorized by the terms of the driver's request.

#### Other provisions

The district shall take steps to insure that supervisors receive proper training to administer the drug and alcohol testing program and that employees receive the notifications required by federal regulations.

Legal Refs: 49 U.S.C. §271b et seq. (Omnibus Transportation Employee Testing Act of 1991)  
49 C.F.R. Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs  
49 C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing  
49 C.F.R. Part 391 Qualification of Drivers  
C.R.S. 42-2-501 et seq. (Commercial Driver's License Act)  
CCR 1507-1 (Colorado Department of Public Safety Rules)

Cross Refs: EEAEA, Bus Driver Requirements, Training and Responsibilities  
GBEC, Drug-Free Workplace (Drug and Alcohol Use by Staff Members)  
GDQD, Discipline Suspension and Dismissal of Support Staff

Adopted: June 25, 2001  
Revised: April 18, 2007

## **PROCEDURES FOR DRUG AND ALCOHOL TESTING OF MOTOR VEHICLE OPERATORS**

Idalia School District RJ-3

1. The following procedures for drug and alcohol testing of motor vehicle operators are designed to implement the requirements of governing state and federal law. These procedures are not intended and shall not be construed to in any way limit or modify the requirements of governing state and federal law. School District employees are required to fully comply with the federal regulations implementing the law. In the event that any of these procedures conflict or are otherwise inconsistent with the mandatory requirements of governing state and/or federal law, the mandatory requirements of the governing state and/or federal law shall be controlling. The School District may elect to join a consortium which administers tests and performs related duties in accordance with the law.
2. Definitions
  - 2.1 The term "drugs" as used in these procedures means opiates, amphetamines, marijuana, cocaine, phencyclidine (PCP).
  - 2.2 The term "driver" as used in these procedures means any person who is subject to the commercial driver's license requirements and operates a School District motor vehicle. The term includes full time, regularly employed drivers and casual, intermittent or occasional drivers.
  - 2.3 The term "safety-sensitive function" as used in these procedures means any of the following functions:
    - 2.3.1 All time at the transportation department or other School District facility waiting to be dispatched, unless the driver has been relieved from duty by the School District;
    - 2.3.2 All time inspecting, servicing or conditioning any School District motor vehicle or its equipment;
    - 2.3.3 All time spent driving a School District motor vehicle;
    - 2.3.4 All time, other than driving time, in or upon any School District motor vehicle;
    - 2.3.5 All time loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
    - 2.3.6 All time spent performing the driver requirements relating to accidents; and



- 2.3.7 All time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.
- 2.4 "Performing a safety-sensitive function" includes any period in which the driver is actually performing, ready to perform or immediately available to perform any safety-sensitive function.
- 3. Prohibited Conduct and Consequences for Violations
  - 3.1 Drivers who perform safety-sensitive functions are prohibited from reporting for or remaining on duty under the influence of alcohol or under the influence of a drug which has not been prescribed by a physician who has knowledge of the driver's safety-sensitive job functions and who has certified that the drug will not adversely affect the driver's ability to safely perform such functions.
    - 3.1.1 Drivers who test positive for drugs or who have an alcohol concentration of 0.04 or greater shall not be hired or shall be subject to termination, as appropriate.
    - 3.1.2 Drivers who have an alcohol concentration of 0.02 or greater but less than 0.04 shall not be hired or shall be subject to discipline up to and including termination for the first violation, as appropriate, and shall be subject to termination for any subsequent violation. Drivers who have an alcohol concentration of 0.02 or greater but less than 0.04 shall not be permitted to perform safety-sensitive functions for at least 24 hours.
    - 3.1.3 Drivers who refuse to submit to any required drug or alcohol test shall not be hired or shall be subject to termination, as appropriate.
- 4. Testing
  - 4.1 General Requirements
    - 4.1.1 The School District shall provide copies of its policy and procedures and educational materials that explain the requirements of the law to each driver prior to the start of drug and alcohol testing and to each driver subsequently hired or transferred into a position which requires the performance of safety-sensitive functions.
    - 4.1.2 The policy, procedures and educational materials that must be provided to drivers shall include a detailed discussion of at least the following:
      - 4.1.2.1 The identity of the person designated by the School District to answer driver questions about the materials;
      - 4.1.2.2 The categories of drivers who are subject to the regulations;

- 4.1.2.3 Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the work day the driver is required to be in compliance with the regulations;
- 4.1.2.4 Specific information concerning driver conduct that is prohibited by the regulations;
- 4.1.2.5 The circumstances under which a driver will be tested for alcohol and/or drugs under the regulations;
- 4.1.2.6 The procedures that will be used to test for the presence of alcohol and drugs, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver;
- 4.1.2.7 The requirement that a driver submit to alcohol and drug tests administered in accordance with the regulations;
- 4.1.2.8 An explanation of what constitutes a refusal to submit to an alcohol or drug test and the attendant consequences;
- 4.1.2.9 The consequences for drivers found to have violated these procedures, including the requirement that the driver be removed immediately from safety-sensitive functions, and the procedures concerning referral, evaluation and treatment;
- 4.1.2.10 The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
- 4.1.2.11 Information concerning the effects of alcohol and drug use on an individual's health, work, and personal life, signs and symptoms of an alcohol or drug problem (the driver's or a coworker's), and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to any employee assistance program and/or referral to the administration or board of education.
- 4.1.3 Each driver is required to sign a statement certifying that he or she has received a copy of the educational materials, and the School District shall maintain the original of the signed certificate.
- 4.1.4 The School District shall provide drivers with necessary post-accident information, procedures and instructions prior to their operation of any School District motor vehicle.

## 4.2 Pre-Duty Testing and Inquiries

4.2.1 Prior to the first time a driver performs safety-sensitive functions for the School District, the driver shall undergo a drug and alcohol test indicating an alcohol concentration less than 0.02 and a verified negative drug test result.

4.2.1.1 Exceptions to pre-duty testing exist under federal law if the driver-applicant has been tested for alcohol within the previous six months under an approved program with an alcohol concentration of less than 0.04 and/or has participated in an approved drug testing program within the previous 30 days and either tested negative for drugs within the past six months or participated in a random drug testing program for the previous 12 months. The School District shall obtain the information and verifications required by law if these exceptions are applied.

4.2.2 No later than 14 days after the first time a newly hired driver performs safety-sensitive functions the School District shall obtain, pursuant to the driver's consent and in accordance with federal law, information maintained by the driver's previous employers pursuant to the federal regulations on the driver's alcohol tests with a concentration result of 0.04 or greater, positive drug test results and refusals to be tested within the preceding two years. The School District shall not permit a driver to perform safety-sensitive functions after this 14-day period unless the required information has been obtained.

#### 4.3 Post-Accident Testing

4.3.1 As soon as practicable after an accident involving one of its vehicles, the motor School District shall test each driver for drugs and alcohol:

4.3.1.1 Who was performing safety-sensitive functions with respect to the vehicle if the accident involved the loss of human life; or

4.3.1.2 Who received a citation under state or local law for a moving traffic violation arising from the accident.

4.3.2 If an alcohol test is not administered within two hours after the accident, the School District shall prepare and maintain a record of the reasons why. If an alcohol test is not administered within eight hours after the accident, the School District shall cease attempts to administer the test and shall prepare and maintain a record of the reasons why the test was not administered.

4.3.3 If a drug test is not administered within 32 hours after the accident, the School District shall cease attempts to administer the test and shall prepare and maintain a record of the reasons why the test was not administered.

4.3.4 Drivers who are subject to post-accident testing may be deemed by the School District to have refused to submit to testing if they have not remained readily available for testing.

#### 4.4 Random Testing

- 4.4.1 Unless modified by law, the minimum annual percentage rate for random alcohol testing shall be 25% of the average number of driver positions within the School District or any consortium in which it participates. A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.
- 4.4.2 Unless modified by law, the minimum annual percentage rate for random drug testing shall be 50% of the average number of driver positions within the School District or any consortium in which it participates.
- 4.4.3 The selection of drivers for random drug and alcohol testing shall be made by a scientifically valid method, such as a random number table of a computer-based random number generator that is matched with the drivers' social security numbers, payroll identification numbers or other comparable identifying numbers. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.

#### 4.5 Reasonable Suspicion Testing

- 4.5.1 The School District shall require drivers to submit to drug and/or alcohol tests when it has reasonable suspicion that they are under the influence of drugs or alcohol when reporting for or remaining on duty which requires the performance of safety-sensitive functions. Drivers under reasonable suspicion shall not perform any safety-sensitive functions until after they have been tested with acceptable results.
  - 4.5.1.1 "Reasonable suspicion" shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of driver.
  - 4.5.1.2 The required observations for drug and alcohol reasonable suspicion testing shall be made by a supervisor or School District official who has received at least 60 minutes of training on alcohol misuse and an additional 60 minutes of training on drug use, both of which must cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of drugs.

#### 4.6 Return-to-Duty Testing

- 4.6.1 Before a driver may return to duty requiring the performance of a safety-sensitive function after testing positive for drugs and/or alcohol, the driver shall undergo a return-to-duty alcohol test indicating an alcohol concentration of less than 0.02 or

a return-to-duty drug test indicating a verified negative result for controlled substances use, as applicable. Follow-up testing shall be conducted as required by law.

- 4.6.2 Each driver who has tested positive for drugs and/or alcohol shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and drug use. The School District shall make information available to employees who test positive for drugs and/or alcohol concerning resources available in the community to evaluate and resolve substance abuse problems.

#### 4.7 Notice

- 4.7.1 Before performing a drug or alcohol test, the School District shall notify the driver that the test is required by federal regulations.
- 4.7.2 The School District shall notify a driver of the results of a pre-duty drug test if the driver so requests within 60 calendar days of being informed of the disposition of his or her employment application.
- 4.7.3 The School District shall notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The School District shall also inform the driver which drug(s) were verified as positive.

#### 5.0 Record keeping Requirements and Disclosure

- 5.1 A driver shall be entitled, upon written request, to obtain copies of any School District records pertaining to the driver's use of drugs or alcohol, including test results.
- 5.2.1 Records shall be made available to a subsequent employer upon receipt of a written request from a driver.
- 5.3 The School District shall prepare and maintain an annual calendar year summary of the results of its drug and alcohol-testing program by March 15 of each year. A consortium may prepare annual calendar year summaries and reports on behalf of the School District, but the School District remains responsible for ensuring the accuracy and timeliness of each report prepared on its behalf.

Adopted: June 25, 2001

Revised: April 18, 2007

**USE OF WIRELESS COMMUNICATION DEVICES BY SCHOOL  
TRANSPORTATION VEHICLE OPERATORS**

Idalia School District RJ-3

While the Board of Education believes the use of wireless communication devices by district transportation vehicle operators is important to provide instant communication regarding emergencies as well as to convey other important information, vehicle operators shall be subject to the following restrictions to ensure safe use.

For purposes of this policy, wireless communication device is defined as any device intended to facilitate communication, including but not limited to cell phones, two-way radios, walkie talkies, palm pilots, beepers, pagers, etc.

Vehicle operators shall not place or receive communications on any personally owned wireless communication device while passengers are loading or unloading from the bus or while the bus is in motion.

Under usual circumstances, use of district owned wireless communication devices shall be allowed when used to assist a vehicle operator and/or dispatcher in the necessary communications periodically needed to safely deliver children – home to school, school to school, school to home and on activity trips. Use of such devices while the vehicle is in motion shall be limited whenever possible.

Vehicle operators shall under no circumstances place or receive communications unrelated to district business while on duty.

Violation of this policy may subject the driver vehicle operator to disciplinary action.

Adopted: June 25, 2001

Revised: January 24, 2011

LEGAL REFS.: 1 CCR 301-26, Rule 4204-R-232.00

C.R.S. 42-4-239 (using a wireless telephone for text messaging while driving is prohibited)

CROSS REFS.: EDB, Maintenance and Control of Materials and Equipment

EEAE, Bus Safety Program

## **USE OF SCHOOL VEHICLES BY COMMUNITY GROUPS**

### **Idalia School District RJ-3**

The general philosophy of the Board of Education is that school vehicles purchased by the school district are to be used primarily for school purposes and that taxpayers shall not be expected to subsidize the expense of providing school vehicles or personnel not necessary for school district purposes. Nevertheless, it is the policy of the Board of Education to make available for use by appropriate community groups school vehicles to the extent that such use does not impinge upon or impair use for school district purposes.

Among community groups that qualify for the use of school vehicles are those composed of citizens 65 years of age and older. Such groups shall be given special consideration as required by the statute relating to community use of school vehicles. As permitted by law, all groups shall be expected to pay the actual costs involved in the use of school vehicles.

Nonschool use of school vehicles shall not be intermingled with student transportation, nor shall it interfere with:

1. Student transportation to, from or between schools.
2. Student transportation for school activities and functions.
3. Emergency transportation for students.
4. Time required for maintenance and service of vehicles.
5. Provision of standby vehicles for school purposes.

Regulations for community use of school vehicles shall be developed by the administration and approved by the Board.

Adopted: June 25, 2001

Revised: January 24, 2011

LEGAL REFS.: C.R.S. 22-32-128 (use of school vehicles by residents of district)

C.R.S. 39-27-102

C.R.S. 40-10-116 (1)(b)

C.R.S. 40-16-101 (1.5)

C.R.S. 40-16-104 (1)(d)

**SCHOOL-OWNED VEHICLES**  
**(Use of Seat Belts)**  
Idalia School District RJ-3

The use of seat belts in school-owned vehicles is mandatory for all personnel using vehicles that are equipped with seat belts with the exception of off-road vehicles.

Drivers of all school vehicles except school buses shall be responsible for insuring that all passengers use safety belts. The driver shall not begin to move the vehicle until the driver and all passengers are belted.

Legal Refs: C.R.S.42-4-236

Adopted: June 25, 2001  
Revised: April 16, 2008



**NUTRITIOUS FOOD CHOICES**  
Idalia School District RJ-3

At every possible eating occasion, students will have opportunities to practice what they are taught in nutrition education and choose nutritious snacks that are low in fat, sodium and added sugars.

Schools are encouraged to take steps to ensure:

- nutritious foods are always available as an affordable option whenever food is served or sold;
- students have limited opportunities to eat snacks high in fat, sodium or added sugars; and
- competition with nutritious meals served by the school food service program is minimized.

The emphasis on healthy choices applies to:

- a la carte items (separate food choices) offered by the food service program;
- “competitive foods” which are snacks and beverages sold from vending machines, school stores and fund-raising activities that compete with the food service program; and
- refreshments that are available at school parties, celebrations and meetings.

Each beverage offered for sale to students from any source, including the school cafeteria, vending machines, school stores and fund-raising activities conducted on school grounds, shall satisfy the minimum nutritional standards for beverages adopted by the State Board of Education. This applies to beverages sold on campus during the regular school day and extended school day, including but not limited to before and after school activities such as clubs, year book, band, student government, drama and childcare/latchkey programs.

The State Board’s nutritional standards for beverages shall not apply to the sale of beverages at school-related events where parents and other adults are a significant part of the audience. Such activities include but are not limited to interscholastic sporting events, school plays and band concerts.

Adopted: June 25, 2001

Revised: December 18, 2013

LEGAL REFS.: C.R.S. 22-32-134.5 (healthy beverage requirement)

C.R.S. 22-32-136.3 (trans fat ban)

1 CCR 301-79 (State Board of Education – healthy beverages rules)

**COPYRIGHT COMPLIANCE**  
Idalia School District RJ-3

The School Board prohibits illegal duplication of copyrighted materials in any form within the school district. Any employee who willfully disregards this Board policy and the law assumes all liability and responsibility for such action.

Copyrighted materials, whether print, non-print or computer software, may be duplicated only when such reproduction meets "fair use" standards (Section 107, p. L. 94-553 and p. L. 96-517) or when written permission for duplication has been obtained from the copyright holder.

The Superintendent of Schools will publish administrative regulations to ensure the "fair use" of copyrighted materials.

Responsibility for disseminating and interpreting copyright regulations or procedures will be vested in Library Media Services with advice of legal counsel, of the school division. The head library media specialist will be the source of copyright information and interpretation at the building level. The Director of Libraries and Instructional Resources will provide information and interpretation at the district level and conduct copyright seminars on request.

**Computer Software**

District employees will follow the standard copyright law in the reproduction of computer software. Therefore, there will be no reproduction of disks or other computer software except as permitted by law unless permission has been obtained in writing from the proper authorities.

Only if employees follow this rule can the district remain free from possible legal and financial difficulties.

Any disk currently in the school system, unless it originated in the central office, will no longer be used. There will be no further production of disks unless permission has been granted and a copy of the permission is on file in the central office.

Legal Refs: P.L. 94-553, Section 107  
P.L.94-517

Adopted: June 25, 2001  
Revised: April 16, 2008

## **ELECTRONIC COMMUNICATION**

### **Idalia School District RJ-3**

Electronic communication is the transmittal of a communication between two or more computers or other electronic devices, whether or not the message is converted to hard copy format and whether or not the message is viewed upon receipt. Electronic communication includes all electronic messages that are transmitted through a local, regional or global computer network.

All district electronic communication systems are owned by the district and are intended for the purpose of conducting official district business only. District electronic communication systems are not intended for personal use by district employees. Employees shall have no expectation of privacy when using district electronic communication systems.

Electronic communication sent or received by the Board, the district or district employees may be considered a public record subject to retention under state or federal law. Such electronic communication may also be subject to public disclosure or inspection under the Colorado Open Records Act.

Whenever the district is a party in litigation or reasonably anticipates being a party in litigation, Board members and district employees in possession of electronic documents, e-mail and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, e-mails and other evidence until otherwise directed by the superintendent or designee.

To ensure compliance with applicable law and district policy, the district retains the right to review, store and disclose all information sent over the district electronic communication systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access district information in the employee's absence.

Upon sending or receiving an electronic communication, all users shall segregate or store those communications that are public records. Public records are those that evidence the district's functions, policies, decisions, procedures, operations or other activities of the district or that contain valuable district data.

Electronic communication on district computers or district electronic communication systems shall be retained only as long as necessary. Such electronic communication shall be deleted on a routine basis unless otherwise required to be retained by district policy or state or federal law.

The custodian of records for the district shall assist the public in locating any specific public electronic records requested and shall provide public access to public electronic records in accordance with state law. The district's records custodian shall also be responsible for assisting the district's schools and other sites in complying with record retention requirements.

District employees may be subject to disciplinary action for violation of this policy.

Adopted: October 15, 2008

LEGAL REFS.: C.R.S. 24-72-203(1)(b)(I)  
C.R.S. 24-72-204.5  
C.R.S. 24-80-101 et seq. (State Archives and Public Records Act)

FILE: EGAEA

CROSS REFS.: EHB, Records Retention  
GBEE\*, Staff Use of Internet and Electronic Communications  
G I3J, Personnel Records/Files  
JRA/JRC, Student Records/Release of Information on Students  
JS\*, Student Use of Internet and Electronic Communications  
KDB, Public's Right to Know/Freedom of Information

**OPEN HIRING/EQUAL EMPLOYMENT OPPORTUNITY**  
Idalia School District RJ-3

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

Therefore, the district shall promote and provide for equal opportunity in recruitment, selection, promotion and dismissal of all personnel. Commitment on the part of the district towards equal employment opportunity shall apply to all people without regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, genetic information, marital status or disability.

The district shall ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion and termination.

Adopted: June 25, 2001

Revised: December 11, 2012

LEGAL REFS.: 20 U.S.C. §1681 (Title IX of the Education Amendments of 1972)  
29 U.S.C. §201 et seq. (Fair Labor Standards Act)  
29 U.S.C. §621 et seq. (Age Discrimination in Employment Act of 1967)  
29 U.S.C. §794 (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. §12101 et seq. (Title II of the Americans with Disabilities Act)  
42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. §2000e (Title VII of the Civil Rights Act of 1964)  
42 U.S.C. §2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)  
C.R.S. 22-32-110 (1)(k)  
C.R.S. 22-61-101 (discrimination in employment prohibited)  
C.R.S. 24-34-301 et seq. (Colorado Civil Rights Division procedures)  
C.R.S. 24-34-402 et seq. (discriminatory or unfair employment practices)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity  
ACE, Nondiscrimination on the Basis of Disability  
GBAA, Sexual Discrimination and Harassment

## **SEXUAL DISCRIMINATION AND HARASSMENT**

### **Idalia School District RJ-3**

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

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

#### **Sexual harassment prohibited**

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

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

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

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

1. Sex-oriented verbal "kidding," abuse or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.

6. Sexual violence.

**Reporting, investigation and sanctions**

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

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

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

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

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

**Notice of policy**

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

Adopted: June 25, 2001

Revised: July 17, 2013

LEGAL REFS.: 20 U.S.C. §1681 et seq. (Title IX of the Education Amendments of 1972)  
42 U.S.C. §2000e et seq. (Title VII of the Civil Rights Act of 1964)  
C.R.S. 24-34-401 et seq. (discrimination or unfair employment practices)  
C.R.S. 24-34-301 et seq. (Colorado Civil Rights Division procedures)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity  
JLF, Reporting Child Abuse/Child Protection

**SEXUAL HARASSMENT  
(GRIEVANCE PROCEDURE)**  
Idalia School District RJ-3

1. Staff members who believe that they have been subject to sexual harassment will report the incident to the superintendent who will be referred to as the grievance officer. (Grievances against the superintendent will be filed with the school board president.)
2. The grievance officer will attempt to resolve the problem, if warranted, in an informal manner through the following process:
  - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of the basis of the complaint.
  - b. The grievance officer will then attempt to meet with the charged party in order to obtain a response to the complaint.
  - c. The grievance officer may hold as many meetings with the parties as is necessary to gather facts and obtain statements from witnesses if available.
3. On the basis of the grievance officer's perception of the situation, the grievance officer may:
  - a. Attempt to resolve the matter informally through conciliation.
  - b. Report the incident and transfer the record to the superintendent or designee, and so notify the parties by certified mail.
4. After reviewing the record made by the grievance officer, the superintendent or designee may attempt to gather any additional evidence necessary to decide the case and thereafter impose any sanctions deemed appropriate including a recommendation to the Board for disciplinary or other action.

Approved: June 25, 2001

Revised: December 15, 2004



**STAFF CONDUCT  
(And Responsibilities)**  
Idalia School District RJ-3

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

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

**Rules of conduct**

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

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

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

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

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

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

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

### **Child abuse**

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

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

### **Possession of deadly weapons**

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

### **Felony/misdemeanor convictions**

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

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

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

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

### **Unlawful behavior involving children**

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

### **Personnel addressing health care treatment for behavior issues**

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

Adopted: January 15, 2014

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

FILE: GBEB

C.R.S. 24-18-104 (government employee rules of conduct)  
C.R.S. 24-18-109 (local government employee rules of conduct)  
C.R.S. 24-18-110 (voluntary disclosure)

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

## **STAFF DRESS CODE**

### **Idalia School District RJ-3**

Teachers and other staff members project an image to the community and to students about the professionalism of the district. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat, and clean in appearance. Examples of professional attire include, but are not limited to, collared shirts, dress slacks, ties, dressed and coordinated separates. The principal has the final authority to decide what professional attire is.

#### **Unacceptable items**

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

1. Dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, alcohol, or weapons
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, or legally libelous
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise disrupt the teaching-learning process
6. Jeans, shorts, sweat pants, T-shirts, tennis shoes, "flip-flop" sandals and athletic wear are inappropriate except in special circumstances.

#### **Exceptions**

Vocational agriculture teachers may choose to wear clothing appropriate to their plans for the day. Appropriate athletic clothing may be worn when teaching or assisting with physical education classes, or when coaching athletic activities.

Classified staff members will be held to a standard appropriate for their duties.

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

Adopted: June 25, 2001

Revised: October 15, 2008

LEGAL REF.: C.R.S. 22-32-109 (1)(cc) districts required to have staff dress code

CROSS REF.: GBEB, Staff Conduct and Responsibilities

JICA, Student Dress Code

## **GIFTS TO AND SOLICITATIONS BY STAFF**

### **Idalia School District RJ-3**

#### **Gifts**

Gifts from students: Teachers and other employees of the Board shall not accept gifts from students except as such gifts represent tokens. Even token gift-giving shall be discouraged. The Board considers as more welcome and more appropriate the writing of letters by students to staff members to express gratitude and appreciation.

Gifts from staff members to staff members: Individual employees shall refrain from giving staff members who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly. Generally, the collection of money for group gifts shall be discouraged except in special circumstances such as bereavement, serious illness or mementos at retirement.

Gifts from companies: All employees of the Board are prohibited from accepting gifts of other than nominal value from companies or organizations doing business with the school district. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through its public relations program.

#### **Solicitations**

No organization may solicit funds of staff members within the schools nor may anyone distribute flyers or other materials related to fund drives through the schools without the approval of the superintendent. Nor shall staff members be made responsible or assume responsibility for the collection of money or distribution of any fund drive literature within the schools without such activity having the superintendent's approval.

As a matter of policy, the Board expects such activities to be kept to a minimum. The superintendent shall seek direction from the Board in instances where prior action has set no guidance as to a particular fund drive.

LEGAL REF.: C.R.S. 24-18-104

CROSS REFS.: DJG, Vendor Relations

GBCB [GBEB], Staff Conduct

JP, Student Donations and Gifts

KHA/KHB, Public Solicitations/Advertising in Schools

Adopted: June 25, 2001

Revised: January 19, 2005

## **Alcohol and Drug-Free Workplace**

### **Idalia School District RJ-3**

The Board recognizes the importance of maintaining a workplace that is free from alcohol and drugs to enhance the safety and welfare of employees and students and ensure compliance with applicable law. Accordingly, it shall be a violation of Board policy for any district employee to possess, use or be under the influence of alcohol or illicit drugs on district property, in or on district vehicles, at any school-sponsored or district-sponsored activity or event, or off district property when the employee is on duty.

For purposes of this policy, "illicit drugs" means narcotics, drugs and controlled substances as defined in law. Although some actions involving marijuana are no longer prohibited by state law, federal law still prohibits the manufacture, sale, distribution, possession and use of marijuana. As a recipient of federal funds, the district has an obligation to maintain a drug-free workplace. Thus, marijuana is an illicit drug for purposes of this policy. "Illicit drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria: (1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter; (2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter; (3) the drug is used or possessed at the dosage prescribed or recommended; and (4) the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include suspension, termination and referral for prosecution. In appropriate circumstances and at the district's sole discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee's expense. However, the district is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

After investigation, the superintendent may reinstate an employee who has been suspended if it appears to be in the best interests of the district. The matter shall be reported to the Board of Education.

### **Drug-Free Workplace Act**

Under the federal Drug-Free Workplace Act (the Act), the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in any district workplace. The Act defines "controlled substance" as a controlled substance in schedules I through IV of 21 U.S.C. section 812, which includes but is not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).

Pursuant to the Act, any employee who is convicted or pleads nolo contendere under any criminal drug statute for a violation occurring in the workplace shall notify the superintendent no

later than five days after the conviction. The district has an obligation under the Act to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the district and the convicted employee's work site.

### **Awareness and prevention program**

The superintendent shall establish an awareness and prevention program to inform employees about:

1. The dangers of drug and alcohol abuse.
2. The Board's policy of maintaining an alcohol and drug-free workplace.
3. Available drug and alcohol counseling, rehabilitation and employee assistance programs.
4. Penalties that may be imposed upon employees for violations of this policy.

The Board shall conduct a periodic review of its awareness and prevention program to determine its effectiveness and implement appropriate changes.

### **Notification to employees**

Information about the standards of conduct required by this policy shall be communicated to employees. All employees shall acknowledge receipt of this policy and related information.

Adopted: June 25, 2010

Revised: February 19, 2014

LEGAL REFS.: 20 U.S.C. 7101 et seq. (Safe and Drug-Free Schools and Communities Act)  
21 U.S.C. 812 (definition of controlled substance)  
41 U.S.C. 8101 and 8102 (Drug-Free Workplace Act of 1988)  
34 C.F.R. Part 84 (regulations implementing the Drug-Free Workplace Act)  
Colo. Const. Art. XVIII, Section 16(6) (employers may restrict marijuana use, possession, sale, etc. by employees)  
C.R.S. 18-18-407 (2) (crime to sell, distribute or possess any controlled substance on or near school grounds or school vehicles)  
C.R.S. 25-1.5-106 (12)(b) (possession or use of medical marijuana in or on school grounds or in a school bus is prohibited)  
C.R.S. 25-14-103.5 (boards of education must adopt policies prohibiting use of retail marijuana on school property)

CROSS REFS.: EEAEAA\*, Drug And Alcohol Testing For Bus Drivers  
GCQF, Discipline, Suspension and Dismissal of Professional Staff  
GDQD, Discipline, Suspension and Dismissal of Support Staff  
JICH, Drug and Alcohol Involvement by Students



**EMPLOYEE ACKNOWLEDGEMENT FORM**  
**Drug-Free Workplace Policy Statement**

IDALIA SCHOOL DISTRICT RJ-3

I, THE UNDERSIGNED EMPLOYEE OF \_\_\_\_\_, have  
received a copy of the Drug-Free Workplace policy and:

1. I agree to abide by the terms of the policy.
2. I agree to notify my supervisor if I am convicted of violating a criminal drug, statute in  
the workplace no later than five days after the date of such conviction.

\_\_\_\_\_  
Employee name (typed)

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

Approved: June 25, 2001  
Revised: May 22, 2002

## **Tobacco-Free Workplace**

Idalia School District RJ-3

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:

1. "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., teacher ages.
  - 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.
2. "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.
3. "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 meetings. Employees found to be in violation of this policy shall be subject to appropriate disciplinary action.

Legal Refs: 20 U.S.C.16083 (Federal law prohibits smoking in any indoor facility used to provide educational services to children.)

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

C.R.S.25-14-103.5

6CCR 1010-6, 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

Adopted: June 25, 2001

Revised: December 17, 2015

## **STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS**

### **Idalia School District RJ-3**

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

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

The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that violates this policy.

#### **Blocking or filtering obscene, pornographic and harmful information**

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

#### **No expectation of privacy**

District computers and computer systems are owned by the district and are intended for educational purposes and district business at all times. Staff members shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

#### **Public records**

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

#### **Unauthorized and unacceptable uses**

Staff members shall use district computers and computer systems in a responsible, efficient, ethical and legal manner.

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

No staff member shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

## **Security**

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

Staff members shall not:

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

Any staff member identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

## **Confidentiality**

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

If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a “need to know” are allowed access to the material. Staff members shall handle all employee, student and district records in accordance with policies GBJ (Personnel Records and Files), JRA/JRC (Student Records/Release of Information on Students) and EGAEA (Electronic Communication).

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA). (See policy JRA/JRC, Student Records/Release of Information on Students for detailed information on student records).

## **Use of social media**

Staff members may use social media within school district guidelines for instructional purposes, including promoting communications with students, parents/guardians and the community

concerning school related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content shall be appropriate to the student's age, understanding and range of knowledge.

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

### **Vandalism**

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

### **Unauthorized software**

Staff members are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

### **Staff member use is a privilege**

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

Staff members shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

### **School district makes no warranties**

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the

district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The school district shall not be responsible for any damages, losses or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

Adopted: June 25, 2001

Revised: July 17, 2013

LEGAL REFS.: 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)  
47 U.S.C. 231 et seq. (Child Online Protection Act of 2000)  
20 U.S.C. 6801 et seq. (Elementary and Secondary Education Act)  
C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)  
C.R.S. 24-72-204.5 (monitoring electronic communications)

**STAFF HEALTH**  
**(And Physical and Mental Health Examination Requirements)**  
Idalia School District RJ-3

Through its overall safety program and various policies pertaining to school personnel, the Board shall seek to 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 full-time, part-time or temporary, 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 medical condition is such that it interferes with the ability to perform required duties or there is an unacceptable risk to the health and safety of the employee or others, the district 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 the employee's ability to perform 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 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 suspend and/or terminate the employee in accordance with applicable policies and regulations and applicable law.

**Readily-transmitted communicable diseases**

An employee with an acute, common communicable disease shall not report to work during the period of time when contagious/infectious. The district reserves the right to require a physician's



statement prior to the employee's return to work.

An employee 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 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 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 persons with disabilities, that such employees shall not be discriminated against on the basis of their disabilities and that reasonable accommodations shall be made to enable qualified individuals with disabilities to continue working.

### **Confidentiality**

In all instances, district personnel shall respect the individual's right to privacy and treat any information regarding the medical condition or medical history of an employee or applicant as confidential information. The superintendent shall develop procedures to 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.

Adopted: October 15, 2008

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)  
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 Disability  
EBBA, Prevention of Disease/Infection Transmission  
GBA, Open Hiring/Equal Employment Opportunity  
GBJ, Personnel Records and Files  
GBGG, Staff Sick Leave  
GCQF, Discipline, Suspension and Dismissal of Professional Staff  
GDQD, Discipline, Suspension and Dismissal of Support Staff

**STAFF HEALTH**  
**(Staff Members with HIV/AIDS/Communicable Diseases)**  
Idalia School District RJ-3

The following procedures 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 apply whenever a school official has reasonable cause to suspect that a staff member is seriously ill and the illness is affecting the employee's ability to perform job responsibilities or 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 health is observed to be deteriorating to the point of interfering with the performance of duties, when the employee displays persistent physical symptoms of illness, or where there is similar reasonable evidence of such disease.

**Reporting suspected or 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 purposes of these procedures, the Superintendent shall be referred to as the "school officer."

It is improper for any employee, with knowledge or reasonable grounds to suspect that he/she is infected with a communicable disease, to willfully expose or infect another with such disease, or to knowingly perform an act or engage in conduct which exposes or infects another person with such 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 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 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 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 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 himself/herself or others, 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 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, 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 of transmission in the school setting. 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 decision makers 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.

Adopted: October 15, 2008

**FIRST AID TRAINING**  
Idalia School District RJ-3

At least one person in each building, and every staff member who teaches or supervises students in classes or activities where, as determined by the district, students are exposed to dangerous equipment or chemicals or other increased risks of injury, shall hold a current standard first aid card, including CPR and AED training. A list of such staff members shall be maintained in each school office.

LEGAL REF.: 6 CCR 1010-6-9-102 (*first aid certification requirement*)

CROSS REFS.: JLCE, First Aid and Emergency Medical Care

Adopted: April 16, 2008

**STAFF PERSONAL SECURITY AND SAFETY**  
Idalia School District RJ-3

**Offenses against school employees**

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or any alleged offense under the "Colorado Criminal Code" by a student directed towards a teacher or school employee.

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

1. The teacher or employee shall file a written complaint with the building principal, the superintendent's office and the Board of Education.
2. The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or 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.
5. A copy of this policy shall be distributed to each student and posted in each school building.

**Communication of disciplinary information to teachers/counselors**

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any teacher or counselor who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

Adopted: October 15, 2008

LEGAL REFS.: C.R.S. 22-32-109.1 (3) (policy regarding offenses against school employees required as part of safe schools plan)  
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)  
C.R.S. 22-32-126 (5)(a) (communication of disciplinary information)

CROSS REFS.: ECAC, Vandalism  
JK, Student Discipline  
JKD/JKE, Suspension/Expulsion of Students

**WORKERS' COMPENSATION**  
Idalia School District RJ-3

An employee is eligible for workers' compensation leave from the district during the period of time the employee is temporarily disabled as the result of any injury arising out of and in the course of employment which qualifies for an indemnity payment from the workers' compensation division of the Colorado Department of Labor and Employment.

Workers' compensation leave shall be available only to those persons who sustain a temporary total disability and are unable to perform services for the district while disabled.

The primary source of compensation for an employee on workers' compensation leave shall be the indemnity payment from the workers' compensation section of the division of workers' compensation of the Colorado Department of Labor and Employment or insurance carrier as determined by state law. The employee may use accrued school district sick leave and vacation time to supplement the workers' compensation payment.

Under no circumstances shall an employee be allowed to receive more than an amount equal to the weekly wage or equivalent when combining the indemnity payment from workers' compensation and school district benefits. The employee shall provide any requested documentation to the school district to evidence amounts paid by workers' compensation before benefit payments are allowed by the school district.

While on workers' compensation leave under a temporary total disability, employees shall continue to have school district health, life and disability insurance coverage, to the same extent the employee had such coverage prior to taking workers' compensation leave, for a period of time not to exceed 180 calendar days. At such time, the employee shall be given the option of directly assuming payment of the district's costs for such benefits or discontinuing the coverage until returning to work and again being eligible for benefits, unless the district is otherwise required to continue such coverage under applicable law.

The administration is directed to establish necessary procedures to implement this policy.

Adopted: June 25, 2001

Revised: December 11, 2012

LEGAL REFS.: 29 U.S.C. 2601 et seq. (Family and Medical Leave Act of 1993)  
C.R.S. 8-40-101 et seq. (Workers' Compensation Act of Colorado)

CROSS REFS.: GBGG, Staff Sick Leave  
GCD, Professional Staff Vacations and Holidays  
GDD, Support Staff Vacations and Holidays

**FEDERALLY-MANDATED FAMILY AND MEDICAL LEAVE**  
Idalia School District RJ-3

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

**Eligibility**

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

**Permitted reasons for FMLA leave**

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

1. The birth and care of the employee's newborn child;
2. The placement of a child with the employee for adoption or foster care;
3. To care for the employee's spouse, parent or child with a serious health condition;
4. When the employee is unable to perform the essential functions of his or her position because of the employee's own serious health condition; or
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on covered active duty in the Armed Forces or has been notified of an impending call or order to covered active duty in the Armed Forces.

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

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

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

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

### **Health insurance and benefits**

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

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

### **Reinstatement after FMLA leave**

Reinstatement shall be determined in accordance with applicable law and Board policies. If the employee on leave is a salaried employee and is among the highest paid 10 percent of district employees and keeping the job open for the employee would result in substantial economic injury to the district, the employee may be denied reinstatement provided the district notifies the



employee of its intent to deny reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

### **Development of procedures**

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

### **Compliance with governing law**

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

Adopted: June 25, 2001

Revised: April 23, 2014

LEGAL REFS.: 29 U.S.C. 2601 et seq. (Family and Medical Leave Act of 1993)  
29 C.F.R. Part 825 (regulations)

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

**FEDERALLY-MANDATED FAMILY AND MEDICAL LEAVE**  
Idalia School District RJ-3

**Notification and reporting**

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

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

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

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

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

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

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

**Medical certification**

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

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

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

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

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

### **Return to work**

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

The following return to work provisions apply to teachers:

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

### **Repayment of benefits**

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

**Posting/notice to employees**

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

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

Adopted: June 25, 2001

Revised: April 23, 2014

**SICK LEAVE BANK**  
Idalia School District RJ-3

The purpose of the sick leave bank is to provide a source of sick leave for a district employee who sustains a long illness and uses up all accumulated leave or for the new employee who likewise sustains a long illness and does not have accumulated leave to use. The sick leave bank will consider all illnesses, including medical conditions related to pregnancy.

The bank will be administered by a committee of a minimum of three employees, including one teacher, one classified employee and one administrator. The committee shall determine the validity of the member employee's request and determine whether the request will be denied, granted or granted in part. In making these determinations, the committee will give consideration to the following factors:

1. Member's past conservation and fair use of leave policies.
2. The seriousness of past and current illnesses and injuries.
3. Any unusual circumstances involved.

Further, in making these determinations, the committee will review information presented by member employees and may consider information available from any other source.

Members will make written application to the sick leave bank committee (through the superintendent's office) for use of the sick leave bank. The committee may request a letter from the attending physician stating that the individual was not able to perform the normal duties of the job.

A maximum of 60 days per school year may be awarded.

The sick leave bank committee will notify the applicant and the superintendent's office of its decision in written form.

A member employee withdrawing from the sick leave bank may not withdraw contributed days. Enrollment in the sick leave bank is limited to the first month of employment or between September 15 and October 1 of each year.

CROSS REFS.: GBGG, Staff Sick Leave  
GBGF, Federally-Mandated Family Leave

Adopted: December 19, 2007

**Staff Military Leave**  
Idalia School District RJ-3

**Annual military leave**

An employee who as a member of a reserve or national guard unit or any other branch of the military organized under state or federal law shall be granted military leave with a right of reinstatement in accordance with state and federal law.

The employee shall receive full salary and benefits during such leave up to a maximum of 15 days annually. The leave year shall be as established by the district. All remaining leave to fulfill the annual military obligation shall be unpaid leave.

An employee who is required by the state or federal government to continue military service beyond the time for which leave with pay is required, shall be granted a leave of absence without pay for all such additional service.

**Emergency military leave**

Military leave of absence without pay shall be granted to any employee who enlists for military duty with any branch of the United States armed forces or who is called into active military service in time of war or other emergency declared by the proper authority of the state or United States. The employee shall be considered on a leave of absence during military service.

**Notice of military service**

An employee taking leave under this policy shall provide written or oral notice, as far in advance as possible, of pending military service. Employees on military leave resulting in absence of more than 30 days shall forward a copy of their military orders to the superintendent or designee.

**Using paid leave in lieu of unpaid military leave**

An employee taking leave under this policy may at his or her discretion, but is not required to, use accrued vacation or other paid leave during time of military service.

**Hiring substitute**

Where necessary to protect the public interest, a substitute employee may be hired by the school district to perform the duties of the employee on military leave until such time as the employee returns to work.

**Reinstatement after service**

Upon completion of military service and in accordance with state and federal law, the employee shall be reinstated in the same or a similar position of like seniority, status and pay if such is

available at the same salary and benefits which he or she would have received had leave not been taken, and if the employee meets the applicable statutory requirements, including notification to the district of the employee's intent to return to work within the time period set out in law.

Upon reinstatement, the employee shall have the same rights with respect to accrued and future vacation, sick leave, public retirement benefits and other benefits as if he or she had actually been employed during the time of such leave. Because nonprobationary status for teachers is not attained merely through continuous employment, a probationary teacher shall be reinstated at the actual year of service as when he or she began military leave.

Adopted: June 25, 2001

Revised: December 11, 2012

LEGAL REFS.: 38 U.S.C. §4301 *et seq.* (*Uniformed Services Employment and Reemployment Rights*)  
20 C.F.R. Part 1002 (*regulation*)  
C.R.S. 28-3-601 *et seq.* (*annual military leave for public employees*)

**STAFF LEGAL LEAVE**  
Idalia School District RJ-3

The Board of Education recognizes the important role citizens play in our legal system, including the obligation to serve as jurors under appropriate circumstances and to appear in proceedings pursuant to subpoena or other court order.

All employees of the school district shall be excused for jury duty or when ordered to appear in a proceeding pursuant to subpoena or other court order with no jeopardy to their employment, compensation, annual leave or other leave.

Substitutes, when necessary, for employees shall be obtained in the usual manner and paid by the district.

While state law provides that the district is only responsible for paying employees their regular wages up to \$50 per day for the first three days of jury service, the district believes it should support employees to the full extent of their regular wages while on jury service. Therefore, the district shall pay employees their regular wages for all days of jury service.

Pursuant to state law, after the first three days of jury service, the state pays each juror \$50 per day. Because employees will be receiving their regular wages from the district, which in most instances is more than \$50 per day, all employees shall forward such payment from the state to the district as an offset. If an employee's regular wages are less than \$50 per day, the district will supplement the employee's regular wages to bring the daily wage up to \$50.

The district shall not reimburse employees for expenses or mileage related to jury service. The employee may keep any reimbursement for expenses or mileage received from the state and continue to receive the full extent of his or her regular wages while on jury service.

The superintendent shall request that an employee be excused from jury duty service or the service delayed provided the special nature of the employee's qualifications would make it difficult to secure an adequate substitute or if the timing of the proposed jury service affords a threat to the welfare of the school or the students concerned.

LEGAL REFS.: C.R.S. 13-71-119  
C.R.S. 13-71-126  
C.R.S. 13-71-129  
C.R.S. 13-71-132 through 13-71-134

Adopted: April 16, 2008



**STAFF CONCERNS/COMPLAINTS/GRIEVANCES**  
Idalia School District RJ-3

It is the Board's desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

A "grievance" is defined as an alleged violation of Board of Education policies or administrative regulations that apply to all employees.

The machinery set up for the resolution of "grievances" in agreements between the Board and recognized employee organizations shall apply only to grievances as defined in the particular agreement.

Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to nonrenewable of contracts, transfer, assignment, dismissal or any other employment decision relating to school personnel.

All employment decisions remain within the sole and continuing discretion of the administration and/or Board of Education, as appropriate, subject only to the conditions and limitations prescribed by Colorado Law.

*Note: Procedures for filing and resolving grievances would follow under code GBK-R as a board-approved Regulation.*

Adopted: June 25, 2001  
Revised: March 11, 2002

## **STAFF CASH ADVANCE FOR MOVING**

Idalia School District RJ-3

Cash Advance against contracted salary for new-hire teachers, administrators, contracted certified staff and contracted classified staff.

Upon the acceptance of a contract offer by a contracted party and the approval of said contract by the school board, a \$500.00 cash advance against anticipated salary may be drawn by the contracted party.

The \$500.00 cash advance will be made at the request of the contracted party.

A notarized promissory note will be signed by the contracted party and the district designee identifying the amount of money advanced, the amount of money to be repaid, the manner of repayment, and the course of action on the part of the district in the event of non-repayment.

The \$500.00 cash advance will be repaid in four consecutive installments of \$125.00.

The \$125.00 installments will be deducted from the contracted parties regular salary warrant during the first four regularly scheduled pay periods following the initiation of the contract. Typically, for a newly contracted teacher, the cash advance will occur in August and the repayment periods will be September, October, November, and December of the contracted school year.

The purpose of this policy is to advance funds to a contracted party to aid in various relocation expenses associated with new employment.

Contracted parties who, for any reason, fail to fulfill the first four months of their contract due to non-performance, non-competence, dismissal, or resignation will have the remaining balance of the cash advance deducted in total from their accrued salary. Contracted parties who have taken a cash advance but have failed to fulfill their contractual obligations due to any of the preceding reasons and who have no accrued salary or insufficient accrued salary to repay the advance will owe the district the unpaid balance and this debt will be pursued.

Adopted: June 25, 2001

Revised: March 27, 2002

**STAFF CASH ADVANCE**  
Idalia School District RJ-3

Cash advances against contracted salary for teachers, administrators, contracted certified staff and contracted classified staff.

A maximum of \$250.00 cash advance may be made at the request of the contracted party. The \$250.00 cash advance will be repaid in two consecutive payroll deductions of \$125.00.

Cash advances may be requested by the contracted employee a maximum of two times during the calendar year.

A notarized promissory note will be signed by the contracted parties and the district designee identifying the amount of money advanced, the amount of money to be repaid, the manner of repayment, and the course of action on the part of the district in the event of non-repayment.

Contracted employees who have taken a cash advance but have failed to fulfill their contractual obligations due to non-performance, non-competence, dismissal, or resignation and who have no accrued salary or insufficient accrued salary to repay the advance will owe the district the unpaid balance and this debt will be pursued.

Adopted: June 25, 2001  
Revised: September 20, 2006

**PROFESSIONAL STAFF POSITIONS**  
Idalia School District RJ-3

All instructional, administrative and supervisory positions in the school district shall be established initially by the Board. All changes in the titles and/or responsibilities of administrative and supervisory positions shall be approved by the Board.

In each case, the Board shall approve the broad purpose and function of the position in harmony with state and federal laws and regulations and approve a statement of job requirements as recommended by the superintendent.

The Board delegates to the superintendent the task of writing job descriptions which must include any essential functions required for specific positions.

Adopted: October 15, 2008

LEGAL REFS.: C.R.S. 22-32-110 (1)(h) (Board power to terminate employment)  
C.R.S. 22-60.5-101 et seq. (teacher licensure law)  
C.R.S. 22-63-101 et seq. (teacher employment law)  
20 U.S.C. 6319 (teacher requirements under No Child Left Behind Act of 2001)  
34 C.F.R. 200.55 (federal regulations regarding highly qualified teachers)  
34 C.F.R. 200.58, 200.59 (federal regulations regarding paraprofessional qualifications)

**TEACHER CONTRACT**  
Idalia School District RJ-3

THIS Contract, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by and between \_\_\_\_\_ (*legal name of district*) hereinafter called the DISTRICT  
and \_\_\_\_\_ (*teacher*) hereinafter called the TEACHER.

WITNESSETH:

WHEREAS, the Board of Directors of the DISTRICT at a \_\_\_\_\_ (*regular/special*)  
meeting held \_\_\_\_\_ (*date---place*) has authorized the president and secretary of said Board  
to execute this Contract for and on behalf of the DISTRICT,

NOW THEREFORE, in consideration of the mutual covenants herein, it is agreed as follows:

THE DISTRICT AGREES to pay the TEACHER at a rate based on a salary in the gross amount  
of \$(*per annum*) \_\_\_\_\_, payable in \_\_\_\_\_ (*number*) of equal installments on the \_\_\_\_\_ day of  
each month, beginning \_\_\_\_\_, 20\_\_\_\_, plus such  
additional amounts, if any, as may be due under Board policy for assigned extra duty. If this  
Contract is terminated or abandoned prior to the performance of all services required hereunder,  
the TEACHER shall be paid through the last date services were performed at the rate described  
in this paragraph, and shall have no right or claim to additional compensation.

THE TEACHER AGREES to perform such reasonable activities and assignments as directed by  
and in accordance with the requirements of the Board of Directors of the DISTRICT and its  
appropriate administrative officers for such days of the year and at such times as designated from  
time to time by the Board of Directors of the DISTRICT and its appropriate administrative  
officers. Such services shall generally be assigned in accordance with the dates and times  
prescribed in the school district calendar, as may be amended from time to time.

THE DISTRICT AND THE TEACHER MUTUALLY AGREE:

1. The term of this Contract shall be for a period commencing about \_\_\_\_\_,  
20\_\_\_\_, and ending about \_\_\_\_\_ 20\_\_\_\_.
2. That the deductions authorized by law or Board policy shall be made by the Board of  
Directors of the DISTRICT from the monthly installments of the salary due the TEACHER.
3. That this Contract shall at all times be conditioned upon and subject to the requirements that  
at the time the TEACHER enters into this Contract the TEACHER shall hold or be entitled to  
hold a Colorado teacher's license or letter of authorization issued in the manner prescribed by  
law, and upon failure of the TEACHER to meet any of these requirements, this Contract,  
without further action by either the Board of Directors of the DISTRICT or the TEACHER,  
is automatically terminated.
4. That notwithstanding any specification or reference herein, this Contract is subject to and  
includes all applicable laws of the federal, state and local governments and all duly adopted  
policies, rules and regulations of the governments and all duly adopted policies, rules and  
regulations of the Board of Directors or the administration of the DISTRICT as are in effect  
during the term of this Contract; and the DISTRICT specifically reserves the right to change  
such policies, rules and regulations at any time without prior notice.
5. The TEACHER agrees to pay damages to the DISTRICT and the DISTRICT agrees to  
collect or withhold damages from compensation due or payable to the TEACHER if the

during the academic year, at least 30 days written notice that he or she wishes to be relieved of this Contract for the remainder of the year as of a certain date; or

prior to commencement of the succeeding academic year, at least 30 days written notice that he or she will not fulfill the obligations of this Contract during the succeeding academic year (or if the school district operates an alternative year program, said notice shall be given not less than 30 days before the commencement of services pursuant to this Contract).

Such damages shall not exceed ordinary and necessary expenses of the Board to secure the services of a suitable replacement for the TEACHER, or 1/12 of the TEACHER'S salary, whichever is less. Such damages shall not be withheld or payable if TEACHER has good cause for failing to provide the 30 days written notice required by this Contract.

