Strasburg School District 31-J

Agenda

SCHOOL DISTRICT BOARD OF EDUCATION
Regular Meeting
November 9, 2026 6:00 PM

Central Service Building, 2102 Wagner Street, Strasburg, CO 80136

Meeting is In-Person Audience may observe via Zoom
Join Zoom Meeting
https://ecboces.zoom.us/j/9805 7290855
Meeting ID: 980 5729 0855

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

Board of Education

Michael Marrero, President

Diana Elliott, 1st Vice President

Mary O'Malley, 2nd Vide President

Courtney Vance, Secretary

Gema Gomez, Treasurer

Strasburg School Board strives to follow our guiding principles:

T – Transparency

R – Respect

U – Unity

T – Trust

H - Honesty

Board Procedures:

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

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

Presentations must be no more than three minutes.

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

II. Celebrations
Kelle Bongard
   a. HMS Brain Bowl

III. Public Participation/General
Michael Marrero

IV. Old Business
   a. Election Results
   b. Superintendent Mid-Year Evaluation
      https://docs.google.com/document/d/11eI1veSApIgYK1EPohRB0QmS_J8TygfGdMAqG7DQIbo/edit?usp=sharing

V. New Business

VI. Board Reports/Discussion
   a. Board Feedback
      Michael Marrero
   b. Legislative and Colorado Association of School Boards
      Diana Elliott
   c. District Accountability Committee
      Courtney Vance
   d. East Central Board of Cooperative Educational Services
      Diana Elliott
   e. Chamber of Commerce
      Gema Gomez

VII. Superintendent Report/Discussion
Kelle Bongard
   a. Building Updates
   b. Fiscal Updates
      i. Quarterly Update
   c. Policy Updates
      i.
         JKA - Use of Physical Intervention and Restraint
         JKA-R Procedure for the use of Physical Intervention and Restraint
         (Final Read)

      ii.
         JLF- Reporting Child Abuse and Child Protection
         JLF- R Reporting Child Abuse and Child Protection Procedures
         (2nd Read)

      iii.
         JLCB Immunizations of Students
         JLCB-R Immunizations of Students
         (2nd Read)

      iv.
         GBI - Criminal History Record Information
         (Final Read)

      v.
         IKA - Grading and Assessment Systems

IKA-R - Grading and Assessment Systems: Exemption Procedure and Information to Parents/Guardians
(Final Read)

vi.
DJB - Federal Procurement
DJB-R - Federal Procurement Procedures
(Final Read)

vii.
GBEB Staff Conduct and Responsibilities
(Final Read)

d. EASI Grant Application

VIII. Adoption of Consent Agenda

a. Personnel Matters Contract/Letter of Assignments – New Hires/Renewals
- Stephanie Daza - SHS Paraprofessional
- Jordan Garcia - SES Paraprofessional
- Amalia Pinela - HMS Paraprofessional
- Jessie Bonds - HMS Teacher
- Samantha Garcia - Food Services

b. Personnel Matters Contract/Letter of Assignments – Reassignments

c. Personnel Matters Contract/Letter of Assignments – Terminations/Resignations/Non-Renewals
- Robyn Handy - HMS Teacher
- Jessey Hampton - SES Teacher
- Ana Hernandez - Food Service

d. Substitute List

e. Policy Updates

i.
JKA - Use of Physical Intervention and Restraint
JKA-R Procedure for the use of Physical Intervention and Restraint

ii.
GBEB Staff Conduct and Responsibilities

iii.
DJB - Federal Procurement
DJB-R - Federal Procurement Procedures

iv.
GBI - Criminal History Record Information

v.
IKA - Grading and Assessment Systems
IKA-R - Grading and Assessment Systems: Exemption Procedure and Information to Parents/Guardians

IX. Calendar Review

a. Meeting Times and Dates Review
- November 30 = Work Session
- Dec 3-5 = CASB Conference
- Dec 14 = December Meeting
- NO Work Session in Dec.

b. Future Agenda Topics

X. Adjournment

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

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

Strasburg School District 31J

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

Board of Education Team Norms

Accountability to the Board and the Community:

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

Commitment to the District's Strategic Plan:

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

Effective and Productive Meetings:

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

Strasburg School District 31J
Quarterly Financial Statements
Fiscal Year 2026-2027

September 30, 2026



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

Kelle Bongard
Superintendent

Amanda Rosier
Finance Director

Unaudited for management use only.

Strasburg School District 31J

Quarterly Financial Summary

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September 30, 2026

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Strasburg School District 31J
Quarterly Financial Summary
General Fund
September 30, 2026

	FY 26-27 July - Septmebr				FY 26-27 YEAR-TO-DATE				FY 25-26 July - Sept	Footnotes
	July - Septmebr Actual	1/4 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	QTD Actual	
Revenues										
Local Revenue	218,014	1,237,153	(1,019,139)	17.62%	218,014	4,948,611	(4,730,598)	4.41%	180,956	(2)
Intermediate Sources	323	89	234	363.33%	323	357	(34)	90.58%	357	
State Revenue	3,952,383	2,787,266	1,165,117	141.80%	3,952,383	11,149,063	(7,196,680)	35.45%	3,718,135	(3)
Federal Revenue	0	29,739	(29,739)	0.00%	0	118,957	(118,957)	0.00%	661	(4)
Allocations	0	(25,000)	25,000	0.00%	0	(100,000)	100,000	0.00%	0	
Total Revenues	$ 4,170,720	$ 4,029,247	$ 141,473	103.51%	$ 4,170,720	$ 16,116,989	$ (11,946,269)	25.88%	$ 3,900,110	
Expenditures by Program										
Instructional Services	1,394,147	2,270,371	876,224	61.41%	1,394,147	9,081,485	7,687,339	15.35%	1,634,500	
Pupil Services (2100)	164,688	263,119	98,431	62.59%	164,688	1,052,476	887,788	15.65%	136,689	
Instr. Staff Support (2200)	88,821	121,671	32,850	73.00%	88,821	486,684	397,863	18.25%	128,557	
General Administration (2300)	129,454	117,009	(12,445)	110.64%	129,454	468,034	338,581	27.66%	133,947	
School Administration (2400)	286,076	299,886	13,810	95.40%	286,076	1,199,542	913,466	23.85%	266,916	
Business Services (2500)	44,852	46,843	1,991	95.75%	44,852	187,373	142,521	23.94%	54,577	
Maintenance & Operations (2600)	782,078	556,693	(225,385)	140.49%	782,078	2,226,773	1,444,694	35.12%	790,134	(5)
Transportation Services (2700)	99,707	175,493	75,786	56.82%	99,707	701,973	602,266	14.20%	160,794	
Central Services (2800)	316,217	192,649	(123,568)	164.14%	316,217	770,596	454,379	41.04%	225,446	(6)
Other Services		1,000	1,000	0.00%	0	4,000	4,000	0.00%	10,441	
Total Expenditures	$ 3,306,040	$ 4,044,734	$ 738,694	81.74%	$ 3,306,040	$ 16,178,937	$ 12,872,897	20.43%	$ 3,542,000	
Other Financing Uses										
Transfers Out	0	0	0	N/A	0	0	0	N/A	0	
Total Other Financing Uses	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A	$ -	
Income (Loss)	$ 864,680	$ (15,487)	$ 880,167		$ 864,680	$ (61,948)	$ 926,628	$ (14)	$ 358,110	
Audited/Estimated Fund Balance, Beginning of Year					5,291,252	5,291,252				
Fund Balance, End of Period					$ 6,155,933	$ 5,229,304	$ 926,628			

Footnotes:

(1) The quarterly budget column is only the annual budget divided by 4. Please keep in mind that while expenditures happen fairly evenly throughout the year, revenues are highly variable based on the property tax collection cycle and the timing of categorical and grant revenues.

(2) Property taxes primarily received in April and June.

(3) Receiving State Equilization over 9 month period which results in higher monthly payments until property tax payments.

(4) Timing of federal revenue payments for grants.

(5) Summer Projects - These expenses will level out the remainder of the year.

(6) Purchase of technology equipment at the beginning of the year.

The General Fund is used to account for and report all financial resources that are not required to be accounted for and reported in another fund and is considered the main operating fund of the District.

Strasburg School District 31J
Quarterly Financial Summary
General Fund
September 30, 2026

	FY 26-27 July - Septmebr				FY 26-27 YEAR-TO-DATE				FY 25-26 July - Septmebr	Footnotes
	July - Septmebr Actual	1/4 x Annual Budget	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	YTD Actual	
Expenditures by Object										
Salaries	1,626,611	2,153,203	526,592	75.54%	1,626,611	8,612,812	6,986,201	18.89%	1,595,446	
Employee Benefits	500,644	689,610	188,966	72.60%	500,644	2,758,441	2,257,797	18.15%	498,832	
Professional Services	128,710	111,717	(16,993)	115.21%	128,710	446,868	318,158	28.80%	119,552	
Property Services	98,978	113,340	14,362	87.33%	98,978	453,359	354,381	21.83%	126,830	
Other Services	481,887	535,441	53,554	90.00%	481,887	2,141,763	1,659,875	22.50%	449,858	
Supplies & Materials	406,597	371,979	(34,618)	109.31%	406,597	1,487,914	1,081,317	27.33%	566,341	
Capital Outlay	38,457	61,770	23,313	62.26%	38,457	247,080	208,623	15.56%	136,494	
Other Objects	24,156	7,675	(16,481)	314.73%	24,156	30,700	6,545	78.68%	25,853	(1)
Other Uses	0	0	0	N/A	0	0	0	N/A	0	
Total Expenditures	$ 3,306,040	$ 4,044,735	$ 738,695	81.74%	$ 3,306,040	$ 16,178,937	$ 12,872,897	20.43%	$ 3,519,206	

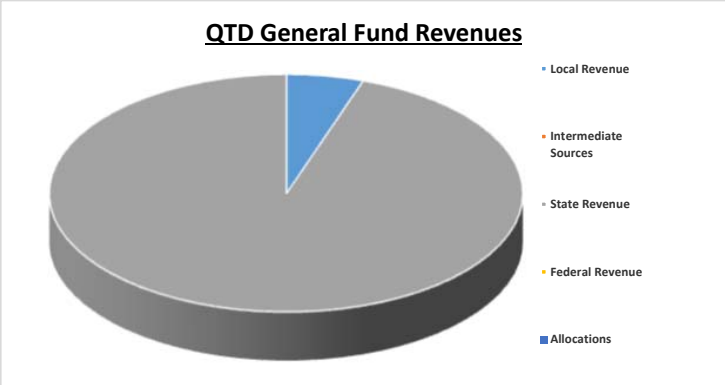
Footnotes:

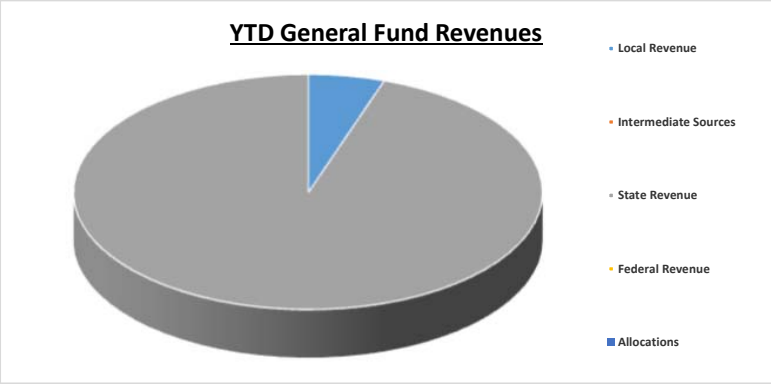
(1) Dues and Fees are due at the beginning of the year, such a CASB (majority) and CASE.

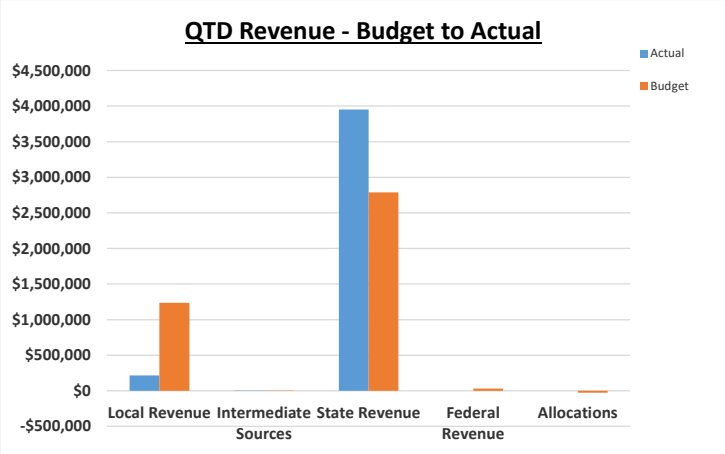
Strasburg School District 31J
Balance Sheet
General Fund
9/30/2026

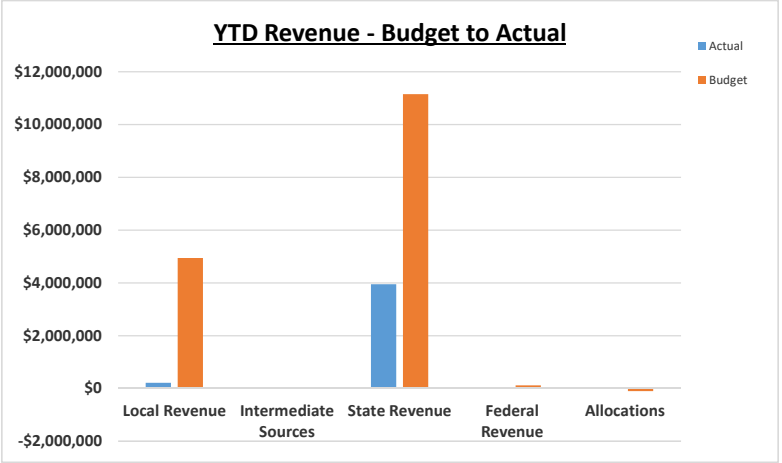
	FY 26-27	FY 25-26
Assets		
Cash and investments	$5,867,598	$4,599,937
Receivables	$179,409	$7,203
Prepaid expenses	$67,793	$60,520
Due from other Funds	$200,000	$100,308
Total Assets	**$6,314,800**	**$4,767,968**
Liabilities		
Accounts Payable	$42,014	$92,831
Accrued Salaries	$0	$0
Deferred Revenue	$35,828	$0
Due to other funds	$0	$0
Total Liabilities	**$77,842**	**$92,831**
Fund Equity		
Restricted	$478,000	$478,000
Unassigned	$5,677,933	$4,197,137
Total Fund Equity	**$6,155,933**	**$4,675,137**
Total Liabilities and Fund Equity	**$6,233,775**	**$4,767,968**

Strasburg School District 31J
Quarterly Financial Summary
General Fund
September 30, 2026





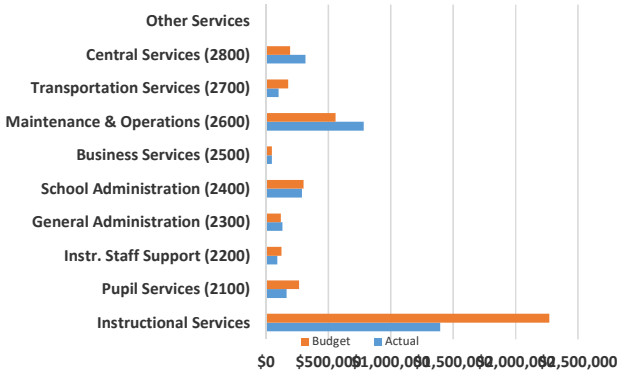




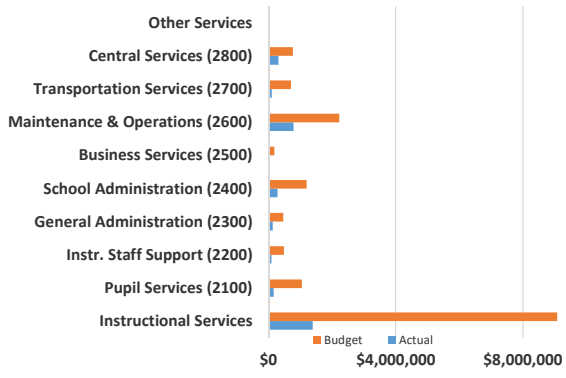
Strasburg School District 31J

Quarterly Financial Summary
General Fund
September 30, 2026

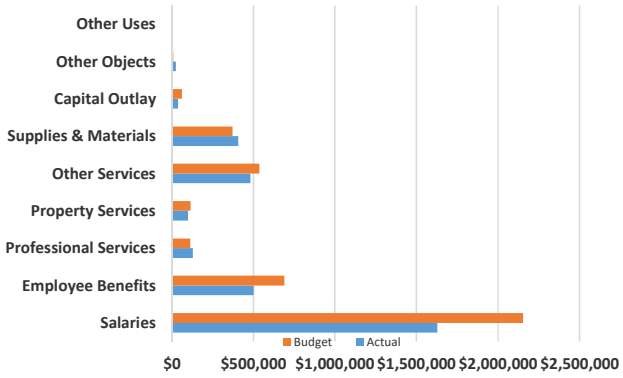
QTD Expenditures by Program



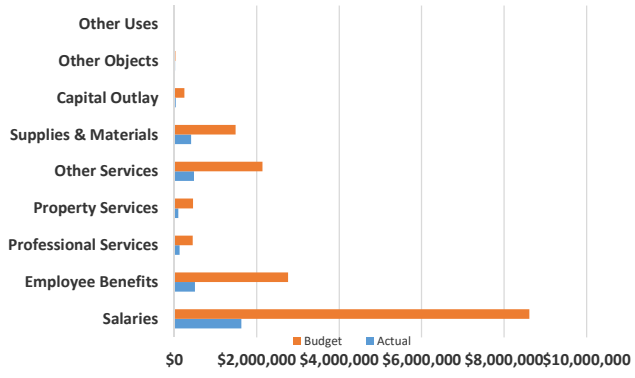
YTD Expenditures by Program



QTD Expenditures by Object



YTD Expenditures by Object



Strasburg School District 31J
Quarterly Financial Summary
Food Services Fund (21)
September 30, 2026

	FY 26-27 July - Septmebr				FY 26-27 YEAR-TO-DATE				FY 25-26 July - Septmebr	Footnotes
	July - Septmebr Actual	1/4 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	QTD Actual	
Revenues										
Local Revenue	2,859	6,125	(3,266)	46.68%	2,859	24,500	(21,641)	11.67%	12,297	
State Revenue	0	56,250	(56,250)	0.00%	0	225,000	(225,000)	0.00%	0	(2)
Federal Revenue	0	89,375	(89,375)	0.00%	0	357,500	(357,500)	0.00%	0	(2)
Allocations	0	25,000	(25,000)	0.00%	0	100,000	(100,000)	0.00%	0	
Total Revenues	$ 2,859	$ 176,750	$ (173,891)	1.62%	$ 2,859	$ 707,000	$ (704,141)	0.40%	$ 12,297	
Expenditures										
Salaries	43,434	61,250	17,816	70.91%	43,434	245,001	201,567	17.73%	39,086	
Employee Benefits	10,117	12,340	2,223	81.99%	10,117	49,359	39,242	20.50%	9,171	
Professional Services	0	300	300	0.00%	0	1,200	1,200	0.00%	0	
Property Services	0	750	750	0.00%	0	3,000	3,000	0.00%	0	
Other Services	445	0	(445)	N/A	445	1,000	555	44.52%	192	
Supplies & Materials	72,554	123,766	51,212	58.62%	72,554	407,440	334,885	17.81%	106,026	
Equipment	0	0	0	N/A	0	0	0	N/A	0	
Other Objects	0	0	0	N/A	0	0	0	N/A	0	
Total Expenditures	$ 126,551	$ 198,406	$ 71,855	63.78%	$ 126,551	$ 707,000	$ 580,449	17.90%	$ 154,475	
Other Financing Uses										
Transfers Out	0	0	0	N/A			0	N/A		
Total Other Financing Uses	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A	$ -	
Income (Loss)	$ (123,692)	$ (21,656)	$ (102,036)		$ (123,692)	$ -	$ (123,692)	N/A	$ (142,179)	
Audited/Estimated Fund Balance, Beginning of Year					35,352	35,352				
Fund Balance, End of Period					$ (88,340)	$ 35,352	$ (123,692)			

Footnotes:

(1) The quarterly budget column is only the annual budget divided by 4. Please keep in mind that while expenditures happen fairly evenly throughout the year, revenues are highly variable based on the property tax collection cycle and the timing of categorical and grant revenues.

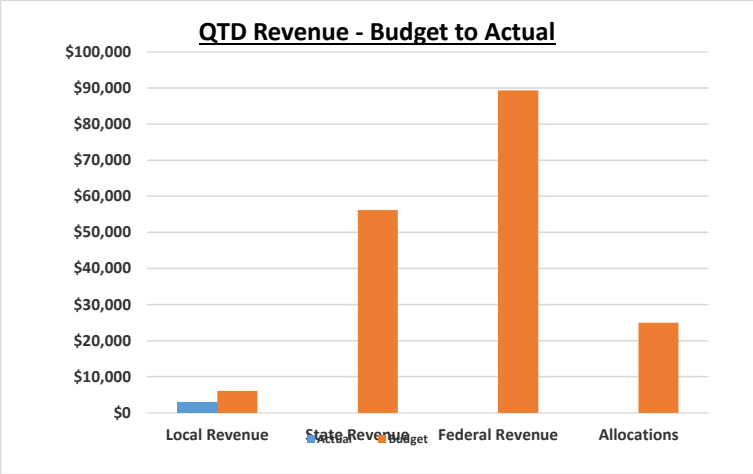
(2) Waiting on payment of food service claims from CDE.

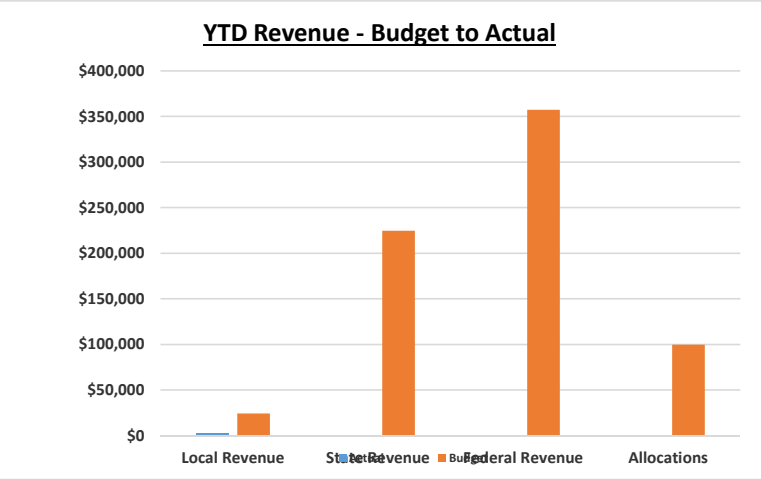
The Food Services Fund is a special revenue fund to record financial transactions related to nutrition services operations.

