Regular Meeting

Monday, September 15, 2025 7:00 PM
District Support Center, 715 W. Platte Avenue, Fort Morgan, CO 80701

1.	**OPENING ACTIVITIES**	
1.A.	Call to Order	
1.B.	Roll Call	
1.C.	Pledge of Allegiance	
1.D.	Approval of Previous Minutes	
1.E.	Agenda Changes; Approval of Agenda	
2.	**OPPORTUNITY FOR THE AUDIENCE**	
3.	**REPORTS**	
3.A.	Fort Morgan High School Student Representative	**Speaker(s):** Ms. Kenzie Rau
3.B.	Board of Education	**Speaker(s):** Mrs. Nancy Hopper, Board President
3.C.	Superintendent	**Speaker(s):** Mr. Rob Sanders
3.D.	Assistant Superintendent of Curriculum and Assessment	**Speaker(s):** Dr. Rena Frasco
3.E.	Assistant Superintendent of Human Resources	**Speaker(s):** Mr. Jason Frasco
3.F.	Chief Financial Officer	**Speaker(s):** Ms. Toni Miller
4.	**DISCUSSION ITEMS**	
4.A.	Front Range Baseball League at Legion Field	**Speaker(s):** Mr. Greg Edson
4.B.	Resolution to Cancel School Board Election	
4.C.	Performance Services - Secured Entrance Project at Pioneer Elementary School	
4.D.	2025 Longevity Bonuses	
4.E.	2025-2026 Stipend List	
4.F.	Resolution for Emergency Approval of Policies and Policy Revisions from August 20, 2025	
4.G.	Policies - District Revisions - Third Reading	
4.H.	Policies - Third Reading	
4.I.	Policies - District Revisions - Second Reading	
4.J.	Policies - District Revision - First Reading	

5. **CONSENT AGENDA**

5.A. Personnel Action Report

5.B. Claims: Check Summary Report

5.C. Approval of Consent Agenda

6. **ACTION ITEMS**

6.A. Resolution to Cancel School Board Election

6.B. Approve Performance Services for the Secured Entrance Project at Pioneer Elementary School

6.C. 2025 Longevity Bonuses

6.D. Approve Board Members Abstain from Voting for the 2025-2026 Stipends

6.E. Approve the 2025-2026 Stipends for Mr. Michael Barkley

6.F. Approve the 2025-2026 Stipend for Mrs. Kati Jess

6.G. Approve the 2025-2026 Stipend of Mrs. Amy Prouty

6.H. Approve the 2025-2026 Stipend of Mr. Eric Smith

6.I. 2025-2026 Stipend List

6.J. Resolution for Emergency Approval of Policies from Policy Revisions August 20, 2025

6.K. Policies - Revisions - August 20, 2025

6.L. Policies - District Revisions - Third Reading

6.M. Policies - Third Reading

6.N. Miscellaneous School Supplies Donated by Walmart

6.O. Donation from the Schneider Family Foundation to Green Acres Elementary School to update the non-fiction section of their library

6.P. FMHS Participation at the FFA State Association Fall Conference in Fort Collins on October 4 and 5, 2025.

7. **ADVANCED PLANNING**

8. **CLOSING ACTIVITIES**

8.A. Adjournment

BOARD OF EDUCATION
AUGUST 18, 2025
MINUTES

OPENING ACTIVITIES

A. Call to Order

The Board of Education of Morgan County School District Re-3 met in regular session at 7:00 p.m. on August 18, 2025, in the Board Room at the District Support Center with the following members present: Mrs. Chris Brown, Mrs. Amy Grantham, Mrs. Nancy Hopper, Mrs. Kati Jess, Mr. John Prouty, Mrs. Mindy Smith, and Mrs. Sarah Whitney. Mr. Rob Sanders, Superintendent; Mr. Jason Frasco, Assistant Superintendent; and Ms. Toni Miller, Chief Financial Officer were present. Dr. Rena Frasco was absent.

B. Approval of Previous Minutes

Mrs. Amy Grantham made a motion to approve the minutes from the regular meeting on July 14, 2025, as presented. Mr. John Prouty seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

C. Agenda Changes; Approval of Agenda

Mrs. Mindy Smith made a motion to approve the agenda as presented. Mrs. Kati Jess seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

OPPORTUNITY FOR AUDIENCE

Mr. Pete Wagner, Media Logic News Director, announced that Media Logic is launching a program for students interested in pursuing careers in media. He emphasized that media work involves both creativity and promotion that offers many opportunities available for students who are innovative and eager to learn. He continued that talent is important, and understanding how to organize and present content effectively is essential for success in production and communication.

Mr. Wagner also revealed the Tiger Rockin' Oldies Show, premiering Labor Day weekend. This radio program will feature music from the late 1940s through the 1960s and will be broadcast on various radio stations as well as on Media Logic's website. The show will air Saturday and Sunday afternoons, with encore presentations the following Monday. New episodes will be produced weekly.

REPORTS

A. Fort Morgan High School Representative – Ms. Kenzie Rau

Mrs. Nancy Hopper welcomed our new Fort Morgan High School Student Representative Ms. Kenzie Rau, a senior at Fort Morgan High School (FMHS). She began with FMHS has their first volleyball game against Skyline High School on Thursday. Friday our football team will compete in our first home game of the season against Pueblo East.

The Student Senate is starting their Mustang Mentors program. This involves FMHS students visiting elementary schools during lunch to meet with and talk to our younger students. They piloted the program last year at Baker Elementary School and hope to expand to other elementary schools this year. Ms. Kenzie Rau invited any FMHS student who is outgoing and enjoys working with kids to join the Mustang Mentors program.

The drama program held its first planning meeting for the 2025-2026 year. Preparations are underway for All-State Choir and Patriot Choir auditions. Students are practicing hard to make sure they are ready as the auditions. All-State Choir is a very rigorous process. She finished that the first week at FMHS has gone well. While some students have faced challenges adjusting to the new rules, everyone is working together to adapt and move forward positively.

B. Board – Mrs. Nancy Hopper

We hosted a CASB (Colorado Association of School Board) Regional Meeting in Fort Morgan on August 13, 2025. The following day, CASB hosted the meeting in Holyoke. Mrs. Nancy Hopper helped facilitate the meeting and appreciated the intimate setting with neighboring school districts. It was valuable to hear about the challenges they are facing, particularly around funding and legislation. There was a strong sense among rural districts that local decision-making is critical and many expressed concerns about legislative impacts. The meeting included breakout sessions for smaller group discussions followed by a return to the larger group sharing insights on legislation, resources, and upcoming resolutions that will be presented at the next delegate assembly. One of the main topics discussed was how districts are networking with their communities to share more information. Some exciting ideas were generated and, if implemented, will result in better communication. Finally, the presenters reminded the participants that CASB is here as a resource and support system and encouraged us to take advantage of their trainings, podcasts, and online recordings.

Mrs. Chris Brown, Mrs. Mindy Smith, and Mr. Rob Sanders participated in the Fort Morgan meeting. They agreed it was an incredible gathering and appreciated the opportunity to network with board members from surrounding districts. Mr. Rob Sanders valued interactions between people rather than just being provided with information. He added that one of the major discussions was about getting information to our community about the school funding. There is a belief that schools in Colorado get money and there is not a money problem but a spending problem. They do not realize that the funding we receive is at 1997 spending levels. He noted that Massachusetts has the highest test scores as well as the highest per pupil funding.

B. Superintendent – Mr. Rob Sanders

Mr. Rob Sanders was excited to report that our alternative licensure program is gaining both statewide and national attention. Just this week, we received three requests about our work. The Colorado Department of Education (CDE) is working on media stories on innovative district programs, especially around alternative licensure pathways. CDE

requested to interview two or our teachers in our program, one who speaks English and one who speaks Spanish. The New America, a national organization, reached out to interview our licensure candidates in order to learn more about how our program operates. Career Wise expressed interest in visiting our District to explore how our program is structured and to determine if they can develop similar teacher apprenticeship models. This kind of recognition is very positive for our District and reinforces the quality of the work being done.

The RFQ (Request for Qualifications) for the secured entrance for Pioneer Elementary School is posted with proposals due soon. Significant upgrades at Legion Field have been completed including the new soccer field, the new baseball field lighting, newly resurfaced track, remodeled visitor restrooms, the new entrance building with the concession stand, ticket booths and restrooms, installation of new bleachers on the visitors' side, and various upgrades at the junior varsity baseball field. The new concession stand includes multiple service windows. There are 16 stalls in the new women's restrooms too. Lastly, landscaping and hydroseeding will be completed this fall, with grass expected by next year.

The FMHS gym floor sustained damage from a water leak. While the surface currently appears rough, the wood itself is in good condition and suitable for a full sanding and refinishing. This year, both the main and auxiliary gym floors will undergo a complete "turnkey" refinishing. Community input has been gathered on potential designs, and once completed, the new floors will provide a striking "wow" factor.

Most HVAC (Heating, Ventilating, and Air Conditioning) systems are operating well. Baker Elementary School's system is back online, and all schools are functioning with one exception. FMHS is pending one control unit for the weight room/concession area. The HVAC system at Legion Field is also 99% complete.

Mr. Rob Sanders shared that the first week of school went well overall, with positive feedback from both staff and students. While the lockdown was unexpected, it was handled effectively. Our new staff have integrated well, and there is optimism for a strong school year.

Mrs. Nancy Hopper surprised Mrs. Kati Jess with the McGuffey Award. At the recent CASB Regional Meeting, Mrs. Kati Jess was chosen to receive the McGuffey Award for her outstanding service and dedication as a member of our Board of Education. Mrs. Kati Jess has been on the Board since 2021 and actively supports athletics, has served on multiple committees including the superintendent hiring committee, and has helped establish district strategic goals. She remains deeply involved as a parent with two children in the district. This recognition reflects her strong commitment to our schools and community.

C. Assistant Superintendent Curriculum/Assessment – Dr. Rena Frasco

Dr. Rena Frasco was absent.

D. Assistant Superintendent Human Resources – Mr. Jason Frasco

Mr. Jason Frasco clarified that the Personnel Action Report is longer than normal due to the typical turnover that happens at this time of the year. Our current openings are three certified vacancies, seven classified vacancies, and the standard substitute and coaching positions.

The District recently issued an RFP (Request For Proposal) to explore options for oversight of our HSA (Health Savings Account), HRA (Health Reimbursement Account), and Section 125 accounts. Over the past few years, we have experienced a few challenges in this area, so we felt it was important to review our options. Following the RFP process, we selected American Fidelity to provide these services. There is no cost to the District for American Fidelity to oversee these accounts. They offer an option for HSAs for staff who wish to participate too. A key benefit is that they will handle the registration and enrollment with our staff. Additionally, the agreement includes a $3,300 risk management safeguard. This covers the District in the event an employee leaves mid-contract year after overspending their account. In return, American Fidelity will be allowed to present their portfolio of services to our staff, which may include accident, cancer, disability, 403(b), 457, and financial wellness options. The presentations will be scheduled a few times throughout the year and at new staff orientation. We do not anticipate a high-pressure situation, rather it is intended to provide our staff with resources and opportunities for financial planning.

Mr. Jason Frasco is preparing to roll out our evaluation system. The 1338 Committee will meet to review the percentages and rationale of the system. Most of this information will be familiar to staff, but the meeting serves as the formal kickoff for evaluations for this school year.

E. Chief Financial Officer - Ms. Toni Miller

Ms. Toni Miller offered a quick update on the transition to Skyward. The payroll department is completing our second payroll in the new system, and it has already proven to be a major improvement. While the transition has been a lot of work, they have done an outstanding job managing the process. One of the features in Skyward is the ability to upload related documents in the system. This means no more digging through file cabinets to track down paperwork, saving a tremendous amount of time and streamline our workflow. Ms. Toni Miller recognized her team for putting together various training documents for our principals and office staff. She added that the reports available in Skyward are efficient, easy to produce, and look great. Soon the finance department will be importing the budget and balances into Skyward for the general ledger. Overall, she confirmed that Skyward was an excellent choice for us, and she is pleased with the transition.

DISCUSSIONS ITEMS

A. Policies - District Revisions - Second Reading

The five district revised policies were presented for the second reading. They are policies:

- ADF, Student Wellness
- ADF-R, Student Wellness
- GDQCB-E-1 Supplemental (Retiree) Contract
- BDFA-R, District Personnel Performance Evaluation Council By-Laws – RETIRE
- BDFC-R, Preschool Council – RETIRE

There was no further discussion on these policies.

B. Policies - Second Reading
The following policies were presented for the second reading. The polices are:

- AC, Nondiscrimination/Equal Opportunity
- ACA, Name Changes
- AC-E-1, Nondiscrimination/Equal Opportunity
- AC-E-2, Nondiscrimination/Equal Opportunity
- AC-R-1, Harassment and Discrimination Investigation Procedures for Students
- AC-R-3, Sexual Harassment Investigation Procedures
- EF-E-2, Civil Rights Complaint Procedure for School Nutrition Program
- GBA, Open Hiring/Equal Employment Opportunity
- GBAA, Sexual Harassment
- GBEE, Staff Use of Technology
- GBEE-E, Staff Use of Technology Acceptable Use Agreement
- GCE/GCF, Professional Staff Recruiting/Hiring
- GDE/GDF, Support Staff Recruiting/Hiring
- IJ, Instructional Materials and Library Resources
- JB, Equal Educational Opportunities
- JBB, Sexual Harassment
- JF, Admission and Denial of Admission
- JFBA, Intra-District Choice/Open Enrollment
- JFBB, Inter-District Choice/Open Enrollment
- JICA, Student Dress Code
- JICDD, Violent and Aggressive Behavior
- JICDE, Bullying Prevention and Education
- JICDE-E-2, Bullying Investigation Form
- JICJ, Student Use of Cell Phones and Other Personal Technology Devices
- JII, Student Concerns, Complaints, and Grievances
- JLCD, Administering Medications to Students
- JLCD-R, Administering Medications to Students
- JLDAC, Screening/Testing of Students and Treatment of Mental Disorders
- JS, Student Use of Technology
- KEC, Public Concerns/Complaints about Instructional Materials and Library Resources
- KFA, Public Conduct on District Property

No additional comments or discussion were made regarding these policies.

C. Policies - District Revisions - First Reading

This is the first reading of the following policies:

- JKA-E-1, Student Restraint Incident Report Form
- JKA-E-2, Brief Restraint Notification Form
- JKA-E-3, Restraint Incident Review Form
- JKA-E-4, Restraint Informed Consent

The changes to our current policies, JKA-E-1 and JKA-E-2, are extensive. Our current versions were provided for comparison. With the Board's approval, these versions will replace our current policies.

D. Fort Morgan Middle School Handbook

The 2025-2026 Fort Morgan Middle School Handbook was presented to the Board, with no further discussion.

E. Fort Morgan High School Handbook

The 2025-2026 Fort Morgan High School Handbook was presented to the Board. No additional discussion ensued.

F. Fort Morgan High School Athletic Activities Handbook

The Board received the 2025-2026 Fort Morgan Athletic Activities Handbook. No discussion followed.

G. Children's Center Handbook

The Children's Center Handbook was presented to the Board, with no further discussion.

CONSENT AGENDA

A. Personnel Action Report
B. Claims and Accounts
C. Approval of Consent Agenda

Mrs. Kati Jess made a motion to approve the consent agenda as presented. Mrs. Mindy Smith seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

ACTION ITEMS

A. Consideration to Approve the 2025-26 Fort Morgan Middle School Handbook

Mrs. Amy Grantham made a motion to approve the 2025-26 Fort Morgan Middle Schol Handbook. Mrs. Kati Jess seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

B. Consideration to Approve the 2022-26 Fort Morgan High School Handbook

Mrs. Amy Grantham made a motion to approve the 2025-26 Fort Morgan High Schol Handbook. Mrs. seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

C. Consideration to Approve the 2025-26 Fort Morgan High School Athletic Activities Handbook

Mr. John Prouty made a motion to approve the 2025-26 Fort Morgan High School Athletic Activities Handbook. Mrs. Kati Jess seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

D. Consideration to Approve the 2025-26 Children's Center Handbook

Mrs. made a motion to approve the 2025-26 Children's Center Handbook. Mrs. Amy Grantham seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

E. Consideration to Approve the Donation from Blue Horizons to Various Teachers

Mrs. made a motion to approve the donation from Blue Horizons. Donations were received by Mrs. Itami Paris and Mrs. Cyd Serrano, teachers at Fort Morgan Middle School, and Mr. Jonathan Martin, teacher at Pioneer Elementary School. Mrs. Amy Grantham seconded the motion. On Roll Call vote, "AYE" 7; "NAY" 0; "ABSTAIN" 0; "ABSENT" 0. Motion carried.

ADVANCED PLANNING

The next Board of Education Meeting is September 15, 2025.
FMHS Homecoming Week is October 7-10, 2025.
Our FMHS Mustangs will compete against the Mountain View High School Mountain Lions on October 10, 2025.
The Homecoming Dance is on October 11, 2025.

ADJOURNMENT

The regular meeting adjourned at 7:47 p.m.

Respectfully submitted,

Kati Jess, Board Secretary

Nancy Hopper, Board President

/bbm

Morgan County School District Re-3

District Support Center
715 West Platte Avenue
Fort Morgan, Colorado 80701

From the Human Resources Department

TO: BOE
FROM: Jason Frasco
DATE: September 11, 2025
RE: September 15, 2025 – BOE Report

1. Personnel Action Report – Action Item

2. Longevity Bonus – Action Item
   a. Paid in September
   b. Total Longevity payout: $123,000.00

Longevity Bonus

The Longevity Bonus awards employees who have a continuous run of employment in the district at the increments of 3, 7, 14, 21, or 28 years. Years of Service is calculated using the **latest hire date**. Those employees who qualify will receive their longevity bonus in the September 2019 payroll. Employees are "grandfathered" into the program and will receive an aggregate bonus of **all** years achieved (from the latest hire date) in September. If the BOE approves the bonus in subsequent years, only the next milestone (not already previously achieved) would be awarded.

	Classified	Certified	Admin (Non-licensed)	Admin
3 Years	$500	$1000	$840	$1200
7 Years	$750	$1500	$1260	$1800
14 Years	$1500	$3000	$2500	$3600
21 Years	$2200	$4500	$3800	$5400
28 Years	$3000	$6000	$5100	$7200

3. District Stipend List – Action Item

4. Compliance Training for District staff:
   a. Working with VECTOR (free since we are members of CSDSIP)
   b. Training will address a variety of areas such as:
      - Title IX
      - Child Abuse
      - Discrimination and Harassment
      - Bullying
      - Policy GBEB – Staff Professionalism

5. HRA/HAS allocations
   a. Funded September-November

6. American Fidelity
   a. Transition is in progress with an expected January 1 roll-out

RE-3 NEWSLINE

Morgan County School District Re-3 June 4, 2019

Board of Education Approves 2019-20 Salary Schedules and Longevity Bonus

In their regular meeting on June 3, 2019, the Board of Education approved the 2019-20 Salary Schedules, Longevity Bonuses and the Memorandums of Understanding for ACP, FMEA, and , MASAP. This is the culmination of several hours of negotiations between the aforementioned groups, members of the Board of Education, as well as district staff.

By this action, the Board of Education committed **19 Million Dollars** in funds necessary to pay for both the 2019-20 salaries for **all** classifications of employees at full employment, as well as for the Longevity Bonuses. (More detailed information on the Longevity Bonus may be found below.) Adding benefits into the mix means a combined total of **26.2 Million Dollars**. Benefits include the district's PERA contribution, Life Insurance, Health, Dental, & Vision Insurance, as well as the HSA (Health Savings Account) and HRA (Health Reimbursement Account) contributions of $750/$1000. All told, this represents a net current year pay increase of **7.44%**.

Mr. Derek Gerken, President of the Board of Education, stated his support for the approval of the salary schedules and longevity bonus. Mr. Gerken added, "It is great that we are in a position financially to do this." "I hope this shows how much we appreciate the staff, especially those that commit to a long-term relationship with the district."

"The Board of Education purposefully advanced these salary schedules and longevity bonuses with the intentions of rewarding, maintaining, and finding the highest quality workforce on behalf of the students and families of the Morgan County School District Re-3."

Dr. James Hammack
Superintendent of Schools

Longevity Bonus

The Longevity Bonus awards employees who have a continuous run of employment in the district at the increments of 3, 7, 14, 21, or 28 years. Years of Service is calculated using the **latest hire date**. Those employees who qualify will receive their longevity bonus in the September 2019 payroll. Employees are "grandfathered" into the program and will receive an aggregate bonus of **all** years achieved (from the latest hire date) in September. If the BOE approves the bonus in subsequent years, only the next milestone (not already previously achieved) would be awarded.

The payout schedules are to the right.

	Classified	Certified	Admin (Non-licensed)	Admin
3 Years	$500	$1000	$840	$1200
7 Years	$750	$1500	$1260	$1800
14 Years	$1500	$3000	$2500	$3600
21 Years	$2200	$4500	$3800	$5400
28 Years	$3000	$6000	$5100	$7200

Morgan County School District RE-3

Monthly Financial Summary
General Fund
5/31/2025

	FY 24-25 May-25				FY 24-25 YEAR-TO-DATE				Footnotes
	Month Actual	1/12 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
Revenues									
Local Revenue	4,195,612	1,009,870	3,185,742	415.46%	9,423,904	12,118,437	(2,694,533)	77.77%	
State Revenue	922,735	2,831,429	(1,908,694)	32.59%	31,458,419	33,977,146	(2,518,727)	92.59%	
Federal Revenue	0	100,276	(100,276)	0.00%	375,420	1,203,312	(827,892)	31.20%	
Total Revenues	$ 5,118,347	$ 3,941,575	$ 1,176,772	129.86%	$ 41,257,743	$ 47,298,895	$ (6,041,152)	87.23%	
Expenditures by Program									
Instructional Services	1,921,001	2,065,485	144,484	93.00%	22,004,188	24,785,821	2,781,633	88.78%	
Pupil Services	145,612	147,792	2,180	98.53%	1,614,431	1,773,503	159,072	91.03%	
Instr. Staff Support	152,368	183,675	31,307	82.96%	2,130,726	2,204,099	73,373	96.67%	
General Administration	83,252	60,776	(22,476)	136.98%	512,785	729,307	216,522	70.31%	
School Administration	229,341	220,994	(8,347)	103.78%	2,517,627	2,651,931	134,304	94.94%	
Business Services	84,255	84,219	(36)	100.04%	922,872	1,010,622	87,750	91.32%	
Maintenance, Operations & Transp	498,276	362,178	(136,098)	137.58%	5,040,480	4,346,140	(694,340)	115.98%	
Central Services & Other	144,098	823,262	679,164	17.50%	5,711,065	9,879,149	4,168,084	57.81%	
Total Expenditures	$ 3,258,203	$ 3,948,381	$ 690,178	82.52%	$ 40,454,174	$ 47,380,572	$ 6,926,398	85.38%	
Other Financing Uses									
Capital Lease Funds Received	1,827				856,509	0	856,509	N/A	
Transfers In/Out	(75,000)	(144,500)	(144,500)	51.90%	(75,000)	(1,734,000)	1,659,000	4.33%	(1)
Total Other Financing Uses	$ (73,173)	$ (144,500)	$ (144,500)	50.64%	$ 781,509	$ (1,734,000)	$ (1,659,000)	-45.07%	
Income (Loss)	$ 1,786,972	$ 137,694	$ 2,011,450		$ 1,585,079	$ (1,815,677)	$ 2,544,246		
Audited/Estimated Fund Balance, Beginning of Year					0	0			
Fund Balance, End of Period					$ 1,585,079	$ (1,815,677)	$ 2,544,246		

Cash in Bank	6/30/24	5/31/25
Cash in Bank - BOC	769,516	2,262,611
Cash in Bank - Colo Trust	12,686,962	12,513,868
Cash in Bank - CSAFE	763,026	438,322
Other		
Total Cash in Bank	$14,219,504	$15,214,801

Footnotes:

(1) All transfers were completed in June

Morgan County School District RE-3

Monthly Financial Summary
General Fund
5/31/2025

Expenditures by Object	FY 24-25 May-25 Month Actual	1/12 x Annual Budget	Variance	% Used	FY 24-25 YEAR-TO-DATE YTD Actual	Annual Budget	Variance	Percentage Recvd or Used
Salaries	2,103,698	2,087,555	(16,143)	100.77%	22,904,216	25,050,658	2,146,442	91.43%
Employee Benefits	787,538	818,847	31,309	96.18%	8,541,157	9,826,168	1,285,011	86.92%
Professional Services	85,842	119,016	33,174	72.13%	1,049,460	1,428,194	378,734	73.48%
Property Services	53,994	61,633	7,639	87.61%	629,162	739,600	110,438	85.07%
Other Services	29,688	91,533	61,845	32.43%	1,010,017	1,098,397	88,380	91.95%
Supplies & Materials	163,779	171,881	8,102	95.29%	1,846,312	2,062,574	216,262	89.51%
Capital Outlay	83,962	548,908	464,946	15.30%	3,973,814	6,586,900	2,613,086	60.33%
Other Objects	(50,298)	49,007	99,305	-102.63%	500,036	588,081	88,045	85.03%
Interschool Allocations	0	0	0		0	0	0	
Total Expenditures	$ 3,258,203	$ 3,948,380	$ 690,177	82.52%	$ 40,454,174	$ 47,380,572	$ 6,926,398	85.38%

Footnotes

Footnotes:

(1)
(2)
(3)
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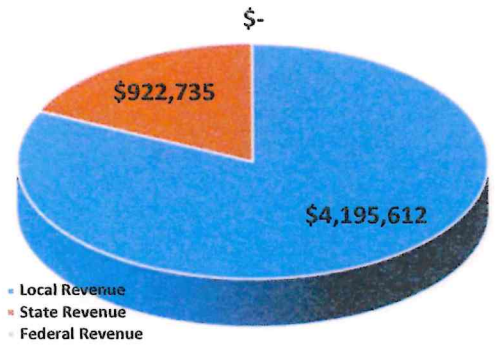
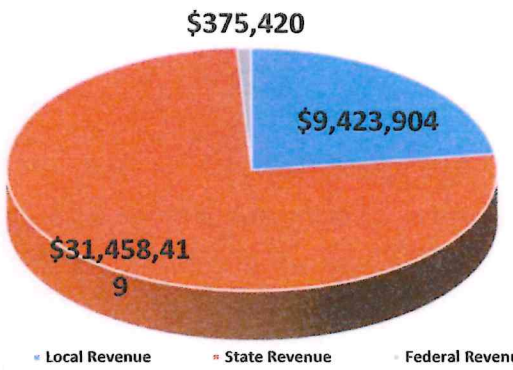
Morgan County School District RE-3

Quarterly Financial Summary
General Fund
5/31/2025

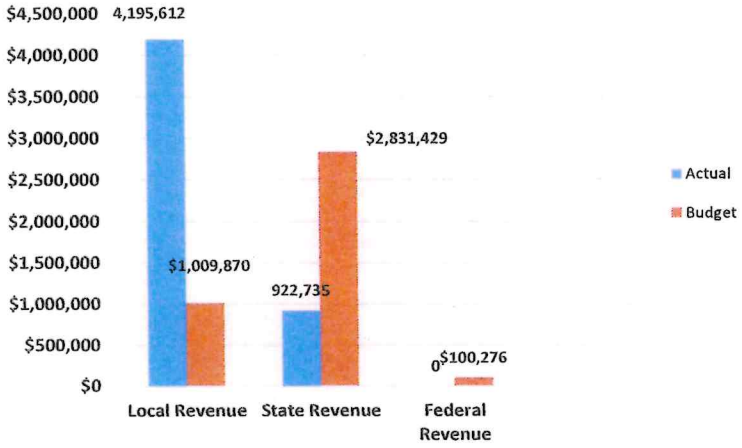
QTD General Fund Revenues



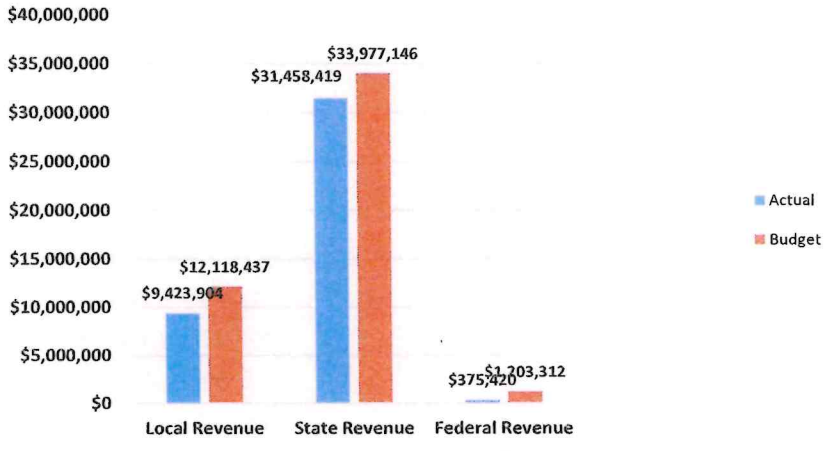
YTD General Fund Revenues



QTD Revenue - Budget to Actual



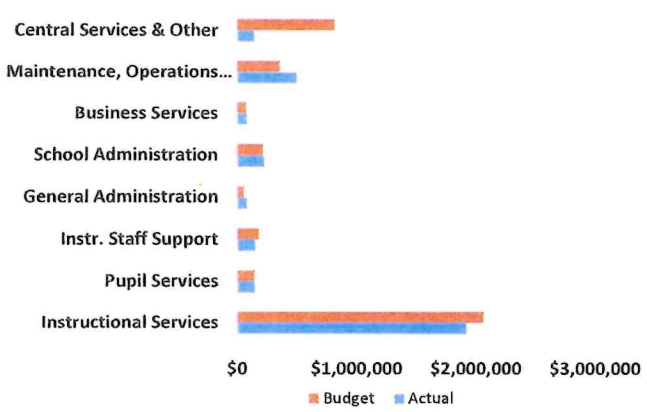
YTD Revenue - Budget to Actual



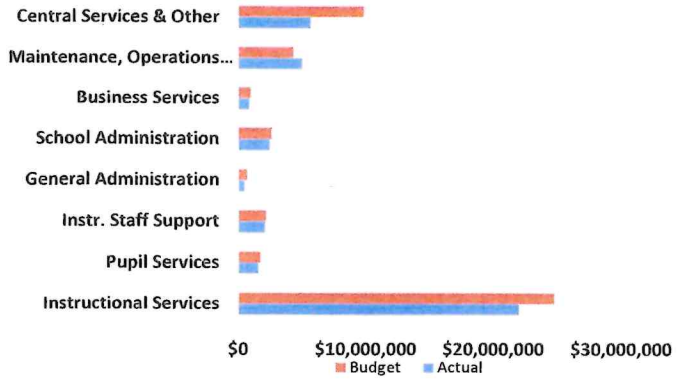
Morgan County School District RE-3

Quarterly Financial Summary
General Fund
5/31/2025

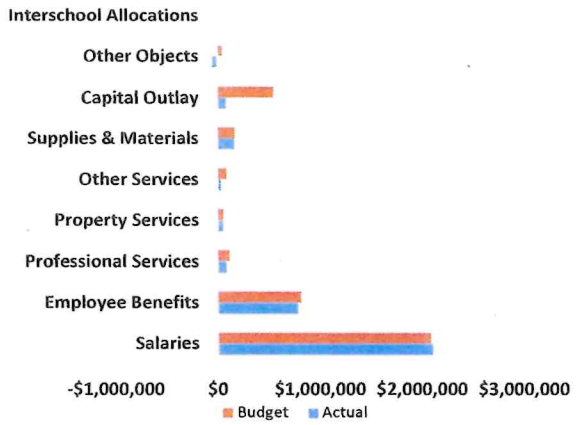
QTD Expenditures by Program



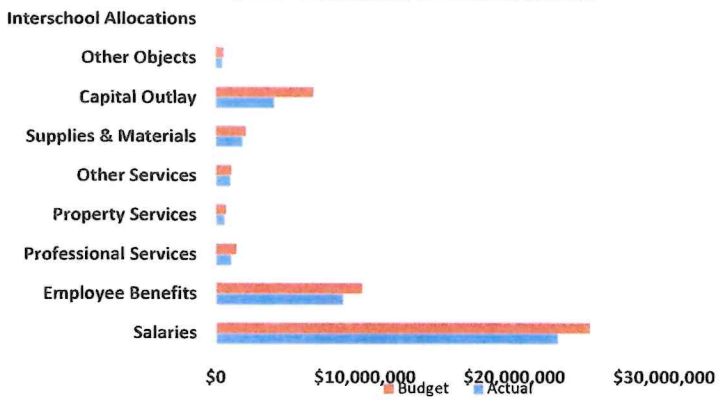
YTD Expenditures by Program



QTD Expenditures by Object



YTD Expenditures by Object



Morgan County School District RE-3

Monthly Financial Summary
Mill Levy Fund
5/31/2025

	FY 24-25 May-25				FY 24-25 YEAR-TO-DATE				Footnotes
	Month Actual	1/12 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
Revenues									
Local Revenue	206,674	45,833	160,841	450.93%	419,899	550,000	(130,101)	76.35%	
State Revenue	0	0	0	N/A	0	0	0	N/A	
Federal Revenue	0	1,750	(1,750)	0.00%	0	21,000	(21,000)	0.00%	
Total Revenues	$ 206,674	$ 47,583	$ 159,091	434.34%	$ 419,899	$ 571,000	$ (151,101)	73.54%	
Expenditures by Program									
Salaries	0	2,667	2,667	0.00%	24,476	32,000	7,524	76.49%	
Employee Benefits	0	609	609	0.00%	5,593	7,312	1,719	76.49%	
Professional Services	511	2,125	1,614	24.07%	23,244	25,500	2,256	91.15%	
Property Services	11,160	20,919	9,759	53.35%	187,523	251,030	63,507	74.70%	
Other Services	0	0	0	N/A	0	0	0	N/A	
Supplies & Materials	0	2,083	2,083	0.00%	15,962	25,000	9,038	63.85%	
Equipment	3,558	25,745	22,187	13.82%	277,302	308,945	31,643	89.76%	
Other Objects	0	0	0	N/A	0	0	0	N/A	
Other Uses	0	0	0	N/A	0	0	0	N/A	
Total Expenditures	$ 15,230	$ 54,148	$ 38,918	28.13%	$ 534,099	$ 649,787	$ 115,688	82.20%	
Other Financing Uses									
Transfers In/Out		0	0	N/A		0	0	N/A	
Total Other Financing Uses	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A	
Income (Loss)	$ 191,444	$ (6,565)	$ 198,009			$ (78,787)	$ (35,413)	$ -	
Audited/Estimated Fund Balance, Beginning of Year					0	0			
Fund Balance, End of Period					$ -	$ (78,787)	$ (35,413)		

Cash in Bank	6/30/24	5/31/25
Cash in Bank - BOC	16,471	4,129
Cash in Bank - Colo Trust	0	0
Cash in Bank - CSAFE	436,691	290,561
Other		
Total Cash in Bank	$453,162	$294,690

Footnotes:

Morgan County School District RE-3

Quarterly Financial Summary
Day Care Fund
5/31/2025

	FY 24-25 May-25				FY 24-25 YEAR-TO-DATE				Footnotes
	Month Actual	1/12 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
Revenues									
Local Revenue	60,729	20,796	39,933	292.02%	423,291	249,556	173,735	169.62%	
State Revenue	0	4,280	(4,280)	0.00%	0	51,357	(51,357)	0.00%	
Federal Revenue	5,370	7,661	(2,291)	70.09%	59,602	91,932	(32,330)	64.83%	
Total Revenues	$ 66,099	$ 32,737	$ 33,362	201.91%	$ 482,893	$ 392,845	$ 90,048	122.92%	
Expenditures by Program									
Salaries	31,857	32,803	946	97.12%	361,143	393,639	32,496	91.74%	
Employee Benefits	13,567	12,150	(1,417)	111.67%	143,779	145,800	2,021	98.61%	
Professional Services	0	4	4	0.00%	0	50	50	0.00%	
Property Services	0	0	0	N/A	0	0	0	N/A	
Other Services	0	33	33	0.00%	674	400	(274)	168.58%	
Supplies & Materials	506	704	198	71.89%	5,556	8,450	2,894	65.75%	
Equipment	0	934	934	0.00%	1,803	11,210	9,407	16.09%	
Other Objects	255	418	163	61.08%	3,437	5,010	1,573	68.61%	
Other Uses	0	0	0	N/A	0	0	0	N/A	
Total Expenditures	$ 46,186	$ 47,047	$ 861	98.17%	$ 516,392	$ 564,559	$ 48,167	91.47%	
Other Financing Uses									
Transfers In/Out	75,000	13,750	13,750	545.45%	75,000	165,000	165,000	45.45%	(1)
Total Other Financing Uses	$ 75,000	$ 13,750	$ 13,750	545.45%	$ 75,000	$ 165,000	$ 90,000	45.45%	
Income (Loss)	$ 94,913	$ (559)	$ 20,473		$ 41,501	$ (6,714)	$ 48,215	$ (6)	
Audited/Estimated Fund Balance, Beginning of Year					0	0			
Fund Balance, End of Period					$ 41,501	$ (6,714)	$ 48,215		

Cash in Bank	6/30/24	5/31/25
Cash in Bank - BOC	62,953	105,556
Cash in Bank - Colo Trust	0	0
Cash in Bank - CSAFE	133	140
Other		
Total Cash in Bank	$63,086	$105,696

Footnotes:

(1) Balance of transfer made in June

Morgan County School District RE-3

Quarterly Financial Summary
Capital Reserve Fund
5/31/2025

	FY 24-25 May-25				FY 24-25 YEAR-TO-DATE				Footnotes
	Month Actual	1/12 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
Revenues									
Local Revenue	6	0	6	N/A	573	0	573	N/A	
State Revenue	0	0	0	N/A	0	0	0	N/A	
Federal Revenue	0	0	0	N/A	0	0	0	N/A	
Total Revenues	$ 6	$ -	$ 6	N/A	$ 573	$ -	$ 573	N/A	
Expenditures by Program									
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	1,958	1,958	0.00%	0	23,500	23,500	0.00%	
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	10,484	45,296	34,812	23.15%	504,906	543,547	38,641	92.89%	
Other Objects	0	0	0	N/A	0	0	0	N/A	
Other Uses	0	0	0	N/A	0	0	0	N/A	
Total Expenditures	$ 10,484	$ 47,254	$ 36,770	22.19%	$ 504,906	$ 567,047	$ 62,141	89.04%	
Other Financing Uses									
Transfers In/Out		43,250	43,250	0.00%		519,000	519,000	0.00%	(1)
Total Other Financing Uses	$ -	$ 43,250	$ 43,250	0.00%	$ -	$ 519,000	$ 519,000	0.00%	
Income (Loss)	$ (10,478)	$ (90,504)	$ (6,474)		$ (504,332)	$ (48,047)	$ (456,285)	$ 10	
Audited/Estimated Fund Balance, Beginning of Year					799,940	799,940			
Fund Balance, End of Period					$ 295,608	$ 751,893	$ (456,285)		

Cash in Bank	6/30/24	5/31/25
Cash in Bank - BOC	679,714	273,111
Cash in Bank - Colo Trust	0	0
Cash in Bank - CSAFE	1,651	1,724
Other		
Total Cash in Bank	$681,365	$274,835

Footnotes:

(1) Transfer of $519,000 made in June

Morgan County School District RE-3

Quarterly Financial Summary
Insurance Fund
5/31/2025

	FY 24-25 May-25				FY 24-25 YEAR-TO-DATE				Footnotes
	Month Actual	1/12 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
Revenues									
Local Revenue	6,341	125	6,216	5072.97%	28,648	1,500	27,148	1909.89%	
State Revenue	0	0	0	N/A	0	0	0	N/A	
Federal Revenue	0	0	0	N/A	0	0	0	N/A	
Total Revenues	$ 6,341	$ 125	$ 6,216	5072.97%	$ 28,648	$ 1,500	$ 27,148	1909.89%	
Expenditures by Program									
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	5,564	86,860	81,296	6.41%	1,033,596	1,042,317	8,721	99.16%	
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	
Other Uses	0	0	0	N/A	0	0	0	N/A	
Total Expenditures	$ 5,564	$ 86,860	$ 81,296	6.41%	$ 1,033,596	$ 1,042,317	$ 8,721	99.16%	
Other Financing Uses									
Transfers In/Out		87,500	87,500	0.00%		1,050,000	1,050,000	0.00%	(1)
Total Other Financing Uses	$ -	$ 87,500	$ 87,500	0.00%	$ -	$ 1,050,000	$ 1,050,000	0.00%	
Income (Loss)	$ 778	$ (174,235)	$ 12		$ (1,004,948)	$ 9,183	$ (1,014,131)	$ (109)	
Audited/Estimated Fund Balance, Beginning of Year					2,076,070	2,076,070			
Fund Balance, End of Period					$ 1,071,122	$ 2,085,253	$ (1,014,131)		

Cash in Bank	6/30/24	5/31/25
Cash in Bank - BOC	2,040,067	1,033,034
Cash in Bank - Colo Trust	0	0
Cash in Bank - CSAFE	36,315	37,933
Other		
Total Cash in Bank	$2,076,382	$1,070,966

Footnotes:

(1) Transfer made in June

Morgan County School District RE-3

Quarterly Financial Summary
Preschool Fund
5/31/2025

	FY 24-25 May-25				FY 24-25 YEAR-TO-DATE				Footnotes
	Month Actual	1/12 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
Revenues									
Local Revenue	5	6	(1)	80.32%	59	75	(16)	78.13%	
State Revenue	79,335	65,750	13,585	120.66%	883,076	789,000	94,076	111.92%	
Federal Revenue	0	2,521	(2,521)	0.00%	0	30,250	(30,250)	0.00%	
Total Revenues	$ 79,340	$ 68,277	$ 11,063	116.20%	$ 883,134	$ 819,325	$ 63,809	107.79%	(1)
Expenditures by Program									
Salaries	47,291	51,060	3,769	92.62%	563,247	612,724	49,477	91.93%	
Employee Benefits	21,809	21,045	(764)	103.63%	233,312	252,541	19,229	92.39%	
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	682	1,375	693	49.63%	9,508	16,500	6,992	57.63%	
Equipment	0	292	292	0.00%	1,976	3,500	1,524	56.46%	
Other Objects	21	190	169	10.81%	1,527	2,275	748	67.12%	
Other Uses	0	0	0	N/A	0	0	0	N/A	
Total Expenditures	$ 69,803	$ 73,962	$ 4,159	94.38%	$ 809,571	$ 887,540	$ 77,969	91.22%	
Other Financing Uses									
Transfers In/Out		0	0	N/A		0	0	N/A	
Total Other Financing Uses	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A	
Income (Loss)	$ 9,537	$ (5,685)	$ 15,221		$ 73,564	$ (68,215)	$ 141,779	$ (1)	
Audited/Estimated Fund Balance, Beginning of Year					164,730	164,730			
Fund Balance, End of Period					$ 238,294	$ 96,515	$ 141,779		

Cash in Bank	6/30/24	5/31/25
Cash in Bank - BOC	328,006	401,511
Cash in Bank - Colo Trust	0	0
Cash in Bank - CSAFE	1,328	1,386
Other		
Total Cash in Bank	$329,334	$402,898

Footnotes:

(1) Revenue higher than budgeted should reduce planned deficit

Morgan County School District RE-3

Quarterly Financial Summary
Food Service Fund
5/31/2025

	FY 24-25 May-25				FY 24-25 YEAR-TO-DATE				Footnotes
	Month Actual	1/12 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
Revenues									
Local Revenue	41,239	2,500	38,739	1649.56%	357,663	30,000	327,663	1192.21%	
State Revenue	0	42,917	(42,917)	0.00%	33,458	515,000	(481,542)	6.50%	
Federal Revenue	223,536	169,583	53,953	131.81%	2,132,634	2,035,000	97,634	104.80%	
Total Revenues	$ 264,775	$ 215,000	$ 49,775	123.15%	$ 2,523,755	$ 2,580,000	$ (56,245)	97.82%	
Expenditures by Program									
Salaries	71,627	61,793	(9,834)	115.91%	799,628	741,515	(58,113)	107.84%	
Employee Benefits	31,206	30,467	(739)	102.43%	345,482	365,606	20,124	94.50%	
Professional Services	854	751	(103)	113.67%	7,405	9,010	1,605	82.19%	
Property Services	0	1,667	1,667	0.00%	32,938	20,000	(12,938)	164.69%	
Other Services	(1,180)	171	1,351	-690.63%	(1,011)	2,050	3,061	-49.32%	
Supplies & Materials	109,247	116,500	7,253	93.77%	1,355,271	1,398,000	42,729	96.94%	
Equipment	264	9,792	9,528	2.70%	105,887	117,500	11,613	90.12%	
Other Objects	(6,020)	(2,061)	3,959	292.08%	(13,300)	(24,732)	(11,432)	53.78%	
Other Uses	0	0	0	N/A	0	0	0	N/A	
Total Expenditures	$ 205,998	$ 219,079	$ 13,081	94.03%	$ 2,632,301	$ 2,628,949	$ (3,352)	100.13%	
Other Financing Uses									
Transfers In/Out		0	0	N/A		0	0	N/A	
Total Other Financing Uses	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A	
Income (Loss)	$ 58,777	$ (4,079)	$ 62,856		$ (108,546)	$ (48,949)	$ (59,597)	$ 2	
Audited/Estimated Fund Balance, Beginning of Year					618,803	618,803			
Fund Balance, End of Period					$ 510,257	$ 569,854	$ (59,597)		

Cash in Bank	6/30/24	5/31/25
Cash in Bank - BOC	14,291	13,954
Cash in Bank - Colo Trust	884,997	689,509
Cash in Bank - CSAFE	25,022	26,137
Other		
Total Cash in Bank	$924,310	$729,600

Footnotes:
(1)
(2)

Morgan County School District RE-3

Quarterly Financial Summary
Federal Funds
5/31/2025

	FY 24-25 May-25				FY 24-25 YEAR-TO-DATE			
	Month Actual	1/12 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used
Revenues								
Local Revenue	13,471	1,565	11,906	861.01%	228,371	18,774	209,597	1216.42%
State Revenue	0	72,851	(72,851)	0.00%	836,126	874,209	(38,083)	95.64%
Federal Revenue	90,861	96,645	(5,783)	94.02%	829,091	1,159,735	(330,644)	71.49%
Total Revenues	$ 104,332	$ 171,060	$ (66,728)	60.99%	$ 1,893,588	$ 2,052,718	$ (159,130)	92.25%
Expenditures by Program								
Salaries	86,581	79,396	(7,185)	109.05%	858,208	952,752	94,544	90.08%
Employee Benefits	34,884	33,245	(1,639)	104.93%	348,876	398,941	50,065	87.45%
Professional Services	50,075	14,836	(35,239)	337.51%	144,882	178,037	33,155	81.38%
Property Services	0	0	0	N/A	0	0	0	N/A
Other Services	5,846	7,940	2,094	73.62%	68,891	95,284	26,393	72.30%
Supplies & Materials	18,973	25,300	6,327	74.99%	142,517	303,602	161,085	46.94%
Equipment	0	6,104	6,104	0.00%	33,553	73,251	39,698	45.81%
Other Objects	1,429	4,238	2,809	33.72%	62,725	50,851	(11,874)	123.35%
Other Uses	0	0	0	N/A	0	0	0	N/A
Total Expenditures	$ 197,787	$ 171,060	$ (26,727)	115.62%	$ 1,659,652	$ 2,052,718	$ 393,066	80.85%
Other Financing Uses								
Transfers In/Out		0	0	N/A		0	0	N/A
Total Other Financing Uses	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A
Income (Loss)	$ (93,455)	$ (0)	$ (93,455)		$ 233,936	$ -	$ 233,936	N/A
Audited/Estimated Fund Balance, Beginning of Year					364,767	364,767		
Fund Balance, End of Period					$ 598,703	$ 364,767	$ 233,936	

Footnotes

Cash in Bank	6/30/24	5/31/25
Cash in Bank - BOC	30,524	33,753
Cash in Bank - Colo Trust	705,013	905,187
Cash in Bank - CSAFE	42,218	29,033
Other		
Total Cash in Bank	$777,755	$967,973

Footnotes:

Morgan County School District RE-3

Quarterly Financial Summary
Student Activity Fund
5/31/2025

	FY 24-25 May-25				FY 24-25 YEAR-TO-DATE				Footnotes
	Month Actual	1/12 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
Revenues									
Local Revenue	40,153	44,293	(4,140)	90.65%	476,320	531,516	(55,196)	89.62%	
State Revenue	0	0	0	N/A		0	0	N/A	
Federal Revenue	0	0	0	N/A		0	0	N/A	
Total Revenues	$ 40,153	$ 44,293	$ (4,140)	90.65%	$ 476,320	$ 531,516	$ (55,196)	89.62%	
Expenditures by Program									
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	5,111	6,480	1,370	78.87%	68,304	77,761	9,457	87.84%	
Property Services	0	0	0	N/A	0	0	0	N/A	
Other Services	23,447	8,342	(15,105)	281.08%	136,267	100,102	(36,165)	136.13%	
Supplies & Materials	25,186	24,548	(637)	102.60%	260,946	294,580	33,634	88.58%	
Equipment	0	2,232	2,232	0.00%	4,717	26,781	22,064	17.61%	
Other Objects	6,782	2,691	(4,091)	252.01%	30,791	32,292	1,501	95.35%	
Other Uses	0	0	0	N/A	0	0	0	N/A	
Total Expenditures	$ 60,525	$ 44,293	$ (16,232)	136.65%	$ 501,025	$ 531,516	$ 30,491	94.26%	
Other Financing Uses									
Transfers In/Out		0	0	N/A		0	0	N/A	
Total Other Financing Uses	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A	
Income (Loss)	$ (20,372)	$ -	$ (20,372)		$ (24,705)	$ -	$ (24,705)	N/A	
Audited/Estimated Fund Balance, Beginning of Year					625,541	625,541			
Fund Balance, End of Period					$ 600,836	$ 625,541	$ (24,705)		

Cash in Bank	6/30/24	5/31/25
Cash in Bank - BOC	310,154	127,159
Cash in Bank - Colo Trust	0	0
Cash in Bank - CSAFE	95,284	99,528
Other		
Total Cash in Bank	$405,438	$226,687

Footnotes:

Morgan County School District RE-3

Quarterly Financial Summary
Bond Redemption Fund
5/31/2025

	FY 24-25 May-25				FY 24-25 YEAR-TO-DATE			
	Month Actual	1/12 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used
Revenues								
Local Revenue	1,148,582	228,390	920,191	502.90%	2,251,820	2,740,683	(488,863)	82.16%
State Revenue	0	0	0	N/A	0	0	0	N/A
Federal Revenue	0	0	0	N/A	0	0	0	N/A
Total Revenues	$ 1,148,582	$ 228,390	$ 920,191	502.90%	$ 2,251,820	$ 2,740,683	$ (488,863)	82.16%
Expenditures by Program								
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	500	500	0.00%	3,500	6,000	2,500	58.33%
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
Debt Service - Interest	339,091	62,471	(276,621)	542.80%	713,915	749,647	35,732	95.23%
Debt Service - Principal	0	165,417	165,417	0.00%	1,985,000	1,985,000	0	100.00%
Total Expenditures	$ 339,091	$ 228,387	$ (110,704)	148.47%	$ 2,702,415	$ 2,740,647	$ 38,232	98.60%
Other Financing Uses								
Transfers In/Out		0	0	N/A		0	0	N/A
Total Other Financing Uses	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A
Income (Loss)	$ 809,490	$ 3	$ 809,487		$ (450,594)	$ 36	$ (450,630)	$ (12,517)
Audited/Estimated Fund Balance, Beginning of Year					2,777,144	2,777,144		
Fund Balance, End of Period					$ 2,326,550	$ 2,777,180	$ (450,630)	

Footnotes

Cash in Bank	6/30/24	5/31/25
Cash in Bank - BOC	0	0
Cash in Bank - Colo Trust	0	0
Cash in Bank - CSAFE	0	0
Other - BOK	2,675,563	2,224,968
Total Cash in Bank	$2,675,563	$2,224,968

Footnotes:
(1)

Morgan County School District RE-3

Quarterly Financial Summary
Building Fund
5/31/2025

	FY 24-25 May-25				FY 24-25 YEAR-TO-DATE				Footnotes
	Month Actual	1/12 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
Revenues									
Local Revenue	8,131	14,583	(6,452)	55.76%	168,993	175,000	(6,007)	96.57%	
State Revenue	0	290,651	(290,651)	0.00%	1,656,405	3,487,806	(1,831,401)	47.49%	(1)
Federal Revenue	0	0	0	N/A	0	0	0	N/A	
Total Revenues	$ 8,131	$ 305,234	$ (297,102)	2.66%	$ 1,825,398	$ 3,662,806	$ (1,837,408)	49.84%	
Expenditures by Program									
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	590,728	782,948	192,220	75.45%	8,056,348	9,395,377	1,339,029	85.75%	
Other Objects	0	0	0	N/A	0	0	0	N/A	
Other Uses	0	0	0	N/A	0	0	0	N/A	
Total Expenditures	$ 590,728	$ 782,948	$ 192,220	75.45%	$ 8,056,348	$ 9,395,377	$ 1,339,029	85.75%	
Other Financing Uses									
Transfers In/Out		0	0	N/A		0	0	N/A	
Total Other Financing Uses	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A	
Income (Loss)	$ (582,596)	$ (477,714)	$ (104,882)		$ (6,230,950)	$ (5,732,571)	$ (498,379)	$ 1	
Audited/Estimated Fund Balance, Beginning of Year					358,360	358,360			
Fund Balance, End of Period					$ (5,872,590)	$ (5,374,211)	$ (498,379)		

Cash in Bank	6/30/24	5/31/25
Cash in Bank - BOC	0	0
Cash in Bank - Colo Trust	44,140	26,304
Cash in Bank - CSAFE	5,820,609	1,758,623
Other		
Total Cash in Bank	$5,864,749	$1,784,927

Footnotes:

(1) Balance of revenue is BEST grant funds applied for in June

Morgan County School District RE-3

Quarterly Financial Summary
Private Purpose Fund
5/31/2025

	FY 24-25 May-25				FY 24-25 YEAR-TO-DATE				Footnotes
	Month Actual	1/12 x Annual Budget (1)	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
Revenues									
Local Revenue	0	30,500	(30,500)	0.00%	360,250	366,000	(5,750)	98.43%	
State Revenue	0	0	0	N/A	0	0	0	N/A	
Federal Revenue	0	0	0	N/A	0	0	0	N/A	
Total Revenues	$ -	$ 30,500	$ (30,500)	0.00%	$ 360,250	$ 366,000	$ (5,750)	98.43%	
Expenditures by Program									
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	(4,500)	30,500	35,000	-14.75%	365,650	366,000	350	99.90%	
Other Uses	0	0	0	N/A	0	0	0	N/A	
Total Expenditures	$ (4,500)	$ 30,500	$ 35,000	-14.75%	$ 365,650	$ 366,000	$ 350	99.90%	
Other Financing Uses									
Transfers In/Out		0	0	N/A		0	0	N/A	
Total Other Financing Uses	$ -	$ -	$ -	N/A	$ -	$ -	$ -	N/A	
Income (Loss)	$ 4,500	$ -	$ 4,500		$ (5,400)	$ -	$ (5,400)	N/A	
Audited/Estimated Fund Balance, Beginning of Year					160,868	160,868			
Fund Balance, End of Period					$ 155,468	$ 160,868	$ (5,400)		

Cash in Bank	6/30/24	5/31/25
Cash in Bank - BOC	160,868	64,373
Cash in Bank - Colo Trust	0	0
Cash in Bank - CSAFE	0	0
Other		
Total Cash in Bank	$160,868	$64,373

Footnotes:

Bev Morford <bev.morford@fortmorgank12.com>

Josh Langford <josh.langford@fortmorgank12.com> Wed, Aug 13, 2025 at 10:16 AM
To: Rob Sanders <rob.sanders@fortmorgank12.com>, Greg Edson <greg.edson@fortmorgank12.com>, Kristin Clifford-Basil <director@morgancountyinfo.com>, info@fortmorganchamber.com, _BOE <_BOE@morgan.k12.co.us>

Hello Everyone,

I have been approached by the president of the Front Range Collegiate Baseball League (Chuck Heeman) to discuss the possibility of expanding the league into Fort Morgan. The league is a summer baseball league run like Minor League baseball and players from across the country play on the teams and compete during the summer to improve their skills. Owners manage all aspects of the team and they lease out facilities to call home. Currently the league runs in Gering, NE, Fort Collins, Boulder, Greeley, Colorado Springs, Pueblo, Arvada, and Denver. They are very interested in the possibility of calling Fort Morgan home next summer, and would like to see if there is support from our community for this.

https://frontrangeleague.com/about-frl

https://wnpioneers.com/

The team would lease Legion Field from our school district for a fixed dollar amount (around $5000) and still share use with our high school summer schedule. They would need approximately 20 dates. The money raised from the lease agreement could help support the maintenance of the field and actually give it a resource boost to make it a better place to play.

The team would pay for game day groundskeeping, run concessions, track gate, take care of umpires, operate the announcing, find host families for out of state kids, take care of coaching and rosters. Basically, we just provide a facility for them to lease and they handle the game day responsibilities.

Chuck would like to come visit and connect with those people who might be interested in supporting this. Greg and I could report back to Rob and the School Board after the meeting and see if this is worth pursuing. It would be outstanding to get a representative from the city, chamber, and economic development too!

University High School is a site for this league and we would want to meet with their AD and coach to see how they make it successful too. The Greeley Grays have been around for 100 years and just had their centennial celebration this summer. Ralston Valley High School in Arvada is another school site used by the league as well.

Thank you!

Josh Langford
PE Teacher Baker School
FMHS Baseball Coach
970-768-7418 (c)
970-370-6340 (w)

CANCELLATION OF SCHOOL BOARD ELECTION

WHEREAS, the only matter before the electors at the regular biennial school election on November 4, 2025, is the election of three (3) persons to fill three (3) offices of school director; and

WHEREAS, three (3) individuals have nomination petitions with sufficient signatures to qualify as candidates; and

WHEREAS, the deadline for filing an affidavit of intent to be a write-in candidate has passed with no individual(s) filing such an affidavit; and

WHEREAS, state law at Colo. Rev. Stat. § 1-5-208(1.5) authorizes the Board of Education by resolution to cancel the election and declare the candidates elected if at the close of business on September 2, 2025, there are not more candidates than offices to be filled at the election, including candidates filing affidavits of intent to be write-in candidates.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Morgan County School District Re-3 has determined that the prerequisites for canceling the election have been met so the 2025 regular school biennial election is canceled.

BE IT FURTHER RESOLVED that Mrs. Bev Morford, the designated election official for the regular school biennial election, is authorized to take all necessary and appropriate steps to cancel the election, including providing notice of the cancellation by publication and by posting notice at each polling location, in the office of the designated election official and in the office of the county clerk and recorder; and

BE IT FURTHER RESOLVED that the designated election official shall officially notify the county clerk and recorder of this action so that election expenses to date can be pro-rated accordingly; and

BE IT FURTHER RESOLVED that the following individuals are hereby declared elected by acclamation: Mrs. Amy Grantham, Mrs. Kati Jess, and Mrs. Christi Chisum; and

BE IT FURTHER RESOLVED that the designated election official shall notify these candidates of the cancellation of the election and of their resulting election by acclamation; and

BE IT FURTHER RESOLVED that between Election Day and the next regular meeting of the Board of Education or the Board's organizational meeting, whichever comes first, the designated election official shall provide these candidates with certificates of election after which they shall each take the oath of office within 10 days and will thereafter be qualified to participate in meetings of the Board of Education.

Approved this 15th day of September, 2025, by a vote of by a vote of "AYE"_____; "NAY" _____; "ABSENT" _____.

BY: _____
Mrs. Nancy Hopper
President, Board of Education

ATTEST: _____
Mrs. Kati Jess
Secretary, Board of Education

RE-3 NEWSLINE

Morgan County School District Re-3 June 4, 2019

Board of Education Approves 2019-20 Salary Schedules and Longevity Bonus

In their regular meeting on June 3, 2019, the Board of Education approved the 2019-20 Salary Schedules, Longevity Bonuses and the Memorandums of Understanding for ACP, FMEA, and , MASAP. This is the culmination of several hours of negotiations between the aforementioned groups, members of the Board of Education, as well as district staff.

By this action, the Board of Education committed **19 Million Dollars** in funds necessary to pay for both the 2019-20 salaries for **all** classifications of employees at full employment, as well as for the Longevity Bonuses. (More detailed information on the Longevity Bonus may be found below.) Adding benefits into the mix means a combined total of **26.2 Million Dollars**. Benefits include the district's PERA contribution, Life Insurance, Health, Dental, & Vision Insurance, as well as the HSA (Health Savings Account) and HRA (Health Reimbursement Account) contributions of $750/$1000. All told, this represents a net current year pay increase of **7.44%**.

Mr. Derek Gerken, President of the Board of Education, stated his support for the approval of the salary schedules and longevity bonus. Mr. Gerken added, "It is great that we are in a position financially to do this." "I hope this shows how much we appreciate the staff, especially those that commit to a long-term relationship with the district."

"The Board of Education purposefully advanced these salary schedules and longevity bonuses with the intentions of rewarding, maintaining, and finding the highest quality workforce on behalf of the students and families of the Morgan County School District Re-3."

Dr. James Hammack
Superintendent of Schools

Longevity Bonus

The Longevity Bonus awards employees who have a continuous run of employment in the district at the increments of 3, 7, 14, 21, or 28 years. Years of Service is calculated using the **latest hire date**. Those employees who qualify will receive their longevity bonus in the September 2019 payroll. Employees are "grandfathered" into the program and will receive an aggregate bonus of **all** years achieved (from the latest hire date) in September. If the BOE approves the bonus in subsequent years, only the next milestone (not already previously achieved) would be awarded.

The payout schedules are to the right.

	Classified	Certified	Admin (Non-licensed)	Admin
3 Years	$500	$1000	$840	$1200
7 Years	$750	$1500	$1260	$1800
14 Years	$1500	$3000	$2500	$3600
21 Years	$2200	$4500	$3800	$5400
28 Years	$3000	$6000	$5100	$7200

Administration

Last Name	First Name	Pony	DOE	Years	Months	LONGEVITY BONUS
28 YEARS						$ -
21 YEARS						$ -
14 YEARS						$ -
7 YEARS						$ -
Silz	Hallie	SPED	08/10/2018	7	0	$ 1,800.00
3 YEARS						$ -
Sanders	Robert	DSC	07/01/22	3	1	$ 1,200.00
Kral	Jennifer	DSC	08/19/22	3	0	$ 1,200.00
					TOTAL	$ 4,200.00

Administration Non-Licensed

Last Name	First Name	Pony	DOE	Years	Months	LONGEVITY BONUS
28 YEARS						$ -
21 YEARS						$ -
14 YEARS						$ -
7 YEARS						$ -
Geist	Michael	F	08/20/2018	7	0	$ 1,260.00
3 YEARS						$ -
Strauch	Ashley	DSC	04/01/22	3	4	$ 840.00
					TOTAL	$ 2,100.00

Certified

Last Name	First Name	Pony	DOE	Years	Months	LONGEVITY BONUS
28 YEARS						$ -
Boodakian	Carol	HS	08/20/1997	28	0	$ 6,000.00
Lorenzini	Monica	S	08/26/1997	28	0	$ 6,000.00
21 YEARS						$ -
Farley	Teresa	MS	08/17/2004	21	0	$ 4,500.00
Givens	Wendy	S	08/17/2004	21	0	$ 4,500.00
Heagney	Tetyana	GA	08/17/2004	21	0	$ 4,500.00
Stream	Zachary	HS	08/17/2004	21	0	$ 4,500.00
Vander Ven	Julie	MS	08/17/2004	21	0	$ 4,500.00
14 YEARS						$ -
7 YEARS						$ -
McCourt	Lynn	S	11/01/2017	7	9	$ 1,500.00
DeLay	Victoria	C	07/30/2018	7	1	$ 1,500.00
Bell	Stacy	MS	08/09/2018	7	0	$ 1,500.00
Conte	Lisa	C	08/09/2018	7	0	$ 1,500.00
Davies	Rachael	MS	08/09/2018	7	0	$ 1,500.00
Delay	Aaron	LH	08/09/2018	7	0	$ 1,500.00
Barkley	Michael	C	08/10/2018	7	0	$ 1,500.00
Bellendir	Kelly	GA	08/10/2018	7	0	$ 1,500.00
Davies	Andrew	HS	08/10/2018	7	0	$ 1,500.00
Gotto	Gregory	MS	08/10/2018	7	0	$ 1,500.00
Jamieson	Lynell	HS	08/10/2018	7	0	$ 1,500.00
Schneider	Todd	HS	08/10/2018	7	0	$ 1,500.00
Benson	Julie	S	08/15/2018	7	0	$ 1,500.00
Stanley-Coleman	Charity	S	08/15/2018	7	0	$ 1,500.00
PAGAN	LOREN NAZARIO	C	08/09/2018	7	0	$ 500.00
3 YEARS						$ -

Yangzon	Mary Annabe	HS	09/10/2021	3	11	$ 1,000.00
Lawrey	Linda	MS	09/15/2021	3	11	$ 1,000.00
Saceda	Lilibeth	MS	09/15/2021	3	11	$ 1,000.00
Kamanga	Rabson	MS	09/30/2021	3	11	$ 1,000.00
Hodson	Ian	HS	01/05/2022	3	7	$ 1,000.00
Tormohlen	Briette	SPED	03/21/2022	3	5	$ 1,000.00
Bollig	Natalie	DSC	03/28/2022	3	5	$ 1,000.00
Andersen	Brett	HS	08/01/2022	3	0	$ 1,000.00
Andersen	Nicole	HS	08/01/2022	3	0	$ 1,000.00
Babcock	Madalyn	HS	08/10/2022	3	0	$ 1,000.00
Cangro	Elise	HS	08/10/2022	3	0	$ 1,000.00
Dabbs	Teresa	S	08/10/2022	3	0	$ 1,000.00
Frick	Christina	C	08/10/2022	3	0	$ 1,000.00
Gonzalez Solis	Claudia	S	08/10/2022	3	0	$ 1,000.00
Holzworth	Madison	GA	08/10/2022	3	0	$ 1,000.00
Kral	Erin	C	08/10/2022	3	0	$ 1,000.00
Mackaravitz	Darren	P	08/10/2022	3	0	$ 1,000.00
McLinn	Peggy	S	08/10/2022	3	0	$ 1,000.00
Norris	Jacob	HS	08/10/2022	3	0	$ 1,000.00
Oberts	Jarred	MS	08/10/2022	3	0	$ 1,000.00
Porter	Matthew	MS	08/10/2022	3	0	$ 1,000.00
Winner	Kelsey	P	08/10/2022	3	0	$ 1,000.00
Zerna	Karene Ecel	MS	08/10/2022	3	0	$ 1,000.00
Defeo	Monnette	MS	08/11/2022	3	0	$ 1,000.00
Ebajay	Jhondale	P	08/15/2022	3	0	$ 1,000.00
Muana	Froilan	HS	08/15/2022	3	0	$ 1,000.00
Paclar	Angel	P	08/15/2022	3	0	$ 1,000.00
Alvarez	Kimberly	S	08/16/2022	3	0	$ 1,000.00
Ceja	Edlin	B	08/16/2022	3	0	$ 1,000.00
					TOTAL	$ 85,000.00

Classified

Last Name	First Name	Pony	DOE	Years	Months	LONGEVITY BONUS
28 YEARS						
21 YEARS						
McClure	Melanie	B	08/23/2004	21	0	$ 2,200.00
14 YEARS						
7 YEARS						
D'Aloia	Mark	BG	11/28/2017	7	9	$ 750.00
Gomez	Emily	HS	07/17/2018	7	1	$ 750.00
Kudron	Dencia	HS	07/30/2018	7	1	$ 750.00
Morford	Bev	DSC	07/30/2018	7	1	$ 750.00
Trickey	Melinda	DSC	08/13/2018	7	0	$ 750.00
Ryan	Victoria	MS	08/15/2018	7	0	$ 750.00
3 YEARS						
Duran-Gayman	Crystal	HS	09/07/2021	3	11	$ 500.00
Rosales	Martha	B	09/13/2021	3	11	$ 500.00
Mendez	Leticia	CC	09/21/2021	3	11	$ 500.00
Romero	Regina	DSC	09/22/2021	3	11	$ 500.00
Diego De Vicente	Carmen	HS	11/29/2021	3	9	$ 500.00
Garcia	Vicki	P	12/01/2021	3	8	$ 500.00
Uhrich	Katherine	HS	02/22/2022	3	6	$ 500.00
Hicks	Kenneth	DSC	03/01/2022	3	5	$ 500.00
Meraz	Rosa	F	03/11/2022	3	5	$ 500.00
Estrada Diaz	Ana	MS	03/21/2022	3	5	$ 500.00
Gallegos	Martha	P	04/11/2022	3	4	$ 500.00
Godines Banderas	Rita	HS	05/16/2022	3	3	$ 500.00
Oldewage	David	F	06/27/2022	3	2	$ 500.00
Ferguson	Elizabeth	S	12/13/2021	3	8	$ 500.00
Monsivais	Irma	C	08/01/2022	3	0	$ 500.00
Torres Trejo	Maricela	GA	08/01/2022	3	0	$ 500.00
Alvarez	Ruby	CC	08/03/2022	3	0	$ 500.00
Jackson	Brittany	GA	08/10/2022	3	0	$ 500.00
Castillo	Jacqueline	S	08/16/2022	3	0	$ 500.00
Corral	Gail	S	08/16/2022	3	0	$ 500.00
Johnson	Jordan	S	08/16/2022	3	0	$ 500.00
Kelley-Forbes	Robin	P	08/16/2022	3	0	$ 500.00
Trejo Rojas	Elvira	P	08/16/2022	3	0	$ 500.00
Westhoff	Shar	S	08/16/2022	3	0	$ 500.00
Cooley	Logen	CC	08/22/2022	3	0	$ 500.00
Webb	Page	DSC	08/22/2022	3	0	$ 500.00
					TOTAL	$ 19,700.00

School		Position	Name	Level	Step	Stipend
FORT MORGAN HIGH SCHOOL						
		Football				**Amount**
FMHS	FALL	HS Head Football	Chisum, Harrison	1	5	$ 7,800.00
FMHS	FALL	HS Assistant Football	Kreikmeier, Jim	3	5	$ 5,640.00
FMHS	FALL	HS Assistant Football	Langford, Josh	3	5	$ 5,640.00
FMHS	FALL	HS Assistant Football	Norris, Jacob	3	4	$ 5,405.00
FMHS	FALL	HS JV Head Football	Bartles, Bradley	3	1	$ 4,700.00
FMHS	FALL	HS Assistant Football	Ricks, Robert	3	1	$ 4,700.00
FMHS	FALL	HS Assistant Football	Petersen, Jeff	3	4	$ 5,405.00
FMHS	FALL	HS Volunteer Football	Hochanadel, Joe			$ -
FMHS	FALL	HS Volunteer Football	Langford, Jackson			$ -
FMHS	FALL	HS Volunteer Football	Ocanas, Troy			$ -
FMHS	FALL	HS Volunteer Football	Ortiz , Tyrone			$ -
FMHS	FALL	HS Volunteer Football	Quick, Dusty			$ -
FMHS	FALL					
						$ 39,290.00
		Boys Basketball (max 4)				
FMHS	WINTER	HS Head Boys Basketball	Marquez, David	1	3	$7,150.00
FMHS	WINTER	HS JV Boys Basketball	Einspahr, Ryan	3	3	$5,170.00
FMHS	WINTER	HS Assistant Boys Basketball	Kreikemeier, Jim	3	5	$5,640.00
FMHS	WINTER	HS Head Boys C Basketball	Harper, Chris	4	4	$4,500.00
						$22,460.00
		Girls Basketball (max 4)				
FMHS	WINTER	HS Head Girls Basketball	Stringham, Jayme	1	1	$6,500.00
FMHS	WINTER	HS Assistant Girls Basketball	Taylor, Geoff	3	5	$5,640.00
FMHS	WINTER	HS Head Girls JV C Basketball	Farmer, Lance	4	1	$3,750.00
						$ 15,890.00
		Boys Wrestling				
FMHS	WINTER	HS Head Wrestling	Graulus, Kyle	2	5	$7,200.00
FMHS	WINTER	HS Assistant Wrestling	Bell, Kaleb	4	4	$4,312.50
FMHS	WINTER	HS Assistant Wrestling	Langford, Cael	4	2	$3,937.50
FMHS	WINTER	HS Volunteer Wrestling	Frtizler, Craig			
						$ 15,450.00
		Girls Wrestling				
FMHS	WINTER	HS Head Wrestling	Vigil, Andrea	2	3	$ 6,600.00
FMHS	WINTER	HS Assistant Wrestling	Vigil, Fabian	4	3	$ 4,125.00
						$ 10,725.00
		Track				
FMHS	SPRING	HS Head Track	Meyer, Nolan	2	5	$7,200.00
FMHS	SPRING	HS Assistant Track	Frick, Christina	4	2	$3,937.50
FMHS	SPRING	HS Assistant Track	Hochanadel, Lance	4	5	$4,500.00
FMHS	SPRING	HS Assistant Track	Mason, Michael	4	4	$4,312.50
FMHS	SPRING	HS Assistant Track	Morgan, John	4	5	$4,500.00
						$ 24,450.00
		Cross Country				
FMHS	FALL	HS Head Cross Country	Mason, Michael	2	4	$6,900.00
FMHS	FALL	HS Assistant Cross Country	Frick, Christina	4	1	$3,750.00
FMHS	FALL	HS Assistant Cross Country	Not Filling			$ -
						$ 10,650.00
		Volleyball				
FMHS	FALL	HS Head Volleyball	Harris, Makenzie	2	1	$6,000.00
FMHS	FALL	HS Assistant Varsity Volleyball	Anderson, Kathrine	4	5	$4,500.00
FMHS	FALL	HS Assistant Volleyball - JV	Jess, Kati	4	5	$4,500.00
FMHS	FALL	HS Assistant Volleyball - C	Young, Taylor	4	1	$3,750.00
						$ 18,750.00

School		Position	Name	Level	Step	Stipend
		Baseball				
FMHS	SPRING	HS Head Baseball	Langford, Josh	2	5	$7,200.00
FMHS	SPRING	HS Head JV Baseball .5 FTE	Davies, Andrew	4	5	$2,250.00
FMHS	SPRING	HS Head JV Baseball .5 FTE	Waugh, Cullen	4	5	$2,250.00
FMHS	SPRING	HS Asst Varsity Baseball	Blunn, Jacob	4	5	$4,500.00
FMHS	SPRING	HS Head C Baseball	Hawley, Matthew	4	5	$4,500.00
						$ 20,700.00
		Boys Soccer				
FMHS	FALL	HS Head Boys Soccer	Estrada, Eddy	2	4	$6,900.00
FMHS	FALL	HS Assistant Varsity Boys Soccer	Mora, Victor	4	3	$4,125.00
FMHS	FALL	HS Assistant Varsity Boys Soccer	Zavala, Isahias	4	1	$3,750.00
						$ 14,775.00
		Girls Soccer				
FMHS	SPRING	HS Head Girls Soccer	Hanneman, Elizabeth	2	4	$6,900.00
FMHS	SPRING	HS AssistantGirls Soccer	Hernandez, Amadeo	4	2	$3,937.50
						$ 10,837.50
		Boys Golf				
FMHS	FALL	HS Head Boys Golf	Gotto, Gregory	4	5	$4,500.00
FMHS	FALL	HS Assistant Boys Golf	Vermillion, Dallas	5	3	$3,080.00
FMHS	FALL		Waugh, Cullen			$ -
						$7,580.00
		Girls Golf				
FMHS	SPRING	HS Head Girls Golf	Gotto, Gregory	4	5	$4,500.00
FMHS	SPRING	HS Assistant Girls Golf	DeVries, Cherelle	5	5	$3,360.00
						$ 7,860.00
		Girls Tennis				
FMHS	SPRING	HS Head Girls Tennis	Bell, Kendra	4	3	$4,125.00
FMHS	SPRING	HS Assistant Girls Tennis	Gray, Samantha	5	1	$2,800.00
FMHS	SPRING	HS Assistant Girls Tennis	OPEN			
						$ 6,925.00
		Gymnastics				
FMHS	FALL	HS Head Gymnastics	Bowles, Nicole	4	5	$4,500.00
FMHS	FALL	HS Assistant Gymnastics	Koch, Breonna	5	3	$3,080.00
						$ 7,580.00
		Cheer				
FMHS	YEAR	HS Head Cheer Coach	Townsend, Saadiqah	5	1	$ 2,800.00
FMHS	YEAR	HS Assistant Cheer Coach	Gaddis, Ireland	6	1	$ 2,600.00
						$ 5,400.00
		Athletic Miscellaneous				
FMHS	FALL	HS Spirit Club	Schmidt, Liz	9	5	$1,140.00
FMHS	SPRING	HS Spirit Club	Schmidt, Liz	9	5	$1,140.00
FMHS	YEAR	HS Drill Dance Team	OPEN			
						$ 2,280.00
		HS Weight Training				
FMHS	FALL	HS FALL Weight Trainer	Davies, Andrew	7	5	$ 2,280.00
FMHS	WINTER	HS WINTER Weight Trainer	Davies, Andrew	7	5	$ 2,280.00
FMHS	SPRING	HS SPRING Weight Trainer	Schmidt, Liz	7	5	$ 2,280.00
						$ 6,840.00
		Performance Arts				
FMHS	YEAR	HS Band	LeMaire, Nicholas	3	5	$5,640.00
FMHS	YEAR	HS Orchestra	LeMaire, Nicholas	3	5	$5,640.00
FMHS	YEAR	HS Vocal	Cangro, Elise	3	5	$5,640.00
FMHS	YEAR	HS Drama	Tiscano-Maston, Adam	6	1	$2,600.00
FMHS	YEAR	HS Musical Drama	Tiscano-Maston, Adam	6	1	$2,600.00
FMHS	YEAR	HS Musical Asst Director	LeMaire, Nicholas	6	5	$3,120.00
FMHS	YEAR	HS Musical Vocal	Cangro, Elise	6	3	$2,860.00
FMHS	YEAR	HS Stage Manager	McPhillips, Spencer	10	1	$700.00
						$ 28,800.00

School		Position	Name	Level	Step	Stipend
		Student Clubs and Services				
FMHS	YEAR	Diversity Club	Bendol, Lilibeth	7	3	$2,090.00
FMHS	YEAR	FBLA	Schmidt, Rebecca	7	5	$2,280.00
FMHS	YEAR	FBLA Assistant	Babcock, Madalyn	7	3	$2,090.00
FMHS	YEAR	FBLA Assistant	Whitney, Brian	7	5	$2,280.00
FMHS	YEAR	FCCLA	Einspahr, Alicea	7	3	$2,090.00
FMHS	YEAR	FCCLA Assistant	Smith, Angela	7	5	$2,280.00
FMHS	YEAR	FFA (1 of 2)	Gerken, Devin	7	1	$1,900.00
FMHS	YEAR	FFA (2 of 2)	Farnik, Danica	7	5	$2,280.00
FMHS	YEAR	Forensics	Rich, Therese	7	5	$2,280.00
FMHS	YEAR	GSA	Kudron, Dencia	7	5	$2,280.00
FMHS	YEAR	Hoofbeat Newspaper	Blake, Ian	7	1	$1,900.00
FMHS	YEAR	Knowledge Bowl	Whitney, Brian	7	5	$2,280.00
FMHS	YEAR	LULAC	Flores, Araceli	7	3	$2,090.00
FMHS	YEAR	National Honor Society	DeVries, Cherelle	7	5	$2,280.00
FMHS	YEAR	Science Fair	Hodson, Ian	7	1	$1,900.00
FMHS	YEAR	Student Senate Coordinator	McDaniel, Cory	7	2	$1,995.00
FMHS	YEAR	Yearbook - .50	Cangro, Elise	7	4	$1,092.50
FMHS	YEAR	Yearbook - .50	Jamison, Lynell	7	2	$997.50
						$ 36,385.00
		Building Leadership (replaced Department Heads)				
FMHS	YEAR	Core	Babcock, Madalyn	10	1	$700.00
FMHS	YEAR	Core	Villalobos, Adrianna	10	4	$805.00
FMHS	YEAR	Counseling	Prouty, Amy	10	5	$840.00
FMHS	YEAR	Electives	Blunn, Jacob	10	1	$700.00
FMHS	YEAR	Electives	Schmidt, Liz	10	5	$840.00
FMHS	YEAR	Electives	Schneider, TJ	10	2	$735.00
FMHS	YEAR	Core	OPEN	10	2	$735.00
						$ 5,355.00
		Miscellaneous Duties				
FMHS	YEAR	Vocational Director	Farnik, Danica		-	$ 1,000.00
						$ 1,000.00
				FMHS Stipend Total:		**$ 319,982.50**

School		Position	Name	Level	Step	Stipend
FORT MORGAN MIDDLE SCHOOL						
		Football				**Amount**
FMMS	FALL	MS Head Coach 8th	Barkley, Michael	5	4	$3,220.00
FMMS	FALL	MS Assistant 8th	Renteria, Jon	6	1	$2,600.00
FMMS	FALL	MS Assistant 8th	Gross, Aaron	6	1	$2,600.00
FMMS	FALL	MS Head Coach 7th	Graulus, Kyle	5	5	$3,360.00
FMMS	FALL	MS Assistant 7th	Ortega, Jacob	6	1	$2,600.00
FMMS	FALL	MS Assistant 7th	Ewing, Kelly	6	1	$2,600.00
						$ 16,980.00
		Boys Basketball				
FMMS	WINTER	MS Head Coach 8th	Barkley, Michael	5	5	$3,360.00
FMMS	WINTER	MS Assistant 8th	Strauss, Al	6	5	$3,120.00
FMMS	WINTER	MS Head Coach 7th	Camacho, Heith	5	5	$3,360.00
FMMS	WINTER	MS Assistant 7th	Reyes, Michael	6	2	$2,730.00
						$ 12,570.00
		Girls Basketball				
FMMS	WINTER	MS Head Coach 8th	Barkley, Michael	5	5	$3,360.00
FMMS	WINTER	MS Assistant 8th	Frick, Christina	6	3	$2,860.00
FMMS	WINTER	MS Head Coach 7th	Bell, Stacy	5	3	$3,080.00
FMMS	WINTER	MS Assistant 7th	Bell, Kevin	6	3	$2,860.00
						$ 12,160.00
		Wrestling				
FMMS	WINTER	MS Head Coach	Hochanadel, Tony	5	5	$3,360.00
FMMS	WINTER	MS Assistant	Smith, Eric	6	4	$2,990.00
FMMS	WINTER	MS Assistant	OPEN	6		
		MS Volunteer Wrestling	Petrino, Travis			
						$ 6,350.00
		Track				
FMMS	SPRING	MS Head Coach	Meyer, Sarah	5	5	$3,360.00
FMMS	SPRING	MS Assistant	Norman, Zachary	6	5	$3,120.00
FMMS	SPRING	MS Assistant	Rosenbrock, Audrey	6	5	$3,120.00
FMMS	SPRING	MS Assistant	OPEN	6		
						$ 9,600.00
		Volleyball				
FMMS	FALL	MS Head Coach 8th	Bell, Stacy	5	3	$3,080.00
FMMS	FALL	MS Assistant 8th	Hannsen, Mackenzie	6	1	$2,600.00
FMMS	FALL	MS Head Coach 7th	Sewell, Jennifer	5	4	$3,220.00
FMMS	FALL	MS Assistant 7th	Brobst, Clarissa	6	2	$2,730.00
						$ 11,630.00
		Cross Country				
FMMS	FALL	MS Head Coach	Meyer, Sarah	5	5	$3,360.00
FMMS	FALL	MS Assistant	Norman, Zachary	6	5	$3,120.00
						$ 6,480.00
		Performance Arts				
FMMS	YEAR	MS Band	Malone, Kennedy	8	4	$1,897.50
FMMS	YEAR	MS Orchestra	Malone, Kennedy	8	4	$1,897.50
FMMS	YEAR	MS Vocal (Special Choir)	Porter, Matthew	8	3	$1,815.00
						$ 5,610.00
		Student Clubs and Services				
FMMS	YEAR	Art Club	Brobst, Clarissa	8	5	$1,980.00
FMMS	YEAR	SADD	Langford, Shelli	8	5	$1,980.00
FMMS	YEAR	Science Fair	Michel, Amber	8	1	$1,650.00
FMMS	YEAR	Yearbook	Holtquist, Amy	8	5	$1,980.00
						$ 7,590.00

School		Position	Name	Level	Step	Stipend
		Miscellaneous				
FMMS	YEAR	After-School Supv IMASH	Felber, Mary	8	1	$1,650.00
FMMS	YEAR	After-School Supv IMASH	Krokos, Efrosini	8	1	$1,650.00
FMMS	YEAR	After-School Supv IMASH	OPEN			
FMMS	YEAR	After-School Supv IMASH	OPEN			
FMMS	YEAR	Lunch Bunch Supv (7th grade)	OPEN			
FMMS	YEAR	Lunch Bunch Supv (8th grade)	OPEN			
						$ 3,300.00
					MS Stipend Total:	**$ 92,270.00**

PRINCIPAL STIPEND						
FMHS	YEAR	FMHS Assistant Principal Stipend	Davies, Ty		-	$ 4,000.00
FMHS	YEAR	FMHS Assistant Principal Stipend	Eramus, Jamie		-	$ 4,000.00
FMHS	YEAR	FMHS Assistant Principal Stipend	Scott, Tara		-	$ 4,000.00
						$ 12,000.00
FMHS STIPEND FOR AP COURSES						
FMHS	Semester 1	AP Spanish H-Language&CultureA	Flores, Araceli O		-	$ 300.00
FMHS	Semester 2	AP Spanish H-Language&CultureB	Flores, Araceli O		-	$ 300.00
FMHS	Semester 1	AP English H-Language&Comp. A	Harper, Miranda		-	$ 300.00
FMHS	Semester 2	AP English H-Language&Comp. B	Harper, Miranda		-	$ 300.00
FMHS	Semester 1	AP English Literature H A	Harper, Miranda		-	$ 300.00
FMHS	Semester 2	AP English Literature H B	Harper, Miranda		-	$ 300.00
FMHS	Semester 1	AP Human Geography H A	McDaniel, Cory		-	$ 300.00
FMHS	Semester 2	AP Human Geography H B	McDaniel, Cory		-	$ 300.00
FMHS	Semester 1	AP US Government/Politics H A	McDaniel, Cory		-	$ 300.00
FMHS	Semester 2	AP US Government/Politics H B	McDaniel, Cory		-	$ 300.00
FMHS	Semester 1	AP Psychology H A	Stream, Zachary N		-	$ 300.00
FMHS	Semester 2	AP Psychology H B	Stream, Zachary N		-	$ 300.00
FMHS	Semester 1	AP Environmental Science H A	Yangzon, Mary		-	$ 300.00
FMHS	Semester 2	AP Environmental Science H B	Yangzon, Mary		-	$ 300.00
						$ 4,200.00
FMHS STIPEND FOR CONCURRENT COURSES						
FMHS	Semester 1	Introduction to Business/MCC	Babcock, Madalyn		-	$ 500.00
FMHS	Semester 1	English Comp H I/MCC	Blake, Ian		-	$ 500.00
FMHS		English Comp H II/MCC	Blake, Ian		-	$ 500.00
FMHS	Semester 1	Art Appreciation/MCC	Boodakian, Carol		-	$ 500.00
FMHS	Semester 1	US History-Reconstruction/MCC	McDaniel, Cory		-	$ 500.00
FMHS	Semester 1	US History since Civil War/MCC	McDaniel, Cory		-	$ 500.00
FMHS	Semester 1	Personal Finance/MCC	Schmidt, Rebecca R		-	$ 500.00
FMHS	Semester 1	Intro PC Applications/MCC	Schmidt, Rebecca R		-	$ 500.00
						$ 4,000.00
INSTRUCTIONAL COACH STIPEND						
Sherman	YEAR	Instructional Coach	Watson, Pamela		-	$ 4,000.00
Baker	YEAR	Instructional Coach	Smith, Deborah		-	$ 4,000.00
Columbine	YEAR	Instructional Coach	Templeton, Sally		-	$ 4,000.00
Green Acres	YEAR	Instructional Coach	Harding, Jessica		-	$ 4,000.00
Pioneer	YEAR	Instructional Coach	Norman, Zachary		-	$ 4,000.00
FMMS	YEAR	Instructional Coach	Holtquist, Amy		-	$ 4,000.00
FMMS	YEAR	Instructional Coach	Langford, Shelli		-	$ 4,000.00
FMHS	YEAR	Instructional Coach - Secondary Math	Frasco, Linda		-	$ 4,000.00
FMHS	YEAR	Instructional Coach	Ridl, Jean		-	$ 4,000.00
DSC	YEAR	Instructional Coach - Elementary Math	Padgett, Amy		-	$ 4,000.00
						$ 40,000.00

School		Position	Name	Level	Step	Stipend
DISTRICT STIPEND						
DISTRICT	YEAR	Security Specialist	Davis, Vicki		-	$ 5,000.00
DISTRICT	YEAR	Music Coordinator	Miller, Kimberly		-	$ 1,596.00
						$ 6,596.00
					Miscellaneous Stipend Total:	**$ 66,796.00**
					District Stipend Total:	**$ 479,048.50**

RESOLUTION FOR EMERGENCY APPROVAL OF POLICIES

WHEREAS, Senate Bill 25-276 ("Protect Civil Rights—Immigration Status"), enacted by the Colorado General Assembly and signed into law by Governor Polis on May 23, 2025, strengthens civil rights protections and data privacy requirements for persons in Colorado irrespective of immigration status; and

WHEREAS, under Senate Bill 25-276, Colorado public schools, including district-operated and district-authorized charter schools, are prohibited from collecting or providing personal identifying information to federal immigration enforcement authorities unless required by law or necessary to perform the entity's function and additionally must adopt and make available written policies that detail:

1. Procedures for responding to requests from federal immigration enforcement authorities for personal identifying information concerning enrolled students or their families;
2. Procedures governing access by federal immigration enforcement authorities to non-public areas of school property, ensuring access is permitted only if the authority presents a valid federal warrant;

WHEREAS, non-compliance may result in injunctive relief and civil penalties up to $50,000 per violation;

WHEREAS, the Board finds that it is necessary to authorize emergency adoption, revision, or suspension of policies to address compliance with state law, particularly C.R.S. 24-74.1-102, and to maintain protections of immigrant students and their families;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of Morgan County School District Re-3 hereby authorizes Superintendent Robert Sanders, in consultation with legal counsel, to temporarily approve policies, procedures, and guidance as necessary to address the legal and operational impacts of the C.R.S. 24-74.1-102; and

BE IT FURTHER RESOLVED, that such emergency policies will be presented to the Board for review and ratification at this regularly scheduled meeting; and

BE IT FURTHER RESOLVED, following the emergency adoption that the Board intends to follow the adoption procedures outlined in board policy BG, School Board Policy Process, in order to permanently adopt the policy; and

BE IT FURTHER RESOLVED, that this resolution shall take immediate effect upon adoption.