5. Fringe benefits and leave shall accrue to the TEACHER during the term of this Contract according to duly adopted policies, rules and regulations of the Board of Directors and the administration of the DISTRICT as are in effect during the term of this Contract.
6. This Contract shall, in accordance with the law, become effective for the year next succeeding the term of this Contract if notification to the contrary is not given by either the Board of Directors of the DISTRICT or the TEACHER and provided that if this Contract becomes effective in such manner, the salary prescribed herein shall be deemed modified in accordance with the salary schedule adopted for such succeeding year by the Board of Directors of the DISTRICT.
7. The TEACHER shall accept the terms of this Contract within (30) days of receipt of this Contract, unless the TEACHER and the DISTRICT mutually agree on an alternative deadline. If the TEACHER fails to sign and return this Contract to the DISTRICT by the deadline, the DISTRICT may open the position and offer a contract to another candidate.

BY:

\_\_\_\_\_  
Teacher Date

\_\_\_\_\_  
President, Board of Education Date

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education

Date: \_\_\_\_\_

SEAL OF ( legal name of district )

Adopted: June 25, 2001  
Revised: October 21, 2009

## ALTERNATIVE TEACHER CONTRACT

Idalia School District RJ-3

THIS Contract, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by and between \_\_\_\_\_ (*legal name of district*) hereinafter called the DISTRICT  
and \_\_\_\_\_ (*teacher*) hereinafter called the ALTERNATIVE TEACHER.

WHEREAS, the Board of Education of the DISTRICT at a (*regular/special*) meeting held  
(*date---place*) \_\_\_\_\_ has authorized the president and secretary of said Board to execute this  
Contract for and on behalf of the DISTRICT, and

WHEREAS, state law allows the DISTRICT to recruit and employ teacher candidates who are  
willing to participate in an Alternative Teacher Program (PROGRAM) offered by  
(*designated agency offering program*; and

WHEREAS, the PROGRAM includes mentoring, performance evaluations, planned instruction  
and activities under the supervision and direction of an alternative teacher support team; and

WHEREAS, it is the expectation of the DISTRICT that upon successful completion of the  
PROGRAM, the ALTERNATIVE TEACHER shall obtain an initial teacher license.

NOW THEREFORE, in consideration of the mutual covenants herein, it is agreed as follows:

1. The term of this Contract shall be for a period commencing about \_\_\_\_\_,  
20\_\_\_\_, and ending about \_\_\_\_\_ 20\_\_\_\_. Notwithstanding the terms of  
this Contract set forth herein, the DISTRICT may terminate the ALTERNATIVE TEACHER  
at any time for any reason during the first three months of employment, provided that such  
action is based upon a recommendation of the ALTERNATIVE TEACHER'S support team.  
Such termination shall not be subject to appeal by the ALTERNATIVE TEACHER.
2. THE DISTRICT agrees to pay the ALTERNATIVE TEACHER at a rate based on a salary in  
the gross amount of \$ (*per annum*) \_\_\_\_\_, payable in \_\_\_\_\_ (*number*) \_\_\_\_\_ of equal  
installments on the \_\_\_\_\_ day of each month, beginning \_\_\_\_\_, 20\_\_\_\_, plus  
such additional amounts, if any, as may be due under Board policy for assigned extra duty. If  
this Contract is terminated or abandoned prior to the performance of all services required  
hereunder, the ALTERNATIVE TEACHER shall be paid through the last date services were  
performed at the rate described in this paragraph, and shall have no right or claim to  
additional compensation.
3. Any deductions authorized by law or Board policy shall be made by the Board of Directors  
of the DISTRICT from the monthly installments of the salary due the ALTERNATIVE  
TEACHER.
4. Fringe benefits and leave shall accrue to the ALTERNATIVE TEACHER during the term of  
this Contract according to duly adopted policies, rules and regulations of the Board of  
Directors and the administration of the DISTRICT as are in effect during the term of this  
Contract.
5. This Contract shall at all times be conditioned upon and subject to the requirements that  
at the time the ALTERNATIVE TEACHER enters into this Contract the ALTERNATIVE

TEACHER shall hold or be entitled to hold a Colorado teacher's license in the manner prescribed by law, and upon failure of the ALTERNATIVE TEACHER to meet any of these requirements, this Contract, without further action by either the Board of Directors of the DISTRICT or the ALTERNATIVE TEACHER, is automatically terminated.

6. The ALTERNATIVE TEACHER shall enroll as directed by the DISTRICT in the Program and comply with all PROGRAM requirements. The ALTERNATIVE TEACHER shall obtain an initial teacher license after three (3) year(s) in the PROGRAM. The ALTERNATIVE TEACHER shall be responsible for all tuition and fees required by the PROGRAM.
7. The ALTERNATIVE TEACHER agrees to perform such reasonable activities and assignments as directed by and in accordance with the requirements of the Board of Directors of the DISTRICT and its appropriate administrative officers for such days of the year and at such times as designated from time to time by the Board of Directors of the DISTRICT and its appropriate officers. Such services shall generally be assigned in accordance with the dates and times prescribed in the school district calendar, as may be amended from time to time.
8. The ALTERNATIVE TEACHER will be expected to meet the performance standards that apply to licensed teachers in the DISTRICT.
9. Notwithstanding any specification or reference herein, this Contract is subject to and includes all applicable laws of the federal, state and local governments and all duly adopted policies, rules and regulations of the governments and all duly adopted policies, rules and regulations of the Board of Directors or the administration of the DISTRICT as are in effect during the term of this Contract; and the DISTRICT specifically reserves the right to change such policies, rules and regulations at any time without prior notice.
10. The DISTRICT makes no promises or representations regarding continuation of the ALTERNATIVE TEACHER'S employment for any specific time beyond the term of this Contract. The DISTRICT does not promise or represent that it will continue the ALTERNATIVE TEACHER'S employment for the duration of the PROGRAM.
11. Following the initial three months of employment under this Contract in which the employment of the ALTERNATIVE TEACHER can be terminated at any time for any reason as specified in paragraph 1, this Contract may be terminated by mutual agreement of the parties or for good and just cause relating to the ALTERNATIVE TEACHER'S duties, which includes, but is not limited to, failure to comply with the terms and conditions of this Contract. However, the Board shall not arbitrarily and capriciously call for the ALTERNATIVE TEACHER'S dismissal and the ALTERNATIVE TEACHER shall have the right to service of written charges, notice of hearing and a hearing before the Board or designated hearing officer prior to termination.
12. The ALTERNATIVE TEACHER'S time spent employed by the DISTRICT in accordance with the terms of this Contract shall not be included in the computation of years of service as a probationary teacher.
13. The parties agree that the ALTERNATIVE TEACHER is not considered a teacher, a probationary teacher or a nonprobationary teacher as those terms are defined in the Teacher Employment Compensation and Dismissal Act of 1990. ALTERNATIVE TEACHER



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forgoes and waives any and all rights the ALTERNATIVE TEACHER may have under the Teacher Employment Compensation and Dismissal Act of 1990 as a result of this Contract.

BY:

\_\_\_\_\_  
ALTERNATIVE TEACHER                      Date

\_\_\_\_\_  
President, Board of Education                      Date

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education

Date: \_\_\_\_\_

SEAL OF (     *legal name of district*     )

Adopted: June 25, 2001  
Revised: October 21, 2009

**PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS**  
Idalia School District RJ-3

The Board recognizes that attractive compensation plans-which include an adequate base salary, salary incentives and employee benefits-are necessary to attract and retain well-qualified and able men and women to deliver quality educational services.

It is the Board's intent to review all compensation plans annually with representatives of the district's teaching staff. Once adopted by the Board, these plans of compensation shall be displayed in the Board's policy manual in subcategories of code GCB.

Administrator's salaries shall be determined by Board action with consideration given to the assigned responsibilities and specialized training. Salaries and contracts shall be reviewed annually at the first regular Board meeting in February.

The school district shall adhere strictly to the employment contract procedures established by Colorado statutes.

LEGAL REFS.: C.R.S. 22-32-110 (5)  
C.R.S.22-32-126  
C.R.S.22-61-102  
C. R.S. 22-63-202  
C. R.S. 22-66-101 *et seq.*

Adopted: June 25, 2001  
Revised: March 27, 2002

## PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

Idalia School District RJ-3

### Employee's Contract

This agreement is made and entered into this (        date        ) by and between the Board of Directors of Idalia School District RJ-3, hereinafter referred to as the "BOARD", and (        name        ).

### WITNESSTH

WHEREAS, the Board of Directors of the DISTRICT is required and authorized by Colorado law to employ all personnel required to maintain the operations and carry out the educational program of the district; and

WHEREAS, the Board of Directors of the DISTRICT has reviewed the available qualifications of the EMPLOYEE; and

WHEREAS, the Board of Directors of the DISTRICT at a Regular meeting held June (    ), 2\_\_\_\_ has authorized the president and secretary of said board to execute this contract for and on behalf of the District.

NOW, THEREFORE, in consideration of the mutual covenants herein, it is agreed as follows:

Employment: The Board hereby employs the EMPLOYEE in the position of (        ) and the EMPLOYEE hereby accepts employment upon the terms and conditions hereinafter set forth.

Term of Employment: This agreement shall become effective on July 1, 2\_\_\_\_ and shall continue in effect until June 30, 2\_\_\_\_.

Length of Employment: The length of the work year shall be twelve months. The EMPLOYEE will have holidays off and ten days of vacation leave.

Compensation: The Board agrees to pay to the EMPLOYEE a salary based on a total annual rate of (        \$        ) for the twelve-month period beginning July 1, 2\_\_\_\_ and ending June 30, 2\_\_\_\_. Salary payments shall be made in twelve monthly installments on the 20<sup>th</sup> day of each month, beginning July 20, 2\_\_\_\_, plus such additional amounts, if any, as may be due under board policy for extra duty subject to changes in the salary schedule or placement or changes in assignment.

THE DISTRICT AND THE EMPLOYEE MUTUALLY AGREE:

1. The EMPLOYEE agrees to perform such services, activities and assignments as directed by and in accordance with the requirements of the Board of Education of the DISTRICT from time to time; however, the EMPLOYEE shall not be directed to perform services, activities and assignments for which he/she is not qualified by training, endorsement or experience. This contract is intended by the parties to be a full-time contract, and the EMPLOYEE shall devote his/her attention to his/her assigned duties at all times during normal working days. It is not contemplated that the EMPLOYEE will ordinarily perform services on weekends or legal holidays; however, it is intended that the EMPLOYEE shall be available on such days to meet such responsibilities as are occasionally required.
2. That deductions authorized by law or board policy shall be made from the monthly installments of the salary due the EMPLOYEE;
3. That this contract shall at all times be conditioned upon and subject to the requirements that at the time the EMPLOYEE enters into this contract, the EMPLOYEE shall hold or be entitled to hold a valid License to administer his/her program, issued in the manner prescribed by law, and that during the entire time the EMPLOYEE performs services pursuant to this contract, and upon failure of the EMPLOYEE to meet any of these requirement, this contract, without further action by either the Board of Directors of the DISTRICT or the EMPLOYEE is automatically terminated.
4. That notwithstanding any specification or reference herein, this contract is subject to and includes all applicable laws of the federal and state governments and all duly adopted policies, rules and regulations of the Board of Directors or the administration of the DISTRICT as are in effect or become in effect during the term of this contract; and the DISTRICT specifically reserves the right to change such policies, rules and regulations at any time without prior notice.
5. The EMPLOYEE will give at least thirty days written notice to the effect that he/she wishes to be relieved of the contract for the remainder of the year.
6. That notwithstanding any other provisions of this contract, in the event that the EMPLOYEE fails or refuses to perform services as required in this contract without the failure having been approved by the Board of Directors of the DISTRICT or an administrative supervisor having authority over the EMPLOYEE, the Board of Directors of the DISTRICT may, within a reasonable time after the failure, elect in its sole discretion to treat such failure as abandonment of this contract by the EMPLOYEE and upon such election, this contract, without further action by either the Board of Directors of the DISTRICT or the EMPLOYEE, is automatically terminated.

7. That this contract shall become void if not accepted by July 31, 2\_\_\_\_.
8. That the DISTRICT and the EMPLOYEE agree that the DISTRICT may reassign the EMPLOYEE at any time during the term of this contract, provided that such reassignment shall not result in placement of the EMPLOYEE in any position for which he/she is not qualified by either training, endorsement or experience, provided that such reassignment shall not materially increase the duration of the EMPLOYEE'S work schedule and provided that if the reassignment results in a rate of pay lower than being received prior to the reassignment, such reduction shall become effective at the beginning of the school year (meaning July 1 through June 30) next succeeding in the reassignment. In the event of reassignment or adjustment salary it shall not be considered that the Board has entered into a new contract with the EMPLOYEE or that the termination date of the existing contract has been extended.
9. In the event the EMPLOYEE is unable to perform any or all of his duties by reason of illness, accident or other cause beyond his control and such disability exists for a period beyond the sick leave time accumulated by the EMPLOYEE, the DISTRICT may in its discretion, make a proportionate deduction from the salary provided for the EMPLOYEE and if such disability continues three months beyond the duties, rights and obligations here under shall terminate.

BY: \_\_\_\_\_  
President

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Adopted: June 25, 2001  
Revised: April 19, 2006

**INSTRUCTIONAL STAFF CONTRACTS/COMPENSATION/SALARY SCHEDULES**  
Idalia School District RJ-3

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, the teacher's 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, it may reduce salaries for all employees on a proportional basis.

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 they 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.

LEGAL REFS.: C.R.S. 22-32-110(5)  
C.R.S. 22-44-115.5(2)  
C.R.S. 22-63-401 through 403  
C.R.S. 22-66-101 et seq.  
C.R.S.22-60-107

Adopted: June 25, 2001  
Revised: March 27, 2002

Idalia School District RJ-3  
Salary Schedule

<u>Step*</u>	<u>BA</u>	<u>BA + 15</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA + 15</u>	<u>MA + 30</u>
1	\$32,500.00	\$33,000.00	\$33,500.00	\$34,500.00	\$35,000.00	\$35,500.00
2	\$33,050.00	\$33,550.00	\$34,050.00	\$35,050.00	\$35,550.00	\$36,050.00
3	\$33,600.00	\$34,100.00	\$34,600.00	\$35,600.00	\$36,100.00	\$36,600.00
4	\$34,150.00	\$34,650.00	\$35,150.00	\$36,150.00	\$36,650.00	\$37,150.00
5	\$34,700.00	\$35,200.00	\$35,700.00	\$36,700.00	\$37,200.00	\$37,700.00
6	\$35,250.00	\$35,750.00	\$36,250.00	\$37,250.00	\$37,750.00	\$38,250.00
7	\$35,800.00	\$36,300.00	\$36,800.00	\$37,800.00	\$38,300.00	\$38,800.00
8	\$36,350.00	\$36,850.00	\$37,350.00	\$38,350.00	\$38,850.00	\$39,350.00
9	\$36,900.00	\$37,400.00	\$37,900.00	\$38,900.00	\$39,400.00	\$39,900.00
10	\$37,450.00	\$37,950.00	\$38,450.00	\$39,450.00	\$39,950.00	\$40,450.00
11	\$38,000.00	\$38,500.00	\$39,000.00	\$40,000.00	\$40,500.00	\$41,000.00
12	\$38,550.00	\$39,050.00	\$39,550.00	\$40,550.00	\$41,050.00	\$41,550.00
13		\$39,600.00	\$40,100.00	\$41,100.00	\$41,600.00	\$42,100.00
14		\$40,150.00	\$40,650.00	\$41,650.00	\$42,150.00	\$42,650.00
15		\$40,700.00	\$41,200.00	\$42,200.00	\$42,700.00	\$43,200.00
16		\$41,250.00	\$41,750.00	\$42,750.00	\$43,250.00	\$43,750.00
17			\$42,300.00	\$43,300.00	\$43,800.00	\$44,300.00
18			\$42,850.00	\$43,850.00	\$44,350.00	\$44,850.00
19			\$43,400.00	\$44,400.00	\$44,900.00	\$45,400.00
20			\$43,950.00	\$44,950.00	\$45,450.00	\$45,950.00
21				\$45,500.00	\$46,000.00	\$46,500.00
22				\$46,050.00	\$46,550.00	\$47,050.00
23				\$46,600.00	\$47,100.00	\$47,600.00
24				\$47,150.00	\$47,650.00	\$48,150.00
25					\$48,200.00	\$48,700.00
26					\$48,750.00	\$49,250.00
27					\$49,300.00	\$49,800.00
28					\$49,850.00	\$50,350.00
29						\$50,900.00
30						\$51,450.00
31						\$52,000.00
32						\$52,550.00
33						\$53,100.00
34						\$53,650.00
35						\$54,200.00

Approved: June 25, 2001

Revised: February 17, 2016

\*Years of experience and steps have no direct correlation

Graduate hours will only be calculated in July for the upcoming year. Moves across the columns will only be made in July

**INSTRUCTIONAL STAFF CONTRACTS/COMPENSATION/SALARY SCHEDULES**  
Idalia School District RJ-3

A certificated staff member shall be advanced on the salary schedule:

1. At the beginning of each contract, all eligible certificated staff members shall be advance one vertical step on the salary schedule provided the step exists in that column. The staff member shall have been employed for at least 90 days of the preceding school year.
2. In the event the Board authorizes a cost of living increase.
3. One step for each full year of teaching experience outside the district will be granted for placement on the salary schedule, except as otherwise provided. Experience must have been completed in schools accredited by the state and/or regional accrediting agencies. Experience must be verified by previous employers to receive credit for salary placement. Employees entering service in the district shall not be eligible for initial placement on the longevity steps. Maximum placement shall be limited to step 6.

Adopted: June 25, 2001  
Revised: June 20, 2002



**Idalia School District RJ-3  
Salary Schedules  
EXTRA DUTY PAY**

Head Coach 1-3 years \$2500	Assistant Coaches 1-3 years \$1400
4-6 years \$2800	4-6 years \$1700
7-9 years \$3100	7-9 years \$2000

**Athletic Director**-\$2500 to be pd over 12 months

**Football**

**Volleyball**

**Boys Basketball**

**Girls Basketball**

**Track Boys/Girls**

**Baseball**

Junior High Head Coaches	1-3 years \$1000	Assistant Coaches \$800
	4-6 years \$1200	
	7-9 years \$1400	

**Jr. High Football**

**Jr. High Volleyball**

**Jr. High Basketball**

**Jr. High Track**

**\*\*Participation numbers will determine if an assistant coach will be needed. At the discretion of the Superintendent/Principal.**

**Idalia School District RJ-3  
Salary Schedules  
Extra Duty Pay**

**Artist in Residence**-\$500

**FBLA**-\$2000

**FFA**-\$2000

**Gifted & Talented**-\$750

**Idalia Play**-\$600

**IYCS**-\$750

**Jr. Class** -\$1500

**Knowledge Bowl** -\$100

**Music** -\$600

**National Honor Society**-\$150

**Publications**-\$500

**RTI**- \$500

**Sr. Class** -\$500

**Student Council** -\$500

**Website** -\$1000

Adopted: June 25, 2001

Revised: February 19, 2014

**PROFESSIONAL STAFF FRINGE BENEFITS**  
Idalia School District RJ-3

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.

All full-time employees are eligible for the district's health insurance plan. Employees are considered fulltime when they work 40 hours per week. Fulltime employees who have been reduced to part-time due to board action, will continue to have their insurance paid by the district. If the fulltime employee decides to go to part-time employment and wants to keep their insurance benefits, they will pay 100% of their own insurance.

Current employees (prior to July 1, 2010) receiving benefits will continue to receive benefits at their current levels. No changes in benefits for any current employee will occur as a result of this policy adoption. Employees working less than 40 hours per week do not qualify for district health benefits. Part-time employees are eligible for health insurance at their own expense. All premiums will be paid in advance.

**Workers' Compensation**

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

Adopted: October 20, 2010

Legal Refs.: C.R.S. 8-40-101 et seq. through 8-47-101 et seq. (Workers' Compensation Act of Colorado)  
C.R.S. 22-32-110 (1)(j)  
C.R.S. 24-51-101 et seq. (Public Employees' Retirement Association)

Cross Ref.: GBBD, Workers' Compensation

**COMPENSATION FOR COMPETITIVE GRANT WRITING**

**Idalia School District RJ-3**

The Board recognizes that grant writing and the successful receipt of grant funds are an important method for obtaining funding for special projects in the Idalia School District. In keeping with this belief, those school district employees who prepare, submit and successfully obtain grants will receive compensation when the grant has been written during time other than school time.

All grant proposals must be approved by the Superintendent prior to application. The Superintendent will report all such applications to the Board of Education. Upon successful receipt of a grant, the writer or writers will receive a sum according to the following:

1. 7% of the received grant funds up to a maximum compensation of \$5,000.00
2. 3.5% of the received grant funds up to a maximum compensation of \$2,500.00 for a renewable grant that requires new submission
3. A grant writing team will equally share the allowable amount
4. If compensation can be included in the grant, then a maximum equivalent to numbers 1 or 2 listed above, should be used unless the grant regulations state differently

This compensation will not apply to funds such as Title 1, Title 2, Drug Free School Act, Eisenhower Mathematics Funds or any local grants.

Adopted: October 15, 2008

## **PROFESSIONAL STAFF LEAVES AND ABSENCES**

### **Idalia School District RJ-3**

The Board shall provide a plan for leaves and absences designed to help members of the licensed 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 another 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. A full-time classroom teacher shall be deemed to be eligible for family leave. An eligible employee shall be entitled to a combined total of 12 week's 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 health condition; or when the employee is unable to perform the functions of his/her 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 of 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 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.

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 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.

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

LEGAL REF.: 29 U.S.C. 2601 *etseq.* (Family and Medical Leave Act)  
29 C.F.R. {art 825 (regulations)}

CROSS REFS.: GCCAA, Instructional Staff Sick Leave  
GCCAB, Instructional Staff Personal/Emergency/Legal/Religious Leave  
GCCAC, Instructional Staff Maternity/Paternity/Paternal Leave  
GCCBA, Administrative Staff Sick Leave  
GCCBB, Administrative Staff Personal/Emergency/Legal/Religious Leave  
GCCBC, Administrative Staff Maternity/Paternity/Parental Leave

Adopted: June 25, 2001

Revised: September 29, 2004

**Certification of Physician or Practitioner  
(Family and Medical Leave Act of 1993)**  
Idalia School District RJ-3

1. Employee's name \_\_\_\_\_
2. Patient's name \_\_\_\_\_
3. Diagnosis \_\_\_\_\_  
\_\_\_\_\_
4. Date condition commenced \_\_\_\_\_
5. Probable duration of condition \_\_\_\_\_
6. Regimen of treatment to be prescribed. Indicate number of visits, general nature and duration of treatment including referral to other providers of health services. Include schedule of visits or treatment if it is medically necessary for the employee to be off work on an intermittent basis or to work less than the employee's normal schedule of hours per day or days per week.
  - a. By physician or practitioner \_\_\_\_\_  
\_\_\_\_\_
  - b. By another provider of health services if referred by physician or practitioner

**If this certification relates to care for the employee's seriously ill family member, skip Items 7, 8 and 9 and proceed to Items 10 through 14. Otherwise continue below.**

Check Yes or No in the boxes below as appropriate.

- |    | Yes                      | No                       |  |
|----|--------------------------|--------------------------|--|
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Is in-patient hospitalization of the employee required?  |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Is employee able to perform work of any kind. If "no", skip item 9.  |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Is employee able to perform the functions of employee's position? Answer after reviewing statement from employer of essential functions of employee's position or if none provided after discussing with employee. |

**For certification relating to care for the employee's seriously ill family member, complete Items 10 through 14 below as they apply to the family member and proceed to Item 17.**

- |     | Yes   | No                       |  |
|-----|---|--------------------------|--|
| 10. | <input type="checkbox"/>  | <input type="checkbox"/> | Is in-patient hospitalization of the family member (patient) required?   |
| 11. | <input type="checkbox"/>  | <input type="checkbox"/> | Does or will the patient require assistance for basic medical needs, hygiene, nutritional needs, safety or transportation?   |
| 12. | <input type="checkbox"/>  | <input type="checkbox"/> | After review of the employee's signed statement (item 14 below), is the employee's presence necessary or would it be beneficial for the care of the patient? This may include psychological comfort. |
| 13. | Estimate the period of time care is needed or the employee's presence would be beneficial.<br>_____ |                          |  |
| 14. | Signature of physician or practitioner _____  |                          |  |
| 15. | Date _____  |                          |  |
| 16. | Type of practice (field of specialization, if any) _____<br>_____                                   |                          |  |

**Item 17 is to be completed by the employee needing family leave.**

17. When family leave is needed to care for a seriously ill family member, the employee must state the care he will provide and an estimate of the time period during which this care will be provided including a schedule if leave is to be taken intermittently or on a reduced leave schedule. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

Adopted: June 21, 2001  
Revised: September 29, 2004



**Professional Staff Leaves and Absence  
(Federally-mandated Family Leave)  
Idalia School District RJ-3**

**Notification and reporting**

When the need for leave for the birth or adoption of a child or for planned medical treatment is foreseeable, the employee must provide at least 30 days prior notice unless circumstances dictate otherwise. With respect to foreseeable treatments of an employee's family members, the employee must make a reasonable effort to schedule treatments so as not to disrupt district operations.

In cases of illness, the employee is required to report periodically on his/her leave status and intention to return to work.

**Intermittent or reduced leave**

When instructional employees seek intermittent leave in connection with a family or personal illness and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the district may require the employee to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position with the school system, that is equivalent in pay, for which the employee is qualified and which better accommodates the intermittent situation.

**Basic conditions**

The district will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent. The basic certification will be sufficient if it contains the date on which the condition commenced, the duration of the condition and any appropriate medical information.

For an employee's own medical leave, the certification also must include a statement that the employee is unable to perform the functions of his/her position. For leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the employee is needed to provide care.

In its discretion, the district may require a second medical opinion and periodic rectification at its own expense. If the first and second opinions differ, the district at its expense may require the binding opinion of a third health care provider approved jointly by the district and the employee.

Certification for intermittent leave must indicate the dates on which treatment is expected to be given and the duration of the treatment. For leave to care for a seriously ill child, spouse or parent, the certification must include a statement that the employee's intermittent leave is necessary to care for the family member and the expected duration and schedule of treatment.

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

A "Request for Family and Medical Leave of Absence Form" must be originated in duplicate by the employee. This form should be completed in detail, signed by the employee, submitted to the immediate supervisor for proper approval, and forwarded to the personnel department. If possible, the form should be submitted 30 days in advance of the effective date of the leave. All medical information provided to the district through this process shall be treated as confidential.

**Reinstatement**

Because the end of the semester is a critical time for both teachers and students, the following conditions will apply to requests from teachers seeking to return from leave within the last three weeks of the semester:

1. If the employee begins any category of family and medical leave five or more weeks prior to the end of the semester and the leave is for more than three weeks, the district may require the employee seeking to return within the last three weeks to wait until the next semester.
2. If the employee begins any category of family and medical leave except personal sick leave less than five weeks before the end of the semester and the period of leave is greater than two weeks, the district may require the employee seeking to return within the last two weeks to wait until the next semester.
3. If the employee begins any category of family and medical leave except personal sick leave three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the district may require the employee to wait until the next semester.

Employees who have taken leave due to a personal health condition will be required to provide certification by their physician that the employee is able to resume work. In addition, the district reserves the right to consult with a public health official if there is any question about possible transmission of a disease in the school setting.

**Repayment of benefits**

In the event that an employee elects not to return to work upon completion of an approved unpaid leave of absence, the district may recover from the employee the cost of any payments made to maintain the employee's group health insurance coverage unless the failure to return to work was due to a continuation, recurrence or onset of a serious health condition as certified by a physician that entitles the employee to leave or for other reasons beyond the employee's control.

Benefit entitlements based upon length of service will be calculated as of the last paid work day prior to the start of the unpaid leave of absence.

**Posting/notice to employees**

Building principals/administrators will post notices explaining the Family and Medical Leave Act's provision in locations where they can be readily seen by employees and applicant's for employment.

The FMLA Fact Sheet published by the U.S. Department of Labor, wage and hours division, will be available to employees.

Approved: June 25, 2001

Revised: September 29, 2004

## **INSTRUCTIONAL ADMINISTRATIVE STAFF SICK/OTHER LEAVE**

### **Idalia School District RJ-3**

All full-time employees will be allowed leaves of absence (personal, professional or sick) in the amount of six days per year. Employees less than full-time will receive a prorated share of six days. All unused leave will be accumulated up to 50 days maximum. Any days accumulated above 50 days will be paid back to the employee at the end of the fiscal year (or at the end of the school year). Employees will receive pay while on authorized sick/personal leave.

Employee accumulated sick leave may be used for sickness of employee or may involve illness of a member of the employee's immediate family only.

Teachers are entitled to an additional five days absence in any school year for personal illness and only the cost of the substitute teacher will be deducted from the teacher's pay. A doctor's verification of illness may be required.

For each work day an employee loses after both standard and additional sick/personal leave allowances are exhausted, deduction will be made from his/her salary in an amount equal to his/her annual salary divided by the number of actual working days in the employee's year. (In case of classroom teachers, the latter number is usually 185).

Payment of accumulated sick days will be paid to instructional/administrative staff upon leaving district employment. Payment will be made on a graduated scale as described in Policy GCCAA/GCCBA-R-2.

Adopted: June 21, 2001

Revised: March 15, 2006

**Instructional/Administrative Staff Sick/Other Leave  
Idalia School District RJ-3**

Payment of unused leave for all instructional and administrative staff will be paid at the Professional License Rate from policy GCGB-R that is applicable to the number of days being paid.

Adopted: June 21, 2001

Revised: June 22, 2016

**Support Staff Sick/Other Leave**  
Idalia School District RJ-3

Payment of unused leave for all support staff will be paid at the rate of one half of the current hourly rate of pay, or minimum wage, whichever is greater.

Adopted: June 21, 2001  
Revised: June 22, 2016

**PROFESSIONAL AND SUPPORT STAFF BEREAVEMENT LEAVE**  
Idalia School District RJ-3

**Bereavement Leave**

Up to four days of paid bereavement leave may be granted to all eligible employees in case of the death of an employee's family member or a member of their spouse's family. The employee needs to get approval from their principal or director before the leave is taken.

CROSS REF.: GCCAA, Instructional Staff Sick Leave  
GDCA, Support/Classified Staff Sick Leave

Approved: June 25, 2001  
Revised: December 19, 2007

## **STAFF MATERNITY/CHILD CARE LEAVE**

Idalia School District RJ-3

Employees are eligible, upon written request, for a leave of absence for maternity/child-care prior to or following the birth of a child or upon adoption of a child (not to exceed Kindergarten age).

Except in cases of emergency, a 30 calendar day notice will be required prior to the anticipated commencement of the leave. The form is provided by the district office or by accessing Policy GCCAC-R. The employee must request a leave of absence and include the expected date of return along with certification from a health care provider.

An employee is entitled to maternity/child care leave for a maximum of 12 weeks following the birth or adoption of a child and is considered a member of the staff of the building/department from which he/she was assigned prior to the leave and will be returned to his/her former position. If an employee requests and is granted maternity/child care leave in excess of 12 weeks (not to exceed one year), he/she will be returned to his/her former position or a comparable position. Comparable meaning the employee is entitled to an employee position that will provide him/her the same pay upon returning to work as he/she was receiving at the time of the maternity/child care leave. Experience credit shall be awarded if the employee has 90 days of continuous and uninterrupted full-time employment for that academic year.

During maternity/child care leave employees will be docked long term sub rate pay, including PERA and Medicare, for the first 30 calendar days. The remaining 30 calendar days the employee will be docked their daily rate of pay. An employee will be entitled to remain an active participant in all district fringe benefit programs, at district cost, for a maximum number of 12 weeks or less while on maternity/child care leave. An employee extending maternity/child care leave beyond 12 weeks will have the option of remaining an active participant in the district's fringe benefit programs by contributing the full cost of the program(s).

### **Modifications to Maternity/Child Care Leave**

An employee who requests to amend (curtail or extend) his/her initial leave will submit his/her request in writing to the district office at least 30 calendar days prior to the employee's original date of return.

### **Curtailment of Leave**

An employee on maternity/child care leave of less than one year may notify the district office, in writing, of the desire to return to work prior to the end of the leave. Said employee will receive all notices of openings, and will be considered a member of the applicant pool for the filling of positions. In any event, the district will not be compelled to place the employee prior to the original planned date of return.

### **Extension of Leave**

An employee who extends his/her leave beyond one year is not guaranteed an employee position within the district. The employee, when applicable, will be considered a one-time member of the applicant pool for any position for which he/she is qualified, providing the employee has notified the district office in writing, of his/her desire to be a member of the applicant pool.

Adopted: August 19, 2009

Revised: December 17, 2015

Legal Refs: 29 U.S.C. 2601 et seq. (Family Medical Leave Act)

42 U.S.C. 2000e-2(a) (Title VII of the Civil Rights Act of 1964)

42 U.S.C. 2000e(k)

C.R.S. 19-5-211

**REQUEST FOR FAMILY MEDICAL LEAVE**

Idalia School District RJ-3

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

On \_\_\_\_\_, you notified us of your need to take family/medical leave due to:

- ☐ The birth of a child, or the placement of a child with you for adoption or foster care: or
- ☐ A serious health condition that makes you unable to perform the essential functions of your job;
- ☐ A serious health condition affecting your Spouse, Child, Parent, for which you are needed to provide care.

*(Please check the situation listed above that applies)*

Present Assignment \_\_\_\_\_

You notified us that you need this leave beginning on \_\_\_\_\_ and that you expect leave to continue until on or about \_\_\_\_\_.

Actual Date of Birth: \_\_\_\_\_

*(Please advise the office within five days after the birth of the actual delivery date).*

I am aware of the sick leave benefits provision and choose to use \_\_\_\_\_ days.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Superintendent



**PROFESSIONAL STAFF RECRUITING/HIRING**  
Idalia School District RJ-3

**Recruiting**

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel, who are highly qualified as defined by the federal No Child Left Behind Act of 2001 (NCLB), in the district's schools.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the district in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the district's schools. Any present employee of the district may apply for a position for which he or she is licensed, highly qualified, and meets other stated requirements.

**Background checks**

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the district shall comply with the Fair Credit Reporting Act and applicable state law.

**Hiring**

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation, genetic information, religion, national origin, ancestry, age, marital status or disability.

All candidates shall be considered on the basis of their merits, qualifications and the needs of the school district. The Board directs that recruitment procedures will give preference to candidates who meet the NCLB definition of highly qualified.

All interviewing and selection procedures shall ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent. Unless otherwise required by law, the final selection for nomination shall be made only by the superintendent.

## **Appointment of candidates**

Nominations shall be made at meetings of the Board of Education. Nominations of candidates who are not highly qualified, as defined by the NCLB, will be accompanied with an explanation as to why a highly qualified candidate was not hired for the position. The vote of a majority of the Board shall be necessary to approve the appointment of teachers, administrators or any other employee of the school district. If there is a negative vote by the Board, the superintendent shall submit a new recommendation to the Board for approval.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Adopted: June 25, 2010

Revised: February 19, 2014

LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)  
20 U.S.C. 6319 (teacher requirements under No Child Left Behind Act of 2001)  
42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)  
34 C.F.R. 200.55 (federal regulations regarding highly qualified teachers)  
C.R.S. 8-2-126 (limits employers' use of consumer credit information)  
C.R.S. 13-80-103.9 (liability for failure to perform an education employment required background check)  
C.R.S. 14-14-111.5 (Child Support Enforcement procedures)  
C.R.S. 22-2-119 (inquiries prior to hiring)  
C.R.S. 22-32-109 (1)(f) (Board duty to employ personnel)  
C.R.S. 22-32-109.7 (duty to make inquiries prior to hiring)  
C.R.S. 22-32-126 (principal's role in hiring and assignment)  
C.R.S. 22-60.5-114 (3) (State Board can waive some requirements for initial license applicants upon request of school district)  
C.R.S. 22-60.5-201 (types of teacher licenses issued)  
C.R.S. 22-61-101 (prohibiting discrimination)  
C.R.S. 22-61-103 (requirement for teacher's oath)  
C.R.S. 22-63-201 (licensure required)  
C.R.S. 22-63-202 (employment contracts and mutual consent placement)  
C.R.S. 22-63-206 (transfers)  
C.R.S. 24-5-101 (effect of criminal conviction on employment)  
C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices)  
C.R.S. 24-72-202 (4.5) (definition of personnel file in open records law)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity  
GCKAA\*, Teacher Displacement

**PROFESSIONAL STAFF RECRUITING/HIRING**  
Idalia School District RJ-3

**Recruiting**

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel, who are highly qualified as defined by the federal No Child Left Behind Act of 2001 (NCLB), in the district's schools.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the district in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

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**Background checks**

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**Hiring**

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation, genetic information, religion, national origin, ancestry, age, marital status or disability.

All candidates shall be considered on the basis of their merits, qualifications and the needs of the school district. The Board directs that recruitment procedures will give preference to candidates who meet the NCLB definition of highly qualified.

All interviewing and selection procedures shall ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent. Unless otherwise required by law, the final selection for nomination shall be made only by the superintendent.

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Adopted: June 25, 2010<sup>1</sup>

Revised: February 19, 2014

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CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity  
GCKAA\*, Teacher Displacement

**PROFESSIONAL STAFF RECRUITING/Hiring**  
Idalia School District RJ-3

Applications of all regular licensed personnel to be employed by the district will be processed according to this procedure. Short-term, temporary or interim appointments may be made directly by the superintendent, subject to the approval of the Board of Education, without following the advertising procedure.

**1. Vacancies**

All regular vacancies will be advertised by the department of personnel.

**2. Applications**

All applications will be submitted to the personnel office.

Current employees may apply for supplemental pay positions by submitting a letter outlining their qualifications for the position they are seeking.

All applicants will report to the personnel office and complete an application form.

**3. Initial screening and interview**

The personnel office will screen applications and conduct the initial interview with all applicants. The objectives of the screening and initial interview process are to:

- a. Determine if the applicant meets the requirements of the No Child Left Behind Act of 2001 (NCLB) for designation as a highly qualified teacher.
- b. Determine the suitability of the applicant for the specific position.
- c. Determine those applicants who are most qualified for the position.
- d. Ensure eligible applicants from the district's priority hiring pool receive first opportunity to interview, as required by law.
- e. Discuss with the applicant any district policies and procedures pertinent to the job and to the employment process.

**4. Background checks**

Prior to hiring and in accordance with state law, the personnel office shall:

- a. Conduct a background check through the Colorado Department of Education (the department) to determine the applicant's fitness for employment.

The department's records shall indicate if the applicant has been convicted of, pled nolo contendere to, received a deferred sentence, or had his or her license or authorization denied, annulled, suspended or revoked for a felony or misdemeanor crimes involving unlawful sexual behavior, unlawful behavior involving children or domestic violence. The department shall provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which was supported by a preponderance of evidence according to information provided to the department by a school district and confirmed by the department in accordance with state law. The department shall also provide information regarding whether the applicant's license or certification has ever been denied, suspended, revoked or annulled in any state, including but not limited to any information gained as a result of an inquiry to a national teacher information clearinghouse.

Information of this type that is learned from a different source shall be reported by the district to the department.

The department will not disclose any information reported by a school district unless and until the department confirms that the allegation resulted in the person's name being placed on the state central registry of child protection.

- b. Contact previous employers of the applicant to obtain information or recommendations relevant to the applicant's fitness for employment.

## **5. Credit reports**

The personnel office will not obtain a credit report on an applicant unless the office has first notified the individual in writing, in a document consisting solely of the notice, that the district would like to obtain a credit report and requesting the individual's written authorization to obtain the report. A credit report will only be requested when the applicant submits a written authorization.

The personnel office will not rely on a credit report in denying an application unless the office has first supplied the applicant with a disclosure that includes a copy of the credit report and a summary of the applicant's rights. If an application for employment is denied because of the credit report, the personnel office will give the applicant notice that the action has been taken, as well as:

- a. the name, address and phone number of the credit bureau supplying the report;
- b. a statement that the credit bureau was not involved in the decision to deny the application; and
- c. a notice of the individual's right to dispute the information in the report.

## **6. Placement interview**

- a. Determine whether the applicant can handle the specific assignment.
- b. Determine the best applicant for the position.
- c. Discuss with the candidate any building or departmental regulations pertinent to the job.

## **7. Selection**

In the selection of secondary teachers, the principal and department chairman will interview the qualified applicants. The decision regarding selection will be made by the principal, considering mutual consent placement provisions in law where applicable.

In the selection of elementary teachers, the principal will interview the qualified applicants. The decision regarding selection will be made by the principal and personnel director, considering mutual consent placement provisions in law where applicable.

In the selection of athletic coaches, the principal and director of athletics will interview the qualified applicants, and the decision regarding selection will be made by the principal, the director of athletics and the personnel director. In the selection of assistant athletic coaches, the head coach of that sport will be involved in the interview process.

In the selection of department chairpersons, the principal and director of secondary education will interview the qualified applicants, and the decision regarding selection will be made by the principal, the director of secondary education and the personnel director.

If the department chairman, director of athletics, head coach, personnel director or director of secondary education are not available at a time when a selection must be made, the selection will be made by those applicable persons present under the specific direction of the superintendent.

## **8. Contract or job offer**

Only the personnel office is authorized to offer new or supplemental pay contracts and/or jobs to current employees or applicants.

## **9. Information report to state**

In accordance with federal and state law, the personnel office will report the name, address and social security number of every new employee to Colorado State Directory of New Hires, P.O. Box 2920, Denver, Colorado 80201-2920.

This report, due within 20 days of the date of the hire or on the first payroll after the 20 days have expired, shall be submitted even if the employee quits or is terminated before the report

FILE: GCE/GCF-R

is due. Upon termination, the employee's last known address, the fact of the termination, and the name and address of the employee's new employer, if known, shall be reported to the applicable court or agency.

Upon receiving a Notice of Wage assignment, the district shall remit the designated payment within 7 days of withholding the income according to instructions contained in the Notice. Child support withholding takes priority over other legal actions against the same wages.

Adopted: June 25, 2010

Revised: February 19, 2014



**Arrangements for Professional Staff Substitutes**  
Idalia School District RJ-3

Teachers shall make every effort to notify the building principal at the earliest date and at least one day prior to scheduled absences. Substitute teachers may be secured by staff members or the building principal or her/his designee.

In cases of unexpected illnesses or emergencies, teachers are to contact the principal by 7 a.m. so that a substitute can be obtained and arrangements can be made for that day.

The principal or designee is to make arrangements for substitutes. When possible, fully licensed subs should be hired first. If fully licensed substitutes are not available, emergency authorized substitutes are to be hired.

Adopted: June 25, 2001

Revised: March 16, 2005

**ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES**  
Idalia School District RJ-3

Teachers shall make every effort to notify the building principal at the earliest date and at least one day prior to scheduled absences. Scheduled absences would include school business, professional, personal, bereavement, legal or military leave. Substitute teachers may be secured by staff members or the building principal or her/his designee.

In cases of unexpected illnesses or emergencies, teachers are to contact the principal by 7 a.m. so that a substitute can be obtained and arrangements can be made for that day.

Substitute teacher pay will be as follows:

	<u>Professional License</u>	<u>Emergency License</u>
1-10 days	\$75/day	\$65/day
Day 11-25	\$80/day	\$70/day
Day 26+	\$90/day	\$80/day

Above rates apply on a yearly basis. Days do not need to be consecutive.

Approved: June 25, 2001

Revised: December 11, 2012

**INSTRUCTIONAL STAFF ASSIGNMENTS AND TRANSFERS**  
Idalia School District RJ-3

The assignment of instructional staff members and their transfer to positions in the various schools and departments of the district shall be recommended by the superintendent and approved by the Board of Education. The transfer of teachers who have been displaced shall be accomplished in accordance with the Board's policy on teacher displacement, not this policy.

The following criteria shall serve as guidelines:

1. Contribution which staff member could make to student achievement in a new position.
2. Qualifications of staff member, including teacher's level of endorsement, compared to those of outside candidates, both for position to be vacated and for position to be filled.
3. Recommendation and/or approval of the principal(s) involved.
4. Opportunity for the staff member's professional growth.
5. Wishes of staff member regarding assignment or transfer.

A teacher's request for transfer will be granted whenever the best interests of the schools will be served. Whenever a request for a transfer is made, it is ethical and desirable in most cases for all parties concerned to discuss the merits of the request in an effort to arrive at a common understanding. The request for transfer will be submitted to the principal in charge of the building where the teacher is presently assigned. After being approved by the principal, the request will be filed with the superintendent.

Transfers from one building to another or one grade level to another may be in order to best serve the district. This may be done upon the advice of the building principal and with the agreement of the principal to whom the transfer will be made or upon the recommendation of the supervisor.

The assignment of a teacher to a specific building will not imply permanent assignment to that building.

Adopted: February 27, 2013

LEGAL REFS.: C.R.S. 22-32-126 (3) (principal submits recommendations to superintendent)  
C.R.S. 22-63-206 (transfer to teachers and compensation)

CROSS REF.: GCKAA, Teacher Displacement

## **TEACHER DISPLACEMENT**

### **Idalia School District RJ-3**

Consistent with the Board's authority to direct the district's educational programs, the Board may take action pursuant to a drop in enrollment; turnaround; phase-out; reduction in program; or duration in building, including closure, consolidation or reconstitution. Displacement occurs when such Board action results in the removal of a nonprobationary teacher from the teacher's assigned school.

This policy and accompanying regulation shall not apply to teacher dismissals, nonrenewals, reductions in force or other personnel actions that do not result in displacement of teachers.

### **Definitions**

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

1. "Teacher means a person who holds a teacher's license issued pursuant to the Colorado Educator Licensing Act, C.R.S. 22-60.5-101 et seq. and who is employed to instruct, direct or supervise the instructional program. "Teacher" does not include those persons holding authorizations or administrative positions within the school district.
2. "Displaced teacher" means any nonprobationary teacher who is removed from the assigned school as a result of Board action pursuant to a drop in enrollment; turnaround; phase-out; reduction in program; or reduction in building, including closure, consolidation or reconstitution.
3. "Mutual consent placement" occurs when a displaced teacher applies for a position under the supervision of another principal and the hiring principal consents. The hiring principal's consent must consider input from at least two teachers employed at the school and chosen by the teaching faculty at the school to represent them in the hiring process.
4. "Priority hiring pool" is a subgroup of displaced teachers who were actively employed and deemed satisfactory or effective in their performance evaluation preceding their displacement and who have not secured a mutual consent placement. Teachers in the priority hiring pool shall receive the first opportunity to interview for available positions for which they are qualified within the district.
5. "Hiring cycle" means the period of time during which the Board reviews the staffing needs of the district and acts to fill vacant positions, if any. The Board engages in two hiring cycles each calendar year: first, when the Board projects and fills staffing needs for the next school year (between approximately March and the day before the opening day of the next school year); and, second, as the Board reviews its current staffing and makes adjustments as necessary during the current school year (from the first day of school through the last day of the current school year).
6. "Transfer" means the reassignments of a teacher from one school, position or grade level to another in the district. Transfers that do not result from displacement will be addressed in accordance with the Board's transfer policy (GCKA).

### **Board of Education's determination and statement**

If the Board determines a drop in enrollment; turnaround; phase-out; reduction in program; or reduction in building necessitates action that may require the displacement of one or more teacher, it shall adopt a statement that reasonably identifies the action and the reasons for that action. This statement shall be transmitted to the superintendent and made available to district faculty.

To the extent possible, the Board shall establish the actual number of teacher positions to be displaced consistent with the Board's authority to establish educational programs within the district. If it is not possible at the time the Board issues its initial statement for the Board to address personnel implications, the Board shall issue a revised statement of action after receiving additional input from the superintendent.

### **Superintendent's action**

After receiving the Board's statement, the superintendent shall prepare recommendations for appropriate personnel action, which may include teacher displacement, consistent with Board policy and state and federal law. As necessary and appropriate, the superintendent shall submit to the Board such recommendations and the Board may revise as necessary its statement of action.

The superintendent shall cause written notice of displacement to be provided to all displaced teachers. Notice shall be in writing and delivered via certified mail to a displaced teacher's address of record. The superintendent shall immediately cause a displaced teacher to receive an initial list of all vacant positions for which the teacher is qualified, as well as a list of vacancies in any area identified by the school district to be an area of critical need.

### **Mutual consent placement**

Displaced teachers shall have the right to pursue a mutual consent placement in the district. Any displaced teacher remains solely responsible for identifying available positions within the district and pursuing any and all vacancies for which the teacher is qualified. Displaced teachers who were deemed satisfactory or effective in their performance evaluation preceding their displacement shall be members of a priority hiring pool.

During the period in which the teacher is attempting to secure a mutual consent placement, the district may place a displaced teacher in a twelve-month assignment or other limited-term assignments, including, but not limited to, a teaching assignment, substitute assignment or instructional support role. Such assignment by the district is not a mutual consent placement.

If a displaced teacher is unable to secure a mutual consent placement in a school of the district after twelve months or two hiring cycles, whichever period is longer, the district shall place the displaced teacher on unpaid leave until such time as the displaced teacher is able to secure an assignment.

Adopted: February 27, 2013

LEGAL REFS: C.R.S. 22-60.5-101 et seq. (Colorado Educator Licensing Act of 1991)  
C.R.S. 22-63-101 et seq. (Teacher Employment, Compensation, and Dismissal Act of 1990)  
C.R.S. 22-63-202 (2)(c.5) (displacement and mutual consent provisions)  
C.R.S. 22-63-202 (2)(c.5)(II) (B) (requirement to develop policies for Board adoption addressing displacement and mutual consent provisions)

FILE: GCKAA

C.R.S. 22-63-206 (permitting transfer of teachers from one school, position or grade level to another)

CROSS REFS.: GCE/GCF, Professional Staff Recruiting/Hiring  
GCKA, Instructional Staff Assignments and Transfers  
GCKB, Administrative Staff Assignments and Transfers

## **TEACHER DISPLACEMENT**

### **Idalia School District RJ-3**

The following procedures shall be followed in effecting a Board action pursuant to a drop in enrollment; turnaround; phase-out; reduction in program; or reduction in building, including closure, consolidation or reconstitution that causes nonprobationary teachers to be displaced.

#### **1. Notice to individual teacher**

Within a reasonable time after receiving the Board's statement of action that includes personnel implications, the superintendent shall cause written notice of displacement to be provided to all displaced teachers.

The written notice shall include:

- a. a copy of the Board's statement adopted pursuant to the accompanying policy;
- b. a copy of the accompanying policy and this regulation; and
- c. a list of all vacant positions for which the displaced teacher is qualified, as well as a list of vacancies in any area identified by the school district to be an area of critical need.

Notice shall be served upon the teacher personally or by certified or registered mail to the teacher's address as it appears in the school district's records. It shall be the teacher's responsibility to ensure that the district has the teacher's current address on file.

#### **2. Applications and priority hiring pool**

Displaced teachers shall be responsible for applying, consistent with the district's hiring procedures and practices, for any vacant position for which the teacher is qualified. At a minimum, the displaced teacher must apply to the principal of the school and provide a copy of the application to the district.