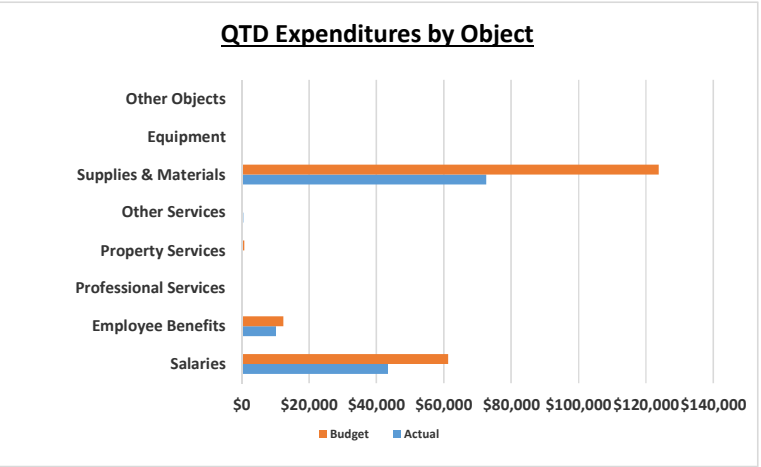
Strasburg School District 31J
Balance Sheet
Food Services Fund (21)
September 30, 2026

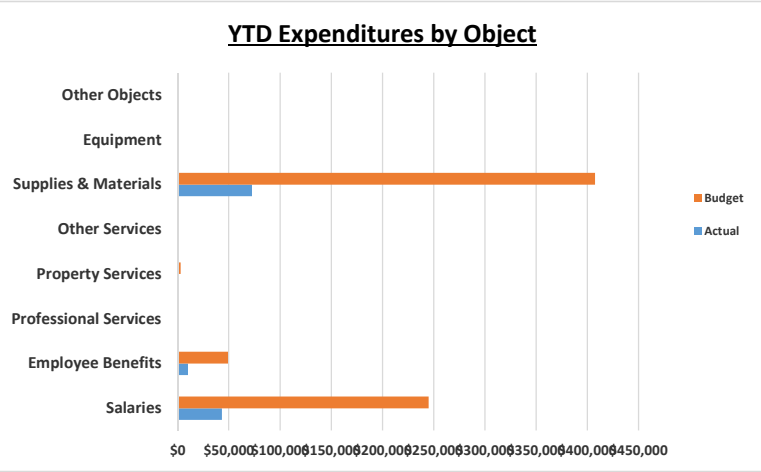
	FY 26-27	FY 25-26
Assets		
Cash and investments	$38,898	$5,567
Inventory	$12,792	$0
Prepaid expenses	$0	$0
Due from other funds	$0	$0
Total Assets	**$51,690**	**$5,567**
Liabilities		
Accounts Payable		
Accrued Salaries	$0	$0
Unearned Revenue	$10,734	$0
Due to other funds	$200,000	$100,308
Total Liabilities	**$210,734**	**$100,308**
Fund Equity		
Restricted	$12,792	$11,610
Unassigned	($171,836)	($106,351)
Total Fund Equity	**($159,044)**	**($94,742)**
Total Liabilities and Fund Equity	**$51,690**	**$5,567**

Strasburg School District 31J
Quarterly Financial Summary
Food Services Fund (21)
September 30, 2026









Strasburg School District 31J
Quarterly Financial Summary
Bond Redemption Fund (31)
September 30, 2026

	FY 26-27 July - Septmebr				FY 26-27 YEAR-TO-DATE				FY 25-26 July - Septmebr	Footnotes
	July - Septmebr Actual	1/4 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	QTD Actual	
Revenues										
Local Revenue	40,503	338,075	(297,572)	11.98%	40,503	1,352,300	(1,311,797)	3.00%	23,642	
State Revenue		0	0	N/A			0	N/A		
Federal Revenue		0	0	N/A			0	N/A		
Allocations		0	0	N/A			0	N/A		
Total Revenues	$ 40,503	$ 338,075	$ (297,572)	11.98%	$ 40,503	$ 1,352,300	$ (1,311,797)	3.00%	$ 23,642	
Expenditures										
Interest Payments (0800)	0	211,325	211,325	0.00%	0	845,300	845,300	0.00%	0	(2)
Principal Payments (0900)	0	155,000	155,000	0.00%	0	620,000	620,000	0.00%	0	(2)
Other Objects	0	0	0	N/A	0	0	0	N/A	0	
Total Expenditures	$ -	$ 366,325	$ 366,325	0.00%	$ -	$ 1,465,300	$ 1,465,300	0.00%	$ -	
Other Financing Uses										
Transfers Out	0	0	0	N/A			0	N/A		
Total Other Financing Uses	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A	$ -	
Income (Loss)	$ 40,503	$ (28,250)	$ 68,753		$ 40,503	$ (113,000)	$ 153,503	-36%	$ 23,642	
Audited/Estimated Fund Balance, Beginning of Year					1,743,404	1,743,404				
Fund Balance, End of Period					$ 1,783,907	$ 1,630,404	$ 153,503			

Footnotes:

(1) The quarterly budget column is only the annual budget divided by 4. Please keep in mind that while expenditures happen fairly evenly throughout the year, revenues are highly variable based on the property tax collection cycle and the timing of categorical and grant revenues.

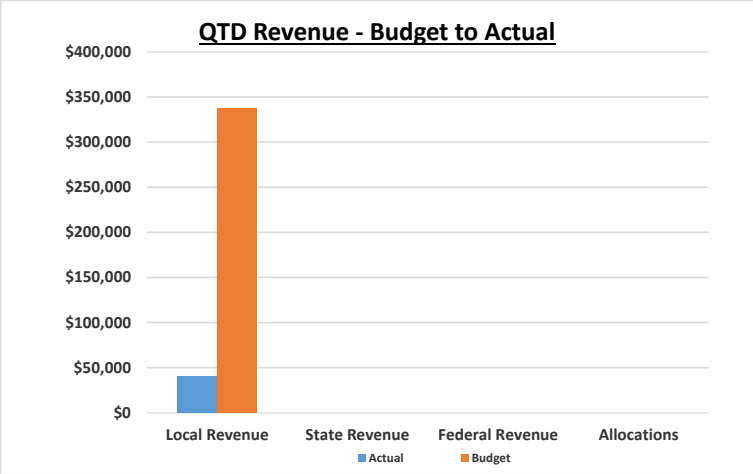
(2) Payments only made 2x per year.

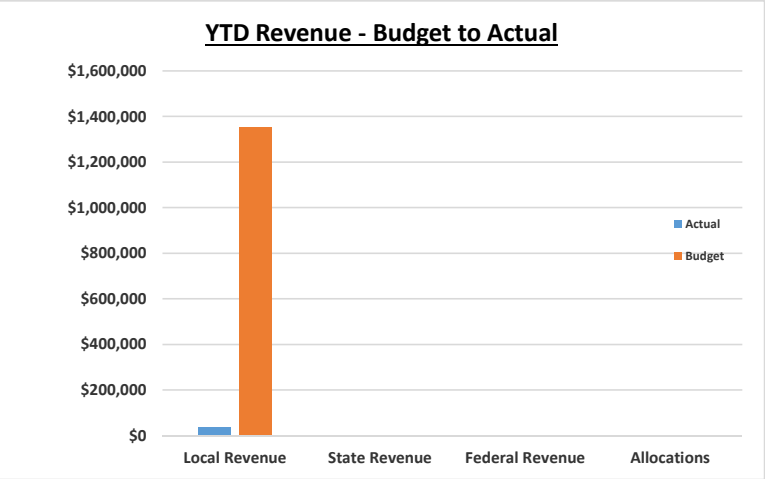
The purpose of the Bond Redemption Fund is to record the revenues from a tax levy for the purpose of satisfying voter-spproved bonded indeptedness obligations, including principal, interest, and related expenditures.

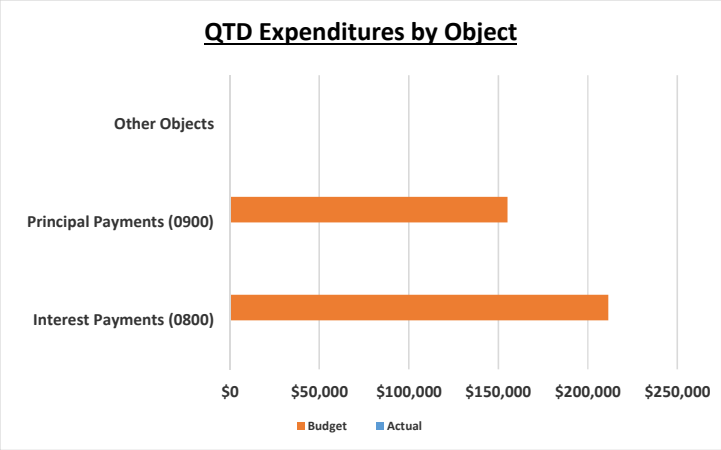
Strasburg School District 31J
Balance Sheet
Bond Redemption Fund (31)
September 30, 2026

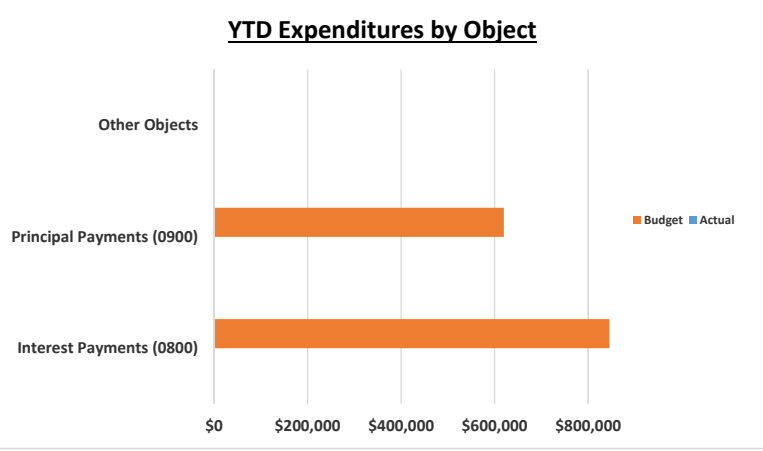
	FY 26-27	FY 25-26
Assets		
Cash and investments	$1,769,747	$2,061,306
Receivables	$34,202	$0
Prepaid expenses		
Due to other Funds		
Total Assets	**$1,803,949**	**$2,061,306**
Liabilities		
Accounts Payable		
Accrued Salaries		
Deferred Revenue	$0	$0
Due to other funds		
Total Liabilities	**$0**	**$0**
Fund Equity		
Restricted	$1,743,404	$2,037,664
Unassigned	$40,503	$23,642
Total Fund Equity	**$1,783,907**	**$2,061,306**
Total Liabilities and Fund Equity	**$1,783,907**	**$2,061,306**

Strasburg School District 31J
Quarterly Financial Summary
Bond Redemption Fund
September 30, 2026









Strasburg School District 31J
Quarterly Financial Summary
Building Fund (41)
September 30, 2026

	FY 26-27 July - Septmebr				FY 26-27 YEAR-TO-DATE				FY 25-26 July - Septmebr	Footnotes
	July - Septmebr Actual	1/4 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	QTD Actual	
Revenues										
Local Revenue	50	45	5	110.40%	50	180	(130)	27.60%	55	
State Revenue		0	0	N/A			0	N/A		
Federal Revenue		0	0	N/A			0	N/A		
Allocations		0	0	N/A			0	N/A		
Total Revenues	$ 50	$ 45	$ 5	110.40%	$ 50	$ 180	$ (130)	27.60%	$ 55	
Expenditures										
Salaries	0	0	0	N/A	0	0	0	N/A		
Employee Benefits	0	0	0	N/A	0	0	0	N/A		
Professional Services	0	0	0	N/A	0	0	0	N/A		
Property Services	0	0	0	N/A	0	0	0	N/A		
Other Services	0	0	0	N/A	0	0	0	N/A		
Supplies & Materials	0	0	0	N/A	0	0	0	N/A		
Equipment	0	0	0	N/A	0	0	0	N/A		
Other Objects	0	0	0	N/A	0	0	0	N/A		
Total Expenditures	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A	$ -	
Other Financing Uses										
Transfers Out	0	0	0	N/A			0	N/A		
Total Other Financing Uses	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A	$ -	
Income (Loss)	$ 50	$ 45	$ 5		$ 50	$ 180	$ (130)	27.60%	$ 55	
Audited/Estimated Fund Balance, Beginning of Year					11,098	11,098				
Fund Balance, End of Period					$ 11,147	$ 11,278	$ (130)			

Footnotes:

(1) The quarterly budget column is only the annual budget divided by 4. Please keep in mind that while expenditures happen fairly evenly throughout the year, revenues are highly variable based on the property tax collection cycle and the timing of categorical and grant revenues.

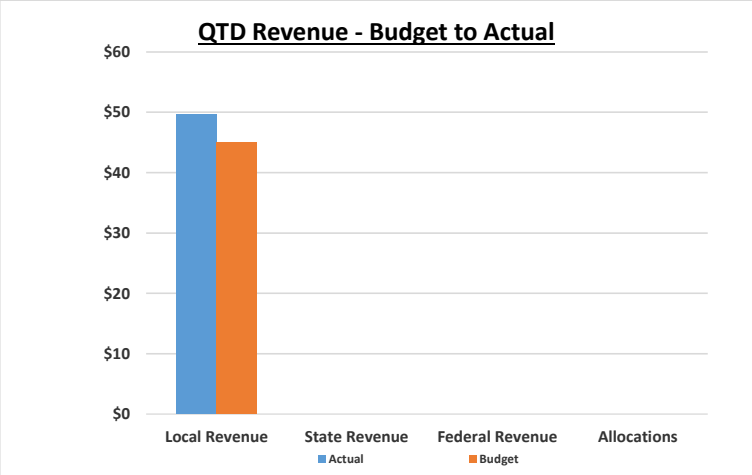
The Building Fund is used to account for revenues and expenditures related to current construction project.

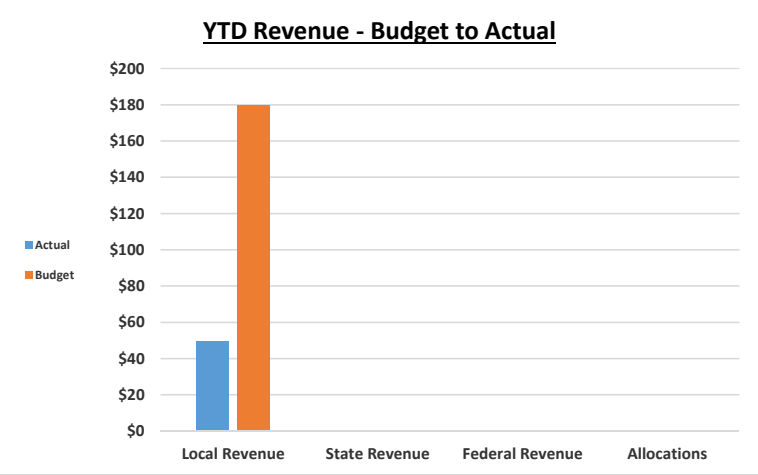
Strasburg School District 31J
Balance Sheet
Building Fund (41)
September 30, 2026

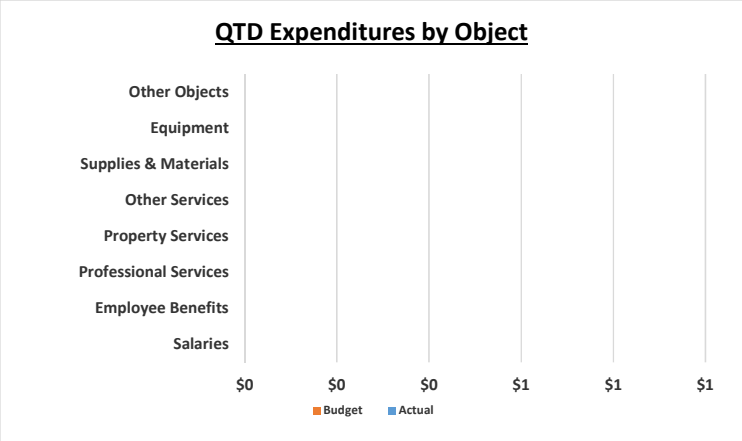
	FY 26-27	FY 25-26
Assets		
Cash and investments	$11,147	$10,923
Receivables		
Prepaid expenses		
Due to other Funds		
Total Assets	**$11,147**	**$10,923**
Liabilities		
Accounts Payable		$0
Accrued Salaries		
Deferred Revenue		
Due to other funds		
Total Liabilities	**$0**	**$0**
Fund Equity		
Restricted	$11,098	$10,868
Unassigned	$50	$55
Total Fund Equity	**$11,147**	**$10,923**
Total Liabilities and Fund Equity	**$11,147**	**$10,923**

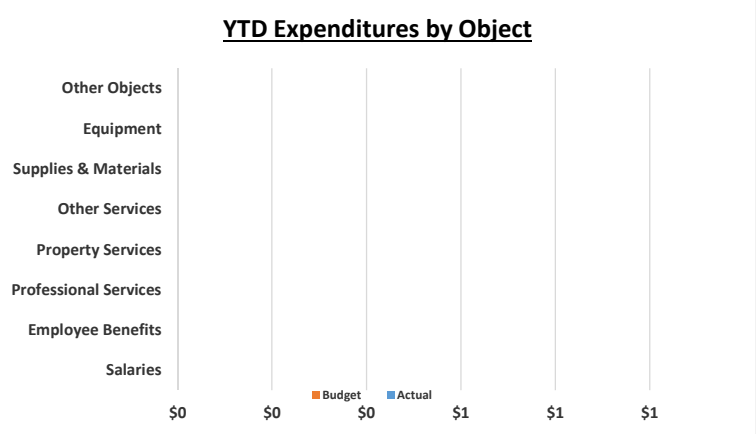
Strasburg School District 31J
Quarterly Financial Summary
Building Fund (41)
September 30, 2026

Building Fund









Strasburg School District 31J
Quarterly Financial Summary
Capital Reserve Fund (43)
September 30, 2026

	FY 26-27 July - Septmebr				FY 26-27 YEAR-TO-DATE				FY 25-26 July - Septmebr	Footnotes
	July - Septmebr Actual	1/4 x Annual Budget	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	QTD Actual	
Revenues										
Local Revenue	465	50	415	930.38%	465	200	265	232.60%	111	
State Revenue	0	0	0	N/A	0		0	N/A	0	
Federal Revenue		0	0	N/A			0	N/A		
Allocations		0	0	N/A			0	N/A		
Total Revenues	$ 465	$ 50	$ 415	930.38%	$ 465	$ 200	$ 265	232.60%	$ 111	
Expenditures										
Salaries	0	0	0	N/A	0	0	0	N/A	0	
Employee Benefits	0	0	0	N/A	0	0	0	N/A	0	
Professional Services	0	0	0	N/A	0	0	0	N/A	0	
Property Services	0	0	0	N/A	0	0	0	N/A	0	
Other Services	0	0	0	N/A	0	0	0	N/A	0	
Supplies & Materials	0	0	0	N/A	0	0	0	N/A	0	
Equipment	0	0	0	N/A	0	0	0	N/A	0	
Other Objects	0	0	0	N/A	0	0	0	N/A	0	
Total Expenditures	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A	$ -	
Other Financing Uses										
Transfers Out	0	0	0	N/A			0	N/A		
Total Other Financing Uses	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A	$ -	
Income (Loss)	$ 465	$ 50	$ 415		$ 465	$ 200	$ 265	232.60%	$ 111	
Audited/Estimated Fund Balance, Beginning of Year					222,217	222,217				
Fund Balance, End of Period					$ 222,683	$ 222,417	$ 265			

Footnotes:

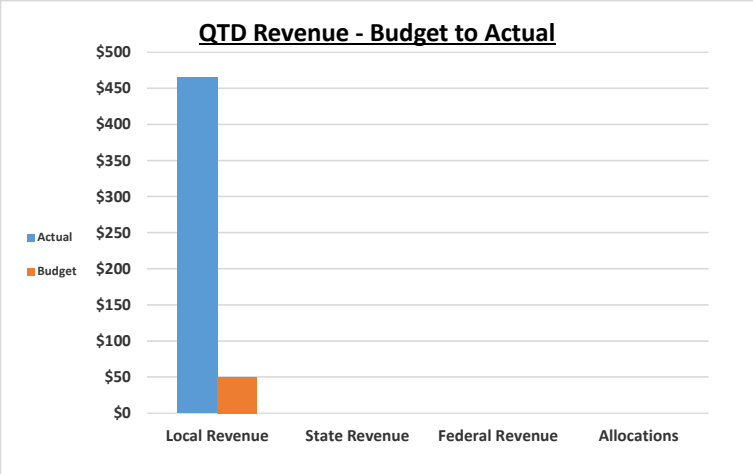
(1) The quarterly budget column is only the annual budget divided by 4. Please keep in mind that while expenditures happen fairly evenly throughout the year, revenues are highly variable based on the property tax collection cycle and the timing of categorical and grant revenues.

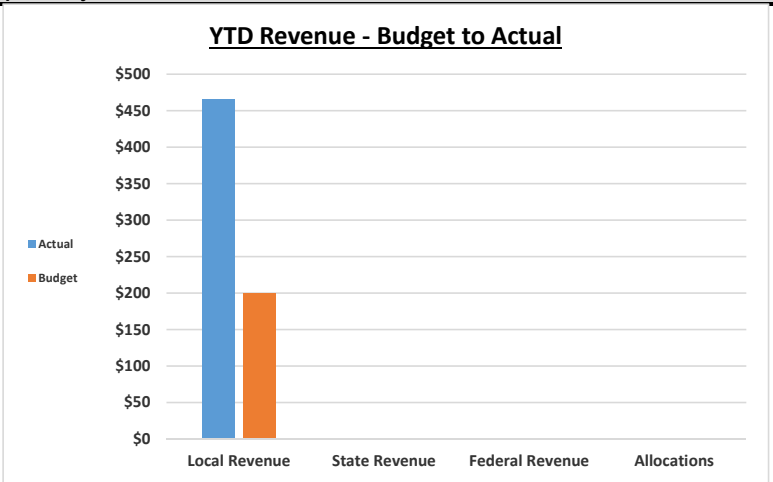
Strasburg School District 31J
Balance Sheet
Capital Reserve Fund (43)
September 30, 2026

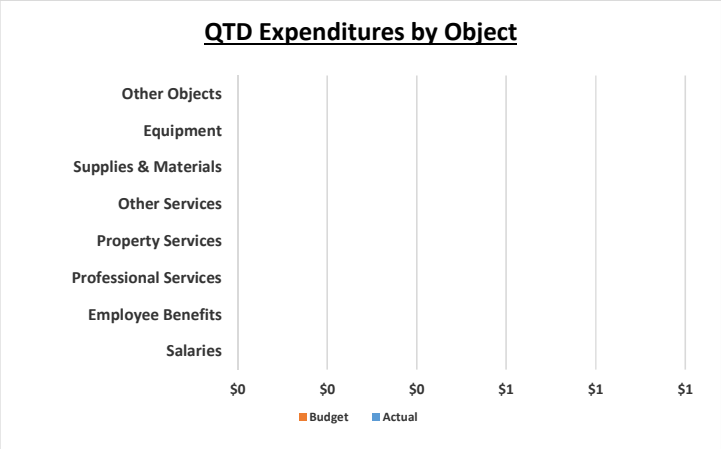
	FY 26-27	FY 25-26
Assets		
Cash and investments	$222,683	$10,923
Receivables		
Prepaid expenses		
Due to other Funds		$0
Total Assets	**$222,683**	**$10,923**
Liabilities		
Accounts Payable		
Accrued Salaries		
Deferred Revenue		
Due to other funds		-
Total Liabilities	**$0**	**$0**
Fund Equity		
Restricted		
Unassigned	$222,683	$10,923
Total Fund Equity	**$222,683**	**$10,923**
Total Liabilities and Fund Equity	**$222,683**	**$10,923**

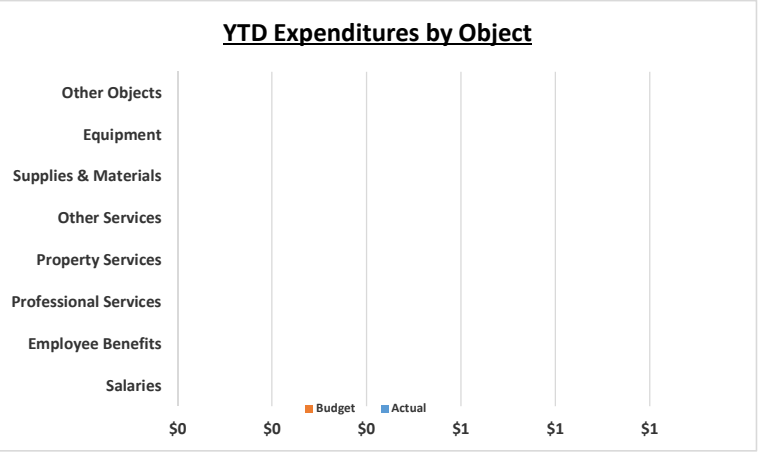
Strasburg School District 31J
Quarterly Financial Summary
Capital Reserve Fund (43)
September 30, 2026

Capital Reserve/Capital Projects Fund









Strasburg School District 31J
Quarterly Financial Summary
Student Activity Fund
September 30, 2026

	FY 26-27 July - Septmebr				FY 26-27 YEAR-TO-DATE				FY 25-26 July - Septmebr	Footnotes
	July - Septmebr Actual	1/4 x Annual Budget	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	QTD Actual	
Revenues										
Local Revenue	29,527	81,250	(51,723)	36.34%	248,498	325,000	(76,502)	76.46%	22,495	
State Revenue		0	0	N/A			0	N/A		
Federal Revenue		0	0	N/A			0	N/A		
Allocations		0	0	N/A			0	N/A		
Total Revenues	$ 29,527	$ 81,250	$ (51,723)	36.34%	$ 248,498	$ 325,000	$ (76,502)	76.46%	$ 22,495	
Expenditures										
Salaries		0	0	N/A			0	N/A		
Employee Benefits		0	0	N/A			0	N/A		
Professional Services		0	0	N/A			0	N/A		
Property Services		0	0	N/A			0	N/A		
Other Services		0	0	N/A			0	N/A		
Supplies & Materials	41,077	78,250	37,173	52.50%	41,077	313,000	271,923	13.12%	53,037	
Equipment		0	0	N/A			0	N/A		
Other Objects		0	0	N/A			0	N/A		
Total Expenditures	$ 41,077	$ 78,250	$ 37,173	52.50%	$ 41,077	$ 313,000	$ 271,923	13.12%	$ 53,037	
Other Financing Uses										
Transfers Out	0	0	0	N/A			0	N/A		
Total Other Financing Uses	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A	$ -	
Income (Loss)	$ (11,550)	$ 3,000	$ (14,550)		$ 207,421	$ 12,000	$ 195,421	1728.51%	$ (30,542)	
Audited/Estimated Fund Balance, Beginning of Year					178,565	178,565				
Fund Balance, End of Period					$ 385,986	$ 190,565	$ 195,421			

Footnotes:

(1) The quarterly budget column is only the annual budget divided by 4. Please keep in mind that while expenditures happen fairly evenly throughout the year, revenues are highly variable based on the property tax collection cycle and the timing of categorical and grant revenues.