Adopted and approved this 15 of September, 2025.

BY: _____

Mrs. Nancy Hopper
PRESIDENT, BOARD OF EDUCATION

ATTEST: _____

Mrs. Kati Jess
SECRETARY, BOARD OF EDUCATION

NOTE: Colorado school boards are required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. The policy may not deny parents certain rights regarding student records and the District must have a policy or procedure that allows parents to inspect and review student records as well as challenge the accuracy of such records. This sample contains the content/language that CASB believes best meets the intent of the law. However, the board should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Colorado school districts are also required by law to provide a notification on this subject and the law contains some specific direction as to the notification´s content or language. This sample policy and accompanying regulation and exhibit contain the content/language that CASB believes best meets the intent of the law.

Student Records/Release of Information on Students

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee will ~~shall~~ provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

Content and Custody of Student Education Records

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that related directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data,~~;~~ academic work completed,~~;~~ level of achievement (grades, standardized achievement test scores),~~;~~ attendance data,~~;~~ scores on standardized intelligence, aptitude and psychological tests,~~;~~ interest inventory results,~~;~~ health and medical information,~~;~~ family background information,~~;~~ teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or ~~school~~ D~~d~~istrict that are created by that unit for the purpose of law enforcement.

Nothing in this policy will ~~shall~~ prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, ~~All~~ requests for inspection and review of student education records and requests for copies of such records, and ~~as well as~~ disclosure of personally identifiable information, must ~~shall~~ be maintained as a part of each student's record.

School personnel must ~~shall~~ use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures will ~~shall~~ be required.

Access to Student Education Records by Parent and Eligible Students

A parent or guardian (referred to as "parent") has the right to inspect and review the student's education files, if the student is under 18 years of age. If a student is 18 years old or older (eligible student), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent or guardian is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students will ~~shall~~ be in accordance with the regulation accompanying this policy.

Request to Amend Education Records

A parent or eligible student may ask the district to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. The request to amend a student's education records must ~~shall~~ be in accordance with the regulation accompanying this policy.

Disclosure with Written Consent

Whenever the D~~d~~istrict is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student will ~~shall~~ contain the following:

a. The specific records to be disclosed;

b. The specific reasons for such disclosure;

c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;

d. The method or manner by which the records will be disclosed; and

e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's consent is ~~shall~~ only ~~be~~ valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program does ~~shall~~ not constitute the specific written consent required by this policy.

All signed consent forms will ~~shall~~ be retained by the ~~school~~ D~~d~~istrict.

Disclosure Without Written Consent

The Ddistrict may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy will ~~shall~~ be permitted access to specific student education records.

a. For purposes of this policy, a "school official" is a person employed by the Ddistrict as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.

b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement,~~;~~ (2) used within the context of official Ddistrict business and not for purposes extraneous to the official's areas of responsibility,~~;~~ (3) relevant to the accomplishment of some task or to a determination about the student,~~;~~ and (4) consistent with the purposes for which the data are maintained.

2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.

3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.

4. The disclosure is in connection with a student's application for, or receipt of, financial aid.

5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information will ~~shall~~ only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.

6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests,~~;~~ to administer student aid programs,~~;~~ or to improve instruction.

7. The disclosure is to accrediting organizations for accrediting functions.

8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.

9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.

10. The disclosure is to comply with a judicial order or lawful subpoena. The D~~d~~istrict will ~~shall~~ make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:

    a. The court order or subpoena prohibits such notification; or

    b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.

11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.

12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.

13. The disclosure is of "directory information" as defined by this policy.

Disclosure of Directory Information

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released may include ~~but is not limited to~~ the student's name, ~~email address~~, photograph, ~~date and place of birth~~, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.

NOTE: FERPA requires the District to notify parents and eligible students of their right to refuse disclosure of directory information. 34 C.F.R. 99.37 (a)(2). The District must specify a "period of time" for parents/eligible students to tell the District not to disclose directory information. 34 C.F.R. 99.37 (a)(3). The following paragraph meets this "period of time" requirement. The deadline for notification should be a reasonable amount of time (e.g. 2-3 weeks) after school starts to allow the parent/eligible student to determine whether directory information can be disclosed without prior written consent.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

Disclosure of Disciplinary Information to School Personnel

In accordance with state law, the principal or designee will ~~shall~~ communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported must ~~shall~~ maintain the confidentiality of the information and will ~~shall~~ not communicate it to any other person.

State law requires the principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

Disclosure to Military Recruiting Officers

Names, addresses, and home telephone numbers, as well as directory information, of secondary school students must ~~shall~~ be released to military recruiting officers within 90 days of the request, unless a parent or eligible student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the D~~d~~istrict in furnishing this information will be paid by the requesting service.

Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the D~~d~~istrict must ~~shall~~ release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The D~~d~~istrict will ~~shall~~ obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the D~~d~~istrict will ~~shall~~:

NOTE: Choose one or more of the following. Our current policy lists all three.

- Include a consent form with the "start of school" information each fall.
- Include a consent form with IEP packet materials.
- Include a consent provision on the Medical Emergency form.

Disclosure to the Colorado Commission on Higher Education (CCHE)

On or before December 31 of each school year, the ~~school~~ Ddistrict will ~~shall~~ disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

Annual Notification of Rights

The Ddistrict will ~~shall~~ notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is a language other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act and this policy on student records shall be on file in the Office of the Superintendent during normal business hours.

Governing Law

The Ddistrict will ~~shall~~ comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The Ddistrict is ~~shall be~~ entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law will ~~shall~~ control.

Adopted August 18, 1997
Revised October 1997; October 1998; April 2000; November 2014; July 2018; September 15, 2025

LEGAL REFS.: 20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. 99.1 *et seq.* (FERPA Regulations)
C.R.S. 24-72-204 (3)(d) (information to military recruiters)
20 U.S.C. 7908 *(military recruiter information contained in No Child Left Behind Act of 2001)*
C.R.S. 19-1-303 and 304 *(records and information sharing under Colorado Children's Code)*
C.R.S. 22-1-123 *(district shall comply with FERPA)*
C.R.S. 22-32-109 (1)(ff) *(duty to establish policy on disclosing eighth grade students names and mailing addresses to the Colorado Commission on Higher Education)*
C.R.S. 22-32-109.1 (6) *(duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safe)*

C.R.S. 22-32-109.3 (2) *(duty to share disciplinary and attendance information with criminal justice agencies)*
C.R.S. 22-33-106.5 *(court to notify of conviction of crime of violence and unlawful sexual behavior)*
C.R.S. 22-33-107.5 *(school district to notify of failure to attend school)*
C.R.S. 24-72-204 (2)(e) *(denial of inspection of materials received, made or kept by Safe2Tell Program)*
C.R.S. 24-72-204 (3)(a)(VI) *(schools cannot disclose address and phone number without consent)*
C.R.S. 24-72-204 (3)(e)(I) *(certain FERPA provisions enacted into Colorado Law)*
C.R.S. 24-72-204 (3)(e)(II) *(disclosure by staff of information gained through personal knowledge or observation)*
C.R.S. 24-72-205 (5) *(fee for copying public record)*
C.R.S. 25.5-1-116 *(confidentiality of HCPF records)*

CROSS REF.: JK, Student Discipline
JLC, Student Health Services and Records
JRCA*, Sharing of Student Records/Information between School District and State Agencies
KLMA, Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers

Student Records/Release of Information on Students

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee will provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

Content and Custody of Student Education Records

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that related directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health and medical information, family background information, teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or District that are created by that unit for the purpose of law enforcement.

Nothing in this policy will prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records and requests for copies of such records, and disclosure of personally identifiable information, must be maintained as a part of each student's record.

School personnel must use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures will be required.

Access to Student Education Records by Parent and Eligible Students

A parent or guardian (referred to as "parent") has the right to inspect and review the student's education files, if the student is under 18 years of age. If a student is 18 years old or older (eligible student), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent or guardian is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent

for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students will be in accordance with the regulation accompanying this policy.

Request to Amend Education Records

A parent or eligible student may ask the district to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. The request to amend a student's education records must be in accordance with the regulation accompanying this policy.

Disclosure with Written Consent

Whenever the District required by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student will contain the following:

a. The specific records to be disclosed;

b. The specific reasons for such disclosure;

c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;

d. The method or manner by which the records will be disclosed; and

e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's consent is only valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program does not constitute the specific written consent required by this policy.

All signed consent forms will be retained by the District.

Disclosure Without Written Consent

The District may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy will be permitted access to specific student education records.

a. For purposes of this policy, a "school official" is a person employed by the District as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or

therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.

b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement, (2) used within the context of official District business and not for purposes extraneous to the official's areas of responsibility, (3) relevant to the accomplishment of some task or to a determination about the student, and (4) consistent with the purposes for which the data are maintained.

2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.

3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.

4. The disclosure is in connection with a student's application for, or receipt of, financial aid.

5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information will only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.

6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests, to administer student aid programs, or to improve instruction.

7. The disclosure is to accrediting organizations for accrediting functions.

8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.

9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.

10. The disclosure is to comply with a judicial order or lawful subpoena. The District will make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:

    a. The court order or subpoena prohibits such notification; or

    b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.

11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.

12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.

13. The disclosure is of "directory information" as defined by this policy.

Disclosure of Directory Information

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released may include the student's name, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

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Adopted August 18, 1997
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C.R.S. 25.5-1-116 *(confidentiality of HCPF records)*

CROSS REF.: JK, Student Discipline
JLC, Student Health Services and Records
JRCA*, Sharing of Student Records/Information between School District and State Agencies
KLMA, Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers

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

Relations with State and Federal Agencies

To enhance the safety and security of students, staff and community, a cooperative and proactive effort will ~~shall~~ be maintained between the officials of the school district and state and federal agencies.

The Board will ~~shall~~ cooperate and to the extent possible develop written agreements with law enforcement officials, the juvenile justice system and social services, as allowed under state and federal law, to keep each school environment safe.

This cooperative and proactive effort will ~~shall~~ pursue the following primary objectives:

1. Development and periodic review of crisis prevention and management plans and safe school plans;~~.~~

2. Assessment of D~~d~~istrict and building security, safety, and violence prevention policies and procedures;~~.~~

3. Development of guidelines for how and when to contact state and/or federal agencies and what support the D~~d~~istrict will ~~shall~~ provide to aid in the effectiveness of the state and/or federal agency;~~.~~ and

4. Protection of the civil rights of all individuals.

    a. The District is committed to protecting the immigration status of its students and their parents. To aid in the safeguarding of this information, the District will follow the procedures outlined in regulation KLG-R.

Adopted August 2014
Revised September 15, 2025

LEGAL REF.: C.R.S. 22-32-109.1 (3) (agreements with state agencies)
C.R.S. 24-74.1-102 (policies regarding data and access in relation to immigration status)

CROSS REFS.: ECA/ECAB, Security/Access to Buildings
~~GBGAA*, Staff Training in Crisis Prevention and Management~~
JIH, Student Interviews, Interrogations, Searches and Arrests

KDE, Crisis Management (Safety, Readiness and Incident Management Planning)
KLG-R, Relations with Federal Immigration Officials

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KLG-R, Relations with Federal Immigration Officials

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

Relations with Federal Immigration Officials

Pursuant to state law (C.R.S. 24-74.1-102), the following procedures have been developed for situations involving federal immigration officials, the collection of certain personal identifying information, and the release of records for the purposes of immigration matters:

1. The District will not collect the place of birth, immigration or citizenship status, or information from passports, permanent resident cards, alien registration cards, or employment authorization documents for students or their parents/guardians, except as necessary to verify information as required by state and/or federal law or to comply with a subpoena, order, or warrant issued by a federal judge.

2. Because of the confidential nature of student education records, no person or agency may access student education records, or other personal identifying information, without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law, policies JRCB, JRA/JRC, and regulations JRCB-R, and JRA/JRC-R.

    a. Personal Identifying Information collected by the District, or by a third party the District contracts with, will be maintained and safeguarded according to federal and state law, and policy EHC. This includes any personal identifying information of parents or relatives who visit campus.

3. For safety and security purposes, access to District facilities, whether by students, staff members, or visitors will be limited as deemed appropriate pursuant to policy ECA/ECAB and policy KI.

4. Each District will be required to appoint a staff member as the *designated employee* to handle immigration matters. The designated employee will be responsible for (1) acting as the point person when an immigration official is physically present at a District building, and (2) responding to requests for information by an immigration official.

    a. The District's designated employee is:

        Superintendent of Schools
        Morgan County School District Re-3
        715 West Platte Avenue
        Fort Morgan, Colorado 80701
        superintendent@fortmorgank12.com

    b. If the designated employee is unable to attend to the matter, the District's alternate designated employee is:

Assistant Superintendent of Human Resources
Morgan County School District Re-3
715 West Platte Avenue
Fort Morgan, Colorado 80701
hr@fortmorgank12.com

Responding to Requests for Access or Information

In the event of a visit, or informational request, to a school in the District by federal immigration officials, the following steps will be taken by the school employee receiving the request:

1. Notify the designated employee;

2. Instruct the immigration official to remain in a designated area until the designated employee arrives;

3. The designated employee will collect and review the following information from the immigration official:

    a. The official's first and last name and badge number;

    b. The official's employer;

    c. The name and phone number of the official's supervisor;

    d. The purpose of their visit;

    e. Any documentation related to the visit, including any valid warrants, orders, or subpoenas:

        i. This information should be forwarded to the Superintendent's Office.

4. The immigration official should remain in the designated waiting area while the designated employee reviews the relevant material and determines the appropriate next steps;

5. The designated official will inform the student, and the student's family, of any request for access or information, if appropriate.

If the immigration official enters the premises prior to the completion of the above-listed steps, staff should not attempt to impede the official. Instead, staff should document the official's noncompliance with this regulation and report those actions to the designated employee.

Adopted September 15, 2025

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Adopted September 15, 2025

School Wellness

The Board of Education at Morgan County School District Re-3 promotes healthy schools by supporting the whole child, as outlined in the Whole School, Whole Community, Whole Child Model (WSCC). This collaborative approach to wellness places the student at the center and leverages the strengths of the school and community to promote good nutrition, regular physical activity and social and emotional health as part of the learning environment. Improved health optimizes student performance potential by improving attendance, classroom engagement, and behavior. The District will support the implementation of this policy and goals, which are further outlined in ADF-R.

Goals

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

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to comprehensive wellness, including good nutrition and regular physical activity. Pursuant to the applicable federal law, the district shall comply with the United States Department of Agriculture (USDA) Smart Snacks Standards in the marketing of any foods or beverages sold to students during the school day. Such a learning environment will teach students to use appropriate resources and tools to make informed and educated decisions about lifelong healthy eating habits and beneficial physical activity in accordance with the District's academic standards for comprehensive health education and physical education.

Goal #2 The District will use state and federal standards to promote nutrition education and a healthy school environment, contributing to students' overall health and academic performance. The District will participate in and comply with all regulations of the USDA Child Nutrition Programs in which it participates (Child and Adult Care Food Program (CACFP), School Breakfast Program (SBP), National School Lunch Program (NSLP), After School Snack (AFS), and Fresh Fruit and Vegetable Program (FFVP)), in addition to ensuring compliance with the competitive food policy and the Smart Snack and Beverage standards.

Nutrition education will be in accordance with the District's academic standards for comprehensive health education. All foods and beverages available on school grounds during the school day shall meet or exceed the district's nutrition standards. The District will comply with the USDA School Lunch and Breakfast program regulations, including competitive foods and Smart Snacks in School nutrition standards.

Goal #3 The District will provide opportunities for students to engage in physical activity by utilizing a Comprehensive School Physical Activity Program.

The District will provide daily opportunities for students grades Prek-12 to engage in physical activity. Physical education will be taught at all grade levels by licensed teachers and follow a curriculum that fosters lifelong habits of physical activity. In addition to physical education, opportunities for physical activity will be offered before, during, and after school.

Goal #4 The District will promote positive a safe and social emotional climates for both student and staff wellbeing.

Schools will provide opportunities for staff and students to build a positive culture and climate. This will include utilizing trauma informed practices to support the mental health of staff and students. The District will prioritize the wellbeing of their employees, recognizing that healthy adults are powerful role models for students.

Implementation and Review

To help ensure each school's compliance with and implementation of this policy's goals, the Board designates a District Wellness Coordinator. The District Health Advisory Committee (DHAC) will convene a minimum of three (3) times per year. The Committee will be composed of various stakeholders including representatives of nutrition services, educators, health professionals, district leadership, and community partners. The DHAC will:

- Monitor the implementation of this policy,
- Evaluate the District's progress on policy goals,
- Serve as a resource to schools including the development of a school level wellness team, and
- Review and update this policy every three years in accordance with federal law and current best practices, which shall include an assessment of each school's compliance and progress towards policy goals.

The Superintendent or designee shall ensure compliance with established District wide nutrition and physical activity policies. In each school, the building administrator or designee shall ensure compliance.

Reporting and Recordkeeping

The results of the council's triennial assessments shall be made available to the public, and a copy of the wellness policy will be posted on the District website.

The District shall retain records to document compliance with this policy, including but not limited to documentation concerning the council's triennial assessments.

Adopted April 17, 2006
Revised July 13, 2009; September 19, 2011; June 19, 2017; October 2018; September 15, 2025

LEGAL REFS.: Section 204 of P.L. 111-296 (Healthy, Hunger-Free Kids Act)
C.R.S. 22-32-134.5 (healthy beverages requirement)
C.R.S. 22-32-136 (policies to improve children's nutrition and wellness)
C.R.S. 22-32-136.3 *(trans fat ban)*
C.R.S. 22-32-136.5(3)(a) and (b) (physical activity requirement)
1 CCR 301-79 (State Board of Education – healthy beverages rules)
7 C.F.R. Parts 201, 210 and 220 *(local school wellness policy requirements)*

CROSS REFS.: EF, Food Services
EFC and EFC-R, Free and Reduced-Price Food Services
EFEA, Nutritious Food Choices
IHAM and IHAM-R, Health Education
IHAMA, Teaching About Drugs, Alcohol and Tobacco
JLJ, Physical Activity

Student Wellness

Comprehensive Learning Environment

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

1. Inform school staff, parents, and community leaders about the issues affecting the health of children e.g. newsletters, health fairs, posters, radio, etc.

2. Encourage healthy habits and wise nutritional choices in pre-kindergarten through twelfth grade with behavior-focused nutrition education through health, physical education (P.E.) and science classes where appropriate.

3. The provision of age-appropriate and culturally sensitive instruction to students that teaches them lifelong healthy eating habits and a healthy level of physical activity.

Nutrition

Goal #2. The District will use state and federal standards to promote nutrition education and a healthy school environment, contributing to students' health status and academic performance. The District will participate in and comply with all regulations of the USDA Child Nutrition Programs in which it participates

(Child and Adult Care Food Program (CACFP), School Breakfast Program (SBP), National School Lunch Program (NSLP), After School Snack (AFS), and Fresh Fruit and Vegetable Program (FFVP)), in addition to ensuring compliance with the competitive food policy and the Smart Snack and Beverage standards.

1. Morning bus routes will be scheduled to allow students to arrive at school in time to eat breakfast.

2. The healthiest choices, such as salads and fruit, will be prominently displayed in the cafeterias to encourage students to make healthy choices.

3. Require all students have access to healthy food choices in appropriate portion sizes throughout the school day, including healthy meals in the school cafeteria with at least 20 minutes to eat lunch; healthy items in vending machines and encourage healthful items for fundraisers, classroom parties and rewards in the schools.

4. Accessible information to students and their parents/guardians concerning the nutritional content of foods and beverages sold ~~by~~ or available to students, as well

as the nutritional content of competitive foods sold or available on school district property.

5. All schools will provide breakfast through the USDA School Breakfast Program.

6. It is the policy of the School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the District will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards.

7. Non-food rewards, incentives, and fundraisers will be encouraged.

8. Marketing on the school campus will be limited to those products that are allowed to be sold according to the District's nutrition standards.

9. Marketing shall encourage participation in school meal programs.

10. All school nutrition program directors, managers, and staff will meet hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

11. Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12).

12. School meals will include fresh, locally grown foods.

13. The nutrition education curriculum will use available local resources as teaching tools (examples: Farm Box, school gardens, local field trips, etc).

14. All snacks made available to students during before and after school programs will meet the same nutrition standards as foods sold during the school day.

15. Students and staff will have access to free, safe, and fresh drinking water throughout the school day.

Physical Activity

Goal #3. The District will provide opportunities for students to engage in physical activity by utilizing a Comprehensive School Physical Activity Program.

1. Educate students about the health benefits of physical activity by integrating it, as appropriate, into areas other than physical education.

2. Encourage health-related physical assessments into the physical education curriculum as an evaluation tool.

3. A requirement that all students have access to age-appropriate daily physical activity.

4. Schools shall provide at least 20 minutes of active daily recess to all elementary school students.

5. Include moderate or vigorous physical activity in physical education classes.

6. Assure safe and adequate equipment, facilities, and resources for the full implementation of physical education classes in a pre-kindergarten through twelfth grade curriculum, which is aligned to state physical education standards and will undergo a periodic review cycle congruent to other academic subjects.

7. Physical education for grades K-12 is required to be taught by a licensed teacher who is endorsed to teach physical education.

8. The District shall provide all physical education teachers with annual professional development opportunities that are focused on physical education/physical activity topics and competencies specifically for physical education teachers.

9. Schools are encouraged to partner with local government and community-based agencies to support active transport to school to implement a comprehensive active transport program (i.e. Safe Routes to School Program).

10. The District will develop joint-use agreements with community partners in order to provide expanded physical activity opportunities for all students and community members.

11. Encourage coaches to get appropriate training and/or certification similar to or exceeding that recommended by the Colorado High School Activities Association.

Social Emotional Learning

Goal #4: The District will promote a safe and inclusive social emotional climate for both student and staff wellbeing.

1. School staff members shall be encouraged to model healthy eating and physical activity behaviors.

2. Employee wellness programs will be offered throughout the year at the District level to support the wellbeing of all District employees.

3. Teachers may use non-food alternatives as rewards. For example, staff is encouraged to use physical activity as a reward, such as extra recess when time allows. Physical activity may not be used as a punishment.

Revised to conform with practice: date of manual adoption
Revised September 15, 2025

SUPPLEMENTAL CONTRACT OF EMPLOYMENT
MORGAN COUNTY SCHOOL DISTRICT RE-3
In the County of Morgan and State of Colorado

THIS AGREEMENT, made and entered into at Fort Morgan, Morgan County, Colorado, this **DAY** of **MONTH, YEAR,** by and between MORGAN COUNTY SCHOOL DISTRICT RE-3, a school district organized and existing pursuant to law, hereafter termed "District"; and **NAME,** hereafter termed "Employee."

WHEREAS, the Employee has retired from public employment and is receiving retirement benefits from the Colorado Public Employees Retirement Association ("PERA"). The parties desire a limited-term employment relationship that will not result in a reduction in retirement benefits for the Employee or an increase in the net cost to the District of obtaining Employee's services, and

WHEREAS, the Board of Education of said District did at a regular meeting at the District Support Center of said District**,** by appropriate action authorize the employment of the Employee for said District and authorize the execution of this contract setting forth the terms of said employment.

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the respective parties hereto, it is agreed as follows:

1. Term. The District hereby employs the Employee for a term of up to one school year, commencing **DATE** and ending no later than [**June 30th or DATE**]. This Contract is not automatically renewable, and absent termination of employment, this Contract expires at the end of the school year for which it is issued.

2. Status. The Employee and the District understand and agree that, notwithstanding any other provision of this Contract and except to the extent provided otherwise by District Board of Education policy or Colorado law, the Employee is an at-will employee of the District and may be terminated by the District or the Employee at any time, with or without cause or notice. In all respects permitted by law, the terms and conditions of employment established by this Contract are subject to change at the sole discretion of the District, including its Superintendent or their designee, with or without notice. Nothing in this Contract is intended to confer or grant any right to or expectation of continued employment.

3. Position and Working Days. The Employee shall be employed under this Contract as a/an (select one):

   ☐ Administrator;

   ☐ Certified Teacher; or

   ☐ Classified Staff: (specify) _____.

The Employee shall monitor days worked to ensure they do not work more than the following limit specified below, if any, as consistent with § 24-51-1101, C.R.S. (select one):

☐ One hundred and ten (110) days per calendar year (or seven hundred twenty (720) hours per calendar year if working four (4) hours or less per day);

☐ One hundred and forty (140) days per calendar year (or nine hundred sixteen (916) hours per calendar year if working four (4) hours or less per day); or

☐ No limit.

If "140 days per calendar year" or "no limit" is selected above, the District has determined that there is a critical shortage of qualified candidates to perform the Employee's position and that the Employee has specific and unique experience, skills, or qualifications that would benefit the District. The Employee shall work with their supervisor and Human Resources to establish the actual number of contract days based on the number of available regular work days, excluding holidays. The Employee shall notify their supervisor and Human Resources at least ten (10) days in advance if advised by PERA for any reason that employment must conclude before the end of the school year. If the Employee does not work a regularly scheduled work day, regardless of cause, and has exhausted all available temporary leave provided herein, the Employee will be docked pay at a prorated, per diem rate for the time missed.

4. Assignment. Assignment to work will be made by the Superintendent or their designee, subject to any applicable provisions of Board Policy, collective bargaining agreement, and Colorado law. The Employee shall perform such duties and services as may lawfully be required, including substitute teaching. Acceptance of this Contract is not to be construed as a guarantee of a continuing assignment to any particular school and/or position. Grant positions are contingent upon funding availability.

5. Performance. The Employee shall devote their full time to the duties of the position for their contracted days and any other period of time specified in District policy and any applicable collective bargaining agreement. The Employee shall not accept any outside employment or engage in any enterprise or endeavor which would in any way interfere with or detract from the full performance of their duties. Absence of the Employee from their assignment for five (5) consecutive working days, without the approval of the Superintendent or their designee, for any reason other than illness, may be construed by the District as an irrevocable abandonment of employment.

6. Salary and Benefits. For services rendered by the Employee pursuant to this Contract, the District agrees to pay the Employee an annualized salary payable in monthly installments. The annual salary shall be calculated based on the Employee's placement on the District's applicable salary schedule, consistent with Board of Education Policy GDQCB and any applicable collective bargaining agreement. The Employee acknowledges and agrees that deductions required or permitted by law or District policy or procedures shall be deducted by the District from the Employee's monthly salary or as otherwise applicable. The Employee's salary may be adjusted by the

District to conform to any applicable employees' salary schedule as may be approved from time to time by the District Board of Education, or as otherwise determined appropriate by the Superintendent or their designee. The Employee shall not earn PERA service credit during the term of this Contract. The Employee may be entitled to any District contribution for coverage for dental, vision, and life or other insurances. In the event the Employee is not entitled to any of these coverages, the Employee may purchase such coverage as may be available through payroll deduction. The Employee may be entitled to any other benefits provided to regular employees, such as leave accrual, under any District policy, practice, procedure, handbook, or negotiated master agreement, except to the extent required by law.

7. Payments. The parties acknowledge that, on occasion, the District may overpay or underpay the Employee the compensation which is due the Employee. If the Employee believes they have been underpaid, they must provide the District with written notification of the underpayment within thirty (30) days of the date of said underpayment. If, upon timely notice, the District verifies the accuracy of the underpayment, it shall pay the Employee the amount owing to them at the next regular pay period. Within thirty (30) days of the Employee's receipt of written notification from the District that the District has overpaid the Employee, the Employee shall repay the amount owing to the District. If the Employee fails to repay the District, the District shall have the right to withhold the amount due the District from any monies which the District owes the Employee.

8. Extra Duties and Assignments. If the Employee has performed or has been assigned extra duties or assignments for which they received a stipend, the Employee may not resign or refuse to continue to perform such duty or assignment without the consent of the District. In the event of such refusal or resignation without the consent of the District, it is understood that the District may terminate this Contract. The parties hereto recognize that the District shall have the right and authority to make the assignments for extra duties and responsibilities which are subject to stipend and that the Employee shall have no continued expectation of any such extra duty or assignment.

9. Special Provisions for Teachers. If the Employee is a teacher, as defined in § 22-63-103(11), C.R.S, the following special provisions shall apply. The Employee's assignment to work shall be made only with the consent of the hiring principal and such school input as may be required by Colorado law. The Employee may be expected not to terminate this Contract or otherwise abandon their employment without the agreement of the District unless after the beginning of the academic year the Employee has given at least thirty (30) days written notice to the District to the effect that they wish to be relieved of this Contract for the remainder of the year as of a certain date. The Employee agrees to pay damages to the District, and the District may collect or withhold damages from compensation due or payable to the Employee in an amount up to and including one-twelfth (1/12) of the annual salary specified herein (but in no event to exceed ordinary and necessary expenses incurred by the District to secure the services of a suitable replacement), with such damages being assessed against the Employee from compensation due or payable to the Employee, if the Employee fails without good cause to give such notice or otherwise breaches this

Contract. If the District cancels or terminates this Contract or deems it abandoned by the Employee pursuant to its terms or as otherwise allowed by law or policy, the Employee shall be paid their salary through the last date services were performed, and they shall have no right or claim to any additional compensation. Due to the temporary and limited nature of post-retirement employment under this Contract and the break in continuous service, the Employee will not be entitled to rights or benefits as may be provided under the Colorado Teacher Employment, Compensation, and Dismissal Act ("TECDA"), including but not limited to continued employment, notice of contract nonrenewal, grounds for dismissal, procedures for dismissal, transfer, or compensation, and the Employee expressly agrees they have no claim to and hereby waive any right to claim non-probationary status with the District.

10. Governing Law. This contract is subject to and shall be construed in accordance with the laws of the State of Colorado. If it is found that a specific clause of this Contract is illegal or unenforceable under applicable law, the remainder of the Contract shall be unaffected and continue in force and effect.

11. Compliance. The Employee will perform their duties as may be required by law and the policies of the District as they now exist or as they may be amended, and to abide by and maintain the rules and regulations and directions adopted or to be adopted by the Board of Education of the District. The Employee also shall comply with the requirements and lawful directives of all superior administrative officers, as well as any applicable collective bargaining agreement. The Employee shall read, understand, and be presumed to know the contents of all such laws, policies, and agreements.

12. Conditions. Formation of this Contract is expressly conditioned upon: its execution by the Parties; verification by the District to its satisfaction of the Employee's credentials, years of experience, employment references, and criminal background clearance; and formal approval by the District's Board of Education. The Employee must as a condition of employment hold and maintain all lawfully mandated credentials, including a license or letter of authorization issued by the Colorado Department of Education, to qualify for the position in which the Employee is employed. The failure to do so qualifies as a material breach of this Contract, and any compensation paid to the Employee from the time of such licensure / authorization lapse shall be returned by the Employee to the District.

13. Signing. This Contract may be signed electronically. An electronic copy which collectively contains the signature and acknowledgment of all parties shall be deemed to constitute a complete original. Facsimile copies and photocopies of signatures by the Parties shall be deemed for all purposes to constitute original signatures. If the Employee does not accept the terms of this Contract by signing and returning it to the District Office of Human Resources within thirty (30) days of the date the Contract was tendered to them, the District shall deem the Contract not accepted and is authorized to open the position to other candidates, unless the District and the Employee have reached an alternative agreement.

14. No Waiver. No assent, expressed or implied, by the District to any breach of any obligation or covenant by the Employee shall be construed as a waiver of any

subsequent or other breach by the Employee.

15. Entire Agreement. This Contract sets forth the complete agreement between the Parties. No other verbal or written covenants, promises, agreements, stipulations, statements or representations have been made or relied on by the Employee, and no other consideration, other than that set forth herein, is due to the Employee. This Contract may not be modified and/or amended unless any such modification or amendment is reduced to writing and signed by both parties.

16. Other (Not applicable if blank):

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first written above.

I hereby certify that I have read the above and foregoing and accept employment in said district under the terms, provisions and conditions hereof.

_____ _____

Employee Date

MORGAN COUNTY SCHOOL DISTRICT RE-3, MORGAN COUNTY, COLORADO

_____ _____

ATTEST: President Date

_____

Secretary

Adopted
Revised March 18, 2024; September 15, 2025

District Personnel Performance Evaluation Council
(By-laws)

ARTICLE I: Function of council

A. Develop and recommend a certificated personnel performance evaluation system that meets the requirements of state law and Colorado Department of Education (CDE) regulations.
B. Consult with the Board of Education as to the fairness, effectiveness, credibility and professional quality of the certificated personnel performance evaluation system and its processes and procedures and conduct a continuous evaluation of the system.

ARTICLE II: Membership

A. Superintendent
B. Principals
C. One teacher from each elementary building and two teachers from the middle school and high school.
D. One resident of the district who is a parent of a child attending school within the district.
E. The president of the Fort Morgan Education Association (FMEA) or designee.
F. One member of the Board of Education
G. One resident of the school district who is not a parent

ARTICLE III: Expectations of membership

A. **Expectations of principals**
   1. Be able to apply the skills and concepts incorporated in the model.
   2. Attend meetings of the council and actively participate in its activities.
   3. Develop plans for implementing the model in their buildings.
   4. Meet training requirements specified by CDE.

B. **Expectations of teacher representatives**
   1. Serve as resource persons to the principals in developing and helping to implement plans at the building level.
   2. Attend meetings of the council and actively participate in developing the model.

C. **Expectations of parent and community representatives**
   1. Serve as liaison persons between the council and the accountability committee. For example, discuss proposed initiatives with members of the accountability committee and give feedback to the council.
   2. Attend all meetings and actively participate in its activities.

D. **Expectations of the superintendent**
   Provide overall leadership to the council on developing and implementing a district certificated staff evaluation plan.

E. **Expectation of the Board representative**
   1. Attend all meetings
   2. Serve as liaison between the council and the Board of Education

ARTICLE IV: Selection procedures

A. Principals will be appointed by the Board of Education.
B. Teachers recommended by FMEA to superintendent subject to Board approval.
C. Two parent representatives will be selected by the accountability committee.
D. The Board member will be selected by the Board of Education.

ARTICLE V: Length of Term

A. The superintendent and principals will serve on a continuing basis.
B. Teachers will serve for a minimum of two years and may be reappointed.
C. The Board member and parent/community representatives will serve for two years and may be reappointed.
D. Members will be selected on or about September 1 and announced prior to the first meeting of the school year.

ARTICLE VI: Officers/agendas

A. A chairman will be selected by the council. Other officers will be selected by the council as needed.
B. The chairman will receive agenda items from the council members and prepare the agenda for each meeting. The agenda will be disseminated to council members at least one day prior to each meeting.

ARTICLE VII: Minutes

A. Minutes will be kept of all meetings and disseminated to school buildings, administrators, Board of Education, accountability committee and FMEA president.

ARTICLE VIII: Meetings

The chairman will be responsible for determining the frequency, dates and times of meetings. Any council member may contact the chairman to discuss his rationale for the need of a meeting not scheduled.

ARTICLE IX: Amendments

The council will review these by-laws on an annual basis and recommended changes to the Board of Education.

Revised August 1983; October 1995

Preschool Council

Membership

Membership on the preschool program council will include but not be limited to the following:

1. The superintendent or designee
2. Two parents of children in the preschool program appointed by the Board and recommended by the superintendent
3. Two members of the business community appointed by the Board
4. Representatives from the following agencies:
    a. Morgan County Department of Health
    b. Morgan County Department of Social Services
    c. Job Services Center
    d. Head Start
    e. Any privately funded child care centers located in the school district

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

Officers

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

Duties

In accordance with law, the council will:

1. Assist the district in the implementation of the preschool program
2. Develop and recommend to the Board of Education plans for coordinating the preschool program with:
    a. Extended day services for children participating in the program and their families in order to achieve an increased efficiency in the services provided
    b. Family support services for children participating in the program and their families
    c. A program to train parents to provide teaching activities in the home prior to the entrance of their children in the preschool program
3. Define any additional student eligibility criteria
4. Develop a preschool program evaluation
5. Develop a training program for preschool program staff using all available community resources
6. Recommend to the Board a plan for the annual evaluation of the preschool program
7. Provide any other appropriate assistance to the school district in the implementation of the preschool program.

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

Meetings

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

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

Approved October 1995

LEGAL REF.: C.R.S. 22-288-105

CROSS REF.: IHBIB, Primary/Pre-primary Education

Nondiscrimination/Equal Opportunity

The District is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. It is critical to this commitment that anyone who may have experienced discrimination or harassment in the context of the District's educational programs, activities, or employment can report their concerns without fear of retaliation.

This policy AC and the implementing regulations are designed to foster a climate that provides preventative measures and encourages the reporting of discrimination and harassment and related retaliation. The District administrators will engage in prevention efforts, train the school community, respond to all complaints promptly, provide supportive measures, and develop fair and equitable processes to investigate and address complaints of discrimination and harassment, and related retaliation, and ensure all parties are treated fairly and impartially.

This policy defines prohibited conduct and guides individuals to the specific regulation governing the applicable reporting and response processes. Complaints of harassment or discrimination against a student should be made pursuant to AC-R-1. Complaints of harassment and discrimination against applicants, employees or community members should be made pursuant to AC-R-2. Complaints of bullying against a student based on their membership in a protected class should be made under AC-R-1. Complaints under Title IX should be made under AC-R-3. Supportive measures and prompt response times are required components of all regulations.

Definitions

- **"Bullying"** is any written or oral expression, physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental or emotional harm to another. Bullying is student-on-student behavior. The following policy has more details on the definition of bullying, the prevention process, and the reporting process:

    - Policy JICDE*, Bullying Prevention and Education

    If the bullying is based on a student's protected class, the behavior may constitute discrimination or harassment. Bullying based on a student's protected class should be addressed through the following regulation:

    - Regulation AC-R-1

- **"Protected Classes"** include race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, pregnancy, marital status, veteran status, disability, family composition and genetic information of an employee or applicant for employment.

For purposes of this policy and the implementing regulations:

- **"Race"** includes hair texture, hair type, hair length, or a protective hairstyle, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, afros, and headwraps, that is commonly or historically associated with race.

- **"Sexual Orientation"** means an individual's identity (or another person's perception of their identity), in relation to the gender(s) to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction.

- **"Gender Expression"** means an individual's way of reflecting and expressing gender to the outside world, typically demonstrated through appearance, dress, and behavior.

- **"Gender Identity"** means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth.

- **"Harassment"** is any unwelcome, physical or verbal conduct or any written, graphic, or visual communication directed at a student, employee, applicant, or member of the public based on their protected class that is objectively offensive to a reasonable individual who is a member of the same protected class, that also:

- for a student, is either made a term or condition of access to educational services, is used or threatened to be used as a basis for educational decisions affecting the student, interferes with a student's ability to participate in the District's educational services, or creates an intimidating, hostile, or offensive educational environment;

- for an applicant or an employee, is subjectively offensive to the individual alleging harassment, is made a term or condition of employment, is used as a basis for employment decisions affecting the individual, unreasonably interferes with the individual's work performance, or creates an intimidating, hostile, or offensive working environment;

- for a member of the community, is subjectively offensive to the individual alleging harassment, and unreasonably interferes with a community member's ability to participate in the District's services, activities, or opportunities.