The district shall create a priority hiring pool, which shall consist of displaced teachers who were deemed satisfactory or effective in their performance evaluation preceding their displacement. Upon application, members of the priority hiring pool shall receive the first opportunity to interview for available positions for which they are qualified within the district.

#### **3. Mutual consent placement**

A principal shall recommend appointment of a displaced teacher to an assignment in the principal's school if the review of the displaced teacher's performance evaluations and qualifications demonstrates that employment of the displaced teacher will support the instructional practice of the school. The principal's recommendation shall also include input from at least two teachers employed at the school and chosen by the faculty of teachers at the school to represent them in the hiring process.

If the Board approves the principal's recommendation of a displaced teacher to a vacant

position, the Board shall transfer the teacher into the assignment sought and the displacement/mutual consent provisions of law are satisfied. At that time, the Board shall reinstate the teacher's salary and benefits at the level they would have been if the teacher had not been placed on unpaid leave, if applicable.

Consistent with Board policy, nothing in this regulation shall be construed to require a principal to hire a displaced teacher.

4. **Exclusive procedure**

This procedure is the only procedure that shall apply to the designation and reassignment of a displaced teacher.

Adopted: February 27, 2013



**EVALUATION OF LICENSED PERSONNEL**  
Idalia School District RJ-3

This policy and accompanying regulation shall be considered part of the district's licensed personnel performance evaluation system. The district's licensed personnel evaluation system shall be developed and implemented in accordance with state law. The Board shall consult with district administrators, teachers, parents and the advisory school district licensed personnel performance evaluation council in developing and evaluating the district's evaluation system.

The purposes of the district's licensed personnel evaluation system shall be to serve as a basis for the improvement of instruction, enhance the implementation of curricular programs, and measure the professional growth and development and the level of effectiveness of licensed personnel. The district's licensed personnel performance evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance pursuant to state law, if applicable. For purposes of this policy and the district's licensed personnel performance evaluation system, "unsatisfactory performance" shall be defined as a performance rating of "ineffective."

The school district shall conduct all evaluations so as to observe the legal and constitutional rights of licensed personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions relating to school personnel.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status, employment status or assignment under the terms of the employment contract and state law. The content of the evaluation, the rating given and any improvement plan shall not be grievable under the district's formal grievance process.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law. Any dismissal or other employment action shall be in accordance with applicable state law and Board policy.

Adopted: January 15, 2014

LEGAL REFS.: C.R.S. 22-9-101 et seq. (Licensed Personnel Performance Evaluation Act)  
C.R.S. 22-63-301 (grounds for dismissal)

FILE: GCO

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

CROSS REFS.: BDFA\*, District Personnel Performance Evaluation Council  
GCOE\*, Evaluation of Evaluators  
GCQF, Discipline, Suspension and Dismissal of Professional Staff  
IK, Academic Achievement

## **INSTRUCTIONAL STAFF REDUCTION IN FORCE**

### **Idalia School District RJ-3**

A justifiable reduction in the number of teaching positions occurs when the Board determines that a fiscal exigency exists and/or program change is to be made that requires cancellation of one or more teacher contracts. In the event of a potential reduction in force, the following policy and accompanying regulation shall apply and any cancellation of a teacher's employment contract shall be in accordance with this policy and accompanying regulation. This policy and accompanying regulation shall not apply to teacher dismissals, nonrenewals or other personnel actions that do not result in a reduction in the number of teaching positions in the district.

#### **Definitions**

For purposes of this policy and accompanying regulation, the following definitions shall apply.

1. "Cancellation of employment" means the cessation of employment of a teacher during the term of the teacher's contract when there is a justifiable reduction in the number of teaching positions in the school district for reason(s) of fiscal exigency and/or program change.
2. "Teacher" means any person who is defined as a teacher under the Teacher Employment, Compensation, and Dismissal Act of 1990, C.R.S. 22-63-101 *et seq.*
3. "Fiscal exigency" means any significant decline in the Board of Education's ability to fund the operations of the district as a result of a decline in student enrollment, restrictions on revenues, increased costs or any other action, event or condition that may cause the district's current or projected budget to be insufficient to adequately meet the district's current or projected needs. A fiscal exigency may exist based solely upon current revenue and expenditure projections.
4. "Program change" means the elimination, curtailment or reorganization of curriculum, programs or operations, or a reorganization or consolidation of two or more individual schools. A program change may or may not be related to a fiscal exigency.
5. "Day" means each calendar day; provided, however, that if the deadline for any action under this policy or accompanying regulation falls on a Saturday, Sunday or official school holiday, the next following day that is not a Saturday, Sunday or official school holiday shall be the deadline for such action.

#### **Board of Education's preliminary determination and statement**

If the Board determines a fiscal exigency exists and/or program change is to be made and such determination may require the cancellation of employment of one or more teachers, it shall adopt a statement that reasonably identifies the fiscal exigency and/or program change and reasons therefor. This statement shall be transmitted to the superintendent and made available to district faculty. The Board shall establish the actual number of teacher contracts to be canceled or the amount of teacher salaries and benefits to be reduced consistent with the Board's authority to establish educational programs within the district.

#### **Superintendent's action**

Within 30 days after receiving the Board's statement, the superintendent shall submit to the board recommendations for the cancellation of employment of particular teachers. In making

these recommendations, the superintendent shall not be limited to considering only the teachers in the area(s) or program(s) designated by the Board in its adopted statement.

The superintendent shall consider the following as significant factors in recommending a teacher for cancellation of employment:

1. The needs of the district.
2. Merit, meaning teacher performance as determined by the teacher's performance rating over the previous three year period as assigned pursuant to the school district's performance evaluation system. If the teacher does not have three years of performance ratings from the school district, then the superintendent shall consider only those available performance ratings. Nothing in this policy requires consideration of evaluations conducted in other school districts.

After considering the factors above, the superintendent shall also consider the following factors in recommending a teacher for cancellation of employment:

1. Professional experience including experience as an administrator.
2. Education, licensing endorsements and other professional qualifications.
3. Length of service in the school district.
4. Probationary and nonprobationary status.

*NOTE: Effective February 15, 2012, SB 191 requires this policy to include consideration of the probationary or nonprobationary status of a teacher and the number of years a teacher has been teaching in the district, as additional factors in determining which employment contracts will be recommended for cancellation as a result of the decrease in teaching positions. Such additional factors may be considered only after the consideration of merit and only if such consideration is in the best interest of the students of the district.*

In the event all factors are equal, cancellation of employment shall be accomplished in a manner that best supports the interests of the school district.

#### **Notice and Board action**

Notice to individual teachers and any resulting cancellation of employment by the Board shall be in accordance with this policy's accompanying regulation.

Adopted: June 25, 2001

Revised: November 28, 2011

LEGAL REFS.: C.R.S. 22-60.5-101 et seq. (teacher licensure law)  
C.R.S. 22-63-101 et seq. (Teacher Employment, Compensation, and Dismissal Act of 1990)  
C.R.S. 22-63-103(11) (definition of teacher)  
C.R.S. 22-63-202 (3) (cancellation of employment contracts-reduction in force)

**INSTRUCTIONAL STAFF REDUCTION IN FORCE**  
**Idalia School District RJ-3**

The following procedures shall be followed in effecting a reduction in the instructional staff work force.

**1. Notice to individual teacher**

If, after receiving the superintendent's recommendations, the Board intends to consider the cancellation of employment of any teacher, it shall cause written notice to be given to each teacher whose contract might be considered by the Board for cancellation. The Board shall not be limited to considering only those teachers listed in the superintendent's recommendations.

The written notice shall include:

- a. A copy of the Board's statement adopted pursuant to the accompanying policy;
- b. A copy of that portion of the superintendent's recommendations for cancellation of teacher contracts that pertains to the teacher receiving the notice (if applicable); and
- c. A copy of the accompanying policy and this regulation.

Notice shall be served upon the teacher personally or by certified or registered mail to the teacher's address as it appears in the school district's records. It shall be the teacher's responsibility to ensure that the district has the teacher's current address on file.

**2. Review of individual cancellations**

Within 10 days after receiving such notice, a teacher may request a hearing. The request must be in writing, addressed to the president of the Board. The request for a hearing must specify the grounds on which the teacher relies and a short statement of facts that the teacher believes support the contention. When appropriate, more than one case may be heard at the same time. The hearing may be held by the Board or by a hearing officer selected by the Board.

The hearing shall be limited to the following issues:

- a. was there a rational basis for the Board's determination that a fiscal exigency exists and/or program change was necessary or appropriate?
- b. was the cancellation procedure arbitrary or capricious?
- c. would the decision to cancel the employment of the teacher be arbitrary or capricious?

The Board shall consider the teacher's request for hearing and shall schedule a hearing to be held within 14 days after the request is received. The teacher shall be given at least seven days' notice of the hearing.

The Board shall act on the cancellation of employment of any teachers who are provided proper notice and do not timely request a hearing at the Board's next regular meeting or at a special meeting called for that purpose.

### **3. Conduct of hearing**

The hearing shall be conducted by the Board, or its designated hearing officer, informally and, upon request of either party, in private. The teacher may be represented by counsel. The district will have no obligation to pay for the service of counsel representing the teacher. A recorded transcription of the proceedings shall be made and maintained and copies of the transcript shall be made available at the expense of the party who makes the request.

Unless otherwise mutually agreed, the hearing shall begin with the teacher's presentation, limited to those grounds specified in the request for a hearing and supported by testimonial and documentary evidence. The superintendent, superintendent's designee or the district's counsel may then present testimonial and documentary evidence in rebuttal of the teacher's contentions or in support of the decision to cancel the teacher's employment contract. The Board or hearing officer may establish other procedural rules as appropriate.

After the district completes its presentation, the Board or hearing officer shall consider the matter. When the matter is considered by the Board, it may convene in an executive session to review and discuss the evidence. However, the final decision will be made in public session. When there is a hearing officer, the hearing officer may take the matter under advisement. The hearing officer shall make written findings of fact and conclusions as to the issues raised and shall forward these findings and conclusions to the teacher and to the Board within 15 days after the close of the hearing.

### **4. Procedure after hearing**

If the hearing was conducted by a hearing officer, the Board will be bound by the hearing officer's findings of fact as long as there is support in the record for such findings. However, any conclusions drawn from those findings will not be binding upon the Board.

The Board shall act on the hearing officer's findings and conclusions at its next regular meeting following receipt of the findings and conclusions or at a special meeting called for that purpose.

If the Board determines that the teacher's contention has not been established, it will notify the teacher and the superintendent in writing and take action with regard to cancellation of the teacher's contract at its next regular meeting or a special meeting called for the purpose.

If the Board determines that the teacher's contention has been established, it shall provide written notice to the teacher and the superintendent that the teacher's contract will not be cancelled.

**5. Exclusive procedure**

This procedure is the only procedure that may be used in a reduction in force of teachers.

Adopted: June 25, 2001

Revised: November 28, 2011

**RETIREMENT OF PROFESSIONAL STAFF**  
Idalia School District RJ-3

The Board has no mandatory retirement age for district employees. Employees are encouraged to make their own retirement decisions and to give written notice to the Board once a retirement date has been established.

Adopted: October 15, 2008

LEGAL REFS.: 29 U.S.C. 621 et seq. (Age Discrimination in Employment Act)  
C.R.S. 24-51-101 et seq. (Public Employees' Retirement Association)

CROSS REF.: GCQF, Discipline, Suspension and Dismissal of Professional Staff



**DISCIPLINE, SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF  
(AND CONTRACT NONRENEWAL)  
Idalia School District RJ-3**

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 East Central 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.

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 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.

**Mandatory reporting requirements**

If an employee is dismissed as a result of an allegation 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) as soon as possible but no later than ten (10) business days after the employee's dismissal. The superintendent shall provide and for 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.

If the district learns that a current employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent shall immediately report this information to CDE.

In addition, the superintendent shall immediately notify CDE when a dismissal action against a licensed employee is based upon the employee's conviction, guilty plea, plea of nolo contendere, or deferred sentence for any of the following offenses:

- a. any felony, including but not limited to felony child abuse, felony unlawful sexual behavior, a felony offense involving unlawful sexual behavior, and a felony offense involving an act of domestic violence;

**DISCIPLINE, SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF  
(AND CONTRACT NONRENEWAL)  
Idalia School District RJ-3**

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.

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.

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 concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law and the regulation accompanying this policy.

Adopted: June 25, 2010

Revised: February 19, 2014

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)

CROSS REF.: GBG, Liability of School Personnel/Staff Protection

**DISCIPLINE, SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF**  
**(Mandatory Reporting Requirements)**  
Idalia School District RJ-3

The following procedures apply to the reporting of allegations against or offenses committed by licensed personnel who face a dismissal action or are dismissed by the district.

**Mandatory reporting requirements – unlawful behavior involving a child**

If an employee is dismissed as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent shall notify the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after the employee's dismissal. The superintendent shall provide 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.

If the district learns that a current or past employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent shall notify CDE.

**Mandatory reporting requirements – other offenses**

In addition and in accordance with applicable State Board of Education rules, the superintendent shall immediately notify CDE when a dismissal action concerning a licensed employee is based upon the employee's conviction, guilty plea, plea of nolo contendere, or deferred sentence for any of the following offenses:

- a. felony child abuse, as specified in C.R.S. 18-6-401;
- b. felony unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);
- c. a felony offense involving unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);
- d. a crime of violence, as defined in C.R.S. 18-1.3-406;
- e. indecent exposure, as described in C.R.S. 18-7-302;
- f. contributing to the delinquency of a minor, as described in C.R.S. 18-6-701;
- g. felony domestic violence, as defined in C.R.S. 18-6-800.3;.

- h. misdemeanor domestic violence, as described in C.R.S. 18-6-800.3 (1) and such conviction is a second or subsequent conviction for the same offense;
- i. misdemeanor sexual assault, as described in C.R.S. 18-3-402;
- j. misdemeanor unlawful sexual conduct, as described in C.R.S. 18-3-404;
- k. misdemeanor sexual assault on a client by a psychotherapist, as described in C.R.S. 18-3-405.5;
- l. misdemeanor child abuse, as described in C.R.S. 18-6-401;
- m. misdemeanor involving the illegal sale of controlled substances;
- n. physical assault;
- o. battery;
- p. a drug-related offense; or
- q. an offense committed outside of this state, the elements of which are substantially similar to any offense described in items a-m above.

The superintendent shall also immediately notify CDE when the district learns:

- a. the employee has forfeited any bail, bond or other security deposited to secure the employee's appearance and the employee is charged with having committed a felony or misdemeanor for any offense described in items a-m above; or
- b. the employee has paid a fine or received a suspended sentence for any offense described in items a-m above.

The superintendent shall also notify CDE when:

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

Adopted: January 15, 2014

**SUPPORT/CLASSIFIED STAFF**  
Idalia School District RJ-3

Definitions:

1. A *full-time* classified employee is one who works a 40-hour, five-day week.
2. A *part-time* classified employee is one who works less than eight hours but at least four or more hours per day on a regular basis.
3. A *short-term* classified employee is one who is employed to perform a service for the district for not less than one month nor longer than 195 working days, including holidays, sick leave, vacation and other leaves of absence, upon the completion of which the service will not be extended or needed on a continuing basis, or who performs seasonal or emergency work.
4. An *hourly* classified employee is one who is employed for less than one calendar month, a full-time day student employed part-time, a day-to-day substitute or a noon supervisor.
5. A *substitute* classified employee is one who takes the place of an absent employee.
6. A *probationary* classified employee is one who is employed initially to fill an authorized regular position and is classified as probationary during the first six calendar months of service.
7. A *regular* classified employee is one who has satisfactorily completed the first six months probationary period and is continued in employment. The use of the term "regular" shall not be construed to imply any employment rights not explicitly established in Board policy.

Adopted: June 25, 2001

Revised: January 19, 2005

**SUPPORT STAFF POSITIONS**  
Idalia School District RJ-3

All support staff positions in the school system shall be established initially by the Board.

All paraprofessionals who provide instructional support for students in Title I Schoolwide Programs and Targeted Assistance Programs shall meet the qualifications set forth in federal law and regulations.

Support staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees.

In each case, the Board shall approve a statement of job requirements as presented by the superintendent. This shall be in the form of a job description setting forth the qualifications for the job, a detailed list of performance responsibilities and any required physical capabilities.

Only the Board may abolish a position that it has created.

Adopted: June 25, 2001

Revised: October 15, 2008

LEGAL REFS.: C.R.S. 22-32-109 (1)(f)  
C.R.S. 22-32-110 (1)(h), (ee)  
20 U.S.C. 6319 (paraprofessional requirements under No Child Left Behind Act of 2001)  
34 C.F.R. 200.58, 200.59 (federal regulations regarding paraprofessional qualifications)

CROSS REFS.: GDQD, Discipline, Suspension and Dismissal of Support Staff  
GDE/GDF, Support Staff Hiring/Recruiting

**SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS**  
Idalia School District RJ-3

The Board recognizes that attractive compensation plans are necessary to attract and retain qualified personnel to deliver quality support services.

It is the intention of the Board to review all compensation plans annually. Compensation plans adopted by the Board shall be displayed in the policy manual.

The school district shall follow the employment procedures established by Colorado statutes.

Adopted: June 25, 2001

Revised: January 19, 2005

**SUPPORT STAFF SALARY SCHEDULES**  
Idalia School District RJ-3

The Board shall establish salary schedules for classifications of the support staff, including the secretarial staff, aides, custodians, maintenance workers, bus drivers, cafeteria workers and other categories as established by the Board.

Such schedules shall take into account the qualifications required, the responsibilities of the position and the number of years the employee has been in service with the district.

If the Board declares a fiscal emergency during a budget year as allowed by state law, it may reduce salaries for all employees on a proportional basis.

Annual increments shall be dependent upon the employee's satisfactory performance in the position. Advancement from one step to another on the guide shall require the superintendent's recommendation and Board approval.

LEGAL REFS. : C.R.S. 22-32-109 (1)f  
C.R.S. 22-32-110 (5)  
C.R.S. 22-44-115.5 (2)

CROSS REF.: DBH\*, Fiscal Emergencies

Adopted: June 25, 2001  
Revised: January 19, 2005



**MAINTENANCE  
SALARY SCHEDULE  
Idalia School District RJ-3**

Starting Base ..... \$15.00  
Base + (step x \$.25)

1. The employment period will be from July 1 through June 30.
2. The at-will employee will be a member of Public Employees Retirement Association (PERA).
3. Employee's liability and workmen's compensation will be paid by the district.
4. The following days are considered paid holidays when they fall on regular work days: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
5. The employee will be paid on the 20<sup>th</sup> of each month.
6. The employee is eligible to participate in the district health/dental/vision insurance program.
7. The district will contribute the board set amount per month per employee, toward said plan.
8. The employee shall receive 8 personal/sick/bereavement leave days per year. (Policy GDCA)
9. The employee shall receive 10 paid vacation days per year. (Policy GDD).
10. The employee will maintain a time card that verifies total hours.
11. With the approval of the administration, during the summer months (June-July), the employee may work a 10 hour day, four days per week.
12. The employee will work 40 hours per week. All overtime shall be pre-approved by the Superintendent.
13. Experience verified with former employer, maximum placement shall be limited to Step 3.
14. Contacts Superintendent if he/she is going to be absent from work no later than 6:30 a.m. Completes absence or sick leave form in advance of known absences or within 24 hours of absence.
15. As per job assignments.

Adopted: June 25, 2001

Revised: April 20, 2016

**FOOD SERVICE SALARY SCHEDULE**  
Idalia School District RJ-3

Assistant Cook

Starting Base .....\$11.00  
Base + (step x \$.25)

Head Cook

Starting Base .....\$12.75  
Base + (step x \$.25)

1. Upon at-will employment, related full-time experience with a maximum starting step at Step Six on this salary schedule. Experience shall be comparable to the specific job classification on this schedule and/or college or training school.
2. Increments are awarded on the basis of successful completion of the school year and School Board approval.
3. All employees under this salary schedule will be paid hourly per their monthly time cards on the 20<sup>th</sup> day of the following month.
4. The employment period will be from September 1 through August 31.
5. The employee will be a member of Public Employees Retirement Association (PERA).
6. Employee's liability and workmen's compensation will be paid by the district.
7. The employee is eligible to participate in the district health/dental/vision insurance program. The district will contribute the board set amount per month for full-time employees.
8. The employee shall receive 6 days of sick leave per year, cumulative.
9. The following days are considered paid holidays when they fall on regular work days: Thanksgiving Day, Christmas Day, Martin Luther King Day, President's Day, and Good Friday.
10. The employee will maintain a time card that verifies total hours.
11. The Board will designate a Food Service Supervisor to supervise and assign duties.

Adopted: June 25, 2001

Revised: April 20, 2016

## CUSTODIAN SALARY SCHEDULE

Idalia School District RJ-3

Starting Base..... \$11.25

Base + (step x \$.25)

1. The employment period will be from July 1 through June 30.
2. The at-will employee will be a member of Public Employees Retirement Association (PERA).
3. Employee's liability and workman's compensation will be paid by the district.
4. The following days are considered paid holidays when they fall on regular work days: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Thanksgiving Day, Labor Day, and Christmas Day.
5. The employee will be paid on the 20<sup>th</sup> of each month.
6. The employee is eligible to participate in the district health/dental/vision insurance program. The district will contribute the board set amount per month per employee, toward said plan.
7. The employee shall receive 8 personal/sick leave/bereavement days per year. (Policy GDCA)
8. The employee shall receive 10 paid vacation days per year. (Policy GDD).
9. The employee will maintain a time card that verifies total hours.
10. With the approval of the administration, during the summer months (June-July), the employee may work a 10 hour day, four days per week.
11. The employee will work 40 hours per week. All overtime shall be pre-approved by the Superintendent.
12. Work hours will be set by the maintenance supervisor and Superintendent.
13. Experience verified with former employer, maximum placement shall be limited to Step 6.
14. Extra duty assignments(activity/athletic events)
15. As per job assignments.

Adopted: June 25, 2001

Revised: April 20, 2016

**TEACHER AIDE, LIBRARY AIDE  
SALARY SCHEDULE  
Idalia School District RJ-3**

Starting Base ..... \$11.00

Base + (step x \$.25)

1. This at-will salary schedule and the required working days are based upon the approved school calendar student contact days.
2. Upon employment, related full-time experience with a maximum starting step at Step Six on this salary schedule. Experience shall be comparable to the specific job classification on this schedule and/or college or training school.
3. Increments are awarded on the basis of successful completion of the school year and School Board approval.
4. All employees under this salary schedule will be paid hourly per their monthly time cards on the 20<sup>th</sup> day of the following month.
5. The employment period will be assigned.
6. The employee will be a member of Public Employees Retirement Association (PERA).
7. Employee's liability and workmen's compensation will be paid by the district.
8. The employee is eligible to participate in the district health/dental/vision insurance program. The district will contribute the board set amount per month for full-time employees.
9. The employee shall receive 6 days of sick leave per year, cumulative.
10. The following days are considered paid holidays when they fall on regular work days: Thanksgiving Day, Christmas Day, Martin Luther King Day, President's Day, and Good Friday.
11. The employee will maintain a time card that verifies total hours.

Adopted: June 25, 2001

Revised: April 20, 2016

## **BUS DRIVER'S SALARY SCHEDULE**

Idalia School District RJ-3

Starting Base .....\$675.00

Base + (step x \$25.00) + (mileage x \$.06)

Reimbursement for drivers using their own vehicle will be figured at the current fuel price times the estimated miles per gallon with a minimum of \$5.00 being paid per trip.

Regular route drivers must attend a minimum of six hours in-service training yearly to be eligible to receive minimum wage for these hours.

### **PLACEMENT ON BUS DRIVERS SALARY SCHEDULE**

One step for each full year of experience outside the district will be granted for placement on salary schedule. The following requirements must be met:

- a. Experience must have been completed as a licensed bus driver.
- b. Experience must be verified by previous employers.
- c. Maximum placement shall be limited to step 6.

### **PAYMENT OF ACCUMULATED SICK DAYS**

Those retiring upon completion of 20 years of driving service in RJ-3 shall receive \$20.00 per day for each day of unused sick leave. Employees leaving the district after 10 years of service will receive \$10.00 and after 15 years of service, \$15.00 for each day of unused sick leave. Maximum number of accumulated days for payment are not to exceed fifty (50).

**PAY FOR ACTIVITY TRIPS WEEK DAY RATE:** Minimum wage plus route pay.

**WEEKEND RATE/NON-ROUTE DRIVER RATE:** \$2.00 plus minimum wage per hour driving time and minimum wage per hour sitting time. Activity trip pay starts from the pre-trip inspection to the time the bus is locked and parked. The Transportation Director arranges overnight trips.

Adopted: June 25, 2001

Revised: April 20, 2016

**SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME**  
Idalia School District RJ-3

**Overtime**

The administration shall determine which school district employees are subject to the minimum wage and overtime requirements of federal law. These non-exempt employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

Alternatively, in lieu of overtime compensation non-exempt employees may receive compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required.

A determination as to whether overtime shall be compensated by overtime pay or by compensatory time shall be made prior to the performance of the work.

An employee shall be permitted to use compensatory time within a reasonable period of time after making a request to the supervisor. Such requests shall be granted if the use of the compensatory time does not unduly disrupt the operations of the school district.

A non-exempt employee may accrue no more than 240 hours of compensatory time in accordance with federal law unless the employee's supervisor gives advice that accrual of additional hours is allowed under the law.

All overtime work shall require the advance approval of the employee's principal and/or other immediate supervisor. An effort shall be made whenever possible not to schedule non-exempt employees for more than 40 hours per week.

All hours worked shall be accurately recorded in the manner required by the employee's supervisor.

**Rates for supplementary services**

District employees who put in extra hours to supervise and/or serve community groups using school facilities shall be paid at the rate established by the Board for such contract services. Any supplementary pay shall be in accordance with federal law.

Adopted: June 25, 2001

Revised: October 15, 2008

LEGAL REF.: 29 U.S.C. §201 et seq. (Fair Labor Standards Act)  
29 C.F.R. Parts 510 to 794

CROSS REF.: KF, Community Use of School Facilities

## **SUPPORT STAFF SICK LEAVE**

Idalia School District RJ-3

The following policy pertains to support and noncertificated staff (secretaries, aides, food services personnel, maintenance/custodial personnel, bus drivers/mechanic, directors of transportation/maintenance/food service, business manager and office manager).

All nine month classified employees will be allowed leaves of absence (personal, professional or sick/bereavement) in the amount of six days per year. All 12 month employees will be allowed leaves of absence (personal, professional or sick/bereavement) in the amount of eight days per year. Employees less than full-time will receive a prorated share of six/eight days. All unused leave will be accumulated indefinitely as sick leave. Employees will receive pay while on authorized sick/other leave.

Employee accumulated sick leave may be used for sickness of employee or may involve illness of a member of the employee's immediate family only.

Payment of accumulated sick days will be paid to support staff upon leaving district employment. Payment will be made on a graduated scale as described in Policy GDCA-R. Payment of accumulated sick days for bus drivers will be paid according to the schedule in Policy GDBA-E-1.

For each work day an employee loses after both standard and additional sick/other leave allowances are exhausted, a deduction will be made from his/her salary in an amount equal to the hours they are unable to work.

Adopted: June 25, 2001

Revised: January 19, 2009

**SUPPORT STAFF VACATIONS AND HOLIDAYS**  
Idalia School District RJ-3

Support staff employed on a twelve-month basis shall be entitled to receive (10) ten days paid vacation after completing (1) one year of full-time service. Employees who enter service after July 1st of any year will have their vacation entitlement prorated to a July 1st calendar year. The prorating will be rounded to the nearest whole day based upon date of employment and months remaining in the calendar year. Vacation cannot be accumulated and must be taken in the year earned. Support staff in this category includes central office staff members, maintenance and bus shop personnel and custodians.

In addition, all 12 month employees will be allowed the following paid holidays:

1. Independence Day
2. Labor Day
3. Thanksgiving (the following Friday with superintendent approval)
4. Christmas (plus one day over Christmas vacation with superintendent approval)
5. New Year's Day
6. Memorial Day

Should the holiday fall on Saturday or Sunday, the employee will be allowed the day on the preceding Friday or the Monday following the holiday as approved by the supervisor.

Generally twelve month employees take their vacation time during the summer. All employee vacation schedules must be approved by the immediate supervisor and cleared through the superintendent.

Adopted: June 25, 2001  
Revised: January 19, 2009

LEGAL REFS.; C.R.S.22-1-112



## **SUPPORT STAFF RECRUITING/HIRING**

### **Idalia School District RJ-3**

The Board shall establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

#### **Recruiting**

The recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection. Only qualified paraprofessionals, as defined by the No Child Left Behind Act of 2001, shall be hired to provide instructional support for students in Title I Schoolwide and Targeted Assistance Programs.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

#### **Background checks**

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process the district shall comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the district shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law. (This requirement shall not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

#### **Hiring**

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, genetic information, marital status or disability.

The Board shall officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Adopted: June 25, 2010

Revised: February 19, 2014

LEGAL REFS.: 15 U.S.C. §1681 et seq. (Fair Credit Reporting Act)

20 U.S.C. §6319 (paraprofessional requirements under No Child Left Behind Act of 2001)

42 U.S.C. §653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)

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

34 C.F.R. 200.58, 200.59 (federal regulations regarding paraprofessional qualifications)

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

C.R.S. 13-80-103.9 (liability for failure to perform an education employment required background check)

C.R.S. 14-14-111.5 (Child Support Enforcement procedures)

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

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

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

C.R.S. 22-32-109.8 (fingerprinting requirements for non-licensed positions)

C.R.S. 24-5-101 (effect of criminal conviction on employment)

C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity  
GDA, Support Staff Positions  
GDAA\*, Title I Paraprofessionals

**PART-TIME AND SUBSTITUTE SUPPORT STAFF EMPLOYMENT**  
Idalia School District RJ-3

The Board of Education shall maintain an authorized list of personnel to be used for substitute or part-time employment. The Board authorizes the superintendent to notify and direct persons on the list to perform such service for the district as may be required on a temporary basis. The Board authorizes principals to notify and direct persons on the list to perform as substitutes on a temporary basis as needed.

The Board shall approve such action at the next regular meeting. Authorization by the Board of Education to pay personnel performing services on a temporary basis shall constitute employment by the Board for services provided during the period of time covered by such payment.

Such payment shall not constitute any assurance or offer of continuing employment without specific Board action.

Prior to adding a person's name to the list, a background check shall be carried out in accordance with state law. Part-time and substitute personnel also shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions. Persons failing to provide this information shall not be added to the authorized list.

Every person placed on the authorized list shall be given a copy of this policy prior to performing services pursuant to this policy.

Adopted: June 25, 2001

Revised: October 17, 2012

LEGAL REFS.: C.R.S. 22-32-109.7

C.R.S. 22-32-109.8

CROSS REF.: GDE/GDF, Support Staff Recruiting/Hiring

## **Substitute support staff employment**

Idalia School District RJ-3

Staff members shall make every effort to notify the building principal or director at the earliest date and at least one day prior to possible absence. Substitutes may be secured by staff members or the building principal or her/his designee.

In cases of unexpected illnesses or emergencies, staff members are to contact the principal or director by 7 a.m. so that a substitute can be obtained and arrangements can be made for that day.

Substitute staff pay will be at the same rates established by policy GCGB-R.

	<u>Professional License</u>	<u>Emergency License</u>
1-10 days	\$75/day	\$65/day
11-25 days	\$80/day	\$70/day
26+ days	\$90/day	\$80/day

Above rates apply on a yearly basis. Days do not need to be consecutive.

Approved: June 25, 2001

Revised: August 2, 2006

Revised: February 17, 2016

## **RESIGNATION OF SUPPORT STAFF**

Idalia School District RJ-3

Support staff employees are encouraged to give two (2) weeks written notice to the district prior to resigning employment.

If an employee resigns as a result of an allegation 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 notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after the employee's resignation. The superintendent shall provide 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.

Adopted: June 25, 2001

Revised: October 15, 2008

LEGAL REFS.: C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)  
C.R.S. 22-32-109.7

## **DISCIPLINE, SUSPENSION AND DISMISSAL OF SUPPORT STAFF**

### **Idalia School District RJ-3**

Support staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees.

The Board delegates to the superintendent the authority to dismiss classified personnel. The superintendent may delegate this authority to other appropriate personnel such as the director of personnel. All dismissals of classified employees shall be reported to the Board at its next regular meeting.

The superintendent also may suspend employees from their assignments as a disciplinary measure, with or without pay.

If an employee is dismissed or resigns as a result of an allegation 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 notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after such dismissal or resignation. The superintendent shall provide any information requested by the department concerning the circumstances of the dismissal or resignation. The district also shall notify the employee that information concerning the dismissal or resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

If the district learns that a current employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent shall immediately report this information to CDE.

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.

Adopted: June 25, 2010

Revised: February 19, 2014

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. 22-32-109.7 (specific duties regarding hiring inquiries and reporting)  
C.R.S. 22-32-110 (1)(h) (power to discharge/terminate employment)  
C.R.S. 22-32-126 (3) (principals recommend employment actions)

CROSS REF.: GD, Support/Classified Staff

**ACADEMIC FREEDOM**  
Idalia School District RJ-3

The Board seeks to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, and to inspire a meaningful awareness of and respect for the Constitution and the Bill of Rights.

Freedom of individual conscience, association and expression will be encouraged and fairness in procedures will be observed to safeguard the legitimate interests of a democratic society as set forth in the constitutions of the United States and the state of Colorado.

The final responsibility in the determination of the above rests solely with the Board.

LEGAL REFS.:      Constitution of Colorado, Article IX, Section 15  
                         Constitution of Colorado, Article IX, Section 16  
                         C.R.S. 22-32-109 (1)(t) C.R.S. 22-32-110 (1)(r)

Adopted: June 25, 2001  
Revised: January 19, 2005

**ORGANIZATION OF INSTRUCTION**  
Idalia School District RJ-3

The Board of Education shall provide a system of education extending from kindergarten through grade 12. It also is responsible for special education for handicapped children.

The schools of the district shall be organized to present a unified program of instruction and shall be operated as a single system under the direction of the superintendent of schools.

The grouping and housing of instructional levels in school facilities shall be as follows:

The Idalia school houses grades kindergarten through 12. The kindergarten through fourth grade is considered elementary school, grades 5 through 8 are considered middle school and grades 9 through 12 are considered high school.

LEGAL REFS.:        1973 C.R.S. 22-32-109(1) (v)  
                         1973 C.R.S. 22-32-119

Adopted: June 25, 2001  
Revised: January 19, 2005



## **CURRICULUM DEVELOPMENT**

### **Idalia School District RJ-3**

The Board of Education is required by state law to determine the educational programs to be carried on in the schools of the district. The district's curriculum shall be aligned with the district's academic standards to ensure that each student will have the educational experiences needed to achieve the standards or complete the requirements and goals as listed on a student's Individualized Education Program (IEP), which may include modified standards.

Successful curriculum development is a cooperative enterprise involving impacted district staff members, carried out under the superintendent's leadership and using multiple resources. Carefully conducted and supervised experimentation for curriculum development is also desirable.

All new programs and courses of study as well as the elimination and extensive alteration of the content of current programs and courses shall be presented by the superintendent to the Board for its consideration and action.

The district's curriculum shall be reviewed at regular intervals to ensure that the curriculum and educational programs are effective and aligned with the district's academic standards and educational objectives. Curriculum review committees shall include administrators, teachers, parents, accountability members and others deemed appropriate by the Board or superintendent.

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 populations, educational equity, curriculum breadth and depth, and congruence of instructional strategies and assessments with the district's academic standards.

(August 2014)

LEGAL REFS.: Colo. Const. Art. IX, Sect. 15 (*Board has control of instruction within the district*)  
C.R.S. 22-7-407 (2)(a) (*adoption of content standards; alignment of curriculum*)  
C.R.S. 22-20-101 *et seq.* (*Exceptional Children's Educational Act*)  
C.R.S. 22-20-201 *et seq.* (*education of gifted children*)  
C.R.S. 22-32-109 (1)(t) (*Board duty to determine educational program and prescribe textbooks*)  
C.R.S. 22-32-110 (1)(r) (*Board power to exclude immoral or pernicious materials and books*)

CROSS REF.: AEA, Standards Based 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. 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 "College In Colorado."

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.

Adopted: June 25, 2001

Revised: November 16, 2010

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)  
1 CCR 301-81 (rules governing standards for individual career and academic plans)

CROSS REFS.: IKF, Graduation Requirements  
JIC, Student Conduct, and Subcodes

**BASIC INSTRUCTIONAL PROGRAM**  
(Implementation Plan for Student Individual Career and Academic Plans)  
Idalia School District

In accordance with state law and the timeline prescribed by applicable State Board of Education rules (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 8<sup>th</sup> grade, have access to and assistance in the development of an ICAP.
2. The roles and responsibilities of the student, parents 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.

Adopted: November 16, 2010

**HEALTH AND FAMILY LIFE/SEX EDUCATION**  
Idalia School District RJ-3

The Board believes a comprehensive health education program is an integral part of each student's education. The health education program should emphasize the functioning and proper care of the human body and encourage the development of lifelong, positive health habits. In addition, it should inform students about potential physical and mental health hazards they are likely to encounter in various life situations and help them make sound, intelligent decisions when they are confronted with choices that could affect their health or that of others.

The Board further believes that the district's comprehensive health education program should provide information about family life and sex education. While parents have the prime responsibility to assist their children in developing moral values, the district should support and supplement these efforts by offering students factual information and opportunities to discuss the moral and practical concerns, issues and attitudes inherent in family life and sexual behavior.

The district shall teach about family life and sex education in regular courses on anatomy, physiology, science, health, consumer and family studies. If a separate family life or sex education program is developed, it shall not be required. Any curriculum that includes instruction on human sexuality shall be in accordance with applicable law and the district's academic standards.

In addition to the requirements listed below, the Board's policies and regulations concerning the approval of new curriculum and instructional materials shall apply to any comprehensive health education courses offered by the district:

1. The basic curriculum and instructional materials to be used in the district's comprehensive health education program shall be available for inspection by the public during school hours. A forum to receive comments from the public concerning the basic curriculum and instructional materials used in the district's health education program shall be scheduled prior to Board adoption.
2. In accordance with applicable state law, students' parents/guardians shall be notified in writing prior to the student's involvement in the health education course. The notice to parents/guardians shall include a detailed, substantive outline of the topics and materials to be presented.
3. The notice shall also inform students' parents/guardians that they may exempt their child, upon written request, from a specific portion or portions of the instruction on the grounds that it is contrary to religious beliefs and teachings or closely held personal beliefs of the student or the student's parent/guardian. If the request for the exemption is from a specific portion of the curriculum that concerns human sexuality, no reason must be given by the parent/guardian when requesting the exemption.

4. Students shall be provided with alternate educational assignments or activities for credit corresponding to that portion of the planned curriculum from which they are exempt.

(June 25, 2001 Revised August 2014)

LEGAL REFS.: 20 U.S.C. 7906 (*prohibition against the use of Title I Funds to operate a program of contraception in the schools contained in the No Child Left Behind Act of 2001*)  
C.R.S. 22-1-128 (*education regarding human sexuality*)  
C.R.S. 22-25-105 (*Colorado Comprehensive Health Education Program*)  
C.R.S. 22-25-106 (4) (*district must provide exemption procedure*)  
C.R.S. 22-25-110 (2) (*operation of other health education programs*)

CROSS REFS.: IG, Curriculum Development  
JLC, Student Health Services and Requirements, and subcodes

**HEALTH AND FAMILY LIFE/SEX EDUCATION**  
(Exemption Procedure)

1. Exemption will be granted from a specific portion of the health education curriculum on the grounds that the material taught is contrary to the religious beliefs and teachings or closely held personal beliefs of the student or of the student's parent/guardian. If the request for the exemption is from a specific portion of the health education curriculum that concerns human sexuality, no reason must be given by the parent/guardian when requesting the exemption.

Approved: June 25, 2001

Revised: August 2014

**WORK EXPERIENCE OPPORTUNITIES**  
Idalia School District RJ-3

Work-experience programs shall be developed as part of the total vocational education program.

Students in such programs may divide their time between instruction in school and specific training on a job.

The in-school schedule shall include, for most students, subjects which are required for high school graduation as well as those related to the area of employment.

Each program shall be planned cooperatively by work-study coordinators and employers (or employer groups) and shall be in accordance with state and federal laws and regulations governing employment of students under age 18 and shall be subject to approval by the Board.

The particular program designed for each student shall be set forth in a written agreement approved by the student, his parents or guardian, the work-study coordinator and the employer. This shall stipulate the terms of employment and the provision for academic credit.

Students enrolled in the work-study programs shall receive both pay and school credit for work experience.

The work-study coordinator shall make such arrangements as necessary with employers for evaluating the student's on-the-job performance and for keeping records of job attendance.

LEGAL REFS.: C.R.S. 8-40-202 (1 )(a)(IV)  
C.R.S. 8-40-302 (7) (refers to Workers' Compensation Insurance coverage)

CROSS REF.: IHAO, Career/Transition-to-Work Education

Adopted: June 25, 2001  
Revised: February 16, 2001



**HEALTH EDUCATION**  
(Exemption Procedure)  
Idalia School District RJ-3

Exemption will be granted from a specific portion of the health education curriculum on the grounds that the material taught is contrary to the religious beliefs and teachings of the student or of the student's parent/guardian. If the request for the exemption is from a specific portion of the health education curriculum that concerns human sexuality, no reason must be given by the parent/guardian when requesting the exemption.

Approved: June 25, 2001  
Revised: December 19, 2007

**TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO**  
Idalia School District RJ-3

In accordance with state and federal law, the district shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs from early childhood (preschool) through grade 12.

The drug and alcohol education program shall address the legal, social and health consequences of drug and alcohol use. It shall include special instruction as to the effects upon the human system; the emotional, psychological and social dangers of such use with emphasis on nonuse by school-age children, and the illegal aspects of such use. The program also shall include information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The objectives of this program, as stated below, are rooted in the Board's belief that prevention requires education and that the most important aspect of the policies and guidelines of the district should be the education of each individual to the dangers of drugs, alcohol and tobacco.

1. To create an awareness of the total drug problem-prevention, education, treatment, rehabilitation and law enforcement on the local, state, national and international levels.
2. To relate the use of drugs and alcohol to physical, mental, social and emotional practices.
3. To encourage the individual to adopt an appropriate attitude toward pain, stress and discomfort.
4. To develop the student's ability to make intelligent choices based on facts and to develop the courage to stand by one's own convictions.
5. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.
6. To understand the personal, social and economic problems causing the misuse of drugs and alcohol.
7. To develop an interest in preventing illegal use of drugs in the community.

The curriculum, instructional materials and strategies used in this program shall be recommended by the superintendent and approved by the Board.

To the extent funds are available, each school is encouraged to operate and maintain an educational program to assist students in avoiding and discontinuing use of tobacco. It is permissible to use tobacco on school property in classroom demonstrations to show the health hazards of tobacco.

FILE: IHAMA

LEGAL REFS.: U.S.C. 3224a, Drug Free School and Communities Act of 1986 as amended  
in 1989  
C.R.S. 18-18-102(5) C.R.S. 22-1-110  
C.R.S. 22-32-109(1)(bb) C.R.S. 25-14-103.5

CROSS REFS.: ADC, Tobacco Free Schools  
IHACA\*, Law Related Education  
JICG, Use of Tobacco by Students  
JICH, Drug and Alcohol Use by Students

Approved: June 25, 2001  
Revised: March 16, 2005

**CAREER/TRANSITION-TO-WORK EDUCATION**  
Idalia School District RJ-3

The Board recognizes that one basic thrust of education should be making classroom experiences a meaningful process of learning about all practical aspects of life. The Board believes that the inclusion of career education in the basic curriculum will provide students with information about the many career opportunities available and will establish a relationship between what is taught in the classroom and the world of work.

The Board therefore commits itself to a meaningful program of career education for all students attending the schools of the district and charges the superintendent with the responsibility for the implementation of such a program.

Career education should start at the earliest levels. At the secondary level, it should incorporate career exploration, career guidance and vocational training opportunities. The latter shall equip students to enter post-secondary training for occupational areas and/or enter specific occupations directly out of high school.

CROSS REFS.: IHAI, Vocational-Technical Education  
IHAIA \*, Work Experience Opportunities

Adopted: June 25, 2001  
Revised: April 20, 2005

**HOME SCHOOLING**  
Idalia School District RJ-3

When a parent/guardian of a student who has attained the age of seven years and is below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with law:

1. The parent/guardian must submit on an annual basis written notification of establishment of the home-based program to the district's director of student services. The initial written notification shall be submitted at least 14 days before the program is established.
2. The parent/guardian must certify in writing the name, age, place of residence and number of hours of attendance of each of his/her children enrolled in the program.
3. The superintendent shall give the parent 14 days written notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law.
4. Each student in a home-based program shall be evaluated when the student is in the third, fifth, seventh, ninth and 11th grades. The student's academic progress shall be evaluated either by giving a nationally standardized achievement test or by submitting an evaluation of the student conducted by a qualified person as defined in state law.

The student's test or evaluation results shall be submitted to the district or to an independent or parochial school in Colorado. If the test or evaluation results are submitted to an independent or parochial school, the name of the school shall be provided to the district.

5. If the student's composite score on the test is above the 13th percentile, the student shall continue to be eligible for the home-based educational program and exempt from compulsory attendance. If the score is at or below the 13<sup>th</sup> percentile, the parent/guardian shall be given the opportunity to have the student re-tested using an alternate version of the same test or a different nationally standardized test selected by the parent/guardian from a list supplied by the State Board of Education.
6. If the evaluation conducted by a qualified person indicates that the student is making sufficient academic progress according to ability, the student shall continue to be exempt from compulsory attendance.
7. If the composite score on a retest continues to be at or below the 13th percentile or if the evaluation conducted by a qualified person indicates that the student is not making sufficient academic progress, the district shall take steps to require the parent/guardian to enroll the student in a public, independent or parochial school.

**Extracurricular and interscholastic activities**

Students participating in home-based educational program have the same rights as district students to participate in district extracurricular and interscholastic activities. Such participation is subject to the same rules of any interscholastic organization or association of which the district is a member, applicable law and the district's eligibility requirements.

If a student withdraws from the school district more than 15 days after the start of the school year and enters a home-based educational program, the school district shall remain the child's district of attendance for purposes of extracurricular and interscholastic activities. If the child was eligible to participate in extracurricular or interscholastic activities when he or she withdrew from the public school, the child will remain eligible to participate at that school for the remainder of the academic year.

### **Habitually truant students**

Any student who has been declared habitually truant at any time during the last six months of attending public school before the proposed enrollment in a home-based educational program may not be enrolled unless the parent/guardian first submits a written description of the curricula to be used along with the written notification required in paragraph #1 above.

### **Re-entering district schools**

A student from a home-based program may re-enter the district's schools at any time. With the consent of the student's parent/guardian, the district shall place the student at the grade level deemed most appropriate by the district. All students from home-based programs must demonstrate proficiency in the district's academic standards at their appropriate placement level. The district may test the student to determine placement.

The district shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and the district's academic standards, the district shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the student's transcripts.

The district may reject any transcripts that cannot be verified through such testing. See policy IKF.

Adopted: May 25, 2005

Revised: January 15, 2014

LEGAL REFS.: C.R.S. 22-7-409 (1.2)(d)(I)(B)(III) (home school students not required to take state assessments)

C.R.S. 22-32-116.5 (extracurricular and interscholastic activities)

C.R.S. 22-33-104.5 (home-based education law)

FILE: IHBG

C.R.S. 22-33-104.5 (3)(f) (scores on nationally standardized tests or evaluations are not considered when measuring school performance and determining accreditation)

C.R.S. 22-33-107 (compulsory attendance law)

CROSS REFS.: JGA, Assignment of New Students to Classes and Grade Levels  
JHB, Truancy  
JJJ, Extracurricular Activity Eligibility

**DISTRICT SUPPORT FOR HOME-SCHOOLED STUDENTS**  
Idalia School District RJ-3

**Definition:** Home-schooled student. Any student whose regular academic program is provided by the child's parent or by an adult relative designated by the parent which is not under the control and supervision of the school district.

1. The District will neither provide nor contribute toward any necessary instructional materials, aids or equipment including but not limited to text books, supplementary reference materials, audio-visual materials, library materials, computers and programs, video tape recorders or players, audio tape recorders or players and any other material and/or equipment commonly or uncommonly found in a public school classroom.
2. The District will neither provide nor contribute toward any transportation services for any home-schooled student.
3. The District will neither provide nor contribute toward any professional educational services or para-professional educational services for any home- schooled student.
4. The District will neither provide nor contribute toward any administrative services other than those required by State Statute for any home-schooled student.
5. The District will neither provide nor contribute toward any physical plant expenses including but not exclusive to rent, mortgage expense, maintenance, communications expense, or utilities expense for any home-schooled student.
6. The District will make available an opportunity for a staffing to determine if the student is eligible for special education services. If such services are provided, they will be in accordance with a staffing team recommendation.
7. The District will provide testing materials and professional testing administration at one of five testing centers as chosen by the District designee as required by Statute. The testing center will be at the Idalia School.
8. The District will provide participation opportunity for home-schooled students as directed by State statute in existing extracurricular activities subject to the guidelines of those activities and the overriding direction of Board Policy and the Colorado High School Activities Association. Participation in any single activity or activities is subject to the same requirements levied upon any public school student participant including but not exclusive to, participation fees if applicable, academic eligibility if applicable, liability waiver if applicable, medical release if applicable, immunization as required by the Colorado department of Public Health, training agreements if applicable and any and all other rules or guidelines developed by the activity sponsor(s), the State or National activity governing body the building Principal or other administrative designee or the Idalia RJ-3 School Board.
9. Any other type of financial or in-kind support that is not specifically identified in items 6, 7, and 8 above will be denied by the Board of education to the home-schooled student unless required by subsequent Statute or the action of a Court of Law.

**LEGAL REFS.:** C.R.S 22-33-104.5, Extracurricular Activities & Horne-Schooled Statute  
C.R.S.22-33-107, Extracurricular Activities

**CROSS REF:** IHBG, Home Schooling  
JJJ, Extracurricular Activity Eligibility  
JJJ-R, Extracurricular Activity Eligibility

Adopted: June 25, 2001  
Revised: May 25, 2005



## **HOME-SCHOOL CRITERIA FOR GRADUATION**

### **Idalia School District RJ-3**

Home-school students who are seeking to obtain an Idalia School District RJ-3 school diploma must meet the following criteria.

- \* Students must be enrolled in a RJ-3 high school setting on a full-time basis for a minimum of one full year immediately preceding graduation.
- \* Academic credit for home-school courses will be considered for students who are formally registered on the RJ-3 roster of home-school students, formally enrolled in another state for home schooling, a certified institution for correspondence courses or affiliated with an officially recognized home-school entity. Students and parents (guardians) will need to show proof of one of the above-listed sources.
- \* Academic credit for home-school coursework will be evaluated by the high school principals. The home-school courses will not be part of the student's grade point average. The transcript will list the course name and the home-school study and a pass/fail evaluation.

Example: English 9

Home-school course of study

Pass 2 credits

- \* Home-schooled students must meet the graduation requirements as described in policy IFK-1.

The following content areas of study will be evaluated for credit to home-school students in the following manner:

**MATHEMATICS** The student self-selects the course of mathematics at the level which he/she is able to perform.

Once a student successfully completes the enrolled course of study (a "C" grade or above) he/she will be granted credit for a maximum of two courses below the level of enrollment.