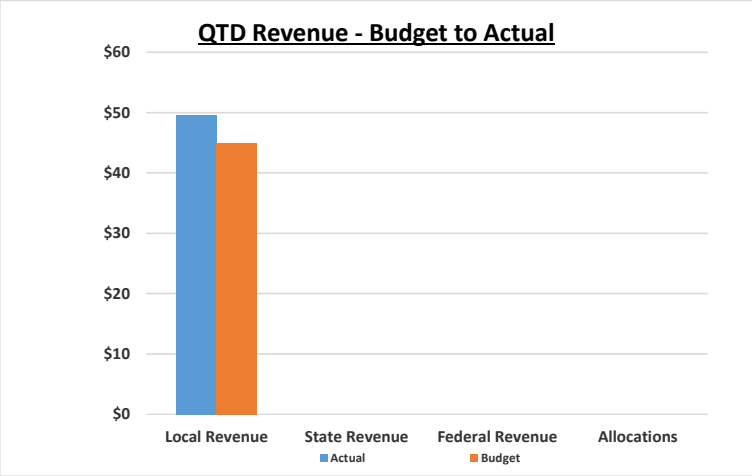
The Activity Fund is used to record financial transactions related to school-sponsored pupil interscholastic and intrascholastic athletic and related events. These activites are supported in whole or in part by revenues from pupils and fund-raising activities.

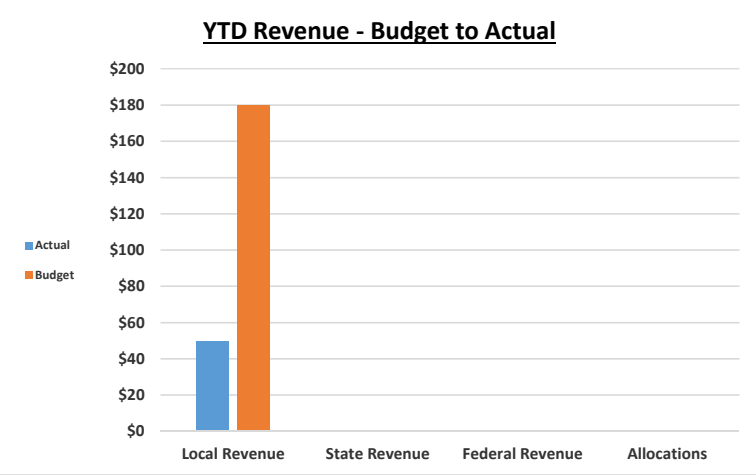
Strasburg School District 31J
Balance Sheet
Student Activity Fund
September 30, 2026

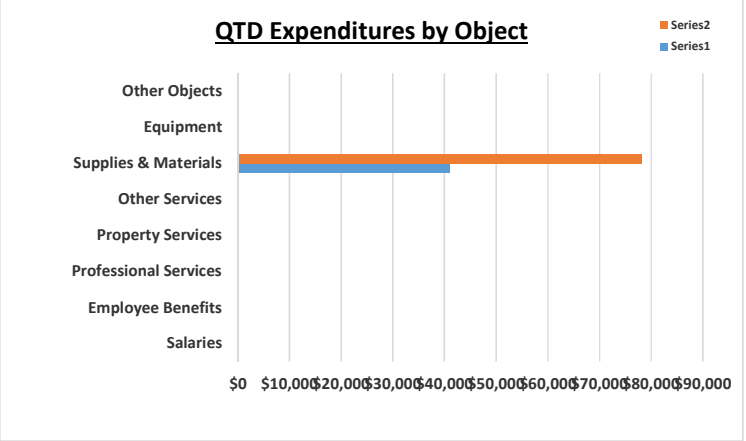
	FY 26-27	FY 25-26
Assets		
Cash and investments	$175,961	$169,897
Receivables		
Prepaid expenses		
Due to other Funds		
Total Assets	**$175,961**	**$169,897**
Liabilities		
Accounts Payable		
Accrued Salaries		
Deferred Revenue		
Due to other funds		
Total Liabilities	**$0**	**$0**
Fund Equity		
Restricted		
Unassigned	$175,961	$169,897
Total Fund Equity	**$175,961**	**$169,897**
Total Liabilities and Fund Equity	**$175,961**	**$169,897**

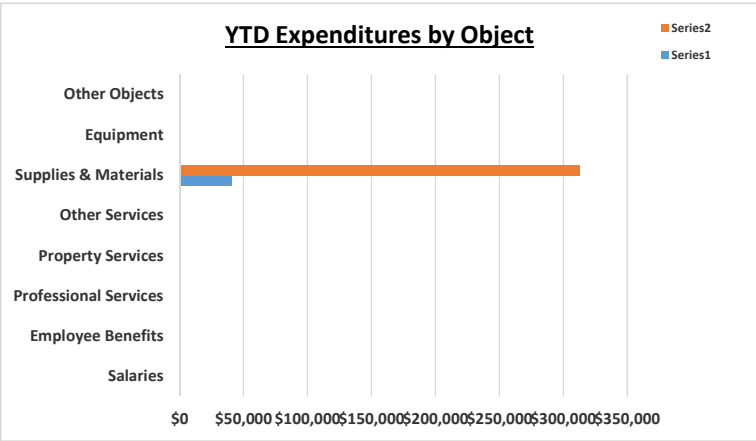
Strasburg School District 31J

Quarterly Financial Summary
Student Activity Fund
September 30, 2026









CRS - 22-45-102 (b)

(b) The board of education of each school district shall review the financial condition of said school district at least quarterly during the fiscal year. The board shall require the secretary, treasurer, or any employee who has duties which relate to the fiscal affairs of said school district to submit a financial report covering the fiscal actions involving the general fund, and other funds that the board may request, at least quarterly. At a minimum, the report shall include:

(I) The actual amounts spent and received as of the date of the report from each of the several funds budgeted by the district for the fiscal year, expressed as dollar amounts and as percentages of the annual budget;

(II) The actual amounts spent and received for each fund for the same period in the preceding fiscal year, expressed as dollar amounts and as percentages of the annual budget;

(III) The expected year-end fund balances, expressed as dollar amounts and as percentages of the annual budget; and

(IV) A comparison of the expected year-end fund balances with the amount budgeted for that fiscal year.

Strasburg School District 31J

Policy:	File:
Procedure for the Use of Physical Intervention and Restraint	JKA-R
Adopted:	**Revision:**
2006	November 2026

Procedure for the Use of Physical Intervention and Restraint

DUTIES RELATED TO RESTRAINT

A District, or District Employee, who uses restraint must adhere to the restrictions outlined in policy JKA. In addition, any District Employee who uses restraint of any form, must be appropriately trained and follow the notification and documentation guidelines.

TRAINING

A District that uses restraint must ensure that all District Employees and agents using restraint in its facilities or programs are trained. Training must include:

1. The appropriate use of restraint;
2. Methods to explain the use of restraint to the student who is restrained and the student's family;
3. A continuum of prevention techniques;
4. Environmental management;
5. A continuum of de-escalation techniques;
6. 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;
7. Appropriate documentation and notification procedures, including monitoring and recording the time duration of a restraint or seclusion; and
8. Retraining must occur at a frequency of at least every two years.

DOCUMENTATION AND NOTIFICATION

All Restraints. If a District Employee uses a restraint on a student, the Employee is required to submit a written report of the incident to the District no later than one school day after the incident occurred.

Physical Restraint, more than one minute but less than five minutes. If a physical restraint is used for more than one minute, but less than five minutes, the District must provide written notice on the day of the restraint to the parent or legal guardian of the student.

1. The written notice must include (1) the date, (2) the name of the student, and (3) the number of restraints used that day that lasted between one and five minutes.

Physical Restraint, five minutes or more, and any Seclusion. If a physical restraint is used for five minutes or more, or if the student is placed in seclusion for any length of time, the District must provide verbal or written notice on the day of the physical restraint or seclusion to the parent of the student. The District will also mail or email a written report of the incident to the parent of the student not more than five calendar days after the use of the restraint or seclusion on the student. The written report of the use of restraint must be placed in the student's confidential file and include:

1. The antecedent of the student's behavior, if known;
2. A description of the incident;
3. Any efforts made to deescalate the situation;
4. Any alternatives to the use of restraint that were attempted;
5. The type and duration of the restraint used;
6. Any injuries that occurred;
7. The names of the District Employees, or agents, who were present, and District Employees, or agents, who were involved in administering the restraint;
8. The start and end time of the restraint;
9. Details concerning the notification provided to the parent or legal guardian; and
10. For seclusion, details concerning whether the door was opened or closed.

Review of Physical Restraint, five minutes or more, and any Seclusion. When District Staff complete the written report described above, they should also review to assure that appropriate procedures were followed and to minimize use of restraint in the future, when possible. Such staff review should include:

1. Ensuring there is follow up communication with the student and their parent or legal guardian;
2. Considering whether alternative strategies could have been used; and
3. Recommending adjustment of procedures, if appropriate.

If there is a reasonable probability that a physical restraint or seclusion may be used with a specific student, the District will provide written notice to the parent or legal guardian, and if appropriate, to the student, regarding (1) physical restraint or seclusion procedures that may be used, (2) the circumstances in which physical restraint or seclusion might be used, and (3) the District Employees or agents who may be involved. A parent who receives such notification from the District may choose to request a meeting to discuss the written notice, in which case the District must meet with the parents.

ANNUAL REVIEW OF THE USE OF RESTRAINT

Each District will establish an annual review process and document the results of each review in writing. The purpose of the annual review is to ensure the proper administration of restraint, minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incident of injury to students, District Employees, and agents. The review process must include, but is not limited to:

1. An analysis of incident reports, including consideration of procedures used during the restraint, preventative or alterative techniques attempted, documentation, and follow up:
2. Training needs of District Staff;
3. Staff to student ratios; and
4. Environmental considerations, including physical space, student seating arrangements, and noise levels.

For a charter school authorized by the District, the data and the written review must be integrated into the annual review of the authorizing District.

ANNUAL REPORTING

No later than June 30th of each year, the District will submit in a report to the Department of Education the information from the Annual Review listed above, and the following data on restraints used by District Employees or agents:

1. The total number of physical restraints lasting more than one minute but less than five minutes;
2. The total number of physical restraints lasting five minutes or more;
3. The total number of students who experienced at least one physical restraint lasting more than one minute but less than five minutes;
4. The total number of students who experiences at least one physical restraint lasting five minutes or more;
5. The total number of students who experienced at least one seclusion;
6. The total number of seclusions;
7. The total number of mechanical restraints;
    a. Within the total number of mechanical restraints, how many were restraints using handcuffs; and
8. The total number of prone restraints.

The District should track restraints in their District Schools, Charter Schools authorized by the District, and any separate school operated by the District for students with disabilities. Districts are not required to track restraints for students at a facility school. Districts may have additional reporting requirements under law or contract.

Adopted: 2006
Revised: 09-14-2017
Revised: 01-10-2023
Revised November 2026

Strasburg School District 31J

Policy:	File:
Procedure for the Use of Physical Intervention and Restraint	JKA-R
Adopted:	**Revision:**
2006	~~January 2023~~November 2026

Procedure for the Use of Physical Intervention and Restraint

DUTIES RELATED TO RESTRAINT

A District, or District Employee, who uses restraint must adhere to the restrictions outlined in policy JKA. In addition, any District Employee who uses restraint of any form, must be appropriately trained and follow the notification and documentation guidelines.

TRAINING

A District that uses restraint must ensure that all District Employees and agents using restraint in its facilities or programs are trained. Training must include:

1. The appropriate use of restraint;
2. Methods to explain the use of restraint to the student who is restrained and the student's family;
3. A continuum of prevention techniques;
4. Environmental management;
5. A continuum of de-escalation techniques;
6. 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;
7. Appropriate documentation and notification procedures, including monitoring and recording the time duration of a restraint or seclusion; and
8. Retraining must occur at a frequency of at least every two years.

DOCUMENTATION AND NOTIFICATION

All Restraints. If a District Employee uses a restraint on a student, the Employee is required to submit a written report of the incident to the District no later than one school day after the incident occurred.

Physical Restraint, more than one minute but less than five minutes. If a physical restraint is used for more than one minute, but less than five minutes, the District must provide written notice on the day of the restraint to the parent or legal guardian of the student.

1. The written notice must include (1) the date, (2) the name of the student, and (3) the number of restraints used that day that lasted between one and five minutes.

Physical Restraint, five minutes or more, and any Seclusion. If a physical restraint is used for five minutes or more, or if the student is placed in seclusion for any length of time, the District must provide verbal or written notice on the day of the physical restraint or seclusion to the parent of the student. The District will also mail or email a written report of the incident to the parent of the student not more than five calendar days after the use of the restraint or seclusion on the student. The written report of the use of restraint must be placed in the student's confidential file and include:

1. The antecedent of the student's behavior, if known;
2. A description of the incident;
3. Any efforts made to deescalate the situation;
4. Any alternatives to the use of restraint that were attempted;
5. The type and duration of the restraint used;
6. Any injuries that occurred;
7. The names of the District Employees, or agents, who were present, and District Employees, or agents, who were involved in administering the restraint;
8. The start and end time of the restraint;
9. Details concerning the notification provided to the parent or legal guardian; and
10. For seclusion, details concerning whether the door was opened or closed.

Review of Physical Restraint, five minutes or more, and any Seclusion. When District Staff complete the written report described above, they should also review to assure that appropriate procedures were followed and to minimize use of restraint in the future, when possible. Such staff review should include:

1. Ensuring there is follow up communication with the student and their parent or legal guardian;
2. Considering whether alternative strategies could have been used; and
3. Recommending adjustment of procedures, if appropriate.

If there is a reasonable probability that a physical restraint or seclusion may be used with a specific student, the District will provide written notice to the parent or legal guardian, and if appropriate, to the student, regarding (1) physical restraint or seclusion procedures that may be used, (2) the circumstances in which physical restraint or seclusion might be used, and (3) the District Employees or agents who may be involved. A parent who receives such notification from the District may choose to request a meeting to discuss the written notice, in which case the District must meet with the parents.

ANNUAL REVIEW OF THE USE OF RESTRAINT

Each District will establish an annual review process and document the results of each review in writing. The purpose of the annual review is to ensure the proper administration of restraint, minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incident of injury to students, District Employees, and agents. The review process must include, but is not limited to:

1. An analysis of incident reports, including consideration of procedures used during the restraint, preventative or alterative techniques attempted, documentation, and follow up:
2. Training needs of District Staff;
3. Staff to student ratios; and

4. Environmental considerations, including physical space, student seating arrangements, and noise levels.

For a charter school authorized by the District, the data and the written review must be integrated into the annual review of the authorizing District.

ANNUAL REPORTING

No later than June 30th of each year, the District will submit in a report to the Department of Education the information from the Annual Review listed above, and the following data on restraints used by District Employees or agents:

1. The total number of physical restraints lasting more than one minute but less than five minutes;
2. The total number of physical restraints lasting five minutes or more;
3. The total number of students who experienced at least one physical restraint lasting more than one minute but less than five minutes;
4. The total number of students who experiences at least one physical restraint lasting five minutes or more;
5. The total number of students who experienced at least one seclusion;
6. The total number of seclusions;
7. The total number of mechanical restraints;
    a. Within the total number of mechanical restraints, how many were restraints using handcuffs; and
8. The total number of prone restraints.

The District should track restraints in their District Schools, Charter Schools authorized by the District, and any separate school operated by the District for students with disabilities. Districts are not required to track restraints for students at a facility school. Districts may have additional reporting requirements under law or contract.

~~**A. Definitions**~~

~~In accordance with state law and 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 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. "Prone restraint" means a restraint in which the student being restrained is secured in a prone (i.e., face-down) position.

6. "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.

7. "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.

8. "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.

9. "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).

10. "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.

11. "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, constructive and non-physical de-escalation, and re-structuring the 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 and prone restraints shall not be used, except in the limited circumstances permitted by state law and described as exceptions in the accompanying policy.

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.

b. Any space in which a student is secluded shall have adequate lighting, ventilation and size.

c. 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 emailed, 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.~~

1. ~~Retraining shall occur at a frequency of at least every two years.~~

~~3.~~ Adopted: 2006
Revised: 09-14-2017
Revised: 01-10-2023
Revised November 2026

Strasburg School District 31J

Policy:	File:
Use of Physical Intervention and Restraint	JKA
Adopted:	Revision:
2006	November 2026

Use of Physical Intervention and Restraint

Use of Physical Intervention and Restraint

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 will not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

DEFINITIONS

Corporal Punishment means the willful infliction of, or willfully causing the infliction of, physical pain on a child. *Corporal Punishment is never to be used.*

Emergency means a serious, probable, imminent threat of bodily harm to self or others when there is the present ability to affect such bodily harm.

Restraint means any method or device that is used to limit a student's voluntary freedom of movement, including seclusion, chemical restraint, mechanical restraint, and physical restraint.

> Chemical Restraint means the involuntary administration of medication to a student for the purpose of restraining a student and does not include administering prescription medication or medication for voluntary or life-saving medical procedures. *Chemical Restraint is never to be used.*
>
> Mechanical Restraint means a physical device used to restrict a student's voluntary freedom of movement or the movement or normal function of a portion of their body, and does not include (1) devices recommended by the student's physician, occupational or physical therapist, IEP, or 504 Team, (2) protective devices used to prevent a student from self-harm as agreed on by the student's IEP or 504 Team, (3) an adaptive device that is used to facilitate instruction or therapy recommended by the student's physician, occupational or physical therapist and is agreed to for use by the student and the student's IEP or 504 Team, or (4) a positioning or securing device used to facilitate the student's medical treatment as recommended by the student's physician, occupational or physical therapist, IEP, or 504 Team.
>
> Physical Restraint means the use of bodily physical force to limit a student's voluntary freedom of movement for more than one minute. Physical restraint does not include a physical intervention administered on a student that lasts one minute or less for the protection of a student, others, or property. It also does not include the holding of a student for the purpose of calming the student, minimal physical contact for the purpose of escorting a student or assisting the student with a task.

Prone Restraint means a restraint in which the student who is being restrained is secured in a face-down position.

Seclusion is a form of restraint and means (1) the placement of a student, (2) alone in a room or area, (3) from which egress is prevented. *Seclusion does not include time out.*

Time Out is the removal of a student from a potentially rewarding situation and does not prevent a student's egress.

RESTRAINT

The use of restraint on a student of the District is prohibited when the student is on District property, participating in an off-campus activity, or event sponsored by the District, except in the following situations:

Deadly Weapon. The use of mechanical, physical, or prone restraints is permitted on a student who openly displays a deadly weapon.

Emergency. The use of physical restraint or seclusion is permitted in an emergency (1) after the failure of less restrictive alternatives, or (2) after the determination that less restrictive alternatives would be inappropriate or ineffective during the emergency.

Property Damage. If property damage may be involved, restraint may only be used when the destruction of property (1) could result in a serious, probable, imminent threat of bodily harm to the individual or another person, and (2) the student is able to effect such bodily harm.

Restraint must not be used as a form of punishment, treatment as a way to modify behavior, or as retaliation. Any District or District Employee who uses physical restraint must ensure that the restraint does not place excess pressure on the student's chest or back or inhibit or impede the student's ability to breathe; and during the restraint the student's breathing must not be compromised. The student must be released from the restraint within fifteen minutes after the initiation of the restraint, except when it would be unsafe to do so.

SECLUSION

If a District uses a room for seclusion, there must be at least one window to monitor the student when the door is closed. If a window is not feasible, monitoring must be done with a video camera. A room used for seclusion must be a safe space free from injurious items. The room must not be used by school staff for storage, custodial purposes, or office space. A student placed in seclusion must be continually monitored and provided relief periods from seclusion for reasonable access to the restroom.

USE OF RESTRAINT BY A SCHOOL RESOURCE OFFICER OR LAW ENFORCEMENT

An armed security officer or certified peace officer may use mechanical or prone restraints only if the officer (1) has received documented training in defensive tactics utilizing handcuffing procedures, (2) has received documented training in restraint tactics utilizing prone restraint, and (3) has made a referral to a law enforcement agency and is making an arrest or is referring to law enforcement to make an arrest.

A school resource officer or law enforcement officer acting in his/her official capacity on District property may use a mechanical, physical, or prone restraint on a student if there is a danger to the student or others, or during a custodial arrest that requires transport.

Adopted: 2006
Revised: 09-14-2017
Revised: 01-10-2023
Revised: October 2023
Revised November 2026

LEGAL REFS.: C.R.S. 18-1-703 *(use of physical force by those supervising minors)*

C.R.S. 18-1-901 (3)(e) *(definition of a deadly weapon)*

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 (2)(a)(I)(L) *(policies for use of restraint and seclusion on students and information on the process for filing a complaint regarding the use of restraint or seclusion shall be included in student conduct and discipline code)*

C.R.S. 22-32-109.1 (2)(a)(D) *(prohibition against corporal punishment shall be included in student conduct and discipline code)*

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

C.R.S. 22-32-147 *(use of restraints on students)*

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 A*

Strasburg School District 31J

Policy:	File:
Use of Physical Intervention and Restraint	JKA
Adopted:	Revision:
2006	~~October 2023~~November 2026

Use of Physical Intervention and Restraint

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~~ will not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation.

DEFINITIONS

Corporal Punishment means the willful infliction of, or willfully causing the infliction of, physical pain on a child. *Corporal Punishment is never to be used.*

Emergency means a serious, probable, imminent threat of bodily harm to self or others when there is the present ability to affect such bodily harm.

Restraint means any method or device that is used to limit a student's voluntary freedom of movement, including seclusion, chemical restraint, mechanical restraint, and physical restraint.

Chemical Restraint means the involuntary administration of medication to a student for the purpose of restraining a student and does not include administering prescription medication or medication for voluntary or life-saving medical procedures. *Chemical Restraint is never to be used.*

Mechanical Restraint means a physical device used to restrict a student's voluntary freedom of movement or the movement or normal function of a portion of their body, and does not include (1) devices recommended by the student's physician, occupational or physical therapist, IEP, or 504 Team, (2) protective devices used to prevent a student from self-harm as agreed on by the student's IEP or 504 Team, (3) an adaptive device that is used to facilitate instruction or therapy recommended by the student's physician, occupational or physical therapist and is agreed to for use by the student and the student's IEP or 504 Team, or (4) a positioning or securing device used to facilitate the student's medical treatment as recommended by the student's physician, occupational or physical therapist, IEP, or 504 Team.

Physical Restraint means the use of bodily physical force to limit a student's voluntary freedom of movement for more than one minute. Physical restraint does not include a physical intervention administered on a student that lasts one minute or

less for the protection of a student, others, or property. It also does not include the holding of a student for the purpose of calming the student, minimal physical contact for the purpose of escorting a student or assisting the student with a task.

Prone Restraint means a restraint in which the student who is being restrained is secured in a face-down position.

Seclusion is a form of restraint and means (1) the placement of a student, (2) alone in a room or area, (3) from which egress is prevented. *Seclusion does not include time out.*

Time Out is the removal of a student from a potentially rewarding situation and does not prevent a student's egress.

RESTRAINT

The use of restraint on a student of the District is prohibited when the student is on District property, participating in an off-campus activity, or event sponsored by the District, except in the following situations:

Deadly Weapon. The use of mechanical, physical, or prone restraints is permitted on a student who openly displays a deadly weapon.

Emergency. The use of physical restraint or seclusion is permitted in an emergency (1) after the failure of less restrictive alternatives, or (2) after the determination that less restrictive alternatives would be inappropriate or ineffective during the emergency.

Property Damage. If property damage may be involved, restraint may only be used when the destruction of property (1) could result in a serious, probable, imminent threat of bodily harm to the individual or another person, and (2) the student is able to effect such bodily harm.