Whether conduct constitutes harassment depends on a number of factors, including, but not limited to:

- the type, frequency, and duration of the conduct;
- the number of individuals involved and their relationships;
- the age and education level of individuals involved;
- the location and context in which the conduct occurred;
- whether the conduct is threatening or any real or perceived power differential exists;
- any use of stereotypes, epithets, slurs, or degrading conduct or communication;
- whether the conduct includes an act of physical violence;

- the effect on the complainant's education or employment, if applicable.

- **"Discrimination"** occurs when a student or community member is denied or limited in the ability to participate in or benefit from the District's services, activities, or opportunities on the basis of their protected class. Discrimination also occurs when the District fails or refuses to hire an employee, discharges an employee, or otherwise treats an employee differently with respect to compensation, terms, conditions, privileges, opportunities, or status on the basis of their protected class. Harassment of a student, employee, or community member is a form of discrimination.

  The following regulations have more details on harassment and discrimination and the related complaint process:

  - AC-R-1 Harassment and Discrimination Investigation Procedure for Students
  - AC-R-2 Harassment and Discrimination Investigation Procedure for Employees, Applicants for Employment and Members of the Public
  - AC-R-3 Sexual Harassment Investigation Procedures under Title IX

- **"Retaliation"** is intimidating, threatening, coercing, or discriminating against an individual who has reported an incident of harassment, discrimination, or bullying. Retaliation includes charges against a student for code of conduct violations related to the incident for the purpose of punishing a student for making a report or otherwise interfering with a student's rights under this policy.

- **"Sexual Harassment"** under Title IX is conduct on the basis of sex that could include unwelcome sexual advances, requests for sexual favors, or other unwelcome physical or verbal conduct or communication of a sexual nature. Because Title IX's definition of sexual harassment is a federal standard, the definitions and procedures differ slightly from sexual harassment under state law. More information on sexual harassment can be found in the following policies and regulation:

  - Policy GBAA, Sexual Harassment [for Staff]
  - Policy JBB, Sexual Harassment [for Students]
  - Regulation AC-R-3, Sexual Harassment Investigation Procedures under Title IX

- **"Respondent"** means a student or employee who has been reported to have engaged in conduct that could constitute harassment.

- **"Complainant"** means a student, employee, or community member alleged to have experienced discrimination or harassment. A complainant may or may not be the reporting party.

- **"Reporting Party"** means a person who raises a concern or allegation of discrimination or harassment on behalf of a complainant with the compliance officer. Any District student, employee, or community member may be a reporting party.

- **"Compliance Officer"** means the District employee who is responsible for coordinating and overseeing the District's discrimination and harassment prevention and response

efforts. Among other responsibilities, the compliance officer will coordinate and oversee the District's discrimination and harassment investigation, consultation, recordkeeping, monitoring, and training processes. To facilitate this work, all District employees must inform the compliance officer of all reports and complaints raising discrimination and harassment issues implicating this policy. The compliance officer may appoint a designee to perform any of their assigned duties, including performing the investigation and issuing the report.

- **"Supportive Measures"** are individualized services to restore or preserve equal access to education, protect student and employee safety, or deter harassment and discrimination. Supportive measures may be provided regardless of whether a complaint has been filed. Supportive measures may include, but are not limited to:

    - Counseling;
    - extensions of deadlines or other course-related adjustments;
    - extra time for homework or tests;
    - the opportunity to resubmit homework or retake a test;
    - remedying an impacted grade;
    - excused absences;
    - the opportunity for home instruction;
    - modifications to class schedules; and
    - restrictions on contact between the parties to a complaint of harassment or discrimination.

- **"Title IX Coordinator"** means the employee designated by the District to coordinate its efforts to comply with Title IX of the Education Amendments and the District's Title IX program.

    - Title IX Coordinator:
      Assistant Superintendent of Human Resources
      Morgan County School District Re-3
      715 West Platte Avenue
      Fort Morgan, Colorado 80701
      hr@fortmorgank12.com

Harassment, Discrimination, and Retaliation Prohibited

Discrimination, harassment, and bullying on the basis of protected class are prohibited at any District school, at any District or school-sanctioned activity or event, on any District property (or off school property when such conduct has a connection to the school), or any District curricular or non-curricular activity or event. Retaliation for reporting harassment or for participating in any way in an investigation of harassment or discrimination is also prohibited.

District Action

The District encourages anyone - students, parents and family members, volunteers, educators, or staff members - who witness bullying, harassment, discrimination, or retaliation to report the conduct by making a complaint in accordance with the appropriate regulation. All school staff

who witness or receive complaints of harassment or discrimination are required to promptly share any such complaints with the compliance officer.

The District will take appropriate action to promptly and impartially investigate allegations of discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual who files the complaint and/or any person who participates in the investigation. When appropriate, the District will take additional action during the investigation to protect against further discrimination, harassment, or retaliation.

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

Upon determining that incidents of discrimination or harassment are occurring in particular District settings or activities, the District will implement measures designed to stop the discrimination or harassment and otherwise remedy the problem in those areas or activities.

Any student or employee who engages in discrimination or harassment will be disciplined according to applicable Board policies and the District will take reasonable action to restore lost educational or employment opportunities to the complainant(s) and others impacted.

The compliance officer will refer any potential criminal charges to law enforcement.

Notice and Training

The District will issue a written notice prior to the beginning of each school year that advises students, parents, employees, and the general public that the educational programs, activities, and employment opportunities offered by the District are offered without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, marital status, national origin, religion, ancestry, or need for special education services. With respect to employment practices, the written notice will prohibit discrimination on the basis of age, genetic information, and conditions related to pregnancy or childbirth.

The announcement will also include the name, address, email address, and telephone number of the person(s) designated to coordinate Title IX, Section 504, and ADA compliance activities. Where possible, the notice will be disseminated to persons with limited English language skills in the person's own language. It will also be made accessible to persons who are visually or hearing impaired.

This policy and the implementing regulations, which include the complaint process, must be prominently posted on the District's website in plain language, and made available to all students, parents, and staff through electronic or hard-copy distribution. Training materials regarding sex-based discrimination and sexual harassment are available to the public on the District's website.

Students and District employees will receive periodic training related to recognizing, reporting and preventing discrimination and harassment. District employees must receive additional training related to handling reports of discrimination and harassment.

The training will comply with Colorado state law and will include, but not be limited to, instruction on the following:

- Recognizing harassment or discrimination, including indicators of grooming and child sexual abuse;
- The appropriate immediate response when harassment or discrimination is reported to or witnessed by an employee;
- Reporting harassment or discrimination to the public school or school district.

Adopted August 1994
Revised February 2000; March 2010; August 2016; October 2018; July 17, 2020; September 30, 2021; February 28, 2022; August 12, 2024; September 15, 2025

LEGAL REFS.: 20 U.S.C. 1681 *(Title VII, Education Amendments of 1972)*
20 U.S.C. 1701-1758 *(Equal Employment Opportunity Act of 1972)*
29 U.S.C. 621 *et seq. (Age Discrimination in Employment Act of 1967)*
29 U.S.C. 701 *et seq. (Section 504 of the Rehabilitation Act of 1973)*
42 U.S.C. 12101 *et seq. (Title II of the Americans with Disabilities Act)*
42 U.S.C. 2000d *(Title VI of the Civil Rights Act of 1964, as amended in 1972)*
42 U.S.C. 2000e *(Title VII of the Civil Rights Act of 1964)*
42 U.S.C. 2000ff *et seq. (Genetic Information Nondiscrimination Act of 2008)*
34 C.F.R. Part 100 through Part 110 *(civil rights regulations)*
C.R.S. 2-4-401 (3.4) *(definition of gender expression)*
C.R.S. 2-4-401 (3.5) *(definition of gender identity)*
C.R.S. 2-4-401 (13.5) *(definition of sexual orientation)*
C.R.S. 18-9-121 *(bias-motivated crimes)*
C.R.S. 22-1-143 (*definition of harassment or discrimination)*
C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt written policies prohibiting discrimination)*
C.R.S. 22-32-110 (1)(k) *(definition of racial or ethnic background includes hair texture, definition of protective hairstyle)*
C.R.S. 24-34-301 *et seq. (Colorado Civil Rights Division)*
C.R.S. 24-34-301 (3.3) *(definition of gender expression)*
C.R.S. 24-34-301 (3.5) *(definition of gender identity)*
C.R.S. 24-34-301 (7) *(definition of sexual orientation))*
C.R.S. 24-34-402 *et seq. (discriminatory or unfair employment practices)*
C.R.S. 24-34-402(1.3)(a) (*definition of "harass" or "harassment")*
C.R.S. 24-34-402.3 *(discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)*
C.R.S. 24-34-601 *(unlawful discrimination in places of public accommodation)*
C.R.S. 24-34-602 *(penalty and civil liability for unlawful discrimination)*

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity

GBAA, Sexual Harassment
JB, Equal Educational Opportunities
JBB*, Sex-Based Harassment

Name Changes

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

Definitions

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

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

Use of a Chosen Name or Preferred First Name

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

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

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

Name Changes on Official Student Records

The District is required to maintain a permanent student record ("official record") that includes a student's name and gender. Students or parents who wish to alter the student's name or gender must follow the process in JRA/JRC-R. The District will not process a name change on a student's official record without a parent signature or a court order.

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

Disclosure to Third Parties

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

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

Adopted August 1994
Revised August 1995; September 16, 2024; September 15, 2025

LEGAL REFS.: 34 C.F.R. §99.1 *et seq. (Family Educational Rights and Privacy Act regulations)*
34 C.F.R. §99.20(d) (*parents and students have the right to request a school change name and gender marker on their record if they feel it is incorrect, misleading, or violates privacy, and schools must provide parents with an opportunity to inspect and review educational records*)
34 C.F.R. §99.31 (*permitted reasons for disclosure of student records*)
3 C.C.R. 708-1:81.6(A)(4) (*sexual orientation harassment is deliberately misusing an individual's preferred name, form of address, or gender-related pronouns*)
C.R.S. 22-1-145 (*knowing or intentional failure to use a chosen name is discriminatory, and schools required to use a student's chosen name and adopt a policy on the subject*)
C.R.S. 22-1-145(b) (*gender identity means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth).*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JRA/JRC, Student Records/Release of Information on Students
JRA/JRC-R, Student Records/Release of Information on Students

Nondiscrimination/Equal Opportunity

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Morgan County School District Re-3 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, family composition, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law. Harassment, if it rises to the level described in state law, in a prohibited form of discrimination.

Complaint procedures have been established for students, parents, employees, and members of the public as follows:

- Policy AC-R-1: Students
- Policy AC-R-2: Employees, Applicants for Employment and Members of the Public
- Policy AC-R-3: Sexual Harassment (Title IX)

The following person(s) have been identified as the compliance officer for the District:

Superintendent of Schools
Morgan County School District Re-3
715 West Platte Avenue
Fort Morgan, CO 80701
(970) 867-5633 X 48110
superintendent@fortmorgank12.com

Title IX Coordinator
Assistant Superintendent of Human Resources
Morgan County School District Re-3
715 West Platte Avenue
Fort Morgan, CO 80701
(970) 867-5633 X 48120
hr@fortmorgank12.com

Outside Agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 950 17th Ave., Suite 300, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 825, Denver, CO 80202.

Approved March 2000
Revised November 1, 2010; August 2016; October 2018; July 17, 2020; August 15, 2022; August 12, 2024; September 15, 2025

Nondiscrimination/Equal Opportunity
(Complaint Form)

Date: _____

Name of complainant: _____

School: _____

Address: _____

Phone: _____

☐ Please check here for allegations of sexual discrimination and/or sex-based harassment. (Note: Investigator will use investigation procedures consistent with allegations of sex-based discrimination and/or sexual harassment).

Summary of alleged discrimination or harassment:

_____

_____

_____

Name(s) of individual(s) allegedly engaging in prohibited conduct:

_____

_____

Date(s) alleged discrimination occurred: _____

_____

Name(s) of witness(es) to alleged conduct: _____

_____

_____

If others are affected by the possible discrimination or harassment, please give their names:

_____

_____

_____

Your suggestions regarding resolving the complaint:

Please describe any corrective action you wish to see taken with regard to the alleged discrimination or harassment. You may also provide other information relevant to this complaint.

Printed Name of Complainant

Signature of Complainant

Date

Printed Name of Person Receiving Complaint

Signature of Person Receiving Complaint

Date

Approved November 1, 2010
Revised July 17, 2020; August 12, 2024; September 15, 2025

Harassment and Discrimination Investigation Procedures for Students

The District prohibits discrimination against any District student. It is a violation of policy for any student or staff member to harass students, or to retaliate against those who report harassment or discrimination or those who participate in a harassment investigation. For the purposes of this regulation, **"harassment"** is unwelcome conduct or communication directed at a student based on their protected class, as described in Policy AC, that is objectively offensive to a reasonable individual who is a member of the same protected class. The conduct or communication must meet at least one of the following: (i) submission to the conduct or communication is made a term or condition of access to educational services, (ii) submission to, objection to, or rejection of the conduct or communication is used or threatened to be used as a basis for educational decisions affecting the student; or (iii) the conduct or communication interferes with a student's ability to participate in the District's educational services, or creates an intimidating, hostile, or offensive educational environment.

Harassment under Colorado law also includes the knowing or intentional use of a name other than a student's chosen name, or the refusal to use a student's chosen name. (See Policy ACA.)

The District has adopted the below grievance procedures to encourage reporting and ensure that the investigation and resolution of complaints of harassment and discrimination against students are fair, impartial, and prompt.

Allegations of sexual discrimination or sex-based harassment arising under Title IX must follow the procedures specifically outlined in Policy AC-R-3.

Investigation Process

Throughout the investigation, the District will keep information related to the investigation confidential to the extent possible. The investigation will be fair, impartial, and prompt. The District will make a good faith effort to complete an investigation within sixty days after the complaint, with an additional thirty-day extension possible for good cause. The compliance officer will attempt to adhere to all timelines. If the compliance officer needs more time with regard to any aspect of the investigation, they will notify the parties in writing as to the reason for the extension.

Promptly after receiving a complaint, the compliance officer will offer the complainant and respondent supportive measures and inform the parties that they may request additional supportive measures throughout the investigation by contacting the compliance officer. If a student with a disability is a party, the compliance officer will collaborate with the student's 504/IEP team to determine appropriate supportive measures and will discuss these options with the student. Supportive measures may include but are not limited to: counseling; extensions of deadlines or other course-related adjustments; extra time for homework or tests; the opportunity to resubmit homework or retake a test; remedying an impacted grade; excused absences; the opportunity for home instruction; modifications to class schedules; and restrictions on contact between the parties to a report of harassment or discrimination.

During the investigation, all parties will be treated equitably and will be provided with equal opportunity to present evidence. Any questions that arise during the investigation should be directed to or forwarded to the compliance officer. The compliance officer will provide regular written updates about the status of the investigation to both parties and their parents/legal guardians at the end of each stage of the investigation, but at least every fifteen business days.

1. Making a Complaint

Any person who witnesses or experiences bullying on the basis of protected class, harassment, discrimination, or retaliation against students are encouraged to report the conduct to school staff by making a complaint with the District's compliance officer.

Any staff member who receives information about an incident or who witnesses harassment, discrimination, or retaliation must report the incident to the compliance officer.

Complaints may be made by phone, by email, in person, or through an online form and should include a detailed description of the alleged event(s), the date(s) the alleged event(s) occurred, and name(s) of the party/parties involved, including any witnesses. The complaint should be made as soon as possible after the incident.

- **Compliance Officer:**
  Superintendent of Schools
  Morgan County School District Re-3
  715 West Platte Avenue
  Fort Morgan, Colorado 80701
  superintendent@fortmorgank12.com

- **Complaint Form Link:** www.fortmorgank12.com

No person can serve as the compliance officer in a matter in which they have a bias or conflict of interest with regard to the parties and/or the underlying conduct, or if they are alleged to have participated in prohibited conduct. If the compliance officer is alleged to have participated in prohibited conduct, complaints may be made to the following District employee.

- **Assistant Superintendent of Human Resources**
  Morgan County School District Re-3
  715 West Platte Avenue
  Fort Morgan, Colorado 80701
  hr@fortmorgank12.com

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

2. Evaluation by Compliance Officer

The compliance officer will review the complaint to determine whether the alleged conduct constitutes harassment or discrimination. The compliance officer will refer the matter back to the building principal or appropriate administrative department if the conduct alleged does not implicate a protected class or otherwise fit the characteristics of harassment or discrimination.

The compliance officer will refer any potential criminal charges to law enforcement. Upon the request of law enforcement, the compliance officer will delay action on a complaint for a reasonable amount of time to allow law enforcement to investigate the matter and will notify the parties of the delay. The compliance officer will not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination but may consider any evidence shared by law enforcement in making any determinations.

The compliance officer may assign any or all aspects of the investigation to a qualified alternate for any reason, including conflict of interest, bias concerns and/or insufficient capacity due to other matters.

As used in this regulation, the term "compliance officer" refers to the compliance officer or their designee.

3. Initial Meetings with the Parties

The following details actions to be taken by the compliance officer upon the determination that the underlying allegations, if proved to be true, constitute harassment or discrimination.

a. *Initial meeting with Reporting Party, if any, and Complainant:* Within five school days following receipt of the complaint, the compliance officer will meet with the complainant and any reporting party and their parents or guardians.

   The purpose of the initial meeting is for the compliance officer to:

   i. provide the complainant with the information detailed in paragraph (c) below; and
   ii. collect any additional information necessary to complete the complaint and determine whether the allegations, if proven to be true, constitute prohibited discrimination or harassment.

   If the compliance officer determines there is no merit to the allegations, the compliance officer may dismiss the complaint and will notify the complainant in writing. If the complaint is dismissed at this stage, the compliance officer may meet with the respondent to advise them of the allegations and offer supportive measures.

If the complainant does not want to proceed with the next steps of the investigation, the compliance officer may elect to proceed with the investigation if necessary to stop any harassment or discrimination and otherwise ensure the safety of the school environment.

b. *Initial Meeting with Respondent:* As soon as possible after meeting with the complainant and any reporting party, the compliance officer will meet with the respondent and, if this individual is a student, their parents/guardians, in order to obtain a response to the complaint. At the initial meeting, the compliance officer will advise the respondent as to the allegations against them and give the respondent a chance to respond to those allegations.

c. *Information Provided at the Initial Meetings*: The compliance officer will provide to both the complainant and respondent the same basic information, including:

i. available supportive measures;
ii. copies of Board Policy AC and this regulation;
iii. timeline for the investigation process and the District's legal obligations;
iv. the possibility of resolving the complaint informally upon agreement of all parties;
v. that the information collected is confidential, so long as confidentiality does not prevent the District from responding effectively to prohibited conduct and preventing future prohibited conduct;
vi. all parties have a right to have an advisor present during all stages of the investigation; and
vii. parties will be granted excused absences for any therapy, medical, legal, or victim's services appointment associated with the report.

4. Informal Complaint Resolution

When the compliance officer deems it appropriate, an informal resolution process may be instituted. Informal resolution is not appropriate in all circumstances. It may only be used if both parties are students and both parties agree, with agreement voluntary, non-coerced, and documented in writing. Informal resolution may not be used if the underlying offense involves sexual assault or other act of violence. No party will be forced to participate in informal resolution and either party may request an end to an informal process at any time.

If both parties feel a resolution has been achieved through informal resolution, no further action need be taken to resolve the complaint. However, within [*six - seven*] school days following the conclusion of the informal resolution process, the compliance officer must prepare a written report for the parties detailing the process and any agreed upon corrective or restorative measures provided, including any steps the District will take to prevent future discrimination or harassment. A copy of the report will be shared with the Board of Education.

5. Formal Complaint Resolution

If informal resolution is inappropriate, unavailable, or unsuccessful, the compliance officer will engage in formal complaint resolution.

a. *Collect Evidence*: The compliance officer will collect evidence. Evidence may be collected by interviews with parties and witnesses, reviewing any available physical or documentary information, requesting written statements, or other appropriate methods at the compliance officer's discretion. Evidence may include but is not limited to: evidence about the credibility of the parties involved; evidence about whether the respondent has engaged in other incidents of misconduct; evidence of the complainant and respondent's respective reactions or changes in behavior following the incident; and evidence regarding whether the complainant took action to protest the conduct.

b. *Determination*: No later than fifty school days following receipt of the complaint, the compliance officer must prepare a written report which determines whether discrimination or harassment occurred. The compliance officer will apply the preponderance of the evidence standard, which means that it is more likely than not that the conduct occurred. In making this decision, all relevant circumstances must be considered by the compliance officer, including:

   i. the degree to which the conduct affected the complainant's ability to participate in or benefit from the school environment;
   ii. the type, frequency and duration of the conduct, recognizing that a single incident may rise to the level of harassment;
   iii. the identity of and relationship between the respondent and the complainant;
   iv. the context of the incident, including school size and location of the incident and/or other incidents at the school;
   v. whether the conduct was threatening;
   vi. the use of epithets, slurs or other conduct that is humiliating or degrading;
   vii. whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class;
   viii. ages and number of respondents and complainants involved;
   ix. patterns of misconduct of the respondent;
   x. real or perceived power differentials between the parties;
   xi. any other relevant circumstances.

   The decision must include a written determination regarding responsibility, explain how and why the compliance officer reached the conclusions outlined in the report, detail any supportive measures or disciplinary sanctions already taken, and recommendations for future disciplinary measures.

   If the compliance officer is not the superintendent, the compliance officer's report is advisory and must not bind the superintendent or the District to any particular course of action or remedial measure.

If the compliance officer is the superintendent, the report will include the determination of any sanctions or other actions deemed appropriate, including suspension or expulsion, pursuant to Policy JKD/JKE and/or other appropriate corrective or restorative actions.

6. Disciplinary Measures and Outcome

As soon as practicable after receiving the compliance officer´s findings and recommendations, the superintendent or designee must determine any sanctions or other actions deemed appropriate, including suspension or expulsion, pursuant to Policy JKD/JKE and/or other appropriate corrective or restorative actions.

Students will not be disciplined for any of the following acts, if they are connected to the reported incident: truancy, late arrival, drug or alcohol use, consensual sexual activity, expressing a trauma symptom, unauthorized access to facilities, reasonable self-defense against the respondent, or talking publicly about the reported harassment or discrimination.

To the extent permitted by federal and state law, all parties, including the parents/guardians of all students involved, must be concurrently notified in writing of the final outcome of the investigation and any corrective or restorative action taken by the District within five school days following the superintendent´s determination.

A copy of the compliance officer's report, and any corrective, disciplinary or restorative actions shall be provided to the Board of Education.

Resources

Throughout the investigation, or after the investigation concludes, affected individuals may choose to use the following resources:

National Domestic Violence Hotline: 1−800−799−SAFE (7233)
National Sexual Assault Hotline: 1-800-656-4673
Violence Free Colorado*:* https://www.violencefreecolorado.org/
The Crisis Center 24/7 Hotline: *303-688-8484*
Any local resources for use by students

Outside Agencies

In addition to, or as an alternative to, filing a complaint pursuant to this regulation, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Denver Office for Civil Rights (OCR)
U.S. Department of Education
1244 Speer Blvd., Suite 310, Denver, CO 80204-3582
Telephone: 303-844-5695
Fax: 303-844-4303

TTY: 303-844-3417.
Email: OCR. Denver@ed.gov

Federal Office of Equal Employment Opportunity Commission (EEOC)
303 E. 17th Avenue, Suite 410, Denver, CO 80203
Telephone: 800-669-4000
Fax: 303-866-1085
TTY: 800-669-6820
ASL Video Phone: 844-234-5122
Website: https://publicportal.eeoc.gov/portal/

Colorado Civil Rights Division (CCRD)
1560 Broadway, Suite 825, Denver, CO 80202
Telephone: 303-894-2997 or 800-886-7675
Fax: 303-894-7830
Email: DORA_CCRD@state.co.us (general inquiries),
DORA_CCRDIntake@state.co.us (intake unit)

Adopted November 1, 2010
Revised October 15, 2018; July 17, 2020; September 16, 2024; September 15, 2025

Sexual Harassment Investigation Procedures
(Title IX)

The District is committed to maintaining a learning environment that is free from sexual discrimination. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Definitions

For purposes of this regulation, these terms have the following meanings:

Actual Knowledge means when any District employee receives notice of an incident of alleged sexual harassment. When this standard is met, the District has an obligation to respond under Title IX. This standard is not met when the only employee with knowledge of alleged sexual harassment is the respondent.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Decision Maker means an individual charged with considering the evidence contained in the investigation report, making findings of fact, and analyzing the relevant policy provisions to determine whether the allegations constitute a policy violation. The decision maker cannot be the same person as the Title IX Coordinator or investigator.

Disciplinary Sanction means a consequence imposed by the District on a respondent who is found to have violated this policy, however, the grievance process must be completed before any disciplinary sanctions are imposed. Disciplinary Sanctions are designed to remedy and prevent the recurrence of discrimination, harassment, and/or retaliation. Disciplinary sanctions may include: disciplinary sanctions, such as no-contact orders, required training, loss of privileges, suspension, or expulsion.

Education Program or Activity means locations, events, or circumstances over which the District exercises substantial control over both the complainant and respondent and the context in which the sexual harassment occurs.

Formal Complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment by a respondent and requesting that the District investigate the allegation. At the time of the filing of a formal complaint, a complainant must be participating in or attempting to participate in the educational programs or activities of the District.

Investigator means the individual charged with conducting interviews, gathering evidence, and producing an investigation report. The investigator may be the same person as the Title IX Coordinator, but cannot serve as the decision-maker.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Retaliation means threats, intimidation, coercion, discrimination, or other adverse action against any person for the purpose of interfering with any right or privilege secured by Title IX or because the person has made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, [hearing,] or proceeding under this policy.

Sex Harassment means conduct on the basis of sex that falls into one or more of the following categories:

1. A District employee conditioning an educational aid, benefits, or services on participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

3. An offense that falls into the FBI's Uniform Crime Reporting categories of sexual assault, dating violence, domestic violence, or stalking.

Supportive Measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge, to the complainant and/or respondent in order to restore or preserve the party's access to the education program/activity, without unreasonably burdening the other party. Supportive measures may be provided after the filing of a formal complaint or where no formal complaint has been filed. Possible supportive measures are academic support, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual no-contact directives, leaves of absence, changes in work/school locations, access to identified trusted adults at school, increased monitoring of locations, safety planning and referral to outside agencies and supports.

Title IX Coordinator means the employee designated by the District to coordinate its efforts to comply with Title IX responsibilities. The Title IX Coordinator is to be informed of all reports or formal complaints of violations of this policy. The Title IX Coordinator may delegate certain responsibilities under this policy to an alternate who has received appropriate training. The Title IX Coordinator cannot serve as the decision-maker, but may serve as the investigator if appropriate.

- The District's Title IX Coordinator is:
  Assistant Superintendent of Human Resources
  Morgan County School District Re-3
  715 West Platte Avenue
  Fort Morgan, Colorado 80701
  hr@fortmorgank12.com

Title IX Resolution Process

The Title IX Coordinator is responsible for receiving and acting on reports and formal complaints, filing complaints on behalf of a complainant if necessary, dismissing complaints if necessary, and ensuring all other requirements of Title IX are followed by the District. The Title IX Coordinator must also offer and coordinate supportive measures, as appropriate, for both the complainant and respondent, or for any party who may have been affected by sexual harassment. Additionally, the Title IX Coordinator may assign any or all aspects of the complaint response process to a qualified alternate for any reason, including conflict of interest, bias concerns, and/or insufficient capacity due to other matters. As used in this regulation, the term "Title IX Coordinator" refers to the Title IX Coordinator or their alternate.

Investigations into complaints alleging violations of Title IX will proceed as described below. The investigation will be adequate, reliable, and impartial. All parties will be treated equitably and will be provided equal opportunity to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible. However, it is the District's responsibility to gather evidence and determine whether this policy was violated, not the responsibility of either party. Throughout the investigation, the District will take reasonable steps to protect the privacy of the parties and witnesses during the investigation, provided this does not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses, consulting with their family members, confidential resources, or advisors, or otherwise preparing for or participating in the grievance procedures.

The District will make a good faith effort to complete the investigation and make any findings within sixty days after the complaint, and the Title IX Coordinator will adhere to all timeframes. Reasonable extensions of timeframes will be granted on a case-by-case basis for good cause with written notice to the parties that includes the reason for the delay.

No person can serve as a Title IX Coordinator, investigator, decision-maker, or informal resolution facilitator if they have a conflict of interest or bias for or against complainants or respondents generally, or an individual complainant or respondent. An alternate will be designated in the event it is claimed that an employee with responsibilities under this regulation is the one who committed the alleged discrimination.

1. Making a Complaint

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or through email and can be filed by a complainant or by a parent or guardian who has the legal right to act on behalf of a minor complainant. Individuals requiring other accommodations for purposes of making a complaint due to a disability or other reasons should contact the Title IX Coordinator.

Complaints must include a detailed description of the alleged sexual harassment, the date(s), the full names of the parties involved, any witnesses, and a signature.

2. Dismissal by Title IX Coordinator

Upon receipt of a formal complaint, the Title IX Coordinator will review it to determine whether it falls under the jurisdiction of this policy. If it does not, the Title IX Coordinator will dismiss the

complaint. A formal complaint must be dismissed when the investigation reveals that the complaint does not constitute sexual harassment, the event did not occur in a District program or activity, or the event did not occur against a person in the United States (mandatory dismissal). Further, a complaint may be dismissed at any time upon written request of a complainant or as determined by the Title IX Coordinator in accordance with applicable law, including when a respondent is no longer enrolled with or employed by the District, and when specific circumstances prevent the District from gathering evidence sufficient to reach a determination (discretionary dismissal). Written notice of a dismissal will be promptly submitted simultaneously to the parties.

- Formal complaints may be consolidated when allegations of sexual harassment arise out of the same facts or circumstances.

- Dismissal of a formal complaint does not prevent the District from taking action to remedy the complaint of behavior consistent with other applicable District policies. Allegations in a dismissed complaint may constitute discrimination or harassment prohibited by Policy AC, in which case the investigation will continue under the associated regulations: AC-R-1 or AC-R-2. A dismissal does not prohibit the complainant from pursuing other remedies under state or federal law or local board policy, nor does it prohibit the District from addressing the allegations in any manner the District deems appropriate.

3. District Resolution

Following the filing of a complaint, the Title IX Coordinator will provide the parties with written notice of the complaint. The written notice will include all information required by law, including the names of the parties involved, the specific section of this policy allegedly violated, this policy's grievance and informal resolution process, the precise conduct allegedly constituting the potential violation, and the date and location of the alleged incident(s). If additional allegations are discovered during the grievance process, the Title IX Coordinator will issue an amended notice including additional allegations and details regarding those allegations. The written notice must also inform the parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. Upon receipt of a complaint and notice sent to the parties, there are two available options for resolution: (a) the grievance process, which involves an investigation, report, and potential sanctions, and (b) an informal resolution, which involves a variety of informal options for addressing complaints.

(a) Grievance Process. If a complaint proceeds to the grievance process, the Title IX Coordinator will designate appropriate trained individuals to serve as the investigator and the decision-maker. The Title IX Coordinator may serve as the investigator if appropriate. Either party may challenge the appointment of the investigator or decision-maker based on bias or conflict of interest by contacting the Title IX Coordinator.

    - Credibility. The investigator will objectively evaluate the credibility of parties and witnesses and synthesize all available evidence – including both inculpatory and exculpatory evidence – and take into account the unique and complex circumstances of each situation. Credibility determinations cannot be made based on a person's status as a complainant, respondent, or witness.

- Timeframe for Process. Generally, the timeframe from the commencement of investigation through the release of the written determination will not exceed 60 days, unless good cause is shown. If there is a need for a delay, the investigator or decision-maker will notify both parties in writing of the delay and reason for it.

- Right to an Adviser. During the process, each party is entitled to the adviser of their choice who may, but is not required to be, an attorney. During interviews and meetings, the adviser may not speak for the party and must limit their role to consulting with and advising the party. The District retains the right to establish restrictions regarding the extent to which the adviser may participate in the proceedings. Any restrictions on participation of adviser(s) will apply equally to both parties.

- Interviews and Evidence. Both parties will have an equal opportunity to be heard, to provide evidence, and to review evidence obtained through the course of the grievance process. The investigator will interview the parties and any witnesses, and will review any available evidence. The investigator will also determine the relevance of evidence and what evidence will be included in the investigation report for consideration by the decision-maker.

- Written Notice of All Meetings. Prior to any investigative interviews, hearings, or other meetings, a party will receive written notice of the date, time, location, purpose, and participants to ensure the party is adequately prepared to participate.

- Evidence Review. Prior to the issuance of the investigation report, the parties will be provided an electronic or hard copy of all evidence gathered by the investigator that is directly related to the allegations in the formal complaint, including evidence the investigator does not intend to rely upon in the investigation report, for their review. Evidence may be redacted, if appropriate, in accordance with applicable law and District policy. The parties will have ten business days to review the evidence and may choose to provide a written response for the investigator to consider prior to the issuance of the investigation report. The response can include corrections, additions, or arguments regarding the relevance of specific evidence. The investigator will consider any written response to the evidence when preparing the investigation report.

- Investigation Report. Once the parties have reviewed the evidence, and prior to the issuance of any findings regarding a policy violation, both parties will have ten business days to review the investigation report, which is a summation of the evidence to be submitted to the decision-maker. If either party wishes to correct or add to the evidence, submit arguments regarding relevance of certain evidence, or suggest additional witnesses they must notify the investigator during the review period. Corrections, arguments regarding relevance, additional evidence, or new witnesses may not be submitted after the review period has ended and will not be considered an appeal.

- Extension to Review Periods. If a party requires additional time to review the evidence or investigation report, they must contact the Title IX Coordinator to make a request. The request must include the reason for the extension and a proposed new deadline. Such extensions are granted at the discretion of the Title IX Coordinator based on a showing of good cause.

- Submission of Investigation Report. Following the review period, the investigator will submit the investigation report and any documentary evidence to the decision-maker for their review. The parties will also receive copies of the investigation report.

- Questioning of Parties and Witnesses. After the investigator submits the finalized investigation report to the decision-maker and parties, the parties will have the opportunity to submit relevant written questions to one another and to the witnesses. Each party will be provided with copies of the questions posed and answers to those questions, and will have an additional opportunity for limited follow-up based on the first round of questions. The decision-maker has discretion to determine the relevance of any proposed questions and will provide a written explanation for any decision to exclude a question as not relevant.

    - Questions or evidence about a complainant's sexual predisposition or prior behavior are not relevant unless offered to (1) demonstrate that someone other than a respondent committed the alleged sexual harassment, or (2) demonstrate consent based on specific incidents of a complainant's prior sexual behavior with a respondent.

- Standard of Review. In determining whether alleged sexual harassment constitutes a policy violation, the decision-maker will use the preponderance of the evidence standard. This means that the decision-maker will determine whether it is more likely than not that a policy violation occurred.

- How Evidence is Evaluated by the Decision-Maker. In evaluating the allegations, the decision-maker will consider the totality of the facts, circumstances, and evidence. No single factor will be conclusive in the evaluation of evidence and/or the determination or whether the policy has been violated.

- Written Determination. The decision-maker will consider the investigation report and prepare a written determination regarding responsibility with (1) findings of fact, (2) conclusions about whether the alleged conduct occurred, (3) a rationale for the result as to each allegation, (4) any disciplinary sanctions imposed on a respondent, and (5) whether remedies will be provided to the complainant.

    - The written determination must be sent simultaneously to the parties along with information about how to appeal.

- Potential Disciplinary Sanctions. If the decision-maker determines that a respondent violated the policy, consequences appropriate for the misconduct will be imposed in accordance with applicable law and District policy, including but not

limited to a warning, restorative justice, alternatives to suspension or expulsion, suspension, expulsion, or termination. Nothing in this policy will be construed to prohibit discipline for conduct which, although not rising to the level of sexual harassment as defined by this policy, otherwise violates other District policies.

- If the decision-maker determines that a respondent is responsible for violations of District policy other than AC-R-3, the decision-maker must discuss this determination with the District's Title IX Coordinator and/or District legal counsel as to next steps.

- Release of Written Determination. Upon completion of the written determination, the decision-maker will provide it to the Title IX Coordinator, who will simultaneously provide it to the parties.

- Appeals. If either party is not satisfied with the written determination or the dismissal of a complaint, the party may appeal the decision within ten business days following the release of the written determination. If no appeal is filed, the determination will become final after ten business days. Both parties will receive written notice of any appeal and both will have the opportunity to submit written statements either in support of or challenging the written determination within ten business days of receiving the appeal notice.

  - Decision-Maker for Appeal. The decision-maker for the appeal will be determined by the superintendent's office, but the decision-maker for the appeal may not be the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator. The decision-maker for the appeal will render their final decision within ten business days of the receipt of the appeal.

  - Grounds for Appeal. There are three grounds for appeal and other asserted grounds will not be considered. A party's appeal must state the grounds for appeal and facts supporting those grounds in order to be considered.

    - (1) Procedural irregularity that affected the outcome of the grievance process;

    - (2) New evidence that was not reasonably available at the time the determination regarding the existence of a policy violation was made that could affect the outcome of the grievance process; and/or

    - (3) The Title IX Coordinator, the investigator, or the decision-maker had a conflict of interest or bias that affected the outcome of the grievance process.

- Making a False Report. Any person who knowingly makes a false report of sexual harassment will be subject to disciplinary action in accordance with applicable

District policies. Standing alone, the outcome of a grievance process is insufficient evidence of a false report.

(b) Informal Resolution can be used if both parties agree and the Title IX Coordinator deems it appropriate. An informal resolution process does not involve an investigation, but rather may involve mediation or other restorative justice models. The parties' agreement must be voluntary, non-coerced, and documented in writing. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

- Unavailability of Informal Resolution. Informal resolution is not available in cases where a District employee is alleged to have sexually harassed a student.

- Potential Student Disciplinary Sanctions. An informal resolution may result in disciplinary sanctions appropriate for the misconduct, which must be imposed in accordance with applicable law and District policy, including but not limited to a warning, restorative justice, alternatives to suspension or expulsion, suspension, or expulsion.

Notice and Training

To reduce discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of these procedures to all District schools and departments. The policy and complaint procedures must be prominently posted on the District's website, referenced in student and employee handbooks and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.

All students and District employees will receive periodic training related to recognizing and preventing sexual harassment. District employees must receive additional periodic training related to handling reports of sexual harassment. Title IX Coordinators, decision makers, informal resolution facilitators, and other persons involved in the grievance procedures or with authority to modify or terminate supportive measures must receive additional periodic training specific to their role relating to handling reports of sexual harassment as required by law, including training on serving impartially without prejudging the circumstances.

Training materials are available to the public on the District's website.

Reporting to a Federal or State Agency

In addition to, or as an alternative to, filing a formal complaint pursuant to this policy, a person may file a complaint with the U.S. Department of Education, Office for Civil Rights, or with the Colorado Civil Rights Division at the addresses below:

Denver Office for Civil Rights
U.S. Department of Education Federal Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695

TDD: 800-877-8339
Fax: 303-844-4303
Email: OCR.Denver@ed.gov

Colorado Civil Rights Division
1560 Broadway, Suite 825
Denver, CO 80202
Telephone: 303-894-2997 or 800-262-4845
Fax: 303-894-7830
Email: DORA_CCRDIntake@state.co.us

Questions or concerns about the District's application of Title IX may be addressed to the District's Title IX Coordinator or the United States Department of Education, Office for Civil Rights (OCR.Denver@ed.gov).

Adopted September 16, 2024
Revised September 15, 2025

Civil Rights Complaint Procedure for School Nutrition Program

In accordance with the United States Department of Agriculture (USDA) civil rights regulations and policies, the District is prohibited from discriminating on the basis of race, color, national origin, religion, sex (including gender identity, gender expression, and sexual orientation), disability, age, family/parental status, political beliefs, or reprisal or retaliation for prior civil rights activity in any school nutrition program.

A participant in the District's school nutrition program who alleges discrimination on the basis of any of the above-listed federally-protected classes has the right to file a complaint within 180 days of the alleged discrimination, in accordance with this procedure.

Filing a Complaint

If an individual has an unlawful discrimination complaint concerning his or her participation in a school nutrition program, the complaint may be directed to:

Superintendent of Schools
Morgan County School District Re-3
715 West Platte Avenue
Fort Morgan, Colorado 80701
970-867-5633
superintendent@fortmorgank12.com

Complaints may be made verbally (in person or over the phone) or may be submitted in writing to the District contact listed above. Complaints may be filed anonymously.

When filing a complaint, the following information will be requested:

1. Complainant's name, address and telephone number (unless the complainant wishes to remain anonymous);

2. The nature of the incident or action that led the complainant to feel discrimination was a factor;

3. The basis on which the complainant believes discrimination exists;

4. The names, telephone numbers, titles and business or personal addresses of persons who may have knowledge of the alleged discriminatory action; and

5. The date(s) during which the alleged discriminatory action(s) occurred.

Forwarding a Complaint

Upon the District's receipt of the complaint, the District will forward the complaint as soon as possible but no later than five business days to the following agency:

Colorado Department of Education Office of School Nutrition
1580 Logan Street Suite 760
Denver, CO 80205

OR

USDA Office of Civil Rights
1400 Independence Ave., SW, Rm 1095-S, Stop 0115
Washington, DC 20250
(or emailed to program.intake@usda.gov)

OR

USDA Mountain Plains Regional Office
1244 Speer Blvd Suite 903
Denver, CO 80204

The designated agency will then conduct the complaint review and investigation within the required timeline (90 days).

Adopted July 17, 2017
Revised August 15, 2022; December 9, 2024; September 15, 2025

LEGAL REF.: USDA Food and Nutrition Service (FNS) Instruction 113-1 *(civil rights compliance and enforcement – nutrition programs and activities)*
7 C.F.R. §15d.2 (definition of discrimination in programs or activities conducted by the U.S. Department of Agriculture)
USDA Nondiscrimination Statement

NOTE: The USDA has a program complaint form available on its website or at any USDA office. To request a copy of the complaint form, call 866-632-9992.

Open Hiring/Equal Employment Opportunity

The Board subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the school District's staff.

Therefore, the District promotes and provides for equal opportunity in recruitment, selection, promotion, and dismissal of all personnel. Commitment on the part of the District towards equal employment opportunity applies to all people without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, ~~marital status~~, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth. See Board policy AC-E-1 for more information.

The District will ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion, and termination.