Credit will be granted for Algebra I if the student can pass the RJ-3 proficiency exam for Algebra I.

**ENGLISH** The student self-selects the course of English at a level which they are able to perform.

Once a student successfully completes the enrolled course of study (a "C" grade or above) he/she will be granted credit for a maximum of two courses below the level of enrollment.

Credit will be granted for proficiency on the GED, English section, according to the criteria set by the official scoring procedure. The transcript will document credit awarded for course via GED exam.

Students scoring at or above level of achievement on the ACT --22+ on the verbal or SAT --425+ on the verbal may be granted credits for two courses of English study.

**SCIENCE**

Credit will be granted for official correspondence courses from a certified institution only.

The transcript shall reflect the name of the course and that the study that was completed through the Educational Correspondence Program.

Example:

Biology School of \_\_\_\_\_ Correspondence Course    Pass    2 credits

**SOCIAL  
STUDIES**

Credits will be granted for Government & Law, U.S. History, World History or Economics through an official correspondence course from a certified institution.

Credit will be granted for proficiency on the GED exam for World History or Government according to criteria on the official scoring procedure. The transcript will document credit awarded for the course via the GED exam.

**MUSIC**

Students will receive credit for documented instruction with an instructor under the following criteria:

A log of individual lessons must be presented to the principal.  
This log must contain the instructor's signature, documentation of 18 hours of direct instruction and 80 hours of practice time. One credit will be granted for this.

**WORDK STUDY**

The student must present a log of 135 hours of employment in an 18-week time period (one semester). The student must provide pay stubs for the period of employment. A maximum of two credits will be granted.

**PHYSICAL EDUCATION  
AND HEALTH**

Students will be required to document the physical and health activities and provide a signature for verification of the hours submitted. Students must have 100 hours of physical activity for one credit.

**FOREIGN LANGUAGE**

The student self-selects the level of Foreign Language at which they are able to perform. Students must perform at a grade of "C" or above to obtain credit for a maximum of two courses below the level of course of enrollment.

**ART**

Students will receive credit for documented instruction with an instructor under the following criteria:

A log of individual lessons must be presented to the principal. This log must contain the instructor's signature, documentation of 18 hours of direct instruction, and 80 hours of practice time. One credit will be granted for the above criteria.

**KEYBOARDING**

One credit for computer education will be granted if the student successfully completes the RJ-3 proficiency exam.

**ECONOMICS**

Credit will be granted for a correspondence course from an official institution.

CROSS REFS: IKF-1 Graduation Requirements (7 period day)  
IHC Extended Instructional Programs

Adopted: June 25, 2001  
Revised: May 25, 2005

## **Preparation for Postsecondary and Workforce Success**

Idalia School District RJ-3

The Board believes that to decrease student dropout rates, increase graduation rates and encourage all students to reach their learning potential, it is important to support students in planning for postsecondary and workforce opportunities throughout their education. To promote students' postsecondary and workforce success and in accordance with state law, the district shall provide the following opportunities and information.

Sixth grade: 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."

Eighth grade: 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 (ICAP) in accordance with the requirements of state law. Each student's ICAP will be designed to assist the student and the student's parent/guardian with the following:

- ✓ exploring the postsecondary career and educational opportunities available to the student;
- ✓ aligning coursework and curriculum;
- ✓ setting performance expectations;
- ✓ meeting academic and career goals;
- ✓ applying to postsecondary education institutions;
- ✓ enabling the student to demonstrate postsecondary and workforce readiness prior to or upon high school graduation;
- ✓ securing financial aid; and
- ✓ ultimately entering the workforce.

The district's plan for the development and implementation of student ICAPs shall be in accordance with this policy's accompanying regulation.

Adoption date: February 17, 2016

**File: IHBK\***

LEGAL REFS.: C.R.S. [22-32-109](#) (1)(ff) (notice of courses that satisfy higher education admission guidelines)

C.R.S. [22-32-109](#) (1)(oo) (board duty to adopt policy requiring individual career and academic planning for students no later than the beginning of ninth grade)

C.R.S. [22-32-109.5](#) (4) (district may administer "basic skills" placement or assessment tests to determine postsecondary and workforce readiness; if such test is administered, score shall be included on student's ICAP)

1 CCR [301-81](#) (rules governing standards for individual career and academic plans)

CROSS REFS.: [IHCDA](#), Concurrent Enrollment

[IKE](#), Graduation Requirements

## **PREPARATION FOR POSTSECONDARY AND WORKFORCE SUCCESS** (Implementation Plan for Student Individual Career and Academic Plans)

In accordance with state law and the timeline prescribed by applicable State Board of Education rules (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 ninth grade, have access to and assistance in the development of an ICAP.

*[Note: Insert the grade level at which the district will provide access to ICAPs, in accordance with this regulation's accompanying policy. The Rules require school counselors, school administrators, school personnel and/or approved postsecondary service providers at the middle and high school levels to ensure students and parents/guardians receive information and advising regarding the relationship between the ICAP and postsecondary goals and expectations.]*

*[Note: State law requires schools to ensure that, in developing and maintaining each student's ICAP, the counselor or teacher explains to students and their parents/guardians the requirements for and benefits of enrolling in postsecondary courses pursuant to the Concurrent Enrollment Programs Act. The explanation to students' parents/guardians shall be by electronic mail or other written form. C.R.S. 22-32-109 (1)(nn).]*

*[Note: State law also requires schools to assist students to use the ICAP "effectively" to: (1) direct the student's course selections and performance expectations in at least grades nine through twelve; (2) assist the student in meeting the academic and career goals described in the ICAP; and (3) enable the student to demonstrate postsecondary and workforce readiness prior to or upon graduation from high school at a level that allows the student to progress toward the student's postsecondary education goals, if any, without requiring remedial educational services or courses. C.R.S. 22-32-109 (1)(oo)(II).]*

*[NOTE: Finally, state law provides that districts "may" administer basic skills placement or assessment tests to students in grades 9 through 12. C.R.S. 22-32-109.5 (4)(a). If such tests are administered, the scores of the testing "shall" be included on the student's ICAP. C.R.S. 22-32-109.5 (4)(b); 1 CCR 301-81, Rule 2.01(1)(k). If a student's scores indicate that the student is at risk of being unable to demonstrate postsecondary and workforce readiness prior to or upon high school graduation, school personnel "shall" work with the student and student's parent/guardian to create an intervention plan. Id.]*

2. The role and responsibilities of the student, parents/guardians and district staff in creating and updating an ICAP for the student.

*[Note: Best practices indicate a partnership involving the student, parents/guardians and school staff, with the student "driving" the ICAP process, creates a relevant and personalized ICAP for the student.]*

3. The activities that will be addressed at each grade level of a student's ICAP.

*[Note: State law requires ICAPs to address specific elements. See, C.R.S. 22-2-136 (1); 1 CCR 301-81, Rule 2.01(1). However, these elements may be addressed differently at each grade level. For example, career planning in eighth grade may look different than career planning in eleventh grade. The Rules require review of a student's ICAP on an annual basis. Such review shall indicate any differences from the previous year's ICAP, including but not limited to goal revision, new postsecondary career and educational plans, financial aid opportunities and changes in academic courses.]*

4. How students' ICAPs will be stored.

*[Note: The Rules require ICAP and ICAP related data to be available upon request to the student, parent/guardian, educators and/or approved postsecondary service providers in electronic and/or printable form. The Rules also require the district's ICAP plan to include a means to insert ICAP related data into an electronic database for an individual student, "to the extent practicable." 1 CCR 301-81, Rule 2.01(1)(j).]*

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.

*[Note: The Rules require the district's ICAP plan to demonstrate that professional development regarding ICAP implementation is in place for school counselors, school administrators and school personnel "where possible." Staff training opportunities about ICAP development and implementation are provided at no cost to school districts by organizations such as College in Colorado, Colorado Department of Education and the Community College System's Career and Technical Education Office.]*

6. The method that will be used to evaluate the implementation and effectiveness of the district's ICAP plan.

*[Note: One option is to base the district's evaluation method on the American School Counselor Association's National Model Standards.]*

<p><b>NOTE:</b> Comprehensive career guidance resources and ICAP support, including sample ICAP implementation plans, can be found on the Colorado Community College System's website, <a href="http://www.coloradostateplan.com/counselors.htm">www.coloradostateplan.com/counselors.htm</a>, College In Colorado's website, <a href="http://www.collegeincolorado.org">www.collegeincolorado.org</a>, and College In Colorado Partner Network's website, <a href="http://www.cicpartnernetwork.org">www.cicpartnernetwork.org</a>.</p>
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Adopted: August 2014

**FIELD TRIPS/SUMMER ACTIVITY TRIP EXPENSE**  
Idalia School District RJ-3

The Board recognizes that learning activities provided by activity and field trips are an effective and worthwhile means of learning. It is the policy of the Board to support activity and field trips that are directly related to the total instructional program.

Specific guidelines and appropriate procedures shall be developed by the administration to evaluate and approve activity and field trips. Criteria to be considered in evaluating trips will include but are not limited to the following:

1. Educational value of the trip
2. Budget
3. Availability of transportation
4. Provisions for supervision
5. Coordination with other scheduled activities
6. Safety and welfare of participants

Guidelines and procedures shall assure that all activity and field trips have the approval of the building principal and the superintendent or his/her designee. In addition, all trips exceeding 400 miles round-trip, except for sanctioned district and state qualifying events, shall have prior approval of the Board.

The Board recognizes that learning activities provided by activity trips are an effective and worthwhile means of learning. It is the policy of the Board to support activity trips that are directly related to the total instructional program.

Any school organization using school owned vehicles on a weekly basis during the summer must reimburse the district for mileage unless it is a scheduled overnight trip with activities following the next day, therefore preventing extra expense for mileage. Mileage is reimbursed according to the current mileage reimbursement rate. It is at the discretion of the transportation director whether the organization will be required to reimburse the district for mileage.

CROSS REFS.: EEAF, Extracurricular Activity Buses/Field Trips/Special Events  
Transportation

EEAG, Student Transportation in Private Vehicles  
JJH, Student Travel

LEGAL REF.: C.R.S.40-10-116(1)(b)

Adopted: June 25, 2001  
Revised: August 20, 2008



**SCHOOL VOLUNTEERS**  
Idalia School District RJ-3

The Board of Education recognizes the need to develop a volunteer program to support district instructional programs and extracurricular activities. The purpose of the volunteer shall be to:

1. Assist employees in providing more individualization and enrichment of instruction.
2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total education process.
3. Strengthen school/community relations through positive participation.

A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer worker shall serve in that capacity without employee benefits of any type except for Worker's Compensation and liability protection as provided by state law.

Use of volunteers within the district is not to conflict with or replace any regularly personnel allotment.

Volunteers will work with students under the immediate supervision and direction of a certificated person.

Volunteers are expected to comply with all policies and regulations set forth by the district.

Volunteers shall be insured for industrial injury/illness and liability under the district insurance programs.

Volunteers shall submit a set of fingerprints and a background check shall be carried out in accordance with state law.

LEGAL REFS: C.R.S. 8-40-202 (Worker's Compensation Act)  
C.R.S. 24-10-103(4)(a) (Colorado Governmental Immunity Act)

Adopted: June 25, 2001  
Revised: January 17, 2007

**VOLUNTEER CODE OF ETHICS & AGREEMENT**  
Idalia School District RJ-3

The Yuma County School District Number RJ-3 recognizes the need to develop a volunteer program to support district instructional programs and extracurricular activities. Further, the Idalia Parent Communication Council was organized to help keep parents and community members involved in the Idalia School, and is an integral part of having a good volunteer corps.

Therefore, it is understood that the purpose of a volunteer shall be to:

1. Assist employees in providing more individualization and enrichment of instruction;
2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total education process;
3. Strengthen school/community relations through positive participation.

A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer worker shall serve in that capacity without employee benefits of any type except for Worker's Compensation and liability protection as provided by state law.

Use of volunteers within the district is not to conflict with or replace any regular personnel allotment. Volunteers will work with students under the immediate supervision and direction of a certified employee of Yuma County School District Number RJ-3. Volunteers are expected to comply with all policies and regulations set forth by the district. Volunteers shall be insured for industrial injury/illness and liability under the district insurance programs. Volunteers shall submit a set of fingerprints and a background check shall be carried out in accordance with Colorado law.

Therefore, Yuma County School District Number RJ-3 ("Idalia School") and \_\_\_\_\_ ("Volunteer"), in consideration of the premises and the covenants herein specified, agree as follows:

1. **RESPONSIBILITIES OF VOLUNTEER.** Volunteer shall assist and be under the direct supervision of designated certified employee(s) of School District and Volunteer shall follow the direction and assignments given by supervisors or and the Idalia Parent Communication Council. Volunteer shall keep the designated certified employee(s) fully informed of all activities and actions taken by Volunteer while performing assigned duties. Volunteer shall treat all information gained about students, teachers or parents as confidential.
2. **EMPLOYMENT STATUS.** Volunteer is not an employee, and shall not be compensated for services, provided that Idalia School shall provide coverage to Volunteer under its liability insurance policy.

3. TERM. This Agreement shall continue from \_\_\_\_\_ to \_\_\_\_\_ unless earlier terminated as provided herein.

4. RESPONSIBILITIES OF IDALIA SCHOOL. Idalia School shall provide a designated certified employee to supervise and direct Volunteer's duties and activities. Idalia Parent Communication Council will help to facilitate all volunteers.

5. TERMINATION. Either party may terminate this Agreement effective immediately upon written notice to the other party.

6. BOARD POLICY. This Agreement is and shall be subject to all applicable state and federal laws and regulation, and to Idalia School Board policies now in effect or as adopted by the Board from time to time.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Secretary  
Idalia RJ-3 Board of Education

\_\_\_\_\_  
President  
Idalia RJ-3 Board of Education

\_\_\_\_\_  
Volunteer

Adopted: June 25, 2001  
Revised: December 11, 2012

## **Grading/Assessment Systems Idalia School District RJ-3**

The Board believes that students will respond more positively to the opportunity for success than to the threat of failure. The district shall seek, therefore, in its instructional program to make achievement both recognizable and possible for students. It shall emphasize achievement in its processes of evaluating student performance.

### **Assessment system**

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 academic standards. The district's program of student assessment shall:

1. Challenge students to think critically, apply what they have learned and give them the opportunity to demonstrate their skills and knowledge.
2. Include "early warning" features that allow problems to be diagnosed promptly to let students, teachers and parents/guardians know that extra effort is necessary.
3. Provide reliable and valid information on student and school performance to educators, parents/guardians and employers.
4. 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's academic standards.

In accordance with applicable law, the district's program of assessment shall accommodate students with disabilities and English language learners.

The district's assessment results, in combination with state assessment results, 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's academic standards.

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, including those who work directly with the student, shall have access to the student's statewide assessment results and longitudinal academic growth information and shall explain that information to the student's parent/guardian.

Classroom assessment practices shall be aligned with the district's academic standards and assessment program. Assessment is an integral part of the teaching and learning process that should occur continuously in the classroom. The primary purpose of classroom assessment shall be to enable teachers to make instructional decisions for students on a continual basis.

Students are encouraged to engage in informal self-assessments as they study and attempt to solve problems, monitor their own progress and improve their learning.

## **Grading system**

The administration and professional staff shall devise a grading system for evaluating and recording student progress and to measure student performance in conjunction with the district's academic standards. The records and reports of individual students shall be kept in a form meaningful to parents/guardians as well as teachers. The grading system shall be uniform district-wide at comparable grade levels. Peer grading of student assignments and classroom assessments is permissible. The intent of this practice is to teach material again in a new context and to show students how to assist and respect fellow students.

The Board shall approve the grading, reporting and assessment systems as developed by the professional staff, upon recommendation of the superintendent.

The Board recognizes that classroom grading and/or assessment systems, however effective, are subjective in nature but urges all professional staff members to conduct student evaluations as objectively as possible.

Adopted: June 25, 2001

Revised: September 17, 2008

LEGAL REFS.: C.R.S. [22-7-407](#) (district academic standards)

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. [22-7-409](#) (1.9) (state assessment results included on student report card if feasible; results of college entrance exam included on student transcripts)

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

C.R.S. [22-11-203](#) (2)(a) (principal required to provide educators access to their students' academic growth information "upon receipt" of that information)

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

CROSS REFS.: [AEA](#), Standards Based Education

[AED](#)\*, Accreditation

[IK](#), Academic Achievement

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

**Revised: April 20, 2015**



**State Standardized Assessment Excusal Form**

**File: IKA-E**

Idalia School District RJ-3 policies IKA and IKA-R state that parents (or legal guardians) have the right to excuse their student out of specific standardized assessments, which in their determination are not in the best interests of the student. Parents who wish to excuse a student out of an assessment should notify the school administrator who oversees testing each year. Filling out this form meets that requirement for Idalia School District RJ-3 and the Colorado Department of Education.

A student who is excused from an assessment will not receive a score for that assessment. Excusing a student from a state assessment will not negatively affect a student's grade, nor will it affect the opportunities students have for participation in a full range of academic programs and services.

By signing below I certify that:

1. I am the parent (or legal guardian) with majority custodial rights of the following student(s):

Student Name(s)	Grade

2. I elect to excuse my student(s) out of the following state required standardized assessments during the \_\_\_\_\_ school year:

**Please check all that apply.**

- |  |  |
|--|--|
| <input type="checkbox"/> PARCC - English Language Arts         | <input type="checkbox"/> PARCC - Math          |
| <input type="checkbox"/> CMAS – Science                        | <input type="checkbox"/> CMAS – Social Studies |
| <input type="checkbox"/> COALT - English Language Arts or Math | <input type="checkbox"/> WIDA Access (ELL)     |
| <input type="checkbox"/> COALT– Science or Social Studies      | <input type="checkbox"/> CO PSAT               |
| <input type="checkbox"/> CO ACT/SAT                            |  |

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

**Return to school principal.**

## **Grading/Assessment Systems**

(Exemption Procedure and Information to Parents/Guardians)

Idalia School District RJ-3

### **Parent/guardian request for exemption**

In accordance with the accompanying policy, the parent/guardian of a student enrolled in the district may request that his or her child be exempt from participating in one or more state assessments.

1. The request for exemption must be submitted in writing to the school principal.
2. The parent/guardian will not be required to state the reason for asking for the exemption.
3. The request for exemption may apply to all or specific state assessments administered to the student during the school year.
4. A request for exemption will be valid for one school year. Requests for exemption from state assessments in subsequent school years require a new written request.
5. Parents/guardians are encouraged to submit their requests for exemption at the earliest possible date each school year so that the district may plan accordingly.

### **Information to parents/guardians**

Each school year at the earliest possible time, the district shall distribute information to students' parents/guardians regarding the state and district assessments that the district will administer that year. This information shall also be posted on the district's website.

Adoption date: February 17, 2016

NOTE 1: The information distributed to parents/guardians must include: (1) the state and local assessments that the district will administer during the school year; (2) whether the assessment is required by federal law and/or state law or is required by the district; (3) the "anticipated" calendar for administering state and district assessments; (4) the "purposes" of the state and district assessments; and (5) the "manner" in which the results will be used by the district and the Colorado Department of Education. C.R.S. [22-7-1013](#)(7)(a).

The district shall also distribute a district assessment calendar to students' parents/guardians at the earliest possible time each school year, and shall post the calendar on the district's website.

At a minimum, the district assessment calendar shall include:

- an estimate of the testing hours required on each testing day; and
- whether the assessment is required by federal and/or state law or was selected by the district.

NOTE 2: Districts are not required to include "course-specific assessments that are not adopted by the [Colorado State Board of Education]" or "nonstandardized, classroom based assessments" in the district assessment calendar or in information provided to parents/guardians. C.R.S. [22-7-1013](#)(7)(c).

## **HOMEWORK**

### **Idalia School District RJ-3**

The Board of Education recognizes the importance of encouraging homework as part of the learning activities initiated in the classroom. Work outside the classroom, on a K-12 basis, is beneficial in order to give students an opportunity to develop better school achievement, to develop responsibility and to experience a wider range of learning opportunities.

The Board of Education recognizes that homework and its implementation is a shared responsibility of the Board of Education, administration, school staffs, parents and students.

The administration of an appropriate homework procedure will be established according to the approved guidelines, and will be clearly communicated to parents and students on an ongoing basis.

Homework, which is properly designed, carefully planned and geared to the development of the individual student, meets a real need and has a definite place in the educational program. It is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught and complete certain projects, such as the reading of worthwhile books and the preparation of research projects.

The purpose of homework is to:

1. Reinforce concepts and skills learned during the class period.
2. Develop successful independent study habits.
3. Develop effective habits in planning for and meeting deadlines.
4. Teach efficient use of time.
5. Make up work missed because of absence.
6. Provide additional practice in research skills and the ability to communicate ideas in verbal and written form.
7. Review material learned earlier in preparation for tests and other class work.
8. Provide additional time for students who need or chose to work at a slower rate.
9. Learn to use home and community resources.
10. Provide enrichment beyond what is possible in the classroom.

Teachers have an obligation to:

1. Plan homework assignments which are meaningful with directions, which are readily understood by students and which are realistic in terms of time, facilities and resources.
2. Provide enough instructions or guidelines for students to complete assignments independently.
3. Evaluate and return homework promptly.
4. Provide a classroom atmosphere which teaches good study habits.
5. Provide time for students to ask questions about assignments.
6. Coordinate the homework assignment load among faculty.

Students have an obligation to:

1. Attend class regularly in order to receive homework assignments.
2. When absent, check with teachers for make-up work.



3. Ask for clarification if they do not understand the assignment.
4. Complete homework assignments and turn them in on time.
5. Check with the teachers if there are any questions concerning graded papers or lost assignments.

Parents are expected to:

1. Emphasize the importance of homework.
2. Supervise the homework tasks of students and/or assist them in seeking additional help from the school.
3. Provide an adequate place and time for students to study.
4. Assist in the location of reference materials and resources, if necessary.
5. Encourage students to complete and turn in assignments on time.
6. Contact school when questions arise concerning homework procedures and policies.

Adopted: June 25, 2001

Revised: December 14, 2005

**GRADE POINT AVERAGE**  
Idalia School District RJ-3

Grade Point Average (GPA) is the numerical average computed by dividing the total grade points by the total number of courses attempted as per Board Policy IKA. For purposes of maintaining a standard for ranking within a class and for figuring grade placement averages, the following scale has been established:

<u>Regular Courses</u>	<u>Advanced Placement Courses</u>
Grade A – 4 honor points	Grade A – 5 honor points
Grade B – 3 honor points	Grade B – 4 honor points
Grade C – 2 honor points	Grade C – 3 honor points
Grade D – 1 honor point	Grade D – 0 honor points
Grade F – 0 honor points	Grade F – 0 honor points

This average is recalculated each semester and includes all semester grades earned to date of calculation. All students from the Idalia School District who graduate with a 3.500 cumulative GPA or higher shall graduate "With Honors".

Adopted: June 25, 2001  
Revised: December 14, 2005

**HONOR ROLLS**  
Idalia School District RJ-3

Honor rolls shall be published at the end of each reports period. Students may be given special recognition for a 3.5 through 4.0 grade average. Students on the regular honor roll shall maintain a "B" average (3.0). One grade of "D" or "F" shall disqualify a student for honor roll. The same requirements shall also apply to the semester honor roll.

Adopted: June 25, 2001  
Revised: December 14, 2005

## **ENSURING ALL STUDENTS MEET STANDARDS**

### **Idalia School District RJ-3**

The Board believes that early identification of students who are not making adequate progress toward achieving standards and effective intervention are crucial. In accordance with the Board's policy on grading and assessment systems, teachers shall assess the teaching and learning process on a continual basis. Teachers shall identify students early in the school year who are not making adequate progress toward achieving state and district content standards and may choose to implement an individual learning plan for each such student.

The plan shall be developed by the student's teacher with input from the student's parents/guardians and the parents/guardians shall agree in writing to support the plan. Neglect by the parents/guardians with regard to participating in development of the plan or agreeing to support the plan shall not affect implementation of the plan.

The plan shall address the specific learning needs of the student. Strategies designed to address those needs may include tutoring programs, after-school programs, summer school programs, other intensive programs and other proven strategies. Teachers are encouraged to collaborate on the development of such plans and to use a variety of strategies consistent with the student's learning style and needs.

Each semester, students with individual learning plans shall be reassessed in the content areas covered by the plan.

In order to provide the services necessary to support individual learning plans, the superintendent shall develop tutoring programs, after-school programs, summer school programs and other intensive programs in the content areas covered by state and district standards. The Board shall commit resources in the budget to support these programs.

As determined by the principal and in accordance with applicable law, students not meeting applicable state and district content standards may not be promoted to the next grade level or allowed to graduate. When students are retained in the same grade level, the teacher shall evaluate the previous teaching and learning experiences of the student, including whether specific aspects of the individual learning plan were appropriate and effective. Based on this evaluation, the teacher shall modify the plan to ensure that the student's needs will be met and that the student's educational experience from the previous year is not merely repeated.

Retention due to social, emotional or physical immaturity shall be used on a very limited basis. After consulting with the student's parents/guardians, teacher and other professional staff and in accordance with applicable law, the principal shall determine whether it is in the best interests of the student to be retained for such reasons.

Adopted: June 25, 2001

Revised: October 15, 2008

LEGAL REF.: C.R.S. 22-32-109(1)(hh)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment  
AEA, Standards Based Education  
A, Instructional Goals and Learning Objectives  
K, Academic Achievement  
KA, Grading Assessment Systems

FILE: IKE

LBA, District Program Assessments  
LBB, State Program Assessments  
LBC, Literacy and Reading Comprehension Assessments

**CORRESPONDENCE COURSES AND COLLEGE EXTENSION COURSES**  
Idalia School District RJ-3

A student may take approved correspondence courses and college extension courses to meet his/her graduation requirements. Approved courses are those that the student is required to take to meet the graduation requirements if there is a scheduling conflict or the courses are those that the student is required to take or the course is not presently offered by the high school and is needed for college admission or career opportunity.

The total number of credits allowed will be the equivalent of three (3) high school credits.

The credit allowed for correspondence courses will be listed in the correspondence catalogs. The credit allowed for college level or college correspondence courses will be based on the following conversion:

Three (3) semester hours of college credit is equal to one (1) semester of high school credit.

It is recommended that all work, including any examinations, should be completed on or before May 10 of the graduation year.

It is the student's responsibility to initiate the process to take correspondence and/or college extension courses by first discussing it with the counselor. It is then the student's responsibility to enroll in and pay for the course.

Adopted: June 25, 2001  
Revised: December 14, 2005

## **Graduation Requirements**

### **Idalia School District RJ-3**

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education has established the following graduation requirements.

#### **District academic standards**

All students must meet or exceed the district's academic standards prior to becoming eligible to graduate or complete the requirements and goals as listed on a student's Individualized Education Program (IEP), which may include modified academic standards.

Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the district's academic standards and to meet the expectations for graduation.

#### **Units of credit needed**

A total of 24 credits earned during grades nine through twelve are required for graduation. A credit is defined as the amount of credit given for the successful completion of a course which meets five days per week for a minimum of 40 minutes daily for at least 36 weeks or the equivalent. Successful completion means that the student obtained a passing grade for the course.

The following criteria shall entitle a student to a high school diploma:

- Achievement in the district's academic standards as demonstrated by mastery of the curriculum which may include, but is not limited to, daily classroom assignments, state and district assessments, classroom assessments, and student participation in, and completion of, assigned projects.
- Completion of 24 credits in grades nine through twelve in the prescribed categories listed below.
- Completion of the requirements and goals as listed on a student's Individualized Education Program (IEP) which may include modified academic standards.

#### **Required credits/courses**

Credits	Area	Specific Courses
4	English	
3	Mathematics	
3	Science	
3.5	Social Studies	.5 Government
1	Physical Education *	
.5	Health	
3	Vocational and Fine Arts	
<hr/>		
6	Electives	
<hr/>		
24	Total	

\* - 1 PE credit will be given for participation in two (2) sports for one (1) year, or one (1) sport for two (2) years.

### **Credit from other institutions and home-based programs**

All students entering from outside the district must meet the district graduation requirements. The principal shall determine whether credit toward graduation requirements shall be granted for courses taken outside the district. Students who are currently enrolled in the district and wish to obtain credit from outside institutions, or through "online" programs, must have prior approval from the principal.

The district shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the student's transcripts. The district may reject any transcripts that cannot be verified through such testing.

### **Credit from other institutions and home-based programs**

Graduating seniors shall be ranked within the graduating class for each high school upon the basis of grade-point averages for the four-year program, excluding the last semester of the senior year.

Grades for regular classes will be given the following values: A=4, B=3, C=2, D=1.

Grades for advanced placement classes will be given the following values: A=5, B=3.75, C=2.5, D=1.25.



After a course has been passed, no future grade earned in the same course shall be used to determine class rank or grade point average.

The student with the highest-class rank will be valedictorian. When more than one student holds the numerical one rank, all students holding the rank will be declared co-valedictorians.

When transcripts of transfer students show grades such as pass or satisfactory, such grades shall not be counted in determining class rank or grade point average. Students entering from home-based education programs must submit student work or other proof of academic performance for each course for which credit toward class ranking or grade point average is sought.

### **Independent study**

Independent study, work experience and experienced-based programs approved in advance by the principal may be taken for high school credit. Students must submit a request for approval that includes a summary of the educational objectives to be achieved and monitored by a faculty member.

### **Student course load**

The course load for freshmen, sophomores, juniors and seniors shall be a minimum of 6 credits per school year. Students who wish to take less credits in any given school year must obtain advance permission from the principal.

### **Years of attendance**

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students need the challenge provided by postsecondary education or other opportunities at an earlier age. Therefore, the principal may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements.

### **Adopted June 25, 2001 – Revised July 2014**

LEGAL REFS.: C.R.S. 22-1-104 (*teaching history, culture and civil government*)  
C.R.S. 22-32-109 (1)(kk) (*board to establish graduation requirements that "meet or exceed" state graduation guidelines*)  
C.R.S. 22-32-132 (*discretion to award diploma to honorably discharged veterans*)  
C.R.S. 22-33-104.5 (*home-based education law*)  
C.R.S. 22-35-101 *et seq.* (*Concurrent Enrollment Programs Act*)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment  
AEA, Standards Based Education

IHBG, Home Schooling  
IHBK\*, Preparation for Postsecondary and Workforce Success  
IHCDA, Concurrent Enrollment  
IK, Academic Achievement  
IKA, Grading/Assessment Systems

## GRADUATION REQUIREMENTS

Idalia School District RJ-3

Students shall be required to complete 24 Carnegie Units of credit, (48 semester hours), and attend high school four (4) years to graduate except as provided by the Board of Education Policy. A Carnegie Unit of credit is defined as the amount of credit given for the successful completion of a course which meets five (5) times per week for 36 weeks. One (1) unit of credit is equal to two (2) semester credits. In order to receive credit for a course, the student must maintain at least a "D" average for the semester. The semester test grade will be considered in determining the final grade.

The semester credit and the grade earned are recorded in the official student records. It remains as recorded and is not subject to change at the end of the year.

A full load of six (6) classes must be taken each year, unless approved by the counselor and principal. For exceptions see board policies on Early Dismissal IKFA and Release Time JHC.

Graduation audits will be done at the end of a student's junior year and at the beginning of their senior year. Periodic reviews will also be done by the counselor. Should a problem become apparent, a certified letter will be sent home to inform the parent of any impending difficulties.

### Credit requirements are as follows:

English*	8 Semesters	4 Years/Carnegie Units
Social Studies**	7 Semesters	3.5 Years/ CU
Math	6 Semesters	3 Years/CU
Science***	6 Semesters	3 Years/CU
Health	1 Semester	.5 Year-/CU
Physical Education****	1 Semesters	.5 Year/CU
Fine Arts, or Vocational Education	6 Semesters	3 Years/CU
<u>Electives</u>	<u>13 Semesters</u>	<u>6.5 years / CU</u>
<b>Total needed to graduate</b>	<b>48 Semesters</b>	<b>24 Carnegie Units</b>

\* Four (4) years of English is required for most college admission.

\*\*One half (.5) year of government/civics is required for all students.

\*\*\* Two (2) years must be a lab science. Two (2) semesters of any combination of approved science substitute courses will count as one-half (1/2) science credit. A list of science substitute courses will be approved by the principal after conferring with the counselor and the science department. These courses will be listed in the course description book.

\*\*\*\* A student that participates in two (2) different sports in one year or one (1) sport in two (2) years will receive the Physical Education credit.

Adopted: June 25, 2001

Revised: October 19, 2016

**EARLY GRADUATION**  
Idalia School District RJ-3

Any senior student who can complete 24 Carnegie units (or 48 semester credits) by the end of the first semester of the academic year may apply for early graduation.

Requests for early graduation shall be subject to the following:

1. The student shall have attended high school for a minimum of three and one half years.
2. Students shall have attended two consecutive semesters of high school at Idalia School District RJ-3 immediately prior to the request for early graduation.
3. In no instance will a diploma be awarded before the regular graduation date in May.
4. Failure to meet any provision upon which the original request was approved shall be cause for revocation of the early graduation privilege.
5. All requests for early graduation must have the signature of the parent or guardian if the student is under the age of 18.
6. Students choosing early graduation will not be allowed to participate in any extra curricular activities, including social activities with the exception of the prom.

CROSS REF.: JEF, Released Time for Students

Adopted: June 25, 2001

Revised: December 14, 2005

**GRADUATION REQUIREMENTS****Idalia School District RJ-3**

Students shall be required to complete 24 Carnegie Units of credit, (48 semester hours), and attend high school four (4) years to graduate except as provided by the Board of Education Policy. A Carnegie Unit of credit is defined as the amount of credit given for the successful completion of a course which meets five (5) times per week for 36 weeks. One (1) unit of credit is equal to two (2) semester credits. In order to receive credit for a course, the student must maintain at least a "D" average for the semester. The semester test grade will be considered in determining the final grade.

The semester credit and the grade earned are recorded in the official student records. It remains as recorded and is not subject to change at the end of the year.

A full load of six (6) classes must be taken each year, unless approved by the counselor and principal. For exceptions see board policies on Early Dismissal IKFA and Release Time JHC.

Graduation audits will be done at the end of a student's junior year and at the beginning of their senior year. Periodic reviews will also be done by the counselor. Should a problem become apparent, a certified letter will be sent home to inform the parent of any impending difficulties.

Credit requirements are as follows:

1. English*	6 Semesters	3 Years/Carnegie Units
2. Social Studies**	7 Semesters	3 ½ Years/ CU
3. Math	6 Semesters	3 Years/CU
4. Science***	6 Semesters	3 Years/CU
5. Health	1 Semester	½ Year/CU
6. Physical Education****	2 Semesters	1 Year/CU
7. Fine Arts, or Vocational Education	<u>5 Semesters</u>	<u>2 1/2 Years/CU</u>
Total from Required Courses	33 Semesters	16 ½ Credits Units
8. Electives	<u>15 Semesters</u>	<u>7 ½ years / CU</u>
Total needed to graduate	48 Semesters	24 Carnegie Units

\* Four (4) years of English is required for most college admission.

\*\* One half (1/2) year of government/civics is required for all students.

\*\*\* Two (2) years must be a lab science. Two (2) semesters of any combination of approved science substitute courses will count as one-half (1/2) science credit. A list of science substitute courses will be approved by the principal after conferring with the counselor and the science department. These courses will be listed in the course description book.

\*\*\*\* A student that participates in two (2) different sports in one year or one (1) sport in two (2) years will receive one (1) Physical Education credit.

Participation in the High School graduation ceremony is contingent upon meeting RJ-3's minimum requirements, not upon current state of eligibility

Participation in the 8<sup>th</sup> grade advancement ceremony is contingent upon the student meeting the RJ-3 eligibility requirements..

### **Credit from Other Institutions and Home-Based Education Programs**

All students entering from outside the district must meet the district graduation requirement or the principal shall determine whether credit toward graduation requirements shall be granted for courses taken outside the district and wish to obtain credit from outside institutions or through "on-line" programs, must have prior approval from the principal. Credits will be accepted from accredited institutions or as evaluated by principals.

CROSS REFS.: IHC, Extended Instructional Programs  
IHCDA, Postsecondary Options/Concurrent Enrollment  
IKFA, Early Graduation  
JHC, Released Time for Students

Adopted: June 25, 2001  
Revised: April 15, 2009

## **GRADUATION EXERCISES**

Idalia School District RJ-3

The Board of Education believes that completion of the requirements for a diploma is an achievement that deserves recognition. The Board therefore supports a program to recognize each graduating senior's accomplishment in a publicly-celebrated graduation exercise.

The graduating senior class shall plan its own graduation exercise each year with the assistance and counsel of the high school faculty. It shall be the right of the graduating senior class to select the content of the graduation program; however, the Board shall have the right to reasonably regulate the time, place and manner of the graduation ceremonies, and to prohibit any part of the program which may be illegal or disruptive.

The graduation ceremony shall be a senior class program. No person associated with the School District on the graduation program shall represent that the beliefs and statements of the participants in the graduation ceremony are the beliefs or opinions of the Board of Education or the School District. The printed program for the graduation ceremony shall contain the following statement:

This graduation exercise has been planned and organized by the graduating senior class. The Board of Education of the Idalia School District RJ-3 does not promote or endorse any statement made by any person involved in this graduation ceremony. Any opinions or beliefs expressed by any participant in this ceremony are the opinions and beliefs of the speaker only, and are not necessarily the opinions or beliefs of the School District or the Board of Education.

The School District shall participate in the graduation program only if graduating seniors are subject to the following:

All students participating in graduation exercises must be enrolled full-time during the second semester of their senior year or be on an approved reduced student schedule. Students who have attended a ninth semester may be allowed to participate by permission of the principal.

Students who lack one or less graduation credit may participate in the graduation activities if they have filed a plan for completing the credit needed with the counselor and have made significant progress toward completion of said credit. Such students will receive a diploma when they complete the requirements for graduation.

No students which the District has prohibited from participating in graduation ceremonies for disciplinary or other reasons shall be permitted to participate in the graduation ceremony.

### Baccalaureate Exercises

Groups composed of interested students and their families may plan and organize baccalaureate services that are religious in nature; however, the School District shall not be identified,

FILE: IKFB

explicitly or implicitly, as sponsoring or endorsing such services. Attendance at such services shall be entirely voluntary with students and school personnel acting as private individuals.

School District funds including paid staff time shall not be used for baccalaureate services. Groups planning baccalaureate services may rent and use school facilities under terms, conditions and rates prescribed by the District.

CROSS REF: KF, Community Use of School Facilities

Adopted: June 25, 2001

Revised: August 20, 2008

**EARLY LITERACY AND READING COMPREHENSION**  
**(Colorado READ Act)**  
Idalia School District RJ-3

The Board believes reading is the skill most closely associated with success in school. In accordance with this belief and state law, the district shall provide students enrolled in kindergarten, first, second and third grades with instructional programming and interventions to enable these students, to the greatest extent possible, to achieve reading competency and attain the skills necessary to achieve the Board's and state's academic achievement goals.

**Assessments and READ plans**

In accordance with the Colorado Reading to Ensure Academic Development Act (READ Act) and applicable State Board of Education rules, the district shall assess the reading readiness level of every kindergarten student and the literacy and reading comprehension level of every first, second and third grade student. If the assessment of the student indicates the student has a significant reading deficiency, a READ plan shall be developed for the student in accordance with this policy's accompanying regulation.

**Student retention due to student's significant reading deficiency**

The decision to retain a student due to the student's significant reading deficiency shall be made in accordance with the Board's policy concerning the promotion and retention of students and applicable law.

The meeting to discuss the possible retention of a student with a significant reading deficiency and the notice required by the READ Act are addressed in this policy's accompanying regulation.

Beginning in the 2016-17 school year, if a decision is made to promote a student to fourth grade even though the student continues to be identified as a student with a significant reading deficiency, the superintendent or superintendent's designee shall make the final decision regarding whether the student is promoted or retained.

**Reporting**

The district shall annually report to the Colorado Department of Education (CDE) the state-assigned student identifier for each student enrolled in the district who has a READ plan. Other information required by the READ Act and applicable State Board of Education rules shall also be reported to CDE.

The district shall also use the reported student data to develop and implement district and school improvement plans in accordance with the Education Accountability Act of 2009 and applicable State Board of Education rules.



Adopted: December 18, 2013

LEGAL REFS.: C.R.S. 22-7-1201501 et seq. (Colorado Reading to Ensure Academic Development (READ) Act)  
C.R.S. 22-11-101 et seq. (Education Accountability Act of 2009)  
1 CCR 301-1, Rules 2202-R-1.00 et seq. (State Board of Education rules for the Administration of the Accreditation of School Districts)  
1 CCR 301-92, Rules 2202-R-1.00 et seq. (State Board of Education rules for the Administration of the Colorado Reading to Ensure Academic Development (READ) Act)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment  
AED\*, Accreditation  
IK, Academic Achievement  
IKE, Ensuring All Students Meet Standards

**EARLY LITERACY AND READING COMPREHENSION**  
(Procedures to Implement the Colorado READ Act)  
Idalia School RJ-3

The district shall comply with the Colorado Reading to Ensure Academic Development Act (READ Act) and applicable State Board of Education rules in implementing this regulation. This regulation addresses the procedures the district shall follow in creating a student's READ plan, communicating with the student's parent/guardian concerning the creation, contents and implementation of the student's READ plan, and determining whether a student with a significant reading deficiency will advance to the next grade level.

**A. Development of a READ plan**

A READ plan shall be developed for a student in kindergarten, first, second or third grade who is identified with a significant reading deficiency in accordance with the READ Act and applicable State Board of Education rules. If the student is in kindergarten, the READ plan shall be a component of the kindergartner's individualized readiness plan. Alternatively and in lieu of a READ plan, the district may address the student's identified significant reading deficiency in the student's Individualized Education Program (IEP), in accordance with applicable law.

**Components of the READ plan**

At a minimum, the student's READ plan shall include:

1. the student's specific reading skill deficiencies;
2. the goals and benchmarks for the student's growth in attaining reading competency;
3. the instructional programming and interventions that will be provided;
4. the manner in which the student's progress will be monitored;
5. the strategies the student's parent/guardian is encouraged to use in assisting the student;
6. any additional services the student's teacher deems available and appropriate to accelerate the student's reading skills.

**Communication with the student's parent/guardian**

The student's teacher and other school personnel shall meet with the student's parent/guardian, if possible, to create the student's READ plan. At this meeting, the student's teacher shall discuss the following with the student's parent/guardian:

1. The state's goal for all children in Colorado is to graduate from high school having attained skill levels that adequately prepare them for postsecondary studies or the workforce.
2. Research indicates achieving reading competency by the end of third grade is a critical milestone in achieving this goal.

3. If the student enters fourth grade without achieving reading competency, the student is significantly more likely to fall behind in all subject areas beginning in fourth grade and continuing in later grades.
4. If the student's reading skill deficiencies are not remediated, it is likely the student will not have the skills necessary to complete the coursework required to graduate from high school.
5. The nature of the student's reading skill deficiency, including an explanation of what the significant deficiency is and the basis upon which the teacher identified the deficiency.
6. Under state law, the student qualifies for and the district is required to provide targeted, scientifically based or evidence-based interventions to remediate the student's specific, reading skill deficiencies, and the student's READ plan shall include these interventions.
7. The student's parent/guardian plays a central role in supporting the student's efforts to achieve reading competency and is strongly encouraged to work with the student's teacher in implementing the student's READ plan.
8. The student's READ plan includes strategies the parent/guardian is encouraged to use at home and is encouraged to supplement the intervention the student receives in school.
9. There are serious implications to a student entering fourth grade with a significant reading deficiency. If the student continues to have a significant reading deficiency at the end of the school year, state law requires the parent/guardian, student's teacher and other school personnel to meet and consider retention as an intervention strategy.

At the conclusion of the meeting, the student's teacher shall provide the student's parent/guardian with a written explanation of the information discussed in items 1-9 above, along with a copy of the student's READ plan.

If the student's parent/guardian is unable to attend the meeting, the student's teacher shall provide the student's parent/guardian with a copy of the student's READ plan, a written explanation of items 1-9 above, and a written explanation of the scientifically based or evidence-based reading instructional programming and other reading-related services the student will receive under the plan as well as the strategies the parent/guardian is encouraged to apply to assist the student.

#### **B. Student promotion or retention**

Within 45 days before the end of any school year, school personnel shall provide a written notification to the student's parent/guardian if a student in kindergarten, first, second or third grade continues to be identified as a student with a significant reading deficiency.

At a minimum, the written notification to the student's parent/guardian shall state:

1. There are serious implications to a student entering fourth grade with a significant reading deficiency and, therefore, state law requires the student's parent/guardian, student's teacher and other school personnel to meet and consider retention as an intervention strategy and determine whether the student, despite having a significant reading deficiency, is able to maintain adequate academic progress at the next grade level.

2. School personnel will work with the student's parent/guardian to schedule a date, time and place for the meeting.

The written notification shall not be required if:

1. the student is a student with a disability who is eligible to take the alternative statewide assessment or whose disability substantially impacts the student's progress in developing reading skills, resulting in the student's significant reading deficiency;
2. the student is a student with limited English proficiency and the student's significant reading deficiency is due primarily to the student's language skills; or
3. the student is completing the second school year at the same grade level.

#### **Meeting to discuss possible retention**

At the meeting to discuss the student's possible retention due to the student's significant reading deficiency, school personnel shall discuss the following with the student's parent/guardian:

1. There are serious implications to a student entering fourth grade with a significant reading deficiency and, therefore, state law requires the student's parent/guardian, student's teacher and other school personnel to meet and consider retention as an intervention strategy and determine whether the student, despite having a significant reading deficiency, is able to maintain adequate academic progress at the next grade level.
2. The importance of achieving reading competency by third grade because students who do so are more likely to graduate from high school and attain a postsecondary credential.
3. The student's body of evidence and the likelihood that the student, despite having a significant reading deficiency, will be able to maintain adequate academic progress at the next grade level.
4. The increased level of intervention instruction the student will receive in the next school year regardless of whether the student advances to the next grade level.
5. The potential effects on the student if he or she does not advance to the next grade level.

At the conclusion of the meeting or as soon as possible after the decision is made to promote or retain the student, school personnel shall provide the student's parent/guardian with a written statement regarding the decision and the basis for the decision.

Adopted: December 18, 2013

**FLAG DISPLAYS**  
Idalia School District RJ-3

The superintendent or building principal shall see that the United States flag is prominently and permanently displayed in each academic classroom when classes are in session. The flag displayed shall measure no less than either 12 x 18 inches if in a frame or 2 x 3 feet if on a flagstaff.

The United States and Colorado flags shall be displayed on a flagpole on the administration building or on the administration building grounds (or if none, on a flagpole on the principal school building or on that building's grounds) at all times during days while school is in session except during inclement weather. The flag displayed shall measure no less than 3 x 5 feet in size.

Traditional customs, and practices of displaying the flags of the United States and of Colorado shall be observed. Flags shall be handled with respect at all times.

The United States flag or any depiction or representation of the flag displayed for public view and permanently attached to any part of school buildings or grounds shall conform with state and federal laws regarding flag displays and use. However, temporary displays of instructional or historical materials or student work products used as part of a lesson that includes the flag shall be allowed even if they do not conform with federal law as long as they are not permanently affixed or attached.

District employees and students have the right to reasonably display the flag of the United States on their own person, personal property, and/or property under their temporary control, such as a desk or locker.

Adopted: October 15, 2008

LEGAL REFS.: Tinker v. Des Moines Indep. Comm. School Dist., 393 U.S. 503 (1968)  
C.R.S. 18-11-205 (flags that can be displayed on permanent flagpole)  
C.R.S. 22-32-109 (1)(S)(flag displays at administration buildings)  
C.R.S. 22-32-109 (1)(ii) (duty to adopt policy regarding reasonable display of U.S. flag by students and school district employees)  
C.R.S. 27-2-108 (2)(c), (3) and (4)(duty to display U.S. flag in classrooms)  
C.R.S. 27-2-108.5 (personal display of flag)  
4 U.S.C. Section 7 (position and manner of display)

CROSS REFS.: GBEB, Staff Conduct  
GBEBA, Staff Dress Code  
JIC and subcodes, Student Conduct  
JJC, School Displays  
JK and subcodes, Student Discipline  
KI, Visitors to Schools

## **EQUAL EDUCATIONAL OPPORTUNITIES**

### **Idalia School District RJ-3**

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

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

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

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

Adopted: June 25, 2001

Revised: July 17, 2013

LEGAL REFS.: 20 U.S.C. §1681 (Title IX of the Education Amendments of 1972)  
20 U.S.C. §1701-1758 (Equal Educational Opportunities Act of 1974)  
29 U.S.C. §701 et seq. (Section 504 of the Rehabilitation Act of 1973)  
C.R.S. 2-4-401 (13.5) (definition of sexual orientation)  
C.R.S. 22-32-109 (1)(II) (Board duty to adopt written policies prohibiting discrimination)  
C.R.S. 24-34-601 (unlawful discrimination in places of public accommodation)  
C.R.S. 24-34-602 (penalty and civil liability for unlawful discrimination)

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

## **SEXUAL HARASSMENT**

### **Idalia School District RJ-3**

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

#### **District's commitment**

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

The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

#### **Sexual harassment prohibited**

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.
3. Such conduct is sufficiently severe, persistent or persuasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a onetime incident to rise to the level of harassment, it must be severe.

Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

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

1. sex-oriented verbal "kidding," abuse or harassment
2. pressure for sexual activity,
3. repeated remarks to a person with sexual implications,
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another,
5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns,
6. sexual violence.

### **Reporting, investigation and sanctions**

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or principal in their school building and file a complaint through the district's complaint and compliance process (AC-R). All reports and indications from students, district employees and third parties shall be forwarded to the compliance officer (AC-E-1).

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the superintendent who shall designate an alternate compliance to investigate the matter.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred shall be investigated.

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.



**Notice and training**

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

All students and district employees shall receive periodic training related to recognizing and preventing sexual harassment. District employees shall receive additional periodic training related to handling reports of sexual harassment.

Adopted: June 25, 2001

Revised: July 17, 2013

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

CROSS REF.: AC, Nondiscrimination/Equal Opportunity

**SEXUAL HARASSMENT**  
Idalia School District RJ-3

1. Students who believe that they have been subject to sexual harassment will report the incident to any teacher, counselor or principal in their school building who will be referred to as the grievance officer. All reports received by teachers, counselors, principals or other district employees will be forwarded to the grievance officer. If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the superintendent to investigate the matter.
2. Upon receiving a report, the grievance officer will confer with the student who has allegedly been harassed as soon as is reasonably possible, but in no event more than 2 days from receiving the report, in order to obtain a clear understanding of the basis of the complaint and to discuss what action the student is seeking. The student's parents/guardians will also be contacted and kept informed regarding progress of the investigation.
3. At the initial meeting with the student, the grievance officer will explain the avenues for informal and formal action and provide a description of the grievance procedure. The grievance officer will also explain that whether or not the student files a formal grievance or otherwise requests action, the district is required by law to take steps to correct the harassment and to prevent recurring harassment or retaliation against anyone who makes a harassment report or participates in an investigation. The grievance officer will also explain to the student that any request for confidentiality will be honored so long as doing so does not preclude the school from responding effectively to the harassment and preventing future harassment.
4. Following the initial meeting with the student, the grievance officer will attempt to meet with the alleged harasser and his or her parents/guardians in order to obtain an response to the reported harassment and will investigate the matter in accordance with policy JBB. The grievance officer will complete the investigation within 14 days of the initial meeting with the student.
5. Within 7 days of completing the investigation, the grievance officer will determine whether the matter should proceed formally or informally. On the basis of the grievance officer's investigation and if the student requests that the matter be resolved in an informal manner and the grievance officer agrees that the matter is suitable for such resolution, the grievance officer may attempt to resolve the matter informally through conciliation.