Restraint must not be used as a form of punishment, treatment as a way to modify behavior, or as retaliation. Any District or District Employee who uses physical restraint must ensure that the restraint does not place excess pressure on the student's chest or back or inhibit or impede the student's ability to breathe; and during the restraint the student's breathing must not be compromised. The student must be released from the restraint within fifteen minutes after the initiation of the restraint, except when it would be unsafe to do so.

SECLUSION

If a District uses a room for seclusion, there must be at least one window to monitor the student when the door is closed. If a window is not feasible, monitoring must be done with a video camera. A room used for seclusion must be a safe space free from injurious items. The room must not be used by school staff for storage, custodial purposes, or office space. A student placed in seclusion must be continually monitored and provided relief periods from seclusion for reasonable access to the restroom.

USE OF RESTRAINT BY A SCHOOL RESOURCE OFFICER OR LAW ENFORCEMENT

An armed security officer or certified peace officer may use mechanical or prone restraints only if the officer (1) has received documented training in defensive tactics utilizing

handcuffing procedures, (2) has received documented training in restraint tactics utilizing prone restraint, and (3) has made a referral to a law enforcement agency and is making an arrest or is referring to law enforcement to make an arrest.

A school resource officer or law enforcement officer acting in his/her official capacity on District property may use a mechanical, physical, or prone restraint on a student if there is a danger to the student or others, or during a custodial arrest that requires transport.

~~**Physical intervention**~~

~~Corporal punishment shall not be administered to any student by any district employee or volunteer, in accordance with state law.~~

~~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 one minute unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.~~

~~**Restraint**~~

~~For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force and seclusion. If property damage may be involved, restraint may only be used when the destruction of property could possibly result in bodily harm to the individual or another person. Restraint shall not include the holding of a student for less than one minute by a district employee for the~~

protection of the student or others and other actions excluded from the definition of restraint in state law.

If a student is physically restrained for a period of time longer than one minute, but less than five minutes, the student's parent(s) are required to be notified. The notice must be given in writing on the same day the restraint occurs, and must include the date of restraint, student's name, and the number of times that day that the student was restrained.

If a student is physically restrained for a period of time longer than five minutes, the school administration shall verbally notify the parent or guardian as soon as possible, but not later than the end of the school day that the restraint was used. Additionally, the school administration shall mail, fax, or e-mail a written report of the incident, including all information required by law, to the parent or legal guardian of the student not more than five calendar days after the use of the restraint on the student.

District employees shall not use restraint as a form of discipline or to control or gain compliance from a student. District employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

If a student is placed in a seclusion room, the student must be continually monitored. The seclusion room must have at least one window to monitor students when the door is closed. If it is not feasible to utilize a room with a window, monitoring by video camera must be possible. The seclusion room must be a safe space free from injurious items and must not be a space used by school staff for offices, storage, or custodial purposes.

Restraint shall only be administered by district employees trained in accordance with applicable State Board of Education rules.

Use of Mechanical or Prone Restraints

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111 (3); however, no law enforcement officer or armed security official shall use handcuffs on any student unless the student poses an immediate danger to themselves or others or if handcuffs are solely used during a custodial arrest requiring transport.

2. When the student is openly displaying a deadly weapon, as defined in C.R.S. 18-1-901 (3)(e).

Adopted: 2006
Revised: 09-14-2017
Revised: 01-10-2023
Revised: October 2023
Revised November 2026

LEGAL REFS.: C.R.S. 18-1-703 *(use of physical force by those supervising minors)*

C.R.S. 18-1-901 (3)(e) *(definition of a deadly weapon)*

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. 22-1-140 *(definition of corporal punishment, and prohibition against volunteers or employees from imposing corporal punishment on a child)*~~

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 (2)(a)(I)(L) *(policies for use of restraint and seclusion on students and information on the process for filing a complaint regarding the use of restraint or seclusion shall be included in student conduct and discipline code)*

C.R.S. 22-32-109.1 (2)(a)(D) *(prohibition against corporal punishment shall be included in student conduct and discipline code)*

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

C.R.S. 22-32-147 *(use of restraints on students)*

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)*

Strasburg School District 31J

Policy:	File:
Immunization of Students	JLCB
Adopted:	**Revision:**
2006	November 2026

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, the schools specific immunization and exemption rates for the measles, mumps, and rubella vaccine for the schools enrolled student population for the previous school year compared to the vaccinated children standard, and a statement that the school is required to collect and report the information, but the school does not control the school's specific immunization rates or establish the vaccinated children standard.

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:

1. A certificate of medical exemption;

2. A certificate of nonmedical exemption.

Students who do not submit an up-to-date certificate of immunization or a valid certificate of medical or nonmedical exemption will be suspended and/or expelled from school according to this policy's accompanying 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: 2006
Revised: 07/2016
02/2018
05/2025
November 2026

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
JFABE*, Students in Foster Care
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JRA/JRC, Student Records/Release of Information on Students

JLCB-R, Immunizations of Student Regulation

File: JLCB

NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Immunization of Students

The Board directs the Ssuperintendent or designee(s) to annually provide parents/guardians of each student enrolled in the Ddistrict 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, the school's specific immunization and exemption rates for the measles, mumps, and rubella vaccine *[optional: the school may also include immunization and vaccination rates for any other vaccine]* for the school's enrolled student population for the previous school year compared to the vaccinated children standard, and a statement that the school is required to collect and report the information, but the school does not control the school's specific immunization rates or establish the vaccinated children standard.

No student is permitted to attend or continue to attend any school in this Ddistrict without meeting the legal requirements of immunization against disease unless the student has presented one of the following, as provided by law:

~~a written authorization signed by a parent/guardian requesting local public health officials administer the immunizations;~~

- 1. ~~a certificate~~A certificate of medical exemption;
- ~~a certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment; or~~
- 2. ~~a~~ A certificate of nonmedical exemption.

Students who do not submit an up-to-date certificate of immunization~~, a written authorization signed by one parent/guardian requesting local public health officials to administer the immunizations,~~ or a valid certificate of medical or nonmedical exemption will be suspended and/or expelled from school according to this policy's accompanying regulation (JLCB-R).

Commented [HD1]: Needs link

All information distributed to parents/guardians by the Ddistrict will inform them of their rights to seek an exemption from immunization requirements.

(Adoption date)

LEGAL REFERENCES.:

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 REFERENCES.:

JF, Admission and Denial of Admission
JFABE*, Students in Foster Care
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JRA/JRC, Student Records/Release of Information on Students
JLCB-R, Immunizations of Students Regulation

Commented [HD2]: Needs link

NOTE 1: In accordance with state law, the Colorado Department of Public Health and Environment (CDPHE) has developed and provided to the Colorado Department of Education (CDE) a standardized immunization document regarding childhood immunizations. CDE shall post an updated standardized immunization document on its website on or before January 15th annually. C.R.S. 25-4-902.

NOTE 2: Districts may determine the method of distribution for the standardized immunization document. Solely posting the document on the school district's website or in a central area of the school is not sufficient to satisfy the notice requirement, however, each school district is encouraged to post a copy of the document on its website. C.R.S. 22-32-140.

NOTE 3: State law requires schools to make the immunization and exemption rates of their enrolled student population "publicly available upon request." C.R.S. 25-4-903 (5). The CDPHE has created a worksheet to assist schools in determining their immunization and exemption rates. To access this worksheet and related information, visit the CDPHE's website, https://www.colorado.gov/cdphe.

NOTE 4: State law also requires schools, on or by February 15, 2021 and every year thereafter, to include on the standardized immunization document the school's

specific immunization and exemption rates for the measles, mumps, and rubella vaccine for the school's enrolled student population for the previous school year compared to the vaccinated children standard of 95%. C.R.S. 25-4-902 (4)(b).

[Revised ~~June 2021~~July 2026]
COLORADO SAMPLE POLICY 1991©

Commented [HB3]: July

Strasburg School District 31J

Policy:	File:
Immunization of Students	JLCB-R
Adopted:	**Revision:**
2006	November 2026

Immunization of Students

No student may attend school in the District unless the student has presented to the school: (1) an up-to-date certificate of immunization, (2) a valid certificate of medical exemption, or (3) a completed certificate of nonmedical exemption.

A student will be exempted from required immunizations only upon submission of:

Medical Exemptions. A completed certificate of medical exemption signed by a licensed physician, qualified physician assistant, or advanced practice nurse that the student's physical condition is such that immunization would endanger the student's life or health or is otherwise medically contraindicated due to other medical conditions. A medical exemption can be for:

1. Permanent Conditions, which requires the form to be submitted only once to the school; or

2. Temporary Conditions, which only last for the duration of the condition and will expire after the "temporary until" date, which is determined by the authorized immunizing provider who signed the form.

NOTE: The expiration date must be monitored by each school in the District to determine when the student is eligible to receive the required immunization. Additionally, all Medical Exemption Forms (temporary or permanent) must be maintained in the student's file at each new school the student attends.

Nonmedical Exemptions. A completed certificate of nonmedical exemption signed by one parent/guardian or an emancipated student. The certificate of nonmedical exemption must also include either:

1. The signature from a licensed physician, qualified physician assistant, advanced practice nurse, or pharmacist; or

2. Confirmation of completion of the Colorado Department of Public Health and Environment's Online Immunization Education Module.

a. Certificates of Nonmedical Exemption must be submitted once per school year.

In the event of an outbreak of any communicable disease for which immunization is required, no exemption will be recognized, and those students will be excluded from school.

DUTIES RELATED TO IMMUNIZATIONS

Each school in the District annually provides the school's specific immunization and exemption rates for the measles, mumps, and rubella vaccine [optional: the school may also include immunization and vaccination rates

for any other vaccine] for the school's enrolled student population for the previous school year compared to the vaccinated children standard.

The District will provide upon request an immunization reporting form. The __[appropriate school official, e.g., school nurse, principal]_is responsible for seeing that required information is included on the form and transferred to an official certificate of immunization as required.

If there is a failure to comply with the immunization requirements, the [appropriate school official] will personally notify the parent/guardian or emancipated student. Such notification will be accomplished by telephone, e-mail, or in person. If this is not possible, contact will be by physical 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:

1. That up-to-date immunizations are required under Colorado law.

2. That within 30 days of notification, the parent/guardian must submit one of the following: (1) a completed certificate of medical exemption (either temporary or permanent), (2) a completed certificate of nonmedical exemption or, (3) documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations.

3. That if the required documentation is not submitted within 30 days of notification, or if the student begins, but does not continue or complete, the written plan, the student will be suspended or expelled.

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, in accordance with applicable law. If no certificate of immunization is received during the period of suspension, the Superintendent will institute proceedings for expulsion. Any suspension or expulsion under this policy will terminate automatically upon compliance. 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 applies to students in out-of-home placements, as that term is defined by C.R.S. 22-32-138 (1)(h).

Unless the District or school is otherwise authorized to deny enrollment to a student in out-of-home placement, the District or school must enroll the student regardless of whether the District or school has received the student's immunization records. Upon enrolling the student, the school must notify the student's legal guardian that unless the school receives the student's certificate of immunization within 14 days after the student enrolls, the school will suspend the student until such time as the school receives the certificate of immunization or authorization.

Adopted: 2006

Revised: 10-12-2016
02-2018
08-08-2018
06-2025
November 2026

File: JLCB-R ~~- Immunization of Students~~

NOTE: While Colorado school districts are not required by law to adopt a regulation on this subject, this regulation reflects legal requirements school districts must follow. This sample regulation contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate procedures that meet local circumstances and needs.

~~1.~~ Immunization of Students

No student may attend school in the D~~d~~istrict unless the student has presented to the school: (1) an up-to-date certificate of immunization, ~~a written authorization signed by a parent/guardian requesting local public health officials administer the immunizations or~~ (2) a valid certificate of medical exemption, or (3) a completed certificate of nonmedical exemption ~~form~~.

NOTE: Please refer to current standardized immunization documents and exemption forms developed and updated by the Colorado Department of Public Health and Environment.

~~2.~~ A student will be exempted from required immunizations only upon submission of:

Medical Exemptions.~~a.~~ A~~a~~ completed certificate of medical exemption signed by~~from~~ a licensed physician, qualified physician assistant, or advanced practice nurse that the student'~~'~~s physical condition is such that immunization would endanger the student'~~'~~s life or health or is otherwise medically contraindicated due to other medical conditions.~~;~~ A medical exemption can be for:

1. Permanent Conditions, which requires the form to be submitted only once to the school; or

2. Temporary Conditions, which only last for the duration of the condition and will expire after the "temporary until" date, which is determined by the authorized immunizing provider who signed the form.

NOTE: The expiration date must be monitored by each school in the District to determine when the student is eligible to receive the required immunization. Additionally, all Medical Exemption Forms (temporary or permanent) must be maintained in the student's file at each new school the student attends.

~~b. a completed certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment; or~~

Nonmedical Exemptions. ~~c.~~ A~~a~~ completed certificate of nonmedical exemption signed by one~~a~~ parent/guardian or an emancipated student. ~~and a physician, qualified physician assistant, or advanced practice nurse.~~ The certificate of nonmedical exemption must also include either:

1. The signature from a licensed physician, qualified physician assistant, advanced practice nurse, or pharmacist; or

2. Confirmation of completion of the Colorado Department of Public Health and Environment's Online Immunization Education Module.

a. Certificates of Nonmedical Exemption must be submitted once per school year.

In the event of an outbreak of any communicable disease for which immunization is required, no exemption will be ~~recognized~~recognized, and those students will be excluded from school.

~~3. Parents/guardians or emancipated students who assert a nonmedical exemption must submit either a completed certificate of completion of the online education module administered by the Colorado Department of Public Health and Environment or a completed certificate of nonmedical exemption that is signed by a parent/guardian or emancipated student and a physician, qualified physician assistant, or advanced practice nurse on an annual basis. Such submission will occur at the beginning of each school year that the nonmedical exemption is asserted.~~

~~4. Parents/guardians or emancipated students who assert an exemption from immunizations based on a medical reason shall submit the required medical exemption form to the school one time. The medical exemption form shall be maintained on file at each new school the student attends.~~

DUTIES RELATED TO IMMUNIZATIONS

~~5.~~ Each school in the D~~d~~istrict annually provides the school'~~'~~s specific immunization and exemption rates for the measles, mumps, and rubella vaccine [optional: the school may also include immunization and vaccination rates for any other vaccine] for the school'~~'~~s enrolled student population for the previous school year compared to the vaccinated children standard.

~~6.~~ The D~~d~~istrict will provide upon request an immunization reporting form. The __[appropriate school official, e.g., school nurse, principal]__ is responsible for seeing that required information is included on the form and transferred to an official certificate of immunization as required.

~~7.~~ If there is a failure to comply with the immunization requirements, the [appropriate school official] will personally notify the parent/guardian or emancipated student. Such notification will be accomplished by telephone, e-mail, or in person. If this is not possible, contact will be by physical 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:

1a. Tthat up-to-date immunizations are required under Colorado law.

2b. Tthat within 14 30 days of notification, the parent/guardian must submit one of the following: an authorization for administration of the immunization by public health officials; (1) a completed certificate of medical exemption or nonmedical exemption(either temporary or permanent), (2); a completed certificate of nonmedical exemption completion of the online education module administered by the Colorado Department of Public Health and Environment; or, (3) documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations.

3c. Tthat if the required documentation is not submitted within 14 30 days of notification, or if the student begins, but does not continue or complete, the written plan, the student will be suspended or expelled.

7. 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, in accordance with applicable law.

8. If no certificate of immunization is received during the period of suspension, the Ssuperintendent will institute proceedings for expulsion.

9. Any suspension or expulsion under this policy will terminate automatically upon compliance.

10. 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.

NOTE: While the definition of "student in out-of-home placement" closely tracks the federal law's definition of a student in foster care, the state law's definition is slightly broader. Thus, the use of the term "student in out-of-home placement" is intentional in the following paragraph, as state law requires the district to enroll a student in an out-of-home placement regardless of whether the district has received the student's immunization records. C.R.S. 22-32-138 (4).

~~Students in out-of-home placements~~STUDENTS IN OUT-OF-HOME PLACEMENTS

The following procedure applies to students in out-of-home placements, as that term is defined by C.R.S. 22-32-138 (1)(h).

Unless the Ddistrict or school is otherwise authorized to deny enrollment to a student in out-of-home placement, the Ddistrict or school must enroll the student regardless of whether the Ddistrict or school has received the student's immunization records. Upon enrolling the student, the school must 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 14 days after the student enrolls, the school will suspend the student until such time as the school receives the certificate of immunization or authorization.

(Approval date)

[Revised Jul~~yne 2021~~2026]

COLORADO SAMPLE REGULATION 1992©

Strasburg School District 31J

Policy:	File:
Criminal History Record Information	GBI
Adopted:	Revision:
2022	November 2026

Criminal History Record Information

The Board of Education of Strasburg 31J is committed to ensuring the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI). CHRI will be retained for a period of three years, at which point the information will be purged or destroyed in accordance with applicable record retention rules.

Accordingly, this policy applies to any electronic or physical media containing Federal Bureau of Investigation (FBI) or Colorado Bureau of Investigation (CBI) Criminal Justice Information while being stored, accessed, or physically moved from a secure location within the District. This policy also applies to any authorized person who accesses, stores, and/or transports electronic or physical media containing Criminal History Record Information.

DEFINITIONS

Criminal Justice Information (CJI) refers to all of the FBI Criminal Justice Information Services (CJIS) provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

Criminal History Record Information (CHRI) means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release. The term does not include identification information such as fingerprint records if such information does not indicate the individual's involvement with the criminal justice system. CHRI is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use, and dissemination of CHRI.

PROPER ACCESS, USE, AND DISSEMINATION OF CHRI

CHRI must only be used for an authorized purpose consistent with the purpose for which it was accessed or requested and cannot be disseminated outside the receiving departments, related

agencies, or other authorized entities. Dissemination to another agency is authorized if (1) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (2) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by Colorado Bureau of Investigation (CBI) officials with applicable agreements in place.

PERSONNEL SECURITY SCREENING

Access to CJI and/or CHRI is restricted to Authorized Personnel. Authorized Personnel are individuals, or a group of individuals, who have completed security awareness training and have been granted access to CJI data.

SECURITY AWARENESS TRAINING

Provide security and privacy literacy training to system users (including managers, senior executives, and contractors): as part of initial training for new users prior to accessing CJI and annually thereafter; and when required by system changes or within 30 days of any security event for individuals involved in the event.

PHYSICAL SECURITY

All CJI and CHRI information must be securely stored. The District will maintain a current list of Authorized Personnel. Authorized Personnel will take necessary steps to prevent and protect the District from physical, logical, and electronic breaches.

MEDIA PROTECTION

Controls must be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. Electronic media includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. Physical media includes printed documents and imagery that contain CJI.

The District must securely store electronic and physical media within physically secure locations. The District restricts access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data must be encrypted. When no longer usable, information and related processing items must be properly disposed of to ensure confidentiality.

To protect CJI, District Personnel will: [choose only those options that apply

1. Securely store electronic and physical media within a physically secure or controlled area. A secured area includes a locked drawer, cabinet, or room.
2. Restrict access to electronic and physical media to authorized individuals.

3. Ensure that only authorized users remove printed form or digital media from the CJI.
4. Not use personally owned information system to access, process, store, or transmit CJI, unless the District has established and documented the specific terms and conditions for personally owned information system use.
5. Not utilize publicly accessible computers to access, process, store, or transmit CJI.
    a. Publicly accessible computers include, but are not limited to, hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.
6. Store all hard copy CJI printouts maintained by the District in a secure area accessible to only those employees whose job function require them to handle such documents.
7. Take appropriate action when in possession of CJI while not in a secure area: (1) CJI must not leave the employee's immediate control, (2) Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hard copy printouts.
   For electronic devices like laptops, use session lock use and/or privacy screens. CJI will not be left in plain view. When CJI is electronically transmitted outside the boundary of the physically secure location, the data will be immediately protected using encryption.
    a. When CJI is at rest (i.e. stored electronically) outside the boundary of the physically secure location, the data must be protected using encryption. Storage devices include external hard drives from computers, printers, and copiers used with CJI. In addition, storage devices include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc.
    b. When encryption is employed, the cryptographic module used must be certified to meet FIPS 140-2 standards.
8. Lock or log off computer when not in immediate vicinity of work area to protect CJI. Not all District Personnel have same CJI access permissions and need to keep CJI protected on a need-to-know basis.
9. Establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of CJI.]

MEDIA SANITATION AND DISPOSAL

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print outs, and other similar items used to process, store, and/or transmit FBI or CBI CJI must be properly disposed of in accordance with measures established by the District.

Physical media (printouts and other physical media) must be disposed of by one of the following methods:

1. Shredding using district-issued shredders; or
2. Placed in locked shredding bins for a private contractor to come on-site and shred, witnessed by District Personnel throughout the entire process.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) must be disposed of by one of the following methods:

1. Overwriting (at least 3 times) - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
2. Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
3. Destruction - a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI or CBI CJI and/or sensitive and classified information must not be released from the District's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

ACCOUNT MANAGEMENT

The District must manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The District must validate information systems accounts at least annually and must document the validation process.

All accounts must be reviewed at least annually by the designated CJIS Point of Contact or their designee to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain CJI. The CJIS Point of Contact may also conduct periodic reviews.

Strasburg School District 31J

REPORTING INFORMATION SECURITY EVENTS

The District must promptly report incident information to appropriate authorities to include the CBI's Information Security Officer (ISO). Information security events and weaknesses associated with information systems must be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures must be in place. Wherever feasible, the District must employ automated mechanisms to assist in the reporting of security incidents.

All employees, contractors, and third-party users must be made aware of the procedures for reporting the different types of events and weakness that might have an impact on the security of District assets and are required to report any information security events and weaknesses as quickly as possible to the designated Point of Contact.

POLICY VIOLATION AND MISUSE NOTIFICATION

Violation of this policy or misuse of CHRI by any District Personnel can result in significant disciplinary action, up to and including loss of access privileges, civil and criminal prosecution, and/or termination.

Likewise, violation of this policy or misuse of CHRI by any visitor can result in similar disciplinary action against the sponsoring employee and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

In the event of a violation of this policy by District Personnel or any visitor, notification to the Colorado Bureau of Investigation is required.

Adopted: 11/2022

Revised: November 2026

LEGAL REFS.:

P.L. 92-544 *(authorizes the FBI to exchange CHRI with officials of state and local governmental agencies for licensing and employment purposes)*
28 C.F.R. 20.33 (b) *(limited dissemination of criminal history record information)*
28 C.F.R. 50.12 (b) *(notification requirements regarding fingerprints)*
C.R.S. 22-2-119.3 (6)(d) *(name-based judicial history record check –definition)*
C.R.S. 22-32-109.8 *(non-licensed personnel – submittal of fingerprints and name-based judicial history record check)*

C.R.S. 22-32-109.9 *(licensed personnel – submittal of fingerprints and name-based judicial history record check)*
C.R.S. 24-72-302 *(definition of criminal justice information)*

CROSS REFS.:

GBEB, Staff Conduct (and Responsibilities)
GCE/GCF, Professional Staff Recruiting/Hiring
GDE/GDF, Support Staff Recruiting/Hiring

Strasburg School District 31J

Policy:	File:
Criminal History Record Information	GBI
Adopted:	Revision:
2022	November 2022~~6~~

Criminal History Record Information

The ~~District~~ Board of Education of Strasburg 31J is committed to ensuring the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI). CHRI will be retained for a period of three years, at which point the ~~until the in~~information will be~~is~~ purged or destroyed in accordance with applicable record retention rules.

Accordingly, ~~T~~this policy applies to any electronic or physical media containing Federal Bureau of Investigation (FBI) or Colorado Bureau of Investigation (CBI) ~~CJI~~ Criminal Justice Information while being stored, accessed, or physically moved from a secure location within the D~~d~~istrict. This policy also applies to any authorized person who accesses, stores, and/or transports electronic or physical media containing C~~c~~riminal ~~h~~History R~~r~~ecord ~~i~~information.

~~**Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)**~~**DEFINITIONS**

Criminal Justice Information (CJI) refers to all of the FBI Criminal Justice Information Services (CJIS) provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

Criminal History Record Information (CHRI) means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release. The term does not include identification information such as fingerprint records if such information does not indicate the individual's involvement with the criminal justice system. CHRI is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use, and dissemination of CHRI.

PROPER ACCESS, USE, AND DISSEMINATION OF CHRI

~~**Proper access, use, and dissemination of CHRI**~~

CHRI must only be used for an authorized purpose consistent with the purpose for which it was

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accessed or requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities. Dissemination to another agency is authorized if (1a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (2b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by Colorado Bureau of Investigation (CBI) officials with applicable agreements in place.