Current practice codified 1995
Adopted Date of manual adoption
Revised July 17, 2020; September 30, 2021; September 16, 2024; September 15, 2025

LEGAL REFS.: 20 U.S.C. §1681 *(Title IX of the Education Amendments of 1972)*
29 U.S.C. §201 *et seq. (Fair Labor Standards Act)*
29 U.S.C. §621 *et seq. (Age Discrimination in Employment Act of 1967)*
29 U.S.C. §794 *(Section 504 of the Rehabilitation Act of 1973)*
42 U.S.C. §12101 *et seq. (Title II of the Americans with Disabilities Act)*
42 U.S.C. §2000d *(Title VI of the Civil Rights Act of 1964)*
42 U.S.C. §2000e *(Title VII of the Civil Rights Act of 1964)*
42 U.S.C. §2000ff *et seq. (Genetic Information Nondiscrimination Act of 2008)*
C.R.S. 2-4-401 (3.4) *(definition of gender expression)*
C.R.S. 2-4-401 (3.5) *(definition of gender identity)*
C.R.S. 2-4-401 (13.5) *(definition of sexual orientation)*
C.R.S. 22-32-110 (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle))
C.R.S. 22-61-101 *(discrimination in employment prohibited)*
C.R.S. 24-34-301 *et seq. (Colorado Civil Rights Division procedures)*
C.R.S. 24-34-301 (9) *(definition of gender expression)*
C.R.S. 24-34-301 (10) *(definition of gender identity)*
C.R.S. 24-34-301 (24) *(definition of sexual orientation)*
C.R.S. 24-34-402 *et seq. (discriminatory or unfair employment practices)*
C.R.S. 24-34-402.3 *(discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-E-1, Nondiscrimination/Equal Opportunity

GBAA, Sexual Harassment

CONTRACT REF.: FMEA Agreement, Article 3 – General Statement, Section A

NOTE: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair length, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (24).*
- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (9).*
- *"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (10).*

Sexual Harassment

The District is committed to a learning and working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It will be a violation of policy for any member of the District staff to harass another staff member or student through conduct or communications of a sexual nature. Any conduct or communication of a sexual nature directed toward students by teachers or others to whom this policy applies, will be presumed to be unwelcome. Sexual harassment committed by an employee of the District in the course of employment will be deemed a breach of duty, and as such, will subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

Sexual Harassment Prohibited

For the purposes of this policy, and pursuant to Title IX of the Educational Amendments of 1972, unwelcome sexual advances, requests for sexual favors, or other unwelcome physical or verbal conduct or communication of a sexual nature constitutes sexual harassment if, under the totality of the circumstances:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment;

2. Pressure for sexual activity;

3. Repeated remarks to a person with sexual implications;

4. Unwelcome touching, such as patting, pinching or constant brushing against another's body;

5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns;

6. Sexual violence.

Reporting, Investigation, and Sanctions

It is the express desire of the Board to encourage victims of, or witnesses to, sexual harassment to report such claims through the District's complaint process (AC-R-3).

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to the District's compliance officer.

All reports of sexual harassment received by any District employee will be promptly forwarded to the compliance officer (AC-E-1). The compliance officer will ensure that every complaint is promptly investigated and responded to as set forth in the District's complaint and compliance process (AC-R-3). No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment or participation in an investigation. Requests for confidentiality will be honored so long as doing so does not preclude the District from responding effectively to the harassment and preventing such conduct in the future.

Any employee found to have engaged in sexual harassment will be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to applicable procedural requirements. Conduct of a sexual nature directed toward students will, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment or work assignments. All matters involving sexual harassment complaints will remain confidential to the extent possible.

Notice of Policy

Notice of this policy will be circulated to all District schools and departments and incorporated in employee handbooks.

Adopted August 1994
Revised August 12, 2024; September 15, 2025

LEGAL REFS.: 20 U.S.C. §1681 *et seq. (Title IX of the Education Amendments of 1972)*
42 U.S.C. §2000e *et seq. (Title VII of the Civil Rights Act of 1964)*
C.R.S. 24-34-301 *et seq. (Colorado Civil Rights Division procedures)*
C.R.S. 24-34-401 *et seq. (discrimination or unfair employment practices)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JLF, Reporting Child Abuse/Child Protection

Staff Use of Technology

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

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

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

Blocking or Filtering Obscene, Pornographic, and Harmful Information

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

No Expectation of Privacy

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

Public Records

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

Unauthorized and Unacceptable Uses

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

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

No staff member shall access, create, transmit, retransmit or forward material or information:

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

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

Security

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

Staff members shall not:

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

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

Confidentiality

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

If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee, student and District records in accordance with applicable District policies.

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

Use of Social Media

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

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

Use of Artificial Intelligence

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

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

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

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

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

Vandalism

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

Staff Member Use is a Privilege

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

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

School District Makes No Warranties

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

Adopted January 2000
Revised June 2014; October 2, 2017; September 15, 2025

LEGAL REFS.: 20 U.S.C. 6751 *et seq. (Enhancing Education Through Technology Act of 2001)*
47 U.S.C. 254(h) *(Children's Internet Protection Act of 2000)*
47 U.S.C. Part 54, Subpart F *(Universal Support for School's and Libraries)*
C.R.S. 22-87-101 *et seq. (Children's Internet Protection Act)*
C.R.S. 24-72-204.5 *(monitoring electronic communications)*

CROSS REFS.: EGAEA, Electronic Communication
AC, Nondiscrimination/Equal Opportunity

Staff Use of Technology Acceptable Use Agreement

Staff Member

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

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

The signing of this Acceptable Use Agreement is binding and indicates I have read the District's policy on Staff Use of Technology and understand its significance.

_____
Staff Member's Name (printed)

_____ _____
Staff Member's Signature Date

Adopted September 15, 2025

Professional Staff Recruiting/Hiring

Recruiting

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible professional personnel in the District's schools.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the District in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed in the District's schools. Any present employee of the District may apply for a position for which they are licensed and/or meet other stated requirements.

Background Checks

Prior to hiring any person, in accordance with state law, the District must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the District must comply with the Fair Credit Reporting Act and applicable state law.

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, genetic information, age, or conditions related to pregnancy or childbirth is prohibited. See Board policy AC-E-1 for more information.

All candidates will be considered on the basis of their merits, qualifications, and the needs of the school District.

All interviewing and selection procedures will ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent.

Unless otherwise required by law, the final selection for nomination will be made only by the superintendent.

Appointment of Candidates

Nominations will be made at meetings of the Board of Education. The vote of a majority of the Board is necessary to approve the appointment of teachers, administrators, or any other

employee of the school District. If there is a negative vote by the Board, the superintendent must submit a new recommendation to the Board for approval.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the District to the appropriate state agency.

Adopted April 1988
Revised November 1990; April 1996; July 16, 2012; August 2015; April 2018;
March 2, 2020; July 17, 2020; September 30, 2021; September 16, 2024; September 15, 2025

LEGAL REFS.: 15 U.S.C. 1681 *et seq. (Fair Credit Reporting Act)*
20 U.S.C. 6312 (c)(6) *(teacher licensure requirements under Every Student Succeeds Act)*
42 U.S.C. 653 (a) *(Personal Responsibility and Work Opportunity Reconciliation Act)*
28 C.F.R. 50.12 (b) *(notification requirements regarding fingerprints)*
C.R.S. 2-4-401 (3.4) *(definition of gender expression)*
C.R.S. 2-4-401 (3.5) *(definition of gender identity)*
C.R.S. 2-4-401 (13.5) *(definition of sexual orientation)*
C.R.S. 8-2-126 *(limits employers' use of consumer credit information)*
C.R.S. 8-2-131 *(employers prohibited from asking age-related questions on initial job applications)*
C.R.S. 13-80-103.9 *(liability for failure to perform an education employment required background check)*
C.R.S. 14-14-111.5 *(Child Support Enforcement procedures)*
C.R.S. 22-2-119 *(inquiries prior to hiring)*
C.R.S. 22-2-119.3 (6)(d) *(name-based criminal history record check – definition)*
C.R.S. 22-32-109 (1)(f) *(Board duty to employ personnel)*
C.R.S. 22-32-109 (1)(pp) *(annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)*
C.R.S. 22-32-109.7 *(duty to make inquiries prior to hiring)*
C.R.S. 22-32-109.8 *(non-licensed personnel – submittal of fingerprints and name-based criminal history record check)*
C.R.S. 22-32-126 *(principal's role in hiring and assignment)*
C.R.S. 22-60.5-114 (3) *(State Board can waive some requirements for initial license applicants upon request of school district)*
C.R.S. 22-60.5-201 *(types of teacher licenses issued)*
C.R.S. 22-61-101 *(prohibiting discrimination)*
C.R.S. 22-61-103 *(requirement for teacher's oath or written pledge)*
C.R.S. 22-63-201 *(licensure required)*
C.R.S. 22-63-202 *(employment contracts and mutual consent placement)*
C.R.S. 22-63-206 *(transfers)*
C.R.S. 24-5-101 *(effect of criminal conviction on employment)*
C.R.S. 24-34-301 (9) *(definition of gender expression)*
C.R.S. 24-34-301 (10) *(definition of gender identity)*

C.R.S. 24-34-301 (24) *(definition of sexual orientation)*
C.R.S. 24-34-402 (1) *(discriminatory and unfair employment practices)*
C.R.S. 24-34-402.3 *(discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)*
C.R.S. 24-72-202 (4.5) *(definition of personnel file in open records law)*
3 C.C.R. 708-1:40.2 *(definition of age-based bona fide occupational qualification)*

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity
GBA, Open Hiring/Equal Employment Opportunity
GCKAA*, Teacher Displacement

NOTE 4: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair length, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (24).*
- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (9).*
- *"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (10).*

Support Staff Recruiting/Hiring

The Board will establish and budget for classified positions in the District on the basis of need and the financial resources of the District.

Recruiting

The recruitment and selection of candidates for these positions is the responsibility of the superintendent or designee who must confer with principals and other supervisory personnel in making a selection.

All vacancies will be made known to the present staff. Anyone qualified for a position may submit an application.

Background Checks

Prior to hiring any person, in accordance with state law, the District must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the District must comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the District must submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. (This requirement does not apply to any student currently enrolled in the District applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited. See Board policy AC-E-1 for more information.

The Board will officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the District to the appropriate state agency.

Current practice codified 1995
Revised April 1996; August 2015; May 2018; March 2, 2020; July 17, 2020;
September 30, 2021; September 16, 2024; September 15, 2025

LEGAL REFS.: 15 U.S.C. 1681 *et seq. (Fair Credit Reporting Act)*
42 U.S.C. 653 (a) *(Personal Responsibility and Work Opportunity Reconciliation Act)*
42 U.S.C. 2000ff *et seq. (Genetic Information Nondiscrimination Act of 2008)*
28 C.F.R. 50.12 (b) *(notification requirements regarding fingerprints)*
C.R.S. 2-4-401 (3.4) *(definition of gender expression)*
C.R.S. 2-4-401 (3.5) *(definition of gender identity)*
C.R.S. 2-4-401 (13.5) *(definition of sexual orientation)*
C.R.S. 8-2-126 *(limits employers' use of consumer credit information)*
C.R.S. 8-2-131 *(employers prohibited from asking age-related questions on initial job applications)*
C.R.S. 13-80-103.9 *(liability for failure to perform an education employment required background check)*
C.R.S. 14-14-111.5 *(Child Support Enforcement procedures)*
C.R.S. 22-2-119 *(duty to make inquiries prior to hiring)*
C.R.S. 22-2-119.3 (6)(d) *(name-based criminal history record check – definition)*
C.R.S. 22-32-109 (1)(f) *(Board duty to employ personnel)*
C.R.S. 22-32-109 (1)(pp) *(annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)*
C.R.S. 22-32-109.7 *(duty to make inquiries prior to hiring)*
C.R.S. 22-32-109.8 *(non-licensed personnel – submittal of fingerprints and name-based criminal history record check)*
C.R.S. 24-5-101 *(effect of criminal conviction on employment)*
C.R.S. 24-34-301 (9) *(definition of gender expression)*
C.R.S. 24-34-301 (10) *(definition of gender identity)*
C.R.S. 24-34-301 (24) *(definition of sexual orientation)*
C.R.S. 24-34-402 (1) *(discriminatory and unfair employment practices)*
C.R.S. 24-34-402.3 *(discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)*
3 C.C.R. 708-1:40.2 *(definition of age-based bona fide occupational qualifications)*

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity
GBA, Open Hiring/Equal Employment Opportunity
GDA, Support Staff Positions

NOTE 4: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair length, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*

- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (24).*
- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (9).*
- *"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (10).*

Instructional Resources and Materials

As the governing body of the District, the Board of Education is legally responsible for the selection of instructional materials, which includes library resources. Since the Board is a policymaking body, it delegates to the District's professional personnel the authority for the selection of instructional materials and library resources in accordance with this policy.

Instructional materials for school classrooms and school libraries will be selected by the appropriate professional personnel in consultation with the administration, teachers and students. Final decision on purchase will rest with the Superintendent or designee, subject to approval by the Board. All instructional resources and materials will be aligned with the District's academic standards and support the District's educational objectives.

All textbooks, library resources and other instructional materials will be available for inspection by students' parents/guardians.

Adopted October 1989
Revised May 1996; Reviewed June 2005;
Revised September 15, 2025

LEGAL REFS.: C.R.S. 22-32-109 (1)(t) (Board duty to determine educational programs and prescribe textbooks)
C.R.S. 22-32-110 (1)~~(o),(p),(q),~~(r) (Board power to exclude immoral or pernicious materials and books)
C.R.S. 22-54-105 (1) (Budgeting for instructional supplies and materials)
C.R.S. 22-1-148 (Board must adopt policy regarding acquisition, retention, display, and use of library resources)

CROSS REFS.: DB, Annual Budget, and Subcodes
IMB, Teaching about Controversial Issues and Use of Controversial Materials
KEC, Public Concerns/Complaints about Instructional Materials and Library Resources
Article 11, Master Agreement

Equal Educational Opportunities

Every student of this ~~school~~ District will have equal educational opportunities through programs offered in the ~~school~~ District regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or need for special education services. See Board policy AC-E-1 for more information.

This concept of equal educational opportunity will guide the Board and staff in making decisions related to school District facilities, selection of educational materials, equipment, curriculum, and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities will be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

In order to ensure that District programs are in compliance with applicable laws and regulations, the Board directs the superintendent or designee(s) to periodically monitor the following areas:

1. Curriculum and materials – review curriculum guides, textbooks, and supplemental materials for discriminatory bias.

2. Training – provide training for students and staff to identify and alleviate problems of discrimination.

3. Student access – review programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.

4. District support – ensure that District resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment, and related matters.

5. Student evaluation instruments – review tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

6. Discipline – review discipline records and any relevant data to ensure the equitable implementation and application of Board discipline policies.

Adopted August 1994
Revised August 18, 2008; December 2012; July 17, 2020; September 30, 2021; September 16, 2024; September 15, 2025

LEGAL REFS.: 20 U.S.C. §1681 *(Title IX of the Education Amendments of 1972)*
20 U.S.C. §1701-1758 *(Equal Educational Opportunities Act of 1974)*
29 U.S.C. §701 *et seq. (Section 504 of the Rehabilitation Act of 1973)*
C.R.S. 2-4-401 (3.4) *(definition of gender expression)*
C.R.S. 2-4-401 (3.5) *(definition of gender identity)*
C.R.S. 2-4-401 (13.5) *(definition of sexual orientation)*

C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt written policies prohibiting discrimination)*
C.R.S. 22-32-109.1 (2) *(safe school plan to be revised as necessary in response to relevant data collected by the school district)*
C.R.S. 22-32-110 (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)
C.R.S. 24-34-301 (9) (definition of gender expression)
C.R.S. 24-34-301 (10) (definition of gender identity)
C.R.S. 24-34-301 (24) (definition of sexual orientation)
C.R.S. 24-34-601 (unlawful discrimination in places of public accommodation)
C.R.S. 24-34-602 *(penalty and civil liability for unlawful discrimination)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-E-1, Nondiscrimination/Equal Opportunity
JBB*, Sex-Based Harassment

NOTE: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair length, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and* C.R.S. 24-34-301(24).
- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301(9).*
- *"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (10).*

Sexual Harassment

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination as addressed in the Board's policy concerning unlawful discrimination and harassment.

District's Commitment

The District is committed to maintaining a learning environment that is free from sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Sexual Harassment Defined

Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment" means conduct on the basis of sex that satisfies one of more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);

2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

3. Sexual assault, dating violence, domestic violence, or stalking.

Reporting, Investigation, and Sanctions

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor, or principal in their school building and file a complaint, through the District's complaint process addressing sex-based discrimination. All reports and indications from students, District employees, and third parties must be forwarded to the Title IX Coordinator.

The District will initiate and conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment. If the District determines an act does not qualify as sexual harassment under Title IX, it may still

qualify as sexual harassment under state law and District policy, in which case the District will continue the investigation in accordance with the appropriate procedures (AC-R-1: students or AC-R-2: applicants, staff, and members of the public).

All matters involving sexual harassment reports must remain confidential to the extent possible as long as doing so is in accordance with applicable law and policy and does not preclude the District from responding effectively to the harassment or preventing future harassment. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect grades.

The District will take appropriate corrective action to make the harassed student whole by restoring lost educational opportunities~~;~~, prevent harassment from recurring~~;~~, or prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation. A formal report or finding of harassment will not be required before the District takes corrective action.

Notice and Training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy and complaint procedures to all District schools and departments. All communications regarding this policy must be written in simple and age-appropriate language. The policy and complaint procedures must be referenced in student and employee handbooks, described in hard-copy notices posted at schools, and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.

All students and District employees will receive periodic training related to recognizing and preventing sexual harassment. District employees must receive additional periodic training related to handling reports of sexual harassment. Training materials are available to the public on the District's website.

Adopted August 1994
Revised October 2015; July 17, 2020; August 12, 2024; September 15, 2025

LEGAL REF.: 20 U.S.C. 1681 *et seq. (Title IX of the Education Amendments of 1972)*
C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt written policies prohibiting discrimination)*
C.R.S. 24-34-402 *(definition of "harass" in employment practices)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

AC-R-1 Harassment and Discrimination Investigation Procedures for Students
AC-R2, Sexual Discrimination and Sexual Harassment Investigation Procedures
AC-R-3, Sexual Harassment Investigation Procedures
AC-E-1, Nondiscrimination/Equal Opportunity (Sample Notice)
JLF, Reporting Child Abuse/Child Protection

Admission and Denial Of Admission

Admission

All persons age six and under 21 who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum, and reside within the boundaries of this school District may be permitted to attend public schools without payment of tuition.

A birth certificate or other proof of legal age, as well as proof of residence, will be required by the school administration.

Students new to the District will be enrolled conditionally until records, including discipline records, from the schools previously attended by the student are received by the District. Notice of the conditional enrollment status of new students will be clearly indicated on all new student enrollment forms. In the event the student's records indicate a reason to deny admission, the student's conditional enrollment status will be revoked. The student's parent/guardian will be provided with written notice of the denial of admission. The notice will inform the parent/guardian of the right to request a hearing.

Denial of Admission

The Board of Education or the superintendent may deny a student admission to the schools of the District in accordance with applicable law.

The Board will provide due process of law to students and parents/guardians through written procedures consistent with law for denial of admission to a student.

The policy and procedures for denial of admission will be the same as those for student suspension and expulsion inasmuch as the same section of the law governs these areas.

Nondiscrimination

The Board, the superintendent, other administrators, and District employees will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, ~~marital status,~~ national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy. See Board policy AC-E-1 for more information.

Adopted June 23, 1980
Revised December 1993; October 1999; May 2010; December 2012; December 2014; May 2018; July 17, 2020; September 30, 2021; September 16, 2024; September 15, 2025

LEGAL REFS.: C.R.S. 22-1-102 *(defines "resident")*
C.R.S. 22-1-102.5 *(defines "homeless child")*

C.R.S. 22-1-115 *(school age is any age over five and under twenty-one years)*
C.R.S. 22-2-409 *(notification of risk)*
C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)*
C.R.S. 22-32-110 (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)
C.R.S. 22-32-115 *(tuition to another school district)*
C.R.S. 22-32-116 *(non-resident students)*
C.R.S. 22-32-138 *(enrollment of students in out-of-home placements)*
C.R.S. 22-33-103 through 22-33-110 *(school attendance law)*
C.R.S. 22-33-105 (2)(c) *(requiring hearing to be convened if requested within 10 days after denial of admission or expulsion)*

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity
JEB, Entrance Age Requirements
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JLCB, Immunization of Students

NOTE: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair type, hair length, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (24).*
- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (9).*

"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (10).

Intra-District Choice/Open Enrollment

The Board of Education endorses the neighborhood school concept and makes many decisions based on student population within the attendance areas of residence. The Board recognizes, however, that resident students may wish to attend a school or participate in a program located in an area other than that of their assigned school. Therefore, students will be allowed to attend any school or participate in any program of their choice on a space available, first-come, first-served basis.

In implementing the open enrollment program, the District is not required to:

1. Make alterations in the structure of a requested school or make alterations to the arrangement or function of rooms within a requested school.

2. Establish and offer any particular program in a school if such program is not offered currently in such school.

3. Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites, and required levels of performance.

Notwithstanding the provisions of this policy, a student may be assigned outside the attendance area by mutual agreement of the principals in the special interest of the student and/or school.

Open Enrollment and Transfers

Resident students and their parents/guardians will be notified on an annual basis of the options available through open enrollment in sufficient time to apply.

Students, including home-schooled students desiring to take classes on a part-time basis, within designated attendance areas will have priority in registering in that school. Students may apply for open enrollment in a school outside their attendance area and will be admitted if there is space available in the requested school and the application has been submitted as part of the scheduled registration process, in accordance with the regulations accompanying this policy.

Parents and/or students who desire a change of school after the start of school must submit a letter together with the required form requesting a transfer. The request will be reviewed and acted upon in accordance with the regulations accompanying this policy.

Open enrollment and transfer students attending a school outside their attendance area will be granted admission on a year-to-year basis.

Students granted permission to attend a school other than the school in their assigned attendance area will have the same curricular and extracurricular status as all other students attending the school, as determined by applicable law, bylaws of the Colorado High School Activities Association (CHSAA), and the District's eligibility requirements.

Any student enrolled pursuant to this policy will be allowed to remain enrolled in the school or program through the end of the school year unless overcrowding or other undesirable conditions develop, as described in the accompanying regulation.

Transportation

Transportation for students granted permission to attend school outside their attendance area must be furnished by their parents unless space is available in District buses without disruption of regular routes and loading areas. Homeless students, students in foster care, and students with disabilities will be transported, as necessary, in accordance with state and federal law.

Military Children

The District will allow an inbound active-duty military member to use the school liaison office address for the military installation to which the inbound active-duty military member is or will be assigned in order to apply for open enrollment in a District school or program. No additional documentation of an inbound active-duty military member's child's state address will be required to apply for open enrollment.

The District school or program in which the child of an inbound active-duty military member is open enrolled will grant guaranteed automatic matriculation while the child remains in the District, including guaranteed automatic matriculation to the next grade, even if the next grade is in a different school level or building, in the same manner guaranteed automatic matriculation is provided to resident students. The District will also grant priority preference for the younger siblings of the child of an inbound active-duty military member who is open enrolled for purposes of enrolling in subsequent school years.

Nondiscrimination

The Board, the superintendent, other administrators, and District employees will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy. See Board policy AC-E-1 for more information.

Special Education Students

Requests from the parents of special education students for open enrollment or transfer to another school or program will be considered in accordance with applicable state and federal laws. The student's current Individualized Education Program (IEP) will be used to determine if the requested school or program can meet the student's needs.

Adopted June 23, 1980
Revised June 1996; December 6, 2010; June 4, 2018; July 17, 2020; September 15, 2025

LEGAL REFS.: C.R.S. 22-1-102 *(definition of district resident)*

C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)*
C.R.S. 22-32-110 (1)(m) *(power to fix boundaries)*
C.R.S. 22-36-101 *et seq*. *(open enrollment)*
C.R.S. 22-36-107 *(inbound active duty military families open enrollment and registration)*
1 CCR 301-8, Rules 4.03 and 8.07 *(prohibiting administrative units from inquiring about a transferring child's IEP or disability status until after the child has been admitted)*

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity
EEA, Student Transportation
IHBG, Home Schooling
JC, School Attendance Areas
JFABD, Homeless Students
JFABE*, Students in Foster Care
JFBB, Inter-District Choice/Open Enrollment
JJJ, Extracurricular Activity Eligibility

Inter-District Choice/Open Enrollment

The Board recognizes that students may benefit from having a choice of schools to attend within the public school system that is not limited by school District boundaries.

Nonresident students from other school districts within the state who are accepted pursuant to the regulations approved by the Board may enroll in particular programs or schools within this District on a space available basis without payment of tuition, except as otherwise provided by law.

In providing for the open enrollment of nonresident students, the ~~school~~ District will not:

1. Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.

2. Establish and offer any particular program in a school if such program is not currently offered in such school.

3. Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and required levels of performance.

4. Enroll any nonresident student in any program or school after the pupil enrollment count day.

Before considering requests for open enrollment from nonresidents, priority will be given to resident students who apply under the District's open enrollment/transfer plan.

Any student enrolled pursuant to this policy will be allowed to remain enrolled in the school or program through the end of the school year unless overcrowding or other undesirable conditions develop, as described in the accompanying regulation.

Students granted permission to attend a school pursuant to this policy will have the same curricular and extracurricular status as all other students attending the school, as determined by applicable law, bylaws of the Colorado High School Activities Association (CHSAA), and the District's eligibility requirements.

Transportation

Transportation for nonresident students who enroll in the District must be furnished by the parents/guardians unless it is determined that transportation is necessary for the District to comply with state and federal law requirements for homeless students, students in foster care, and students with disabilities.

Military Children

The District will allow an inbound active-duty military member to use the school liaison office address for the military installation to which the inbound active-duty military member is or will

be assigned in order to apply for open enrollment in a District school or program. No additional documentation of an inbound active-duty military member's child's state address will be required to apply for open enrollment.

The District school or program in which the child of an inbound active-duty military member is open enrolled will grant guaranteed automatic matriculation while the child remains in the district, including guaranteed automatic matriculation to the next grade, even if the next grade is in a different school level or building, in the same manner guaranteed automatic matriculation is provided to resident students. The District will also grant priority preference for the younger siblings of the child of an inbound active-duty military member who is open enrolled for purposes of enrolling in subsequent school years.

Nondiscrimination

The Board, the superintendent, other administrators, and District employees will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy. See Board policy AC-E-1 for more information.

Special Education

Requests from the parents/guardians of special education students for open enrollment will be considered in accordance with applicable state and federal laws. The student's current Individualized Education Program (IEP) will be used to determine if the requested school or program can meet the student's needs. Once the student is enrolled, the district will conduct a staffing to update the IEP.

Adopted July 1996
Revised December 2014; July 2018; July 17, 2020; September 15, 2025

LEGAL REFS.: C.R.S. 15-14-105 *(delegation of custodial power)*
C.R.S. 19-1-115.5 *(child in foster care placement is considered resident of school district in which foster home is located)*
C.R.S. 22-1-102 (2) *(definition of resident of district)*
C.R.S. 22-20-106 *(designation of general and special education responsibilities for students with disabilities)*
C.R.S. 22-20-107.5 *(defining district of residence for students with disabilities)*
C.R.S. 22-20-109 *(tuition for special education services)*
C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)*
C.R.S. 22-32-110 (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)
C.R.S. 22-32-113 (1)(c) *(transportation of students residing in another district)*
C.R.S. 22-32-115 *(district may pay tuition for student to attend in another district not to exceed 120% of per pupil general fund cost)*

C.R.S. 22-32-115 (2)(b) *(subject to 22-36-101 district must permit any student whose parents are residents of Colorado to attend w/o payment of tuition)*
C.R.S. 22-32-115 (4)(a*) (district is not liable for tuition except pursuant to written agreement)*
C.R.S. 22-32-116 *(if become non-resident may finish semester, if in 12th grade may finish year, special rules for elementary students)*
C.R.S. 22-33-103 *(any resident may attend district school w/o payment of tuition, tuition can be paid by district of residence pursuant to written agreement, parents may pay tuition if non-Colorado resident)*
C.R.S. 22-33-106 (3) *(grounds to deny admission)*
C.R.S. 22-36-101 *et seq. (open enrollment policy must have time line and reasons to deny enrollment)*
C.R.S. 22-36-107 (inbound active duty military families open enrollment and registration)
C.R.S. 22-54-103 (10.5) *(definition of pupil enrollment count day)*
1 CCR 301-8, Rules 4.03 and 8.07 *(prohibiting administrative units from inquiring about a transferring child's IEP or disability status until after the child has been admitted)*

1 CCR 301-8, Rules 4.03 and 8.07 *(prohibiting administrative units from inquiring about a transferring child's IEP or disability status until after the child has been admitted)*

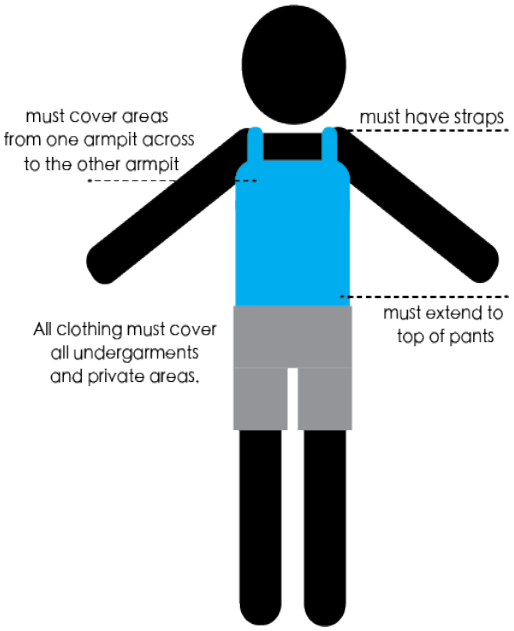
CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity
JFAB, Continuing Enrollment of Students Who Become Nonresidents
JFABA, Nonresident Tuition Charges
JFABD, Homeless Students
JFABE*, Students in Foster Care
JFBA, Intra-District Choice/Open Enrollment
JJJ, Extracurricular Activity Eligibility

Student Dress Code

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

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

Minimum Requirements



1) Clothing must cover areas from one armpit across to the other armpit, all shirts must have 1 inch shoulder straps and extend to the top of pants. All clothing must cover all undergarments and private areas.

2) Shoes must be worn at all times and must be safe for the school environment. Slippers shall not be worn, except for school activities approved by the principal.

3) Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

4) See-through, mesh, or undergarments must be worn with appropriate coverage underneath that meets the minimum dress code requirements.

Any inappropriate or disruptive clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that are not allowed:

- Refer to drugs, tobacco, alcohol, or weapons
- Are of a sexual nature
- By virtue of color, arrangement, trademark, or other attribute denote affiliation with gangs or gang-like behavior or groups which advocate drug use, violence, or disruptive behavior
- Are obscene, profane, vulgar lewd, or legally libelous
- Threaten the safety or welfare of any person
- Promote any activity prohibited by the student code of conduct
- Otherwise disrupt the teaching-learning environment

Minimum Requirements: The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or if the student refuses dress-code appropriate clothing.

Dress Code Infraction Procedure

If a student wears clothing that does not meet the school dress code, the following steps will be taken:

First Offense

Student may do one of the following – a) If the student has alternative clothing to put on that meets the dress code, s/he may do so, OR b) S/he may call a parent to bring in alternative clothing, OR c) the student can put on clothing provided by the school.

Second Offense

Student may do one of the following – a) If the student has alternative clothing to put on that meets the dress code, s/he may do so, OR b) S/he may call a parent to bring in alternative clothing, OR c) the student can put on clothing provided by the school.

Third Offense

The student is considered to be defiant. As a result, the student may be suspended (out of school) for the rest of the school day. The student will be allowed to return the next day if his/her clothing meets the dress code.

Unacceptable Items

The following items are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length

2. Sunglasses worn inside the building

3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and chest.

4. Tank tops or other similar clothing with narrow straps may be addressed. Schools may set more stringent limits as appropriate.

5. Any inappropriate or disruptive clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

- Refer to drugs, tobacco, alcohol, or weapons;
- Are of a sexual nature;
- By virtue of color, arrangement, trademark, or other attribute denote affiliation with gangs or gang-like behavior or groups which advocate drug use, violence, or disruptive behavior;
- Are obscene, profane, vulgar, lewd, or legally libelous;
- Threaten the safety or welfare of any person;
- Promote any activity prohibited by the student code of conduct;

- Otherwise disrupt the teaching-learning process.

Graduation Adornments

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

A student may adorn or replace the cap, gown, or stole customarily worn at their school with traditional objects of tribal regalia and/or objects of cultural or religious significance. Adornments are something worn in addition to, but not replacing, graduation attire, and are not limited to decorating graduation caps. Tribal regalia or objects of cultural or religious significance means formal attire used in recognized practices and traditions of a certain group of people. Adornments cannot include any alphabetical letters other than the student's name or numerals other than the graduating class (e.g. Class of 2022). Other written statements, phrases, or slogans are not permitted.

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

Exceptions

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

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

Adopted June 23, 1980
Revised October 8, 1984; April 16, 2001; November 2011; December 2012;
September 16, 2024; April 7, 2025; September 15, 2025

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(J) (board duty to adopt student dress code)
C.R.S. 22-1-142.5 *(students permitted to wear recognized objects of cultural or religious significance at graduation that are not substantially disruptive)*

CROSS REFS.: IMDB, Flag Displays
JBB, Sexual Harassment
JIC, Student Conduct
JICDA, Code of Conduct
JICF, Secret Societies/Gang Activity

JICH, Drug and Alcohol Use by Students
JICI, Weapons in School
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students

Violent and Aggressive Behavior

The Board recognizes there are certain behaviors that, if tolerated, would compromise the learning environment to which the students and staff of the District are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior will be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions, and other disciplinary interventions. As appropriate and in accordance with applicable law and Board policy, students may also be referred to law enforcement authorities. At the District's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. The District may also conduct a threat assessment of the student.

Students must immediately report questionable behavior or potentially violent situations to an administrator, counselor, or teacher.

A staff member who witnesses or receives a report of a student's act of violence and aggression must notify the building principal or designee as soon as possible.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

An act of violence and aggression includes, but is not limited, to the following behaviors:

1. Possession, threat with, or use of a dangerous weapon - as described in the Board's weapons policy.

2. Physical assault - the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.

3. Verbal abuse - includes, but is not limited to, swearing, screaming, obscene gestures, or threats directed, either orally (including by telephone) or in writing (including by text, social media, or other electronic means), at an individual, their family, or a group.

4. Intimidation - an act intended to frighten or coerce someone into submission or obedience.

5. Extortion - the use of verbal or physical coercion in order to obtain financial or material gain from others.

6. Bullying - as described in the Board's policy on bullying prevention and education.

7. Gang activity - as described in the Board's secret societies/gang activity policy.

8. Sexual harassment or other forms of harassment - as described in the Board's sexual-~~based~~ harassment policy and nondiscrimination policy.

9. Stalking - the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.

10. Defiance - a serious act or instance of defying or opposing legitimate authority.

11. Discriminatory slurs - insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or need for special education services.

12. Vandalism - damaging or defacing property owned by or in the rightful possession of another.

13. Terrorism - a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

Adopted November 7, 2011
Revised December 3, 2012; July 17, 2020; September 30, 2021; September 16, 2024; September 15, 2025

LEGAL REF.: C.R.S. 22-32-109.1 (1)(b) *(definition of bullying)*
C.R.S. 22-32-110 (1)(k) *(definition of racial or ethnic background includes hair texture, definition of protective hairstyle)*
C.R.S. 24-34-301 (9) *(definition of gender expression)*
C.R.S. 24-34-301 (10) *(definition of gender identity)*
C.R.S. 24-34-301 (24) *(definition of sexual orientation)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JBB*, Sex-Based Harassment
JICDA, Code of Conduct
JICDE*, Bullying Prevention and Education
JICF, Secret Societies/Gang Activity
JICI, Weapons in School

NOTE: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair length, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (24).*

- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (9).*
- *"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (10).*

Bullying Prevention and Education

Statement of Purpose

The Board of Education supports a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying and other behaviors as defined below are prohibited on District property, at District or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the District or one of its schools, or off school property when such conduct has a nexus to school or any District curricular or non-curricular activity or event.

Prohibited Behavior

- Bullying
  Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
  Making knowingly false accusations of bullying behavior

Definitions

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance, on the basis of their weight, height, or body size, or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

Retaliation is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

False Accusations of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

Prevention and Intervention

The superintendent will develop a comprehensive program to address bullying at all school levels, and will ensure that the program is consistently applied across all students and staff. The program will be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.

2. To train staff on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.

3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.

4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.

5. To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment across settings.

6. To support targets of bullying through a layered continuum of supports that includes, but is not limited to, individual and peer counseling.

7. To help develop peer support networks, social skills, and confidence for all students.

8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.

9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.

10. To survey students' impressions of the severity and frequency of bullying behaviors in their school.

11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.

12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

Reporting

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher.

Investigating and Responding

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the goal of immediate intervention and investigation in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy. Procedures will include, to the extent appropriate as determined by the investigator and designated administrator, and in accordance with applicable law and local school board policy and procedures, notification to parents/guardians of the results of bullying investigations and their right to appeal investigatory findings to the District.

Supports and Referrals

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the aim toward accomplishing the following goals:

- Initiate efforts to change the behavior of students engaged in bullying behaviors.
- Support targets of bullying in ways that avoid increasing their likelihood of discipline.
- Support witnesses of bullying.

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

Adopted December 2001
Revised November 2011; December 2012; July 17, 2020; September 30, 2021;
February 28, 2022; September 16, 2024; September 15, 2025

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(K) *(policy required as part of safe schools plan)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JB, Equal Educational Opportunities
JBB*, Sex-Based Harassment
JICDA, Code of Conduct
JICDD*, Violent and Aggressive Behavior
JICDE*-E-1, Bullying Report Form – Exhibit
JICDE*-E-2, Bullying Investigation Form – Exhibit
JICJ, Student Use of Cell Phones and Other Personal Technology Devices

JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JLDAC, Screening/Testing of Students (And Treatment of Mental Disorders)

NOTE 3: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair length, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-4011 (13.5) and C.R.S. 24-34-301 (24).*
- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (9).*
- *"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (10).*

Bullying Investigation Form

Instructions: Attach all reports, documents, evidence, and written accounts of the alleged bullying incident(s) to this investigation form.

Date of Bullying Report: _____

Designated Administrator: _____

Date Designated Administrator Received Report: _____

Date Investigation Started: _____ Date Investigation Completed: _____

Investigator: _____ Position/Title: _____

I. Initial Review

Is the alleged bullying incident(s) within the school district's authority to investigate?
☐ Yes ☐ No *If No, notify the Complainant and provide resources for support.*
If Yes, move to next question.

Is the alleged bullying incident(s) within the scope of this exhibit's accompanying policy?
☐ Yes ☐ No *If No, the report should be promptly investigated pursuant to the applicable Board policy.*
If Yes, promptly investigate the complaint pursuant to this exhibit's accompanying policy.

If possible criminal conduct is involved, was law enforcement notified?
☐ Yes ☐ No ☐ N/A

Date: _____ Contact person: _____

Status, if known:

_____

_____

II. Bullying Report and Investigation Information

Name of Complainant: _____

Check one: ☐ Student ☐ Parent/Guardian ☐ Staff

☐ Other (please specify): _____

If a student, specify school and grade (optional): _____
If a parent/guardian or other, provide contact information: _____

_____

Is the Complainant the target of the alleged bullying being reported? ☐ Yes ☐ No

Does the Complainant wish to remain anonymous? ☐ Yes ☐ No

Student(s) believed to be targets of alleged bullying (use reverse side if needed):

Name: _____ School: _____ Grade: _____

Name: _____ School: _____ Grade: _____

Name: _____ School: _____ Grade: _____

Person(s) reported as engaged in alleged bullying conduct (use reverse side if needed):

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Person(s) reported as having witnessed or knowledge about the alleged bullying (use reverse side if needed):

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Description of the alleged bullying incident(s), including date(s), time(s), location(s), methods (e.g., physical, verbal, written, electronic/social media, psychological, social, images or items displayed or worn, etc.), how often the incident(s) occurred, whether an imbalance of power exists between the target and the perpetrator/the relationships of the involved individuals, and whether the alleged bullying was based on any protected category under federal or state law or school board policy (use reverse side and/or additional pages if needed):

Did the Complainant allege that the student(s) were the targets of the alleged bullying in any of the following way(s)? (Check all that apply.)

[ ]Electronic devices (e.g., internet, Social media platforms, text, email, cyber-bullying, etc.)

[ ] Written communication (e.g., email, handwritten notes, other written documents, etc.)

[ ] Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.)

[ ] Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.)

[ ] Social (e.g., purposeful exclusion, causing psychological harm, etc.)

[ ]Items depicting implied hatred or prejudice worn, possessed, or displayed

[ ]Other (please explain): _____

Did the Complainant allege that the alleged bullying incident(s) was based on any of the following characteristics? (Check all that apply; if yes, refer to the appropriate policy and procedure addressing nondiscrimination/equal opportunity or sexual harassment under Title IX.)

[ ] Race	[ ] Color	[ ] National Origin
[ ] Religion	[ ] Sex	[ ] Ancestry
[ ] Age	[ ] Military Status	[ ] Family Composition
[ ] Physical disability	[ ] Mental disability	[ ] Sexual orientation
[ ] Gender identity	[ ] Creed	[ ] Gender

[ ] Association with a person or group with one or more of the above actual or perceived characteristics

[ ] Other (please specify): _____

Evidence of alleged bullying provided to the school or in the school's possession (e.g., school or bus surveillance video, cell phone video, photographs, digital images, emails, letters, written statements, notes, police reports, etc.) (attach all evidence):

Have there been any prior incidents of bullying (alleged or substantiated) involving any or all of the involved individuals?

Additional school staff, if any, involved in investigation:

Name: _____ Position: _____
Role in Investigation: _____

Name: _____ Position: _____
Role in Investigation: _____

Name: _____ Position: _____
Role in Investigation: _____

III. Special Education Review

Do any of the students involved in the alleged bullying incident(s) receive special education services under an IEP or a Section 504 Plan, or are any of the students in the process of being referred or evaluated for special education services? ***If Yes, refer to student's IEP or 504 Plan and contact special education director or Section 504 coordinator.***

☐ Yes ☐ No

Name: _____ Date of contact: _____

☐ IEP ☐ 504 ☐ Referral or Evaluation

Name: _____ Date of contact: _____

☐ IEP ☐ 504 ☐ Referral or Evaluation

Name: _____ Date of contact: _____

☐ IEP ☐ 504 ☐ Referral or Evaluation

IV. Interim Measures

Were any interim measures implemented for any of the involved students?
☐ Yes ☐ No

Student Name: _____ School: _____ Grade: _____
Description of interim measure (e.g., safety plan, duration, etc.) (attach documentation):

Student Name: _____ School: _____ Grade: _____
Description of interim measure (e.g., safety plan, duration, etc.) (attach documentation):

Student Name: _____ School: _____ Grade: _____
Description of interim measure (e.g., safety plan, duration, etc.) (attach documentation):

V. Findings

Summary of findings of the investigation (i.e., determine whether the alleged conduct did or did not constitute bullying or other prohibited behavior under this exhibit's accompanying policy; determine whether the alleged conduct adversely affected any of the involved students' education or educational environment; and why) (attach additional pages if needed):

IV. Parent/Guardian Notification

Document notification(s) to the students involved in the alleged incident(s) of bullying and their parents/guardians of the outcome of the investigation and any other information deemed appropriate by the investigator and designated administrator. The information may be provided, based on school District policy, procedures, and practice, as well as taking into consideration the circumstances of the matter, in the form of a written report or meetings with each student and the student's parents/guardians, and may include an overview of the investigation process, the findings of the investigation, and the actions taken to address the reported incident of bullying. ***Information shared with students and parents/guardians must be in accordance with applicable law and school Board policy.***

Student Name: _____ School: _____ Grade: _____
Parent/Guardian Contacted: _____
Staff Member (name and position/title): _____
Date(s) of Contact: _____
Type of Contact (phone, in person, email): _____
Summary of information provided, discussion, and next steps: _____

Student Name: _____ School: _____ Grade: _____
Parent/Guardian Contacted: _____
Staff Member (name and position/title): _____
Date(s) of Contact: _____
Type of Contact (phone, in person, email): _____
Summary of information provided, discussion, and next steps: _____

Student Name: _____ School: _____ Grade: _____
Parent/Guardian Contacted: _____
Staff Member (name and position/title): _____
Date(s) of Contact: _____
Type of Contact (phone, in person, email): _____
Summary of information provided, discussion, and next steps: _____

VI. Interventions

Interventions to address bullying may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, development of a safety plan, community-based services, and discipline. *The school District should refer to its code of conduct and discipline policies and procedures for next steps regarding any disciplinary actions that may result from a bullying incident.*

Student Name: _____ School: _____ Grade: _____
Intervention: _____
Outcome: _____

Student Name: _____ School: _____ Grade: _____
Intervention: _____
Outcome: _____

Student Name: _____ School: _____ Grade: _____
Intervention: _____
Outcome: _____

VI. Recordkeeping

The bullying report, investigation checklist/documentation and evidence, written findings reports (if any), records of any responsive actions in accordance with applicable law, and any other records related to investigating the reported incident(s) of bullying and any responsive actions will be maintained in accordance with applicable law and school Board policy.