6. If the student requests a formal grievance process, the grievance officer will transfer the record to the superintendent or designee for formal resolution within 7 days of completing the investigation, and so notify the parties by certified mail.
7. After reviewing the record made by the grievance officer, the superintendent or designee may gather additional evidence necessary to decide the case. Within 14 days of receiving the record, the superintendent or designee will announce any sanctions or other action deemed appropriate, including recommendations to the Board for disciplinary or other action.
8. Whether or not a formal grievance was filed, the district will take all reasonable steps necessary to end the harassment, to make the victim whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone that reports sexual harassment or participates in harassment investigation.
9. All parties, including the parents/guardians of all students involved, will be notified by the superintendent of the final outcome of the investigation and all steps taken by the district.
10. At any time, the student making a report of sexual harassment may request an end to the informal process and begin the formal grievance process.

Approved: June 25, 2001

Revised: November 20, 2002

**SCHOOL ATTENDANCE AREAS**  
Idalia School District RJ-3

The boundary line for transportation purposes, between the two attendance centers will be a line running east to west of School District RJ-2. Students north of the line will be transported to the Wray Attendance center and south of the line will be transported to the Idalia Attendance center.

The eastern end of the line begins at a point on Yuma County, Colorado/Cheyenne County, Kansas line at the NE corner of section 22 T2S-R42W of the 6th Prime Meridian (said point being the east end of Yuma County Line #21 and the Kansas state line). Thence west 4 miles to the NW corner of section 19 T2S-R42W of the 6th Prime Meridian (Yuma County Line #22 and Road NN) thence south 3 miles to the SE corner of section 36 T2S-R43 of the 6th Prime Meridian (Yuma County Line #18) thence west 7 miles to the SW corner of section 36 T2S-R44W (County Line #18 and Road FF).

Beginning at this point boundaries divide, south boundary line for the northern half will continue on from this point 11.5 miles to the RJ-2 western most boundary line (SW corner of the east half of section 36 T2S-R46W) north boundary line for the southern half will begin at the NE corner of section 14 T2S-R44W of the 6th Prime Meridian (Yuma County Line #22 and Road FF) thence west 10.5 miles to the RJ-2 western most boundary line (NW corner of the east half of section 18 T2S-R45W).

There will be a gray area between Line 18 and 22 which will enable those persons who reside there to attend Wray or Idalia and receive bus service.

Parents wishing their students to attend a school other than the one established by policy must transport them at their expense. Students will be allowed to meet the school bus, at any given stop along their established route. Students will be discharged at the same point in the p.m. The transportation director and superintendent are to determine the most cost efficient method of assisting parents that wish to send their children to the district attendance center where they do not reside. Requests that require additional funding are to be approved by the Board of Education. .

The first generation of families currently living across the established line attending opposite schools and being transported by school transportation may continue to receive transportation to chosen schools until said students graduate.

Adopted: June 25, 2001

Revised: September 18, 2002

CROSS REF.: JFBA, Intra School Choice/Open Enrollment

## **ENTRANCE AGE REQUIREMENTS**

### **Idalia School District RJ-3**

A child may enter kindergarten if five years old on or before September 1 of the year of enrollment. Younger students who do not meet the district's entrance age requirement for kindergarten may be accepted if transferring from another kindergarten program, if the principal or designee determines that placement of the student in kindergarten is appropriate.

Students enrolling in the first grade may enter if they are six years old on or before September 1 of the year of enrollment. A student who is at least five years old on or before October 1 may be permitted to enroll in first grade if the student attended at least 120 days of kindergarten in another state.

A legal birth certificate or other acceptable record shall be required for enrollment age certification. The principal or designee will make exceptions to these entrance age requirements in accordance with state law pertaining to the education of military children.

Adopted: June 25, 2001

Revised: February 27, 2013

LEAL REFS.: C.R.S 22-1-115 (school age)  
C.R.S. 22-20-204 (program plan requirements regarding highly advanced gifted children)  
C.R.S. 22-32-119 (kindergarten)  
C.R.S. 22-54-103(10) (sets October 1 date)  
C.R.S. 24-60-3402 (Interstate Compact on Educational Opportunity for Military Children)  
1 CCR 301-8, 2220-R-12.00 (highly advanced gifted children)

CROSS REF.: JEA, Compulsory Attendance Ages

**Admission and Denial of Admission  
Idalia School District RJ-3**

**Admission**

All persons age 6 and under 21 who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum, and reside within the boundaries of this school district may be permitted to attend public schools without payment of tuition. In addition, persons who do not reside in the district may be admitted under Board policies relating to nonresident students or by specific action of the Board.

A birth certificate or other proof of legal age, as well as proof of residence, shall be required by the school administration.

Except as otherwise provided by state law concerning enrollment of students in out-of-home placements, students new to the district shall be enrolled conditionally until records, including discipline records, from the schools previously attended by the student are received by the district. Notice of the conditional enrollment status of new students shall be clearly indicated on all new student enrollment forms. In the event the student's records indicate a reason to deny admission, the student's conditional enrollment status shall be revoked. The student's parent/guardian shall be provided with written notice of the denial of enrollment. The notice shall inform the parent/guardian of the right to request a hearing.

Students shall be urged to have a physical examination and to submit a report from the examining physician on a form provided by the district prior to enrollment.

**Denial of admission**

The Board of Education or the superintendent may deny admission to the schools of the district in accordance with applicable law.

The Board shall provide due process of law to students and parents/guardians through written procedures consistent with law for denial of admission to a student.

The policy and procedures for denial of admission shall be the same as those for student suspension and expulsion inasmuch as the same section of the law governs these areas.

## **Nondiscrimination**

The Board, the superintendent, other administrators and district employees shall not unlawfully discriminate based on a student's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, marital status, disability or need for special education services in the determination or recommendation of action under this policy.

Adopted: June 25, 2001

LEGAL REFS.: C.R.S. [22-1-102](#) (defines "resident")

C.R.S. [22-1-102.5](#) (defines "homeless child")

C.R.S. [22-1-115](#) (school age is any age over five and under twenty-one years)

C.R.S. [22-2-409](#) (notification of risk)

C.R.S. [22-32-109](#) (1)(II) (Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)

C.R.S. [22-32-115](#) (tuition to another school district)

C.R.S. [22-32-116](#) (non-resident students)

C.R.S. [22-32-138](#) (enrollment of students in out-of-home placements)

C.R.S. [22-33-103](#) through [22-33-110](#) (school attendance law)

C.R.S. [22-33-105](#) (2)(c) (requiring hearing to be convened if requested within 10 days after denial of admission or expulsion)

CROSS REFS.: [JEB](#), Entrance Age Requirements

[JKD/JKE](#), Suspension/Expulsion of Students

[JLCB](#), Immunization of Students

**Revised April 20, 2015**

**CONTINUING ENROLLMENT OF STUDENTS WHO BECOME NONRESIDENTS**  
**Idalia School District RJ-3**

**Resident elementary students who become nonresidents**

Students enrolled in elementary school who become nonresidents during or between school years may remain enrolled in or re-enroll in the elementary school subject to the following requirements:

- The student was included in the district's most recent October 1 student enrollment count and has been enrolled continuously in elementary school since the count was taken.
- The parent/guardian has submitted a written request to the principal asking for the student to remain enrolled or to re-enroll in the school.
- The request has been approved by the principal after a determination that space exists in the school to accommodate the student.

Once the elementary student's request is approved, the student may enroll or re-enroll in the requested school. The district will enter into a written agreement with the student's district of residence. However, this agreement will not contain any requirement that the district of residence or the parent/guardian pay tuition.

**Resident secondary students who become nonresidents**

Secondary students who become nonresidents during the school year may remain enrolled through the semester at the student's current school. Students enrolled in the twelfth grade may finish the school year at the current school.

Adopted: September 2002

LEGAL REFS.: C.R.S. 22-32-115 (tuition to another district)

C.R.S. 22-32-116 (students who become nonresidents)

C.R.S 22-33-103(parent not required to pay tuition if resident of Colorado)

CROSS REFS.: JFABA, Nonresident Tuition Charges

JFBA, Intra-District Choice/Open Enrollment

JFBB, Inter-District Choice/Open Enrollment



## **Nonresident Tuition Charges Idalia School District RJ-3**

The parents/guardians of Colorado students who are not residents of this school district shall not be charged tuition. Enrollment of these students shall be decided in accordance with the policy on inter-district choice/open enrollment.

However, the district may enter into a written agreement with any student's district of residence under which the district of residence agrees to pay tuition to allow the student to attend school within the district as long as the student is not a continuing enrolled student pursuant to policy JFAB.

When a nonresident student with a disability enrolls and attends school in this district, the student's district of residence shall be responsible for paying the tuition charge for educating the student in accordance with state laws and regulations. The amount of the tuition shall be determined pursuant to the guidelines developed by the Colorado Department of Education.

Out-of-state students who wish to attend school in this district shall be charged tuition in accordance with the rates adopted by the Board on an annual basis.

The superintendent shall present to the Board for its consideration any request from parents/guardians for exceptions to this policy. The Board shall determine whether to consider the request and if it deems consideration appropriate, it shall make a determination on the merits of the request.

CROSS REFS.: JFAB, Admission of Nonresident Students  
JFABD, Homeless Students  
JFBB, Inter-District Choice/Open Enrollment

Adoption date: September 18, 2002

### **LEGAL**

REFS.: C.R.S. 15-14-104 (*delegation of custodial power*)  
C.R.S. 22-1-102 (2) (*defines "resident"*)  
C. R.S. 22-20-109 (*tuition provisions for special education students*)  
C. R.S. 22-23-105 (*residence of migrant children*)  
C.R.S. 22-32-113 (1 )(b),(c) (*transportation of students*)  
C.R.S. 22-32-115 (*tuition to another district*)  
C.R.S. 22-33-103 (*parent not required to pay tuition if resident of Colorado*)  
C.R.S. 22-33-106 (3) (*grounds for denial of admission*)

## Homeless Students Idalia School District RJ-3

It is the Board's intent to remove barriers to the enrollment and retention of homeless students in school in accordance with state and federal law. The district shall take reasonable steps to ensure that homeless students are not segregated or stigmatized and that decisions are made in the best interests of the student.

Each homeless student shall be provided services for which the student is eligible, comparable to services provided to other students in the school, regardless of residency, including transportation services, education services, career and technical education programs, gifted education programs, and school nutrition programs.

Homeless students shall be provided access to education and other services that they need to ensure that they have an opportunity to meet the same student performance standards to which all students are held. All educational decisions shall be made in the best interests of the student.

The district shall coordinate with other districts and with local social services agencies and other agencies or programs providing services to homeless students as needed.

The superintendent shall designate at least one staff member in the district to serve as the homeless student liaison and fulfill the duties set forth in state and federal law.

Decisions on enrollment and transportation for homeless students shall be made in accordance with this policy's accompanying regulation.

*NOTE 1: The term "homeless children" is defined in federal law to include the following: Individuals who lack a fixed, regular and adequate nighttime residence, including:*

- *children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;*
- *children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;*
- *children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and*
- *migratory children who are living in circumstances described above.*

*NOTE 2: While the definition of homeless children in Colorado law closely tracks the definition in federal law, the federal law contains the following language which is NOT found in the Colorado law:*

- *"sharing the housing of other persons due to lack of housing, economic hardship or a similar reason"*
- *"trailer parks"*
- *"substandard housing"*

*Colorado school districts that receive federal funds are required to follow the more inclusive federal definition.*

LEGAL REFS.: 42 U.S.C. §11431 et seq. (McKinney-Vento Homeless Assistance Act - Education for Homeless Children and Youth)

C.R.S. [22-1-102.5](#) (definition of homeless child)

C.R.S. [22-32-109](#) (1)(dd) (duty to adopt/revise policies to remove barriers to access and success in schools for homeless children)

C.R.S. [22-33-103.5](#) (attendance of homeless children)

C.R.S. [26-5.7-101](#) et seq. (Homeless Youth Act)

**Adopted October 15, 2008**

**Revised April 20, 2015**

## **HOMELESS STUDENTS**

### **Idalia School District RJ-3**

#### **Homeless student liaison**

The liaison appointed by the superintendent shall work to identify homeless children and facilitate each homeless child's access to and success in school. By October 1 of each year, the liaison shall report the number of homeless students enrolled in the school district to the Colorado Department of Education.

The primary functions of the liaison shall be to mediate disputes concerning school enrollment, assist in making transportation arrangements, assist in requesting the student's records, provide information and give referrals on services and opportunities, and assist any homeless child who is not in the custody of a parent or guardian with enrollment decisions.

#### **Enrollment**

A homeless student is deemed to reside, and may enroll and attend school in:

- the district where the child is presently located
- the district in which the student attended school previous to becoming homeless or with approval of superintendent

Enrollment shall be immediate even if the student lacks records routinely required prior to enrollment. The school shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible the district shall seek immunization through the health department at no cost.

If a homeless student becomes permanently housed outside the district during the school year, the student shall no longer be considered homeless and may only continue enrollment in the district for the remainder of the school year. The following school year enrollment can be granted with approval of the superintendent.

#### **Tuition**

Students defined in state and federal law as homeless children shall be admitted without payment of tuition.

#### **Enrollment determination**

1. *Scenario One*
  - student enrolled in this district
  - becomes homeless
  - remains located in this school district

If a district student becomes homeless, but remains located in this school district, the student shall continue to attend school in his or her school.

2. *Scenario Two*

- student enrolled in another school district
- becomes homeless
- is presently located in this school district
- seeks to enroll in the district previously attended

If a student becomes homeless and is presently located in this school district, but seeks to enroll in the district he or she previously attended, the previous school district shall determine enrollment.

If this school district has knowledge that a homeless student is presently located in this school district but seeks to enroll in the school district he or she previously attended, this district's homeless student liaison shall assist the student in accessing enrollment in the previous school district, work with the homeless student liaison in the previous school district to mediate disputes concerning enrollment, assist in making transportation arrangements, assist in requesting/sending the student's records, provide information and give referrals on services and opportunities, and assist any homeless student who is not in the custody of a parent or guardian with enrollment decisions.

3. *Scenario Three*

- student who previously attended school in this district
- becomes homeless
- is presently located outside of this school district
- seeks to enroll in this school district

If a student who previously attended school in this district becomes homeless and is presently located outside of this school district, but seeks to enroll in this school district, the superintendent (or designee) shall make a reasonable determination as to whether the student should be enrolled in this district or the district where the student is presently located.

In making the reasonable determination, the superintendent (or designee) shall consult with:

- the homeless student, or the homeless student's parent/guardian if the student is in the custody of a parent/guardian, and
- the homeless student liaison for this district and the liaison for the district where the student is presently located

The superintendent (or designee) shall consider all relevant factors in making the reasonable determination including but not limited to:

- the best interests of the homeless student
- to the extent feasible, keeping the homeless student in this district
- the wishes of the student and the student's parent/guardian if the student is in the custody of a parent/guardian
- the student's transportation needs related to various enrollment options (the district where the student is located and the district where the student will attend school must either agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally)
- which school district can best meet the student's educational and other services needs

4. *Scenario Four*

- student who has never attended school in this district
- becomes homeless
- is presently located in this school district
- seeks to enroll in this district

If a student who has never attended school in this district becomes homeless and is presently located in this school district and seeks to enroll in this district, the student shall be enrolled. This district's liaison shall meet with the student and the student's parent/guardian, if the student is in the custody of the parent/guardian, to determine which district school would best meet the student's educational and other services needs, taking into account the wishes of the student and the parent/guardian, and the student's transportation needs related to various enrollment options.

**Notice of determination and appeal**

The superintendent (or designee) shall hand deliver to the student a written notice of the district's determination and of the right to appeal, and provide a copy to the liaison. If the superintendent or designee determines that the homeless student shall attend a school other than the student's previous school or a school other than the one requested by the student's parent or guardian, the superintendent or designee shall also provide written explanation regarding that decision to the parent/guardian and provide a copy to the liaison.

**Enrollment disputes**

If an enrollment dispute arises between the student's custodial parent/guardian (or the student not in custody of a parent/guardian) and the district, the student shall be immediately enrolled in the school selected by the parent/guardian or student until the dispute is resolved.

The parent/guardian (or student, if applicable) may appeal an enrollment determination made by this district to the district's homeless student liaison within 5 days after receiving the written determination and notice of right-to-appeal.

The liaison shall issue a written decision on the dispute within 5 days of the receipt of the appeal and hand deliver a written decision and notice of right-to-appeal to the Board of Education to the parent/guardian (or student, if applicable).

Within 5 days of delivery of the liaison's decision and right-to-appeal notice, the parent/guardian (or student, if applicable) may appeal the decision to the Board of Education.

The Board shall issue a written decision on the dispute within 30 days of the receipt of the appeal and hand deliver the written decision and notice of right-to-appeal to the State Coordinator for the Education of Homeless Children and Youths to the parents/guardian (or student, if applicable). The decision of the State Coordinator shall be final.

*Note: The law does not specify a local appeals process beyond an appeal to the liaison. However, we feel it is appropriate that the matter go before the Board of Education prior to an appeal to the State Coordinator. The Board may wish to hear such appeals directly or assign a hearing officer or appeals panel for this purpose. The Board has discretion as to what timeline is appropriate for the local appeals process.*

### **Transportation**

Subsequent to a determination that the student shall attend a school in this district, a request for transportation may be made by the student, or by the student's custodial parent/guardian.

If the student is located in the district, the district shall provide or arrange for the student's transportation to and from school in accordance with district transportation policies. All transportation services shall be comparable to those provided for other students in the district.

If the student is located outside of the district but a determination has been made that the student shall attend school in the district, both this district and the district where the student is located must either agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally.

Adopted: March 24, 2008

**INTER-DISTRICT CHOICE/OPEN ENROLLMENT**  
**Idalia School District RJ-3**

The Board recognizes that students may benefit from having a choice of schools to attend within the public school system that is not limited by school district boundaries.

Nonresident students from other school districts within the state who are accepted pursuant to the regulations approved by the Board may enroll in particular programs or schools within this district on a space available basis without payment of tuition, except as otherwise provided by law.

In providing for admission of nonresident students, the school district shall not:

1. Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.
2. Establish and offer any particular program in a school if such program is not currently offered in such school.
3. Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites and required levels of performance.
4. Enroll any nonresident student in any program or school after October 1.

Before considering requests for admission from nonresidents, priority shall be given to resident students who apply under the district's open enrollment/transfer plan.

Any student enrolled pursuant to this policy shall be allowed to remain enrolled in the school or program through the end of the school year unless overcrowding or other undesirable conditions develop, as described in the accompanying regulation.

**Transportation**

Transportation for students granted permission to enroll pursuant to this policy shall be furnished by their parents/guardians to a designated vehicle stop within the district if arrangements can be made to have the student ride on a district bus without disruption of regular routes and loading areas (not including handicapped/special education buses and routes).

Homeless and disabled students shall be transported, as necessary, in accordance with state and federal law. Buses from this district may enter the student's district of residence to pick up or deliver the student only with specific permission of the Board of Education of the district of residence.



### **Nondiscrimination**

The Board, the superintendent, other administrators and district employees shall not unlawfully discriminate based on a student's race, color, national origin, ancestry, creed, sex, sexual orientation, religion, marital status, disability or need for special education services in the determination or recommendation of action under this policy.

### **Special education**

Requests from the parents/guardians of special education students for admission shall be considered in accordance with applicable state and federal laws. The student's current Individual Education Plan (IEP) shall be used to determine if the requested school or program can meet the student's needs. Once the student is admitted, the district shall conduct a staffing to update the IEP.

### **Waiver requests**

The superintendent shall present to the Board for its consideration any request from parents/guardians alleging violation of a Board policy.

Adopted: June 25, 2001

Revised: October 16, 2013

LEGAL REFS.: C.R.S. 15-14- 105 (delegation of custodial power)  
C.R.S. 19-1-115.5 (child in foster care placement is considered resident of school district in which foster home is located)  
C.R.S. 22-1-102 (2) (definition of resident of district)  
C.R.S. 22-20-106 (designation of general and special education responsibilities for students with disabilities)  
C.R.S. 22-20-107.5 (defining district of residence for students with disabilities)  
C.R.S. 22-20-109 (tuition for special education services)  
C.R.S. 22-32-109 (1)(II) (Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)  
C.R.S. 22-32-113 (1)(c) (transportation of students residing in another district)  
C.R.S. 22-32-115 (district may pay tuition for student to attend in another district not to exceed 120% of per pupil general fund cost)  
C.R.S. 22-32-115 (2) (b) (subject to 22-36-101 district must permit any student whose parents are residents of Colorado to attend w/o payment of tuition)  
C.R.S. 22-32-115 (4) (a) (district is not liable for tuition except pursuant to written agreement)  
C.R.S. 22-32-116 (if become non-resident may finish semester, if in 12<sup>th</sup> grade may finish year, special rules for elementary students)

FILE: JFBB

C.R.S. 22-33-103 (any resident may attend district school w/o payment of tuition, tuition can be paid by district of residence pursuant to written agreement, parents may pay tuition if non-Colorado resident)

C.R.S. 22-33-106 (3) (grounds to deny admission)

C.R.S. 22-36-101 et seq. (open enrollment policy must have time line and reasons to deny enrollment)

C.R.S. 22-54-103 (10) (definition of pupil enrollment as of Oct. 1)

CROSS REFS.: JF-R, Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)  
JFAB, Continuing Enrollment of Students Who Become Nonresidents  
JFABA, Nonresident Tuition Charges  
JFABD, Homeless Students  
JFBA, Intra-District Choice/Open Enrollment

**INTER-DISTRICT CHOICE/OPEN ENROLLMENT**  
Idalia School District RJ-3

The district will consider admission requests from Colorado students who do not reside within the boundaries of the school district but who wish to attend a particular school or program within the district in accordance with the following regulations:

**1. Determination of residency**

Any questions about a student's residency status must be resolved prior to application for admission. These regulations apply to all Colorado students who do not reside within the boundaries of the school district.

**2. Requests for admission**

Requests for admission as a nonresident student must be initiated by the parent/guardian by filing the approved form with the principal of the school which the student wishes to attend (receiving school) prior to August 1st for enrollment in the following academic year.

Forms will be available in every school building and in the central administrative office. The principal will explain to the parent/guardian the procedures used to process admission requests.

Students must submit an admission request in accordance with these regulations for each school or program requested within the district. Each principal will maintain a file of all enrollment requests received from nonresidents. A copy will be forwarded to the central office for district-wide data collection purposes.

The receiving school principal will make the decision as to whether an application is accepted or rejected based on criteria established in state law and Board policy and regulations. The receiving school principal will be responsible for notifying the parent/guardian and student of approval or disapproval of an admission request no later than August 15<sup>th</sup>.

Approval of a request to enroll in the district will be conditioned on compliance with each of the following:

- a. Actual enrollment and attendance prior to the pupil enrollment count day of the following academic year.
- b. Receipt of all applicable records.
- c. Satisfaction of all district requirements for admission.

In the event any information is falsified or withheld from the district during the admission process, approval for admission will be withdrawn immediately.

Those students who apply for admission who are not accepted at the time of application will be placed on a waiting list in the order in which the applications are received and will be considered for approval at a later date if space becomes available. The waiting list will

be maintained until October 1<sup>st</sup> of each year, after which a new listing will be developed for the next 12 months.

**3. Grounds for denial of admission**

Grounds for denial of admission to a nonresident student who otherwise complies with the district's policies and procedures are limited to the following:

- a. There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for admission to the program or school.
- b. The school requested does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student or does not offer the particular program requested.
- c. The student does not meet the established eligibility criteria for participating in a particular program including age requirements, course prerequisites and required levels of performance.
- d. A desegregation plan is in effect for the school district, and denial is necessary in order to enable compliance with the desegregation plan.
- e. The student has been expelled from any school district in the preceding 12 months or is in the process of being expelled because of habitually disruptive behavior (as defined in law) or for committing a serious offense.
- f. The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.
- g. The student has graduated from the 12th grade of any school or is in receipt of a document evidencing completion of the equivalent of a secondary curriculum.

**4. Criteria to determine availability of space or teaching staff**

Enrollment requests are subject to space availability in the school requested contingent upon district class size guidelines and subject availability as determined by the receiving principal taking enrollment projections into consideration. Students whose enrollment requests have been approved will be assigned to classrooms on the basis of available staff and support services as well as the best use of classroom space.

Requests for enrollment in particular programs will take into consideration the applicant's qualification for the program.

Admission granted to one child in a family will not necessarily support enrollment of another child in the family.

**5. Athletics**

Nonresident students who enroll within the district in accordance with this policy will have the same curricular and extracurricular status as all other students attending the school, limited only by rules of the Colorado High School Activities Association (CHSAA).

Eligibility for participation in interscholastic athletics will be determined in accordance with CHSAA rules.

**6. Continuing enrollment criteria**

Any student enrolled pursuant to this policy shall be allowed to remain enrolled in the school or program through the end of the school year unless:

- a. the student is expelled from the school or program
- b. the student's continued participation in the school or program requires the district to make alterations in the structure of the school or to the arrangement or function of rooms
- c. there is a lack of space or teaching staff
- d. the school does not offer appropriate programs or is not equipped to meet the special needs of the student
- e. the school does not offer a program requested by the student
- f. the student does not meet established eligibility criteria
- g. a desegregation plan is in effect and denial of continued enrollment is necessary to comply with the plan

**7. Appeal procedure**

Should a request for admission be denied, the principal shall provide written notice of the denial consistent with Section B(3) of JKD/JKE-R. The parent/guardian may appeal the denial of admission decision pursuant to the procedures set forth in Section B of JKD/JKE-R.

Adopted: June 25, 2001  
Revised: December 18, 2013

**STUDENT WITHDRAWAL FROM SCHOOL/DROPOUTS**  
Idalia School District RJ-3

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/guardian in writing, when the district has knowledge that a student has dropped out of school. Such written notification shall be in accordance with this policy's accompanying regulation. For purposes of this policy, "dropout" shall any student included in the district's "student dropout rate," as defined by the rules of the State Board of Education.

Adopted: September 16, 2009

Revised: January 15, 2014

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 301-167, Rule 13.01 (definition of "student dropout rate")

CROSS REF.: IKF, Graduation Requirements

**STUDENT WITHDRAWAL FROM SCHOOL/DROPOUTS**  
Idalia School District RJ-3

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. 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.

When a student has been a dropout for 15 school days, the principal or designee shall send a written notice to the parent(s)/legal guardian/custodian. At a minimum, the written notice shall include notification of the student's dropout status and an explanation of 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 compulsory attendance laws, i.e. those students 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 services for at-risk students, such as counseling services, drug or alcohol addiction treatment programs, and family preservation services. The written notice shall be sent within 5 school days after the student has been a dropout for 15 school days.

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

Adopted: June 25, 2001  
Revised: September 16, 2009

**Assignment of New Students to Classes and Grade Levels**  
Idalia School District RJ-3

New students entering from public schools and private schools accredited by the Colorado Department of Education shall be placed in grades and classes on the basis of their grade placement/credits in the school from which they are transferring.

The district administration, through academic achievement tests and other evaluation measures as found necessary, shall determine the appropriate grade level/credit status of students transferring from home schools or private schools that have not been accredited by the Colorado Department of Education.

Adopted: June 25, 2001  
Revised: October 16, 2002

LEGAL REF.: C.R.S. 22-33-104.5 (4)

CROSS REF.: IHBG, Home Schooling



## **ASSIGNMENT OF NEW STUDENTS TO CLASSES AND GRADE LEVELS**

### **Idalia School District RJ-3**

Students transferring from non-accredited educational institutions may or may not meet the standards established for satisfactory progress and graduation. When a high school student from a non-accredited school including a home-based educational program applies for admission, the following process will be used to determine placement and credit status.

1. Standardized tests and criterion-referenced tests as available will be administered to the student in the areas of math, science, social studies and English.
2. The coordinators in each of the content areas will interview the student. The coordinators then will make a placement recommendation. This recommendation will be based on but not necessarily limited to:
  - a. The coordinator's perceptions of the student's performance level
  - b. Examples of past work
  - c. The student's self-appraisal
3. The student will submit information about his former school. This information will include but not be limited to:
  - a. Curriculum
  - b. Teacher qualifications
  - c. Materials and textbooks
4. The student's academic progress will be reviewed for a minimum of one semester.

After the above data have been gathered, the principal or his designee will determine proper placement of the student and will grant appropriate credit waivers as partial fulfillment of the requirements for a diploma.

Approved: June 25, 2001  
Revised: October 16, 2002

## **STUDENT ABSENCES AND EXCUSES**

### **Idalia School District RJ-3**

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

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

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

#### **Excused absences**

The following shall be considered excused absences:

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

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

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

### **Unexcused absences**

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

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

The administration shall develop regulations 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 ten (10) days during any calendar year or school year.

### **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 one (1) day(s) 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. However, this work may receive only partial credit.

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/guardians shall be notified of all penalties regarding tardiness.

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

Adopted: June 25, 2001

Revised: October 16, 2013

LEGAL REFS.: C.R.S. 22-14-101 et seq. (dropout prevention and student re-engagement)  
C.R.S. 22-32-109 (1)(n) (length of school year, instruction & contact time)  
C.R.S. 22-32-109.1 (2)(a) (conduct and discipline code)  
C.R.S. 22-32-138 (6) (excused absence requirements for students in out-of-home placements)  
C.R.S. 22-33-101 et seq. (School Attendance Law of 1963)  
C.R.S. 22-33-105 (3)(d)(III) (opportunity to make up work during suspension)  
C.R.S. 22-33-108 (judicial proceedings to enforce school attendance laws)  
C.R.S. 22-33-203 (educational alternatives for expelled students and determination of credit)  
1 CCR 301-67, Rule 2.01 (7) (definition of "dropout" student)  
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 Students in Out-of-Home Placements)  
JFC, Student Withdrawal from School/Dropouts  
JHB, Truancy  
JK, Student Discipline  
JKD/JKE, Suspension/Expulsion of Students  
JLIB, Student Dismissal Precautions

State law provides that court proceedings to compel compliance with the compulsory attendance law shall only be used as a last-resort approach for addressing the problem of truancy. The district shall first have attempted other options for addressing truancy that employ best practices and research-based strategies to minimize the need for court action. C.R.S. 22-33-108(5).

**STUDENT ABSENCES AND EXCUSES REPORTING FORM**  
Idalia School District RJ-3

Date: \_\_\_\_\_

According to our records, your child \_\_\_\_\_ has been absent from school \_\_\_\_\_ days with \_\_\_\_\_ un-excused absences this semester and has been tardy \_\_\_\_\_ times. I have enclosed Board Policy JH, which was revised November 20, 2002.

If you have any questions, please feel free to call or stop by, as our primary concern is the well being of our students. Research has shown attendance is one of the major factors contributing to a student's success in school and later in life.

Thank you,

Tim Gribben  
Superintendent

## **STUDENT ABSENCES AND EXCUSES**

### **Idalia School District RJ-3**

Regular and punctual attendance is expected of every student. Continued absence and irregular attendance is considered sufficient cause for failure.

An excused absence shall be one which occurs for a legitimate cause and with prior knowledge and approval of the parents or guardians and for reasons acceptable to the principal.

An unexcused absence may occur, with or without the knowledge and approval of the parents or guardians, when the reason for the absence is not acceptable or justifiable to the principal.

When a student is absent, the parents or guardians shall explain to the principal the cause of the absence. Failure to report or explain the cause of absence shall be considered evidence of the student's absence without the consent and approval of the parents and/or guardians.

Seven days absent a letter will be sent home to the parent/guardian.

Ten days absent the parent/guardian will bring the child to school and meet with the principal.

Fifteen days absent the BOCES nurse, Department of Social Services, or the Sheriff's office will be notified depending upon circumstances.

Twenty days the parent/guardian will meet with the Superintendent of Schools for a review of credits and possible expulsion for the remainder of the school year. The superintendent of schools is the district attendance officer. The parent/guardian can meet with the Board of Education to discuss the decision of the superintendent.

Parents/guardians shall be required to contact the school between 8:00 a.m. and 9:00 a.m. on the day a student is absent and inform the principal of the reason for the absence. Principals will begin calling at 8:30 a.m. if not given prior notification.

Parents/guardians will be contacted by school officials whenever it appears that a student is either absent or tardy without the parent's/guardian's knowledge or approval.

Principals shall not require a written excuse to be presented when the student returns to school if the parents/guardians have already contacted the school concerning the absence.

Failure to follow attendance procedures, failure to contact the school when a student is absent and failure to make advance arrangements for students who are voluntarily absent may result in no

credit being given for class assignments for the days missed. Class assignments during the days absent must be completed by the end of each semester or no credit will be given.

Students must complete class assignments upon return to school. Two days for each day of absence will be permitted to complete his/her assignments. Work not completed during the time allowed will result in no credit.

Arrangements for planned absences must be made in advance for a student to be given the opportunity to receive credit for class assignments. In cases of emergencies, a phone call will be adequate. Class assignments will be due at the discretion of each teacher and may be required in advance or within a reasonable amount of time following return from the approved absence.

Students that are tardy from home will be required to make up 30 minutes for each instance of tardiness. In cases of chronic tardiness, make-up time after school will be at the discretion of the building principal.

Leaving school during the day without permission shall be considered truancy. Those students who become ill during the day shall report to the office where arrangements will be made for their return home.

Unusual circumstances related to attendance procedures will be subject to the discretion of the building principal.

Approved: June 25, 2001

Revised: November 20, 2002

## TRUANCY

### Idalia School District RJ-3

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

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

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

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. 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.

The administration shall develop regulations to implement appropriate penalties for truancy.

Adopted: June 25, 2001

Revised: October 16, 2013

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)  
1 CCR 301-67, Rule 2.01 (7) (definition of "dropout" student)  
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



**RELEASED TIME FOR STUDENTS**  
Idalia School District RJ-3

Any senior student who can complete 24 Carnegie units of credit by the end of the academic year by attending a minimum of three periods may apply for released time during the remaining periods of the school day.

Requests for released time shall be subject to the same provisions as those for the policy on early graduation except that, in addition, those students with approved released time shall attend a consecutive block of classes.

The request for released time must be accompanied by written parental or guardian approval and written employment notification.

In all cases, release from school must have the approval of the building principal.

When part-time employment is approved, the Board shall not be responsible for the student except during those periods of time when he/she is a *bonafide* enrollee attending classes in school.

CROSS REF.: IKF A, Early Graduation

Adopted: June 25, 2001

Revised: November 20, 2002

**RELEASE TIME FOR STUDENTS**  
Idalia School District RJ-3

The following are guidelines and rules governing students wishing release time in RJ-2 School District. Failure to comply with the regulations below will result in rejection of the application or dismissal from the work release program.

1. The student must display appropriate behavior during school and at activities in which the high schools are participating.
2. Students must have proof of employment BEFORE release time will be granted.
3. All rules of eligibility pertaining to other school activities apply on a semester and weekly basis. Any release time student who is ineligible for the succeeding semester will be removed from the release time program and placed in appropriate classes.
4. Upon the occurrence of the second truancy by a release time student he/she will be removed from the release time program and placed in appropriate classes.
5. Informal evaluations of satisfactory employment will be completed periodically.
6. Any situation not specifically covered by the above will be decided upon and administered at the discretion of the building principal.
7. Students must be enrolled in at least 5 courses to be eligible for extra-curricular activities.

WE HAVE READ AND UNDERSTAND THE ABOVE REGULATIONS GOVERNING  
RELEASE TIME.

STUDENT SIGNATURE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

EMPLOYER SIGNATURE/DATE \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_

TIMES \_\_\_\_\_

PRINCIPAL/DATE \_\_\_\_\_

I authorize the above-named student to drive to and from work in a vehicle provided by the student.

Parent's Signature \_\_\_\_\_

Approved: June 25, 2001

Revised: November 20, 2002

**OPEN/CLOSED CAMPUS**  
Idalia School District RJ-3

Open campus shall be permitted at IHS. The building principal by administrative action may declare a closed campus if he/she feels conditions at his/her building warrants such action. In these instances the issue shall be brought to the attention of the Board for possible action at the next Board of Education regular meeting.

Adopted: June 25, 2001

Revised: November 20, 2002

LEGAL REFS.: 1973 C.R.S. 22-32-109 (1) (w)  
1973 C.R.S. 22-32-120 (3)

**EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE**  
Idalia School District RJ-3

**Denial of Admission**

The Board of Education or the superintendent may deny admission to the schools of the district for cause. The grounds for denial of admission shall be those established by law. (See Exhibit JHD-E).

Students who were expelled from any school district during the preceding 12 months or whose behavior during the preceding 12 months in another school district was detrimental to the welfare or safety of other students or school personnel may be denied admission.

The Board shall provide due process of law to students and parents through written procedures consistent with law for denial of admission to a student.

The policy and procedures for denial of admission shall be the same as those for student suspension and expulsion inasmuch as the same section of the law governs these areas.

**Exemptions from Attendance**

A child may be exempt from school attendance as allowed by law.

Adopted: June 25, 2001  
Revised: November 20, 2002

LEGAL REF.: C.R.S. 22-33-104 through 22-33-109

CROSS REFS.: IHBA, Special Education/Programs for Handicapped/Disabled Exceptional  
Students  
JEB, Entrance Age Requirements  
JKD/JKE, Suspension/Expulsion of Students  
JLC, Student Health Services and Requirements  
JLCB, Immunization of Students

**EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE**  
Idalia School District RJ-3

According to the Colorado Revised Statutes 22-33-106(2), subject to the district's responsibilities under Article 20 of that title (Exceptional Children's Education Act), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program.

2. a. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
- b. Physical or mental disability or disease causing the attendance of the child suffering there from to be inimical to the welfare of other students.

According to C.R.S. 22-33-106(3)(a-f), the following shall constitute additional grounds for denial of admission to a public school:

3. a. Graduation from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary education.
- b. Failure to meet age requirements.
- c. Having been expelled from any school district during the preceding 12 months.
- d. Not being a resident of the district unless otherwise entitled to attend under C.R.S. 22, Articles 23 or 32.
- e. Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.
- f. Behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other pupils or of school personnel.

Approved: June 25, 2001  
Revised: November 20, 2002

## **STUDENT CONDUCT**

### **Idalia School District RJ-3**

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 state law shall adopt 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 shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall emphasize proportionate disciplinary interventions and consequences and keeping students engaged in learning. 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 shall be considered as constituting 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 of the conduct and discipline code.

The rules shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, shall be printed in a handbook or some other publication made available to students and parents/guardians, and shall have an effective date subsequent to the dissemination of the published handbook.

The superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, junior high and high school and once to each new student in the district. The superintendent shall ensure reasonable measures are taken 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 distributed to each student 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 school property, and the rights and welfare of other students. 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 established rules of conduct.

Adopted: June 25, 2001

Revised: November 20, 2013

LEGAL REFS.: C.R.S. 22-32-109.1 (2)(policy required as part of safe schools plan)  
C.R.S. 22-32-109.1 (2)(a) (school district shall take reasonable measures to familiarize students 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 subcodes (all pertain to student conduct)  
JK, Student Discipline, and subcodes

## **STUDENT DRESS CODE**

### **Idalia School District RJ-3**

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

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

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

### **Unacceptable Items**

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

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

- By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
- Are obscene, profane, vulgar, lewd, or legally libelous
- Threaten the safety or welfare of any person
- Promote any activity prohibited by the student code of conduct
- Otherwise disrupt the teaching-learning process

### **Exceptions**

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

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

Adopted: June 25, 2001

Revised: October 17, 2012

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(IX) (boards duty to adopt student dress code)

CROSS REFS.: IMDB, Flag Displays  
JBB\*, Sexual Harassment  
JIC, Student Conduct  
JICDA, Code of Conduct  
JICF, Secret Societies/Gang Activity  
JICH, Drug and Alcohol Use by Students  
JICL, Weapons in School  
JK, Student Discipline  
JKD/JKE, Suspension/Expulsion of Student



**CODE OF CONDUCT**  
**Idalia School District RJ-3**

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, 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 nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
5. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
6. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
7. **Violation of the district's policy on bullying prevention and education.**
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of district policy or building regulations.
10. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.
11. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.

12. Violation of the district's violent and aggressive behavior policy.
13. Violation of the district's tobacco-free schools policy.
14. Violation of the district's policy on sexual harassment.
15. Violation of the district's policy on nondiscrimination.
16. Violation of the district's dress code policy.
17. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
18. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
19. Lying or giving false information, either verbally or in writing, to a school employee.
20. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work
21. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
22. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
23. Repeated interference with the school's ability to provide educational opportunities to other students.
24. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

Adopted: June 25, 2001

Revised: October 17, 2012

LEGAL REFS.: C.R.S. 12-22-303 (7) (definition of controlled substance)  
C.R.S. 18-3-202 et seq. (offenses against person)  
C.R.S. 18-4-301 et seq. (offenses against property)  
C.R.S. 18-9-124 (2)(a) (prohibition of hazing)  
C.R.S. 22-12-105 (3) (authority to suspend or expel for false accusations)  
C.R.S. 22-32-109.1 (2)(a)(I) (duty to adopt policies on student conduct, safety and welfare)  
C.R.S. 22-32-109.1 (2)(a)(II) (policy required as part of safe schools plan)  
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)

FILE: JICDA

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

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity  
ADC, Tobacco-Free Schools  
ADD, Safe Schools  
ECAC, Vandalism  
GBGB, Staff Personal Security and Safety  
JBB\*, Sexual Harassment  
JIC, Student Conduct  
JICA, Student Dress Code  
JICC, Student Conduct in School Vehicles  
JICDD\*, Violent and Aggressive Behavior  
JICDE\*, Bullying Prevention and Education  
JICF, Secret Societies/Gang Activity  
JICH, Drug and Alcohol Use by Students  
JICI, Weapons in School  
JK, Student Discipline  
JKD/JKE, Suspension/Expulsion of Students

## **VIOLENT AND AGGRESSIVE BEHAVIOR**

### **Idalia School District RJ-3**

The Board recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the district.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. At the district's discretion and when appropriate, the student shall receive appropriate intervention designed to address the problem behavior. The Board of Education shall be informed of all intervention efforts by district schools.

Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be documented and communicated by the staff to the building principal and the superintendent. The immediate involvement of the parents/guardians is also essential. Law enforcement officials shall be involved if there is any violation of law.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:

1. Possession, threat with or use of a weapon — as described in the district's weapons policy.
2. Physical assault — the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
3. Verbal abuse — includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or a group.
4. Intimidation — an act intended to frighten or coerce someone into submission or obedience.
5. Extortion — the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. Bullying — as described in the district's policy on bullying prevention and education.
7. Gang activity — as described in the district's secret societies/gang activity policy.

8. Sexual harassment — as described in the district's sexual harassment policy.
9. Stalking — the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
10. Defiance — a serious act or instance of defying or opposing legitimate authority.
11. Discriminatory slurs — insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, color, ancestry, creed, sex, sexual orientation, religion, national origin, disability or need for special education services.
12. Vandalism — damaging or defacing property owned by or in the rightful possession of another.
13. Terrorism — a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

Adopted: June 25, 2001

Revised: October 17, 2012

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(X) (definition of bullying)

CROSS REFS.: JBB\*, Sexual Harassment

JICDA, Code of Conduct

JICDE\*, Bullying Prevention and Education

JICF, Secret Societies/Gang Activity

JICI, Weapons in School

## **BULLYING PREVENTION AND EDUCATION**

### **Idalia School District RJ-3**

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived. [Note: At the Board's discretion, the policy may state "or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. 22-32-109(1)(II)(I)" instead of listing the specific classes protected by federal and state discrimination laws.]

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.

3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

Adopted: June 25, 2001

Revised: October 17, 2012

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(X) (policy required as part of safe schools plan)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity  
ACE, Nondiscrimination on the Basis of Disability  
JB, Equal Educational Opportunities  
JBA, Nondiscrimination on the Basis of Sex  
JBB\*, Sexual Harassment  
JICDA, Code of Conduct  
JICDD\*, Violent and Aggressive Behavior  
JICJ, Student Use of Electronic Communication Devices  
JK, Student Discipline

## **SCHOOL-RELATED STUDENT PUBLICATIONS**

### **Idalia School District RJ-3**

School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism. Because the Board recognizes creative student expression as an educational benefit of the school experience, it encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place.

The Board encourages students to express their views in school-sponsored publications and to observe rules for responsible journalism. This means expression which is false or obscene, libelous, slanderous or defamatory under state law; presents a clear and present danger of the commission of unlawful acts, violation of school rules or material and substantial disruption of the orderly operation of the school; violates the privacy rights of others; or threatens violence to property or persons shall not be permitted.

Student editors of school-sponsored publications shall be responsible for determining the news, opinion and advertising content of their publications subject to the limitations of this policy and state law. The publications advisor within each school shall be responsible for supervising the production of school-sponsored publications and for teaching and encouraging free and responsible expression and professional standards of journalism.

The publications advisor has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given.

All school-sponsored publications shall contain a disclaimer that expression made by students in the exercise of freedom of speech or freedom of the press is not an expression of Board policy. The school district and employees are provided immunity from civil or criminal penalties for any expression made or published by students.

The superintendent shall develop, for approval by the Board, a written official school publications code which shall include:

1. A statement of the purposes of official school publications.
2. Responsibilities of official school publications' advisors and student editors.
3. A list of prohibited materials.
4. Reasonable provisions for the time, place and manner of distributing school-sponsored student publications within the school district's jurisdiction.



5. Procedures for resolving differences.

The publications code shall be distributed to all students and teachers at the beginning of each school year.

LEGAL REFS.: C.R.S. 22-1-120  
C.R.S. 22-1-122(5)(e)  
C.R.S. 22-32-110 (1)(r)

CROSS REFS.: JICED\*, Student Expression Rights  
JLDAC, Screening/Testing of Students

Adopted: June 25, 2001  
Revised: December 19, 2007

**SCHOOL-RELATED STUDENT PUBLICATIONS  
(SCHOOL PUBLICATIONS CODE)  
Idalia School District RJ-3**

**1. Purpose**

As stated in Board policy, school-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism. Content of school publications should reflect all areas of student interest, including topics about which there may be dissent or controversy.

**2. Responsibilities of student journalists**

In addition to the responsibilities set forth in the accompanying Board policy, students who work on official student publications will:

- a. Rewrite material, as required by the faculty advisers to improve sentence structure, grammar, spelling and punctuation.
- b. Check and verify all facts and verify the accuracy of all quotations.
- c. In the case of editorials or letters to the editor concerning controversial issues, provide space for rebuttal comments and opinions.

If the Board determines that advertising is allowed in the publication, the student editor will determine the content of any advertisements.

**3. Responsibilities of publication advisors**

In addition to the responsibilities set forth in the accompanying Board policy, the publication advisor will exercise general supervision over all activities to create a proper learning environment.

**4. Prohibited materials**

a. Students may not publish or distribute material that is obscene. "Obscene" means:

- (1) The average person applying contemporary community standards finds that the publication, taken as a whole, appeals to a minor's prurient interest in sex.
- (2) The publication depicts or describes in a patently offensive way sexual conduct such as ultimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of genitals.
- (3) The work, taken as a whole, lacks serious literary, artistic, political or scientific value.

- b. Students may not publish expression that is libelous, slanderous or defamatory under state law. "Libelous" is defined as a false and unprivileged statement about a person that injures the individual's reputation in the community.
- c. Expression that is false as to any person who is not a public figure or involved in a matter of public concern is prohibited.

If the allegedly libeled individual is a "public figure or official," the official must show that the false statement was published with actual malice, as the terms are defined in law.

Under the "fair comment rule," a student is free to express an opinion on matters of public interest. Specifically, a student enjoys a privilege to criticize the performance of teachers, administrators, school officials and other school employees.

- d. Expression which presents a clear and present danger of the commission of unlawful acts, violation of lawful school regulations, or material and substantial disruption of the orderly operation of the school, violates the rights of others to privacy, or threatens violence to property or persons is prohibited.

In order for a student publication to be considered disruptive, there must exist specific facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial material disruption to normal school activity would occur if the material were distributed. Undifferentiated fear or apprehension of disturbance is not enough; school administrators must be able to show affirmatively substantial facts that reasonably support a forecast of likely disruption. Material that stimulates heated discussion or debate does not constitute the type of disruption that is prohibited.

**5. Time, place and manner restrictions**

The principal will coordinate with the publications advisor on the time, place and manner of distributing school-sponsored publications to reduce any conflict with school instructional time and/or reduce any disruption of the orderly operation of the school which might be caused by the distribution of school-sponsored publications.

**6. Procedures for resolving differences**

Student editors will work first with the publications advisor to resolve any differences. If the problem can not be resolved at this level, the student editors and/or the publications advisor may work with the principal to resolve any problems. If the problem is not resolved at the principal level, the student editors and/or the publications advisor may work with the superintendent to resolve any problem. If the problem is not resolved at the superintendency level, the student editors and/or publications advisor may work with the Board of Education. If the problem is not resolved at the Board level, the student editors and/or publications advisor may seek relief through the judicial system.

7. **Legal advice**

- a. If in the opinion of the student editor, student editorial staff or faculty advisor, material proposed for publication may be "obscene," "libelous," or "cause a substantial disruption of school activities," the legal opinion of the school district's attorney should be sought if authorized by the principal.
- b. Legal fees charged in connection with this consultation will be paid by the Board.
- c. The final decision of whether the material is to be published will be left to the student editor.

Adopted: June 25, 2001

Revised: December 19, 2007

**STUDENT DISTRIBUTION OF NONCURRICULAR MATERIALS**  
**Idalia School District RJ-3**

To understand Constitutional values such as the right to free speech, students must not only study such principles, but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's right of free speech and the school's responsibility to maintain an orderly school environment which respects the rights of all students on school grounds and during school sponsored activities.

Students shall be allowed to distribute noncurricular materials on school property subject to restrictions on time, place and manner of distribution set out in the accompanying regulations and the prohibitions set out below and in state law.

Any written material containing expression which is obscene, libelous, slanderous or defamatory shall be prohibited. Students shall not distribute any, material which advocates commission of unlawful acts or violation of Board policy and/or regulations, which violates another person's right to privacy or which causes a material and substantial disruption of the orderly operation of the school.

Students who distribute materials in violation of this policy and/or materials that cause a material and substantial disruption or damage to a person or property in the judgment of school officials shall be subject to appropriate disciplinary action.

School equipment and supplies shall not be used for publication of such written material unless authorized as a school-sponsored activity.

This policy and the accompanying regulations shall be included in all student handbooks.

Adopted: June 25, 2001  
Revised: December 18, 2002

LEGAL REFS.: C.R.S.22-1-120  
C.R.S. 22-32-110

CROSS REFS.: JICEA, School-Related Student Publications  
JK, Student Discipline, and subcodes  
KHC, Distribution/Posting of Promotional Materials

**STUDENT DISTRIBUTION OF NONCURRICULAR MATERIALS**  
Idalia School District RJ-3

Students who wish to distribute noncurricular printed materials on school property or in conjunction with a school activity must notify the principal a minimum of one day in advance so that details may be worked out regarding the time, place and manner of distribution.