PERSONNEL SECURITY SCREENING~~Personnel security screening~~

Access to CJI and/or CHRI is restricted to A~~a~~uthorized P~~p~~ersonnel. Authorized P~~p~~ersonnel are~~i~~s ~~defined as an~~ individuals, or a group of individuals, who have completed security awareness training and have been granted access to CJI data.

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SECURITY AWARENESS TRAINING~~Security awareness training~~

Provide security and privacy literacy training to system users (including managers, senior executives, and contractors): as part of initial training for new users prior to accessing CJI and annually thereafter; and when required by system changes or within 30 days of any security event for individuals involved in the event. ~~Basic security awareness training is required within six months of initial assignment, and biennially thereafter, for all personnel with access to said confidential information.~~

PHYSICAL SECURITY

~~Physical security~~

All CJI and CHRI information must be securely stored. The D~~d~~istrict will maintain a current list of A~~a~~uthorized P~~p~~ersonnel. Authorized P~~p~~ersonnel will take necessary steps to prevent and protect the D~~d~~istrict from physical, logical, and electronic breaches.

MEDIA PROTECTION~~Media protection~~

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Controls must be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. Electronic media includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. Physical media includes printed documents and imagery that contain CJI.

The D~~d~~istrict must securely store electronic and physical media within physically secure locations. The D~~d~~istrict restricts access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data must be encrypted. When no longer usable, information and related processing items must be properly disposed of to ensure confidentiality.

To protect CJI, District Personnel will: [choose only those options that apply

1. Securely store electronic and physical media within a physically secure or controlled area. A secured area includes a locked drawer, cabinet, or room.
2. Restrict access to electronic and physical media to authorized individuals.
3. Ensure that only authorized users remove printed form or digital media from the CJI.
4. Not use personally owned information system to access, process, store, or transmit CJI, unless the District has established and documented the specific terms and conditions for personally owned information system use.
5. Not utilize publicly accessible computers to access, process, store, or transmit CJI.

a. Publicly accessible computers include, but are not limited to, hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

6. Store all hard copy CJI printouts maintained by the District in a secure area accessible to only those employees whose job function require them to handle such documents.
7. Take appropriate action when in possession of CJI while not in a secure area: (1) CJI must not leave the employee's immediate control, (2) Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hard copy printouts.
   For electronic devices like laptops, use session lock use and/or privacy screens. CJI will not be left in plain view. When CJI is electronically transmitted outside the boundary of the physically secure location, the data will be immediately protected using encryption.
   a. When CJI is at rest (i.e. stored electronically) outside the boundary of the physically secure location, the data must be protected using encryption. Storage devices include external hard drives from computers, printers, and copiers used with CJI. In addition, storage devices include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc.
   b. When encryption is employed, the cryptographic module used must be certified to meet FIPS 140-2 standards.
8. Lock or log off computer when not in immediate vicinity of work area to protect CJI. Not all District Personnel have same CJI access permissions and need to keep CJI protected on a need-to-know basis.
9. Establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of CJI.]

MEDIA SANITATION AND DISPOSAL~~Media sanitization and disposal~~

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When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store, and/or transmit FBI or CBI CJI must be properly disposed of in accordance with measures established by the Dd~~d~~istrict.

Physical media (print-outs and other physical media) must be disposed of by one of the following methods:

1. S~~s~~hredding using district-issued shredders; or
2. P~~p~~laced in locked shredding bins for a private contractor to come on-site and shred, witnessed by D~~d~~istrict P~~p~~ersonnel throughout the entire process.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) must be disposed of by one of the following methods:

1. Overwriting (at least 3 times) - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.

2. Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.

3. Destruction - a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI or CBI CJI and/or sensitive and classified information must not be released from the Ddistrict's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

ACCOUNT MANAGEMENT~~Account management~~

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The Ddistrict must manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The Ddistrict must validate information systems accounts at least annually and must document the validation process.

All accounts must be reviewed at least annually by the designated CJIS Ppoint of Ccontact or their designee to ensure that access and account privileges commensurate with job functions, need- to-know, and employment status on systems that contain CJI. The CJIS Ppoint of Ccontact may also conduct periodic reviews.

REPORTING INFORMATION SECURITY EVENTS

~~**Reporting information security events**~~

The Ddistrict must promptly report incident information to appropriate authorities to include the CBI's Information Security Officer (ISO). Information security events and weaknesses associated with information systems must be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures must be in place. Wherever feasible, the Ddistrict must employ automated mechanisms to assist in the reporting of security incidents.

All employees, contractors, and third-party users must be made aware of the procedures for reporting the different types of events and weakness that might have an impact on the security

Strasburg School District 31J

of Ddistrict assets and are required to report any information security events and weaknesses as quickly as possible to the designated Ppoint of Ccontact.

~~Policy violation/misuse notification~~**POLICY VIOLATION AND MISUSE NOTIFICATION**

Violation of this policy or misuse of CHRI by any District Ppersonnel can result in significant disciplinary action, up to and including loss of access privileges, civil and criminal prosecution, and/or termination.

Likewise, violation of this policy or misuse of CHRI by any visitor can result in similar disciplinary action against the sponsoring employee and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

In the event of a violation of this policy by District Personnel or any visitor, notification to the Colorado Bureau of Investigation is required.

Adopted: -11/2022

Revised: November 2026

LEGAL REFS.: P.L. 92-544 *(authorizes the FBI to exchange CHRI with officials of state and local governmental agencies for licensing and employment purposes)*

28 C.F.R. 20.33 (b) *(limited dissemination of criminal history record information)*
28 C.F.R. 50.12 (b) *(notification requirements regarding fingerprints)*
C.R.S. 22-2-119.3 (6)(d) *(name-based judicial history record check –definition)*
C.R.S. 22-32-109.8 *(non-licensed personnel – submittal of fingerprints and name-based judicial history record check)*
C.R.S. 22-32-109.9 *(licensed personnel – submittal of fingerprints and name-based judicial history record check)*
C.R.S. 24-72-302 *(definition of criminal justice information)*

~~28 C.F.R. 20.33 (b)~~
~~28 C.F.R. 50.12 (b)~~
~~C.R.S. 22-2-119.3 (6)(d)~~
~~C.R.S. 22-32-109.8~~
~~C.R.S. 22-32-109.9~~
~~C.R.S. 24-72-302~~

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CROSS REFS.: ~~EHB, Records Retention~~
GBEB, Staff Conduct (and Responsibilities)
GCE/GCF, Professional Staff Recruiting/Hiring
GDE/GDF, Support Staff Recruiting/Hiring

File: IKA ~~- Grading/Assessment Systems~~

NOTE: Colorado school districts are required by law to adopt a policy on this subject, and the law contains some specific direction as to the content or language. This sample policy contains the content/language that CASB believes best meets the intent of these legal requirements, as follows: ~~(1) policy on use of pencil and paper to complete any portion of a state assessment that students would otherwise complete on a computer;~~ (1~~2~~) policy to allow parents to excuse their children from participating in one or more state assessments; and (2~~3~~) policy to ensure appropriate school personnel share with and explain student state assessment results and longitudinal growth information with the student's parent/guardian. However, the D~~d~~istrict should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

~~This policy is intended to replace former policies IKAB, Report Cards/Progress Reports; ILBA, District Program Assessments; and ILBB, State Program Assessments.~~

Grading and Assessment Systems

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The Board believes that students will respond more positively to the opportunity for success than to the threat of failure. The D~~d~~istrict seeks, therefore, in its instructional program to make achievement both recognizable and possible for students. It emphasizes achievement in its processes for~~of~~ evaluating student performance.

~~State assessment system~~STATE ASSESSMENT SYSTEM

State and federal law require D~~d~~istrict students to take standardized assessments in the instructional areas of English L~~l~~anguage A~~a~~rts, M~~m~~ath, and S~~s~~cience. State law also requires students in elementary and middle school to take standardized assessments in the instructional area of S~~s~~ocial S~~s~~tudies. Accordingly, the D~~d~~istrict will administer standardized assessments pursuant to these state and federal legal requirements.

State law also requires the D~~d~~istrict to adopt policies and/or procedures ~~concerning the use of pencil and paper on the computerized portion of state assessments;~~ on how a parent requests ~~to excuse~~an exemption for their children from taking state assessments~~,~~; and the D~~d~~istrict~~'~~s A~~a~~ssessment C~~c~~alendar. This policy and its accompanying regulation represent the D~~d~~istrict~~'~~s processes to address these requirements.

~~1. Pencil and paper testing option~~

~~The district may determine that a specific classroom or school within the district will use pencil and paper to complete the computerized portions of a state assessment. Factors that will be considered in making this determination include:~~

- ~~the technological capacity and resources of the particular school/classroom;~~

~~• students´ previous experience with computerized and written assessments;~~

~~• whether the instructional methodology of the particular school/classroom is consistent with the use of computerized assessments or written assessments; and~~

~~• the logistics of administering the state assessment in different formats at a particular school or schools.~~

~~Prior to making this determination, the superintendent or designee must consult with the school principal(s) affected by this determination as well as parents/guardians of students enrolled in the district.~~

~~For students with disabilities, the use of pencil and paper instead of a computer to complete a state assessment will be determined by the student´s Individualized Education Program (IEP) team or Section 504 team, in accordance with applicable law.~~

~~2. Parent/guardian request for exemption~~PARENT/GUARDIAN REQUEST FOR EXEMPTION

A parent/guardian who wishes to exempt their child from a particular state assessment or all state assessments must make this request in accordance with this policy'´s accompanying regulation, IKA-R.

Commented [HD1]: Link to regulation?

Commented [DC2R1]: Link added

In accordance with state law, the D~~d~~istrict will not impose a negative consequence ~~up~~on a student whose parent/guardian has requested an exemption from a state assessment or assessments. Students excused by their parents/guardians from participating in a state assessment or assessments will not be prohibited from participating in an activity or from receiving any other form of reward that the D~~d~~istrict provides to students for participating in the state assessment.

This policy'´s exemption process applies only to state assessments administered pursuant to C.R.S. 22-7-1006.3 and does not apply to D~~d~~istrict or classroom assessments.

~~3. Sharing of student state assessment results with parents/guardians~~SHARING OF STUDENT STATE ASSESSMENT RESULTS WITH PARENTS/GUARDIANS

The Colorado Department of Education is required to provide diagnostic academic growth information for each student enrolled in the D~~d~~istrict and for each public school in the D~~d~~istrict based on the state assessment results for the preceding school year~~s~~. Appropriate school personnel, including those who work directly with the student, will have access to the student'´s state assessment results and longitudinal academic growth information and must share with and explain that information to the student'´s parent/guardian.

NOTE: State law requires districts to include a student'´s state assessment results in each student'´s permanent academic record. C.R.S. 22-7-1006.3 (7)(d). State assessment results must also be included on each student'´s final report

card for the applicable school year, if the district has sufficient time to process the results after they are released. ~~Id.~~ Districts must also describe each student's "level of postsecondary and workforce readiness" on the student's final high school transcript, but must not indicate each student's level of performance on a state readiness assessment or national assessment on the student's transcript. C.R.S. 22-7-1016 (2)(b).

Commented [HB3]: In note boxes, the d in district is lowercase - at least from what I've noticed!

~~District assessment system~~DISTRICT ASSESSMENT SYSTEM

In addition to the state assessment system, the Dd~~d~~istrict has developed a comprehensive assessment system that:

1. ~~•~~ C~~c~~hallenges students to think critically, ~~and~~ apply what they have learned, and gives them the opportunity to demonstrate their skills and knowledge;
2. ~~•~~ I~~i~~ncludes "early warning" features that allow problems to be diagnosed promptly to let students, teachers, and parents/guardians know that extra effort is necessary;
3. ~~•~~ P~~p~~rovides reliable and valid information on student and school performance to educators, parents/guardians, and ~~employers~~community members; and
4. ~~•~~ P~~p~~rovides timely and useful data for instructional improvement and improved student learning, including feedback useful in determining whether the curriculum is aligned with the D~~d~~istrict's academic standards.

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In accordance with applicable law, the D~~d~~istrict's assessment system will accommodate students with disabilities and English L~~l~~anguage L~~l~~earners.

The D~~d~~istrict'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 D~~d~~istrict's academic standards.

~~Additional assessment information for parents/guardians~~ADDITIONAL ASSESSMENT INFORMATION FOR PARENTS/GUARDIANS

In accordance with state law and this policy's accompanying regulation, the D~~d~~istrict will distribute an A~~a~~ssessment C~~c~~alendar and related information to parents/guardians on an annual basis to inform them about the S~~s~~tate and D~~d~~istrict assessments that the D~~d~~istrict plans to administer during the school year.

~~Classroom assessment system~~CLASSROOM ASSESSMENT SYSTEM

Classroom assessment practices will be aligned with the D~~d~~istrict'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 is 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~~**GRADING SYSTEM**

The administration and professional staff will devise a grading system for evaluating and recording student progress and to measure student performance in conjunction with the D~~d~~istrict's academic standards. The records and reports of individual students will be kept in a form meaningful to parents/guardians as well as teachers. The grading system will be uniform D~~d~~istrict-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 will approve the grading, reporting, and assessment systems as developed by the professional staff, upon recommendation of the S~~s~~uperintendent.

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.

(Adoption date)

~~LEGAL REFS.:~~ **LEGAL REFERENCES:**

20 U.S.C. 6311 (b)(2)(A) (Every Student Succeeds Act (ESSA) requires states to implement M~~m~~athematics, R~~r~~eading or L~~l~~anguage A~~a~~rts, and S~~s~~cience assessments)
20 U.S.C. 6312 (e)(1)(B)(i) (under ESSA, D~~d~~istrict must provide information to parents regarding child's level of achievement and academic growth on state assessments)
20 U.S.C. 6312 (e)(2)(A) (under ESSA, D~~d~~istrict must provide information to a parent regarding D~~d~~istrict's opt-out policy for state assessments, at parent's request for such information)
C.R.S. 22-7-1006.3 (1) (state assessment implementation schedule)
C.R.S. 22-7-1006.3 (1)(d) (D~~d~~istrict must report to CDE the number of students who will take the state assessment in a pencil and paper format)
C.R.S. 22-7-1006.3 (7)(d) (state assessment results included on student report card if feasible)
C.R.S. 22-7-1006.3 (8)(a) (policy required to ensure explanation of student state assessment results)
C.R.S. 22-7-1013 (1) (D~~d~~istrict academic standards)
~~C.R.S. 22-7-1013 (6) (policy required regarding the use of pencil and paper on state assessments)~~
C.R.S. 22-7-1013 (7) (procedure required concerning distribution of assessment calendar to parents/guardians)
C.R.S. 22-7-1013 (8) (policy and procedure required to allow parents to excuse their children from participation in state assessments)
C.R.S. 22-7-1016 (2)(b) (results of state "readiness assessments" and national assessments administered in high school must not be included on high school student's final transcript)
C.R.S. 22-11-101 et seq. (Education Accountability Act of 2009)

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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 state assessment results and longitudinal growth information)
1 CCR 301-46 (Rules for the Administration of the College Entrance Exam)

~~CROSS REFS.:~~**CROSS REFERENCES:**

AEA, Standards Based Education
AED*, Accreditation
IK, Academic Achievement
IKA-R, Grading and Assessment Systems Regulation
JRA/JRC, Student Records/Release of Information on Students

[Revised ~~July 2020~~October 2026]

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Strasburg School District 31J

Policy:	File:
Grading and Assessment Systems	IKA
Adopted:	Revision:
September 2020	November 2026

Grading and Assessment Systems

The Board believes that students will respond more positively to the opportunity for success than to the threat of failure. The District seeks, therefore, in its instructional program to make achievement both recognizable and possible for students. It emphasizes achievement in its processes for evaluating student performance.

STATE ASSESSMENT SYSTEM

State and federal law require District students to take standardized assessments in the instructional areas of English Language Arts, Math, and Science. State law also requires students in elementary and middle school to take standardized assessments in the instructional area of Social Studies. Accordingly, the District will administer standardized assessments pursuant to these state and federal legal requirements.

State law also requires the District to adopt policies and/or procedures on how a parent requests an exemption for their children from taking state assessments, and the District's Assessment Calendar. This policy and its accompanying regulation represent the District's processes to address these requirements.

PARENT/GUARDIAN REQUEST FOR EXEMPTION

A parent/guardian who wishes to exempt their child from a particular state assessment or all state assessments must make this request in accordance with this policy's accompanying regulation, IKA-R.

In accordance with state law, the District will not impose a negative consequence on a student whose parent/guardian has requested an exemption from a state assessment or assessments. Students excused by their parents/guardians from participating in a state assessment or assessments will not be prohibited from participating in an activity or from receiving any other form of reward that the District provides to students for participating in the state assessment.

This policy's exemption process applies only to state assessments administered pursuant to C.R.S. 22-7-1006.3 and does not apply to District or classroom assessments.

SHARING OF STUDENT STATE ASSESSMENT RESULTS WITH PARENTS/GUARDIANS

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 year. Appropriate school personnel, including those who work directly with the student, will have access to the student's state assessment results and longitudinal academic growth information and must share with and explain that information to the student's parent/guardian.

DISTRICT ASSESSMENT SYSTEM

In addition to the state assessment system, the District has developed a comprehensive assessment system that:

1. Challenges students to think critically, apply what they have learned, and gives them the opportunity to demonstrate their skills and knowledge;
2. Includes "early warning" features that allow problems to be diagnosed promptly to let students, teachers, and parents/guardians know that extra effort is necessary;
3. Provides reliable and valid information on student and school performance to educators, parents/guardians, and community members; and
4. Provides 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 assessment system will 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.

ADDITIONAL ASSESSMENT INFORMATION FOR PARENTS/GUARDIANS

In accordance with state law and this policy's accompanying regulation, the District will distribute an Assessment Calendar and related information to parents/guardians on an annual basis to inform them about the State and District assessments that the District plans to administer during the school year.

CLASSROOM ASSESSMENT SYSTEM

Classroom assessment practices will 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 is 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 will 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 will be kept in a form meaningful to

parents/guardians as well as teachers. The grading system will 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 will 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: September 2020

Revised: November 2026

LEGAL REFERENCES:

20 U.S.C. 6311 (b)(2)(A) (Every Student Succeeds Act (ESSA) requires states to implement Mathematics, Reading or Language Arts, and Science assessments)
20 U.S.C. 6312 (e)(1)(B)(i) (under ESSA, District must provide information to parents regarding child's level of achievement and academic growth on state assessments)
20 U.S.C. 6312 (e)(2)(A) (under ESSA, District must provide information to a parent regarding District's opt-out policy for state assessments, at parent's request for such information)
C.R.S. 22-7-1006.3 (1) (state assessment implementation schedule)
C.R.S. 22-7-1006.3 (1)(d) (District must report to CDE the number of students who will take the state assessment in a pencil and paper format)
C.R.S. 22-7-1006.3 (7)(d) (state assessment results included on student report card if feasible)
C.R.S. 22-7-1006.3 (8)(a) (policy required to ensure explanation of student state assessment results)
C.R.S. 22-7-1013 (1) (District academic standards)
C.R.S. 22-7-1013 (7) (procedure required concerning distribution of assessment calendar to parents/guardians)
C.R.S. 22-7-1013 (8) (policy and procedure required to allow parents to excuse their children from participation in state assessments)
C.R.S. 22-7-1016 (2)(b) (results of state "readiness assessments" and national assessments administered in high school must not be included on high school student's final transcript)
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 state assessment results and longitudinal growth information)
1 CCR 301-46 (Rules for the Administration of the College Entrance Exam)

CROSS REFERENCES:

AEA, Standards Based Education

AED*, Accreditation
IK, Academic Achievement
IKA-R, Grading and Assessment Systems Regulation
JRA/JRC, Student Records/Release of Information on Students

Strasburg School District 31J

Policy:	File:
Grading and Assessment Systems: Exemption Procedure and Information for Parents	IKA-R
Adopted:	**Revision:**
October 2015	November 2026

Grading and Assessment Systems: Exemption Procedure and Information to Parents/Guardians

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. The following is the process to request an exemption:

1. The request for exemption must be submitted in writing to the school principal;
2. The parent/guardian will be required to meet with the school principal;
3. The parent/guardian will not be required to state the reason for asking for the exemption;
4. The request for exemption may apply to all state assessments, or specific state assessments administered to the student during the school year;
5. 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;
6. 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 will distribute information to students' parents/guardians regarding the state and District assessments that the District will administer that year. This information will also be posted on the District's website.

The District will also distribute a District Assessment Calendar to students' parents/guardians at the earliest possible time each school year and will post the calendar on the District's website.

The District Assessment Calendar must include:

1. An estimate of the testing hours required on each testing day; and
2. Whether the assessment is required by federal and/or state law or is a District assessment.

Adopted: October 2015

Revised: November 2026

File: IKA-R ~~ Grading/Assessment Systems~~

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

Grading and Assessment Systems: ~~(~~Exemption Procedure and Information to Parents/Guardians~~)~~

~~Parent/guardian request for exemption~~PARENT/GUARDIAN REQUEST FOR EXEMPTION

In accordance with the accompanying policy, the parent/guardian of a student enrolled in the D~~d~~istrict may request that his or her child be exempt from participating in one or more state assessments. The following is the process to request an exemption:

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 state assessments, 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 D~~d~~istrict may plan accordingly.

~~Information to parents/guardians~~INFORMATION TO PARENTS/GUARDIANS

Each school year at the earliest possible time, the D~~d~~istrict ~~shall~~ will distribute information to students' parents/guardians regarding the state and D~~d~~istrict assessments that the D~~d~~istrict will administer that year. This information will~~shall~~ also be posted on the D~~d~~istrict's website.

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 D~~d~~istrict ~~shall~~ will also distribute a D~~d~~istrict A~~a~~ssessment C~~c~~alendar to students' parents/guardians at the earliest possible time each school ~~year, and~~year and will~~shall~~ post the calendar on the D~~d~~istrict's website.

~~At a minimum, the~~The D~~d~~istrict A~~a~~ssessment C~~c~~alendar must ~~shall~~ include:

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1. –Aan estimate of the testing hours required on each testing day; and
2. –wWhether the assessment is required by federal and/or state law or is a District assessment. ~~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~~classroom-based assessments" in the district assessment calendar or in information provided to parents/guardians. C.R.S. 22-7-1013(7)(c).

(Approval~~doption~~ date)

[Revised October 2026]

COLORADO SAMPLE REGULATION 2015©

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Strasburg School District 31J

Policy:	File:
Federal Procurement	DJB
Adopted:	Revision:
2017	November 2026

Federal Procurement

This policy and its accompanying regulation (DJB-R) applies to the purchase of services, supplies, equipment or other property with federal funds that are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of such laws shall control.

District Employees must follow Board policy concerning Employee purchasing authority when making any purchase with federal funds and shall obtain prior Board approval in those instances when it is required by Board policy. District Employees must also follow applicable state law and Board policy concerning competitive bidding, to the extent state law and/or Board policy establish additional requirements or procedures--including conducting criminal background checks for any person providing direct services to students pursuant to a written contract--that do not conflict with this policy and its accompanying regulation.

FEDERAL MICRO-PURCHASES (LESS THAN $15,000)

A Micro-Purchase is a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold.

Micro-purchases may be made or awarded without soliciting competitive price or rate quotations if District Staff considers the price to be reasonable based on research, experience, purchase history, or other information, and documents its files accordingly.

To the extent practicable, the District will distribute micro-purchases equitably among qualified suppliers when the same, or materially interchangeable, products are identified and such suppliers offer effectively equivalent rates, prices and other terms.

Strasburg School District 31J

FEDERAL SIMPLIFIED ACQUISITION THRESHOLD ($15,000 TO UNDER $350,000)

Simplified Acquisition Threshold means the dollar amount below which a non-federal entity may purchase property or services using small purchase methods. Non-federal entities adopt small purchase procedures to expedite the purchase of items costing less than the simplified acquisition threshold.

For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources, as detailed in this policy's accompanying regulation, unless:

1. A valid basis exists under the federal Uniform Grant Guidance for relying on procurement by a noncompetitive proposal (i.e., "single source" procurement); or

2. The District elects to use a more formal competitive bid or request for proposal process.

COMPETETIVE BIDDING THRESHOLD ($350,000 OR MORE)

The District must conduct a cost or price analysis for purchases that exceed the Simplified Acquisition Threshold. At a minimum, this must include making an independent estimate before receiving bids or proposals (including noncompetitive proposals). A Cost Analysis means evaluating the separate cost elements that make up the price. A price Analysis means evaluating the total price, without looking at the individual cost elements.

Whenever appropriate and relevant to the specific transaction, the cost analysis may include life-cycle cost estimates which must then be incorporated into any solicitations of bids or proposals.