Checklist and documentation submitted to: _____

_____

_____

Date: _____

Investigator Signature: _____ Date: _____

Adopted May 4, 2020
Revised February 28, 2022; September 16, 2024; September 15, 2025

Student Use of Cell Phones and Other Personal Technology Devices

The Board of Education believes personal technology devices may be useful tools for students in the educational environment and can play a vital communication role during emergency situations. However, use of personal technology devices in school situations must be regulated to assure that the use of such devices does not disrupt or interfere with the educational process or school operations. Therefore, students may only use PTDs on District property, on a District vehicle or at a District or school-sponsored activity or event in accordance with this policy.

For purposes of this policy, "personal technology device" (PTD) includes any privately-owned portable technology device, including but not limited to cell phones, pagers, tablets, laptops, cameras, watches, audio and/or video recorders and players, and all other hand-held electronic communication and data storage devices.

Students may use PTDs as a designated tool for learning if authorized by the student's teacher. It is the student's responsibility to ensure that the PTD is turned off or placed in silent mode during unauthorized times.

Student use of PTDs with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms or any other location where such use could violate another person's reasonable expectation of privacy.

Students shall not use PTDs to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law.

Violation of this policy or any other District, school or classroom rule or regulation on student use of PTDs may result in disciplinary measures including and/or temporary confiscation of the PTD. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. If the building principal or designee believes a student's possession or use of a PTD may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement.

The District is not be responsible for loss, theft or destruction of PTDs brought onto school or District property or while the student is attending District or school-sponsored activities or events.

Adopted May 19, 2008
Revised October 16, 2017; September 15, 2025

LEGAL REF.: C.R.S. 18-7-109 *(posting, possession or exchange of a private image by a juvenile)*

CROSS REFS.: JIC and subcodes, Student Conduct
JIH, Student Interrogations, Searches and Arrests
JK, Student Discipline
JS*, Student Use of the Internet and Electronic Communications

Student Concerns, Complaints and Grievances

Decisions made by school personnel which students believe are unfair or in violation of pertinent Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints.

Grievance and investigation procedures are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, ~~marital status~~, national origin, religion, ancestry, or need for special education services.

Adopted July 1996
Revised July 17, 2020; September 15, 2025

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-R-1, Harassment and Discrimination Investigation Procedures for Students
AC-R-2, Harassment and Discrimination Investigation Procedures for Employees, Applicants for Employment and Members of the Public
AC-R-3, Sexual Harassment Investigation Procedures
IHCDA, Concurrent Enrollment
JB, Equal Educational Opportunities
JBB*, Sexual Harassment
JICEA, School-Related Student Publications
JICEC*, Student Distribution of Noncurricular Materials

Screening/Testing of Students and Treatment of Mental Disorders

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

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

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

1. Political affiliations or beliefs of the student or the student's parent/guardian;

2. Mental or psychological conditions of the student or the student's family;

3. Sexual behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of other individuals with whom the student has a close family relationship;

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;

7. Religious practices, affiliations or beliefs of the student or the student's parent/guardian;

8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) ;

9. Social security number.

School personnel responsible for administering any such survey, assessment, analysis or evaluation will give written notice at least two weeks in advance to the student's parent/guardian or the eligible student and will make a copy of the document available

for viewing at convenient times and locations. The notice will offer to provide the following written information upon request:

1. Records or information that may be examined and required in the survey, assessment, analysis or evaluation;

2. The means by which the records or information will be examined, reviewed, or disseminated;

3. The means by which the information is to be obtained;

4. The purposes for which the records or information are needed;

5. The entities or persons, regardless of affiliation, who will have access to the information; and

6. A method by which a parent/guardian can grant or deny permission to access or examine the records or information.

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

Exceptions to Policy

Nothing in this section of the policy will:

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

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

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

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

a. College or other postsecondary education recruitment or military recruitment activities;

b. Book clubs, magazines and programs providing access to low-cost literary products;

c. Curriculum and instructional materials used by District schools;

d. Tests and assessments used by District schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;

e. The sale by students of products or services to raise funds for school-related or education-related activities;

f. Student recognition programs.

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

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

Surveys, Assessment, Analysis or Evaluation for Marketing Purposes

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

Annual Notice

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

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

2. The administration of any protected information survey; or

3. Any non-emergency, invasive physical examination or screening (other than a hearing, vision or scoliosis screening) that is:

    a. Required as a condition of attendance;

    b. Administered by the school and scheduled by the school in advance; and

    c. Not necessary to protect the immediate health and safety of the student or of other students.

Psychiatric/Psychological/Behavior Testing Methods or Procedures

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

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

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

Ordinary classroom instruction, activities and techniques involving the approved curriculum that teach about psychological or psychiatric methods or procedures will be permissible and considered outside the scope of this policy. It is understood that there is a significant difference between practicing therapy and providing activities that may be therapeutic in nature. Any teacher who questions whether a planned activity is one

involving psychiatric or psychological methods or procedures for which the teacher may not be properly certified or licensed will consult with the school principal.

Special Education Evaluation

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

Adopted July 1996
Revised April 2000; February 7, 2006; September 17, 2012; March 2, 2020; August 12, 2024; September 15, 2025

LEGAL REFS.: 20 U.S.C. 1232g *(Family Education Rights and Privacy Act)*
20 U.S.C. 1232h *(rights of students and parents to inspect instructional materials and give prior consent for certain surveys, analysis and evaluation)*
C.R.S. 13-22-101 *(18 is age of competence for certain purposes)*
C.R.S. 22-1-123 *(district shall comply with federal law on protection of pupil rights; Colorado provisions regarding survey, assessment, analysis and evaluation of students)*
C.R.S. 22-32-109 (1)(ee) *(duty to adopt policy prohibiting personnel from ordering behavior tests without parent permission)*
C.R.S. 22-32-109.2 *(screening and treatment of emotional/mental disorders or disabilities)*
C.R.S. 27-50-903 *(Sixth through Twelfth Grade Mental Health Screening Program)*
C.R.S. 27-65-103 *(voluntary applications for mental health services)*

CROSS REFS.: GBEB, Staff Conduct (And Responsibilities)
GCS, Professional Research and Publishing
IKA, Grading/Assessment Systems
JLCA, Physical Examinations of Students
JRA/JRC, Student Records/Release of Information on Students
LC, Relations with Education Research Agencies

Student Use of Technology

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

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

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

Blocking or Filtering Obscene, Pornographic and Harmful Information

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

No Expectation of Privacy

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

Unauthorized and Unacceptable Uses

Students shall use District technology in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable

use of District technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

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

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

Security

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

Students must not:

- use another person's password or any other identifier;
- gain or attempt to gain unauthorized access to District technology devices; or

- read, alter, delete or copy, or attempt to do so, electronic communications of other District technology devices users.

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

Safety

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

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

Vandalism

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

Artificial Intelligence

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

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

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

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

Unauthorized Content

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

Assigning Student Projects and Monitoring Student Use

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

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

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

Student Use is a Privilege

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

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

School District Makes No Warranties

The District makes no warranties of any kind, whether express or implied, related to the use of District technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy or quality of information received. The District is not responsible for any damages, losses, or costs a student suffers in

using technology. This includes loss of data and service interruptions. Use of any information obtained via technology is at the student's own risk.

Adopted December 14, 2012
Revised September 15, 2025

LEGAL REFS.: 20 U.S.C. 6751*et seq. (Enhancing Education Through Technology Act of 2001)*
47 U.S.C. 254(h) *(Children's Internet Protection Act of 2000)*
47 C.F.R. Part 54, Subpart F *(Universal Support for Schools and Libraries)*
C.R.S. 22-87-101 *et seq. (Children's Internet Protection Act)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
EGAEA, Electronic Communication
JB, Equal Educational Opportunities
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)

Public Concerns/Complaints about Instructional Materials and Library Resources

The Board has approved principles governing the selection of all instructional materials including library books and has established policies pertaining to the selection process. However, the Board wishes to amplify its principles on the selection of books and other materials which present controversial topics or which for other reasons might be challenged.

Material that is challenged usually belongs to one of the three basic categories: religion, ideology or profanity/obscenity. Board policies regarding these areas will be as follows:

1. Religion - Factual, unbiased material on all major religions has a place in school libraries.

2. Ideologies - Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education, and other phases of life.

3. Profanity/obscenity - Materials shall be subjected to a test of literary merit by media specialists and teachers who will take into consideration the maturity of students and the standards of the community.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. The Board recognizes the right of an individual parent/guardian to request that his/her child not read a given book. When such a request is presented, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative materials meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the board has adopted.

2. The Board will not permit any individual or group to exercise censorship over instructional materials and library collections but recognizes that at all times a reevaluation of certain materials may be desirable. Should an individual or group ask to have any book or material withdrawn from school use, the following procedures will be followed:

    a. The person who objects to the book or other material shall be asked to sign a complaint on a standard form on which that person will document the criticism. Any person requesting to have any book or material go through a reevaluation process must reside within the boundaries of Morgan County School District Re-3.

    b. Following receipt of the formal complaint, the superintendent will provide for a reevaluation of the material in question.

    c. The reevaluation will be based on the points offered above as well as the principles governing the selection of all instructional materials. Additionally, the Board wishes to emphasize that:

i. A book will not be excluded because of the writer's race, sexual orientation, gender identity, gender expression, ~~or~~ nationality, or political or religious views.

ii. The value of any book or other material will be judged as a whole, taking into account the purpose of the material rather than individual, isolated expressions or incidents in the work.

d. The superintendent or designee will review the complaint and reevaluation and will render a decision in the matter. Should the solution be unsatisfactory, the complainant may appeal the decision to the Board.

In summary, the Board assumes final responsibility for all books and instructional materials it makes available to students. The Board holds its professional staff accountable for their proper selection. It recognizes rights of individual parents/guardians with respect to controversial materials used by their own children. It will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers shall be respected.

Adopted April 15, 2013
Revised July 17, 2023; September 15, 2025

LEGAL REF.: C.R.S. 22-32-110 (1)(R)

CROSS REF.: IJ Instructional Resource and Materials
IMB, Teaching about Controversial Issues and Use of Controversial Materials
FMEA Master Agreement

Public Conduct on District Property

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

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

The following conduct by any person is prohibited:

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

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

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

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

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

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

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

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

8. Unlawful use of any tobacco product.

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

a. a firearm, whether loaded or unloaded;

b. a fixed blade knife with a blade that exceeds three inches in length;

c. a spring-loaded knife or pocket knife with a blade exceeding three and one-half inches in length; or

d. any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a BB gun, a slingshot, bludgeon, nunchucks, brass knuckles, or artificial knuckles of any kind.

10. Profanity or verbally abusive language.

11. Violation of any federal, state or municipal law or Board policy.

Adopted October 1996
Revised May 2013; June 2015; November 5, 2018; March 2, 2020; September 15, 1015

LEGAL REFS.: 21 U.S.C. 860 *(crime to distribute or manufacture controlled substances within 1,000 feet of a school)*
C.R.S. 12-47-901 (1)(h) *(prohibits consumption of alcohol in any public place without a license or permit)*
C.R.S. 18-9-106 *(disorderly conduct)*
C.R.S. 18-9-108 *(disrupting lawful assembly)*
C.R.S. 18-9-109 *(interference with staff, faculty or students of educational institutions)*
C.R.S. 18-9-110 *(public buildings – trespass, interference)*
C.R.S. 18-9-117 *(unlawful conduct on public property)*
C.R.S. 18-12-105.5 *(unlawful carrying/possession of weapons on school grounds)*
C.R.S. 18-12-214 (3)(a) *(person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked)*
C.R.S. 18-18-407 (2) *(crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles)*
C.R.S. 22-1-119.3 (3)(c), (d) *(no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event)*
C.R.S. 25-1.5-106 (12)(b) *(possession or use of medical marijuana in or on school grounds or in a school bus is prohibited)*
C.R.S. 25-14-103.5 *(boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property)*
C.R.S. 25-14-301 *(Teen Tobacco Use Prevention Act)*

CROSS REFS.: ADC, Tobacco-Free Schools
GBEB, Staff Conduct (And Responsibilities)

GBEC, Alcohol and Drug-Free Workplace
JICH, Drug and Alcohol Involvement by Students
JICI, Weapons in School
JLCDB*, Administration of Medical Marijuana to Qualified Students
KI, Visitors to Schools

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

Administering Medicines to Students

School personnel may ~~shall~~ not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours.

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication, but does not include medical marijuana.

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

NOTE: The following paragraph contains language stating that the Board has adopted a policy regarding the administration of medical marijuana to qualified students. State law requires school districts to allow "primary caregivers" to administer medical marijuana to qualified students on school property, on a school bus or at a school-sponsored event. C.R.S. 22-1-119.3 (3)(d)(I). State law permits Boards to adopt a policy regarding "who may act as a primary caregiver" and establishing "reasonable parameters" upon the administration and use of medical marijuana. C.R.S. 22-1-119.3 (3)(d)(III). State law also permits schools to adopt policies authorizing designated school personnel to administer medical marijuana to qualified students. C.R.S. 22-1-119.3 (3)(d.5)(IV). Federal law regards any form of marijuana as a controlled substance. Given that federal law regards marijuana as illegal, CASB highly recommends that the Board adopt a policy establishing parameters upon caregiver administration of medical marijuana to qualified students and prohibiting staff administration of medical marijuana, unless the staff member is the student's parent/guardian. That way, the Board's policies will be consistent and clear regarding when and how the administration of medical marijuana to qualified students is permitted.

The administration of medical marijuana shall be in accordance with the Board's policy on administration of medical marijuana to qualified students.

The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements.

NOTE: CASB sample policy JLCDB, Administration of Medical Marijuana to Qualified Students, defines "medical marijuana" as cannabis products with a THC concentration greater than 0.3 percent, in accordance with state and federal law. As a result, administration of cannabis products with a THC concentration of 0.3 percent or less to students is covered by this policy, not CASB sample policy JLCDB*. As provided below, a local Board of Education may elect to limit the*

administration of a nonprescription cannabis product with a THC concentration of 0.3 percent or less to only those products that have been approved by the federal Food and Drug Administration.

Medication may be administered to students only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medication, the student's name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.

2. The school must ~~shall~~ have received written permission from the student's parent/guardian to administer the medication to the student and either:

    a. written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law; or

    b. a standing medical order, if the medication is an over-the-counter medication such as Advil or Tylenol.

3. The parent/guardian shall be responsible for providing all medication to be administered to the student, unless it is an over-the-counter medication such as Advil or Tylenol.

Our current policy does not include the optional language.

[Optional language if Board elects to limit the administration of nonprescription medications to those approved by the federal Food and Drug Administration (FDA):

4. The nonprescription medication is a product that has been approved by the federal Food and Drug Administration (FDA).]

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

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

Self-Administration of Medication for Asthma, Allergies or Anaphylaxis

A student who is prescribed medication by a licensed health care practitioner may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition, or other condition for which the medication is prescribed. ~~A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition.~~ Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with the regulation accompanying this policy.

Authorization for a student to possess and self-administer medication, for the purposes described above, ~~to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition~~ may be limited or revoked by the school principal after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Use of Stock Epinephrine Auto-Injectors in Emergency Situations

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

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

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

Optional language if Board elects to stock "opioid antagonists" (i.e. naloxone) and allow district staff to administer opioid antagonists to students, staff or others in emergency situations:

Use of Stock Opioid Antagonists

The District will have a stock supply of opioid antagonists to assist a student, district employee, or any other person who is at risk of experiencing, or is experiencing, an opioid-related drug overdose event. For purposes of this policy, an opioid antagonist means naloxone hydrochloride or any similarly acting drug that is not a controlled substance and that is approved by the federal Food and Drug Administration (FDA) for the treatment of a drug overdose.

Administration of an opioid antagonist by a District employee to a student or any other person must be in accordance with applicable state law. In addition, it is encouraged that the District provide training to those administering an opioid antagonist.

Adopted June 23, 1980
Revised June 2, 2014; November 5, 2018; March 2, 2020; TBD

LEGAL REFS.: C.R.S. 12-38-132 *(delegation of nursing tasks)*
C.R.S. 12-38-132.3 *(school nurses - over-the-counter medication)*
C.R.S. 22-1-119 *(no liability for adverse drug reactions/side effects)*
C.R.S. 22-1-119.1 *(Board may adopt policy to acquire a stock supply of opioid antagonists)*
C.R.S. 22-1-119.3 (3)(c), (d) *(no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event)*
C.R.S. 22-1-119.5 *(Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act)*
C.R.S. 22-2-135 *(Colorado School Children's Food Allergy and Anaphylaxis Management Act)*
C.R.S. 24-10-101 *et seq. (Colorado Governmental Immunity Act)*
1 CCR 301-68 *(State Board of Education rules regarding student possession and administration of asthma, allergy and anaphylaxis management medications or other prescription medications)*
6 CCR 1010-6, Rule 6.13 *(requirements for health services in schools)*

CROSS REFS.: JICH, Drug and Alcohol Involvement by Students
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JLCDA*, Students with Food Allergies
JLCDB*, Administration of Medical Marijuana to Qualified
JLCE, First Aid and Emergency Medical Care

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

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.

Administering Medication to Students

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse or the nurse's designee may administer the medication to the student in compliance with the following regulation. In the alternative, the parent/guardian may come to school to administer the medication.

1. All directives of the accompanying policy shall be followed.

2. Written orders from the student's health care practitioner with prescriptive authority under Colorado law shall be on file in the school stating:

   a. Student's name;
   b. Name of medication;
   c. Dosage;
   d. Purpose of the medication;
   e. Time of day medication is to be given;
   f. Anticipated number of days it needs to be given at school;
   g. Possible side effects.

3. The medication must ~~shall~~ be brought to school by an adult and in a container appropriately labeled by the pharmacy or health care practitioner.

4. An individual record must ~~shall~~ be kept of medications administered by school personnel.

~~5.~~ Medication must ~~shall~~ be stored in a clean, locked cabinet or container. Emergency medications (such as epinephrine) must be inaccessible to students, but immediately available to trained school personnel and not in a locked cabinet ~~shall be kept in a secure location accessible to designated school staff~~.

Unless these requirements are met, medication will not be administered to students at school.

Self-Administration of Medication for Asthma, Allergies or Anaphylaxis

A school may ~~shall~~ permit a student to possess and self-administer medication, such as an inhaler or epinephrine, or other prescription medication, if all of the following conditions are met:

1. Written authorization signed by the student's health care practitioner must be on file with the school which shall include the student's name; the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.

2. The school nurse or school administrator, in consultation with the school nurse, the student's health care practitioner, and the student's parent/guardian collaborate to make an assessment of the student's knowledge of his or her condition and ability to self-administer medication.

3. A written statement signed by the student's parent/guardian must be on file with the school, which shall include permission for the student to self-administer his/her medication and a release from liability for any injury arising from the student's self-administration of such medication.

4. A written contract between the school nurse, school administrator, the student, and the student's parent/guardian must be on file with the school, assigning levels of responsibility to the student's parent/guardian, student, and school employees.

A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis is ~~shall be~~ effective only for the school year in which it is approved.

A student must ~~shall~~ report to the school nurse or designee or to some adult at the school immediately after the student uses an emergency use epinephrine auto-injector during school hours. Upon receiving such report from a student, the school nurse, designee, or other adult will provide appropriate follow-up care to the student, which shall include making a 911 emergency call.

Revised June 15, 2009; May 7, 2012; June 2, 2014; TBD

Morgan County School District Re-3
District Support Center
715 West Platte Avenue
Fort Morgan, Colorado 80701

Student Restraint Incident Report Form

(This form is to be used for all physical restraints lasting five minutes or more and for all seclusions. An incident report must be completed for <u>each</u> seclusion or physical restraint used within a single school day.)

This report is to be completed in accordance with Morgan County School District RE-3 policy JKA-R, "Use of Physical Intervention and Restraint," specifically documentation requirements outlined in section F.4.

Student Name: _____

School: _____

Date of Restraint: _____

Time Start/Stop: _____

Location (ex: hallway, classroom):_____

Staff directly involved in administering restraint (include names and titles; attach supplemental statements, if any):

Witnesses of restraint (include names and titles):

Description of events immediately before the behavior occurred (antecedents to behavior, if known):

Chronological description of incident (include behavior, statements made, actions taken):

Efforts made to de-escalate and alternatives that were attempted prior to the use of restraint (Check all those that apply. If none could be used due to the emergent nature of behavior, explain why):

- ☐ I provided alternative choices the student could make.
- ☐ I encouraged the student to "stop & think" before acting.
- ☐ I provided reminders about consequences.
- ☐ I tried to distract the student with verbal exchange (e.g., humor, conversation, etc.).
- ☐ I attempted to guide the student to use calming strategies (e.g., deep breath, counting, etc.)
- ☐ I removed the stimuli (e.g., another student) that triggered the response.
- ☐ I redirected the student with another task.
- ☐ I provided time away from class.
- ☐ Other: (specify and describe below)

Type of restraint used (i.e., type of physical hold or nature of seclusion used):

Time restraint began: _____

Time restraint ended: _____

Duration of restraint: _____

For seclusion incidents, was the door opened or closed?: _____

Specific description of the emergency situation (i.e., the serious, probable, imminent threat of bodily harm to self or others when there is the present ability to effect such bodily harm) that necessitated use of restraint:

- ☐ Imminent serious bodily injury to themselves
- ☐ Imminent serious bodily injury to others
- ☐ Imminent serious bodily injury to themselves and others
- ☐ Imminent serious property destruction leading to imminent serious bodily harm to self
- ☐ Imminent serious property destruction leading to imminent serious bodily harm to others

Identify nature of the imminent bodily injury:

Resolution of the incident:

_____ Student calm/reintegrated into classroom/educational programming

_____ Student calm/additional time provided for de-escalation outside of instructional

setting

_____ Additional support requested (medical/mental health/parent/police)

_____ Other(s) (please describe): _____

Injuries or property loss/damage that occurred, if any, and any medical or first aid care provided, as appropriate:

Persons notified of incident (include name, title, date and time notified):

Name and title of person writing report – Please print: _____

_____

Signature **Date Completed**

_____

Delivery Confirmation:

- **Date Written Notice Given to Parent/Legal Guardian:** _____
- **Method of Delivery:**
  - [ ] Emailed (Email Address: _____)
  - [ ] Mailed (Address: _____)
  - [ ] Faxed (Fax Number: _____)
- **Staff Member Delivering/Sending Notice:** _____
- **Title of Staff Member:** _____
- **Contact Information of Staff Member:** _____

Copies Required:

- One copy to Parent/Legal Guardian
- One copy to be placed in the student's confidential educational record
- One copy to the Special Services Office

Adopted [Date]
4900-1862-5623, v. 1

Morgan County School District Re-3
District Support Center
715 West Platte Avenue
Fort Morgan, Colorado 80701

Written Notification of Brief Restraint Incident

(This form is to be used for physical restraints lasting more than one minute but less than five minutes.)

This written notice is provided in accordance with Morgan County School District RE-3 policy JKA-R, "Use of Physical Intervention and Restraint." If a student is restrained for more than one minute but less than five minutes, written notice must be given to the student's parent or legal guardian on the day of the restraint. The written notice shall include the date of restraint, student's name, and the number of times the student was restrained that day. Should you have questions, please feel free to contact the staff member listed below.

Student Information:

- **Student's Name:** _____
- **Date of Restraint:** _____
- **Number of times the student was restrained this day due to behavior that created an emergency situation(s):** _____

Delivery Confirmation:

- **Date Written Notice Given to Parent/Legal Guardian:** _____
- **Name of Parent/Legal Guardian who received this notice:** _____
- **Method of Delivery:**
  - [ ] Hand-delivered
  - [ ] Emailed (Email Address: _____)
  - [ ] Mailed (Address: _____)
  - [ ] Other (Please specify: _____)
- **Staff Member Delivering/Sending Notice:** _____
- **Title of Staff Member:** _____
- **Contact information of Staff Member:** _____

Copies Required:

- One copy to Parent/Legal Guardian
- One copy to be placed in the student's confidential educational record
- One copy to the Special Services Office

Morgan County School District Re-3
District Support Center
715 West Platte Avenue
Fort Morgan, Colorado 80701

Review of Specific Incident of Restraints Form
(This form is to be used to debrief incidents of restraint and seclusion.)

Within two (2) school days of use of restraint or seclusion, a debriefing meeting attended by appropriate staff, including staff involved in the incident, must occur. Participants should include: Special Education Coordinator, School Principal, Special Education Case Manager, other staff involved, and the School Psychologist. The purpose of the meeting is to review the incident, ascertain whether appropriate procedures were followed, and minimize the future use of restraint as outlined in District Regulation JKA-R Section G. Those attending shall review the applicable Restraint Incident Report.

Student Name:	**Date of Incident:**	**School:**
Teachers/Staff Involved:		
Type of Restraint Used	☐ Physical Restraint	☐ Seclusion
Length of Restraint	**Begin Time:**	**End Time:**

Was the parent verbally notified as soon as possible, but no later than the end of the school day when the restraint occurred?

Date Notified Verbally:

☐ Yes ☐ No

Was a written report provided to the parent within the required timeline?

Brief Restraints (1:00 – 4:59 minutes) – Written notice required on the same day of restraint
All Restraints exceeding five minutes and all seclusions – Written notice required within 5 calendar days of restraint

☐ Yes ☐ No

Was the principal provided with a written report completed by school staff within one school day?

☐ Yes ☐ No

Were the staff member(s) involved in the restraint appropriately trained?

☐ Yes ☐ No

Review the circumstance of this restraint to confirm an emergency (serious, probable, imminent threat of bodily harm to self or others where there was the present ability to effect such bodily harm) existed.

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Fort Morgan, Colorado 80701

Is there documentation of an emergency in this situation?

☐ Yes ☐ No

Is there a description of precipitating incidents that necessitated restraint? (i.e., antecedents documented)

☐ Yes ☐ No

Is there a description of de-escalation techniques/interventions utilized and student response prior to restraint?

☐ Yes ☐ No

Is there a description of the restraint technique used and the outcome?

☐ Yes ☐ No

Recommendations for adjustment of procedures or for potential future incidents, if appropriate:

Were revisions made to the student's individualized education program, functional behavior analysis, or behavior intervention plan to reduce the possibility of future incidents occurring?

☐ Yes ☐ No

If yes, what changes were made?

Form Completed By: _____

Debriefing Date: _____ **Time**: _____

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Fort Morgan, Colorado 80701

Signatures of debriefing participants:

Copies Required:

- One copy to be placed in the student's confidential educational record
- One copy to the Special Services Office

Morgan County School District Re-3
District Support Center
715 West Platte Avenue
Fort Morgan, Colorado 80701

Parent Notification Regarding the Use of Restraint

Student Name: _____ School: _____

Date: _____ Student ID#_____ Grade:_____

One of the goals of your child's program is to teach more socially appropriate behavior. Achieving this goal includes teaching social skills, anger management, conflict resolution, and/or impulse control. Due to prior dangerous or potentially-dangerous behaviors exhibited by your child, it is anticipated that physical restraint and/or seclusion might be used in an emergency situation.

Physical restraint is the use of bodily physical force to limit a student's voluntary freedom of movement for more than one minute, and it typically involves some type of "hold." A hold used to protect a child or others from harm that lasts one minute or less is not a restraint. Seclusion is a form of restraint consisting of the placement of a student alone in a room or area from which egress is prevented; seclusion of any duration is a restraint.

If there is a need to use restraint:

1. It will only be used as a means to protect your child or others from a serious, probable, and imminent threat of bodily harm.
2. It will only be used after less restrictive alternatives have failed or if it is determined that such alternatives would be ineffective under the circumstances.
3. It will be administered only by staff who have received appropriate training. The staff who may be involved in administering restraint may be identified (by title) in your child's Behavior Intervention Plan.
4. Staff will continuously monitor your child's physical safety during any use of restraint, and opportunities to have the restraint removed will be provided if the child indicates a willingness to cease the violent or dangerous behavior, and every effort will be made to assist the child to regain self-control.
5. In all cases, restraint will be removed when it is determined that it is no longer necessary to protect the child or others. When seclusion is no longer necessary, staff will reintegrate the student or clearly communicate to the student that he/she is free to leave the area used for seclusion.
6. The school principal or designee will verbally notify you as soon as possible, but no later than the end of the school day, if restraint has been used. A review process will be conducted for each incident of restraint lasting longer than five (5) minutes or the use of seclusion. A written report following this review will be mailed, emailed, or faxed to you within five (5) calendar days. For brief restraints (restraints lasting more than one minute and less than five minutes), you will receive written notice of the restraint on the day it occurred.

I acknowledge that I am the parent/guardian of the child identified above; that I have received a copy of this notification regarding the use of restraint; that additional information regarding the use of restraint can be found in District Policy JKA and Regulation JKA-R; and that I can contact my child's case manager/special education teacher and/or the building principal with any questions or concerns or to request a meeting to discuss this notification.

_____ _____

Parent/Guardian signature: Date:

4930-2181-2823, v. 1

One copy each to Parent, Building Principal and Director of Special Services, and Student's confidential record.

File: JKA-E-1

Student Restraint Incident Report Form

Student: _____

School: _____

Date: _____

Time: _____

_____

Location: _____

Staff directly involved in restraint (include names and titles; attach supplemental statements, if any):

_____

_____

Witnesses (include names and titles):

_____

_____

Description of events immediately before the behavior occurred:

_____

_____

_____

Efforts/alternatives made prior to the use of restraint:

_____ Teaching interaction

_____ Offered self-control strategy

_____ Verbal de-escalation

_____ Other(s) (please describe): _____

_____

Type of restraint used:

_____

_____

Time restraint began: _____

Time restraint ended: _____

Chronological description of incident (include behavior, statements made, actions taken):

Resolutions:

_____ Student calm/reintegrated into classroom/educational programming

_____ Student calm/additional time provided for de-escalation outside of instructional setting

_____ Additional support requested (medical/mental health/parent/police)

_____ Other(s) (please describe): _____

Injuries or property loss/damage:

Persons notified of incident (include name, title, date and time notified):

Name and title of person writing report – Please print

Signature

Checklist	Date	Comments
If an injury to staff or student has occurred, submit student accident report and/or staff incident report.		
Building principal or designee verbally notify parent by end of the school day that the restraint was used.		
Conduct internal review of incident of restraint.		
Review documentation to ensure use of alternative strategies and recommend adjustments to procedures, if appropriate.		
If restraint was between one and five minutes, written notice given to parents on the day of the restraint		
If restraint was five minutes or more, verbal notice given to parent on the day of restraint, and written report emailed, mailed or faxed to parent within five calendar days of the use of restraint.		
If requested by parents or the school, convene a meeting (that may be an IEP, BIP or 504 meeting) to review the incident.		

Copies: parent, student's confidential file – required

Adopted April 17, 2023

Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion, 1 CCR 301-45, 2620-R-2.07

According to applicable rules of the Colorado State Board of Education, the following represents the process that must be followed when a student or the student's parent/guardian wishes to file a complaint about the use of restraint or seclusion by a District employee.

2.07(1) A student or a parent or legal guardian may file a complaint about the use of restraint or seclusion used by an employee or volunteer of a school or charter school of a school district or Board of Cooperative Services or any institute charter school by using the procedures established under this section 2.07.

2.07(2) Required Content of the Complaint: The Complaint must contain the following information:

2.07(2)(a) A statement that the employee or volunteer has violated a requirement regarding the use of restraints and an identification of the portion of the statute, rule, or regulation alleged to have been violated, if known by the complainant;

2.07(2)(b) The background information and facts on which the Complaint is based that identify persons, actions and/or omissions;

2.07(2)(c) The name and the residential address of the child against whom the alleged violation occurred;

2.07(2)(d) The name of the school that the child was attending when the alleged violation occurred;

2.07(2)(e) A proposed resolution of the problem to the extent known and available to the complainant at the time the Complaint is filed;

2.07(2)(f) The Complaint must allege that the violation(s) set forth in the Complaint occurred not more than one (1) year prior to the date that the Complaint is filed with the Colorado Department of Education (CDE);

2.07(2)(g) The signature and contact information (minimally, address and telephone number) for the complainant; and

2.07(2)(h) Written verification in a cover letter accompanying the Complaint that a complete copy of the Complaint and any attachments have also been mailed, hand-delivered, or delivered by other secure method to the public education agency (i.e. a school district, BOCES, or the Charter School Institute) serving the child.

2.07(3) The Complaint, including any attachments, must be mailed, hand-

delivered, or delivered by other secure method to the IDEA State Complaints:

IDEA Part B State Complaints Officer
Colorado Department of Education
Exceptional Student Leadership Unit, Dispute Resolution Office
1560 Broadway, Suite 1175
Denver, Colorado 80202

Additionally, as noted in paragraph 2.07(2)(h) above, a complete copy of the Complaint, including any attachments, must also be mailed, hand-delivered, or delivered by other secure method to the public education agency (i.e. a school district, BOCES or the Charter School Institute) serving the child.

2.07(4) Complaints involving children with disabilities

2.07(4)(a) If the State Complaints Officer determines that the Complaint alleges a violation of the IDEA or its implementing regulations in 34 CFR Part 300, then the Complaint shall be processed through CDE's IDEA dispute resolution process. In these cases, the State Complaints Officer shall also have the authority to investigate and process a Complaint alleging improper use of seclusion and restraints in accordance with the timelines and procedures outlined in these rules.

2.07(4)(b) If the State Complaints Officer determines that the Complaint does not meet the criteria under section 2.07(4)(a), he or she shall refer the Complaint to the Restraint Complaints Officer (RCO) within five (5) calendar days of receiving the Complaint and shall notify the complainant in writing of this referral.

2.07(4)(c) Nothing in this subsection shall require the complainant to submit an additional Complaint directly to the RCO.

2.07(5) The Complaint shall be considered properly filed with the Department when it is received in CDE's Dispute Resolution Office and satisfies paragraph 2.07(2) above. A Complaint, once filed, will not be accepted for investigation if the CDE does not have jurisdiction (i.e., authority) to investigate; or if the Complaint does not set forth sufficient grounds on which to grant relief.

2.07(6) Within ten calendar (10) days of receipt of the Complaint, the RCO shall decide to accept or reject the Complaint for investigation and notify the complainant in writing. If the Complaint was sent via mail, the RCO's decision shall be postmarked by the 10th day. If the Complaint is accepted, the RCO shall:

2.07(6)(a) Notify the complainant of receipt and acceptance of the Complaint;

2.07(6)(b) Notify, by certified or overnight mail, the public education agency of each and every allegation contained in the Complaint together with a complete copy of the Complaint; and

2.07(6)(c) Initiate an investigation concerning the allegations contained in the Complaint.

2.07(7) Complaint Timelines:

2.07(7)(a) Response: Within fifteen (15) calendar days of receiving the RCO's notification of the Complaint, the public education agency may file a Response to the Complaint allegations and provide information which it deems necessary or useful for the RCO to consider in conducting a thorough investigation. If the public education agency fails to timely respond to an allegation, the RCO may, in his/her sole discretion, deem the allegation admitted.

The Response is due by 5:00 p.m. on the date due. The public education agency shall provide any written Response to the RCO and also a complete copy of the Response, including any attachments, to the complainant unless doing so would violate relevant laws regarding confidentiality. The public education agency shall provide the RCO with a legible copy of the written tracking receipt which verifies that a complete copy of the Response, including any attachments, was sent by certified or overnight mail to the complainant.

2.07(7)(b) Reply: Within ten (10) calendar days of delivery of the response, the complainant may file a written Reply to the Response, including any attachments, in support of his/her position. The complainant shall provide any written Reply to the RCO at the address identified in paragraph 2.07(3), above, and also provide the RCO by 5:00 p.m. on the date due with written verification that a complete copy of the Reply, including any attachments, was also mailed or hand-delivered to the public education agency.

The Response and Reply must be delivered by 5:00 p.m. on the date due to the office of the RCO and not merely postmarked by the due date. If the Response or Reply is untimely, the RCO may, within his or her sole discretion, refuse to consider the late document.

2.07(7)(c) Timeline Extensions: If the RCO finds that exceptional circumstances exist with respect to a particular Complaint, the RCO may, in his or her sole discretion, extend for a reasonable period of time, any of the timelines set forth in these Complaint procedures. Any request and extension of a timeline must occur prior to expiration of the timeline and shall be documented in a written order issued by the RCO prior to the expiration of the timeline and mailed to the parties. The RCO does not have authority to extend the regulatory statute of limitations of one (1) year described in Section 2.07(2)(f) above.

2.07(7)(d) If one or more due dates in the process fall on a weekend or a state holiday, the due date shall be the next calendar day following a weekend or state holiday if the due date is on a weekend or state holiday.

2.07(8) Complaint Investigations:

2.07(8)(a) The Complaint investigation may include, but is not limited to: an onsite investigation; request(s) that the complainant or public education agency provide additional information; and request(s) to review records in the possession of either party.

2.07(8)(b) Any time after a Complaint is filed and before the Complaint is resolved, the RCO may recommend a public education agency to undertake immediate action in an extraordinary situation when it is imperative to do so in order to protect the rights, health or safety of any student.

2.07(8)(c) The CDE, through the RCO, shall have sixty (60) calendar days from the date of receipt of the properly filed Complaint, to resolve the Complaint. The parties may mutually agree to extend the sixty (60) calendar day time limit in order to engage in voluntary mediation. Any extension of the Decision due date will be set by the RCO to a date certain as per section 2.07(7)(c), above.

2.07(9) Complaint Resolution:

2.07(9)(a) The RCO shall issue a written decision which details the findings of fact and conclusions of law unless the issues have been previously resolved. Based upon a finding that a public education agency has failed substantially to comply with state laws and regulations for the use of restraint, the RCO will, as part of the resolution of the Complaint, make recommendations to the public education agency of remedial actions that may be taken in order to come into compliance with applicable law and regulations, (e.g., technical assistance and training activities).

2.07(9)(b) The RCO shall have no authority to require corrective action by the public education agency, including but not limited to compensatory education for the child who is the subject of the complaint, monetary reimbursement, or attorney fees.

2.07(9)(c) The decision of the RCO shall be final.

Adopted April 17, 2023

Vocational Advisory Council

(And Vocational Program Advisory Committees)

The Board of Education shall appoint a vocational advisory council which shall assist the Board and administration in overall promotion, planning, coordination and evaluation of all district vocational education programs. The council shall study issues, offer advice and make recommendations regarding:

1. Current job needs
2. Relevance of current training programs
3. Reduction, deletion or expansion of programs
4. Initiation of new programs
5. Financial and legislative support
6. Promotion of vocational education in the schools and in the community

The advisory council shall provide for input from vocational program advisory committees which will include committees representing consumer and family studies, vocational agriculture, marketing, and business/office programs.

The Board of Education will direct the organization of an advisory council that will include among its members representatives from each of the above-named committees. This council should not simply be the district accountability committee, but a council formed with the express purpose of serving the needs of the Re-3 vocational education programs. The council should be charged to meet quarterly.

The Board also shall appoint an advisory committee for each vocational education program provided by the district. Program advisory committees shall assist vocational instructors and administrators in establishing, operating and evaluating programs to serve the needs of students, business and industry and shall provide expertise pertaining to technological change.

Each program advisory committee shall be representative of the occupations in the community for which training is provided. The vocational instructor shall serve as an ex officio member of the committee.

The Board shall approve written guidelines or operational procedures (by-laws) for the advisory council and each program committee which shall specify its composition, length of terms, responsibilities and rules for conducting business.