Students do not have to produce an advance copy of the materials that will be distributed for the principal's review. However, materials which are distributed on school grounds containing information prohibited by Board policy and/or materials that create a significant or substantial disruption or damage to persons or property in the judgment of school officials may subject the responsible students to disciplinary action following distribution.

The following restrictions will apply to all requests for distribution of noncurricular material by students:

1. Place

Distribution of printed materials must be made at places within the school or on school grounds as designated by the principal except that in no event may such materials be distributed in any classroom of any building then being occupied by a regularly scheduled class.

2. Time

Distribution may be made one-half hour before school and/or during regularly scheduled lunch periods and/or is minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.

3. Littering

All distributed items discarded in school or on school grounds must be removed by the persons distributing such materials.

4. Manner

No student may in any way be compelled or coerced to accept any materials being distributed by any person distributing such materials or by any school official. In the alternative, no school official or student may interfere with the distribution of approved materials.

Violation of any of these regulations will be sufficient cause for denial of the privilege to distribute materials at future dates and for disciplinary action.

Approved: June 25, 2002  
Revised: December 18, 2002

## **STUDENT EXPRESSION RIGHTS**

### **Idalia School District RJ-3**

While students do not shed their constitutional rights when they enter the school or engage in school-related activities, it is the Board of Education's responsibility to adopt rules reasonably necessary to maintain proper discipline among students and create an effective learning environment.

For purposes of this policy, student expression includes expression in any media, including but not limited to written, oral, visual, audio, and electronic media in all classroom and other school-related activities, assignments, and projects, as well as distribution of non-curricular materials on school grounds and at school events.

Students shall not turn in, present, publish or distribute expression that is disruptive to the classroom environment, disruptive to the maintenance of a safe and orderly school, or pervasively vulgar or harmful to students. This restriction includes, but is not limited to expression which is:

1. Obscene, pornographic or sexually explicit
2. Libelous, slanderous, defamatory, or otherwise unlawful under state law
3. Profane or vulgar
4. False as to any person who is not a public figure or involved in a matter of public concern
5. Creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school
6. Violates the rights of others to privacy
7. Threatens violence to property or persons
8. Attacks any person because of race, color, sex, age, religion, national origin or disability
9. Tends to create hostility or otherwise disrupt the orderly operation of the educational process
10. Advocates illegal acts of any kind, including the use of illegal drugs, tobacco or alcohol

Violation of this policy shall result in disciplinary action against the student consistent with district student discipline policies.

LEGAL REFS.: C.R.S. 22-1-120

FILE: JICED

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

CROSS REFS.: JICDA, Code of Conduct  
JICDD\*, Violent and Aggressive Behavior  
JICEC\*, Student Distribution of Noncurricular Materials  
JK, Student Discipline

Adopted: September 17, 2008



## **SECRET SOCIETIES/GANG ACTIVITY**

### **Idalia School District RJ-3**

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior. The principal or designee shall maintain continual, visible supervision of school premises, school vehicles and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

The superintendent or designee shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort.

The superintendent or designee shall provide inservice training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.

#### **Gang symbols**

The Board prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior. This policy shall be applied at the principal's discretion after consultation with the superintendent or designee as the need for it arises at individual school sites.

#### **Prevention education**

The Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Early intervention is a key component of efforts to break the cycle of gang membership. Therefore gang violence prevention education in the schools shall start with students in third grade.

Adopted: June 25, 2001

Revised: November 20, 2013

LEGAL REFS.: C.R.S. 22-1-120 (8)

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

CROSS REFS.: IHACA\*, Law-Related Education

JICA, Student Dress Code

**SECRET SOCIETIES/GANG ACTIVITY**  
Idalia School District RJ-3

**GANGS**

At the principal's discretion, staff members may use the following techniques to discourage the influence of gangs:

1. Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang members will be referred to the principal or his designee. The student's parents/guardian will be contacted and the student sent home to change clothes if necessary.
2. Any gang graffiti on school premises will be quietly removed, washed down or painted over as soon as discovered.
  - a. Daily checks for graffiti will be made throughout the campus, including restroom walls and doors.
  - b. Graffiti will be photographed before it is removed. These photographs will be share with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
3. Classroom and after-school programs at each school will be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior and foster interest in a variety of wholesome activities.
4. Staff members will actively promote membership in authorized student organizations, which can provide students companionship, safety and a sense of purpose and belonging.

**GANG PREVENTION EDUCATION**

Gang prevention instruction offered in the schools will:

1. Explain the dangers of gang membership.
2. Include lessons or role-playing workshops in nonviolent conflict resolution and gang avoidance skills.
3. Promote constructive activities available in the community.
4. Involve students in structured, goal-oriented community service projects.
5. Encourage positive school behavior

Gang prevention lessons may be taught jointly by teachers and law enforcement officers.

**COMMUNITY OUTREACH**

Gang prevention classes or counseling offered for parents/guardians will address the following topics:

1. Dangers of gang membership.

2. The nature of local gang apparel and graffiti.
3. Ways to deal effectively with one's children.
4. Warning signs, which may indicate that children are at risk of becoming involved with gangs.

Community programs offered for staff, parents/guardians, churches, city officials, business leaders and the media will address:

1. The scope and nature of local gang problems.
2. Ways that each segment of the community can help to alleviate these problems.

### **INTERVENTION MEASURES**

Staff members will make every effort to assimilate gang-oriented students into the academic, extracurricular and social mainstream and into work experience programs. To this end:

1. Staff members will be provided with the names of known gang members.
2. Insofar as possible, classroom teachers will assign individual gang-oriented students to cooperative learning groups in which they may work toward common goals with students who are not members of their gang.
3. Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.

Approved: June 25, 2001  
Revised: December 18, 2002

## **USE OF TOBACCO BY STUDENTS**

### **Idalia School District RJ-3**

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 and the conspicuous possession of tobacco products by students while in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event is prohibited.

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

1. "School property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
  - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
  - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the district for transporting students, staff, writers or other persons
2. "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.
3. "Use" shall mean lighting, chewing, inhaling or smoking any tobacco product.

Disciplinary measures for students who violate this policy shall include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student shall be expelled solely for tobacco use.

#### **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 students or staff members on behalf of students shall be submitted to the building principal. The request shall include steps that will be taken by the school within the next year to work toward compliance with the district's tobacco-free policy. 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.

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

FILE: JICG

C.R.S. 18-13-121  
C.R.S.22-32-109(1)(bb)  
C.R.S.25-14-103.56  
CCR 1010-6, Rule 5-306

CROSS REFS. : ADC, Tobacco-Free Schools  
IHAMA, Teaching about Drugs, Alcohol and Tobacco  
JKD/JKE, Suspension/Expulsion of Students

Adopted: June 25, 2001  
Revised: December 18, 2002

## **DRUG AND ALCOHOL INVOLVEMENT BY STUDENTS**

### **Idalia School District RJ-3**

Idalia School District RJ-3 shall promote a healthy environment for students by providing education, support and decision-making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

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

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medications to students.

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

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

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

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

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and effort made to direct the substance abuser to sources of help.

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

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

Information provided to students and/or parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

Adopted: June 25, 20101

Revised: February 19, 2014

LEGAL REFS.: 20 U.S.C. §7101 et seq. (Safe & Drug-Free Schools and Communities Act of 1994)

21 U.S.C. 812 (definition of "controlled substance")

C.R.S. 18-18-407 (2) (crime to sell, distribute or possess controlled substance on or near school grounds or school vehicles)

C.R.S. 22-1-110 (instruction related to alcohol and drugs)

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

C.R.S. 22-33-106 (1)(d) (suspension or expulsion discretionary for the sale of a drug or controlled substance)

C.R.S. 25-1.5-106 (12)(b) (possession or use of medical marijuana in or on school grounds or in a school bus is prohibited)

C.R.S. 25-14-103.5 (boards of education must adopt policies prohibiting use of retail marijuana on school property)

CROSS REFS.: IHAMA, Teaching about Drugs, Alcohol and Tobacco

JIH, Student Interviews, Interrogations, Searches and Arrests

JK\*-2, Discipline of Students with Disabilities

JKD/JKE, Suspension/Expulsion of Students

JLCD, Administering Medications to Students

## **WEAPONS IN SCHOOL**

### **Idalia School District RJ-3**

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

#### **Dangerous weapons**

Carrying, bringing, using or possessing 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 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:

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

The principal may initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. 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 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.

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. 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.

### **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**

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.

Adopted: June 25, 2001

Revised: November 20, 2013

**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. 18-1-901 (3)(h) (state law definition of "firearm")

C.R.S. 22-32-109.1 (2)(a)(I)(G)(VII) (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)(d), (f) (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 Property

**USE OF CELL PHONES AND PAGERS**  
Idalia School District RJ-3

The Board of Education recognizes that cell phones and pagers can play a vital communication role during emergency situations. However, the ordinary use of cell phones and pagers in school situations can be disruptive to the educational environment and is not acceptable.

Students may carry cell phones and pagers but these devices must be turned off inside school buildings, on school buses, at school-sponsored activities and on field trips. In these locations, cell phones and pagers may be used only during emergencies.

Violation of this policy will result in disciplinary measures and confiscation of the cell phone or pager. Confiscated cell phones and pagers shall be returned to the student only after a conference with the parent/guardian, student and school personnel.

Adopted: May 16, 2007

## **STUDENT INTERROGATIONS, SEARCHES AND ARRESTS**

### **Idalia School District RJ-3**

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

#### **Interviews by school administrators**

When a violation of Board policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

#### **Interrogations by school administrators**

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interrogate the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

#### **Searches conducted by school personnel**

School personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search.

#### **Search of school property**

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

### **Search of the student's person or personal effects**

The principal or designee may search the person of a student or a student's personal effects such as a purse, backpack, book bag, or briefcase on school property or at school-sponsored events or activities if the school official has reasonable grounds to suspect that the search will uncover:

- a. Evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws.
- b. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing.

The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

Searches of the person shall be conducted out of the presence of other students and as privately as possible by a person of the same sex as the student being searched. At least one person of the same sex as the student being searched shall witness but not participate in the search.

Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which may require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. School personnel shall not participate in such searches.

### **Seizure of items**

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or Board policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding. Such material shall be kept in a secure place by the principal until it is presented at the hearing.

2. Returned to the student or the parent/guardian.
3. Turned over to a law enforcement officer in accordance with this policy.

### **Appeals**

Within 10 school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.

### **Law enforcement officers' involvement**

#### **Interrogations and interviews**

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall ascertain that the law enforcement officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time.

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials shall make an effort to notify the student's parent/guardian, except in cases involving investigation of reported child abuse where the suspected perpetrator is a member of the student's family, when law enforcement has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist. However, whether or not to postpone the interview or interrogation until the parent/guardian arrives is the law enforcement officer's decision.

#### **Search and seizure**

The principal or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search. It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

#### **Custody and/or arrest**

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian.

FILE: JIH

It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, district staff is not responsible for an officer's legal compliance when arresting a student.

Adopted: June 25, 2001

Revised: November 20, 2013

LEGAL REFS.: C.R.S. 19-2- 511 et seq.

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

CROSS REFS.: JIHB, Parking Lot Searches

JK, Student Discipline, and subcodes

**STUDENT CONCERNS, COMPALINTS AND GRIEVANCES**  
Idalia School District RJ-3

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

Grievance procedures (AC-R) are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of race, color, national origin, ancestry, creed, sex, sexual orientation, marital status, religion, disability or need for special education services, which students are encouraged to report.

Adopted: October 15, 2008

CROSS REFS.: IHCD, Postsecondary Options/Concurrent Enrollment  
JB, Equal Educational Opportunities  
JBA, Nondiscrimination on the Basis of Sex  
JBB\*, Sexual Harassment  
JICEA, School-Related Student Publications  
JICEC\*, Student Distribution of Noncurricular Materials

**STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**  
Idalia School District RJ-3

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

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

Complaints must be initiated in writing, dated and signed by the complainant. Forms for this purpose are available in the principal's offices (JII-E). Completed forms must be filed with the appropriate person as follows:

1. Conduct of an individual: Immediate supervisor of the individual. The building principal is the supervisor of the teachers; superintendent is the supervisor of the principal and directors.
2. Departmental procedures: Building Principal.
3. Building procedures: Building Principal.
4. Board policies and regulations: Superintendent
5. Curricular programs: Building Principal
6. Civil rights: Building Principal
7. All others: Building Principal

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

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



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

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

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

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

Approved: June 25, 2001

Revised: January 22, 2003

**Student Concerns/Complaints/Grievances**  
Idalia School District RJ-3

A grievance is defined as a complaint in writing presented to the school staff/authorities alleging one or more of the following:

- A. That a rule is unfair; and/or
- B. That a rule in practice discriminated against or between individuals; and/or
- C. That school personnel used an unfair procedure in assessing a form of punishment.

COMPLAINT

(Check one blank)

Date \_\_\_\_\_

Principal, Level 1 \_\_\_\_\_

Superintendent, Level 2 \_\_\_\_\_

Board of Education, Level 3 \_\_\_\_\_

I, \_\_\_\_\_ hereby file a grievance complaint to \_\_\_\_\_

My grievance is based on A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_ above.

(More than one blank may be checked)

Specifically, my grievance is that \_\_\_\_\_

I hereby petition for a hearing on my grievance at the convenience of the School's personnel, but in no event later than ten school days from the date of this petition.

\_\_\_\_\_  
Individual's Signature(s)

The individual may be represented at the conference by another person, but the individual must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the individual's rights to the conference provided by the school, unless extenuating circumstances make it impossible for the individual to appear.

SCHOOL'S RECORD

Date received \_\_\_\_\_

Date of Conference \_\_\_\_\_

Place of Conference \_\_\_\_\_

Time of Conference \_\_\_\_\_

Comments: \_\_\_\_\_

RESOLUTION:

Signature of School Representative \_\_\_\_\_

Adopted: June 25.2001

Revised: January 22, 2003

## **COCURRICULAR AND EXTRACURRICULAR PROGRAMS**

Idalia School District RJ-3

The Board of Education offers cocurricular activities to the student body as a privilege to supplement their educational pursuits. No student has an automatic right to participate in cocurricular activities.

Minimum eligibility for participation in school activities shall be governed by the rules of the Colorado High School Activities Association.

All activities shall be supervised by qualified personnel and no meetings are permitted without the presence of a sponsor.

Activity participants shall conduct themselves above reproach. Those students who do not conform to established regulations outlined in the individual activity handbooks and constitutions will be dropped from the activity.

Adopted: May 16, 2007

Revised: January 15, 2014

CROSS REF.: JJJ, Extracurricular Activity Eligibility

**CURRICULAR AND EXTRACURRICULAR PROGRAMS**  
Idalia School District RJ-3

There will be no school-sponsored or related activities on Wednesday evenings. The building will be closed to all school activities at 6 p.m.

All staff members are encouraged to refrain from planning homework or tests which require Wednesday evening study.

No school-sponsored programs, practices, meetings, etc. will be allowed on Sundays.

It is recognized that in some circumstances this will be impossible. However, the school district wishes to do everything possible to encourage parent student relationships. We believe that there is an important role that all parents must fulfill in the development of their child. Any exceptions to these regulations must be approved by the superintendent.

Adopted: May 16, 2007

Revised: January 15, 2014

CROSS REF.: JJJ, Extracurricular Activity Eligibility

## **CURRICULAR AND EXTRACURRICULAR PROGRAMS**

Idalia School District RJ-3

There will be no school-sponsored or related activities on Wednesday evenings. The building otherwise will be closed to all school activities at 6 p.m.

All staff members are encouraged to refrain from planning homework or tests which require Wednesday evening study.

No school-sponsored programs, practices, meetings, etc. will be allowed on Sundays.

It is recognized that in some circumstances this will be impossible. However, the school district wishes to do everything possible to encourage parent student relationships. We believe that there is an important role that all parents must fulfill in the development of their child. Any exceptions to these regulations must be approved by the superintendent.

CROSS REF.: JJJ, Extracurricular Activity Eligibility

Adopted: June 25, 2001

Revised: May 16, 2007

**Student Organizations (Secondary Schools)**  
Idalia School RJ-3

Secondary schools in the district may encourage students to broaden their knowledge and citizenship by permitting the formation of clubs or other groups that relate to subject matter covered by the curriculum. Such organizations shall operate within the framework of state statutes, Board policy, administrative rules and the parameters of the learning program.

Each building principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the principal prior to the formation of any club or organization in a school and the assignment of at least one faculty adviser to each approved student organization.

All student organizations are required to open membership to all interested and/or eligible students. Fraternities, sororities and/or secret societies shall not receive recognition in any manner under this policy.

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty adviser must attend every meeting of the student organization whether conducted on school premises or at another location.

The principal is responsible for determining that the purpose of a student organization is related to the curriculum. In the event that the principal denies a group the right to organize and conduct meetings as a curriculum-related student organization, then students may seek permission to meet as a noncurricular student organization in accordance with Board policy.

Adopted: June 25, 2001  
Revised: January 22, 2003

LEGAL REFS.: 20 U.S.C. §4071 *et. seq.*  
C.R.S.22-1-117  
C.R.S.22-1-118\

CROSS REF.: JJAB, Open/limited Open Forums (Noncurricular Student Organizations)  
Select

**OPEN/LIMITED FORUM**  
Idalia School District RJ-3

Students in secondary schools (grades 7 -12) in this district shall be permitted to organize and conduct meetings of noncurriculum-related student clubs or other groups to pursue specialized activities outside the classroom. Such groups shall not be considered school-sponsored student organizations nor be given all the privileges afforded to school-sponsored organizations.

Students may conduct meetings under this policy on school premises only during noninstructional time so that meetings do not interfere with the orderly conduct of the educational activities of the school. Meetings of noncurricular student groups must be scheduled, organized and conducted within the guidelines established by this policy and accompanying regulations.

For purposes of this policy, "noninstructional time" means time set aside by each school before actual classroom instruction begins or after actual classroom instruction ends.

Requests for permission to conduct a noncurricular student meeting must originate from a student or groups of students. Persons not attending school in this district, parents, school personnel or any other nonschool persons are prohibited from directing, conducting, controlling or regularly attending the activities of a noncurricular student group.

All noncurricular student groups meeting on school premises are required to open membership to all interested and/or eligible students. Fraternities, sororities and/or secret societies shall not receive recognition in any manner under this policy. Attendance at all meetings must be voluntary.

The administration shall develop general guidelines and rules so that students will be informed about the procedure for scheduling meetings and activities, the hours available for meetings and the facilities available for meeting space. Students must request permission for a meeting of a noncurriculum-related group from the principal and submit all scheduling requests to the principal for approval.

A member of the professional staff must be invited to attend every meeting or activity scheduled on school premises as a monitor for purposes of general supervision. Students shall be responsible for insuring the presence of a faculty monitor prior to every meeting.

Under no circumstances shall the school compel a faculty member or school employee to monitor or attend a meeting of a noncurricular student group if the content of the speech at the meeting is contrary to the beliefs of the school employee.

School employees may be present at religious meetings of a noncurricular group only in a nonparticipatory capacity.

**Student Participation in State and National Events**  
Idalia School District RJ-3

**In-State conferences**

The district may aid in financing required clubs when leadership conferences, judging contest or state conventions are involved.

**Out-of-state conferences**

The Board recognizes and supports those students who have excelled in state sponsored activities and have earned the right to represent the state of Colorado and the Idalia School District RJ-3 in regional or national conferences, contests or events.

1. The district may provide 50 percent of the expenses incurred to send students who qualify to a regional or national conference, event or contest when those activities are a part of an organized school-sponsored club or group.
2. The remaining 50 percent of the cost of sending students to national or regional conferences, events or contests will be the responsibility of the club or group.
3. Students who qualify to represent the state of Colorado or Idalia School District RJ-3 at regional or national contest who do not belong to an organized club or group may be provided with the necessary funds by the district, either through the use of district money or by soliciting other sponsors who might be interested in that particular activity.

Adopted: June 25, 2001

Revised: August 21, 2003



## **STUDENT PARTICIPATION IN STATE AND NATIONAL EVENTS**

Idalia School District RJ-3

The following guidelines will be observed for in-state conferences:

1. School bus transportation will be provided at no cost to the club for all in-state trips.
2. The school district may write a check for the entire amount when requested. The request must be accompanied by a club check payable to the district for 50 percent of the total amount. Requests should be made so that they may be processed at the first Board meeting of the month.
3. The club sponsor must keep all receipts and give them to the business manager to verify expenditures. The entire expenditure (amount of the district check) must be verified.
4. Clubs that are able to function without district funds should do so. District funds are to be used when absolutely necessary.
5. The superintendent will determine which clubs are able to function without district assistance.

### **Out-of-State conferences**

The club or group will pay their share of expenses directly to the district which, in turn, will validate a check for the entire amount payable to the proper authority.

Adopted: June 25, 2001

Revised: August 21, 2003

## **STUDENT ACTIVITIES FUNDS**

### **Idalia School District RJ-3**

Student activity funds may be raised and spent to promote the general welfare, education and morale of all students and shall finance authorized activities of student organizations and the school district.

Student activity funds are considered a part of the total fiscal operation of the school district and, therefore, are subject to the policies and regulations established by the Board of Education and the office of the superintendent. The funds shall be managed in accordance with sound business practices—including sound budgetary and accounting procedures as well as audits—in the same manner as regular district funds. Principals shall participate in the preparation, modification and interpretation of policies and procedures that affect student activity funds.

Student activity funds are to be used to finance a program of authorized school activities which may augment but not replace the activities financed by the district. Funds derived from the student body as a whole shall be so expended as to benefit the student body as a whole, and the student body shall be represented in the democratic management of those funds raised by students and expended for their benefit. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, insofar as possible, to benefit those students currently in school who have contributed to the accumulation of these funds.

Activity fund-raising shall be conducted in such a manner as to offer minimum competition to commercial concerns while still benefiting the student body as a whole.

Authorized clubs and organizations within the schools may use district facilities and equipment for fund-raising if such use does not create an additional cost to the district. If additional cost is incurred, the club or organization shall pay such cost.

Adopted: June 25, 2001

Revised: October 15, 2008

LEGAL REFS.: C.R.S. 29-2-105(1)(d)(1)(K) (authority for school sales tax exemption)  
C.R.S. 39-26-718(1)(c) (sales tax exemption for sales by parent teacher organizations or associations)  
C.R.S. 39-26-725 (state sales tax exemption for sales that benefit a school)

CROSS REFS.: DB, Annual Budget, and subcodes  
DG, Banking Services  
DI, Financial Accounting and Reporting, and subcodes

**Student Travel**  
**Idalia School RJ-3**

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate student activity trips and to insure that all reasonable steps are taken for the safety of the participants.

These guidelines and procedures shall insure that all student activity trips have the approval of the superintendent and the principal and that all overnight trips and trips exceeding 400 miles round trip have the prior approval of the Board of Education.

A parent permission slip and medical release form shall be required for all school sponsored trips.

CROSS REFS.: EEAF A, Extracurricular Activity Buses/Field Trips/Special Events  
Transportation  
EEAG, Student Transportation in Private Vehicles  
IJOA, Field Trips

LEGAL RE.: C.R.S.40-10-116(1)(b)

Adopted: June 25, 2001  
Revised: May 25, 2005

**PARENT CONSENT/MEDICAL RELEASE FORM**  
Idalia School District RJ-3

I do hereby verify that I am aware of and agree to abide by the rules and regulations of Idalia School District RJ-3 while participating, attending, or riding in District provided transportation.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

It is expressly understood by the parent(s)/guardian(s) that the member for whom this application is made is in a condition of health that warrants his taking part in the event, and that the sponsor of this outing is hereby granted permission to take the named member to a medical doctor for examination and treatment of any accident or illness that may arise during the term of said outing. I agree not to hold Idalia School District RJ-3 or any of its agents liable for any accidents, illness, or injury to my son/daughter/self during participation in any school authorized, properly supervised activity if he/she does not follow and abide by the rules and procedures of Idalia School District RJ-3 including travel to and from activity sites.

**AUTHORIZATION TO CONSENT OF TREATMENT OF MINOR**

I/We, the undersigned parent(s)/guardian(s) of (FULL NAME) \_\_\_\_\_ minor, do hereby authorize the Idalia School District RJ-3 or his designate as agent(s) for the undersigned to consent to any X-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of, any physician or surgeon licensed under the provision of the Medicine Practice Act on the medical staff of a licensed hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care that the aforementioned physician, in the exercise of his best judgment may deem advisable.

PARENT/GUARDIAN \_\_\_\_\_  
(Please print)

SIGNED \_\_\_\_\_ Date \_\_\_\_\_ SIGNED \_\_\_\_\_ Date \_\_\_\_\_

HOME PHONE NUMBER \_\_\_\_\_

BUSINESS PHONE NUMBER \_\_\_\_\_

EMERGENCY PHONE NUMBER IN THE EVENT THAT PARENT/GUARDIAN CANNOT BE CONTACTED:

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_

DOCTOR'S NAME \_\_\_\_\_

DOCTOR'S PHONE NUMBER \_\_\_\_\_

MEDICAL INSURANCE COMPANY \_\_\_\_\_

NAME OF INSURED \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_

IS THE STUDENT PRESENTLY UNDER MEDICAL CARE. YES \_\_\_\_\_ NO \_\_\_\_\_

DOES THE STUDENT HAVE ALLERGIES, OR DIABETIC? YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_

Date \_\_\_\_\_

Adopted: June 25, 2001

Revised: May 25, 2005

**Interscholastic Sports**  
**Idalia School District RJ-3**

The interscholastic athletic program of this district shall be considered as an extracurricular part of the total school program. It is neither required nor part of the basic instructional program.

The purposes of athletic programs in the secondary schools shall be:

1. To provide a wide basis of participation in both team and individual sports in interscholastic competition.
2. To develop a strong program of competitive sports:
  - a. By encouraging and developing talented athletes in all sports and providing sufficient opportunity, especially at the middle school level, for students to develop individual ability.
  - b. By encouraging the development of team spirit among all members of the team and their coaches.
  - c. By developing good attitudes or pride, sportsmanship, and ethical behavior in students, participants and spectators.
  - d. By developing and maintaining a good relationship between athletic teams and the student body, faculty, administration and community.
  - e. By teaching fundamentals and techniques of each sport in a progressive sequence as appropriate for students at higher grade levels.
  - f. By providing student athletes with an awareness of potential opportunities as afforded them through competitive athletics.

In keeping with the above goals, the Board shall seek to fund girls' sports on an equal opportunity basis with boys' sports and shall permit and encourage coeducational teams when the particular sport is determined suitable as a coeducational activity.

The Board of Education shall encourage students, faculty and the community to recognize the value of athletics in relation to the total school program.

Athletic associations and leagues Membership of a district school in an interscholastic athletic association or league shall be subject to the approval of the Board. The Board shall review the constitution and by-laws of such organization and its regulations for member teams before granting approval.

Customarily the principals of member schools or their designees are voting members of athletic organizations. It should be understood that such administrators serve as representatives of the district. Therefore, before voting on a change of by-laws or regulations that will in any way affect the schools or athletic teams of this district, this district's representatives to athletic organizations shall advise the Board of the proposed change and seek and follow its directions for voting.

Adopted: June 25, 2001

Revised: March 26, 2003

CROSS REFS.: JLA--Student Insurance

JJID--Student Physicals for School Athletics

All forms of hazing in initiations shall be prohibited in any group meeting on school premises. No initiation shall be held for any noncurricular student group which will bring criticism to the school system or be degrading to the student.

The school district, through the building principal, retains the authority to prohibit meetings which otherwise would be unlawful. Further, nothing in this policy shall be construed to limit the authority of the school to maintain discipline on school premises, to protect the well-being of students and faculty and to insure that attendance at meetings is voluntary. Neither shall anything in this policy be used to imply that the school is sponsoring a noncurricular student group. No public funding or support shall be extended to noncurricular student groups other than an opportunity to meet on school premises.

In providing equal access to school facilities for all noncurricular groups, the district is not expressing any opinion or approval of the subject matter discussed at any meeting nor is it advocating or supporting in any manner the point of view expressed by any student or group meeting as allowed by this policy.

Noncurricular student groups shall not be denied equal access to school facilities solely on the basis of the religious, political, philosophical or other content of any speech at such meetings.

Adopted: June 25, 2001  
Revised: March 26, 2003

LEGAL REFS.: 20 U.S.C. §4071 et seq.  
C.R.S.22-1-117  
C.R.S.22-1-118

CROSS REF.: 1B, Academic Freedom

**Interscholastic Sports  
(CHEERLEADING)  
Idalia School District RJ-3**

1. All student participants in this section shall subscribe to the school district's philosophy of interscholastic competition. They shall be governed by the same rules of conduct, eligibility, and performance that we expect of athletes.
2. Full-time sponsor for cheerleading at the high school level shall qualify under the District's Extra-Curricular-Activities salary schedule.
3. Cheerleading seasons are fall and winter. There will be no spring cheerleading season.
4. Every five years, \$100 per cheerleader (maximum of \$800) is to be budgeted for new uniforms from the building budget. The school district retains ownership in all cheerleading uniforms, paraphernalia, and accessories purchased from this allowance.
5. Transportation shall be available when the squad travels to an out-of-town site. Team bus and/or administrative vehicle will be used whenever possible.
6. The cheerleading sponsor or an administrator designee will drive the van to "away" events.
7. Each high school will be annually budgeted \$100 per cheerleader (maximum of \$800 per year) to partially defray cheerleader costs such as meals, admissions, rooms, and miscellaneous. This probably won't cover all costs; cheerleaders are expected to supplement through fund raisers or personal contributions.
8. Out of town trips for cheerleaders will be kept to a minimum. A list of approved away games will be approved by the principal and/or athletic director at the beginning of the fall and winter sports seasons. Factors to be considered will be: 1) distance, 2) conflict with home events, 3) rivalries, 4) play-off competition and 5) number of events in a week.
9. If two or more athletic events occur on the same night, one of which is at home, the cheerleaders will always be at home.
10. Cheerleaders will not attend out of town Junior Varsity events.
11. Season ending play-offs and tournaments are an exception to the above regulations. The Building Principal, consulting with the high school officials involved, will make the final decision.

**MIDDLE SCHOOL CHEERLEADERS**

Grades 7 and 8 shall be annually budgeted a maximum of \$25/cheerleader (maximum of 8 cheerleaders) for uniform costs, provided cheerleaders serve the full seasons described above.



Middle school cheerleaders must abide by all the regulations described herein.

If performing out-of-town, middle school cheerleaders will ride the team bus, whenever possible.

Adopted: June 25, 2001

Revised: March 26, 2003

**STUDENT PHYSICALS FOR SCHOOL ATHLETICS**  
**Idalia School District RJ-3**

All students participating in competitive athletics shall be required to present a statement from a licensed physician as to their physical fitness to participate in the athletic program. Such statements shall be submitted each year in which the student participates in athletics.

Adopted: June 25, 2001

Revised: March 26, 2003

## **STUDENT DISCIPLINE**

### **Idalia School District RJ-3**

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

All policies and procedures for handling general and major student discipline problems shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process and free from unnecessary disruptions.

The Board in accordance with state law has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall emphasize proportionate disciplinary interventions and consequences and keeping students engaged in learning.

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

#### **Immunity for enforcement of discipline code**

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 the discipline code adopted by the Board shall be immune from criminal prosecution or civil liability unless the person is acting willfully or wantonly.

#### **Remedial discipline plans**

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

#### **Discipline of habitually disruptive students**

Students who have caused a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events three times during the school year shall be declared habitually disruptive students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student may result in the student's expulsion.

### **Distribution of conduct and discipline code**

The superintendent shall arrange to have a copy of the conduct and discipline code provided once to each student in elementary, middle, junior high and high school and once to each new student in the district. The superintendent shall ensure reasonable measures are taken to ensure each student is familiar with the code. Copies shall be posted in each school of the district. In addition, any significant change in the code shall be distributed to each student and posted in each school.

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

Adopted: June 25, 2001

Revised: November 20, 2013

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

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

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

C.R.S. 22-32-109.1 (2)(a)(I)(C) (discipline of habitually disruptive students is required part of safe schools plan)

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

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

C.R.S. 22-33-106 (1)(c.5) (habitually disruptive students)

CROSS REFS.: GBG, Liability of School Personnel/Staff Protection

JIC, Student Conduct, and subcodes

JK subcodes, (all relate to student discipline)

**STUDENT DISCIPLINE**  
Idalia School District RJ-3

**Remedial discipline plans**

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

**Habitually disruptive students**

A student will be declared "habitually disruptive" if, three times during the course of the school year, the student causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events.

1. The principal will inform the superintendent when a student causes a second material and substantial disruption.
2. The student and the parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student."
3. A student who has been declared habitually disruptive may be suspended or expelled in accordance with Board policy JKD/JKE.

Adopted: June 25, 2001  
Revised: November 20, 2013

## School District RJ-3 Disciplinary Guidelines

The level of consequence to be imposed will take into consideration the severity of the offense, the age and past disciplinary record. School officials may grant exceptions to the guidelines below in cases involving extenuating circumstances.

Classroom Consequences	Class 1 Offense	Class 2 Offense	Class 3 Offense	Class 4 Offense
<i>Examples:</i> Give warning to student(s)  Time out  Contact parent or guardian  Extra or after-school time.  Conduct parent/guardian conference  Behavior plan	<i>Examples:</i> <ul style="list-style-type: none"> <li>Disruptive behavior</li> <li>Dress code violation</li> <li>Inappropriate language with peers</li> <li>Inappropriate physical contact including PDAs</li> <li>Out-of-class without permission</li> <li>Violation of classroom rules</li> <li>Skipping class or unexcused absence</li> <li>On the bus               <ul style="list-style-type: none"> <li>➤ Violation of bus rules</li> <li>➤ Out of seat while bus is moving</li> <li>➤ Throwing items</li> <li>➤ Loud screaming</li> </ul> </li> </ul>	<i>Examples:</i> <ul style="list-style-type: none"> <li>Bullying</li> <li>Cheating/Plagiarism</li> <li>Computer policy issues</li> <li>Defiance/insubordination</li> <li>Inappropriate language to adult</li> <li>Lying or giving false information</li> <li>Non-medicinal possession or use of over the counter drugs</li> <li>Possession/use of tobacco</li> <li>Pornography</li> <li>Forgery</li> <li>Verbal sexual harassment</li> </ul>	<i>Examples:</i> <ul style="list-style-type: none"> <li>Arson</li> <li>Assault</li> <li>Fighting/encouraging others to fight</li> <li>Gang related activity</li> <li>Harassment, ongoing bullying, intimidation</li> <li>Forceful interference of district employee</li> <li>Other criminal acts as defined by law</li> <li>Physical sexual harassment</li> <li>Theft</li> <li>Threat</li> <li>Vandalism</li> <li>Possession or use of alcohol</li> </ul>	<i>Examples:</i> <ul style="list-style-type: none"> <li>Possession or use of controlled substances</li> <li>Possession of drug paraphernalia</li> <li>Offering or selling to others: drugs, look-alike drugs, alcohol, controlled substances, or material claimed to be drugs or alcohol</li> <li>Possession of weapon* on school premises</li> <li>Assault of faculty member on or off school grounds</li> </ul>
<b>1<sup>st</sup> Offense</b>	Discipline	Discipline to Short Term Suspension	Discipline to Long Term Suspension	Short Term Suspension to Expulsion
<b>2<sup>nd</sup> Offense</b>	Discipline to Short Term Suspension	Discipline to Long Term Suspension	Discipline to Expulsion	
<b>Further Offenses</b>	Discipline to Long Term Suspension	Discipline to Expulsion	Long Term Suspension to Expulsion	

### Definitions

- **Discipline:** any form of corrective action other than suspension or expulsion. Examples include: Warning, conference, referral, detention, loss of privileges, school service.
- **Short Term Suspension:** Denial of attendance for more than a period or subject up to and not exceeding five consecutive days. Students in grades K-4 will not be suspended for more than 10 school days in a semester. Students in grades 5-12 will not be suspended for more than 15 school days during any single semester. Suspension may occur either in or out of school. Parent and Student may meet with Superintendent prior to return to classroom.
- **Long Term Suspension:** Denial of attendance for more than five consecutive school days. Students will be removed from school for long term suspensions. Parents and Student will meet with Superintendent prior to return to classroom.
- **Expulsion:** Denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

### **Idalia School District RJ-3**

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

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

#### **Suspensions, expulsions and provision of services**

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

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

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

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

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

#### **Manifestation determination**

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

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

### **Disciplinary action for behavior that is not a manifestation**

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

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

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

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

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

### **Placement in an alternative setting for 45 school days**

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

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

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



**Students not identified as disabled**

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

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

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

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

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

Adopted: October 15, 2008

LEGAL REFS.: 20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Improvement Act of 2004)  
34 C.F.R 300.530-300.537 (IDEIA regulations)  
C.R.S. 22-20-101 et seq. (Exceptional Children's Educational Act)  
C.R.S. 22-33-106 (1)(c)

CROSS REFS.: IHBA, Special Education Programs for Students with Disabilities  
JIC, Student Conduct, and subcodes  
JK, Student Discipline, and subcodes  
JRA/JRC, Student Records/Release of Information on Students

## **USE OF PHYSICAL INTERVENTION AND RESTRAINT**

### **Idalia School District RJ-3**

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

#### **Physical intervention**

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

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

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

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

#### **Restraint**

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

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

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

## **Exceptions**

The restraint provisions in this policy and accompanying regulation shall not apply to:

1. Peace officers as defined by C.R.S. 16-2.5-101 et seq. who are acting within the scope of their employment or in accordance with C.R.S. 16-3-109; and
2. When the district is engaged in transporting a student from one facility or location to another facility or location when it is within the scope of the district's powers and authority to effect such transportation.

Adopted: June 25, 2001

Revised: November 20, 2013

LEGAL REFS.: C.R.S. 18-1-703 (use of physical force by those supervising minors)  
C.R.S. 18-6-401 (1) (definition of child abuse)  
C.R.S. 19-1-103 (1) (definition of abuse and neglect)  
C.R.S. 22-32-109.1 (2)(a) (adoption and enforcement of discipline code)  
C.R.S. 22-32-109.1 (2)(a)(I)(D)(policy required as part of safe schools plan)  
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)  
C.R.S. 26-20-101 et seq. (Protection of Persons from Restraint Act)  
1 CCR 301-45 (State Board of Education rules for the Administration of the Protection of Persons from Restraint Act)

**USE OF PHYSICAL INTERVENTION AND RESTRAINT**  
Idalia School District RJ-3

**A. Definitions**

In accordance with the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act, the following definitions apply for purposes of this regulation and accompanying policy.

1. "Restraint" means any method or device used to involuntarily limit freedom of movement, including but not limited to bodily physical force, mechanical devices, chemicals and seclusion.
2. "Physical restraint" means the use of bodily, physical force to involuntarily limit an individual's freedom of movement. "Physical restraint" does not include:
  - a. holding of a student for less than five minutes by a staff person for the protection of the student or others;
  - b. brief holding of a student by one adult for the purpose of calming or comforting the student;
  - c. minimal physical contact for the purpose of safely escorting a student from one area to another;
  - d. minimal physical contact for the purpose of assisting the student in completing a task or response.
3. "Mechanical restraint" means a physical device used to involuntarily restrict the movement of a student or the movement or normal function of the student's body. "Mechanical restraint" does not include:
  - a. devices recommended by a physician, occupational therapist or physical therapist and agreed to by a student's IEP team or Section 504 team and used in accordance with the student's Individualized Education Program (IEP) or Section 504 plan;
  - b. protective devices such as helmets, mitts, and similar devices used to prevent self-injury and in accordance with a student's IEP or Section 504 plan;
  - c. adaptive devices to facilitate instruction or therapy and used as recommended by an occupational therapist or physical therapist, and consistent with a student's IEP or Section 504 plan; or
  - d. positioning or securing devices used to allow treatment of a student's medical needs.
4. "Chemical restraint" means administering medication to a student (including medications prescribed by the student's physician) on an as needed basis for the sole purpose of involuntarily limiting the student's freedom of movement. "Chemical restraint" does not include:
  - a. prescription medication that is regularly administered to the student for medical reasons other than to restrain the student's freedom of movement (e.g. Asthma-cort, medications used to treat mood disorders or ADHD, Glucagon); or
  - b. the administration of medication for voluntary or life-saving medical procedures (e.g. EpiPens, Diastat).
5. "Seclusion" means the placement of a student alone in a room from which egress is involuntarily prevented. "Seclusion" does not mean:

- a. placement of a student in residential services in the student's room for the night; or
  - b. time-out.
- 6. "Time-out" is the removal of a student from potentially rewarding people or situations. A time-out is not used primarily to confine the student, but to limit accessibility to reinforcement. In time-out, the student is not physically prevented from leaving the designated time-out area and is effectively monitored by staff.
  - 7. "Emergency" means serious, probable, imminent threat of bodily injury to self or others with the present ability to effect such bodily injury. Emergency includes situations in which the student creates such a threat by abusing or destroying property.
  - 8. "Bodily injury" means physical pain, illness or any impairment of physical or mental condition as defined in C.R.S. 18-1-901(3)(c).
  - 9. "State Board Rules" mean the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act, 1 CCR 301-45.
  - 10. "Parent" shall be as defined by the State Board rules.

**B. Basis for use of restraint**

Restraints shall only be used:

- 1. In an emergency and with extreme caution; and
- 2. After:
  - a. the failure of less restrictive alternatives (such as Positive Behavior Supports, environment); or
  - b. a determination that such alternatives would be inappropriate or ineffective under the circumstances.
- 3. Restraints shall never be used as a punitive form of discipline or as a threat to gain control or gain compliance of a student's behavior.
- 4. School personnel shall:
  - a. use restraints only for the period of time necessary and using no more force than necessary; and
  - b. prioritize the prevention of harm to the student.

**C. Duties related to the use of restraint – general requirements**

When restraints are used, the district shall ensure that:

- 1. no restraint is administered in such a way that the student is inhibited or impeded from breathing or communicating;
- 2. no restraint is administered in such a way that places excess pressure on the student's chest, back, or causes positional asphyxia;

3. restraints are only administered by district staff who have received training in accordance with the State Board rules;
4. opportunities to have the restraint removed are provided to the student who indicates he/she is willing to cease the violent or dangerous behavior;
5. when it is determined by trained district staff that the restraint is no longer necessary to protect the student or others (i.e. the emergency no longer exists), the restraint shall be removed; and
6. the student is reasonably monitored to ensure the student's physical safety.

Additionally, in the case of seclusion, staff shall reintegrate the student or clearly communicate to the student that the student is free to leave the area used to seclude the student.

#### **D. Proper administration of specific restraints**

1. Chemical restraints shall not be used.
2. Mechanical restraints shall not be used, except that this provision shall not apply to armed security officers who have received documented training in defensive tactics utilizing handcuffing procedures and are detaining the student for law enforcement.
3. Physical restraint
  - a. a person administering the physical restraint shall only use the amount of force necessary to stop the dangerous or violent actions of the student.
  - b. a restrained student shall be continuously monitored to ensure that the breathing of the student in such physical restraint is not compromised.
  - c. a student shall be released from physical restraint within fifteen minutes after the initiation of the restraint, except when precluded for safety reasons.
4. Seclusion
  - a. relief periods from seclusion shall be provided for reasonable access to toilet facilities; and
  - b. any space in which a student is secluded shall have adequate lighting, ventilation and size. To the extent possible under the specific circumstances, the space should be free of injurious items.

#### **E. Notification requirements**

1. If there is a reasonable probability that restraint might be used with a particular student, appropriate school staff shall notify, in writing, the student's parents, and, if appropriate, the student of:
  - a. the restraint procedures (including types of restraints) that might be used;
  - b. specific circumstances in which restraint might be used; and
  - c. staff involved.

2. For students with disabilities, if the parents request a meeting with school personnel to discuss the notification, school personnel shall ensure that the meeting is convened.
3. The required notification may occur at the meeting where the student's behavior plan or IEP is developed/reviewed.

**F. Documentation requirements**

1. If restraints are used, a written report shall be submitted within one school day to school administration.
2. The school principal or designee shall verbally notify the parents as soon as possible but no later than the end of the school day that the restraint was used.
3. A written report based on the findings of the staff review required by paragraph G. below shall be e-mailed, faxed or mailed to the student's parent within five calendar days of the use of restraint. The written report of the use of restraint shall include:
  - a. the antecedent to the student's behavior if known;
  - b. a description of the incident;
  - c. efforts made to de-escalate the situation;
  - d. alternatives that were attempted;
  - e. the type and duration of the restraint used;
  - f. injuries that occurred, if any; and
  - g. the staff present and staff involved in administering the restraint.
4. A copy of the written report on the use of restraint shall be placed in the student's confidential file.

**G. Review of specific incidents of restraint**

1. The district shall ensure that a review process is established and conducted for each incident of restraint used. The purpose of this review shall be to ascertain that appropriate procedures were followed and to minimize future use of restraint.
2. The review shall include, but is not limited to:
  - a. staff review of the incident;
  - b. follow up communication with the student and the student's family;
  - c. review of the documentation to ensure use of alternative strategies; and
  - d. recommendations for adjustment of procedures, if appropriate.
3. If requested by the district or the student's parents, the district shall convene a meeting to review the incident. For students with IEPs or Section 504 plans, such review may occur through the IEP or Section 504 process.

**H. General review process**

1. The district shall ensure that a general review process is established, conducted and documented in writing at least annually. The purpose of the general review is to ascertain that the district is properly administering restraint, identifying additional training needs,

minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incidence of injury to students and staff.

2. The review shall include, but is not limited to:
  - a. analysis of incident reports, including all reports prepared pursuant to paragraphs F.1 and F.3 above and including, but not limited to, procedures used during the restraint, preventative or alternative techniques tried, documentation, and follow up;
  - b. training needs of staff;
  - c. staff to student ratio; and
  - d. environmental conditions, including physical space, student seating arrangements and noise levels.

#### **I. Staff training**

1. The district shall ensure that staff utilizing restraint in schools are trained in accordance with the State Board rules.
2. Training shall include:
  - a. a continuum of prevention techniques;
  - b. environmental management;
  - c. a continuum of de-escalation techniques;
  - d. nationally recognized physical management and restraint practices, including, but not limited to, techniques that allow restraint in an upright or sitting position and information about the dangers created by prone restraint;
  - e. methods to explain the use of restraint to the student who is to be restrained and to the student's family; and
  - f. appropriate documentation and notification procedures.
3. Retraining shall occur at a frequency of at least every two years.

Adopted: June 25, 2001

Revised: July 21, 2010



**DISCIPLINARY REMOVAL FROM CLASSROOM**  
Idalia School District RJ-3

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

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

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

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

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

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

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

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

Adopted: June 25, 2001  
Revised: November 20, 2013

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(B)(policy required as part of safe school plan)

CROSS REFS.: JIC, subcodes (all pertain to student conduct)  
JK, Student Discipline, and subcodes

## **SUSPENSION/EXPULSION OF STUDENTS**

### **Idalia School District RJ-3**

The Board of Education shall provide due process of law to students, parents/ guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. (See JKD/JKE-R.)

The Board and its designee(s) may consider the following factors in determining whether to suspend or expel a student:

1. the student's age;
2. the student's disciplinary history;
3. the student's eligibility as a student with a disability;
4. the seriousness of the violation committed by the student;
5. the threat posed to any student or staff; and,
6. the likelihood that a lesser intervention would properly address the violation.

As an alternative to suspension, the principal or designee may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

#### **Delegation of authority**

1. The Board of Education delegates to the principals of the school district or to a person designated in writing by the principal the power to suspend a student in that school for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1) (a), (1) (b), (1) (c) or (1) (e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1) (d) unless expulsion is mandatory under law (see exhibit coded JKD/JKE-E), but the total period of suspension shall not exceed 25 school days.
2. The Board of Education delegates to the superintendent of schools the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 school days plus up to and including an additional 10 days necessary in order to present the matter to the Board.
3. The Board of Education retains the authority to deny admission to or expel for any period not extending beyond one year any student whom the Board, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the public schools of the district.

#### **Expulsion for unlawful sexual behavior or crime of violence**

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a

crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The information shall be used by the Board of Education to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

The Board may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the district to provide an alternative educational program for the student as specified in state law.

### **Annual reports**

The Board annually shall report to the State Board of Education the number of students expelled from district schools for disciplinary reasons or for failure to submit certificates of immunization. Expelled students shall not be included in calculating the dropout rate for the school or the district.

Adopted: June 25, 2001

Revised: November 20, 2013

### **LEGAL REFS.: C.R.S. 16-22-102(9) (unlawful sexual behavior)**

C.R.S. 18-1.3-406 (crime of violence)

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

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

C.R.S. 22-32-109.1 (3) (agreements with state agencies)

C.R.S. 22-33-105 (suspension, expulsion and denial of admission)

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

C.R.S. 22-33-106.3 (use of student's written statements in expulsion hearings)

C.R.S. 22-33-106.5 (information concerning offenses committed by students)

C.R.S. 22-33-107 (compulsory attendance law)

C.R.S. 22-33-107.5 (notice of failure to attend)

C.R.S. 22-33-108 (juvenile judicial proceedings)

C.R.S. 25-4-903 (1) (immunization)

### **CROSS REFS.: ECAC, Vandalism**

GBGB, Staff Personal Security and Safety

JEA, Compulsory Attendance Ages

JF, Admission and Denial of Admission

JF-R, Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)

JIC, Student Conduct, and subcodes

JK\*-2, Discipline of Students with Disabilities

JKF\*, Educational Alternatives for Expelled Students

**SUSPENSION/EXPULSION OF STUDENTS**  
(Hearing Procedures)  
Idalia School District RJ-3

**A. Procedure for suspension of 10 days or less**

Through written policy the Board of Education has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction. Pursuant to policy JKD/JKE, the superintendent has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less.

The following procedures shall be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures shall apply.

When the term "parent/guardian" is used, it refers to the parent/guardian of students under 18 years of age; if the student is 18 years or older, it refers to the student. All references to parent/guardian are intended to also include legal custodian.

1. **Notice.** The principal, designee or the superintendent at the time of contemplated action will give the student and the parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent/guardian.
2. **Contents of notice.** The notice will contain the following basic information:
  - a. A statement of the charges against the student.
  - b. A statement of what the student is accused of doing.
  - c. A statement of the basis of the allegation. Specific names may be withheld if necessary.

This information need not be set out formally but should sufficiently inform the student and parent/guardian of the basis for the contemplated action.

3. **Informal hearing.** In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
4. **Timing.** The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the informal hearing.
5. **If the student's presence in school presents a danger.** Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing

danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.

6. **Notification following suspension.** If a student is suspended the administrator delegated the authority to suspend will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.
7. **Removal from school grounds.** A suspended student must leave the school building and the school grounds immediately after the parent/guardian and administrator have determined the best way to transfer custody of the student to the parent/guardian.
8. **Readmittance.** No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
9. **Make-up work.** Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive full or partial academic credit to the extent possible for makeup work which is completed satisfactorily.