UNNESSACRY OR DUPLICATIVE ITEMS

The District must avoid the acquisition of unnecessary or duplicative items.

Consideration must also be given to consolidating or breaking out purchases to obtain a more economical purchase.

Strasburg School District 31J

RECORDKEEPING

The District must maintain records sufficient to detail the history of procurements made with federal funds. These records may include, but not necessarily be limited to, the following: rationale for the method of procurement, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Retention of such procurement records shall be in accordance with applicable law and Board policy.

Adopted: 4/12/2017
Revised: November 2026
November 2022

LEGAL REFS.:

2 C.F.R. Part 200 Subpart D (post-award requirements under the federal Uniform Grant Guidance)
2 C.F.R. 200.318 (general standards for procurement supported by federal funds)
2 C.F.R. 200.319 (written procurement standards required)
2 C.F.R. 200.320 (methods of procurement to be followed)
2 C.F.R. 200.323 (cost or price analysis)
2 C.F.R. 200.333 (record retention requirements)
2 C.F.R. 200.336 (access to records)
7 C.F.R. 226 (USDA procurement thresholds)
7 C.F.R. 3016.36 (USDA´s procurement standards)
7 C.F.R. 3016.37 (USDA´s procurement requirements for subgrants)
34 C.F.R. Parts 75, 76 (EDGAR - Education Department General Administrative Regulations)
48 C.F.R. Subpart 2.1 (micro-purchase and competitive bidding thresholds)
C.R.S. 22-32-144 (4) (background check provision required in service contracts)

CROSS REFS.:

BCB, School Board Member Conflict of Interest
DAC*, Federal Fiscal Compliance DJ/DJA,
Purchasing/Purchasing Authority DJE,
Bidding Procedures
DKC, Expense Authorization/Reimbursement (Mileage and Travel)
EHB, Records Retention
GBEA, Staff Ethics/Conflict of Interest

NOTE: The federal government periodically adjusts the threshold amounts for federal procurement. This table lists the amounts effective as of October 2025:	
Procurement Method	**Amount**
Micro Purchase Threshold Simplified Acquisition Threshold (for small purchases) Competitive Bidding Threshold	$15,000 or less $15,000 - $350,000 $350,000 or more
*Districts may self-certify a Micro-Purchase Threshold up to $50,000	

Strasburg School District 31J

Policy:	File:
Federal Procurement	DJB
Adopted:	Revision:
2017	~~November 2022~~November 2026

Federal Procurement

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This policy and its accompanying regulation (DJB-R) ~~shall apply~~applies to the purchase of services, supplies, equipment or other property with federal funds that are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of such laws shall control.

District Eemployees ~~shall~~ must follow Board policy concerning Eemployee purchasing authority when making any purchase with federal funds and shall obtain prior Board approval in those instances when it is required by Board policy. District Employees must also follow applicable state law and Board policy concerning competitive bidding, to the extent state law and/or Board policy establish additional requirements or procedures--including conducting criminal background checks for any person providing direct services to students pursuant to a written contract--that do not conflict with this policy and its accompanying regulation.

~~District employees shall also follow applicable state law and Board policy concerning competitive bidding, to the extent state law and/or Board policy establish additional requirements that are not inconsistent with this policy and its accompanying regulation.~~

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Federal Micro-Ppurchases (less than $153,050)

A Micro-Purchase is a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold.

~~A "micro-purchase" is a purchase that, in an aggregate amount, is less than $3,500.~~

Micro-purchases may be made or awarded without soliciting competitive price or rate quotations if District Staff considers the price to be reasonable based on research, experience, purchase history, or other information, and documents its files accordingly.~~, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy, "reasonable" means the purchase is comparable to market prices for the geographic area.~~

To the extent practicable, the Ddistrict will distribute micro-purchases equitably among qualified suppliers when the same, or materially interchangeable, products are identified and such suppliers offer effectively equivalent rates, prices and other terms.

FEDERAL SIMPLIFIED ACQUISITION THRESHOLD ($15,000 TO UNDER $350,000)

~~**Small purchases ($3,501 to under $150,000)**~~

Simplified Acquisition Threshold means the dollar amount below which a non-federal entity may purchase property or services using small purchase methods. Non-federal entities adopt small purchase procedures to expedite the purchase of items costing less than the simplified acquisition threshold.

~~A "small purchase" is a purchase that, in an aggregate amount, is $3,500 or more, but less than $150,000.~~

For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources, as detailed in this policy's accompanying regulation, unless:

1. A~~a~~ valid basis exists under the federal Uniform Grant Guidance for relying on procurement by a noncompetitive proposal (i.e., "single source" procurement); or

2. T~~t~~he D~~d~~istrict elects to use a more formal competitive bid or request for proposal process.

Strasburg School District 31J

COMPETETIVE BIDDING THRESHOLD ($350,000 OR MORE)

~~**Large purchases ($150,001 or more)**~~

~~A large purchase is a purchase that, in an aggregate amount, is $150,000 or more.~~

The D~~d~~istrict must~~shall~~ conduct a cost or price analysis for ~~large~~ purchases that exceed the Simplified Acquisition Threshold.~~,~~ A~~a~~t a minimum, ~~includes~~ this must include making an independent estimate before receiving bids or proposals (including noncompetitive proposals). A C~~c~~ost A~~a~~nalysis means evaluating the separate cost elements that make up the price. A price A~~a~~nalysis means evaluating the total price, without looking at the individual cost elements.

Whenever appropriate and relevant to the specific transaction, the cost analysis may include life-cycle cost estimates which ~~shall~~ must then be incorporated into any solicitations of bids or proposals.

Unnecessary or D~~d~~uplicative I~~i~~tems

The D~~d~~istrict ~~shall~~ must avoid the acquisition of unnecessary or duplicative items.

Consideration ~~shall~~ must also be given to consolidating or breaking out purchases to obtain a more economical purchase.

Recordkeeping

The D~~d~~istrict must~~shall~~ maintain records sufficient to detail the history of procurements made with federal funds. These records may include, but not necessarily be limited to, the following: rationale for the method of procurement, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Retention of such procurement records shall be in accordance with applicable law and Board policy.

Adopted: 4/12/2017

Revised: November 2026

November 2022

LEGAL REFS.:
2 C.F.R. Part 200 Subpart D (post-award requirements under the federal Uniform Grant Guidance)

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2 C.F.R. 200.318 (general standards for procurement supported by federal funds)
2 C.F.R. 200.319 (written procurement standards required)
2 C.F.R. 200.320 (methods of procurement to be followed)
2 C.F.R. 200.323 (cost or price analysis)
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C.R.S. 22-32-144 (4) (background check provision required in service contracts)
~~C.F.R. Part 200 Subpart D~~ ~~2 C.F.R. 200.318~~
~~2 C.F.R. 200.319~~
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~~2 C.F.R. 200.323~~
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~~34 C.F.R. Parts 75, 76~~
~~48 C.F.R. Subpart 2.1~~

Strasburg School District 31J

CROSS REFS.: BCB, School Board Member Conflict of Interest
DAC*, Federal Fiscal Compliance
DJ/DJA, Purchasing/Purchasing Authority
DJE, Bidding Procedures
DKC, Expense Authorization/Reimbursement (Mileage and Travel)
EHB, Records Retention
GBEA, Staff Ethics/Conflict of Interest

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NOTE: The federal government periodically adjusts the threshold amounts for federal procurement. This table lists the amounts effective as of October 2025:

Procurement Method	Amount
Micro Purchase Threshold	$15,000 or less
Simplified Acquisition Threshold (for small purchases)	$15,000 - $350,000
Competitive Bidding Threshold	$350,000 or more
*Districts may self-certify a Micro-Purchase Threshold up to $50,000	

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Strasburg School District 31J

Policy:	File:
Federal Procurement - Regulation	DJB - R
Adopted:	Revision:
2022	November 2026

Federal Procurement Procedures

SINGLE SOURCE PROCUREMENT

One or more of the following conditions justify procurement of a small or large purchase pursuant to a noncompetitive proposal (i.e., "single source" procurement):

1. The item is only available from a single source;
2. A public exigency or emergency exists and does not permit the delay that would result from a competitive solicitation;
3. After solicitation of a number of sources, the District determines that competition is inadequate; or
4. The federal awarding agency or the state as the pass-through entity has expressly authorized noncompetitive proposals in response to a written request from the District.

The district must document the grounds for using a single source procurement process in lieu of an otherwise-required competitive method of procurement.

STANDARDS FOR OBTAINING PRICE OR RATE QUOTATIONS

The following standards apply to District procurement decisions that include the consideration of price or rate quotations:

1. Obtain at least two price or rate quotations that represent acceptable procurement options;
2. Price or rate quotations may be obtained from an online search, publicly advertised prices, written quotations prepared upon request or by documenting verbal quotations;
3. The specific price or rate quotation need not be the sole determining factor in the procurement decision if:
    a. Other relevant and material differences exist among the quotations (e.g., quality, functionality, vendor-supplied support services, life-cycle cost

estimates, vendor experience in connection with the purchase of services, etc.); and

b. Such differences predominate over a strict cost comparison.

4. If the District determines that it is in the District's best interests to not select the lowest price or rate quotation based upon the criteria listed in the above paragraph, the reason for deviating from using cost as the determining factor must be documented.

ADDITIONAL STANDARDS APPLICABLE TO PROCUREMENTS UNDER THE FEDERAL UNIFORM GRANT GUIDANCE

Unless expressly authorized by the federal Uniform Grant Guidance and/or other applicable federal law, the following standards will apply to District purchases made in whole or in part with federal funds:

1. The district will take affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. These affirmative steps include, but are not limited to, placing qualified small and minority businesses and women's business enterprises on solicitation lists and ensuring the small and minority businesses and women's business enterprises are solicited whenever they are potential sources;

2. A time and materials contract may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk;

3. District procurement supported by federal funds may be subject to the federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The general requirements include procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative program for procurement of recovered materials as identified in Environment Protection Agency (EPA) guidelines.

Adopted: 11/2022
Revised: November 2026



Strasburg School District 31J

Strasburg School District 31J

Policy:	File:
Federal Procurement - Regulation	DJB - R
Adopted:	Revision:
2022	November 2026~~2~~

Federal Procurement Procedures

Single source procurement
One or more of the following conditions justify procurement of a small or large purchase pursuant to a noncompetitive proposal (i.e., "single source" procurement):

1. The item is only available from a single source;
2. A public exigency or emergency exists and does not permit the delay that would result from a competitive solicitation;
3. After solicitation of a number of sources, the D~~d~~istrict determines that competition is inadequate; or
4. The federal awarding agency or the state as the pass-through entity has expressly authorized noncompetitive proposals in response to a written request from the D~~d~~istrict.

The district ~~shall~~ must document the grounds for using a single source procurement process in lieu of an otherwise-required competitive method of procurement.

Standards for obtaining price or rate quotations
The following standards apply to D~~d~~istrict procurement decisions that include the consideration of price or rate quotations:

1. Obtain at least two price or rate quotations that represent acceptable procurement options;~~.~~
2. Price or rate quotations may be obtained from an online search, publicly advertised prices, written quotations prepared upon request or by documenting verbal quotations;~~.~~
3. The specific price or rate quotation need not be the sole determining factor in the procurement decision if:
   a. O~~o~~ther relevant and material differences exist among the quotations (e.g., quality, functionality, vendor-supplied support services, life-cycle cost estimates, vendor experience in connection with the purchase of services, etc.); and
   b. S~~s~~uch differences predominate over a strict cost comparison.
4. If the D~~d~~istrict determines that it is in the D~~d~~istrict's best interests to not select the

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lowest price or rate quotation based upon the criteria listed in the above paragraph, the reason for deviating from using cost as the determining factor ~~shall~~ must be documented.

Strasburg School District 31J

Additional standards applicable to procurements under the federal Uniform Grant Guidance
Unless expressly authorized by the federal Uniform Grant Guidance and/or other applicable federal law, the following standards ~~shall~~will apply to D~~d~~istrict purchases made in whole or in part with federal funds:

1. The district ~~shall~~ will take affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. These affirmative steps include, but are not limited to, placing qualified small and minority businesses and women's business enterprises on solicitation lists and ensuring the small and minority businesses and women's business enterprises are solicited whenever they are potential sources;~~,~~
2. A time and materials contract may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk;~~,~~
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Adopted: 11/2022
Revised: November 2026

~~LEGAL REFS: 2 C.F.R. §§ 200.318-200.326~~

Strasburg School District 31J

Policy:	File:
Procedure for the Use of Physical Intervention and Restraint	JKA-R
Adopted:	**Revision:**
2006	November 2026

Procedure for the Use of Physical Intervention and Restraint

DUTIES RELATED TO RESTRAINT

A District, or District Employee, who uses restraint must adhere to the restrictions outlined in policy JKA. In addition, any District Employee who uses restraint of any form, must be appropriately trained and follow the notification and documentation guidelines.

TRAINING

A District that uses restraint must ensure that all District Employees and agents using restraint in its facilities or programs are trained. Training must include:

1. The appropriate use of restraint;
2. Methods to explain the use of restraint to the student who is restrained and the student's family;
3. A continuum of prevention techniques;
4. Environmental management;
5. A continuum of de-escalation techniques;
6. 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;
7. Appropriate documentation and notification procedures, including monitoring and recording the time duration of a restraint or seclusion; and
8. Retraining must occur at a frequency of at least every two years.

DOCUMENTATION AND NOTIFICATION

All Restraints. If a District Employee uses a restraint on a student, the Employee is required to submit a written report of the incident to the District no later than one school day after the incident occurred.

Physical Restraint, more than one minute but less than five minutes. If a physical restraint is used for more than one minute, but less than five minutes, the District must provide written notice on the day of the restraint to the parent or legal guardian of the student.

1. The written notice must include (1) the date, (2) the name of the student, and (3) the number of restraints used that day that lasted between one and five minutes.

Physical Restraint, five minutes or more, and any Seclusion. If a physical restraint is used for five minutes or more, or if the student is placed in seclusion for any length of time, the District must provide verbal or written notice on the day of the physical restraint or seclusion to the parent of the student. The District will also mail or email a written report of the incident to the parent of the student not more than five calendar days after the use of the restraint or seclusion on the student. The written report of the use of restraint must be placed in the student's confidential file and include:

1. The antecedent of the student's behavior, if known;
2. A description of the incident;
3. Any efforts made to deescalate the situation;
4. Any alternatives to the use of restraint that were attempted;
5. The type and duration of the restraint used;
6. Any injuries that occurred;
7. The names of the District Employees, or agents, who were present, and District Employees, or agents, who were involved in administering the restraint;
8. The start and end time of the restraint;
9. Details concerning the notification provided to the parent or legal guardian; and
10. For seclusion, details concerning whether the door was opened or closed.

Review of Physical Restraint, five minutes or more, and any Seclusion. When District Staff complete the written report described above, they should also review to assure that appropriate procedures were followed and to minimize use of restraint in the future, when possible. Such staff review should include:

1. Ensuring there is follow up communication with the student and their parent or legal guardian;
2. Considering whether alternative strategies could have been used; and
3. Recommending adjustment of procedures, if appropriate.

If there is a reasonable probability that a physical restraint or seclusion may be used with a specific student, the District will provide written notice to the parent or legal guardian, and if appropriate, to the student, regarding (1) physical restraint or seclusion procedures that may be used, (2) the circumstances in which physical restraint or seclusion might be used, and (3) the District Employees or agents who may be involved. A parent who receives such notification from the District may choose to request a meeting to discuss the written notice, in which case the District must meet with the parents.

ANNUAL REVIEW OF THE USE OF RESTRAINT

Each District will establish an annual review process and document the results of each review in writing. The purpose of the annual review is to ensure the proper administration of restraint, minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incident of injury to students, District Employees, and agents. The review process must include, but is not limited to:

1. An analysis of incident reports, including consideration of procedures used during the restraint, preventative or alterative techniques attempted, documentation, and follow up:
2. Training needs of District Staff;
3. Staff to student ratios; and
4. Environmental considerations, including physical space, student seating arrangements, and noise levels.

For a charter school authorized by the District, the data and the written review must be integrated into the annual review of the authorizing District.

ANNUAL REPORTING

No later than June 30th of each year, the District will submit in a report to the Department of Education the information from the Annual Review listed above, and the following data on restraints used by District Employees or agents:

1. The total number of physical restraints lasting more than one minute but less than five minutes;
2. The total number of physical restraints lasting five minutes or more;
3. The total number of students who experienced at least one physical restraint lasting more than one minute but less than five minutes;
4. The total number of students who experiences at least one physical restraint lasting five minutes or more;
5. The total number of students who experienced at least one seclusion;
6. The total number of seclusions;
7. The total number of mechanical restraints;
    a. Within the total number of mechanical restraints, how many were restraints using handcuffs; and
8. The total number of prone restraints.

The District should track restraints in their District Schools, Charter Schools authorized by the District, and any separate school operated by the District for students with disabilities. Districts are not required to track restraints for students at a facility school. Districts may have additional reporting requirements under law or contract.

Adopted: 2006
Revised: 09-14-2017
Revised: 01-10-2023
Revised November 2026

Strasburg School District 31J

Policy:	File:
Procedure for the Use of Physical Intervention and Restraint	JKA-R
Adopted:	**Revision:**
2006	~~January 2023~~November 2026

Procedure for the Use of Physical Intervention and Restraint

DUTIES RELATED TO RESTRAINT

A District, or District Employee, who uses restraint must adhere to the restrictions outlined in policy JKA. In addition, any District Employee who uses restraint of any form, must be appropriately trained and follow the notification and documentation guidelines.

TRAINING

A District that uses restraint must ensure that all District Employees and agents using restraint in its facilities or programs are trained. Training must include:

1. The appropriate use of restraint;
2. Methods to explain the use of restraint to the student who is restrained and the student's family;
3. A continuum of prevention techniques;
4. Environmental management;
5. A continuum of de-escalation techniques;
6. 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;
7. Appropriate documentation and notification procedures, including monitoring and recording the time duration of a restraint or seclusion; and
8. Retraining must occur at a frequency of at least every two years.

DOCUMENTATION AND NOTIFICATION

All Restraints. If a District Employee uses a restraint on a student, the Employee is required to submit a written report of the incident to the District no later than one school day after the incident occurred.

Physical Restraint, more than one minute but less than five minutes. If a physical restraint is used for more than one minute, but less than five minutes, the District must provide written notice on the day of the restraint to the parent or legal guardian of the student.

1. The written notice must include (1) the date, (2) the name of the student, and (3) the number of restraints used that day that lasted between one and five minutes.

Physical Restraint, five minutes or more, and any Seclusion. If a physical restraint is used for five minutes or more, or if the student is placed in seclusion for any length of time, the District must provide verbal or written notice on the day of the physical restraint or seclusion to the parent of the student. The District will also mail or email a written report of the incident to the parent of the student not more than five calendar days after the use of the restraint or seclusion on the student. The written report of the use of restraint must be placed in the student's confidential file and include:

1. The antecedent of the student's behavior, if known;
2. A description of the incident;
3. Any efforts made to deescalate the situation;
4. Any alternatives to the use of restraint that were attempted;
5. The type and duration of the restraint used;
6. Any injuries that occurred;
7. The names of the District Employees, or agents, who were present, and District Employees, or agents, who were involved in administering the restraint;
8. The start and end time of the restraint;
9. Details concerning the notification provided to the parent or legal guardian; and
10. For seclusion, details concerning whether the door was opened or closed.

Review of Physical Restraint, five minutes or more, and any Seclusion. When District Staff complete the written report described above, they should also review to assure that appropriate procedures were followed and to minimize use of restraint in the future, when possible. Such staff review should include:

1. Ensuring there is follow up communication with the student and their parent or legal guardian;
2. Considering whether alternative strategies could have been used; and
3. Recommending adjustment of procedures, if appropriate.

If there is a reasonable probability that a physical restraint or seclusion may be used with a specific student, the District will provide written notice to the parent or legal guardian, and if appropriate, to the student, regarding (1) physical restraint or seclusion procedures that may be used, (2) the circumstances in which physical restraint or seclusion might be used, and (3) the District Employees or agents who may be involved. A parent who receives such notification from the District may choose to request a meeting to discuss the written notice, in which case the District must meet with the parents.

ANNUAL REVIEW OF THE USE OF RESTRAINT

Each District will establish an annual review process and document the results of each review in writing. The purpose of the annual review is to ensure the proper administration of restraint, minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incident of injury to students, District Employees, and agents. The review process must include, but is not limited to:

1. An analysis of incident reports, including consideration of procedures used during the restraint, preventative or alterative techniques attempted, documentation, and follow up:
2. Training needs of District Staff;
3. Staff to student ratios; and

4. Environmental considerations, including physical space, student seating arrangements, and noise levels.

For a charter school authorized by the District, the data and the written review must be integrated into the annual review of the authorizing District.

ANNUAL REPORTING

No later than June 30th of each year, the District will submit in a report to the Department of Education the information from the Annual Review listed above, and the following data on restraints used by District Employees or agents:

1. The total number of physical restraints lasting more than one minute but less than five minutes;
2. The total number of physical restraints lasting five minutes or more;
3. The total number of students who experienced at least one physical restraint lasting more than one minute but less than five minutes;
4. The total number of students who experiences at least one physical restraint lasting five minutes or more;
5. The total number of students who experienced at least one seclusion;
6. The total number of seclusions;
7. The total number of mechanical restraints;
    a. Within the total number of mechanical restraints, how many were restraints using handcuffs; and
8. The total number of prone restraints.

The District should track restraints in their District Schools, Charter Schools authorized by the District, and any separate school operated by the District for students with disabilities. Districts are not required to track restraints for students at a facility school. Districts may have additional reporting requirements under law or contract.

~~**A. Definitions**~~

~~In accordance with state law and 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 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. "Prone restraint" means a restraint in which the student being restrained is secured in a prone (i.e., face-down) position.

6. "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.

7. "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.

8. "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.

9. "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).

10. "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.

11. "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, constructive and non-physical de-escalation, and re-structuring the 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 and prone restraints shall not be used, except in the limited circumstances permitted by state law and described as exceptions in the accompanying policy.

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.

b. Any space in which a student is secluded shall have adequate lighting, ventilation and size.

c. 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 emailed, 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.~~

1. ~~Retraining shall occur at a frequency of at least every two years.~~

~~3.~~ Adopted: 2006
Revised: 09-14-2017
Revised: 01-10-2023
Revised November 2026

Strasburg School District 31J

Policy:	File:
Staff Conduct (and Responsibilities)	GBEB
Adopted:	Revision:
2006	November 2026

All Staff Members have a responsibility to make themselves familiar with and abide by federal and state laws and the policies and regulations of the District.

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

RULES OF CONDUCT

Each Staff Member must observe rules of conduct established in law which specify that a School Employee must not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the District 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 are expected to carry out their assigned responsibilities with conscientious concern.

It is not 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 are required of all District Personnel:

1. Faithfulness and promptness in attendance at work.

2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.

3. Diligence in submitting required reports promptly at the times specified.

4. Care and protection of school property.

5. Concern and attention toward the safety and welfare of students.

CHILD ABUSE

All District Employees who have reasonable cause to know or suspect that any child is subjected to abuse, neglect, or unlawful sexual contact, or who has observed any child being subjected to conditions which would reasonably result in abuse or neglect as defined by state law, must make a report in accordance with Board policy JLF and JLF-R

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 must remain confidential except that the Superintendent must notify the Colorado Department of Education of the child abuse investigation.

POSSESSION OF DEADLY WEAPONS

The Board's policy regarding public possession of deadly weapons on School Property or in School Buildings applies to District Employees. However, the restrictions do not apply to District employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

FELONY AND 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 must make inquiries to the Department of Education for purposes of screening the Employee.

In addition, the District must require the Employee to submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized District or BOCES Employee, or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints must 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. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, the District must require the Employee to submit to a name-based criminal history record

check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

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

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

UNLAWFUL BEHAVIOR INVOLVING CHILDREN

The District may make an inquiry with the Department of Education concerning whether any current Employee of the School District has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior, an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, 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.