Adopted October, 1995

LEGAL REFS: C.R.S. 23-8-103(2)(c)
C.R.S. 23-60-303
Rules for Administering State Assistance for Vocational Education, 1984, Section IV

CROSS REFS: AE, Accountability/Commitment to Accomplishment
IHAI, Vocational-Technical Education

MORGAN COUNTY SCHOOL DISTRICT RE-3
PERSONNEL ACTION REPORT
BOARD MEETING: **SEPTEMBER 15, 2025**

CERTIFIED HIRING

NAME	POSITION	LEVEL/STEPS	LOCATION	EFFECTIVE DATE
Philip Gibbs	Gifted & Talented Teacher	Long Term Sub	Columbine/Baker	09/02/2025

CLASSIFIED HIRING

NAME	POSITION	LEVEL/STEPS	LOCATION	EFFECTIVE DATE
Madison Evelyn	Paraprofessional - SPED	V-1	Green Acres Elementary	08/26/2025
Elisabeth Ferguson	Library Secretary	VI-7	Sherman Early Childhood Center	08/11/2025
Bailey Whitney	Paraprofessional – ELD	IV-3	Fort Morgan Middle School	08/11/2025
Laila Kovaschetz	Paraprofessional - SPED	V-1	Columbine Elementary	08/26/2025
Kenya Rodriguez	Communications Manager	PT-6-1	District Support Center	08/26/2025
Dora Chavez	Paraprofessional – SPED	V-1	Pioneer Elementary	09/02/2025
Marlene Miller	Paraprofessional – SPED	V-1	Baker Elementary	09/11/2025
Leticia Ortega	Custodian	III-1	Sherman Early Childhood Center	09/02/2025
Katy Baltzar Juan	Custodian	III-1	Columbine Elementary	09/03/2025
Jaylond Ramirez*	Custodian	III-1	Columbine Elementary	08/26/2025
Andrea Amezquita Hernandez	Paraprofessional – ELD	IV-1	Fort Morgan Middle School	09/11/2025
Denise Uwase	Paraprofessional – SPED	V-1	Columbine Elementary	09/11/2025
Josephine Quiquivixsales	Paraprofessional	V-1	Fort Morgan Middle School	09/11/2025

CERTIFIED SUBSTITUTE HIRING

NAME	POSITION	LEVEL/STEPS	LOCATION	EFFECTIVE DATE
Vera Stalker	Certified Substitute	1-year	District Wide	08/14/2025
Molly Arndt	Certified Substitute	7-year	District Wide	08/19/2025
Philip Gibbs	Certified Substitute	3-year	District Wide	08/26/2025
John Prouty	Certified Substitute	3-year	District Wide	09/02/2025
Allison Page	Certified Substitute	1-year	District Wide	09/11/2025

Recommend for Action — *Signature on File*
Assistant Superintendent of Human Resources

Recommend for Action — *Signature on File*
Superintendent of Schools

CLASSIFIED SUBSTITUTE HIRING

NAME	POSITION	LEVEL/STEPS	LOCATION	EFFECTIVE DATE
Lizandra Valdez	Substitute Cook	II-1	District Wide	08/26/2025
Cristal Silerio	Substitute Cook	II-1	District Wide	08/26/2025
Erica Granillo	Substitute Cook	II-1	District Wide	08/26/2025
Philip Gibbs	Substitute TA	II-1	District Wide	08/26/2025

CERTIFIED RESIGNATION

NAME	POSITION	LOCATION	EFFECTIVE DATE
Amy Bauer	Teacher	Fort Morgan Middle School	01/06/2026

CERTIFIED RESIGNATION – MOVING TO CONTRACT EMPLOYEE

NAME	POSITION	LOCATION	EFFECTIVE DATE
Betty James	Audiologist	District Wide	08/04/2025

CERTIFIED SUBSTITUTE RESIGNATION

NAME	POSITION	LOCATION	EFFECTIVE DATE
Heather Sherman	Certified Substitute	District Wide	09/08/2025
James Hochanadel	Certified Substitute	District Wide	09/09/2025
Nancy Hochanadel	Certified Substitute	District Wide	09/09/2025
Grace Martin	Certified Substitute	District Wide	09/09/2025
Genesis Garcia	Certified Substitute	District Wide	09/09/2025
Tanisa Deal	Certified Substitute	District Wide	09/09/2025
Shayla Schooler	Certified Substitute	District Wide	09/09/2025
Alea Hardesty	Certified Substitute	District Wide	09/09/2025

CLASSIFIED RETIREMENT

NAME	POSITION	LOCATION	EFFECTIVE DATE
Rhonda Knoblach	Paraprofessional	Fort Morgan Middle School	11/21/2025

CLASSIFIED RESIGNATION – MOVING TO SUBSTITUTE COOK

NAME	POSITION	LOCATION	EFFECTIVE DATE
Tehila Skiles	Cook	Baker Elementary	09/05/2025

CLASSIFIED SUBSTITUTE RESIGNATION

NAME	POSITION	LOCATION	EFFECTIVE DATE
Katie Jess	Classified Substitute	District Wide	09/05/2025

CLASSIFIED TERMINATION

NAME	POSITION	LOCATION	EFFECTIVE DATE
Jaylond Ramirez*	Custodian	Columbine Elementary	08/27/2025

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CLASSIFIED – DECLINED JOB OFFER

NAME	POSITION	LOCATION	EFFECTIVE DATE
Carina Miranda	Paraprofessional	Columbine Elementary	08/10/2025

Checks Issued

Bank Account: BOC CL — **MORGAN CO SCHOOL DISTRICT RE-3**

Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00001005	WCF SELECT INSURANCE COMPANY	AUGUST 7, 2025 AP CHECK RUN	R	W		08/07/2025	08/07/2025	13,198.80
00001006	CAPITAL ONE N.A.	AUGUST 14, 2025 AP CHECK RUN	R	W		08/14/2025	08/14/2025	19.28
00001007	BANK OF COLORADO (VISA CARD)	AUGUST 21, 2025 AP CHECK RUN	R	W		08/21/2025	08/21/2025	42,152.25
00001008	WEX BANK	AUGUST 21, 2025 AP CHECK RUN	R	W		08/21/2025	08/21/2025	5,940.83
00001009	CAPITAL ONE N.A.	AUG 21,2025 AP CHECK RUN CAP.1	R	W		08/21/2025	08/21/2025	873.22
00007875	AMERICAN ELEVATOR PROFESSIONALS, LLC	AUGUST 7, 2025 AP CHECK RUN-25	R	R		08/07/2025	06/27/2025	1,000.00
00007876	BIMBO BAKERIES USA	AUGUST 7, 2025 AP CHECK RUN-25	R	R		08/07/2025	06/27/2025	1,229.32
00007877	CASH-WA DISTRIBUTING	AUGUST 7, 2025 AP CHECK RUN-25	R	R		08/07/2025	06/27/2025	390.08
00007878	COLORADO DEPT OF LABOR AND EMPLOYMENT	AUGUST 7, 2025 AP CHECK RUN-25	R	R		08/07/2025	06/27/2025	60.00
00007879	DEPARTMENT OF LABOR AND EMPLOYMENT	AUGUST 7, 2025 AP CHECK RUN-25	R	R		08/07/2025	06/27/2025	90.00
00007880	DOUBLE R EMBROIDERY COMPANY	AUGUST 7, 2025 AP CHECK RUN-25	R	R		08/07/2025	06/27/2025	146.00
00007881	ENVIROPEST	AUGUST 7, 2025 AP CHECK RUN-25	R	R		08/07/2025	06/27/2025	638.00
00007882	FORT MORGAN CULLIGAN	AUGUST 7, 2025 AP CHECK RUN-25	R	R		08/07/2025	06/27/2025	13.50
00007883	GREAT COPIER SERVICE	AUGUST 7, 2025 AP CHECK RUN-25	R	R		08/07/2025	06/27/2025	418.98
00007884	MEADOW GOLD DAIRIES	AUGUST 7, 2025 AP CHECK RUN-25	R	R		08/07/2025	06/27/2025	17,539.59
00007885	SHERWIN WILLIAMS	AUGUST 7, 2025 AP CHECK RUN-25	R	R		08/07/2025	06/27/2025	451.05
00007886	TK ELEVATOR CORP	AUGUST 7, 2025 AP CHECK RUN-25	R	R		08/07/2025	06/27/2025	281.62
00007887	BREGETTE TUBALLA	AUGUST 7, 2025 AP CHECK RUN-25	R	R		08/07/2025	06/27/2025	1,050.00
00007888	YAHWEH'S LLC	AUGUST 7, 2025 AP CHECK RUN-25	R	R		08/07/2025	06/27/2025	4,250.00

Checks Issued

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Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00007889	AEGIS LIFE AND FIRE SAFETY COMPANY	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	30,203.01
00007890	AFFILIATED BENEFITS CONSULTANTS, INC.	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	2,424.00
00007891	ALLO COMMUNICATIONS	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	6,299.67
00007892	BIMBO BAKERIES USA	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	2,248.92
00007893	CASH-WA DISTRIBUTING	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	1,845.49
00007894	CENTRAL AUTO PARTS	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	232.28
00007895	COLORADO MOBILE DRUG TESTING	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	400.00
00007896	COLORADO SCHOOL DISTRICT SELF INSURANCE	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	981,596.00
00007897	COOK'S DIRECT, INC.	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	7,816.42
00007898	DOUBLE R EMBROIDERY COMPANY	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	27.98
00007899	EATON HIGH SCHOOL ATHLETICS	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	175.00
00007900	ENVIROPEST	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	148.00
00007901	EQUIFAX WORKFORCE SOLUTIONS	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	182.55
00007902	FLOWPATH CORPORATION, INC.	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	11,340.00
00007903	FORT MORGAN ACKLEY ACE LLC	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	66.65
00007904	FORT MORGAN CULLIGAN	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	18.50
00007905	GREAT COPIER SERVICE	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	229.91
00007906	KCS GRAPHICS LLC	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	306.00
00007907	MCCANDLESS TRUCK CENTER, LLC.	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	618.94

Checks Issued

Bank Account: BOC CL **MORGAN CO SCHOOL DISTRICT RE-3**

Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00007908	MEADOW GOLD DAIRIES	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	14,525.13
00007909	MILLIG LLC	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	95,000.00
00007910	MILLIG LLC	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	153,263.76
00007911	MILLIG LLC	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	73,589.85
00007912	MILLIG LLC	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	13,331.73
00007913	RESURRECTION CHRISTIAN SCHOOL	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	300.00
00007914	SCHOLASTIC INC	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	275.00
00007915	SHAMROCK FOODS COMPANY	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	96,707.43
00007916	SHERWIN WILLIAMS	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	505.86
00007917	SINGLEPOINT, LLC	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	3,767.52
00007918	STERLING HIGH SCHOOL	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	350.00
00007919	TK ELEVATOR CORP	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	281.62
00007920	JON-DON, LLC	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	350.74
00007921	WALL TO WALL ENTERPRISES LLC	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	450.00
00007922	CAPITAL ONE	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	111.64
00007923	YAHWEH'S LLC	AUGUST 7, 2025 AP CHECK RUN	R	R		08/07/2025	08/07/2025	1,600.00
00007924	ALBERTO M CASTILLO	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00
00007925	MARY M FELBER	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00
00007926	VAUGHN M GESSLEY	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00

Checks Issued

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Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00007927	VANESSA GONZALEZ	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00
00007928	AMY COLEEN HENDRICKSON	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00
00007929	EMILY HERNANDEZ	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00
00007930	EFROSINI M KROKOS	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00
00007931	MICHELLE G LEWIS	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00
00007932	ITZEL MENDEZ	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00
00007933	AMBER L MICHEL	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00
00007934	VICTORIA A MICKEY	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00
00007935	JONATHAN Y MIRANDA	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00
00007936	DRAKE R NEILL	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00
00007937	SAADIQAH I NORRIS	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00
00007938	DANYELLE JCR PHILLIPS	AUGUST 11, 2025 EMP. PAY ADV.	R	R		08/11/2025	08/11/2025	2,000.00
00007939	21ST CENTURY EQUIPMENT, LLC	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	180.59
00007940	B & B HOME APPLIANCE	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	72.00
00007941	BUCKEYE WELDING SUPPLY CO.,INC	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	49.45
00007942	CENTRAL AUTO PARTS	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	488.86
00007943	CITY OF FORT MORGAN	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	314.00
00007944	EDWARDS RIGHT PRICE MARKET	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	117.20
00007945	EXCEL SCHOLASTIC SERVICES, LLC	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	609.95

Checks Issued

Bank Account: BOC CL — **MORGAN CO SCHOOL DISTRICT RE-3**

Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00007946	FLOWER PETALER	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	550.37
00007947	GARRETSON'S SPORT CENTER	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	2,060.00
00007948	GENERAL FUND - WAREHOUSE	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	239.11
00007949	GREAT COPIER SERVICE	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	1,736.54
00007950	HAJOCA CORPORATION	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	364.90
00007951	INTERSTATE ALL BATTERY CENTER	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	67.95
00007952	L.L. JOHNSON DISTRIBUTING CO	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	3,313.64
00007953	M & S ELECTRIC MOTOR REPAIR	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	517.92
00007954	MORGAN COUNTY AMBULANCE SERVICE	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	101.50
00007955	MURDOCHS FARM AND RANCH	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	175.92
00007956	ALL AMERICAN SPORTS CORP	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	798.50
00007957	ANDY ROGERS - DISTRIBUTOR FOR MATCO TOOL	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	427.59
00007958	SAILSBERY SUPPLY	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	87.84
00007959	JEREMY WEATHERS	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	300.00
00007960	WESTEK RENTALS, LLC	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	275.40
00007961	WICKHAM TRACTOR COMPANY	AUGUST 14,2025 AP CHECK RUN-25	R	R		08/14/2025	06/27/2025	70.00
00007962	21ST CENTURY EQUIPMENT, LLC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	172.32
00007963	AMAZON CAPITAL SERVICES	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	3,091.33
00007964	AUTOZONE	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	858.45

Checks Issued

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Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00007965	SOURCENOW LLC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	375.26
00007966	CENTAURUS HIGH SCHOOL	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	400.00
00007967	TARA JEAN BOYER	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	198.80
00007968	DEBRA BRATRSOVSKY	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	21.25
00007969	BSN SPORTS, LLC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	5,132.99
00007970	BUCKEYE WELDING SUPPLY CO.,INC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	49.45
00007971	THE FLIPPEN GROUP, LLC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	25,500.00
00007972	CASH-WA DISTRIBUTING	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	1,131.01
00007973	CENGAGE LEARNING INC / GALE	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	2,228.11
00007974	CENTRAL AUTO PARTS	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	564.33
00007975	CITY OF FORT MORGAN	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	87,257.54
00007976	MARK DOUGLAS CLAPPER	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	33.67
00007977	COLORADO LIBRARY CONSORTIUM	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	820.00
00007978	COLORADO WEST EQUIPMENT INC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	694.49
00007979	CREATIVE LEARNING SYSTEMS	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	9,125.00
00007980	TYREL W DAVIES	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	260.80
00007981	SERGIO D DE LA ROSA	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	93.60
00007982	DOUBLE R EMBROIDERY COMPANY	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	412.28
00007983	ELV COLORADO ALLIANCE	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	100.00

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00007984	EDWARDS RIGHT PRICE MARKET	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	357.58
00007985	FAIRBANK EQUIPMENT, INC.	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	70.77
00007986	FIDELITY INVESTMENTS	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	750.00
00007987	FLOWER PETALER	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	178.65
00007988	FORT MORGAN ROTARY CLUB	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	238.00
00007989	RENA D FRASCO	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	218.96
00007990	FRONTIER ACADEMY	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	400.00
00007991	GARRETSON'S SPORT CENTER	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	3,899.45
00007992	GENERAL FUND - PRINTING	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	4,379.51
00007993	GREAT COPIER SERVICE	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	1,262.71
00007994	GROUND ENGINEERING CONSULTANTS, INC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	492.50
00007995	HAJOCA CORPORATION	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	566.41
00007996	HIGH PLAINS GYMNASTICS, LLC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	241.25
00007997	HUDL	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	19,600.00
00007998	IMAGINE LEARNING LLC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	26,800.00
00007999	J.W. PEPPER & SON, INC.	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	92.50
00008000	JOSTENS	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	107.85
00008001	K&S DISTRIBUTING INC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	9,457.97
00008002	KENNETH D. DAUB	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	165.35

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00008003	JENNIFER LYNN KRAL	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	111.86
00008004	MCCANDLESS TRUCK CENTER, LLC.	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	4,959.23
00008005	MCGRAW HILL LLC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	162,059.60
00008006	ROSA E MERAZ	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	35.28
00008007	NATIONAL CENTER FOR CIVIC INNOVATION, INC.	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	600.00
00008008	NATIONAL FFA ORGANIZATION	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	66.00
00008009	PIONEER MANUFACTURING	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	8,945.03
00008010	THE LAMPO GROUP, LLC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	4,999.99
00008011	RIVERSIDE INSIGHTS	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	3,824.00
00008012	ANDY ROGERS - DISTRIBUTOR FOR MATCO TOOL	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	973.83
00008013	SAFEBUILT LLC LOCKBOX #88135	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	105.00
00008014	SAVVAS LEARNING COMPANY	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	1,962.00
00008015	REBECCA R SCHMIDT	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	1,080.72
00008016	SHARP CONSULTING, LLC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	750.00
00008017	SIMPLOT GROWER SOLUTIONS	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	9,957.80
00008018	SOUTHERN TIRE MART LLC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	1,506.96
00008019	SPORTDECALS INC.	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	3,578.51
00008020	SPORTS FACILITIES GROUP, INC.	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	252.36
00008021	TEC INTEGRATION, INC	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	1,777.15

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00008022	MOUNTAIN VIEW HIGH SCHOOL	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	300.00
00008023	UNITED PARCEL SERVICE	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	198.52
00008024	VIAERO WIRELESS	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	1,320.41
00008025	CAPITAL ONE	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	1,146.44
00008026	JONNA RAE WILLIAMSON	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	12.80
00008027	XESI XEROGRAPHIC EQUIPMENT SYSTEM, INC.	AUGUST 14, 2025 AP CHECK RUN	R	R		08/14/2025	08/14/2025	1,939.82
00008028	CHRISTOPHER DAVID ALBO	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	220.00
00008029	AMAZON CAPITAL SERVICES	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	4,647.21
00008030	MARY M BATES REYNOLDS	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	220.00
00008031	BRICE EVERETT IVAN BETTNER	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	220.00
00008032	BEYOND TECHNOLOGY DBA: SOURCENOW LLC	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	320.48
00008033	BLOEDORN LUMBER	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	353.30
00008034	NORA YADIRA CARRILLO	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	210.00
00008035	CASH-WA DISTRIBUTING	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	3,684.11
00008036	COLORADO COUNCIL ON HIGH SCHOOL/COLLEGE	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	150.00
00008037	CDHS FOOD DISTRIBUTION PROGRAMS	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	267.75
00008038	TIANNA JO CROWDER	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	220.00
00008039	HANNAH A ELLENBERGER	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	160.00
00008040	FORT MORGAN ROTARY CLUB	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	213.00

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00008041	PRAIRIE MOUNTAIN MEDIA	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	36.54
00008042	GREGORY JOHN GOTTO	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	160.00
00008043	GREAT COPIER SERVICE	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	906.88
00008044	AMY COLEEN HENDRICKSON	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	160.00
00008045	JANET K HOBBS	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	210.00
00008046	MADISON KAY HOLZWORTH	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	220.00
00008047	EPIC BUSINESS ESSENTIALS LLC	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	488.12
00008048	J.W. PEPPER & SON, INC.	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	21.89
00008049	LISA CAROL JAMES	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	220.00
00008050	SADIE JAY	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	220.00
00008051	PATTI RAE KUGLER MOOTS	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	220.00
00008052	MORGAN D LARSEN	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	862.50
00008053	LEXIA LEARNING SYSTEMS LLC	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	13,160.00
00008054	MARIA DANIELLE LOWRY	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	160.00
00008055	MCCANDLESS TRUCK CENTER, LLC.	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	2,938.82
00008056	MORGAN COMMUNITY COLLEGE	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	374.64
00008057	MORRIS PRINTING GROUP, INC	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	228.00
00008058	SOCORRO MOSQUEDA	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	304.88
00008059	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	259.00

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00008060	NEWCO, INC.	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	117.31
00008061	NORTHEAST COLO HEALTH DEPT	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	169.00
00008062	ODP BUSINESS SOLUTIONS, LLC	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	1,484.90
00008063	MARIA ANA DAGAMI PLEASANT	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	160.00
00008064	QUILL LLC (ACCT 1003767)	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	780.08
00008065	AMY R QUINLAN	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	160.00
00008066	KAYLA M RAGLAND	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	220.00
00008067	REALLY GOOD STUFF, LLC	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	235.65
00008068	RIVERSIDE INSIGHTS, LLC	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	681.87
00008069	ANDY ROGERS - DISTRIBUTOR FOR MATCO TOOL	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	1,271.76
00008070	REBECCA R SCHMIDT	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	419.04
00008071	SCHOOL DATEBOOKS	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	500.48
00008072	SEMPLE, FARRINGTON, EVERALL & CASE, P.C.	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	326.70
00008073	SHAMROCK FOODS COMPANY	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	34,169.72
00008074	HALLIE DAWN SILZ	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	271.30
00008075	SLICK SPOT FARM TRUCK AND AUTO CORP	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	251.74
00008076	SMARTPASS INC.	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	5,535.20
00008077	SMITH AGENCY/SERENITY	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	6,555.00
00008078	STONE LEAF POTTERY	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	474.00

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00008079	ASHLEY NICOLE STRAUCH	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	135.10
00008080	REBEKAH A TIRRELL	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	210.00
00008081	MARIANA ISABELA TISCARENO MASTON	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	220.00
00008082	TUNDRA RESTAURANT SUPPLY, LLC	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	2,088.29
00008083	JESSICA CANCIO VERZOSA	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	160.00
00008084	VITAL LINK TRAINING CENTER, LLC	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	1,050.00
00008085	CAPITAL ONE	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	740.91
00008086	LORI L WHITMAN	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	210.00
00008087	GAIL WINDSHEIMER	AUGUST 21, 2025 AP CHECK RUN	R	R		08/21/2025	08/21/2025	153.67
00008088	ANTHONY SCOTT BAUMGARTNER	AUGUST 21,2025 AP CHECKRUN- 25	R	R		08/21/2025	06/27/2025	1,400.00
00008089	BRODY CHEMICAL	AUGUST 21,2025 AP CHECKRUN- 25	R	R		08/21/2025	06/27/2025	175.72
00008090	COLORADO SCHOOL FINANCE PROJECT	AUGUST 21,2025 AP CHECKRUN- 25	R	R		08/21/2025	06/27/2025	1,380.00
00008091	GREAT COPIER SERVICE	AUGUST 21,2025 AP CHECKRUN- 25	R	R		08/21/2025	06/27/2025	2,635.51
00008092	HAJOCA CORPORATION	AUGUST 21,2025 AP CHECKRUN- 25	R	R		08/21/2025	06/27/2025	3,000.22
00008093	M & S ELECTRIC MOTOR REPAIR	AUGUST 21,2025 AP CHECKRUN- 25	R	R		08/21/2025	06/27/2025	423.60
00008094	MORGAN COMMUNITY COLLEGE	AUGUST 21,2025 AP CHECKRUN- 25	R	R		08/21/2025	06/27/2025	71.55
00008095	NEWCO, INC.	AUGUST 21,2025 AP CHECKRUN- 25	R	R		08/21/2025	06/27/2025	212.69
00008096	SEMPLE, FARRINGTON, EVERALL & CASE, P.C.	AUGUST 21,2025 AP CHECKRUN- 25	R	R		08/21/2025	06/27/2025	145.50
00008097	CENTRAL AUTO PARTS	AUGUST 28,2025 AP CHECK RUN-25	R	R		08/28/2025	06/27/2025	36.14

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00008098	GENERAL FUND - LUNCH PROGRAM	AUGUST 28,2025 AP CHECK RUN-25	R	R		08/28/2025	06/27/2025	2,231.30
00008099	NORTHEASTERN JUNIOR COLLEGE	AUGUST 28,2025 AP CHECK RUN-25	R	R		08/28/2025	06/27/2025	300.00
00008100	RIVAL SERVICES LLC	AUGUST 28,2025 AP CHECK RUN-25	R	R		08/28/2025	06/27/2025	600.00
00008101	WALL TO WALL ENTERPRISES LLC	AUGUST 28,2025 AP CHECK RUN-25	R	R		08/28/2025	06/27/2025	450.00
00008102	21ST CENTURY EQUIPMENT, LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	184.32
00008103	AMAZON CAPITAL SERVICES	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	773.41
00008104	AMPLIFY EDUCATION, INC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	800.00
00008105	BLOEDORN LUMBER	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	1,211.77
00008106	BSN SPORTS, LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	6,229.56
00008107	CAPLAN AND EARNEST, LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	2,199.50
00008108	THE FLIPPEN GROUP, LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	39,500.00
00008109	CASH-WA DISTRIBUTING	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	4,324.67
00008110	CENTENNIAL BOCES ATTN: PATTI GREENLEE	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	47,112.50
00008111	CENTRAL AUTO PARTS	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	339.32
00008112	CHSAA	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	7,351.00
00008113	CDHS FOOD DISTRIBUTION PROGRAMS	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	315.00
00008114	COLORADO MESA UNIVERSITY	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	4,000.00
00008115	COLORADO MESA UNIVERSITY	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	2,500.00
00008116	COMMERCIAL SYSTEMS INTEGRATORS	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	14,494.00

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00008117	CSU PUEBLO	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	2,500.00
00008118	CSU PUEBLO	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	2,500.00
00008119	DATASHIELD CORPORATION	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	100.00
00008120	DIPPIN' DOTS COLORADO	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	1,489.44
00008121	DOUBLE R EMBROIDERY COMPANY	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	260.00
00008122	ENVIROPEST	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	261.00
00008123	FLESHER HINTON MUSIC CO.	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	53.25
00008124	FORT MORGAN ACKLEY ACE LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	132.84
00008125	KH & MC LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	7,955.00
00008126	GARRETSON'S SPORT CENTER	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	1,766.36
00008127	GRAFF'S TURF FARM	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	84.89
00008128	GREAT COPIER SERVICE	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	6.21
00008129	HAJOCA CORPORATION	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	900.61
00008130	HUDL	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	4,000.00
00008131	EPIC BUSINESS ESSENTIALS LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	171.36
00008132	INSTRUCTURE, INC.	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	24,910.06
00008133	K&S DISTRIBUTING INC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	1,429.26
00008134	KCS GRAPHICS LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	1,050.00
00008135	LARAMIE COUNTY COMMUNITY COLLEGE	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	2,500.00

Checks Issued

Bank Account: BOC CL **MORGAN CO SCHOOL DISTRICT RE-3**

Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00008136	VOYAGER SOPRIS LEARNING	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	12,567.00
00008137	LIMON HIGH SCHOOL ATTN: ATHLETICS	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	100.00
00008138	MILLIG LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	12,863.00
00008139	MILLIG LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	80,750.00
00008140	MILLIG LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	62,909.68
00008141	MJ'S GARAGE SERVICE	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	300.00
00008142	MORGAN COMMUNITY COLLEGE	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	2,500.00
00008143	NATIONAL FORENSIC LEAGUE	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	262.00
00008144	NEWCO, INC.	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	51.45
00008145	NPLMA C/O MIKE ARAGON	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	100.00
00008146	OATECA, INC.	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	375.00
00008147	PEPSI-COLA	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	1,656.40
00008148	PRAXEIS TREE SERVICE, LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	2,400.00
00008149	DUSTIN PRICE	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	70.00
00008150	QUILL LLC (ACCT 1003767)	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	2,098.22
00008151	RUHL DISTRIBUTING	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	2,011.78
00008152	SAILSBERY SUPPLY	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	450.07
00008153	SCHOOL SPECIALTY, LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	665.00
00008154	SHAMROCK FOODS COMPANY	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	26,350.71

Checks Issued

Bank Account: BOC CL **MORGAN CO SCHOOL DISTRICT RE-3**

Check Number	Name on Check	Run Description	Run Type	Check Type	Statement Date	Check Date	Cash Post Date	Amount
00008155	SINGLEPOINT, LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	3,767.52
00008156	STAPLES BUSINESS CREDIT	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	1,019.55
00008157	STRASBURG HIGH SCHOOL	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	250.00
00008158	STUDIES WEEKLY INC.	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	564.66
00008159	TK ELEVATOR CORP	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	281.62
00008160	TUNDRA RESTAURANT SUPPLY, LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	501.88
00008161	UNITED PARCEL SERVICE	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	173.52
00008162	UNIVERSITY OF COLORADO COLORADO SPRINGS	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	2,500.00
00008163	UNIVERSITY OF MINNESOTA DULUTH	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	2,500.00
00008164	UNIVERSITY OF NORTHERN COLORADO	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	4,000.00
00008165	VIVACITY TECH PBC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	315,550.00
00008166	WALL TO WALL ENTERPRISES LLC	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	450.00
00008167	CAPITAL ONE	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	722.31
00008168	WAXIE SANITARY SUPPLY	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	19,247.23
00008169	WICKHAM TRACTOR COMPANY	AUGUST 28, 2025 AP CHECK RUN	R	R		08/28/2025	08/28/2025	502.24

Grand Totals: 300 Total Checks **2,901,282.04**

CANCELLATION OF SCHOOL BOARD ELECTION

WHEREAS, the only matter before the electors at the regular biennial school election on November 4, 2025, is the election of three (3) persons to fill three (3) offices of school director; and

WHEREAS, three (3) individuals have nomination petitions with sufficient signatures to qualify as candidates; and

WHEREAS, the deadline for filing an affidavit of intent to be a write-in candidate has passed with no individual(s) filing such an affidavit; and

WHEREAS, state law at Colo. Rev. Stat. § 1-5-208(1.5) authorizes the Board of Education by resolution to cancel the election and declare the candidates elected if at the close of business on September 2, 2025, there are not more candidates than offices to be filled at the election, including candidates filing affidavits of intent to be write-in candidates.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Morgan County School District Re-3 has determined that the prerequisites for canceling the election have been met so the 2025 regular school biennial election is canceled.

BE IT FURTHER RESOLVED that Mrs. Bev Morford, the designated election official for the regular school biennial election, is authorized to take all necessary and appropriate steps to cancel the election, including providing notice of the cancellation by publication and by posting notice at each polling location, in the office of the designated election official and in the office of the county clerk and recorder; and

BE IT FURTHER RESOLVED that the designated election official shall officially notify the county clerk and recorder of this action so that election expenses to date can be pro-rated accordingly; and

BE IT FURTHER RESOLVED that the following individuals are hereby declared elected by acclamation: Mrs. Amy Grantham, Mrs. Kati Jess, and Mrs. Christi Chisum; and

BE IT FURTHER RESOLVED that the designated election official shall notify these candidates of the cancellation of the election and of their resulting election by acclamation; and

BE IT FURTHER RESOLVED that between Election Day and the next regular meeting of the Board of Education or the Board's organizational meeting, whichever comes first, the designated election official shall provide these candidates with certificates of election after which they shall each take the oath of office within 10 days and will thereafter be qualified to participate in meetings of the Board of Education.

Approved this 15th day of September, 2025, by a vote of by a vote of "AYE"_____; "NAY" _____; "ABSENT" _____.

BY: _____
Mrs. Nancy Hopper
President, Board of Education

ATTEST: _____
Mrs. Kati Jess
Secretary, Board of Education

Administration

Last Name	First Name	Pony	DOE	Years	Months	LONGEVITY BONUS
28 YEARS						$ -
21 YEARS						$ -
14 YEARS						$ -
7 YEARS						$ -
Silz	Hallie	SPED	08/10/2018	7	0	$ 1,800.00
3 YEARS						$ -
Sanders	Robert	DSC	07/01/22	3	1	$ 1,200.00
Kral	Jennifer	DSC	08/19/22	3	0	$ 1,200.00
					TOTAL	$ 4,200.00

Administration Non-Licensed

Last Name	First Name	Pony	DOE	Years	Months	LONGEVITY BONUS
28 YEARS						$ -
21 YEARS						$ -
14 YEARS						$ -
7 YEARS						$ -
Geist	Michael	F	08/20/2018	7	0	$ 1,260.00
3 YEARS						$ -
Strauch	Ashley	DSC	04/01/22	3	4	$ 840.00
					TOTAL	$ 2,100.00

Certified

Last Name	First Name	Pony	DOE	Years	Months	LONGEVITY BONUS
28 YEARS						$ -
Boodakian	Carol	HS	08/20/1997	28	0	$ 6,000.00
Lorenzini	Monica	S	08/26/1997	28	0	$ 6,000.00
21 YEARS						$ -
Farley	Teresa	MS	08/17/2004	21	0	$ 4,500.00
Givens	Wendy	S	08/17/2004	21	0	$ 4,500.00
Heagney	Tetyana	GA	08/17/2004	21	0	$ 4,500.00
Stream	Zachary	HS	08/17/2004	21	0	$ 4,500.00
Vander Ven	Julie	MS	08/17/2004	21	0	$ 4,500.00
14 YEARS						$ -
7 YEARS						$ -
McCourt	Lynn	S	11/01/2017	7	9	$ 1,500.00
DeLay	Victoria	C	07/30/2018	7	1	$ 1,500.00
Bell	Stacy	MS	08/09/2018	7	0	$ 1,500.00
Conte	Lisa	C	08/09/2018	7	0	$ 1,500.00
Davies	Rachael	MS	08/09/2018	7	0	$ 1,500.00
Delay	Aaron	LH	08/09/2018	7	0	$ 1,500.00
Barkley	Michael	C	08/10/2018	7	0	$ 1,500.00
Bellendir	Kelly	GA	08/10/2018	7	0	$ 1,500.00
Davies	Andrew	HS	08/10/2018	7	0	$ 1,500.00
Gotto	Gregory	MS	08/10/2018	7	0	$ 1,500.00
Jamieson	Lynell	HS	08/10/2018	7	0	$ 1,500.00
Schneider	Todd	HS	08/10/2018	7	0	$ 1,500.00
Benson	Julie	S	08/15/2018	7	0	$ 1,500.00
Stanley-Coleman	Charity	S	08/15/2018	7	0	$ 1,500.00
PAGAN	LOREN NAZARIO	C	08/09/2018	7	0	$ 500.00
3 YEARS						$ -

Yangzon	Mary Annabe	HS	09/10/2021	3	11	$ 1,000.00
Lawrey	Linda	MS	09/15/2021	3	11	$ 1,000.00
Saceda	Lilibeth	MS	09/15/2021	3	11	$ 1,000.00
Kamanga	Rabson	MS	09/30/2021	3	11	$ 1,000.00
Hodson	Ian	HS	01/05/2022	3	7	$ 1,000.00
Tormohlen	Briette	SPED	03/21/2022	3	5	$ 1,000.00
Bollig	Natalie	DSC	03/28/2022	3	5	$ 1,000.00
Andersen	Brett	HS	08/01/2022	3	0	$ 1,000.00
Andersen	Nicole	HS	08/01/2022	3	0	$ 1,000.00
Babcock	Madalyn	HS	08/10/2022	3	0	$ 1,000.00
Cangro	Elise	HS	08/10/2022	3	0	$ 1,000.00
Dabbs	Teresa	S	08/10/2022	3	0	$ 1,000.00
Frick	Christina	C	08/10/2022	3	0	$ 1,000.00
Gonzalez Solis	Claudia	S	08/10/2022	3	0	$ 1,000.00
Holzworth	Madison	GA	08/10/2022	3	0	$ 1,000.00
Kral	Erin	C	08/10/2022	3	0	$ 1,000.00
Mackaravitz	Darren	P	08/10/2022	3	0	$ 1,000.00
McLinn	Peggy	S	08/10/2022	3	0	$ 1,000.00
Norris	Jacob	HS	08/10/2022	3	0	$ 1,000.00
Oberts	Jarred	MS	08/10/2022	3	0	$ 1,000.00
Porter	Matthew	MS	08/10/2022	3	0	$ 1,000.00
Winner	Kelsey	P	08/10/2022	3	0	$ 1,000.00
Zerna	Karene Ecel	MS	08/10/2022	3	0	$ 1,000.00
Defeo	Monnette	MS	08/11/2022	3	0	$ 1,000.00
Ebajay	Jhondale	P	08/15/2022	3	0	$ 1,000.00
Muana	Froilan	HS	08/15/2022	3	0	$ 1,000.00
Paclar	Angel	P	08/15/2022	3	0	$ 1,000.00
Alvarez	Kimberly	S	08/16/2022	3	0	$ 1,000.00
Ceja	Edlin	B	08/16/2022	3	0	$ 1,000.00
					TOTAL	$ 85,000.00

Classified

Last Name	First Name	Pony	DOE	Years	Months	LONGEVITY BONUS
28 YEARS						
21 YEARS						
McClure	Melanie	B	08/23/2004	21	0	$ 2,200.00
14 YEARS						
7 YEARS						
D'Aloia	Mark	BG	11/28/2017	7	9	$ 750.00
Gomez	Emily	HS	07/17/2018	7	1	$ 750.00
Kudron	Dencia	HS	07/30/2018	7	1	$ 750.00
Morford	Bev	DSC	07/30/2018	7	1	$ 750.00
Trickey	Melinda	DSC	08/13/2018	7	0	$ 750.00
Ryan	Victoria	MS	08/15/2018	7	0	$ 750.00
3 YEARS						
Duran-Gayman	Crystal	HS	09/07/2021	3	11	$ 500.00
Rosales	Martha	B	09/13/2021	3	11	$ 500.00
Mendez	Leticia	CC	09/21/2021	3	11	$ 500.00
Romero	Regina	DSC	09/22/2021	3	11	$ 500.00
Diego De Vicente	Carmen	HS	11/29/2021	3	9	$ 500.00
Garcia	Vicki	P	12/01/2021	3	8	$ 500.00
Uhrich	Katherine	HS	02/22/2022	3	6	$ 500.00
Hicks	Kenneth	DSC	03/01/2022	3	5	$ 500.00
Meraz	Rosa	F	03/11/2022	3	5	$ 500.00
Estrada Diaz	Ana	MS	03/21/2022	3	5	$ 500.00
Gallegos	Martha	P	04/11/2022	3	4	$ 500.00
Godines Banderas	Rita	HS	05/16/2022	3	3	$ 500.00
Oldewage	David	F	06/27/2022	3	2	$ 500.00
Ferguson	Elizabeth	S	12/13/2021	3	8	$ 500.00
Monsivais	Irma	C	08/01/2022	3	0	$ 500.00
Torres Trejo	Maricela	GA	08/01/2022	3	0	$ 500.00
Alvarez	Ruby	CC	08/03/2022	3	0	$ 500.00
Jackson	Brittany	GA	08/10/2022	3	0	$ 500.00
Castillo	Jacqueline	S	08/16/2022	3	0	$ 500.00
Corral	Gail	S	08/16/2022	3	0	$ 500.00
Johnson	Jordan	S	08/16/2022	3	0	$ 500.00
Kelley-Forbes	Robin	P	08/16/2022	3	0	$ 500.00
Trejo Rojas	Elvira	P	08/16/2022	3	0	$ 500.00
Westhoff	Shar	S	08/16/2022	3	0	$ 500.00
Cooley	Logen	CC	08/22/2022	3	0	$ 500.00
Webb	Page	DSC	08/22/2022	3	0	$ 500.00
					TOTAL	$ 19,700.00

School		Position	Name	Level	Step	Stipend
FORT MORGAN HIGH SCHOOL						
		Football				**Amount**
FMHS	FALL	HS Head Football	Chisum, Harrison	1	5	$ 7,800.00
FMHS	FALL	HS Assistant Football	Kreikmeier, Jim	3	5	$ 5,640.00
FMHS	FALL	HS Assistant Football	Langford, Josh	3	5	$ 5,640.00
FMHS	FALL	HS Assistant Football	Norris, Jacob	3	4	$ 5,405.00
FMHS	FALL	HS JV Head Football	Bartles, Bradley	3	1	$ 4,700.00
FMHS	FALL	HS Assistant Football	Ricks, Robert	3	1	$ 4,700.00
FMHS	FALL	HS Assistant Football	Petersen, Jeff	3	4	$ 5,405.00
FMHS	FALL	HS Volunteer Football	Hochanadel, Joe			$ -
FMHS	FALL	HS Volunteer Football	Langford, Jackson			$ -
FMHS	FALL	HS Volunteer Football	Ocanas, Troy			$ -
FMHS	FALL	HS Volunteer Football	Ortiz , Tyrone			$ -
FMHS	FALL	HS Volunteer Football	Quick, Dusty			$ -
FMHS	FALL					
						$ 39,290.00
		Boys Basketball (max 4)				
FMHS	WINTER	HS Head Boys Basketball	Marquez, David	1	3	$7,150.00
FMHS	WINTER	HS JV Boys Basketball	Einspahr, Ryan	3	3	$5,170.00
FMHS	WINTER	HS Assistant Boys Basketball	Kreikemeier, Jim	3	5	$5,640.00
FMHS	WINTER	HS Head Boys C Basketball	Harper, Chris	4	4	$4,500.00
						$22,460.00
		Girls Basketball (max 4)				
FMHS	WINTER	HS Head Girls Basketball	Stringham, Jayme	1	1	$6,500.00
FMHS	WINTER	HS Assistant Girls Basketball	Taylor, Geoff	3	5	$5,640.00
FMHS	WINTER	HS Head Girls JV C Basketball	Farmer, Lance	4	1	$3,750.00
						$ 15,890.00
		Boys Wrestling				
FMHS	WINTER	HS Head Wrestling	Graulus, Kyle	2	5	$7,200.00
FMHS	WINTER	HS Assistant Wrestling	Bell, Kaleb	4	4	$4,312.50
FMHS	WINTER	HS Assistant Wrestling	Langford, Cael	4	2	$3,937.50
FMHS	WINTER	HS Volunteer Wrestling	Frtizler, Craig			
						$ 15,450.00
		Girls Wrestling				
FMHS	WINTER	HS Head Wrestling	Vigil, Andrea	2	3	$ 6,600.00
FMHS	WINTER	HS Assistant Wrestling	Vigil, Fabian	4	3	$ 4,125.00
						$ 10,725.00
		Track				
FMHS	SPRING	HS Head Track	Meyer, Nolan	2	5	$7,200.00
FMHS	SPRING	HS Assistant Track	Frick, Christina	4	2	$3,937.50
FMHS	SPRING	HS Assistant Track	Hochanadel, Lance	4	5	$4,500.00
FMHS	SPRING	HS Assistant Track	Mason, Michael	4	4	$4,312.50
FMHS	SPRING	HS Assistant Track	Morgan, John	4	5	$4,500.00
						$ 24,450.00
		Cross Country				
FMHS	FALL	HS Head Cross Country	Mason, Michael	2	4	$6,900.00
FMHS	FALL	HS Assistant Cross Country	Frick, Christina	4	1	$3,750.00
FMHS	FALL	HS Assistant Cross Country	Not Filling			$ -
						$ 10,650.00
		Volleyball				
FMHS	FALL	HS Head Volleyball	Harris, Makenzie	2	1	$6,000.00
FMHS	FALL	HS Assistant Varsity Volleyball	Anderson, Kathrine	4	5	$4,500.00
FMHS	FALL	HS Assistant Volleyball - JV	Jess, Kati	4	5	$4,500.00
FMHS	FALL	HS Assistant Volleyball - C	Young, Taylor	4	1	$3,750.00
						$ 18,750.00

School		Position	Name	Level	Step	Stipend
		Baseball				
FMHS	SPRING	HS Head Baseball	Langford, Josh	2	5	$7,200.00
FMHS	SPRING	HS Head JV Baseball .5 FTE	Davies, Andrew	4	5	$2,250.00
FMHS	SPRING	HS Head JV Baseball .5 FTE	Waugh, Cullen	4	5	$2,250.00
FMHS	SPRING	HS Asst Varsity Baseball	Blunn, Jacob	4	5	$4,500.00
FMHS	SPRING	HS Head C Baseball	Hawley, Matthew	4	5	$4,500.00
						$ 20,700.00
		Boys Soccer				
FMHS	FALL	HS Head Boys Soccer	Estrada, Eddy	2	4	$6,900.00
FMHS	FALL	HS Assistant Varsity Boys Soccer	Mora, Victor	4	3	$4,125.00
FMHS	FALL	HS Assistant Varsity Boys Soccer	Zavala, Isahias	4	1	$3,750.00
						$ 14,775.00
		Girls Soccer				
FMHS	SPRING	HS Head Girls Soccer	Hanneman, Elizabeth	2	4	$6,900.00
FMHS	SPRING	HS AssistantGirls Soccer	Hernandez, Amadeo	4	2	$3,937.50
						$ 10,837.50
		Boys Golf				
FMHS	FALL	HS Head Boys Golf	Gotto, Gregory	4	5	$4,500.00
FMHS	FALL	HS Assistant Boys Golf	Vermillion, Dallas	5	3	$3,080.00
FMHS	FALL		Waugh, Cullen			$ -
						$7,580.00
		Girls Golf				
FMHS	SPRING	HS Head Girls Golf	Gotto, Gregory	4	5	$4,500.00
FMHS	SPRING	HS Assistant Girls Golf	DeVries, Cherelle	5	5	$3,360.00
						$ 7,860.00
		Girls Tennis				
FMHS	SPRING	HS Head Girls Tennis	Bell, Kendra	4	3	$4,125.00
FMHS	SPRING	HS Assistant Girls Tennis	Gray, Samantha	5	1	$2,800.00
FMHS	SPRING	HS Assistant Girls Tennis	OPEN			
						$ 6,925.00
		Gymnastics				
FMHS	FALL	HS Head Gymnastics	Bowles, Nicole	4	5	$4,500.00
FMHS	FALL	HS Assistant Gymnastics	Koch, Breonna	5	3	$3,080.00
						$ 7,580.00
		Cheer				
FMHS	YEAR	HS Head Cheer Coach	Townsend, Saadiqah	5	1	$ 2,800.00
FMHS	YEAR	HS Assistant Cheer Coach	Gaddis, Ireland	6	1	$ 2,600.00
						$ 5,400.00
		Athletic Miscellaneous				
FMHS	FALL	HS Spirit Club	Schmidt, Liz	9	5	$1,140.00
FMHS	SPRING	HS Spirit Club	Schmidt, Liz	9	5	$1,140.00
FMHS	YEAR	HS Drill Dance Team	OPEN			
						$ 2,280.00
		HS Weight Training				
FMHS	FALL	HS FALL Weight Trainer	Davies, Andrew	7	5	$ 2,280.00
FMHS	WINTER	HS WINTER Weight Trainer	Davies, Andrew	7	5	$ 2,280.00
FMHS	SPRING	HS SPRING Weight Trainer	Schmidt, Liz	7	5	$ 2,280.00
						$ 6,840.00
		Performance Arts				
FMHS	YEAR	HS Band	LeMaire, Nicholas	3	5	$5,640.00
FMHS	YEAR	HS Orchestra	LeMaire, Nicholas	3	5	$5,640.00
FMHS	YEAR	HS Vocal	Cangro, Elise	3	5	$5,640.00
FMHS	YEAR	HS Drama	Tiscano-Maston, Adam	6	1	$2,600.00
FMHS	YEAR	HS Musical Drama	Tiscano-Maston, Adam	6	1	$2,600.00
FMHS	YEAR	HS Musical Asst Director	LeMaire, Nicholas	6	5	$3,120.00
FMHS	YEAR	HS Musical Vocal	Cangro, Elise	6	3	$2,860.00
FMHS	YEAR	HS Stage Manager	McPhillips, Spencer	10	1	$700.00
						$ 28,800.00