#### **B. Procedure for expulsion or denial of admission**

In the event the Board of Education contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed:

1. **Notice.** Not less than 10 days prior to the date of the contemplated action, the Board of Education or an appropriate administrative officer of the district will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail addressed to the last known address of the student or the student's parent/guardian.
2. **Emergency Notice.** In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.
3. **Contents of Notice.** The notice will contain the following basic information:

- a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
  - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within 10 days after the date of the notice.
  - c. A statement of the date, time and place of the hearing in the event one is requested.
  - d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant and that the student may be accompanied and represented by a parent/guardian and an attorney.
  - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. **Conduct of hearing.** A hearing may be requested by the parent/guardian. Such hearing will be conducted by the superintendent. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the superintendent but including in all events the student, the parent/guardian and, if requested, the student's attorney. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and the superintendent may consider and give appropriate weight to such information or evidence he or she deems appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or representative may question individuals presenting information.

A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.

The superintendent will prepare specific factual findings and issue a written decision within five days after the hearing.

5. **Appeal.** Within 10 days after the decision of the superintendent, the student may appeal the decision to the Board. Failure to request an appeal within 10 days will result in a waiver of the right to appeal and the superintendent's decision will become final.

If an appeal is properly requested, the Board will review the record concerning the expulsion or denial of admission. The record includes notices and other documents concerning the challenged action, the transcript of the testimony, if any, the hearing exhibits, the findings and recommendation of the superintendent, the superintendent's written decision, and other

documents concerning the challenged action. The student may be represented by counsel at the appeal. Representatives of the district and the parents may make brief statements to the Board, but no new evidence may be presented unless such evidence was not reasonably discoverable at the time of the hearing. Members of the Board may ask questions for purposes of clarification of the record.

The Board will make final determination regarding the expulsion of the student and will inform the student and his parent/guardian of the right to judicial review.

6. **Information to parents.** Upon expelling a student, district personnel shall provide information to the student's parent/guardian concerning the educational alternatives available to the student during the period of expulsion, including the right to request that the district provide services during the expulsion. If the parent/guardian chooses to provide a homebased education program for the student, district personnel will assist the parent/guardian in obtaining appropriate curricula for the student if requested by the parent/guardian.

If a student is expelled and is not receiving educational services through the district, the school district shall contact the expelled student's parent/guardian at least once every 60 days until the student is eligible to re-enroll to determine whether the child is receiving educational services. District personnel need not contact the parent/guardian after the student is enrolled in another school district or in an independent or parochial school, or if the student is committed to the department of human services or sentenced through the juvenile justice system.

7. **Readmittance.** A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:

- a. the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled;
- b. there is an identifiable victim of the expelled student's offense; and
- c. the offense for which the student was expelled does not constitute a crime against property.

If the district has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

No student will be readmitted to school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

## C. Procedure for crimes of violence or unlawful sexual behavior

The following procedures will apply when the district receives notification that a student has been charged in juvenile or district court with a crime of violence or unlawful sexual behavior, as those terms are defined by state law.

1. The Board or its designee will make a preliminary determination whether it will proceed with an expulsion hearing, based on the following factors:
  - a. Whether the student has exhibited behavior that is detrimental to the safety, welfare and morals of other students or school personnel.
  - b. Whether educating the student in school may disrupt the learning environment, provide a negative example for other students or create a dangerous and unsafe environment for students, teachers and other school personnel.
2. If it is determined that the student should not be educated in the schools of the district, the district may suspend or expel the student, in accordance with the procedures set forth above.
3. Alternatively, suspension or expulsion proceedings may be postponed, pending the outcome of the court proceedings. If the suspension or expulsion proceedings are postponed, the student will not be permitted to return to school during that period. An appropriate alternative education program, including but not limited to, an on-line program authorized by state law or a home-based education program will be established for the student during the period pending the resolution of the juvenile proceedings. The time that a student spends in an alternative education program will not be considered a period of suspension or expulsion.
4. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Board or designee may proceed to suspend or expel the student following the procedures set forth in these regulations.
5. Information regarding the details of the alleged crime of violence or unlawful sexual behavior will be used by the Board or its designee for the purposes set forth in this policy, but shall remain confidential unless the information is otherwise available to the public by law.

Adopted: June 25, 2001

Revised: November 20, 2013



## **EXPULSION PREVENTION**

### **Idalia School District RJ-3**

District personnel shall enforce provisions of the student code of conduct so that students demonstrating unacceptable behavior and their parents/guardians or legal custodians understand that such behavior shall not be tolerated and shall be dealt with according to the code.

However, it is the belief of the Board that all available alternatives should be explored to help students who are at risk of expulsion before expulsion becomes a necessary step. Expulsion shall be regarded as a punishment of last resort unless a student's behavior would cause imminent harm to others in the school, or when federal law or the school's conduct and discipline codes require expulsion. The principal of each school shall work with the professional staff to identify students who are at risk of suspension or expulsion. Among those students who may be at risk are those who are truant, who have been or are likely to be declared habitually truant, or who are likely to be declared habitually disruptive.

The district, working with the student's parent/guardian, shall provide students who are identified as at risk of suspension or expulsion with a plan to provide necessary support services to help them avoid expulsion. Services may include:

1. educational services (tutoring, alternative educational programs or career and technical education programs that provide instruction in the academic areas of reading, writing, mathematics, science and social studies)
2. counseling services
3. drug or alcohol addiction treatment programs, and/or
4. family preservation services.

In some cases, a remedial discipline plan may be the means by which various intervention and prevention services are identified and made available to a student. Support services may be provided through agreements with appropriate local governmental agencies, community-based organizations and institutions of higher education.

The failure of the school district to identify a student for participation in an expulsion prevention program or the failure of such program to remediate a student's behavior shall not be grounds to prevent school personnel from proceeding with appropriate disciplinary measures including but not limited to suspension and/or expulsion.

Adopted: June 25, 2001

Revised: November 20, 2013

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

C.R.S. 22-33-202 (identification of at-risk students)

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

C.R.S. 22-33-204.5 (students in facility schools shall be considered at-risk)

C.R.S. 22-33-205 (grants for services to expelled, at-risk and truant students)

**IMMUNIZATION OF STUDENTS**  
**Idalia School District RJ-3**

The Board directs the superintendent or designee(s) to annually provide parents/guardians of each student enrolled in the district a copy of the standardized immunization document developed by the Colorado Department of Public Health and Environment. The standardized immunization document includes a list of required and recommended immunizations and the age at which each immunization should be given.

No student is permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to regulation JLCB-R.

All information distributed to parents/guardians by the district will inform them of their rights to seek an exemption from immunization requirements.

Adopted: June 25, 2001

Revised: October 17, 2012

LEGAL REFS.: C.R.S. 22-32-140 (annual distribution of standardized immunization document required)  
C.R.S. 22-33-106 (grounds for suspension, expulsion and denial of admission)  
C.R.S. 25-4-901 et seq. (school entry immunizations)  
6 CCR 1009-2 (school immunization requirements)

CROSS REFS.: JF, Admission and Denial of Admission  
JF-R, Student Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)  
JKD/JKE, Suspension/Expulsion of Students  
JRA/JRC, Student Records/Release of Information on Students

## IMMUNIZATION OF STUDENTS

Idalia School District RJ-3

1. No student may attend school in the district unless the student has presented to the school an up-to-date certificate of immunization or a completed exemption form. [Note: please refer to current standardized immunization documents developed and updated by the Colorado Department of Public Health and Environment for a list of immunization requirements and recommendations.] A student shall be exempted from required immunizations only upon submission of:
  - a. certification from a licensed physician that the student's physical condition is such that immunization would endanger the student's or health or is otherwise medically contraindicated due to other medical conditions.
  - b. a statement signed by the parent/guardian or the emancipated student that the student adheres to a religious belief whose teachings are opposed to immunizations.
  - c. a statement signed by the parent/guardian or the emancipated student that the student holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

2. The district will provide upon request an immunization reporting form. The school nurse, is responsible for seeing that required information is included on the form and transferred to an official certificate of immunization as required.
3. If there is a failure to comply with the immunization requirements, the school nurse will personally notify the parent/guardian or emancipated student. Such notification will be accomplished either by telephone or in person. If this is not possible, contact will be by mail. Emancipated students must be contacted directly rather than through their parents/guardians.

The parent/guardian or emancipated student will be notified of the following:

- a. that up-to-date immunizations are required under Colorado law.
- b. that within fourteen (14) days of notification, the parent/guardian must submit either an authorization for administration of the immunization by health officials or a valid exemption or documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations.
- c. that if the required documentation is not submitted within fourteen (14) days of notification or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled.

4. A student who fails to comply will be suspended by the principal for up to five days and notice of the suspension sent to the Health Department.
5. If no certificate of immunization is received during the period of suspension, the superintendent will institute proceedings for expulsion.
6. Any suspension or expulsion under this policy will terminate automatically upon compliance.
7. Record of any such suspension or expulsion will be contained in the student's health file, with an appropriate explanation—not in the student's disciplinary file.

Any student expelled for failure to comply with the immunization requirements will not be included in calculating the dropout rate, but will be included in the annual report to the State Board of Education.

#### **Students in out-of-home placements**

The following procedure shall apply to students in out-of-home placements, as that term is defined by C.R.S. 22-32-138(1)(e).

Unless the district or school is otherwise authorized to deny enrollment to a student in out-of-home placement, the district or school shall enroll the student regardless of whether the district or school has received the student's immunization records. Upon enrolling the student, the school shall notify the student's legal guardian that unless the school receives the student's certificate of immunization or a written authorization for administration of immunizations within fourteen (14) days after the student enrolls, the school shall suspend the student until such time as the school receives the certificate of immunization or authorization.

Adopted: June 25, 2001

Revised: October 17, 2012

## **ADMINISTERING MEDICATIONS to STUDENTS**

### **Idalia School District RJ-3**

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication. The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements. Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.
3. The school shall have received written permission from the student's parent/guardian to administer the medication to the student.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

### **Self-administration of medication for asthma, allergies or anaphylaxis**

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with the regulation accompanying this policy.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school principal after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

### **Use of stock epinephrine auto-injectors in emergency situations**

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

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

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

Adopted: June 25, 2001

Revised: April 23, 2014

**LEGAL REFS.: C.R.S. 12-38-132 (delegation of nursing tasks)**

C.R.S. 22-1-119 (no liability for adverse drug reactions/side effects)

C.R.S. 22-1-119.5 (Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act)

C.R.S. 22-2-135 (Colorado School Children's Food Allergy and Anaphylaxis Management Act)

C.R.S. 24-10-101 et seq. (Colorado Governmental Immunity Act)

1 CCR 301-68 (State Board of Education rules regarding student possession and administration of asthma, allergy and anaphylaxis management medications or other prescription medications)

6 CCR 1010-6, Rule 9-105 (regulations)

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

JKD/JKE, Suspension/Expulsion of Students

JLCDA\*, Students with Food Allergies

JLCE, First Aid and Emergency Medical Care

## **STUDENTS WITH FOOD ALLERGIES**

### **Idalia School District RJ-3**

The Board recognizes that many students are being diagnosed with potentially life-threatening food allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among students, the Board sets forth the following requirements.

#### **Health care plan**

The school nurse, or a school administrator in consultation with the school nurse, shall develop and implement a health care plan (plan) for each student with a diagnosis of a potentially life-threatening food allergy. The plan shall address communication between the school and emergency medical services, including instructions for emergency medical responders. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

#### **Reasonable accommodations**

Reasonable accommodations shall be made to reduce the student's exposure to agents that may cause anaphylaxis within the school environment. If a student qualifies as a student with a disability in accordance with federal law, the student's Section 504 plan, Individualized Education Program (IEP), and/or other plan developed in accordance with applicable federal law shall meet this requirement.

#### **Access to emergency medications**

Emergency medications for treatment of the student's food allergies or anaphylaxis shall be kept in a secure location accessible to designated school staff. Whenever possible and in a timely fashion, the student's parent/legal guardian shall supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to self-carry such medication in accordance with Board policy JLCD, Administration of Medications.

#### **Staff training**

The principal or equivalent school administrator, in consultation with the school nurse, shall determine the appropriate recipients of emergency anaphylaxis treatment training, which shall include those staff directly involved with a student who has a known food allergy during the school day. At a minimum, the training shall prepare staff to have a basic understanding of food allergies and the importance of reasonable avoidance of agents that may cause anaphylaxis, the ability to recognize symptoms of anaphylaxis, and the ability to respond appropriately when a student suffers an anaphylactic reaction. The training shall also include instruction in the administration of self-injectable epinephrine.

Adopted: June 25, 2001

Revised: November 16, 2010

LEGAL REFS.: 20 U.S.C. 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2007)

FILE: JLCDA

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

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

C.R.S. 22-2-135 (Colorado School Children's Food Allergy and Anaphylaxis Management Act)

C.R.S. 22-32-139 (policy required regarding management of food allergies and anaphylaxis among students)

C.R.S. 25-1.5-109 (Colorado Department of Public Health and Environment shall develop, maintain and make available a standard form for school districts to gather information concerning students' food allergies)

1 CCR 301-68 (State Board of Education rules regarding Administration of Colorado School Children's Asthma and Anaphylaxis Act and Colorado School Children's Food Allergy and Anaphylaxis Management Act)

CROSS REF.: JLCD, Administering Medications to Students



**FIRST AID AND EMERGENCY MEDICAL CARE**  
Idalia School District RJ-3

No treatment of injuries except first aid shall be permitted in the schools. First aid is that immediate help given by the best qualified person at hand in case of accident or sudden illness.

At least one person in each building and all staff members who teach or supervise students in classes or activities where students are exposed to dangerous equipment or chemicals or other increased risks of injury, as determined by the school district, shall have special training in first aid. A master first aid kit shall be kept and properly maintained in each school.

Any person who in good faith provides emergency care or assistance without compensation at the place of the emergency or accident shall not be liable for any civil damages for acts or omissions in good faith. State law also exempts from civil liability certain health care providers who render emergency assistance in good faith and without compensation to persons injured in a competitive sport activity.

Treatment of injuries occurring outside school jurisdiction is not the responsibility of school employees.

No drugs shall be given at any time except for aromatic spirits of ammonia in the case of fainting. The administering of aspirin or other analgesics for headaches or pain or the giving of sodium bicarbonate is forbidden unless a parent/guardian and physician have given written authorization for their use.

The school's obligation continues after the injury until the injured student has been placed in the care of the parent/guardian or emergency health personnel. Therefore, the parents/guardians of all students shall be asked to sign and submit an emergency medical authorization form which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.

In all cases where the nature of an illness or an injury appears serious, the parent/ guardian shall be contacted if possible and the instructions on the student's emergency card followed. In extreme emergencies, where there is potential threat to life, limb or digit, school personnel shall immediately call emergency health personnel to arrange for transporting the student to an emergency facility on advice of emergency health personnel.

No elementary student who is ill or injured shall be sent home alone nor shall a secondary student be sent home alone unless the illness is minor and the parent/guardian has consented in advance.

LEGAL REFS.: 6 CCR 1010-6-9-102 (*first aid certification requirement*)  
C.R.S. 13-21-108 (*civil immunity for persons rendering emergency assistance*)

FILE: JLCE

C.R.S. 13-21-108.5 (*civil immunity for health care providers who assist in sports injuries*)

C.R.S. 22-1-125 (*requirements concerning automated external defibrillators in schools*)

C.R.S. 24-10-106.5 (*public entity duty of care*)

CROSS REFS.: GBGAB\*, First Aid Training  
JLCD, Administering Medicines to Students  
JLIB, Student Dismissal Precautions

Adopted: June 25, 2001

Revised: September 17, 2008

**SCHOOL FIRST AID AND EMERGENCY MEDICAL CARE CARD**  
Idalia School District RJ-3

**Student information**

Name \_\_\_\_\_ Address \_\_\_\_\_

ID number \_\_\_\_\_ Grade \_\_\_\_\_

Date of birth \_\_\_\_\_

**Medical/Physician information**

Physician's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Hospital Preference \_\_\_\_\_

Insurance Company \_\_\_\_\_

Dentist's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Known medical conditions/concerns: \_\_\_\_\_

\_\_\_\_\_

Known allergies to medicines/drugs: \_\_\_\_\_

**Minor injury**

I understand that in the case of minor injury\* school district personnel shall administer first aid and send my child back to class.

**Serious injury (but not threatening to life, limb or digit)**

In the event my child is in pain or requires medical treatment beyond first aid for a serious, but not life/limb or digit threatening, injury\*, I understand the school district will attempt to contact me (or any of the persons I have listed below) so that I can obtain medical treatment for my child.

**Severe injury (threatening to life, limb or digit)**

In the event my child suffers a severe injury or illness requiring immediate medical attention\*, I understand that school district personnel will call 911 to notify emergency health personnel. School personnel will then attempt to contact me (or any of the persons I have listed below) so I

may proceed to the hospital.

(\*as determined by appropriate school district personnel)

I hereby authorize, consent to, and agree to be responsible for any costs associated with, the transportation of my child, including ambulance service, and any medical tests, procedures and/or treatment performed on my child as deemed necessary by a medical health professional.

**Contact information**

Parent/guardian \_\_\_\_\_ Phone No. \_\_\_\_\_

Parent/guardian \_\_\_\_\_ Phone No. \_\_\_\_\_

Other contact \_\_\_\_\_ Phone No. \_\_\_\_\_

Relation to student \_\_\_\_\_

I understand that school district personnel cannot be held liable for any good faith effort to provide emergency care or assistance to my child.

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

*Please keep a copy of this form for your records. Important: Please update your school immediately if any information changes.*

Adopted: September 17, 2008

**SCREENING/TESTING OF STUDENTS**  
**(And Treatment of Mental Disorders)**  
**Idalia School District RJ-3**

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

**Survey, assessment, analysis or evaluation for which consent is required**

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

1. political affiliations or beliefs of the student or the student's parent/guardian
2. mental or psychological conditions problems of the student or the student's family
3. sexual behavior or attitudes
4. illegal, anti-social, self-incriminating or demeaning behavior
5. critical appraisals of other individuals with whom the student has a close family relationship
6. legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers
7. religious practices, affiliations or beliefs of the student or the student's parent/guardian
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
9. social security number

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

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

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

### **Exceptions to policy**

Nothing in this section of the policy shall:

1. prevent a student who is working under the supervision of a journalism teacher or sponsor from preparing or participating in a survey, assessment, analysis or evaluation without obtaining consent as long as such participation is not otherwise prohibited by law
2. be construed to prevent a district employee from reporting known or suspected child abuse or neglect as required by state law
3. be construed to limit the ability of a health professional that is acting as an agent of the school district to evaluate an individual child
4. be construed to require parental notice or consent for a survey, assessment, analysis or evaluation related to educational products or services for or to students or educational institutions. These products and services include, but are not limited to, the following:
  - college or other postsecondary education recruitment or military recruitment activities
  - book clubs, magazines and programs providing access to low-cost literary products
  - curriculum and instructional materials used by district schools
  - tests and assessments used by district schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students

- the sale by students of products or services to raise funds for school-related or education-related activities
  - student recognition programs
5. be construed to require parental notice or consent for assessments used to collect evidence of what a student knows and is able to do and to measure a student's academic progress toward attaining a content standard
  6. limit the ability of the district to administer a suicide assessment or threat assessment

**Surveys, assessment, analysis or evaluation for marketing purposes**

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

**Annual notice**

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

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

**Psychiatric/psychological/behavior testing methods or procedures**

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

personnel shall obtain written permission from the parent/guardian or eligible student in accordance with applicable law.

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

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

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

### **Special education evaluation**

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

Adopted: June 25, 2001

Revised: November 20, 2013

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

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

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

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



FILE: JLDAC

C.R.S. 27-10-103 (voluntary applications for mental health services)  
20 U.S.C. 1232g (Family Education Rights and Privacy Act)  
20 U.S.C. 1232h (rights of students and parents to inspect instructional materials and give prior consent for certain surveys, analysis and evaluation)

CROSS REFS.: GBEB, Staff Conduct  
GCS, Professional Research and Publishing  
ILBA, District Program Assessments  
ILBB, State Program Assessments  
JLCA, Physical Examinations of Students  
JRA/JRC, Student Records/Release of Information on Students  
LC, Relations with Education Research Agencies

**REPORTING CHILD ABUSE/CHILD PROTECTION**  
Idalia School District RJ-3

It is the policy of the Board of Education that this school district complies with the Child Protection Act.

To that end, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately upon receiving such information report or cause a report to be made to the appropriate county department of social services or local law enforcement agency. Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

Reports of child abuse or neglect, the name and address of the child, family or informant or any other identifying information in the report shall be confidential and shall not be public information.

The Board shall provide periodic inservice programs for all teachers in order to provide them with information about the Child Protection Act, to assist them in recognizing and reporting instances of child abuse and to instruct them on how to assist victims and their families.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

The superintendent shall submit such procedures as are necessary to the Board for approval to accomplish the intent of this policy.

LEGAL REFS.: C.R.S. 19-1-103 (1) (*definition of child abuse or neglect*)  
C.R.S. 19-3-102 & 103 (*definition of neglected or dependent child*)  
C.R.S. 19-3-304 (*persons required to report abuse*)  
C.R.S. 19-3-307 (*reporting procedures*)  
C.R.S. 19-3-309 (*immunity from liability for persons reporting*)  
C.R.S. 22-32-109 (1)(z) (*providing inservice for teachers*)

CROSS REFS.: GBEB, Staff Conduct  
GBGB, Staff Personal Security and Safety

Adopted: June 25, 2001  
Revised: September 17, 2008

**STUDENT DISMISSAL PRECAUTIONS**  
Idalia School District RJ-3

The school is legally responsible for taking the reasonable steps to ensure the health and safety of its students during the school day. Therefore, each school shall set up procedures to validate requests for early dismissal so that students are released only for proper reasons and into proper hands.

Under no circumstances shall teachers dismiss a student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal.

The principal shall not excuse a student under the age of 18 before the end of a school day without a request for the early dismissal from the student's parents/ guardians. In keeping with this policy, it becomes prudent that:

1. No student is released from school early on the basis of an invalidated telephone call.
2. Children of divorced or legally separated parents shall be released only upon the request of the parent who is registered on the school record and whom a Colorado court holds directly responsible for the child or whom a court in a state other than Colorado holds directly responsible as long as that parent has presented to the school a copy of the decree showing that it has been filed with the clerk of any district court of Colorado.

An elementary student shall be sent home only with a parent/guardian or, if the parent/guardian is not available, with another authorized adult.

Additional precautions shall be taken by the principals as needs arise.

LEGAL REF.: C.R.S. 14-13-116 (1)

CROSS REF.: KBBA, Custodial and Noncustodial Parent Rights and Responsibilities

Adopted: June 25, 2001

Revised: September 17, 2008

**PHYSICAL ACTIVITY**  
Idalia School District RJ-3

The Board believes students who engage in physical activity as part of the learning environment are healthier and more likely to be engaged learners.

All district students shall be provided opportunities to engage in daily physical activity. The district shall include not less than the minimum required amount of physical activity in the schedules of students attending elementary schools, as such minimums are set forth in state law. Middle school and high school students shall be afforded opportunities for physical activity that are age-appropriate. Students with medical or physical limitations that may affect the student's ability to participate in a scheduled physical activity shall be provided appropriate alternative activities, consistent with federal and state law

For purposes of this policy, "physical activity" may include but is not limited to:

1. exercise programs
2. fitness breaks
3. recess
4. field trips that include physical activity
5. classroom activities that include physical activity
6. physical education classes

A school shall not substitute non-instructional physical activity for standards-based physical education instruction.

Exceptions to required amounts of physical activity may be allowed for school closures, in accordance with law.

Adopted: October 17, 2012

LEGAL REFS.: C.R.S. 22-32-136 (policies to improve children's nutrition and wellness)  
C.R.S. 22-32-136.5(3)(a) (physical activity policy required)

CROSS REFS.: ADF, School Wellness  
IHAE, Physical Education  
JLCA, Physical Examinations of Students

## **STUDENT FEES, FINES and CHARGES**

### **Idalia School District RJ-3**

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees as more fully set forth in this policy.

All student fees and charges shall be adopted by the Board. The fee shall remain in place until modified or removed by Board resolution. All student fees adopted by the Board shall be used for the purposes set forth in the motion and shall not be spent for any other purpose.

When publicizing any information concerning any fee authorized to be collected by this policy, the school shall specify whether the fee is voluntary or mandatory and the specific activity from which the student will be excluded if the fee is not paid.

Among the fees which the Board may authorize are the following:

#### **Textbooks and library resources**

Textbooks shall be provided on a loan basis. Students may be asked to pay a nonrefundable rental fee reasonably related to the actual cost of some or all of the textbooks provided for the student. The rental fee and corresponding depreciation schedule shall be adopted by the Board prior to the textbook's introduction into the classroom. No rental fee will be assessed for textbooks and workbooks used in the classroom for reference.

It is expected that students shall return textbooks and library resources to the school in good condition except for ordinary wear. Students shall be assessed fines for lost, damaged or defaced books (including those checked out from the library), materials or equipment. The fines will be for the amount of the loss. In computing a fine, 20 percent of the original cost of a book or library resource will be deducted for each year it has been used.

If the school district has made a reasonable effort to obtain payment for lost or damaged textbooks or library resources to no avail, the district may then withhold the diploma, transcript or grades of any student who fails to return or replace such textbooks or library resources at the end of the semester or school year. If a student is graduating, the district may deny the privilege of participation in the graduation ceremony if the student has failed to return or replace a textbook or library resource by the date of the ceremony. Alternative payment methods, such as installment plans or school service, shall apply to students who are unable to pay.

A student shall not be refused use of textbooks based on failure to pay the required fees.

#### **Fees for expendable supplies and materials**

Teachers shall determine a basic course for each class which can be completed with materials furnished by the school. However students may be charged a fee for expendable supplies and materials used in the course. Fees for expendable supplies and materials shall relate directly to the actual cost of providing these materials to the student. Students shall be required to pay for materials that go into shop, crafts or art projects that are above the basic requirements for the course and are to be retained by the student.

### **Miscellaneous fees**

Students may be asked to pay miscellaneous fees and expenses on a voluntary basis as a condition of attending, participating in, or obtaining materials/clothing/ equipment used in a school-sponsored activity or program not within the academic portion of the educational program.

Rental fees for the use of items such as choral robes, band uniforms and school- owned instruments shall be approved by the Board upon the recommendation of the superintendent.

Students participating in activities which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. Such charges may include but are not limited to admission fees, food costs and transportation costs on activity trips. However, it is incumbent upon the teacher and principal to make every effort to be sure no student is denied the right to participate in trips or other enrichment activities because of lack of funds.

The district may impose and collect a fee for the payment of excess transportation costs in accordance with state law. Only those students who use the district's transportation services shall be required to pay any transportation fee.

### **Waiver of fees**

All fees, fines and charges for textbooks and expendable supplies and materials required for classes within the academic portion of the educational program and any transportation fee shall be waived for indigent students. For purposes of determining if a student is able to pay, an indigent student is defined as any child who is eligible for a free or reduced price lunch under the federal poverty income guidelines.

All fees for textbooks, expendable supplies and materials, and miscellaneous fees shall be waived for students in out-of-home placements, as that term is defined by C.R.S 22-32-138(1)(e).

### **Fee schedule**

The district shall prepare and make available upon request a complete list of student fees, describing how the amount of each fee was derived and the purpose of each fee.

Parents shall be informed on the fee schedule or otherwise regarding how to apply for a waiver of fees, whether fees are voluntary or mandatory and the specific activity from which the student will be excluded if the fee is not paid. Students qualifying for a fee waiver will receive it without unnecessary embarrassment or public exposure of their need.

Adopted: October 15, 2008

LEGAL REFS.: C.R.S. 22-32-109 (1)(u) (free textbooks to indigent students w/o loss/damage deposit)  
C.R.S. 22-32-110 (1)(o) (textbooks for free or reasonable rental fee)  
C.R.S. 22-32-110 (1)(jj) (sanctions for failing to return textbooks and library resources)  
C.R.S. 22-32-113 (5) (transportation of pupils and imposition of fee for excess transportation costs)

FILE: JQ

C.R.S. 22-32-117 (fees)

C. R.S. 22-32-118 (summer school fees)

C.R.S. 22-32-138 (7) (waiver of fees for students In out-of-home placements)

C.R.S. 22-45-104 (disposition of moneys collected from fines and fees)

CROSS REFS.: EEA, Student Transportation  
EFC, Free and Reduced Price Food Services  
JF-R, Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)  
JJ, Student Activities  
JJJ, Extracurricular Activity Eligibility

## **STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS**

### **Idalia School District RJ-3**

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

#### **Content and custody of student education records**

The principal is the official custodian of records in his or her building

Student education records in all formats and media, including photographic and electronic, are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any individualized education program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained as a part of each student's education record.

School personnel shall use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

#### **Access to student education records by parents and eligible students**

A parent/guardian ("parent") has the right to inspect and review their child's education records, if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"),



the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

#### **Request to amend student education records**

A parent or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

#### **Disclosure with written consent**

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student shall contain the following:

- a. The specific records to be disclosed;
- b. The specific reasons for such disclosure;
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;
- d. The method or manner by which the records will be disclosed; and
- e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required by this policy.

All signed consent forms shall be retained by the school district.

#### **Disclosure without written consent**

The district may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
  - a. For purposes of this policy, a "school official" is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
  - b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official district business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
4. The disclosure is in connection with a student's application for, or receipt of, financial aid.
5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
7. The disclosure is to accrediting organizations for accrediting functions.

8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
10. The disclosure is to comply with a judicial order or lawful subpoena. The district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:
  - a. The court order or subpoena prohibits such notification; or
  - b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.
11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.
12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.
13. The disclosure is of "directory information" as defined by this policy.

#### **Disclosure of directory information**

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses shall not be disclosed pursuant to this section.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than August 1 or the following Monday if August 1 is a Saturday or Sunday.

#### **Disclosure of disciplinary information to school personnel**

In accordance with state law, the principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person.

State law requires the principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

#### **Disclosure to military recruiting officers**

Names, addresses and home telephone numbers, as well as directory information, of secondary school students shall be released to military recruiting officers within 90 days of the request, unless a parent or student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

#### **Disclosure to Medicaid**

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the district shall include a consent provision on the Medical Emergency form.

#### **Disclosure to the Colorado Commission on Higher Education (CCHE)**

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

#### **Annual notification of rights**

The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act, and this policy and accompanying regulation and exhibit may be obtained from the office of the superintendent during normal business hours.

### **Governing law**

The district shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The district shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

Adopted: December 11, 2012

Revised: January 15, 2014

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

20 U.S.C. 7908 (military recruiter information contained in No Child Left Behind Act of 2001)

34 C.F.R. 99.1 et seq. (FERPA regulations)

C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)

C.R.S. 22-1-123 (district shall comply with FERPA)

C.R.S. 22-32-109 (1)(ff) (duty to establish policy on disclosing eighth grade students names and mailing addresses to the Colorado Commission on Higher Education)

C.R.S. 22-32-109.1(6) (duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safe)

C.R.S. 22-32-109.3 (2) (duty to share disciplinary and attendance information with criminal justice agencies)

C.R.S. 22-33-106.5 (court to notify of conviction of crime of violence and unlawful sexual behavior)

C.R.S. 22-33-107.5 (school district to notify of failure to attend school)

C.R.S. 24-72-204 (2)(e) (denial of inspection of materials received, made or kept by Safe2Tell Program)

C.R.S. 24-72-204 (3)(a)(VI) (schools cannot disclose address and phone number without consent)

C.R.S. 24-72-204 (3)(d) (information to military recruiters)

FILE: JRA/JRC

C.R.S. 24-72-204 (3)(e)(I) (certain FERPA provisions enacted into Colorado Law)

C.R.S. 24-72-204 (3)(e)(II) (disclosure by staff of information gained through personal knowledge or observation)

C.R.S. 24-72-205(5) (fee for copying public record)

C.R.S. 25.5-1-116 (confidentiality of HCPF records)

CROSS REFS.: GBG, Liability of School Personnel/Staff Protection

JK, Student Discipline

JLC, Student Health Services and Records

JRCA\*, Sharing of Student Records/Information between School District and State Agencies

KLMA, Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers

**OPT-OUT FORM FOR STUDENT IMAGE PUBLISHING**  
Idalia School District RJ-3

Classroom activities and school events are sometimes photographed or videotaped by the school or media groups (newspaper, television, university, district public relations, etc.) In addition, the district or school may want to post articles, video or photography on district or school websites.

This form applies to classroom activities and school events that are not open to the public. Public events such as sporting events, theatre productions, etc. are open to the public and are not covered by this form.

If you DO NOT want your child's photograph, video and/or electronic image to be published for news media or school publicity purposes, please complete this form and return it to your child's school by September 15.

☐ I do not wish to have my child photographed or videotaped for purposes of news coverage or school district publicity.

Signature of parent/guardian \_\_\_\_\_

Student's name \_\_\_\_\_

School \_\_\_\_\_

Student's current grade level \_\_\_\_\_

Date \_\_\_\_\_

This form applies for the current school year.

Adopted: December 12, 20112

**STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS**  
(Review, amendment and hearing procedures)  
Idalia School District RJ-3

In accordance with policy JRA/JRC, this regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records.

**Request to review student education records**

1. The parent or eligible student shall submit a written request to the principal of the school attended by the student, asking to review the student's education records.
2. Upon receipt of the written request, the principal or designee shall set a date and time for inspection and review of the records (usually within three working days after the request has been made).
3. The parent or eligible student shall examine the student's education records in the presence of the principal and/or other person(s) designated by the principal. The record itself shall not be taken from the school building.
4. During inspection and review of student education records by a parent or eligible student and when requested by them, the principal will provide personnel necessary to give explanations and interpretations of the records.
5. Upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a maximum cost of \$.25 per page.

**Request to amend student education records**

1. The parent or eligible student shall submit a written request to the principal [or appropriate school official], clearly identifying the part of the record to be amended and specifying why the record is inaccurate, misleading or otherwise violates the student's privacy rights.
2. The written request to amend the student's education records must be made in writing within 10 school days of the date the records were first examined by the parent or eligible student, unless additional time is granted by the district for good cause shown.
3. If the principal or school official denies the request to amend the student education record, the principal/school official shall notify the parent or eligible student of the decision and advise him or her of the right to a hearing to appeal the denial.

**Request for a formal hearing**

A request for a formal hearing must be made in writing and addressed to the superintendent of schools. The district's response to the request shall be mailed within 10 school days.

The hearing shall be held in accordance with the following:

1. The hearing will be held within 25 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certified mail.



2. The hearing will be conducted by a principal or higher administrative official as designated in writing by the superintendent. The official conducting the hearing shall not be the principal who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.
3. Parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
4. The official designated above shall make a decision in writing within 20 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
5. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
6. The decision shall include a statement informing the parents or eligible student of the right to place in the student education record a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by the district. If the student education record is disclosed by the district to any other party, the explanation shall also be disclosed to that party.

Adopted: June 25, 2001

Revised: January 24, 2011

**SHARING OF STUDENT RECORDS/INFORMATION BETWEEN  
SCHOOL DISTRICT AND STATE AGENCIES**  
Idalia School District RJ-3

It is the Board of Education's intention to utilize all avenues under state law to facilitate the sharing of relevant student records and information when necessary to protect the safety and welfare of school district staff, visitors, students, and the public and to protect property.

The superintendent is directed to develop procedures and a training program for staff consistent with this policy. The procedures shall direct school district personnel to provide and obtain student records and information to/from state agencies, including law enforcement and judicial department agencies, to the extent required or allowed by state and federal law.

**Sharing of information by the school district**

Disciplinary and attendance information shall only be shared with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district when necessary to effectively serve the student prior to adjudication. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.

School personnel who share disciplinary and attendance information concerning a student pursuant to this policy are immune from civil and criminal liability if they act in good faith compliance with state law.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from student's education records.

**Information obtained from state agencies**

Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities, including to protect public safety and safety of the student. Such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code.

School district personnel receiving such information shall use it only in the performance of their legal duties and responsibilities and shall otherwise maintain the confidentiality of all information obtained. School personnel who knowingly violate this provision are subject to disciplinary action pursuant to Board policy and to a civil penalty of up to \$1,000.

If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Educational Rights and Privacy Act ("FERPA").

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district in which the juvenile is enrolled.

The information shall be used by the Board of Education to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or school personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.

Adopted: June 25, 2001

Revised: December 18, 2013

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

34 C.F.R. §99.1 et seq. (FERPA regulations)

C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)

C.R.S. 19-1-304 (5.5) (duty of prosecuting attorney to provide juvenile delinquency records)

C.R.S. 19-2-921 (7.5) (department of human services shall notify school district if student's parole conditions require school attendance)

C.R.S. 22-1-123 (district shall comply with FERPA)

C.R.S. 22-2-139 (7) (within confidentiality limits of state and federal law, information shall be shared to determine appropriate educational placement when a student is transferred to public school from day treatment facility, facility school or hospital)

C.R.S. 22-32-109.1 (6) (duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safer)

C.R.S. 22-32-109.3 (2) (duty to share disciplinary and attendance information with criminal justice agencies)

C.R.S. 22-33-106.5 (court to notify of conviction of crime of violence and unlawful sexual behavior)

C.R.S. 22-33-107.5 (school district to notify of failure to attend school)

C.R.S. 24-72-204 (2)(e) (denial of inspection of materials received, made or kept by the Safe2Tell Program)

C.R.S. 24-72-204 (3)(e)(I) (certain FERPA provisions enacted into Colorado law)

C.R.S. 24-72-204 (3)(e)(II) (disclosure by staff of information gained through personal knowledge or observation)

CROSS REFS.: JKD/JKE, Suspension/Expulsion of Students

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

## **STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS**

### **Idalia School District RJ-3**

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

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

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

#### **Blocking or filtering obscene, pornographic and harmful information**

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

#### **No expectation of privacy**

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

### **Unauthorized and unacceptable uses**

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

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

No student shall access, create, transmit, retransmit or forward material or information:

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

- that accesses fee services without specific permission from the system Administrator

## **Security**

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

Students shall not:

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

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

## **Safety**

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

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

## **Vandalism**

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

### **Unauthorized content**

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

### **Assigning student projects and monitoring student use**

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

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

All students shall be supervised by staff while using the Internet or electronic communications at a ratio of at least one staff member to each 20 students. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

### **Student use is a privilege**

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

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

### **School district makes no warranties**

The school district makes no warranties of any kind, whether express or implied, related to the use of district technology devices, including access to the Internet and electronic communication

services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Adopted: December 11, 2012

Revised: January 15, 2014

LEGAL REFS.: 20 U.S.C. 6751et seq. (Enhancing Education Through Technology Act of 2001)  
47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)  
47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)  
C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity  
EGAEA, Electronic Communication  
JB, Equal Educational Opportunities  
JKD/JKE, Suspension/Expulsion of Students



**STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS**  
**(Annual Acceptable Use Agreement)**  
Idalia School District RJ-3

**Student**

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

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

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

\_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_  
Date of Birth (day/mo/yr)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Parent or Guardian**

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

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

FILE: JS-E

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

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

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

\_\_\_\_\_  
Parent/Guardian's Name (printed)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

Adopted: December 11, 2012  
Revised: January 15, 2014

**PARENT ENGAGEMENT INVOLVEMENT IN EDUCATION**  
Idalia School District RJ-3

The Board of Education believes that the education of each student is a responsibility shared by the school as well as parents and that engaging parents is essential to improved student achievement. The Board recognizes the need for a constructive partnership between the district and parents that provides for two-way communication and fosters educational support for students and parents. In this policy, the word "parent" also includes guardians and other members of a student's family involved in the student's education.

In keeping with these beliefs, it is the intention of the district to cultivate and support active parental engagement and to set and realize goals for parent-supported student learning.

To that end all district schools shall:

1. Consult with and encourage parents to share in school and district planning and in the setting of objectives through participating in school and district accountability committees.
2. Help parents understand the educational process and their role in supporting student achievement through regular, meaningful communication.
3. Inform parents of school choices and learning opportunities within the district, including but not limited to, information on open enrollment, choice programs and charter school options.
4. Provide opportunities for parents to be informed about their student's progress toward attaining proficiency on state and district academic content standards through written materials and public meetings. Information shall explain how the student's progress will be measured and how parents will be informed of such progress. This information shall also be provided to the school and district accountability committees.
5. Provide appropriate avenues for parents to find support in their role.
6. Encourage formal organizations for parents at each school building as well as at the district level. The organizations shall receive information concerning district and school activities and shall have opportunities for input into district and school decisions as appropriate.
7. Encourage and welcome parent volunteers in the schools.

The Board supports professional development opportunities for staff to enhance their understanding of effective parent engagement strategies.

The Board also recognizes the special importance of parental involvement to the success of its Title I, Migrant Education Program (MEP), and Limited English Proficiency (LEP) programs and directs the superintendent to ensure that the district and schools jointly develop with parents written parent involvement policies that meet the requirements of federal law.

The district accountability committee (DAC) shall conduct a periodic review of this policy. As part of its review, the DAC shall seek input from school accountability committees and then provide any recommended policy revisions to the Board.

Adopted: June 25, 2010<sup>1</sup>

Revised: February 19, 2014

LEGAL REFS.: C.R.S. 8-13.3-101 et seq. (leave for parental involvement in academic activities)  
C.R.S. 22-7-301 et seq. (measures to increase parental involvement in public education)  
C.R.S. 22-7-407 (5) (informing parents about standards-based education)  
C.R.S. 22-11-302 (1)(g) (duties of the district accountability committee include increasing parent engagement)  
C.R.S. 22-11-402 (1)(h) (duties of the school accountability committees include increasing parent engagement)  
C.R.S. 22-30.5-109 (publicity regarding educational options)  
C.R.S. 22-32-142 (1) (board must adopt parent engagement policy and identify a district employee to act as "point of contact")

CROSS REFS.: AE, Accountability/Commitment to Accomplishments  
AEA, Standards Based Education  
KBA, District Title I Parent Involvement Policy  
KD, Public Information and Communications

## **DISTRICT TITLE I PARENT INVOLVEMENT**

### **Idalia School District RJ-3**

Pursuant to federal law, the district and the parents of students participating in Title I district programs have jointly developed the following parent involvement policy. The policy shall be implemented by the superintendent or designee according to the timeline set forth in the policy and incorporated into the district's Title I plan.

#### **Involvement with Title I planning**

The district shall hold an annual meeting for parents of students in Title I programs, as well as school Title I staff, principals of schools receiving Title I funds and other interested persons to discuss the Title I program plan, review implementation of the Title I plan, discuss how Title I funds allotted for parent involvement activities shall be used, and invite suggestions for improvement.

#### **District support for parent involvement**

The district shall provide coordination, technical assistance and other support necessary to assist participating schools in building the capacity for strong parent involvement to improve student academic achievement and school performance.

This coordination, assistance and support shall include:

- adoption of district model approaches to improving parent involvement at the school level

The district, with the assistance of parents, shall develop and implement a district professional development plan to enhance the skills of teachers, pupil services personnel, principals and other staff in:

- the value and utility of contributions of parents
- how to reach out, communicate with, and work with parents as equal partners
- implementing and coordinating parent programs
- building ties between parents and the school

#### **Coordination of parent involvement activities with other district programs**

The district shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program and district preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their students.

### **Student learning**

The district shall coordinate and integrate Title I parental involvement strategies with those of other educational programs in the district. The purpose of this coordination shall be to improve the academic quality of the school served, including identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who:

- are economically disadvantaged
- have disabilities
- have limited English proficiency
- have limited literacy
- are of any racial or ethnic minority background
- are parents of migratory children

The District shall provide to parents, as appropriate, information to help them understand the state's academic content and achievement standards, state and local academic assessments, the requirements of Title I, how to monitor students' academic progress and how to work with school staff to improve the achievement of students. The district shall develop written materials and training for staff to help parents work with students to improve student achievement.

### **School-based parent involvement activities**

Parent involvement is an important component of an effective school. Being a small rural school and community allows for a great deal of interaction and communication with parents. This occurs because of many varieties of school and community activities that frequently bring teachers, parents, and students in contact with each other.

Our district will encourage parents to collaborate with the district and the school by:

- promoting and supporting parenting skills for parents in need
- enabling parents to become volunteers at school at all levels
- soliciting parents as full partners in the decisions that affect children and families of district schools
- insuring that communication between home and school is regular, two-way and meaningful
- encouraging parents to play an integral role in assisting student learning
- welcoming parents in the school and seeking and supporting their assistance
- promoting community collaboration to utilize resources to strengthen schools, families and student learning.

### **Method of communicating with parents**

All information related to school and parent programs, meetings and other activities shall be sent to parents in a format and to the extent practicable, in a language the parents can understand.

### **Annual evaluation**

The district shall conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy. Effectiveness shall be measured in part by improvements in student academic achievement and in school performance.

The evaluation shall specifically address barriers to greater participation by parents in activities authorized by law, particularly by parents who:

- are economically disadvantaged
- have disabilities
- have limited English proficiency
- have limited literacy
- are of any racial or ethnic minority background
- are parents of migratory children

The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, this policy.

The district shall provide such other reasonable support for parental involvement activities as parents may request.

### **Development of school-level Title I parent involvement policy**

Each school receiving Title I funds shall jointly develop with and distribute to parents of students participating in the Title I program (hereafter referred to as “parents”) a written School-Level Title I Parent Involvement Policy agreed upon by the parents in accordance with the requirements of federal law.

The policy shall contain a school-parent compact or agreement that outlines how parents, school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students.

Adopted: June 21, 2001

Revised: April 24, 2013

LEGAL REFS.: C.R.S. 22-11-101 et seq. (Educational Accountability Act of 2009)  
C.R.S. 22-7-407 (5) (informing parents about standards-based education)  
20 U.S.C. §6301 et seq. (No Child Left Behind Act of 2001)  
Title I, Part A, Section 1118 (Title I parent involvement requirements)  
Title I, Part A, Section 1114 (b)(1)(F) (Schoolwide Reform Program must include strategies to increase parent involvement)  
Title I, Part A, Section 1115 (c)(1)(g) (Targeted Assistance Program must include parent involvement strategies)

Title I, Part A, Section 1116 (a)(1)(D) (school districts receiving Title I funds must review effectiveness of parent involvement actions and activities at schools)

Title I, Part F, Section 1606 (a)(7) (Comprehensive School Reform Grant Program parent involvement requirements)

Title II, Part A, Section (a)(3)(B)(IV) (preparing and training for highly qualified teachers and principals Grant Program parent involvement provisions)

Title I, Part A, Section 1112(g) (parent involvement and notifications in districts using Title I funds to provide language instruction to limited English proficient students)

Title I, Part C, Section 1304 (b)(3) (parent involvement and notifications in districts using Title I funds for the education of migratory children)

Title I, Part A, Section 1114(b)(2) (eligible school that desires to operate a schoolwide program must develop a comprehensive reform plan)

CROSS REFS.: ADA, School District Goals and Objectives  
AE, Accountability/Commitment to Accomplishments  
AEA, Standards Based Education  
IA, Instructional Goals and Learning Objectives  
IHBIB, Primary/Preprimary Education  
IL, Evaluation of Instructional Program  
ILBA, District Program Assessment  
ILBB, State Program Assessments  
KD, Public Information and Communications



## SCHOOL-PARENT-STUDENT COMPACT

### Idalia School District RJ-3

*This school-parent-student compact is in effect during the school year \_\_\_\_\_.*

*The Idalia School, the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), and the participating student agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.*

#### School Responsibilities

The Idalia School will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

1. Small group instruction
2. Using research-based, direct instruction programs

Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Those conferences will be held:

1. (Fall date)
2. (Spring date)

Provide parents with frequent reports on their children's progress. The school will provide reports as follows:

1. Quarterly along with the regular classroom report card
2. At Parent-Teacher Conferences

Provide parents reasonable access to staff. Staff will be available for consultation with parents as follows:

1. 7:45 – 8:00, 3:30 – 4:00 every school day in their classroom
2. (970)354-7298 during the above times

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

1. To observe and participate--anytime with teacher notification
2. To volunteer--with appropriate approval

#### Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. Monitoring attendance.
2. Making sure that homework is completed.
3. Monitoring amount of television their children watch.
4. Volunteering in my child's classroom.
5. Participating, as appropriate, in decisions relating to my children's education.
6. Promoting positive use of my child's extracurricular time.
7. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school either received by my child or by mail and responding, as appropriate.
8. Serving, to the extent possible, on school and/or policy advisory groups.

#### Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

1. Do my homework every day and ask for help when I need to.
2. Read at least 30 minutes every day outside of school time.
3. Give all school notices and information received by me to my parents/guardians.

(School)	(Parent)(s)	(Student)
(Date)	(Date)	(Date)

Adopted: June 25, 2001

Revised: April 24, 2013

## **CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES**

### **Idalia School District RJ-3**

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Colorado court specifies otherwise and a certified copy of the order is submitted to the school, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of the child.

If the rights of a non-custodial parent are restricted by a Colorado court order, the custodial parent must submit a certified copy of the order to the school. Unless informed through the submission of such a court order, the school district assumes there are no restrictions regarding a non-custodial parent's rights, including the right to:

- be kept informed of the student's school progress and activities
- access all of the student's educational records including, but not limited to the student's cumulative file and the student's special education file, if applicable
- participate in teacher conferences, except that no decisions regarding the child's education or activities shall be made unless the custodial parent is also present

The student shall not be permitted to visit with or be released to anyone, including the noncustodial parent, without the approval of the custodial parent.

LEGAL REFS.: 20 U.S.C. §1232g (*Family Educational Rights and Privacy Act of 1974*)  
34 C.F.R. §99.1 *et seq.* (*regulations*)

CROSS REF.: JLIB, Student Dismissal Precautions  
JRA/JRC, Student Records/Release of Information on Students

Adopted: June 25, 2001

Revised: September 17, 2008

## Public's Right to Know/Freedom of Information

Idalia School District RJ-3

The Board is a public servant, and its meetings and records shall be matters of public information, subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.

The official minutes of the Board, its written policies and its financial records shall be open for inspection at the office of the superintendent by any citizen desiring to examine them during hours when the office of the superintendent is open. However, no records shall be released for inspection by the public or any unauthorized persons—either by the superintendent or any other person designated as custodian for school district records—if such disclosure would be contrary to the public interest as described in state law or otherwise prohibited by law. The district's financial information shall be posted online in accordance with the Public School Financial Transparency Act.

In responding to a request for the district's public records, the district may charge a fee for staff time spent in excess of one hour for the following: researching and retrieving the requested records; conducting searches for requested records; reviewing records to determine whether they are responsive to the request; and identifying and separating those records that are not public and/or are privileged or confidential. Such fee shall be \$30 per hour, which may be increased from time to time as permitted by applicable state law. The district may also charge other reasonable fees in responding to a request for the district's public records, in accordance with the accompanying regulation.

The Board wishes to support the right of the people to know about the programs and services of their schools and shall make reasonable efforts to disseminate information. Each principal is authorized to use all means available to keep parents/guardians and others of that particular school's community informed about the school's program and activities.

Adoption date: February 17, 2016

LEGAL REFS.: C.R.S. 22-9-109 (*exemption from public inspection*)

22-32-109 (1)(c) (*documents available for public inspection*)

22-44-301 *et seq.* (*Public School Financial Transparency Act*)

24-72-201 *et seq.* (*access to public records*)

**C.R.S. 24-72-205 (6)(a)** (*must adopt policy regarding the fee for research and retrieval of public records, if the district imposes such a fee*)

CROSS REFS.: BEDA, Notification of School Board Meetings

BEDG, Minutes

DAB\*, Financial Administration

EGAEA, Electronic Communication

GBJ, Personnel Records and Files

**NOTE:** State law permits school districts to charge up to \$30 per hour for staff time spent in the research and retrieval of public records after the first hour of staff time spent. C.R.S. 2472-205(6)(a). This sample policy imposes the maximum hourly fee. Districts may choose to impose a lower hourly fee, so long as the first hour is free. The \$30 hourly fee may be increased on July 1, 2019 and by July 1 of every five year period thereafter, as determined by the director of research of the legislative council "in accordance with the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index for Denver-Boulder-Greeley" or its successor index. C.R.S. 24-72-205(6)(b). Once determined, the director of research must post the adjusted maximum hourly fee on the state legislature's website.