NOTIFICATION CONCERNING ARRESTS

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

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

PERSONNEL ADDRESSING HEALTH CARE TREATMENT FOR BEHAVIOR ISSUES

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

LEGAL REFS.:

28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)C.R.S. 18-12-105.5 (unlawful carrying/possession of weapons on school grounds)

C.R.S. 18-12-214 (3)(b) (school security officers may carry concealed handgun pursuant to valid permit)

C.R.S. 19-3-308 (5.7) (child abuse reporting)

C.R.S. 22-1-130 (parent notification of employee criminal charges)

C.R.S. 22-2-119.3 (6)(d) (name-based criminal history record check - definition)

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)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)

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 (non-licensed personnel - submittal of fingerprints and name- based criminal history record check)

C.R.S. 22-32-109.8 (6)(a) (requirement to terminate non-licensed employees for certain felony offenses)

C.R.S. 22-32-109.9 (licensed personnel - submittal of fingerprints and name-based criminal history record check)

C.R.S. 22-32-110 (1)(k) (power to adopt conduct rules)

C.R.S. 24-18-104 (government employee rules of conduct)

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

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

CROSS REFS.:
JLC, Student Health Services and Records

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

JLF, Reporting Child Abuse/Child Protection

KDBA*, Parent Notification of Employee Criminal Charges

KFA, Public Conduct on District Property

Adopted: 2006
Revised: October 2018
Revised: January 2020
Revised: December 2021
Revised: October 2023
Revised: November 2026

Strasburg School District 31J

Policy:	File:
Staff Conduct (aAnd Responsibilities)	GBEB
Adopted:	Revision:
2006	~~October 2023~~November 2026

All Sstaff Mmembers 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 Ddistrict.

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

~~Rules of conduct~~RULES OF CONDUCT

Each Sstaff Mmember must observe rules of conduct established in law which specify that a Sschool Eemployee must not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the District 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 Sstaff Mmember's duties, or which the Sstaff Mmember 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 Sstaff Mmember 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 Sstaff Mmember has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

All Sstaff Mmembers are expected to carry out their assigned responsibilities with conscientious concern. It is not considered a breach of conduct for a Sstaff Mmember 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 Sschool Ddistrict business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which are required of all District pPersonnel:

1. Faithfulness and promptness in attendance at work.

2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.

3. Diligence in submitting required reports promptly at the times specified.

4. Care and protection of school property.

5. Concern and attention toward the safety and welfare of students.

~~Child abuse~~CHILD ABUSE

All Ddistrict Eemployees who have reasonable cause to know or suspect that any child is subjected to abuse, neglect, or unlawful sexual contact, or who has observed any child being subjected to conditions which would reasonably result in abuse or neglect as defined by state law, must make a report in accordance with Board policy JLF and JLF-R ~~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 Ssuperintendent 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 Sschool Ddistrict Eemployee. Such information must remain confidential except that the Ssuperintendent must notify the Colorado Department of Education of the child abuse investigation.

~~Possession of deadly weapons~~POSSESSION OF DEADLY WEAPONS

The Board's policy regarding public possession of deadly weapons on Sschool Ppproperty or in Sschool Bbuildings applies to Ddistrict Eemployees. However, the restrictions do not apply to District employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

~~Felony/misdemeanor convictions~~FELONY AND MISDEMEANOR CONVICTIONS

If, subsequent to beginning employment with the Ddistrict, the Ddistrict has good cause to believe that any Sstaff Mmember 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 Ddistrict must make inquiries to the Department of Education for purposes of screening the Eemployee.

In addition, the Ddistrict must require the Eemployee to submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized Ddistrict or BOCES Eemployee, or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints must 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. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, the Ddistrict must require the Eemployee to submit to a name-based criminal history record

check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

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

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

~~Unlawful behavior involving children~~UNLAWFUL BEHAVIOR INVOLVING CHILDREN

The Ddistrict may make an inquiry with the Department of Education concerning whether any current Eemployee of the Sschool Ddistrict 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, an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the Eemployee´s fitness for employment.

~~Notification concerning arrests~~NOTIFICATION CONCERNING ARRESTS

District Eemployees must notify the Ddistrict when they are arrested for specific criminal offenses, in accordance with this policy's accompanying regulation.

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

~~Personnel addressing health care treatment for behavior issues~~PERSONNEL ADDRESSING HEALTH CARE TREATMENT FOR BEHAVIOR ISSUES

School Ppersonnel 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 Ppersonnel 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.

LEGAL REFS.:

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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)

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

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KFA, Public Conduct on District Property

Adopted: 2006
Revised: October 2018
Revised: January 2020
Revised: December 2021
Revised: October 2023
Revised: November 2026

Strasburg School District 31J

Policy:	File:
Federal Procurement	DJB
Adopted:	Revision:
2017	November 2026

Federal Procurement

This policy and its accompanying regulation (DJB-R) applies to the purchase of services, supplies, equipment or other property with federal funds that are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of such laws shall control.

District Employees must follow Board policy concerning Employee purchasing authority when making any purchase with federal funds and shall obtain prior Board approval in those instances when it is required by Board policy. District Employees must also follow applicable state law and Board policy concerning competitive bidding, to the extent state law and/or Board policy establish additional requirements or procedures--including conducting criminal background checks for any person providing direct services to students pursuant to a written contract--that do not conflict with this policy and its accompanying regulation.

FEDERAL MICRO-PURCHASES (LESS THAN $15,000)

A Micro-Purchase is a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold.

Micro-purchases may be made or awarded without soliciting competitive price or rate quotations if District Staff considers the price to be reasonable based on research, experience, purchase history, or other information, and documents its files accordingly.

To the extent practicable, the District will distribute micro-purchases equitably among qualified suppliers when the same, or materially interchangeable, products are identified and such suppliers offer effectively equivalent rates, prices and other terms.

Strasburg School District 31J

FEDERAL SIMPLIFIED ACQUISITION THRESHOLD ($15,000 TO UNDER $350,000)

Simplified Acquisition Threshold means the dollar amount below which a non-federal entity may purchase property or services using small purchase methods. Non-federal entities adopt small purchase procedures to expedite the purchase of items costing less than the simplified acquisition threshold.

For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources, as detailed in this policy's accompanying regulation, unless:

1. A valid basis exists under the federal Uniform Grant Guidance for relying on procurement by a noncompetitive proposal (i.e., "single source" procurement); or

2. The District elects to use a more formal competitive bid or request for proposal process.

COMPETETIVE BIDDING THRESHOLD ($350,000 OR MORE)

The District must conduct a cost or price analysis for purchases that exceed the Simplified Acquisition Threshold. At a minimum, this must include making an independent estimate before receiving bids or proposals (including noncompetitive proposals). A Cost Analysis means evaluating the separate cost elements that make up the price. A price Analysis means evaluating the total price, without looking at the individual cost elements.

Whenever appropriate and relevant to the specific transaction, the cost analysis may include life-cycle cost estimates which must then be incorporated into any solicitations of bids or proposals.

UNNESSACRY OR DUPLICATIVE ITEMS

The District must avoid the acquisition of unnecessary or duplicative items.

Consideration must also be given to consolidating or breaking out purchases to obtain a more economical purchase.

Strasburg School District 31J

RECORDKEEPING

The District must maintain records sufficient to detail the history of procurements made with federal funds. These records may include, but not necessarily be limited to, the following: rationale for the method of procurement, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Retention of such procurement records shall be in accordance with applicable law and Board policy.

Adopted: 4/12/2017
Revised: November 2026
November 2022

LEGAL REFS.:

2 C.F.R. Part 200 Subpart D (post-award requirements under the federal Uniform Grant Guidance)
2 C.F.R. 200.318 (general standards for procurement supported by federal funds)
2 C.F.R. 200.319 (written procurement standards required)
2 C.F.R. 200.320 (methods of procurement to be followed)
2 C.F.R. 200.323 (cost or price analysis)
2 C.F.R. 200.333 (record retention requirements)
2 C.F.R. 200.336 (access to records)
7 C.F.R. 226 (USDA procurement thresholds)
7 C.F.R. 3016.36 (USDA´s procurement standards)
7 C.F.R. 3016.37 (USDA´s procurement requirements for subgrants)
34 C.F.R. Parts 75, 76 (EDGAR - Education Department General Administrative Regulations)
48 C.F.R. Subpart 2.1 (micro-purchase and competitive bidding thresholds)
C.R.S. 22-32-144 (4) (background check provision required in service contracts)

CROSS REFS.:

BCB, School Board Member Conflict of Interest
DAC*, Federal Fiscal Compliance DJ/DJA,
Purchasing/Purchasing Authority DJE,
Bidding Procedures
DKC, Expense Authorization/Reimbursement (Mileage and Travel)
EHB, Records Retention
GBEA, Staff Ethics/Conflict of Interest

NOTE: The federal government periodically adjusts the threshold amounts for federal procurement. This table lists the amounts effective as of October 2025:	
Procurement Method	**Amount**
Micro Purchase Threshold Simplified Acquisition Threshold (for small purchases) Competitive Bidding Threshold	$15,000 or less $15,000 - $350,000 $350,000 or more
*Districts may self-certify a Micro-Purchase Threshold up to $50,000	

Strasburg School District 31J

Policy:	File:
Federal Procurement	DJB
Adopted:	Revision:
2017	~~November 2022~~November 2026

Federal Procurement

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This policy and its accompanying regulation (DJB-R) ~~shall apply~~applies to the purchase of services, supplies, equipment or other property with federal funds that are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of such laws shall control.

District Eemployees ~~shall~~ must follow Board policy concerning Eemployee purchasing authority when making any purchase with federal funds and shall obtain prior Board approval in those instances when it is required by Board policy. District Employees must also follow applicable state law and Board policy concerning competitive bidding, to the extent state law and/or Board policy establish additional requirements or procedures--including conducting criminal background checks for any person providing direct services to students pursuant to a written contract--that do not conflict with this policy and its accompanying regulation.

~~District employees shall also follow applicable state law and Board policy concerning competitive bidding, to the extent state law and/or Board policy establish additional requirements that are not inconsistent with this policy and its accompanying regulation.~~

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Federal Micro-Ppurchases (less than $153,050)

A Micro-Purchase is a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold.

~~A "micro-purchase" is a purchase that, in an aggregate amount, is less than $3,500.~~

Micro-purchases may be made or awarded without soliciting competitive price or rate quotations if District Staff considers the price to be reasonable based on research, experience, purchase history, or other information, and documents its files accordingly.~~, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy, "reasonable" means the purchase is comparable to market prices for the geographic area.~~

To the extent practicable, the Ddistrict will distribute micro-purchases equitably among qualified suppliers when the same, or materially interchangeable, products are identified and such suppliers offer effectively equivalent rates, prices and other terms.

FEDERAL SIMPLIFIED ACQUISITION THRESHOLD ($15,000 TO UNDER $350,000)

~~**Small purchases ($3,501 to under $150,000)**~~

Simplified Acquisition Threshold means the dollar amount below which a non-federal entity may purchase property or services using small purchase methods. Non-federal entities adopt small purchase procedures to expedite the purchase of items costing less than the simplified acquisition threshold.

~~A "small purchase" is a purchase that, in an aggregate amount, is $3,500 or more, but less than $150,000.~~

For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources, as detailed in this policy's accompanying regulation, unless:

1. A~~a~~ valid basis exists under the federal Uniform Grant Guidance for relying on procurement by a noncompetitive proposal (i.e., "single source" procurement); or

2. T~~t~~he D~~d~~istrict elects to use a more formal competitive bid or request for proposal process.

Strasburg School District 31J

COMPETETIVE BIDDING THRESHOLD ($350,000 OR MORE)

~~**Large purchases ($150,001 or more)**~~

~~A large purchase is a purchase that, in an aggregate amount, is $150,000 or more.~~

The D~~d~~istrict must~~shall~~ conduct a cost or price analysis for ~~large~~ purchases that exceed the Simplified Acquisition Threshold.~~,~~ A~~a~~t a minimum, ~~includes~~ this must include making an independent estimate before receiving bids or proposals (including noncompetitive proposals). A C~~c~~ost A~~a~~nalysis means evaluating the separate cost elements that make up the price. A price A~~a~~nalysis means evaluating the total price, without looking at the individual cost elements.

Whenever appropriate and relevant to the specific transaction, the cost analysis may include life-cycle cost estimates which ~~shall~~ must then be incorporated into any solicitations of bids or proposals.

Unnecessary or D~~d~~uplicative I~~i~~tems

The D~~d~~istrict ~~shall~~ must avoid the acquisition of unnecessary or duplicative items.

Consideration ~~shall~~ must also be given to consolidating or breaking out purchases to obtain a more economical purchase.

Recordkeeping

The D~~d~~istrict must~~shall~~ maintain records sufficient to detail the history of procurements made with federal funds. These records may include, but not necessarily be limited to, the following: rationale for the method of procurement, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Retention of such procurement records shall be in accordance with applicable law and Board policy.

Adopted: 4/12/2017

Revised: November 2026

November 2022

LEGAL REFS.:
2 C.F.R. Part 200 Subpart D (post-award requirements under the federal Uniform Grant Guidance)

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2 C.F.R. 200.318 (general standards for procurement supported by federal funds)
2 C.F.R. 200.319 (written procurement standards required)
2 C.F.R. 200.320 (methods of procurement to be followed)
2 C.F.R. 200.323 (cost or price analysis)
2 C.F.R. 200.333 (record retention requirements)
2 C.F.R. 200.336 (access to records)
7 C.F.R. 226 (USDA procurement thresholds)
7 C.F.R. 3016.36 (USDA´s procurement standards)
7 C.F.R. 3016.37 (USDA´s procurement requirements for subgrants)
34 C.F.R. Parts 75, 76 (EDGAR - Education Department General Administrative Regulations)
48 C.F.R. Subpart 2.1 (micro-purchase and competitive bidding thresholds)
C.R.S. 22-32-144 (4) (background check provision required in service contracts)
~~C.F.R. Part 200 Subpart D~~ ~~2 C.F.R. 200.318~~
~~2 C.F.R. 200.319~~
~~2 C.F.R. 200.320~~
~~2 C.F.R. 200.323~~
~~2 C.F.R. 200.333~~
~~2 C.F.R. 200.336~~
~~7 C.F.R. 3016.36~~
~~7 C.F.R. 3016.37~~
~~34 C.F.R. Parts 75, 76~~
~~48 C.F.R. Subpart 2.1~~

Strasburg School District 31J

CROSS REFS.: BCB, School Board Member Conflict of Interest
DAC*, Federal Fiscal Compliance
DJ/DJA, Purchasing/Purchasing Authority
DJE, Bidding Procedures
DKC, Expense Authorization/Reimbursement (Mileage and Travel)
EHB, Records Retention
GBEA, Staff Ethics/Conflict of Interest

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NOTE: The federal government periodically adjusts the threshold amounts for federal procurement. This table lists the amounts effective as of October 2025:

Procurement Method	Amount
Micro Purchase Threshold	$15,000 or less
Simplified Acquisition Threshold (for small purchases)	$15,000 - $350,000
Competitive Bidding Threshold	$350,000 or more
*Districts may self-certify a Micro-Purchase Threshold up to $50,000	

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Strasburg School District 31J

Policy:	File:
Federal Procurement - Regulation	DJB - R
Adopted:	Revision:
2022	November 2026

Federal Procurement Procedures

SINGLE SOURCE PROCUREMENT

One or more of the following conditions justify procurement of a small or large purchase pursuant to a noncompetitive proposal (i.e., "single source" procurement):

1. The item is only available from a single source;
2. A public exigency or emergency exists and does not permit the delay that would result from a competitive solicitation;
3. After solicitation of a number of sources, the District determines that competition is inadequate; or
4. The federal awarding agency or the state as the pass-through entity has expressly authorized noncompetitive proposals in response to a written request from the District.

The district must document the grounds for using a single source procurement process in lieu of an otherwise-required competitive method of procurement.

STANDARDS FOR OBTAINING PRICE OR RATE QUOTATIONS

The following standards apply to District procurement decisions that include the consideration of price or rate quotations:

1. Obtain at least two price or rate quotations that represent acceptable procurement options;
2. Price or rate quotations may be obtained from an online search, publicly advertised prices, written quotations prepared upon request or by documenting verbal quotations;
3. The specific price or rate quotation need not be the sole determining factor in the procurement decision if:
    a. Other relevant and material differences exist among the quotations (e.g., quality, functionality, vendor-supplied support services, life-cycle cost

estimates, vendor experience in connection with the purchase of services, etc.); and

b. Such differences predominate over a strict cost comparison.

4. If the District determines that it is in the District's best interests to not select the lowest price or rate quotation based upon the criteria listed in the above paragraph, the reason for deviating from using cost as the determining factor must be documented.

ADDITIONAL STANDARDS APPLICABLE TO PROCUREMENTS UNDER THE FEDERAL UNIFORM GRANT GUIDANCE

Unless expressly authorized by the federal Uniform Grant Guidance and/or other applicable federal law, the following standards will apply to District purchases made in whole or in part with federal funds:

1. The district will take affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. These affirmative steps include, but are not limited to, placing qualified small and minority businesses and women's business enterprises on solicitation lists and ensuring the small and minority businesses and women's business enterprises are solicited whenever they are potential sources;

2. A time and materials contract may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk;

3. District procurement supported by federal funds may be subject to the federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The general requirements include procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative program for procurement of recovered materials as identified in Environment Protection Agency (EPA) guidelines.

Adopted: 11/2022
Revised: November 2026



Strasburg School District 31J

Strasburg School District 31J

Policy:	File:
Federal Procurement - Regulation	DJB - R
Adopted:	Revision:
2022	November 2026~~2~~

Federal Procurement Procedures

Single source procurement
One or more of the following conditions justify procurement of a small or large purchase pursuant to a noncompetitive proposal (i.e., "single source" procurement):

1. The item is only available from a single source;
2. A public exigency or emergency exists and does not permit the delay that would result from a competitive solicitation;
3. After solicitation of a number of sources, the D~~d~~istrict determines that competition is inadequate; or
4. The federal awarding agency or the state as the pass-through entity has expressly authorized noncompetitive proposals in response to a written request from the D~~d~~istrict.

The district ~~shall~~ must document the grounds for using a single source procurement process in lieu of an otherwise-required competitive method of procurement.

Standards for obtaining price or rate quotations
The following standards apply to D~~d~~istrict procurement decisions that include the consideration of price or rate quotations:

1. Obtain at least two price or rate quotations that represent acceptable procurement options;~~.~~
2. Price or rate quotations may be obtained from an online search, publicly advertised prices, written quotations prepared upon request or by documenting verbal quotations;~~.~~
3. The specific price or rate quotation need not be the sole determining factor in the procurement decision if:
   a. O~~o~~ther relevant and material differences exist among the quotations (e.g., quality, functionality, vendor-supplied support services, life-cycle cost estimates, vendor experience in connection with the purchase of services, etc.); and
   b. S~~s~~uch differences predominate over a strict cost comparison.
4. If the D~~d~~istrict determines that it is in the D~~d~~istrict's best interests to not select the

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lowest price or rate quotation based upon the criteria listed in the above paragraph, the reason for deviating from using cost as the determining factor ~~shall~~ must be documented.

Strasburg School District 31J

Additional standards applicable to procurements under the federal Uniform Grant Guidance
Unless expressly authorized by the federal Uniform Grant Guidance and/or other applicable federal law, the following standards ~~shall~~will apply to D~~d~~istrict purchases made in whole or in part with federal funds:

1. The district ~~shall~~ will take affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. These affirmative steps include, but are not limited to, placing qualified small and minority businesses and women's business enterprises on solicitation lists and ensuring the small and minority businesses and women's business enterprises are solicited whenever they are potential sources;~~,~~
2. A time and materials contract may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk;~~,~~
3. District procurement supported by federal funds may be subject to the federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The general requirements include procuring solid waste management services in a manner that maximizes energy and resource recovery,~~;~~ and establishing an affirmative program for procurement of recovered materials as identified in Environment Protection Agency (EPA) guidelines.

Adopted: 11/2022
Revised: November 2026

~~LEGAL REFS: 2 C.F.R. §§ 200.318-200.326~~

Strasburg School District 31J

Policy:	File:
Criminal History Record Information	GBI
Adopted:	Revision:
2022	November 2026

Criminal History Record Information

The Board of Education of Strasburg 31J is committed to ensuring the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI). CHRI will be retained for a period of three years, at which point the information will be purged or destroyed in accordance with applicable record retention rules.

Accordingly, this policy applies to any electronic or physical media containing Federal Bureau of Investigation (FBI) or Colorado Bureau of Investigation (CBI) Criminal Justice Information while being stored, accessed, or physically moved from a secure location within the District. This policy also applies to any authorized person who accesses, stores, and/or transports electronic or physical media containing Criminal History Record Information.

DEFINITIONS

Criminal Justice Information (CJI) refers to all of the FBI Criminal Justice Information Services (CJIS) provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

Criminal History Record Information (CHRI) means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release. The term does not include identification information such as fingerprint records if such information does not indicate the individual's involvement with the criminal justice system. CHRI is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use, and dissemination of CHRI.

PROPER ACCESS, USE, AND DISSEMINATION OF CHRI

CHRI must only be used for an authorized purpose consistent with the purpose for which it was accessed or requested and cannot be disseminated outside the receiving departments, related

agencies, or other authorized entities. Dissemination to another agency is authorized if (1) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (2) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by Colorado Bureau of Investigation (CBI) officials with applicable agreements in place.

PERSONNEL SECURITY SCREENING

Access to CJI and/or CHRI is restricted to Authorized Personnel. Authorized Personnel are individuals, or a group of individuals, who have completed security awareness training and have been granted access to CJI data.

SECURITY AWARENESS TRAINING

Provide security and privacy literacy training to system users (including managers, senior executives, and contractors): as part of initial training for new users prior to accessing CJI and annually thereafter; and when required by system changes or within 30 days of any security event for individuals involved in the event.

PHYSICAL SECURITY

All CJI and CHRI information must be securely stored. The District will maintain a current list of Authorized Personnel. Authorized Personnel will take necessary steps to prevent and protect the District from physical, logical, and electronic breaches.

MEDIA PROTECTION

Controls must be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. Electronic media includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. Physical media includes printed documents and imagery that contain CJI.

The District must securely store electronic and physical media within physically secure locations. The District restricts access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data must be encrypted. When no longer usable, information and related processing items must be properly disposed of to ensure confidentiality.

To protect CJI, District Personnel will: [choose only those options that apply

1. Securely store electronic and physical media within a physically secure or controlled area. A secured area includes a locked drawer, cabinet, or room.
2. Restrict access to electronic and physical media to authorized individuals.

3. Ensure that only authorized users remove printed form or digital media from the CJI.
4. Not use personally owned information system to access, process, store, or transmit CJI, unless the District has established and documented the specific terms and conditions for personally owned information system use.
5. Not utilize publicly accessible computers to access, process, store, or transmit CJI.
    a. Publicly accessible computers include, but are not limited to, hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.
6. Store all hard copy CJI printouts maintained by the District in a secure area accessible to only those employees whose job function require them to handle such documents.
7. Take appropriate action when in possession of CJI while not in a secure area: (1) CJI must not leave the employee's immediate control, (2) Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hard copy printouts.
   For electronic devices like laptops, use session lock use and/or privacy screens. CJI will not be left in plain view. When CJI is electronically transmitted outside the boundary of the physically secure location, the data will be immediately protected using encryption.
    a. When CJI is at rest (i.e. stored electronically) outside the boundary of the physically secure location, the data must be protected using encryption. Storage devices include external hard drives from computers, printers, and copiers used with CJI. In addition, storage devices include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc.
    b. When encryption is employed, the cryptographic module used must be certified to meet FIPS 140-2 standards.
8. Lock or log off computer when not in immediate vicinity of work area to protect CJI. Not all District Personnel have same CJI access permissions and need to keep CJI protected on a need-to-know basis.
9. Establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of CJI.]

MEDIA SANITATION AND DISPOSAL

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print outs, and other similar items used to process, store, and/or transmit FBI or CBI CJI must be properly disposed of in accordance with measures established by the District.

Physical media (printouts and other physical media) must be disposed of by one of the following methods:

1. Shredding using district-issued shredders; or
2. Placed in locked shredding bins for a private contractor to come on-site and shred, witnessed by District Personnel throughout the entire process.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) must be disposed of by one of the following methods:

1. Overwriting (at least 3 times) - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
2. Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
3. Destruction - a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI or CBI CJI and/or sensitive and classified information must not be released from the District's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

ACCOUNT MANAGEMENT

The District must manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The District must validate information systems accounts at least annually and must document the validation process.

All accounts must be reviewed at least annually by the designated CJIS Point of Contact or their designee to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain CJI. The CJIS Point of Contact may also conduct periodic reviews.

Strasburg School District 31J

REPORTING INFORMATION SECURITY EVENTS

The District must promptly report incident information to appropriate authorities to include the CBI's Information Security Officer (ISO). Information security events and weaknesses associated with information systems must be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures must be in place. Wherever feasible, the District must employ automated mechanisms to assist in the reporting of security incidents.

All employees, contractors, and third-party users must be made aware of the procedures for reporting the different types of events and weakness that might have an impact on the security of District assets and are required to report any information security events and weaknesses as quickly as possible to the designated Point of Contact.