**CRISIS MANAGEMENT**  
(Safety, Readiness and Incident Management Planning)  
Idalia School District RJ-3

The Board of Education acknowledges the necessity of preparing a school response framework to adequately prepare school personnel, parents and the community to respond appropriately to a crisis that involves the school community. Crisis situations that could impact the school community may or may not occur on school property and include, but are not limited to, suicide, death, acts of violence, trauma, natural disaster and accident.

As an important component of school safety planning, the school district shall take the necessary steps to remain in compliance with the National Incident Management System (NIMS), as that system applies to school districts. The district will achieve NIMS compliance.

The Board directs the superintendent or a designee to develop, implement and maintain a School Safety, Readiness and Incident Management Plan (safety plan) including, to the extent possible, emergency communications, that coordinates with any statewide or local emergency operation plans already in place. The safety plan shall incorporate the requirements of state law.

Adopted: June 25, 2010

Revised: February 19, 2014

LEGAL REFS.: C.R.S. 13-21-108.1 (3) (requirements for persons rendering emergency assistance through the use of automated external defibrillators)  
C.R.S. 22-1-125 (automated external defibrillators requirements must be referenced in safety, readiness and incident management plan)  
C.R.S. 22-1-126 (Safe2Tell Program)  
C.R.S. 22-32-109.1 (1)(b.5) (definition of "community partners")  
C.R.S. 22-32-109.1 (4) (school response framework is required part of safe schools plan)  
C.R.S. 24-33.5-1213.4 (school all-hazard emergency planning and response)

CROSS REFS.: GBGAA\*, Staff Training in Crisis Prevention and Management  
JLCE, First Aid and Emergency Medical Care  
JLDBG, Peer Mediation  
JLDBH, Suicide or Other Traumatic Loss of Life

**CRISIS MANAGEMENT COMMUNICATIONS**  
Idalia School District RJ-3

The Board of Education recognizes the importance of developing and implementing a written plan for communicating with the media and public in the event of a crisis. The superintendent is directed to develop and implement a crisis communications plan.

LEGAL REFS.: C.R.S. 22-32-109.1 (4)

CROSS REFS.: GBGAA\*, Staff Training in Crisis Prevention and Management  
JLDBG, Peer Mediation  
JLDBH, Suicide or Other Traumatic Loss of Life

Adopted: March 24, 2008

## **PUBLIC CONCERNS AND COMPLAINTS**

### **Idalia School District RJ-3**

Individuals or groups often confront a single Board member with issues that should be handled by the superintendent of schools. In those instances of apparent exception, individual Board members shall exert every effort to withhold their expressions of opinion or commitment until the matter has been presented to the Board. It is often wise for the Board member to postpone formulating his/her own opinion until he/she has heard the issue discussed by the Board as a whole where other aspects of the problem are considered.

The Board shall not entertain or consider complaints from teachers, parents or patrons until such complaints have first been referred to the superintendent of schools. Only in those instances where satisfactory adjustments cannot be made by the superintendent and his assistants shall communications and complaints be referred to the Board. After hearing the evidence submitted by the superintendent, the Board shall, if it deems advisable, grant a hearing to the interested parties. Such hearings may be held during executive session of the Board. No decisions will be made in the meeting at which the hearing is held. The matter will be considered at the next regular Board meeting. If the problem is urgent, a special meeting may be called.

A Board member shall not obligate other members of the Board by predicting how they will vote on any particular issue.

Adopted: June 25, 2001

Revised: June 18, 2008

**PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES**  
Idalia School District RJ-3

The Board, though it is ultimately responsible for all curriculum and instructional materials including library books, recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the district's educational philosophy and goals.

The Board has approved principles governing the selection of all instructional materials including library books and has established policies pertaining to the selection process. However, the Board wishes to amplify its principles on the selection of books and other materials which present controversial topics or which for other reasons might be challenged.

Material that is challenged usually belongs to one of the three basic categories: religion, ideology or profanity/obscenity. Board policies regarding these areas shall be as follows:

1. Religion–Factual, unbiased material on all major religions has a place in school libraries.
2. Ideologies–Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.
3. Profanity/obscenity–Materials shall be subjected to a test of literary merit by media specialists and teachers who will take into consideration the maturity of students and the standards of the community.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. The Board recognizes the right of an individual parent/guardian to request that his/her child not read a given book. When such a request is presented, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative materials meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the Board has adopted.
2. The Board shall not permit any individual or group to exercise censorship over instructional materials and library collections but recognizes that at times a reevaluation of certain materials may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
  - a. The person who objects to the book or other material shall be asked to sign a complaint on a standard form on which that person will document the criticism.

- b. Following receipt of the formal complaint, the superintendent shall provide for a reevaluation of the material in question.
- c. The reevaluation shall be based on the points offered above as well as the principles governing the selection of all instructional materials. Additionally, the Board wishes to emphasize that:
  - (1) A book shall not be excluded because of the writer's race or nationality or political or religious views.
  - (2) The value of any book or other material shall be judged as a whole, taking into account the purpose of the material rather than individual, isolated expressions or incidents in the work.
- d. The superintendent or designee shall review the complaint and reevaluation and shall render a decision in the matter. Should the solution be unsatisfactory, the complainant may appeal the decision to the Board.

In summary, the Board assumes final responsibility for all books and instructional materials it makes available to students. It holds its professional staff accountable for their proper selection. It recognizes rights of individual parents/guardians with respect to controversial materials used by their own children. It will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach shall be respected.

CROSS REFS.: IJ, Instructional Resources and Materials  
IJJ, Textbook Selection and Adoption  
IJK, Supplementary Materials Selection and Adoption  
IJL, Library Materials Selection and Adoption

Adopted: June 25, 2001

Revised: June 18, 2008



**PUBLIC CONCERNS/COMPLAINTS ABOUT TEACHING METHODS, ACTIVITIES  
OR PRESENTATIONS**

Idalia School District RJ-3

Parents/guardians or patrons shall be allowed to challenge the use of any teaching methods, activities or presentations but must express such objection through the following procedures:

1. The parent/guardian or patron with a concern is encouraged to meet with the appropriate teachers or other staff involved.
2. If not resolved with the teacher, the school principal shall hold a conference with the complainant. A written record shall be made of this meeting. Copies shall be supplied to all parties involved.
3. After the initial contact of the complainant with the school administrator, the teacher involved in the challenge shall be invited to attend any subsequent meetings. Written minutes shall be taken of subsequent meetings. Copies shall be supplied to all parties involved.
4. If the complainant is dissatisfied with the results of the conference(s), the principal shall inform the complainant of the following procedures and provide a copy of these procedures and the "Citizen's Challenge or Objection to Teaching Methods, Activities or Presentations" form to be acted upon by a review committee appointed by the superintendent.
5. Within 10 working days of receiving the completed challenge form, the principal shall forward it to the chair of the review committee together with a written report of the conference(s) held with the complainant.
6. Copies of the report also shall be sent to the superintendent, the complainant and the teacher involved.
7. One copy of the report shall be kept in the school file.
8. The principal shall provide the chair of the review committee with a copy or copies or description of the methods, activities or presentations, and the principal involved shall be given the opportunity to render a professional opinion on the appropriateness of the methods, activities or presentations utilizing supporting evidence.
9. The complainant shall be given the opportunity to render an opinion on the appropriateness of the material utilizing supporting evidence.

10. Within 60 calendar days from receiving the completed and signed challenge form, a written recommendation of the review committee shall be forwarded to the superintendent and all parties in interest.
11. If the complainant or teacher involved is not satisfied with the recommendation of the review committee, he or she has the privilege of appealing to the superintendent and if necessary the Board of Education.
12. If the same methods, activities or presentations are challenged at a future date, the principal and the chair of the review committee shall examine the previous decision in the light of additional points of view. If they find any significant difference in the new challenge, the committee again may review the methods, activities or presentations. Otherwise, the original decision shall stand and a copy of the final written recommendation of the committee and any Board action shall be sent to the complainant with an explanation that the methods, activities or presentations have been evaluated previously. If the complainant believes his or her challenge is different from the previous one or that significant new evidence exists, the complainant may appeal the decision to the review committee, superintendent or Board of Education.
13. Any party may be represented by counsel at any step of this procedure.

Nothing herein shall be deemed to modify or repeal any other policy or regulation of the school district relative to rights and expression on the part of the professional staff or students.

Adopted: September 17, 2008

## **COMMUNITY USE OF SCHOOL FACILITIES**

Idalia School District

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with the school program. All arrangements shall be subject to the following provisions:

### Eligible Organizations

Organizations connected with and promoting school functions may use the buildings without charge.

Other organizations may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the superintendent and approved by the Board of Education. Rental or fees may be waived for charitable or other nonprofit organizations or groups.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the superintendent it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteer helpers.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

### Rental Charges and Approval of Use

Specific regulations for scheduling outside uses of school facilities shall be drawn up by the superintendent and approved by the Board. Fees for the use of school facilities shall be determined by the superintendent or designee based upon the rental charges and personnel fees approved by the Board.

All rentals of school facilities shall be approved by the superintendent or designee on the basis of this policy and its accompanying regulations.

Any individual, group or organization using school property as provided under this policy shall hold the Board of Education, individual Board members and all district officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be in any way caused by such use or occupancy. When using school facilities, organizations may be required to furnish satisfactory liability insurance protection.

Adopted: June 25, 2001

Revised: February 27, 2013

LEGAL REF.: C.R.S. 22-32-110 (1)(f)

CROSS REF.: EDC, Authorized Use of School-Owned Materials and Equipment

**PUBLIC CONDUCT ON DISTRICT PROPERTY**  
Idalia School District RJ-3

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

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

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.
11. Violation of any federal, state or municipal law or Board policy.

Adopted: June 25, 20101

Revised: February 19, 2014

LEGAL REFS.: 21 U.S.C. 860 (crime to distribute or manufacture controlled substances within 1,000 feet of a school)  
C.R.S. 18-1-901 (3)(e) (definition of deadly weapon)  
C.R.S. 18-9-106 (disorderly conduct)  
C.R.S. 18-9-108 (disrupting lawful assembly)  
C.R.S. 18-9-109 (interference with staff, faculty or students of educational institutions)  
C.R.S. 18-9-110 (public buildings – trespass, interference)  
C.R.S. 18-9-117 (unlawful conduct on public property)  
C.R.S. 18-12-105.5 (unlawful carrying/possession of weapons on school grounds)  
C.R.S. 18-12-214 (3)(a) (person with valid concealed handgun permit may  
C.R.S. 18-18-407 (2) (crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles)  
C.R.S. 25-1.5-106 (12)(b) (possession or use of medical marijuana in or on school grounds or in a school bus is prohibited)  
C.R.S. 25-14-103.5 (boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property)  
C.R.S. 25-14-301 (Teen Tobacco Use Prevention Act)

CROSS REFS.: ADC, Tobacco-Free Schools  
GBEB, Staff Conduct  
GBEC, Alcohol and Drug-Free Workplace  
JICH, Drug and Alcohol Involvement by Students  
JICI, Weapons in School  
KI, Visitors to Schools

## **VISITORS TO SCHOOLS**

### **Idalia School District RJ-3**

The district will make reasonable efforts to accommodate requests to visit the district's schools, yet also recognizes concerns for the welfare of students. Therefore, the district limits visitors to:

1. Parents/guardians of current students;
2. Other family members of current students who are approved by the student's parent/guardian; and
3. Board members and other persons invited by the district for official business purposes.

To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors shall report to the school office immediately when entering a school. Authorized visitors may: (1) be required to sign in and out; (2) be given name-tags to wear identifying themselves as visitors; and (3) be accompanied by a district employee for some or all of the visit. School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

Unauthorized persons shall not loiter on school property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

Adopted: March 24, 2008  
Revised: January 24, 2011

LEGAL REFS.: C.R.S. 18-9-109 (interference with school staff or students)  
C.R.S. 18-9-110 (trespass, interference at or in public buildings)  
C.R.S. 18-9-112 (definition of loitering)  
C.R.S. 18-9-117 (unlawful conduct on public property)  
C.R.S. 18-12-105.5 (unlawful possession of weapons on school property)  
C.R.S. 22-32-109.1 (7) (Board must adopt open school)

CROSS REFS.: ADC, Tobacco-Free Schools  
CF, School Building Administration  
ECA/ECAB, Security/Access to Buildings  
KFA, Public Conduct on School Property

# **Code-Finder Index**

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**A Component of  
the Educational Policies Service**



**National School Boards Association**

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*Bus Driver Authority*, use "Student Conduct on School Buses"; also see "Job Descriptions"

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*Duty-Free Lunch*, use "Professional Staff Time Schedules"

## E

<p>IKFA L LA LAA  AD FEA  LC  KNAC   EBCD EBC     JK GBA GCE GDE JK          IGBI    FBB JEB KNAM   JB GBA  FECC</p>	<p><i>Early Childhood Education</i>, use "Basic Instructional Program" or break out new descriptor in IGA sequence  <i>Early Graduation</i>  <i>Education Agency Relations</i>  <i>Education Agency Relations Goals</i>  <i>Education Agency Relations Priority Objectives</i>  <i>Educational Audits</i>, see "Evaluation"  <i>Educational Philosophy</i>  <i>Educational Specifications</i>  <i>Educational Television</i>, use "Instructional Television"  <i>Education Research Agencies, Relations with</i>  <i>Eighteen-Year-Old Students</i>, use "Students of Legal Age"  <i>Election Authorities, Relations with</i>  <i>Elections</i>, use "School Board Elections"  <i>Elementary School Curriculum</i>, use "Basic Instructional Program"  <i>Emergency Closings</i>  <i>Emergency Plans</i>  <i>Emergency Repairs</i>, use "Buildings and Grounds Maintenance"  <i>Emotionally Disturbed Students</i>, use "Programs for Handicapped Students" or break out a new descriptor under that term  <i>Employees</i>, use "Professional Staff" and "Support Staff"  <b>Employment</b> (also see <b>Contracts and Hiring</b>)          <i>Employment of Students</i>          <i>Equal Opportunity Employment</i>          <i>Part-Time and Substitute Professional Staff Employment</i>          <i>Part-Time and Substitute Support Staff Employment</i>  <i>Employment of Students</i>  <i>Encumbrances</i>, use "Budget Implementation"  <i>Endowment Funds</i>, use "Grants from Private Sources"  <i>Energy Conservation</i>, break out a new descriptor in the EC sequence  <i>Energy Conservation Education</i>, break out a new descriptor in the IGA sequence  <i>Energy-Saving Construction</i>, break out a new descriptor in the FEC sequence  <i>English as a Second Language</i>  <i>English Instruction</i>, use "Basic Instructional Program" or break out new descriptor in IGA sequence  <i>Enrichment Programs</i>, use "Extended Instructional Program" or break out new descriptor in IGC sequence  <i>Enrollment of Students</i>, use "School Admissions" and appropriate subcategories  <i>Enrollment Projections</i>  <i>Entrance Age</i>  <i>Environmental Authorities</i>  <i>Environmental Education</i>, break out new descriptor in IGA sequence  <i>Environmental Impact Plans</i>, use "Facilities Development Plans and Specifications"  <i>Equal Educational Opportunities</i>; also see "Nondiscrimination"  <i>Equal Opportunity Employment</i>; also see "Nondiscrimination"  <i>Equipment and Supplies Management</i>, use "Material Resources Management"  <i>Equipment Plans and Specifications</i>  <i>Equivalency Tests and Certificates</i>, use "Adult High School Programs" or break out a new descriptor under that term  <i>Ethics Education</i>, break out a new descriptor in IGA sequence</p>
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GCKA  
GDKA

*Extracurricular Activities*, use "Cocurricular and Extracurricular Programs" and appropriate subcategories  
**Extra Duty**  
Professional Staff Extra Duty  
Support Staff Extra Duty

**F**

**FC** Facilities Accommodations for Handicapped, use or break out a new descriptor in the FEC sequence  
**FE** Facilities Capitalization Program  
**F** Facilities Construction  
**FA** Facilities Développement  
**FEC** Facilities Development Goals  
**FAA** Facilities Development Plans and Specifications  
Facilities Development Priority Objectives  
*Facilities Obsolescence Determination*, use "Retirement of Facilities"  
**FB** Facilities Planning  
**FBA** Facilities Planning Advisers  
**FK** Facilities Renovations  
*Fact Finding*, use "Impasse Procedures"  
*Fair Employment*, use "Equal Opportunity Employment" and/or "Contractor's Fair Employment Clause"  
**IGAH** Family Life Education  
**Federal**  
**LH** Federal Education Agency Relations  
**KND** Relations With Federal Governmental Authorities  
**DEC** Revenues From Federal Tax Sources  
**DD** Funding Proposals and Applications  
**CGC** State and Federal Programs Administration  
**LH** Federal Education Agency Relations  
**Fees**  
**IGDE** Student Activities Fees  
**JN** Student Fees, Fines, and Charges  
*Fidelity Bonds*, use "Bonded Employees and Officers"  
**IICA** Field Trips and Excursions  
**IKAA** Final Examinations  
*Financial Aid to Students*, use "Student Aid Programs"  
*Financial Disclosure*, if required for school board membership, use "Board Member Qualifications"  
*Financial Projections*, use "Financial Reports and Statements"  
**DIC** Financial Reports and Statements  
*Fines*, use "Student Fees, Fines, and Charges"  
**KNAK** Fire Authorities, Relations with  
**EBCB** Fire Drills  
*Firing*, see "Dismissal"  
**EBBA** First Aid  
**DI** Fiscal Accounting and Reporting  
**KNAA** Fiscal Authorities, Relations with  
**D** Fiscal Management  
**DA** Fiscal Management Goals  
**DAA** Fiscal Management Priority Objectives  
*Fiscal Projections*, use "Financial Reports and Statements"  
**DBB** Fiscal Year  
**INDB** Flag Displays  
*Flexible Scheduling*, use "Scheduling for Instruction"

Also see "Objectives" and discussion on how to file goals and objectives in *The School Administrator's Guide to the EPS/NSBA Policy Development System*, 1979 edition  
*Grade Level Organization*, use "Organization of Instruction"  
Grading Systems

IKA

**Graduation**

IKFA

Early Graduation

IKFB

Graduation Exercises

IKF

Graduation Requirements

IKFB

Graduation Exercises

*Graduation Requirements for Handicapped Students*, break out a new descriptor in IKF sequence

IKF

Graduation Requirements

DFC

Grants from Private Sources

**Grievances**

GBM

Staff Complaints and Grievances

JFH

Student Complaints and Grievances

*Grounds Management*, use "Buildings and Grounds Management"

IHA

Grouping for Instruction

*Group Insurance*, see "Insurance"

*Guarantees*, use "Purchasing Procedures" and/or "Contractor's Affidavits and Guarantees"

*Guidance Counselors*, see "Job Descriptions"

IJ

Guidance Program

**H**

*Handbooks*, use "Approval of Handbooks and Directives" or break out a new descriptor under that term

*Handicapped Students*, use as appropriate "Programs for Handicapped Students" and "Equal Educational Opportunities"; break out new descriptors under the first term as needed to accommodate policies on identification, placement, evaluation, etc.; be aware that policies in many areas—as transportation, facilities construction, entrance age—may relate in part to handicapped students

*Hazards*, use "Reporting of Hazards"

JFCF

Hazing

**Health**

KNAF

Health Authorities, Relations with

IGAE

Health Education

GBE

Staff Health and Safety

JHC

Student Health Services and Requirements

KNAF

Health Authorities, Relations with

IGAE

Health Education

*Health Insurance*, see "Insurance"

*Hearing Procedures*, use "Special Procedures for Conducting Hearings" when the procedures pertain to all or most adversary proceedings; however, use other descriptors, such as "Suspension and Dismissal of Professional Staff Members," "Student Suspension," "Budget Hearings and Reviews" when procedures pertain to special types of hearings

**Hearings**

DBG

Budget Hearings and Reviews

BDE

Special Procedures for Conducting Hearings

*Heterogeneous Grouping*, use "Grouping for Instruction"

*High School Curriculum*, use "Basic Instructional Program" or break out new descriptor in IGA sequence

**Hiring**

GCD

Professional Staff Hiring



IAA

Instructional Priority Objectives

**Instructional Programs**

Basic Instructional Program

Evaluation of Instructional Programs

Extended Instructional Programs

Special Instructional Programs and Accommodations

IGA

A FE, IM

IGC

IGB

IIBF

Instructional Radio

II

Instructional Resources

IIB

Instructional Services

IIBE

Instructional Television

**Insurance**

BHE

Board Member Insurance

EEBC

Business and Personnel Transportation Insurance

FEH

Construction Project Insurance Program

EI

Insurance Management

EIB

Liability Insurance

GCBC

Professional Staff Fringe Benefits

EIA

Property Insurance

JHA

Student Insurance Program

EEAF

Student Transportation Insurance

GDBC

Support Staff Fringe Benefits

EI

Insurance Management

*Integration*, use as appropriate "Equal Educational Opportunities," "School Attendance Areas," and/or "Nondiscrimination"

*Interdistrict Relations*, use "Relations with Other Schools and School Districts"

*Intergroup Education*, use "Human Relations Education"

*Interns*, use "Administrative Intern Program" and/or "Student Teaching and Internships"

*Interoffice Communications*, use "Office Communications Services"

JFG

Interrogations and Searches

*Interscholastic Activities*, use "Cocurricular and Extracurricular Programs" and subcategories as appropriate

IGDJ

Interscholastic Athletics

*Interviews*, use "News Conferences and Interviews"

IGDI

Intramural Programs

DID

Inventories

*Investigations of Student Misconduct*, use "Interrogations and Searches"

*Investments*, use "Revenues from Investments" or "Use of Surplus Funds"

**J**

*Job Actions*, use "Staff Job Actions"

*Job Descriptions*, use "Qualifications and Duties of Superintendent" for the description of the position of the chief school administrator; all other job descriptions and/or statements of specific qualifications and duties are to be filed as subcategories of either "Professional Staff Positions" or "Support Staff Positions"; see discussion on how to file job descriptions in *The School Administrator's Guide to the EPS/NSBA Policy Development System*, 1979 edition

*Junior High School Curriculum*, use "Basic Instructional Program" or break out new descriptor in IGA sequence

*Jury Duty*, see "Leaves"

**K**

*Kindergarten*, use "Basic Instructional Program" or break out new descriptor in IGA sequence

Superintendent"; for employees other than superintendent, incorporate the requirement into the qualifications statement in job descriptions; see "Job Descriptions"

*Lunch Program*, use "Food Services Management" and appropriate subcategories

*Lunch Workers*, see "Job Descriptions"

## M

<b>EGAB</b>	<i>Magnet Schools</i> , break out new descriptor under "School Attendance Areas"
	Mail and Delivery Services
	<b>Maintenance</b>
<b>ECB</b>	Buildings and Grounds Maintenance
<b>EDBA</b>	Maintenance and Control of Instructional Materials
<b>EDB</b>	Maintenance and Control of Materials
<b>EDBB</b>	Maintenance and Control of Noninstructional Materials
<b>EEACB</b>	School Bus Maintenance
<b>EDBA</b>	Maintenance and Control of Instructional Materials
<b>EDB</b>	Maintenance and Control of Materials
<b>EDBB</b>	Maintenance and Control of Noninstructional Materials
	<i>Maintenance Vehicles</i> , use "Business and Personnel Transportation Services"
	<i>Maintenance Workers</i> , see "Job Descriptions"
<b>IKEA</b>	Make-Up Opportunities
	<i>Management by Objectives</i> , use "School District Goals and Objectives," "Commitment to Accomplishment," "Administration Goals" as appropriate, but this is a concept that pervades many areas, including all those noted under "Evaluation"
<b>CD</b>	Management Team
	<i>Manpower Training Programs</i> , use "Adult Occupational Education" or break out a new descriptor in IGE sequence
<b>JFF</b>	Married Students
<b>ED</b>	Material Resources Management
<b>EDD</b>	Material Resources Records and Reports
	<b>Materials</b>
<b>EDC</b>	Authorized Use of School-Owned Materials
<b>EDBA</b>	Maintenance and Control of Instructional Materials
<b>EDB</b>	Maintenance and Control of Materials
<b>EDBB</b>	Maintenance and Control of Noninstructional Materials
	<i>Maternity Leave</i> , see "Leaves"
	<i>Mathematics Instruction</i> , use "Basic Instructional Program" or break out a new descriptor in IGA sequence
	<i>Matrons</i> , see "Job Descriptions"
	<i>Mayor's Office</i> , use "Relations With Local Governmental Authorities"
	<i>Mediation</i> , use "Impasse Procedures"
	<i>Medical Insurance</i> , see "Insurance"
	<i>Medications</i> , use "Administering Medicines to Students"
	<b>Meetings</b>
<b>Bddb</b>	Agenda Format
<b>BDDC</b>	Agenda Preparation and Dissemination
<b>BDD</b>	Board Meeting Procedures
<b>BCA</b>	Board Organizational Meeting
<b>BDDJ,KBCD</b>	Broadcasting and Taping of Board Meetings
<b>BDC</b>	Executive Sessions
<b>BDDG</b>	Minutes of Board Meetings
<b>BDDI,KBCC</b>	News Media Services at Board Meetings
<b>BDDA</b>	Notification of Board Meetings
<b>BDDEA</b>	Parliamentarian
<b>GCKB</b>	Professional Staff Meetings

	<b>Negotiated Agreement</b>
HM	Announcement of Final Negotiated Agreement
HL	Preliminary Negotiated Agreement Disposition
HP	Negotiated Amendments and Renegotiations Procedures
	<b>Negotiating Organizations</b>
HH	Privileges of Staff Negotiating Organizations
HG	Staff Negotiating Organizations
H	Negotiations
	<i>Negotiations Costs</i> , use "Payment of Negotiations Costs"
HA	Negotiations Goals
HB	Negotiations Legal Status
HJ	Negotiations Procedures
HAA	Negotiations Priority Objectives
	<i>Negotiations Progress Reports</i> , use "Release of Negotiations Information"
	<i>Negotiators for the Board</i> use "Board Negotiating Agents"
KMC	Neighborhood Associations, Relations with
	<i>Neighborhood Schools</i> , use "School Attendance Areas"
	<i>Nepotism</i> , see "Conflict of Interest"
BHA	New Board Member Orientation
KBCB	News Conferences and Interviews
KBC	News Media Relations
BDDI,KBCC	News Media Services at Board Meetings
KBCA	News Releases
	<i>New Students</i> , use "School Admissions" and appropriate subcategories
	<i>Noncertificated Personnel</i> , use "Support Staff"; also see discussion of how to file personnel policies in <i>The School Administrator's Guide to the EPS/NSBA Policy Development System</i> , 1979 edition
	<i>Noncredit Courses</i> , use as appropriate "Student Schedules and Course Loads," "Extended Instructional Programs," or "Adult Education Programs"
AC	Nondiscrimination; also see "Equal Educational Opportunities"; "Equal Opportunity Employment"
	<i>Nondiscrimination on the Basis of Handicap</i> , use "Nondiscrimination" or break out a new descriptor under that term
	<i>Nondiscrimination on the Basis of Sex</i> , use "Nondiscrimination" or break out a new descriptor under that term
IHL	Nongraded Classrooms
	<i>Nonprofessional Personnel</i> , use "Support Staff"; also see discussion of how to file personnel policies in <i>The School Administrator's Guide to the EPS/NSBA Policy Development System</i> , 1979 edition
	<i>Nonresident Students</i> , use "Admission of Nonresident Students"
GCQA	Nonschool Employment by Professional Staff Members
GDQA	Nonschool Employment by Support Staff Members
	<i>Notes and Bonds Payments</i> , use "Payment Procedures"
BDDA	Notification of Board Meetings
	<i>Number of Board Members</i> , use "School Board Legal Status"
	<i>Nursery Schools</i> , use "Extended Instructional Programs" or break out new descriptor in IGC sequence

## O

*Oath of Office*, use "Board Member Oath of Office"

### Objectives

DBE	Determination of Budget Priorities
CAA	District Administration Priority Objectives
LAA	Education Agency Relations Priority Objectives
FAA	Facilities Development Priority Objectives

<b>KMA</b>	Parents Organizations
<b>KNAH</b>	<i>Parking Lots</i> , use "Traffic and Parking Controls"
<b>BDDEA</b>	Park Authorities, Relations with Parliamentarian <i>Parochial Schools</i> , use "Relations with Other Schools and Schools Districts" or break out a new descriptor in LB sequence <i>Participation of Public at Board Meetings</i> , use "Public Participation at Board Meetings" <i>Part-Time Administration</i> , use "Temporary Administrative Arrangements"
<b>GCE</b>	Part-Time and Substitute Professional Staff Employment
<b>GDE</b>	Part-Time and Substitute Support Staff Employment <i>Part-Time Students</i> , break out a new descriptor in JEC sequence <i>Paternity Leave</i> , see "Leaves"
<b>INDA</b>	Patriotic Exercises
<b>DLA</b>	Payday Schedules
<b>HI</b>	Payment of Negotiations Costs
<b>DK</b>	Payment Procedures
<b>DL</b>	Payroll Procedures
<b>AB</b>	<i>Pensions</i> , see "Retirement" and "Fringe Benefits" People and Their School District, The <i>Per Diem</i> , see "Expenses" <i>Performance of Staff</i> , see "Evaluation" <i>Performance of Students</i> , use "Academic Achievement" and appropriate subcategories
<b>IHIA</b>	Performance Contracting <i>Performances</i> , use "Student Performances" or "Community Use of School Facilities" as appropriate
<b>G</b>	Personnel <i>Personnel Director</i> , see "Job Descriptions"
<b>GA</b>	Personnel Policies Goals
<b>GAA</b>	Personnel Policies Priority Objectives
<b>GBL</b>	Personnel Records
<b>DJB</b>	Petty Cash Accounts <i>Philosophy of Education</i> , use "Educational Philosophy" <i>Photocopying</i> , use "Printing and Duplicating Services"
<b>IGAF</b>	<i>Photographs of Students</i> , break out new descriptor in Section J Physical Education
<b>JHCA</b>	<i>Physical Examinations of Staff Members</i> , use "Staff Health and Safety" Physical Examinations of Students <i>Physically Handicapped Students</i> , see "Handicapped Students" <i>Physician</i> , use "Student Health Services and Requirements"; also see "Job Descriptions"
<b>IFC</b>	Pilot Project Evaluation
<b>IFB</b>	Pilot Projects
<b>KNAN</b>	Planning Authorities, Relations with <i>Planning Programing Budgeting System</i> , use "Budgeting System"
<b>FECB</b>	<b>Plans</b> Construction Plans and Specifications
<b>EBCA</b>	Disaster Plans
<b>EBC</b>	Emergency Plans
<b>FECC</b>	Equipment Plans and Specifications
<b>FEC</b>	Facilities Development Plans and Specifications
<b>FECA</b>	Site Plans and Specifications <i>Playgrounds</i> , as appropriate to content, use "Buildings and Grounds Maintenance," "Facilities Development Plans and Specifications," "Student Supervision," "Community Use of School Facilities" or subcategories; use a new descriptor if necessary

	<i>Press Services</i> , use "News Media Relations" or appropriate subcategories, particularly "News Media Services at Board Meetings"
	<i>Pressure Group Materials</i> , use "Special Interest Materials"
	<i>Principals</i> , see "Job Descriptions"
<b>EGAA</b>	Printing and Duplicating Services
	<i>Priority Objectives</i> , see "Objectives"
<b>BAA</b>	Priority Objectives of Board Operations
	<i>Private Schools, Relations with</i> , use "Relations with Other Schools and School Districts" or break out a new descriptor in LB sequence
<b>KMF</b>	Private Social Service Organizations, Relations with
<b>HH</b>	Privileges of Staff Negotiating Organizations
	<b>Probation</b>
<b>JGC</b>	Probation of Students
<b>GCG</b>	Professional Staff Probation and Tenure
<b>GDG</b>	Support Staff Probation and Tenure
<b>JGC</b>	Probation of Students
	<i>Procedures</i> , see "Regulations"
	<i>Professional Growth</i> , see "Development Opportunities"
<b>IIBDA</b>	Professional Libraries
<b>GCQD</b>	Professional Organizations
	<i>Professional Practices</i> , see "Ethics"
<b>GCQB</b>	Professional Research and Publishing
<b>GC</b>	Professional Staff
<b>GCI</b>	Professional Staff Assignments and Transfers
<b>GCQAA</b>	Professional Staff Consulting Activities
<b>GCB</b>	Professional Staff Contracts and Compensation Plans
<b>GCL</b>	Professional Staff Development Opportunities
<b>GCKA</b>	Professional Staff Extra Duty
<b>GCBC</b>	Professional Staff Fringe Benefits
<b>GCD</b>	Professional Staff Hiring
<b>GCBD</b>	Professional Staff Leaves and Absences
<b>GCKB</b>	Professional Staff Meetings
<b>GCBA</b>	Professional Staff Merit System
<b>GCF</b>	Professional Staff Orientation
<b>GCA</b>	Professional Staff Positions
<b>GCG</b>	Professional Staff Probation and Tenure
<b>GCO</b>	Professional Staff Promotions
<b>GCC</b>	Professional Staff Recruiting
<b>GCBA</b>	Professional Staff Salary Schedules
<b>GCH</b>	Professional Staff Seniority
<b>GCBB</b>	Professional Staff Supplementary Pay Plans
<b>GCP</b>	Professional Staff Termination of Employment
<b>GCJ</b>	Professional Staff Time Schedules
<b>GCBE</b>	Professional Staff Vacations and Holidays
<b>GCLA</b>	Professional Staff Visitations and Conferences
<b>GCK</b>	Professional Staff Work Load
<b>LJ</b>	Professional Visitors and Observers
	<i>Program Auditors</i> , use "Use of Independent Evaluators"
	<i>Program Budgeting</i> , use "Budgeting System"
<b>CK</b>	Program Consultants
	<i>Programed Learning</i> , use "Teaching Methods" or break out new descriptor in IH sequence.
	<i>Program Goals and Objectives</i> , use "Instructional Goals" for an overall statement; goals pertaining to particular programs will be filed under the program—for example physical education goals under "Physical Education"
<b>IGBC</b>	Programs for Disadvantaged Students
<b>IGBB</b>	Programs for Gifted Students

**BDDH,KD**  
**KGA**  
**KI**  
**KBA**

*Public Opinion Polls*, use "Public Information Program" or break out new descriptor in KB sequence

Public Participation at Board Meetings

Public Sales on School Property

Public Solicitations in the Schools

Public's Right to Know

*Public Use of School Facilities*, use "Community Use of School Facilities"

*Publishing by School System*, as appropriate use "Royalties" or break out a new descriptor under "Printing and Duplicating Services"; also see "Publications"

*Publishing by Staff Members*, use "Professional Research and Publishing"

*Pupil*, see "Student"

*Pupil-Teacher Ratios*, use "Class Size"

*Purchase Orders and Contracts*, use "Purchasing Procedures"

**DJ**

Purchasing

**Purchasing**

**DJE**

Cooperative Purchasing

**EFA**

Food Purchasing

**DJD**

Local Purchasing

**DJA**

Purchasing Authority

**DJF**

Purchasing Procedures

(Also see "Bidding")

**DJA**

Purchasing Authority

*Purchasing Guides and Vendor Lists*, use "Purchasing Procedures" or "Vendor Relations"

**DJF**

Purchasing Procedures

## **Q**

**BBBA**  
**CBA**

### **Qualifications**

Board Member Qualifications

Qualifications and Duties of Superintendent

(Also see "Job Descriptions")

**CBA**

Qualifications and Duties of Superintendent

*Quality Control*, use "Purchasing Procedures"

*Quantity Purchasing*, use "Purchasing Procedures" or "Cooperative Purchasing"

*Questioning of Students by Police*, use "Interrogations and Searches"

**BDDD**

Quorum

*Quotations*, use "Purchasing Procedures"

## **R**

*Racial Balance*, use "School Attendance Areas"

*Rank in Class*, use "Class Rankings"

*Ratification of Negotiated Agreement*, use "Preliminary Negotiated Agreement Disposition"

*Ratification of Policies*, use "Policy Adoption"

*Ratios of Students to Teachers*, use "Class Size"

*Reading Instruction*, use "Basic Instructional Program" or break out new descriptor in IGA sequence

*Recall of Board Members*, use "Board Member Removal From Office"

**EDA**

Receiving and Warehousing

**AGA**

Recognition for Accomplishment

*Record Keeping*, use "Data Management" and/or term(s) under "Records"

### **Records**

*Board Records*, if appropriate use "Public's Right to Know" or one of the terms below; otherwise break out a new descriptor in Section B

**DFD**

*Removal from Office*, use "Board Member Removal from Office"

*Renovations*, use "Facilities Renovations"

*Rentals and Services Charges*; but for charges related to public use of school facilities, use "Community Use of School Facilities"

*Repairs*, see "Maintenance"

*Report Cards*, use "Student Progress Reports to Parents"

**BDDK**

Reporting Board Meeting Business

**EBAA**

Reporting of Hazards

*Reporting Periods*, use "Student Progress Reports to Parents"

#### **Reports**

**EBBB**

Accident Reports

**AG**

Accomplishment Reporting to the Public

**CL**

Administrative Reports

**ECE**

Buildings and Grounds Records and Reports

**FEI**

Construction Project Records and Reports

**DIC**

Financial Reports and Statements

**EFE**

Food Services Records and Reports

**EDD**

Material Resources Records and Reports

**EGC**

Office Services Records and Reports

**EBAA**

Reporting of Hazards

**CM**

School District Annual Reports

**IKAB**

Student Progress Reports to Parents

**EEAG**

Student Transportation Records and Reports

*Reproduction of Copyrighted Material*, break out a new descriptor under "Printing and Duplicating Services"

*Requisitions*, use "Purchasing Procedures"

#### **Research**

**IFA**

Curriculum Research

**LC**

Education Research Agencies, Relations with

**GCQB**

Professional Research and Publishing

*Research and Development*, if appropriate use "Facilities Development" and/or "Curriculum Development"; if content relates to all areas of operations, break out a new descriptor under "School District Goals and Objectives" or in Section C (General School Administration)

*Reserve Funds*, use "Types of Funds"

*Residency Requirements*, use as appropriate "School Admissions," "Recruitment and Appointment of Superintendent," "Professional Staff Hiring," and/or "Support Staff Hiring"

**GCPB**

*Resignation of Board Members*, use "Board Member Resignation"

Resignation of Professional Staff Members

**GDPB**

*Resignation of Superintendent*, use "Superintendent's Termination of Employment"

**IIBB**

Resignation of Support Staff Members

Resource Teachers

*Responsibilities of Staff Members*, see "Rights and Responsibilities of Staff Members"

*Retarded Students*, see "Handicapped Students"

*Retention of Records*, see "Records"

*Retention of Students*, use "Promotion and Retention of Students"

#### **Retirement**

**FL**

Retirement of Facilities

**GCPC**

Retirement of Professional Staff Members

**GDPC**

Retirement of Support Staff Members

**CBHA**

Superintendent's Retirement

**FL**

Retirement of Facilities

**GCPC**

Retirement of Professional Staff Members

**GDPC**

Retirement of Support Staff Members

*Retreats*, use "School Board Work Sessions and Retreats"

DN  
DJGA

School Properties Disposal Procedure  
Sales Calls and Demonstrations  
*Sanctions*, use "Impasse Procedures"  
*Sanitation*, use "Food Sanitation Program" or "Buildings and Grounds Maintenance," as appropriate

**Schedules**

DBC  
DLA  
GCJ  
IHC  
EEAB  
IHD  
GDJ  
IHC

Budget Deadlines and Schedules  
Payday Schedules  
Professional Staff Time Schedules  
Scheduling for Instruction  
School Bus Scheduling and Routing  
Student Schedules and Course Loads  
Support Staff Time Schedules

Scheduling for Instruction

*Scholarships*, use "Student Awards and Scholarships"

JEC  
JC  
BCG

School Admissions

School Attendance Areas

School Attorney

*School Board*: The user of the EPS/NSBA policy classification system will, of course, employ the appropriate term as supplied by statutes or local usage in reference to the governing board. The term "School Board" is used in this system and in this index in the generic sense as a synonym for "Board of Education," "Board of Directors," "Board of Trustees," and—as used in some New England States—"School Committee." See also "Board."

BHBA  
BBB  
B  
BB  
BI  
BD  
BBF  
BJ  
HD  
BBA

School Board Conferences, Conventions, and Workshops

School Board Elections

School Board Governance and Operations

School Board Legal Status

School Board Legislative Program

School Board Meetings

School Board Member Ethics

School Board Memberships

School Board Negotiating Powers and Duties

School Board Powers and Duties

*School Boards Associations*, use "School Board Memberships" or "Liaison with School Boards Associations"

BE  
CF

School Board Work Sessions and Retreats

School Building Administration

*School Bus Conduct*, use "Student Conduct on School Buses"

EEACB

School Bus Maintenance

*School Bus Program*, use "Student Transportation Services"

EEAC

School Bus Safety Program

EEAB

School Bus Scheduling and Routing

*School Bus Uses*, use "Special Use of School Buses"

ICA

School Calendar

*School Committee*, see "School Board"

IGCE

School Camps

JD

School Census

IND

School Ceremonies and Observances

K

School-Community Relations

KA

School-Community Relations Goals

KAA

School-Community Relations Priority Objectives

ID

School Day

*School Directories*, see "Directories"

CM

School District Annual Report

AE

School District Goals and Objectives

AA

School District Legal Status



KGC	Smoking on School Premises at Public Functions
GBK	Smoking on School Premises by Staff Members
IGAG	Teaching about Drugs, Alcohol, and Tobacco
JFCG	Smoking by Students
KGC	Smoking on School Premises at Public Functions
GBK	Smoking on School Premises by Staff Members
	<i>Snow Days</i> , use "Emergency Closings"
	<i>Social Events</i> , use "Student Social Events"
	<i>Social Services</i> , use as appropriate "Student Social Services," "Relations with Private Social Service Organizations," or "Relations with Welfare Authorities"
	<i>Social Studies</i> , use "Basic Instructional Program" or break out a new descriptor in the IGA sequence
	<b>Solicitations</b>
KI	Public Solicitations in the Schools
GBI	Staff Gifts and Solicitations
JL	Student Gifts and Solicitations
	<i>Sororities</i> , use "Secret Societies"
	<i>Sound Control</i> , break out a new descriptor under "Construction Plans and Specifications" or "Accident Prevention and Safety Procedures" as appropriate
KBD	Speaker Services
BDB	Special Board Meetings
	<i>Special Education</i> , use "Special Instructional Programs and Accommodations" and subcategories; also see "Handicapped Students"
IGB	Special Instructional Programs and Accommodations
IIAD,KFA	Special Interest Materials
BDE	Special Procedures for Conducting Hearings
CG	Special Programs Administration
EEAD	Special Use of School Buses
	<b>Specifications</b>
FECB	Construction Plans and Specifications
FEA	Educational Specifications
FECC	Equipment Plans and Specifications
FEC	Facilities Development Plans and Specifications
FECA	Site Plans and Specifications
	<i>Spokesperson for the Board</i> , use "News Releases" and "News Conferences and Interviews"
	<i>Sports</i> , use "Interscholastic Athletics" and/or "Intramural Programs"
KBCE	Sports and Special Events News Coverage
	<i>Staff Assistants to the Board</i> , use "Board Staff Assistants"
	<i>Staff Attendance Accounting</i> , see "Time Schedules"
	<i>Staff Communications with the Board</i> , use "Board-Staff Communications"
	Staff Complaints and Grievances
GBM	Staff Conduct
GBCB	Staff Conflict of Interest
GBCA	Staff Ethics
GBC	Staff Funds Management
GBJ	Staff Gifts and Solicitations
GBI	Staff Health and Safety
GBE	<i>Staff Insurance Program</i> , see "Fringe Benefits"
ABB,GBB	Staff Involvement in Decisionmaking
HO	Staff Job Actions
HG	Staff Negotiating Organizations
FH	Staff Orientation to New Facilities
GBF,KE	Staff Participation in Community Activities
GBG	Staff Participation in Political Activities
GBEA	Staff Protection
	<i>Staff Residency Requirements</i> , use as appropriate "Recruitment and Appointment of

	<i>Student Photographs, break out new descriptor in Section J</i>
JA	Student Policies Goals
JAA	Student Policies Priority Objectives
IKAB	Student Progress Reports to Parents
JHD	Student Psychological Services
IGDB	Student Publications
JO	Student Records
JF	Student Rights and Responsibilities
J	Students
JHF	Student Safety
JHFB	Student Safety Patrols
IHD	Student Schedules and Course Loads
	<i>Student School Board, use "Advisory Committees to the Board" or "Student Involvement in Decisionmaking"</i>
IGDC	Student Social Events
JHE	Student Social Services
JFD	Students of Legal Age
	<i>Student-Staff Relations, use "Staff-Student Relations"</i>
JGD	Student Suspension
	<i>Student-Teacher Ratio, use "Class Size"</i>
LEA	Student Teaching and Internships
	<i>Student Transfers, use "Assignment of Students to Schools" or other appropriate subcategories in the JEC sequence</i>
EEAE	Student Transportation in Private Vehicles
EEAF	Student Transportation Insurance
EEAG	Student Transportation Records and Reports
EEA	Student Transportation Services
JJ	Student Volunteers for School and Public Service
JH	Student Welfare
JECE	Student Withdrawal from School
	<b>Substitutes</b>
GCEA	Arrangements for Professional Staff Substitutes
GDEA	Arrangements for Support Staff Substitutes
GCE	Part-Time and Substitute Professional Staff Employment
GDE	Part-Time and Substitute Support Staff Employment
CI	Temporary Administrative Arrangements
	<i>Substitute Teachers, use descriptors immediately above as appropriate; also see "Job Descriptions"</i>
CGA	Summer Program Administration
IGCA	Summer Schools
	<b>Superintendent</b>
BCD	Board-Superintendent Relationship
AFB,CBG	Evaluation of the Superintendent
CBA	Qualifications and Duties of Superintendent
CBB	Recruitment and Appointment of Superintendent
CB	School Superintendent
CBD	Superintendent's Compensation and Benefits
CBF	Superintendent's Consulting Activities
CBC	Superintendent's Contract
CBE	Superintendent's Development Opportunities
CBHA	Superintendent's Retirement
HF	Superintendent's Role in Negotiations
CBH	Superintendent's Termination of Employment
	<i>Superintendent's Annual Report, use "School District Annual Report"</i>
CBD	Superintendent's Compensation and Benefits
CBF	Superintendent's Consulting Activities
CBC	Superintendent's Contract

# T

DC  
KNAB

*Tables of Organization*, use "Organization Charts"  
*Tax and Debt Limitations*, use "Taxing and Borrowing Authority/Limitations"  
*Tax Anticipation Notes*, use "Taxing and Borrowing Authority/Limitations"  
 Taxing and Borrowing Authority/Limitations  
 Taxation Authorities, Relations with  
*Tax Collection*, use "Revenues from Local Tax Sources"  
*Tax Deductions for Senior Citizens*, break out a new descriptor under "Revenues from Local Tax Sources"  
*Tax-Sheltered Annuities*, use "Salary Deductions" or break out a new descriptor under that term

IIBA

*Teacher*, see "Professional Staff"; also see "Job Descriptions"  
 Teacher Aides  
*Teacher Contracts*, see "Contracts"  
*Teacher Examinations*, use "Professional Staff Hiring" or break out a new descriptor under that term  
*Teacher Institutes*, use "Professional Staff Development Opportunities"  
*Teacher Organizations*, use "Professional Organizations" or "Staff Negotiating Organizations" as appropriate

INB  
IGAG  
IGAC  
INA

Teaching about Controversial Issues  
 Teaching about Drugs, Alcohol, and Tobacco  
 Teaching about Religion  
 Teaching Methods

IHE

*Team Management*, use "Management Team"  
 Team Teaching

EGAC

*Technical Education*, use "Occupational Education"  
 Telephone Services

CI  
FJ

*Television*, use "Instructional Television"  
 Temporary Administrative Arrangements  
 Temporary School Facilities

GCG  
GDG

**Tenure**  
 Professional Staff Probation and Tenure  
 Support Staff Probation and Tenure

GCP  
CBH  
GDP

**Termination of Employment**  
 Professional Staff Termination of Employment  
 Superintendent's Termination of Employment  
 Support Staff Termination of Employment

ILB

*Term of Office of Board Members*, use "School Board Legal Status"  
 Test Administration

## Testing

*Minimal Competency Testing*, break out a new descriptor in the IL sequence or use "Testing Programs"

JHDA  
ILB  
IL  
ILA  
ILC

Psychological Testing of Students  
 Test Administration  
 Testing Programs  
 Test Selection and Adoption  
 Use and Dissemination of Test Results  
 (Also see "Examinations")

IL  
ILA

Testing Programs  
 Test Selection and Adoption  
*Textbook Maintenance and Control*, use "Maintenance and Control of Instructional Materials"

IIAA  
AB

Textbook Selection and Adoption  
 The People and Their School District

## Time Schedules

G CJ  
GDJ

Professional Staff Time Schedules  
 Support Staff Time Schedules

ECAB

Vandalism  
Vehicles

EEBA

School-Owned Vehicles

EEAE

Student Transportation in Private Vehicles

EEBB

Use of Private Vehicles on School Business

EFC

Vending Machines

DJG

Vendor Relations

*Venereal Diseases*, use "Communicable Diseases" or break out a new descriptor under that term

*Veterans*, use "School Admissions" or break out a new descriptor in JEC sequence

**Visitations**

Professional Staff Visitations and Conferences

Professional Visitors and Observers

Support Staff Visitations and Conferences

Visitors to the Schools

Visitors to the Schools

*Vocational Education*, use "Occupational Education" or "Adult Occupational Education" as appropriate

**Volunteers**

School Volunteers

Student Volunteers for School and Public Service

Voting Method at Board Meetings

GCLA

LJ

GDLA

KK

KK

IICC

JJ

BDDF

**W**

EEAA

Walkers and Riders

*Walkouts*, use "Staff Job Actions"

*Warehousing*, use "Receiving and Warehousing"

EBAB

Warning Systems

*Weapons*, use "Dangerous Weapons in the Schools"

KNAG

Welfare Authorities, Relations with

*Women's Rights*, see "Nondiscrimination"

IGADA

Work Experience Opportunities

**Work Load**

GCK

Professional Staff Work Load

GDK

Support Staff Work Load

*Working Conditions*, use appropriate subcategories of "Professional Staff" and "Support Staff"

*Workmen's Compensation*, use "Staff Protection"

*Work Sessions*, use "School Board Work Sessions and Retreats"

*Workshops*, see "Conferences"

*Work Study Programs*, use, as appropriate to program, "Employment of Students," "Student Aid Programs," or "Work Experience Opportunities"

**Y**

**Year**

DBB

Fiscal Year

IC

School Year

*Yearbooks*, see "Publications"

*Year-Round School*, use "Extended School Year"

KME

Youth Organizations, Relations with

**Z**

KNAO

Zoning Authorities, Relations with