POLICY VIOLATION AND MISUSE NOTIFICATION

Violation of this policy or misuse of CHRI by any District Personnel can result in significant disciplinary action, up to and including loss of access privileges, civil and criminal prosecution, and/or termination.

Likewise, violation of this policy or misuse of CHRI by any visitor can result in similar disciplinary action against the sponsoring employee and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

In the event of a violation of this policy by District Personnel or any visitor, notification to the Colorado Bureau of Investigation is required.

Adopted: 11/2022

Revised: November 2026

LEGAL REFS.:

P.L. 92-544 *(authorizes the FBI to exchange CHRI with officials of state and local governmental agencies for licensing and employment purposes)*
28 C.F.R. 20.33 (b) *(limited dissemination of criminal history record information)*
28 C.F.R. 50.12 (b) *(notification requirements regarding fingerprints)*
C.R.S. 22-2-119.3 (6)(d) *(name-based judicial history record check –definition)*
C.R.S. 22-32-109.8 *(non-licensed personnel – submittal of fingerprints and name-based judicial history record check)*

C.R.S. 22-32-109.9 *(licensed personnel – submittal of fingerprints and name-based judicial history record check)*
C.R.S. 24-72-302 *(definition of criminal justice information)*

CROSS REFS.:

GBEB, Staff Conduct (and Responsibilities)
GCE/GCF, Professional Staff Recruiting/Hiring
GDE/GDF, Support Staff Recruiting/Hiring

Strasburg School District 31J

Policy:	File:
Criminal History Record Information	GBI
Adopted:	Revision:
2022	November 2022~~6~~

Criminal History Record Information

The ~~District~~ Board of Education of Strasburg 31J is committed to ensuring the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI). CHRI will be retained for a period of three years, at which point the ~~until the in~~information will be~~is~~ purged or destroyed in accordance with applicable record retention rules.

Accordingly, ~~T~~this policy applies to any electronic or physical media containing Federal Bureau of Investigation (FBI) or Colorado Bureau of Investigation (CBI) ~~CJI~~ Criminal Justice Information while being stored, accessed, or physically moved from a secure location within the D~~d~~istrict. This policy also applies to any authorized person who accesses, stores, and/or transports electronic or physical media containing C~~c~~riminal ~~h~~History R~~r~~ecord ~~i~~information.

~~**Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)**~~**DEFINITIONS**

Criminal Justice Information (CJI) refers to all of the FBI Criminal Justice Information Services (CJIS) provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

Criminal History Record Information (CHRI) means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release. The term does not include identification information such as fingerprint records if such information does not indicate the individual's involvement with the criminal justice system. CHRI is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use, and dissemination of CHRI.

PROPER ACCESS, USE, AND DISSEMINATION OF CHRI

~~**Proper access, use, and dissemination of CHRI**~~

CHRI must only be used for an authorized purpose consistent with the purpose for which it was

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accessed or requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities. Dissemination to another agency is authorized if (1a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (2b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by Colorado Bureau of Investigation (CBI) officials with applicable agreements in place.

PERSONNEL SECURITY SCREENING~~Personnel security screening~~

Access to CJI and/or CHRI is restricted to A~~a~~uthorized P~~p~~ersonnel. Authorized P~~p~~ersonnel are~~i~~s ~~defined as an~~ individuals, or a group of individuals, who have completed security awareness training and have been granted access to CJI data.

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SECURITY AWARENESS TRAINING~~Security awareness training~~

Provide security and privacy literacy training to system users (including managers, senior executives, and contractors): as part of initial training for new users prior to accessing CJI and annually thereafter; and when required by system changes or within 30 days of any security event for individuals involved in the event. ~~Basic security awareness training is required within six months of initial assignment, and biennially thereafter, for all personnel with access to said confidential information.~~

PHYSICAL SECURITY

~~Physical security~~

All CJI and CHRI information must be securely stored. The D~~d~~istrict will maintain a current list of A~~a~~uthorized P~~p~~ersonnel. Authorized P~~p~~ersonnel will take necessary steps to prevent and protect the D~~d~~istrict from physical, logical, and electronic breaches.

MEDIA PROTECTION~~Media protection~~

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Controls must be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. Electronic media includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. Physical media includes printed documents and imagery that contain CJI.

The D~~d~~istrict must securely store electronic and physical media within physically secure locations. The D~~d~~istrict restricts access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data must be encrypted. When no longer usable, information and related processing items must be properly disposed of to ensure confidentiality.

To protect CJI, District Personnel will: [choose only those options that apply

1. Securely store electronic and physical media within a physically secure or controlled area. A secured area includes a locked drawer, cabinet, or room.
2. Restrict access to electronic and physical media to authorized individuals.
3. Ensure that only authorized users remove printed form or digital media from the CJI.
4. Not use personally owned information system to access, process, store, or transmit CJI, unless the District has established and documented the specific terms and conditions for personally owned information system use.
5. Not utilize publicly accessible computers to access, process, store, or transmit CJI.

a. Publicly accessible computers include, but are not limited to, hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

6. Store all hard copy CJI printouts maintained by the District in a secure area accessible to only those employees whose job function require them to handle such documents.
7. Take appropriate action when in possession of CJI while not in a secure area: (1) CJI must not leave the employee's immediate control, (2) Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hard copy printouts.
   For electronic devices like laptops, use session lock use and/or privacy screens. CJI will not be left in plain view. When CJI is electronically transmitted outside the boundary of the physically secure location, the data will be immediately protected using encryption.
   a. When CJI is at rest (i.e. stored electronically) outside the boundary of the physically secure location, the data must be protected using encryption. Storage devices include external hard drives from computers, printers, and copiers used with CJI. In addition, storage devices include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc.
   b. When encryption is employed, the cryptographic module used must be certified to meet FIPS 140-2 standards.
8. Lock or log off computer when not in immediate vicinity of work area to protect CJI. Not all District Personnel have same CJI access permissions and need to keep CJI protected on a need-to-know basis.
9. Establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of CJI.]

MEDIA SANITATION AND DISPOSAL~~Media sanitization and disposal~~

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When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store, and/or transmit FBI or CBI CJI must be properly disposed of in accordance with measures established by the Dd~~d~~istrict.

Physical media (print-outs and other physical media) must be disposed of by one of the following methods:

1. S~~s~~hredding using district-issued shredders; or
2. P~~p~~laced in locked shredding bins for a private contractor to come on-site and shred, witnessed by D~~d~~istrict P~~p~~ersonnel throughout the entire process.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) must be disposed of by one of the following methods:

1. Overwriting (at least 3 times) - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.

2. Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.

3. Destruction - a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI or CBI CJI and/or sensitive and classified information must not be released from the Ddistrict's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

ACCOUNT MANAGEMENT~~Account management~~

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The Ddistrict must manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The Ddistrict must validate information systems accounts at least annually and must document the validation process.

All accounts must be reviewed at least annually by the designated CJIS Ppoint of Ccontact or their designee to ensure that access and account privileges commensurate with job functions, need- to-know, and employment status on systems that contain CJI. The CJIS Ppoint of Ccontact may also conduct periodic reviews.

REPORTING INFORMATION SECURITY EVENTS

~~**Reporting information security events**~~

The Ddistrict must promptly report incident information to appropriate authorities to include the CBI's Information Security Officer (ISO). Information security events and weaknesses associated with information systems must be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures must be in place. Wherever feasible, the Ddistrict must employ automated mechanisms to assist in the reporting of security incidents.

All employees, contractors, and third-party users must be made aware of the procedures for reporting the different types of events and weakness that might have an impact on the security

Strasburg School District 31J

of Ddistrict assets and are required to report any information security events and weaknesses as quickly as possible to the designated Ppoint of Ccontact.

~~Policy violation/misuse notification~~**POLICY VIOLATION AND MISUSE NOTIFICATION**

Violation of this policy or misuse of CHRI by any District Ppersonnel can result in significant disciplinary action, up to and including loss of access privileges, civil and criminal prosecution, and/or termination.

Likewise, violation of this policy or misuse of CHRI by any visitor can result in similar disciplinary action against the sponsoring employee and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

In the event of a violation of this policy by District Personnel or any visitor, notification to the Colorado Bureau of Investigation is required.

Adopted: -11/2022

Revised: November 2026

LEGAL REFS.: P.L. 92-544 *(authorizes the FBI to exchange CHRI with officials of state and local governmental agencies for licensing and employment purposes)*

28 C.F.R. 20.33 (b) *(limited dissemination of criminal history record information)*
28 C.F.R. 50.12 (b) *(notification requirements regarding fingerprints)*
C.R.S. 22-2-119.3 (6)(d) *(name-based judicial history record check –definition)*
C.R.S. 22-32-109.8 *(non-licensed personnel – submittal of fingerprints and name-based judicial history record check)*
C.R.S. 22-32-109.9 *(licensed personnel – submittal of fingerprints and name-based judicial history record check)*
C.R.S. 24-72-302 *(definition of criminal justice information)*

~~28 C.F.R. 20.33 (b)~~
~~28 C.F.R. 50.12 (b)~~
~~C.R.S. 22-2-119.3 (6)(d)~~
~~C.R.S. 22-32-109.8~~
~~C.R.S. 22-32-109.9~~
~~C.R.S. 24-72-302~~

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CROSS REFS.: ~~EHB, Records Retention~~
GBEB, Staff Conduct (and Responsibilities)
GCE/GCF, Professional Staff Recruiting/Hiring
GDE/GDF, Support Staff Recruiting/Hiring

Strasburg School District 31J

Policy:	File:
Grading and Assessment Systems	IKA
Adopted:	Revision:
September 2020	November 2026

Grading and Assessment Systems

The Board believes that students will respond more positively to the opportunity for success than to the threat of failure. The District seeks, therefore, in its instructional program to make achievement both recognizable and possible for students. It emphasizes achievement in its processes for evaluating student performance.

STATE ASSESSMENT SYSTEM

State and federal law require District students to take standardized assessments in the instructional areas of English Language Arts, Math, and Science. State law also requires students in elementary and middle school to take standardized assessments in the instructional area of Social Studies. Accordingly, the District will administer standardized assessments pursuant to these state and federal legal requirements.

State law also requires the District to adopt policies and/or procedures on how a parent requests an exemption for their children from taking state assessments, and the District's Assessment Calendar. This policy and its accompanying regulation represent the District's processes to address these requirements.

PARENT/GUARDIAN REQUEST FOR EXEMPTION

A parent/guardian who wishes to exempt their child from a particular state assessment or all state assessments must make this request in accordance with this policy's accompanying regulation, IKA-R.

In accordance with state law, the District will not impose a negative consequence on a student whose parent/guardian has requested an exemption from a state assessment or assessments. Students excused by their parents/guardians from participating in a state assessment or assessments will not be prohibited from participating in an activity or from receiving any other form of reward that the District provides to students for participating in the state assessment.

This policy's exemption process applies only to state assessments administered pursuant to C.R.S. 22-7-1006.3 and does not apply to District or classroom assessments.

SHARING OF STUDENT STATE ASSESSMENT RESULTS WITH PARENTS/GUARDIANS

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 year. Appropriate school personnel, including those who work directly with the student, will have access to the student's state assessment results and longitudinal academic growth information and must share with and explain that information to the student's parent/guardian.

DISTRICT ASSESSMENT SYSTEM

In addition to the state assessment system, the District has developed a comprehensive assessment system that:

1. Challenges students to think critically, apply what they have learned, and gives them the opportunity to demonstrate their skills and knowledge;
2. Includes "early warning" features that allow problems to be diagnosed promptly to let students, teachers, and parents/guardians know that extra effort is necessary;
3. Provides reliable and valid information on student and school performance to educators, parents/guardians, and community members; and
4. Provides 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 assessment system will 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.

ADDITIONAL ASSESSMENT INFORMATION FOR PARENTS/GUARDIANS

In accordance with state law and this policy's accompanying regulation, the District will distribute an Assessment Calendar and related information to parents/guardians on an annual basis to inform them about the State and District assessments that the District plans to administer during the school year.

CLASSROOM ASSESSMENT SYSTEM

Classroom assessment practices will 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 is 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 will 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 will be kept in a form meaningful to

parents/guardians as well as teachers. The grading system will 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 will 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: September 2020

Revised: November 2026

LEGAL REFERENCES:

20 U.S.C. 6311 (b)(2)(A) (Every Student Succeeds Act (ESSA) requires states to implement Mathematics, Reading or Language Arts, and Science assessments)
20 U.S.C. 6312 (e)(1)(B)(i) (under ESSA, District must provide information to parents regarding child's level of achievement and academic growth on state assessments)
20 U.S.C. 6312 (e)(2)(A) (under ESSA, District must provide information to a parent regarding District's opt-out policy for state assessments, at parent's request for such information)
C.R.S. 22-7-1006.3 (1) (state assessment implementation schedule)
C.R.S. 22-7-1006.3 (1)(d) (District must report to CDE the number of students who will take the state assessment in a pencil and paper format)
C.R.S. 22-7-1006.3 (7)(d) (state assessment results included on student report card if feasible)
C.R.S. 22-7-1006.3 (8)(a) (policy required to ensure explanation of student state assessment results)
C.R.S. 22-7-1013 (1) (District academic standards)
C.R.S. 22-7-1013 (7) (procedure required concerning distribution of assessment calendar to parents/guardians)
C.R.S. 22-7-1013 (8) (policy and procedure required to allow parents to excuse their children from participation in state assessments)
C.R.S. 22-7-1016 (2)(b) (results of state "readiness assessments" and national assessments administered in high school must not be included on high school student's final transcript)
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 state assessment results and longitudinal growth information)
1 CCR 301-46 (Rules for the Administration of the College Entrance Exam)

CROSS REFERENCES:

AEA, Standards Based Education

AED*, Accreditation
IK, Academic Achievement
IKA-R, Grading and Assessment Systems Regulation
JRA/JRC, Student Records/Release of Information on Students

File: IKA ~~- Grading/Assessment Systems~~

NOTE: Colorado school districts are required by law to adopt a policy on this subject, and the law contains some specific direction as to the content or language. This sample policy contains the content/language that CASB believes best meets the intent of these legal requirements, as follows: ~~(1) policy on use of pencil and paper to complete any portion of a state assessment that students would otherwise complete on a computer;~~ (1~~2~~) policy to allow parents to excuse their children from participating in one or more state assessments; and (2~~3~~) policy to ensure appropriate school personnel share with and explain student state assessment results and longitudinal growth information with the student's parent/guardian. However, the D~~d~~istrict should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

~~This policy is intended to replace former policies IKAB, Report Cards/Progress Reports; ILBA, District Program Assessments; and ILBB, State Program Assessments.~~

Grading and Assessment Systems

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The Board believes that students will respond more positively to the opportunity for success than to the threat of failure. The D~~d~~istrict seeks, therefore, in its instructional program to make achievement both recognizable and possible for students. It emphasizes achievement in its processes for~~of~~ evaluating student performance.

~~State assessment system~~STATE ASSESSMENT SYSTEM

State and federal law require D~~d~~istrict students to take standardized assessments in the instructional areas of English L~~l~~anguage A~~a~~rts, M~~m~~ath, and S~~s~~cience. State law also requires students in elementary and middle school to take standardized assessments in the instructional area of S~~s~~ocial S~~s~~tudies. Accordingly, the D~~d~~istrict will administer standardized assessments pursuant to these state and federal legal requirements.

State law also requires the D~~d~~istrict to adopt policies and/or procedures ~~concerning the use of pencil and paper on the computerized portion of state assessments;~~ on how a parent requests ~~to excuse~~an exemption for their children from taking state assessments~~,~~; and the D~~d~~istrict~~'~~s A~~a~~ssessment C~~c~~alendar. This policy and its accompanying regulation represent the D~~d~~istrict~~'~~s processes to address these requirements.

~~1. Pencil and paper testing option~~

~~The district may determine that a specific classroom or school within the district will use pencil and paper to complete the computerized portions of a state assessment. Factors that will be considered in making this determination include:~~

- ~~the technological capacity and resources of the particular school/classroom;~~

~~• students´ previous experience with computerized and written assessments;~~

~~• whether the instructional methodology of the particular school/classroom is consistent with the use of computerized assessments or written assessments; and~~

~~• the logistics of administering the state assessment in different formats at a particular school or schools.~~

~~Prior to making this determination, the superintendent or designee must consult with the school principal(s) affected by this determination as well as parents/guardians of students enrolled in the district.~~

~~For students with disabilities, the use of pencil and paper instead of a computer to complete a state assessment will be determined by the student´s Individualized Education Program (IEP) team or Section 504 team, in accordance with applicable law.~~

~~2. Parent/guardian request for exemption~~PARENT/GUARDIAN REQUEST FOR EXEMPTION

A parent/guardian who wishes to exempt their child from a particular state assessment or all state assessments must make this request in accordance with this policy'´s accompanying regulation, IKA-R.

Commented [HD1]: Link to regulation?

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In accordance with state law, the D~~d~~istrict will not impose a negative consequence ~~up~~on a student whose parent/guardian has requested an exemption from a state assessment or assessments. Students excused by their parents/guardians from participating in a state assessment or assessments will not be prohibited from participating in an activity or from receiving any other form of reward that the D~~d~~istrict provides to students for participating in the state assessment.

This policy'´s exemption process applies only to state assessments administered pursuant to C.R.S. 22-7-1006.3 and does not apply to D~~d~~istrict or classroom assessments.

~~3. Sharing of student state assessment results with parents/guardians~~SHARING OF STUDENT STATE ASSESSMENT RESULTS WITH PARENTS/GUARDIANS

The Colorado Department of Education is required to provide diagnostic academic growth information for each student enrolled in the D~~d~~istrict and for each public school in the D~~d~~istrict based on the state assessment results for the preceding school year~~s~~. Appropriate school personnel, including those who work directly with the student, will have access to the student'´s state assessment results and longitudinal academic growth information and must share with and explain that information to the student'´s parent/guardian.

NOTE: State law requires districts to include a student'´s state assessment results in each student'´s permanent academic record. C.R.S. 22-7-1006.3 (7)(d). State assessment results must also be included on each student'´s final report

card for the applicable school year, if the district has sufficient time to process the results after they are released. ~~Id.~~ Districts must also describe each student's "level of postsecondary and workforce readiness" on the student's final high school transcript, but must not indicate each student's level of performance on a state readiness assessment or national assessment on the student's transcript. C.R.S. 22-7-1016 (2)(b).

Commented [HB3]: In note boxes, the d in district is lowercase - at least from what I've noticed!

~~District assessment system~~DISTRICT ASSESSMENT SYSTEM

In addition to the state assessment system, the Dd~~d~~istrict has developed a comprehensive assessment system that:

1. ~~•~~ C~~c~~hallenges students to think critically, ~~and~~ apply what they have learned, and gives them the opportunity to demonstrate their skills and knowledge;
2. ~~•~~ I~~i~~ncludes "early warning" features that allow problems to be diagnosed promptly to let students, teachers, and parents/guardians know that extra effort is necessary;
3. ~~•~~ P~~p~~rovides reliable and valid information on student and school performance to educators, parents/guardians, and ~~employers~~community members; and
4. ~~•~~ P~~p~~rovides timely and useful data for instructional improvement and improved student learning, including feedback useful in determining whether the curriculum is aligned with the D~~d~~istrict's academic standards.

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In accordance with applicable law, the D~~d~~istrict's assessment system will accommodate students with disabilities and English L~~l~~anguage L~~l~~earners.

The D~~d~~istrict'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 D~~d~~istrict's academic standards.

~~Additional assessment information for parents/guardians~~ADDITIONAL ASSESSMENT INFORMATION FOR PARENTS/GUARDIANS

In accordance with state law and this policy's accompanying regulation, the D~~d~~istrict will distribute an A~~a~~ssessment C~~c~~alendar and related information to parents/guardians on an annual basis to inform them about the S~~s~~tate and D~~d~~istrict assessments that the D~~d~~istrict plans to administer during the school year.

~~Classroom assessment system~~CLASSROOM ASSESSMENT SYSTEM

Classroom assessment practices will be aligned with the D~~d~~istrict'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 is 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~~**GRADING SYSTEM**

The administration and professional staff will devise a grading system for evaluating and recording student progress and to measure student performance in conjunction with the D~~d~~istrict's academic standards. The records and reports of individual students will be kept in a form meaningful to parents/guardians as well as teachers. The grading system will be uniform D~~d~~istrict-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 will approve the grading, reporting, and assessment systems as developed by the professional staff, upon recommendation of the S~~s~~uperintendent.

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.

(Adoption date)

~~LEGAL REFS.:~~ **LEGAL REFERENCES:**

20 U.S.C. 6311 (b)(2)(A) (Every Student Succeeds Act (ESSA) requires states to implement M~~m~~athematics, R~~r~~eading or L~~l~~anguage A~~a~~rts, and S~~s~~cience assessments)
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20 U.S.C. 6312 (e)(2)(A) (under ESSA, D~~d~~istrict must provide information to a parent regarding D~~d~~istrict's opt-out policy for state assessments, at parent's request for such information)
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C.R.S. 22-7-1013 (1) (D~~d~~istrict academic standards)
~~C.R.S. 22-7-1013 (6) (policy required regarding the use of pencil and paper on state assessments)~~
C.R.S. 22-7-1013 (7) (procedure required concerning distribution of assessment calendar to parents/guardians)
C.R.S. 22-7-1013 (8) (policy and procedure required to allow parents to excuse their children from participation in state assessments)
C.R.S. 22-7-1016 (2)(b) (results of state "readiness assessments" and national assessments administered in high school must not be included on high school student's final transcript)
C.R.S. 22-11-101 et seq. (Education Accountability Act of 2009)

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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 state assessment results and longitudinal growth information)
1 CCR 301-46 (Rules for the Administration of the College Entrance Exam)

~~CROSS REFS.:~~**CROSS REFERENCES:**

AEA, Standards Based Education
AED*, Accreditation
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JRA/JRC, Student Records/Release of Information on Students

[Revised ~~July 2020~~October 2026]

COLORADO SAMPLE POLICY 1992©

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Strasburg School District 31J

Policy:	File:
Grading and Assessment Systems: Exemption Procedure and Information for Parents	IKA-R
Adopted:	**Revision:**
October 2015	November 2026

Grading and Assessment Systems: Exemption Procedure and Information to Parents/Guardians

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. The following is the process to request an exemption:

1. The request for exemption must be submitted in writing to the school principal;
2. The parent/guardian will be required to meet with the school principal;
3. The parent/guardian will not be required to state the reason for asking for the exemption;
4. The request for exemption may apply to all state assessments, or specific state assessments administered to the student during the school year;
5. 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;
6. 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 will distribute information to students' parents/guardians regarding the state and District assessments that the District will administer that year. This information will also be posted on the District's website.

The District will also distribute a District Assessment Calendar to students' parents/guardians at the earliest possible time each school year and will post the calendar on the District's website.

The District Assessment Calendar must include:

1. An estimate of the testing hours required on each testing day; and
2. Whether the assessment is required by federal and/or state law or is a District assessment.

Adopted: October 2015

Revised: November 2026

File: IKA-R ~~ Grading/Assessment Systems~~

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

Grading and Assessment Systems: ~~(~~Exemption Procedure and Information to Parents/Guardians~~)~~

~~Parent/guardian request for exemption~~PARENT/GUARDIAN REQUEST FOR EXEMPTION

In accordance with the accompanying policy, the parent/guardian of a student enrolled in the D~~d~~istrict may request that his or her child be exempt from participating in one or more state assessments. The following is the process to request an exemption:

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 state assessments, 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 D~~d~~istrict may plan accordingly.

~~Information to parents/guardians~~INFORMATION TO PARENTS/GUARDIANS

Each school year at the earliest possible time, the D~~d~~istrict ~~shall~~ will distribute information to students' parents/guardians regarding the state and D~~d~~istrict assessments that the D~~d~~istrict will administer that year. This information will~~shall~~ also be posted on the D~~d~~istrict's website.

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 D~~d~~istrict ~~shall~~ will also distribute a D~~d~~istrict A~~a~~ssessment C~~c~~alendar to students' parents/guardians at the earliest possible time each school ~~year, and~~year and will~~shall~~ post the calendar on the D~~d~~istrict's website.

~~At a minimum, the~~The D~~d~~istrict A~~a~~ssessment C~~c~~alendar must ~~shall~~ include:

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Commented [DC1]: Do we want to capitalize district in these noteboxes as well?

1. –Aan estimate of the testing hours required on each testing day; and
2. –wWhether the assessment is required by federal and/or state law or is a District assessment. ~~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~~classroom-based assessments" in the district assessment calendar or in information provided to parents/guardians. C.R.S. 22-7-1013(7)(c).

(Approval~~doption~~ date)

[Revised October 2026]

COLORADO SAMPLE REGULATION 2015©

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