School		Position	Name	Level	Step	Stipend
		Student Clubs and Services				
FMHS	YEAR	Diversity Club	Bendol, Lilibeth	7	3	$2,090.00
FMHS	YEAR	FBLA	Schmidt, Rebecca	7	5	$2,280.00
FMHS	YEAR	FBLA Assistant	Babcock, Madalyn	7	3	$2,090.00
FMHS	YEAR	FBLA Assistant	Whitney, Brian	7	5	$2,280.00
FMHS	YEAR	FCCLA	Einspahr, Alicea	7	3	$2,090.00
FMHS	YEAR	FCCLA Assistant	Smith, Angela	7	5	$2,280.00
FMHS	YEAR	FFA (1 of 2)	Gerken, Devin	7	1	$1,900.00
FMHS	YEAR	FFA (2 of 2)	Farnik, Danica	7	5	$2,280.00
FMHS	YEAR	Forensics	Rich, Therese	7	5	$2,280.00
FMHS	YEAR	GSA	Kudron, Dencia	7	5	$2,280.00
FMHS	YEAR	Hoofbeat Newspaper	Blake, Ian	7	1	$1,900.00
FMHS	YEAR	Knowledge Bowl	Whitney, Brian	7	5	$2,280.00
FMHS	YEAR	LULAC	Flores, Araceli	7	3	$2,090.00
FMHS	YEAR	National Honor Society	DeVries, Cherelle	7	5	$2,280.00
FMHS	YEAR	Science Fair	Hodson, Ian	7	1	$1,900.00
FMHS	YEAR	Student Senate Coordinator	McDaniel, Cory	7	2	$1,995.00
FMHS	YEAR	Yearbook - .50	Cangro, Elise	7	4	$1,092.50
FMHS	YEAR	Yearbook - .50	Jamison, Lynell	7	2	$997.50
						$ 36,385.00
		Building Leadership (replaced Department Heads)				
FMHS	YEAR	Core	Babcock, Madalyn	10	1	$700.00
FMHS	YEAR	Core	Villalobos, Adrianna	10	4	$805.00
FMHS	YEAR	Counseling	Prouty, Amy	10	5	$840.00
FMHS	YEAR	Electives	Blunn, Jacob	10	1	$700.00
FMHS	YEAR	Electives	Schmidt, Liz	10	5	$840.00
FMHS	YEAR	Electives	Schneider, TJ	10	2	$735.00
FMHS	YEAR	Core	OPEN	10	2	$735.00
						$ 5,355.00
		Miscellaneous Duties				
FMHS	YEAR	Vocational Director	Farnik, Danica		-	$ 1,000.00
						$ 1,000.00
				FMHS Stipend Total:		**$ 319,982.50**

School		Position	Name	Level	Step	Stipend
FORT MORGAN MIDDLE SCHOOL						
		Football				**Amount**
FMMS	FALL	MS Head Coach 8th	Barkley, Michael	5	4	$3,220.00
FMMS	FALL	MS Assistant 8th	Renteria, Jon	6	1	$2,600.00
FMMS	FALL	MS Assistant 8th	Gross, Aaron	6	1	$2,600.00
FMMS	FALL	MS Head Coach 7th	Graulus, Kyle	5	5	$3,360.00
FMMS	FALL	MS Assistant 7th	Ortega, Jacob	6	1	$2,600.00
FMMS	FALL	MS Assistant 7th	Ewing, Kelly	6	1	$2,600.00
						$ 16,980.00
		Boys Basketball				
FMMS	WINTER	MS Head Coach 8th	Barkley, Michael	5	5	$3,360.00
FMMS	WINTER	MS Assistant 8th	Strauss, Al	6	5	$3,120.00
FMMS	WINTER	MS Head Coach 7th	Camacho, Heith	5	5	$3,360.00
FMMS	WINTER	MS Assistant 7th	Reyes, Michael	6	2	$2,730.00
						$ 12,570.00
		Girls Basketball				
FMMS	WINTER	MS Head Coach 8th	Barkley, Michael	5	5	$3,360.00
FMMS	WINTER	MS Assistant 8th	Frick, Christina	6	3	$2,860.00
FMMS	WINTER	MS Head Coach 7th	Bell, Stacy	5	3	$3,080.00
FMMS	WINTER	MS Assistant 7th	Bell, Kevin	6	3	$2,860.00
						$ 12,160.00
		Wrestling				
FMMS	WINTER	MS Head Coach	Hochanadel, Tony	5	5	$3,360.00
FMMS	WINTER	MS Assistant	Smith, Eric	6	4	$2,990.00
FMMS	WINTER	MS Assistant	OPEN	6		
		MS Volunteer Wrestling	Petrino, Travis			
						$ 6,350.00
		Track				
FMMS	SPRING	MS Head Coach	Meyer, Sarah	5	5	$3,360.00
FMMS	SPRING	MS Assistant	Norman, Zachary	6	5	$3,120.00
FMMS	SPRING	MS Assistant	Rosenbrock, Audrey	6	5	$3,120.00
FMMS	SPRING	MS Assistant	OPEN	6		
						$ 9,600.00
		Volleyball				
FMMS	FALL	MS Head Coach 8th	Bell, Stacy	5	3	$3,080.00
FMMS	FALL	MS Assistant 8th	Hannsen, Mackenzie	6	1	$2,600.00
FMMS	FALL	MS Head Coach 7th	Sewell, Jennifer	5	4	$3,220.00
FMMS	FALL	MS Assistant 7th	Brobst, Clarissa	6	2	$2,730.00
						$ 11,630.00
		Cross Country				
FMMS	FALL	MS Head Coach	Meyer, Sarah	5	5	$3,360.00
FMMS	FALL	MS Assistant	Norman, Zachary	6	5	$3,120.00
						$ 6,480.00
		Performance Arts				
FMMS	YEAR	MS Band	Malone, Kennedy	8	4	$1,897.50
FMMS	YEAR	MS Orchestra	Malone, Kennedy	8	4	$1,897.50
FMMS	YEAR	MS Vocal (Special Choir)	Porter, Matthew	8	3	$1,815.00
						$ 5,610.00
		Student Clubs and Services				
FMMS	YEAR	Art Club	Brobst, Clarissa	8	5	$1,980.00
FMMS	YEAR	SADD	Langford, Shelli	8	5	$1,980.00
FMMS	YEAR	Science Fair	Michel, Amber	8	1	$1,650.00
FMMS	YEAR	Yearbook	Holtquist, Amy	8	5	$1,980.00
						$ 7,590.00

School		Position	Name	Level	Step	Stipend
		Miscellaneous				
FMMS	YEAR	After-School Supv IMASH	Felber, Mary	8	1	$1,650.00
FMMS	YEAR	After-School Supv IMASH	Krokos, Efrosini	8	1	$1,650.00
FMMS	YEAR	After-School Supv IMASH	OPEN			
FMMS	YEAR	After-School Supv IMASH	OPEN			
FMMS	YEAR	Lunch Bunch Supv (7th grade)	OPEN			
FMMS	YEAR	Lunch Bunch Supv (8th grade)	OPEN			
						$ 3,300.00
					MS Stipend Total:	**$ 92,270.00**

PRINCIPAL STIPEND						
FMHS	YEAR	FMHS Assistant Principal Stipend	Davies, Ty		-	$ 4,000.00
FMHS	YEAR	FMHS Assistant Principal Stipend	Eramus, Jamie		-	$ 4,000.00
FMHS	YEAR	FMHS Assistant Principal Stipend	Scott, Tara		-	$ 4,000.00
						$ 12,000.00
FMHS STIPEND FOR AP COURSES						
FMHS	Semester 1	AP Spanish H-Language&CultureA	Flores, Araceli O		-	$ 300.00
FMHS	Semester 2	AP Spanish H-Language&CultureB	Flores, Araceli O		-	$ 300.00
FMHS	Semester 1	AP English H-Language&Comp. A	Harper, Miranda		-	$ 300.00
FMHS	Semester 2	AP English H-Language&Comp. B	Harper, Miranda		-	$ 300.00
FMHS	Semester 1	AP English Literature H A	Harper, Miranda		-	$ 300.00
FMHS	Semester 2	AP English Literature H B	Harper, Miranda		-	$ 300.00
FMHS	Semester 1	AP Human Geography H A	McDaniel, Cory		-	$ 300.00
FMHS	Semester 2	AP Human Geography H B	McDaniel, Cory		-	$ 300.00
FMHS	Semester 1	AP US Government/Politics H A	McDaniel, Cory		-	$ 300.00
FMHS	Semester 2	AP US Government/Politics H B	McDaniel, Cory		-	$ 300.00
FMHS	Semester 1	AP Psychology H A	Stream, Zachary N		-	$ 300.00
FMHS	Semester 2	AP Psychology H B	Stream, Zachary N		-	$ 300.00
FMHS	Semester 1	AP Environmental Science H A	Yangzon, Mary		-	$ 300.00
FMHS	Semester 2	AP Environmental Science H B	Yangzon, Mary		-	$ 300.00
						$ 4,200.00
FMHS STIPEND FOR CONCURRENT COURSES						
FMHS	Semester 1	Introduction to Business/MCC	Babcock, Madalyn		-	$ 500.00
FMHS	Semester 1	English Comp H I/MCC	Blake, Ian		-	$ 500.00
FMHS		English Comp H II/MCC	Blake, Ian		-	$ 500.00
FMHS	Semester 1	Art Appreciation/MCC	Boodakian, Carol		-	$ 500.00
FMHS	Semester 1	US History-Reconstruction/MCC	McDaniel, Cory		-	$ 500.00
FMHS	Semester 1	US History since Civil War/MCC	McDaniel, Cory		-	$ 500.00
FMHS	Semester 1	Personal Finance/MCC	Schmidt, Rebecca R		-	$ 500.00
FMHS	Semester 1	Intro PC Applications/MCC	Schmidt, Rebecca R		-	$ 500.00
						$ 4,000.00
INSTRUCTIONAL COACH STIPEND						
Sherman	YEAR	Instructional Coach	Watson, Pamela		-	$ 4,000.00
Baker	YEAR	Instructional Coach	Smith, Deborah		-	$ 4,000.00
Columbine	YEAR	Instructional Coach	Templeton, Sally		-	$ 4,000.00
Green Acres	YEAR	Instructional Coach	Harding, Jessica		-	$ 4,000.00
Pioneer	YEAR	Instructional Coach	Norman, Zachary		-	$ 4,000.00
FMMS	YEAR	Instructional Coach	Holtquist, Amy		-	$ 4,000.00
FMMS	YEAR	Instructional Coach	Langford, Shelli		-	$ 4,000.00
FMHS	YEAR	Instructional Coach - Secondary Math	Frasco, Linda		-	$ 4,000.00
FMHS	YEAR	Instructional Coach	Ridl, Jean		-	$ 4,000.00
DSC	YEAR	Instructional Coach - Elementary Math	Padgett, Amy		-	$ 4,000.00
						$ 40,000.00

School		Position	Name	Level	Step	Stipend
DISTRICT STIPEND						
DISTRICT	YEAR	Security Specialist	Davis, Vicki		-	$ 5,000.00
DISTRICT	YEAR	Music Coordinator	Miller, Kimberly		-	$ 1,596.00
						$ 6,596.00
					Miscellaneous Stipend Total:	**$ 66,796.00**
					District Stipend Total:	**$ 479,048.50**

RESOLUTION FOR EMERGENCY APPROVAL OF POLICIES

WHEREAS, Senate Bill 25-276 ("Protect Civil Rights—Immigration Status"), enacted by the Colorado General Assembly and signed into law by Governor Polis on May 23, 2025, strengthens civil rights protections and data privacy requirements for persons in Colorado irrespective of immigration status; and

WHEREAS, under Senate Bill 25-276, Colorado public schools, including district-operated and district-authorized charter schools, are prohibited from collecting or providing personal identifying information to federal immigration enforcement authorities unless required by law or necessary to perform the entity's function and additionally must adopt and make available written policies that detail:

1. Procedures for responding to requests from federal immigration enforcement authorities for personal identifying information concerning enrolled students or their families;
2. Procedures governing access by federal immigration enforcement authorities to non-public areas of school property, ensuring access is permitted only if the authority presents a valid federal warrant;

WHEREAS, non-compliance may result in injunctive relief and civil penalties up to $50,000 per violation;

WHEREAS, the Board finds that it is necessary to authorize emergency adoption, revision, or suspension of policies to address compliance with state law, particularly C.R.S. 24-74.1-102, and to maintain protections of immigrant students and their families;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of Morgan County School District Re-3 hereby authorizes Superintendent Robert Sanders, in consultation with legal counsel, to temporarily approve policies, procedures, and guidance as necessary to address the legal and operational impacts of the C.R.S. 24-74.1-102; and

BE IT FURTHER RESOLVED, that such emergency policies will be presented to the Board for review and ratification at this regularly scheduled meeting; and

BE IT FURTHER RESOLVED, following the emergency adoption that the Board intends to follow the adoption procedures outlined in board policy BG, School Board Policy Process, in order to permanently adopt the policy; and

BE IT FURTHER RESOLVED, that this resolution shall take immediate effect upon adoption.

Adopted and approved this 15 of September, 2025.

BY: _____

Mrs. Nancy Hopper
PRESIDENT, BOARD OF EDUCATION

ATTEST: _____

Mrs. Kati Jess
SECRETARY, BOARD OF EDUCATION

Student Records/Release of Information on Students

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee will provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

Content and Custody of Student Education Records

The principal is the official custodian of records in his or her building.

Student education records in all formats and media, including photographic and electronic, are those records that related directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health and medical information, family background information, teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school or District that are created by that unit for the purpose of law enforcement.

Nothing in this policy will prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records and requests for copies of such records, and disclosure of personally identifiable information, must be maintained as a part of each student's record.

School personnel must use reasonable methods to authenticate the identity of parents, students, school officials, and any other party to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures will be required.

Access to Student Education Records by Parent and Eligible Students

A parent or guardian (referred to as "parent") has the right to inspect and review the student's education files, if the student is under 18 years of age. If a student is 18 years old or older (eligible student), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent or guardian is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent

for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students will be in accordance with the regulation accompanying this policy.

Request to Amend Education Records

A parent or eligible student may ask the district to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. The request to amend a student's education records must be in accordance with the regulation accompanying this policy.

Disclosure with Written Consent

Whenever the District required by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent or eligible student will contain the following:

a. The specific records to be disclosed;

b. The specific reasons for such disclosure;

c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information;

d. The method or manner by which the records will be disclosed; and

e. The right to review or receive a copy of the records to be disclosed.

The parent's or eligible student's consent is only valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program does not constitute the specific written consent required by this policy.

All signed consent forms will be retained by the District.

Disclosure Without Written Consent

The District may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy will be permitted access to specific student education records.

a. For purposes of this policy, a "school official" is a person employed by the District as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or

therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.

b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement, (2) used within the context of official District business and not for purposes extraneous to the official's areas of responsibility, (3) relevant to the accomplishment of some task or to a determination about the student, and (4) consistent with the purposes for which the data are maintained.

2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.

3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.

4. The disclosure is in connection with a student's application for, or receipt of, financial aid.

5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information will only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.

6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests, to administer student aid programs, or to improve instruction.

7. The disclosure is to accrediting organizations for accrediting functions.

8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.

9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.

10. The disclosure is to comply with a judicial order or lawful subpoena. The District will make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:

    a. The court order or subpoena prohibits such notification; or

    b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.

11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.

12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.

13. The disclosure is of "directory information" as defined by this policy.

Disclosure of Directory Information

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released may include the student's name, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user.

Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.

Disclosure of Disciplinary Information to School Personnel

In accordance with state law, the principal or designee will communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported must maintain the confidentiality of the information and will not communicate it to any other person.

State law requires the principal or designee to inform the student and the student's parent when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The student and/or the student's parent may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

Disclosure to Military Recruiting Officers

Names, addresses, and home telephone numbers, as well as directory information, of secondary school students must be released to military recruiting officers within 90 days of the request, unless a parent or eligible student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the District in furnishing this information will be paid by the requesting service.

Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the District must release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. The District will obtain written consent annually from a parent before the release of any non-directory information required for billing. To accomplish this, the District will:

- Include a consent form with the "start of school" information each fall.
- Include a consent form with IEP packet materials.
- Include a consent provision on the Medical Emergency form.

Disclosure to the Colorado Commission on Higher Education (CCHE)

On or before December 31 of each school year, the District will disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

Annual Notification of Rights

The District will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. For notice to parents or eligible students who are disabled or whose primary or home language is a language other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act and this policy on student records shall be on file in the Office of the Superintendent during normal business hours.

Governing Law

The District will comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations as well as state law governing the confidentiality of student education records. The District is entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law will control.

Adopted August 18, 1997
Revised October 1997; October 1998; April 2000; November 2014; July 2018; September 15, 2025

LEGAL REFS.: 20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. 99.1 *et seq.* (FERPA Regulations)
C.R.S. 24-72-204 (3)(d) (information to military recruiters)
20 U.S.C. 7908 *(military recruiter information contained in No Child Left Behind Act of 2001)*
C.R.S. 19-1-303 and 304 *(records and information sharing under Colorado Children's Code)*
C.R.S. 22-1-123 *(district shall comply with FERPA)*
C.R.S. 22-32-109 (1)(ff) *(duty to establish policy on disclosing eighth grade students names and mailing addresses to the Colorado Commission on Higher Education)*
C.R.S. 22-32-109.1 (6) *(duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safe)*
C.R.S. 22-32-109.3 (2) *(duty to share disciplinary and attendance information with criminal justice agencies)*
C.R.S. 22-33-106.5 *(court to notify of conviction of crime of violence and unlawful sexual behavior)*
C.R.S. 22-33-107.5 *(school district to notify of failure to attend school)*
C.R.S. 24-72-204 (2)(e) *(denial of inspection of materials received, made or kept by Safe2Tell Program)*
C.R.S. 24-72-204 (3)(a)(VI) *(schools cannot disclose address and phone number without consent)*
C.R.S. 24-72-204 (3)(e)(I) *(certain FERPA provisions enacted into Colorado Law)*
C.R.S. 24-72-204 (3)(e)(II) *(disclosure by staff of information gained through personal knowledge or observation)*
C.R.S. 24-72-205 (5) *(fee for copying public record)*
C.R.S. 25.5-1-116 *(confidentiality of HCPF records)*

CROSS REF.: JK, Student Discipline
JLC, Student Health Services and Records
JRCA*, Sharing of Student Records/Information between School District and State Agencies
KLMA, Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers

Relations with State and Federal Agencies

To enhance the safety and security of students, staff and community, a cooperative and proactive effort will be maintained between the officials of the school district and state and federal agencies.

The Board will cooperate and to the extent possible develop written agreements with law enforcement officials, the juvenile justice system and social services, as allowed under state and federal law, to keep each school environment safe.

This cooperative and proactive effort will pursue the following primary objectives:

1. Development and periodic review of crisis prevention and management plans and safe school plans;

2. Assessment of District and building security, safety, and violence prevention policies and procedures;

3. Development of guidelines for how and when to contact state and/or federal agencies and what support the District will provide to aid in the effectiveness of the state and/or federal agency; and

4. Protection of the civil rights of all individuals.

    a. The District is committed to protecting the immigration status of its students and their parents. To aid in the safeguarding of this information, the District will follow the procedures outlined in regulation KLG-R.

Adopted August 2014
Revised September 15, 2025

LEGAL REF.: C.R.S. 22-32-109.1 (3) (agreements with state agencies)
C.R.S. 24-74.1-102 (policies regarding data and access in relation to immigration status)

CROSS REFS.: ECA/ECAB, Security/Access to Buildings
JIH, Student Interviews, Interrogations, Searches and Arrests
KDE, Crisis Management (Safety, Readiness and Incident Management Planning)
KLG-R, Relations with Federal Immigration Officials

Relations with Federal Immigration Officials

Pursuant to state law (C.R.S. 24-74.1-102), the following procedures have been developed for situations involving federal immigration officials, the collection of certain personal identifying information, and the release of records for the purposes of immigration matters:

1. The District will not collect the place of birth, immigration or citizenship status, or information from passports, permanent resident cards, alien registration cards, or employment authorization documents for students or their parents/guardians, except as necessary to verify information as required by state and/or federal law or to comply with a subpoena, order, or warrant issued by a federal judge.

2. Because of the confidential nature of student education records, no person or agency may access student education records, or other personal identifying information, without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law, policies JRCB, JRA/JRC, and regulations JRCB-R, and JRA/JRC-R.

    a. Personal Identifying Information collected by the District, or by a third party the District contracts with, will be maintained and safeguarded according to federal and state law, and policy EHC. This includes any personal identifying information of parents or relatives who visit campus.

3. For safety and security purposes, access to District facilities, whether by students, staff members, or visitors will be limited as deemed appropriate pursuant to policy ECA/ECAB and policy KI.

4. Each District will be required to appoint a staff member as the *designated employee* to handle immigration matters. The designated employee will be responsible for (1) acting as the point person when an immigration official is physically present at a District building, and (2) responding to requests for information by an immigration official.

    a. The District's designated employee is:

        Superintendent of Schools
        Morgan County School District Re-3
        715 West Platte Avenue
        Fort Morgan, Colorado 80701
        superintendent@fortmorgank12.com

    b. If the designated employee is unable to attend to the matter, the District's alternate designated employee is:

        Assistant Superintendent of Human Resources
        Morgan County School District Re-3
        715 West Platte Avenue
        Fort Morgan, Colorado 80701
        hr@fortmorgank12.com

Responding to Requests for Access or Information

In the event of a visit, or informational request, to a school in the District by federal immigration officials, the following steps will be taken by the school employee receiving the request:

1. Notify the designated employee;

2. Instruct the immigration official to remain in a designated area until the designated employee arrives;

3. The designated employee will collect and review the following information from the immigration official:

    a. The official's first and last name and badge number;

    b. The official's employer;

    c. The name and phone number of the official's supervisor;

    d. The purpose of their visit;

    e. Any documentation related to the visit, including any valid warrants, orders, or subpoenas:

        i. This information should be forwarded to the Superintendent's Office.

4. The immigration official should remain in the designated waiting area while the designated employee reviews the relevant material and determines the appropriate next steps;

5. The designated official will inform the student, and the student's family, of any request for access or information, if appropriate.

If the immigration official enters the premises prior to the completion of the above-listed steps, staff should not attempt to impede the official. Instead, staff should document the official's noncompliance with this regulation and report those actions to the designated employee.

Adopted September 15, 2025

School Wellness

The Board of Education at Morgan County School District Re-3 promotes healthy schools by supporting the whole child, as outlined in the Whole School, Whole Community, Whole Child Model (WSCC). This collaborative approach to wellness places the student at the center and leverages the strengths of the school and community to promote good nutrition, regular physical activity and social and emotional health as part of the learning environment. Improved health optimizes student performance potential by improving attendance, classroom engagement, and behavior. The District will support the implementation of this policy and goals, which are further outlined in ADF-R.

Goals

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

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to comprehensive wellness, including good nutrition and regular physical activity. Pursuant to the applicable federal law, the district shall comply with the United States Department of Agriculture (USDA) Smart Snacks Standards in the marketing of any foods or beverages sold to students during the school day. Such a learning environment will teach students to use appropriate resources and tools to make informed and educated decisions about lifelong healthy eating habits and beneficial physical activity in accordance with the District's academic standards for comprehensive health education and physical education.

Goal #2 The District will use state and federal standards to promote nutrition education and a healthy school environment, contributing to students' overall health and academic performance. The District will participate in and comply with all regulations of the USDA Child Nutrition Programs in which it participates (Child and Adult Care Food Program (CACFP), School Breakfast Program (SBP), National School Lunch Program (NSLP), After School Snack (AFS), and Fresh Fruit and Vegetable Program (FFVP)), in addition to ensuring compliance with the competitive food policy and the Smart Snack and Beverage standards.

Nutrition education will be in accordance with the District's academic standards for comprehensive health education. All foods and beverages available on school grounds during the school day shall meet or exceed the district's nutrition standards. The District will comply with the USDA School Lunch and Breakfast program regulations, including competitive foods and Smart Snacks in School nutrition standards.

Goal #3 The District will provide opportunities for students to engage in physical activity by utilizing a Comprehensive School Physical Activity Program.

The District will provide daily opportunities for students grades Prek-12 to engage in physical activity. Physical education will be taught at all grade levels by licensed teachers and follow a curriculum that fosters lifelong habits of physical activity. In addition to physical education, opportunities for physical activity will be offered before, during, and after school.

Goal #4 The District will promote positive a safe and social emotional climates for both student and staff wellbeing.

Schools will provide opportunities for staff and students to build a positive culture and climate. This will include utilizing trauma informed practices to support the mental health of staff and students. The District will prioritize the wellbeing of their employees, recognizing that healthy adults are powerful role models for students.

Implementation and Review

To help ensure each school's compliance with and implementation of this policy's goals, the Board designates a District Wellness Coordinator. The District Health Advisory Committee (DHAC) will convene a minimum of three (3) times per year. The Committee will be composed of various stakeholders including representatives of nutrition services, educators, health professionals, district leadership, and community partners. The DHAC will:

- Monitor the implementation of this policy,
- Evaluate the District's progress on policy goals,
- Serve as a resource to schools including the development of a school level wellness team, and
- Review and update this policy every three years in accordance with federal law and current best practices, which shall include an assessment of each school's compliance and progress towards policy goals.

The Superintendent or designee shall ensure compliance with established District wide nutrition and physical activity policies. In each school, the building administrator or designee shall ensure compliance.

Reporting and Recordkeeping

The results of the council's triennial assessments shall be made available to the public, and a copy of the wellness policy will be posted on the District website.

The District shall retain records to document compliance with this policy, including but not limited to documentation concerning the council's triennial assessments.

Adopted April 17, 2006
Revised July 13, 2009; September 19, 2011; June 19, 2017; October 2018; September 15, 2025

LEGAL REFS.: Section 204 of P.L. 111-296 (Healthy, Hunger-Free Kids Act)
C.R.S. 22-32-134.5 (healthy beverages requirement)
C.R.S. 22-32-136 (policies to improve children's nutrition and wellness)
C.R.S. 22-32-136.3 *(trans fat ban)*
C.R.S. 22-32-136.5(3)(a) and (b) (physical activity requirement)
1 CCR 301-79 (State Board of Education – healthy beverages rules)
7 C.F.R. Parts 201, 210 and 220 *(local school wellness policy requirements)*

CROSS REFS.: EF, Food Services
EFC and EFC-R, Free and Reduced-Price Food Services
EFEA, Nutritious Food Choices
IHAM and IHAM-R, Health Education
IHAMA, Teaching About Drugs, Alcohol and Tobacco
JLJ, Physical Activity

Student Wellness

Comprehensive Learning Environment

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

1. Inform school staff, parents, and community leaders about the issues affecting the health of children e.g. newsletters, health fairs, posters, radio, etc.

2. Encourage healthy habits and wise nutritional choices in pre-kindergarten through twelfth grade with behavior-focused nutrition education through health, physical education (P.E.) and science classes where appropriate.

3. The provision of age-appropriate and culturally sensitive instruction to students that teaches them lifelong healthy eating habits and a healthy level of physical activity.

Nutrition

Goal #2. The District will use state and federal standards to promote nutrition education and a healthy school environment, contributing to students' health status and academic performance. The District will participate in and comply with all regulations of the USDA Child Nutrition Programs in which it participates

(Child and Adult Care Food Program (CACFP), School Breakfast Program (SBP), National School Lunch Program (NSLP), After School Snack (AFS), and Fresh Fruit and Vegetable Program (FFVP)), in addition to ensuring compliance with the competitive food policy and the Smart Snack and Beverage standards.

1. Morning bus routes will be scheduled to allow students to arrive at school in time to eat breakfast.

2. The healthiest choices, such as salads and fruit, will be prominently displayed in the cafeterias to encourage students to make healthy choices.

3. Require all students have access to healthy food choices in appropriate portion sizes throughout the school day, including healthy meals in the school cafeteria with at least 20 minutes to eat lunch; healthy items in vending machines and encourage healthful items for fundraisers, classroom parties and rewards in the schools.

4. Accessible information to students and their parents/guardians concerning the nutritional content of foods and beverages sold ~~by~~ or available to students, as well

as the nutritional content of competitive foods sold or available on school district property.

5. All schools will provide breakfast through the USDA School Breakfast Program.

6. It is the policy of the School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the District will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards.

7. Non-food rewards, incentives, and fundraisers will be encouraged.

8. Marketing on the school campus will be limited to those products that are allowed to be sold according to the District's nutrition standards.

9. Marketing shall encourage participation in school meal programs.

10. All school nutrition program directors, managers, and staff will meet hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

11. Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12).

12. School meals will include fresh, locally grown foods.

13. The nutrition education curriculum will use available local resources as teaching tools (examples: Farm Box, school gardens, local field trips, etc).

14. All snacks made available to students during before and after school programs will meet the same nutrition standards as foods sold during the school day.

15. Students and staff will have access to free, safe, and fresh drinking water throughout the school day.

Physical Activity

Goal #3. The District will provide opportunities for students to engage in physical activity by utilizing a Comprehensive School Physical Activity Program.

1. Educate students about the health benefits of physical activity by integrating it, as appropriate, into areas other than physical education.

2. Encourage health-related physical assessments into the physical education curriculum as an evaluation tool.

3. A requirement that all students have access to age-appropriate daily physical activity.

4. Schools shall provide at least 20 minutes of active daily recess to all elementary school students.

5. Include moderate or vigorous physical activity in physical education classes.

6. Assure safe and adequate equipment, facilities, and resources for the full implementation of physical education classes in a pre-kindergarten through twelfth grade curriculum, which is aligned to state physical education standards and will undergo a periodic review cycle congruent to other academic subjects.

7. Physical education for grades K-12 is required to be taught by a licensed teacher who is endorsed to teach physical education.

8. The District shall provide all physical education teachers with annual professional development opportunities that are focused on physical education/physical activity topics and competencies specifically for physical education teachers.

9. Schools are encouraged to partner with local government and community-based agencies to support active transport to school to implement a comprehensive active transport program (i.e. Safe Routes to School Program).

10. The District will develop joint-use agreements with community partners in order to provide expanded physical activity opportunities for all students and community members.

11. Encourage coaches to get appropriate training and/or certification similar to or exceeding that recommended by the Colorado High School Activities Association.

Social Emotional Learning

Goal #4: The District will promote a safe and inclusive social emotional climate for both student and staff wellbeing.

1. School staff members shall be encouraged to model healthy eating and physical activity behaviors.

2. Employee wellness programs will be offered throughout the year at the District level to support the wellbeing of all District employees.

3. Teachers may use non-food alternatives as rewards. For example, staff is encouraged to use physical activity as a reward, such as extra recess when time allows. Physical activity may not be used as a punishment.

Revised to conform with practice: date of manual adoption
Revised September 15, 2025

SUPPLEMENTAL CONTRACT OF EMPLOYMENT
MORGAN COUNTY SCHOOL DISTRICT RE-3
In the County of Morgan and State of Colorado

THIS AGREEMENT, made and entered into at Fort Morgan, Morgan County, Colorado, this **DAY** of **MONTH, YEAR,** by and between MORGAN COUNTY SCHOOL DISTRICT RE-3, a school district organized and existing pursuant to law, hereafter termed "District"; and **NAME,** hereafter termed "Employee."

WHEREAS, the Employee has retired from public employment and is receiving retirement benefits from the Colorado Public Employees Retirement Association ("PERA"). The parties desire a limited-term employment relationship that will not result in a reduction in retirement benefits for the Employee or an increase in the net cost to the District of obtaining Employee's services, and

WHEREAS, the Board of Education of said District did at a regular meeting at the District Support Center of said District**,** by appropriate action authorize the employment of the Employee for said District and authorize the execution of this contract setting forth the terms of said employment.

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the respective parties hereto, it is agreed as follows:

1. Term. The District hereby employs the Employee for a term of up to one school year, commencing **DATE** and ending no later than [**June 30th or DATE**]. This Contract is not automatically renewable, and absent termination of employment, this Contract expires at the end of the school year for which it is issued.

2. Status. The Employee and the District understand and agree that, notwithstanding any other provision of this Contract and except to the extent provided otherwise by District Board of Education policy or Colorado law, the Employee is an at-will employee of the District and may be terminated by the District or the Employee at any time, with or without cause or notice. In all respects permitted by law, the terms and conditions of employment established by this Contract are subject to change at the sole discretion of the District, including its Superintendent or their designee, with or without notice. Nothing in this Contract is intended to confer or grant any right to or expectation of continued employment.

3. Position and Working Days. The Employee shall be employed under this Contract as a/an (select one):

   ☐ Administrator;

   ☐ Certified Teacher; or

   ☐ Classified Staff: (specify) _____.

The Employee shall monitor days worked to ensure they do not work more than the following limit specified below, if any, as consistent with § 24-51-1101, C.R.S. (select one):

☐ One hundred and ten (110) days per calendar year (or seven hundred twenty (720) hours per calendar year if working four (4) hours or less per day);

☐ One hundred and forty (140) days per calendar year (or nine hundred sixteen (916) hours per calendar year if working four (4) hours or less per day); or

☐ No limit.

If "140 days per calendar year" or "no limit" is selected above, the District has determined that there is a critical shortage of qualified candidates to perform the Employee's position and that the Employee has specific and unique experience, skills, or qualifications that would benefit the District. The Employee shall work with their supervisor and Human Resources to establish the actual number of contract days based on the number of available regular work days, excluding holidays. The Employee shall notify their supervisor and Human Resources at least ten (10) days in advance if advised by PERA for any reason that employment must conclude before the end of the school year. If the Employee does not work a regularly scheduled work day, regardless of cause, and has exhausted all available temporary leave provided herein, the Employee will be docked pay at a prorated, per diem rate for the time missed.

4. Assignment. Assignment to work will be made by the Superintendent or their designee, subject to any applicable provisions of Board Policy, collective bargaining agreement, and Colorado law. The Employee shall perform such duties and services as may lawfully be required, including substitute teaching. Acceptance of this Contract is not to be construed as a guarantee of a continuing assignment to any particular school and/or position. Grant positions are contingent upon funding availability.

5. Performance. The Employee shall devote their full time to the duties of the position for their contracted days and any other period of time specified in District policy and any applicable collective bargaining agreement. The Employee shall not accept any outside employment or engage in any enterprise or endeavor which would in any way interfere with or detract from the full performance of their duties. Absence of the Employee from their assignment for five (5) consecutive working days, without the approval of the Superintendent or their designee, for any reason other than illness, may be construed by the District as an irrevocable abandonment of employment.

6. Salary and Benefits. For services rendered by the Employee pursuant to this Contract, the District agrees to pay the Employee an annualized salary payable in monthly installments. The annual salary shall be calculated based on the Employee's placement on the District's applicable salary schedule, consistent with Board of Education Policy GDQCB and any applicable collective bargaining agreement. The Employee acknowledges and agrees that deductions required or permitted by law or District policy or procedures shall be deducted by the District from the Employee's monthly salary or as otherwise applicable. The Employee's salary may be adjusted by the

District to conform to any applicable employees' salary schedule as may be approved from time to time by the District Board of Education, or as otherwise determined appropriate by the Superintendent or their designee. The Employee shall not earn PERA service credit during the term of this Contract. The Employee may be entitled to any District contribution for coverage for dental, vision, and life or other insurances. In the event the Employee is not entitled to any of these coverages, the Employee may purchase such coverage as may be available through payroll deduction. The Employee may be entitled to any other benefits provided to regular employees, such as leave accrual, under any District policy, practice, procedure, handbook, or negotiated master agreement, except to the extent required by law.

7. Payments. The parties acknowledge that, on occasion, the District may overpay or underpay the Employee the compensation which is due the Employee. If the Employee believes they have been underpaid, they must provide the District with written notification of the underpayment within thirty (30) days of the date of said underpayment. If, upon timely notice, the District verifies the accuracy of the underpayment, it shall pay the Employee the amount owing to them at the next regular pay period. Within thirty (30) days of the Employee's receipt of written notification from the District that the District has overpaid the Employee, the Employee shall repay the amount owing to the District. If the Employee fails to repay the District, the District shall have the right to withhold the amount due the District from any monies which the District owes the Employee.

8. Extra Duties and Assignments. If the Employee has performed or has been assigned extra duties or assignments for which they received a stipend, the Employee may not resign or refuse to continue to perform such duty or assignment without the consent of the District. In the event of such refusal or resignation without the consent of the District, it is understood that the District may terminate this Contract. The parties hereto recognize that the District shall have the right and authority to make the assignments for extra duties and responsibilities which are subject to stipend and that the Employee shall have no continued expectation of any such extra duty or assignment.

9. Special Provisions for Teachers. If the Employee is a teacher, as defined in § 22-63-103(11), C.R.S, the following special provisions shall apply. The Employee's assignment to work shall be made only with the consent of the hiring principal and such school input as may be required by Colorado law. The Employee may be expected not to terminate this Contract or otherwise abandon their employment without the agreement of the District unless after the beginning of the academic year the Employee has given at least thirty (30) days written notice to the District to the effect that they wish to be relieved of this Contract for the remainder of the year as of a certain date. The Employee agrees to pay damages to the District, and the District may collect or withhold damages from compensation due or payable to the Employee in an amount up to and including one-twelfth (1/12) of the annual salary specified herein (but in no event to exceed ordinary and necessary expenses incurred by the District to secure the services of a suitable replacement), with such damages being assessed against the Employee from compensation due or payable to the Employee, if the Employee fails without good cause to give such notice or otherwise breaches this

Contract. If the District cancels or terminates this Contract or deems it abandoned by the Employee pursuant to its terms or as otherwise allowed by law or policy, the Employee shall be paid their salary through the last date services were performed, and they shall have no right or claim to any additional compensation. Due to the temporary and limited nature of post-retirement employment under this Contract and the break in continuous service, the Employee will not be entitled to rights or benefits as may be provided under the Colorado Teacher Employment, Compensation, and Dismissal Act ("TECDA"), including but not limited to continued employment, notice of contract nonrenewal, grounds for dismissal, procedures for dismissal, transfer, or compensation, and the Employee expressly agrees they have no claim to and hereby waive any right to claim non-probationary status with the District.

10. Governing Law. This contract is subject to and shall be construed in accordance with the laws of the State of Colorado. If it is found that a specific clause of this Contract is illegal or unenforceable under applicable law, the remainder of the Contract shall be unaffected and continue in force and effect.

11. Compliance. The Employee will perform their duties as may be required by law and the policies of the District as they now exist or as they may be amended, and to abide by and maintain the rules and regulations and directions adopted or to be adopted by the Board of Education of the District. The Employee also shall comply with the requirements and lawful directives of all superior administrative officers, as well as any applicable collective bargaining agreement. The Employee shall read, understand, and be presumed to know the contents of all such laws, policies, and agreements.

12. Conditions. Formation of this Contract is expressly conditioned upon: its execution by the Parties; verification by the District to its satisfaction of the Employee's credentials, years of experience, employment references, and criminal background clearance; and formal approval by the District's Board of Education. The Employee must as a condition of employment hold and maintain all lawfully mandated credentials, including a license or letter of authorization issued by the Colorado Department of Education, to qualify for the position in which the Employee is employed. The failure to do so qualifies as a material breach of this Contract, and any compensation paid to the Employee from the time of such licensure / authorization lapse shall be returned by the Employee to the District.

13. Signing. This Contract may be signed electronically. An electronic copy which collectively contains the signature and acknowledgment of all parties shall be deemed to constitute a complete original. Facsimile copies and photocopies of signatures by the Parties shall be deemed for all purposes to constitute original signatures. If the Employee does not accept the terms of this Contract by signing and returning it to the District Office of Human Resources within thirty (30) days of the date the Contract was tendered to them, the District shall deem the Contract not accepted and is authorized to open the position to other candidates, unless the District and the Employee have reached an alternative agreement.

14. No Waiver. No assent, expressed or implied, by the District to any breach of any obligation or covenant by the Employee shall be construed as a waiver of any

subsequent or other breach by the Employee.

15. Entire Agreement. This Contract sets forth the complete agreement between the Parties. No other verbal or written covenants, promises, agreements, stipulations, statements or representations have been made or relied on by the Employee, and no other consideration, other than that set forth herein, is due to the Employee. This Contract may not be modified and/or amended unless any such modification or amendment is reduced to writing and signed by both parties.

16. Other (Not applicable if blank):

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first written above.

I hereby certify that I have read the above and foregoing and accept employment in said district under the terms, provisions and conditions hereof.

_____ _____

Employee Date

MORGAN COUNTY SCHOOL DISTRICT RE-3, MORGAN COUNTY, COLORADO

_____ _____

ATTEST: President Date

_____

Secretary

Adopted
Revised March 18, 2024; September 15, 2025

District Personnel Performance Evaluation Council
(By-laws)

ARTICLE I: Function of council

A. Develop and recommend a certificated personnel performance evaluation system that meets the requirements of state law and Colorado Department of Education (CDE) regulations.
B. Consult with the Board of Education as to the fairness, effectiveness, credibility and professional quality of the certificated personnel performance evaluation system and its processes and procedures and conduct a continuous evaluation of the system.

ARTICLE II: Membership

A. Superintendent
B. Principals
C. One teacher from each elementary building and two teachers from the middle school and high school.
D. One resident of the district who is a parent of a child attending school within the district.
E. The president of the Fort Morgan Education Association (FMEA) or designee.
F. One member of the Board of Education
G. One resident of the school district who is not a parent

ARTICLE III: Expectations of membership

A. **Expectations of principals**
   1. Be able to apply the skills and concepts incorporated in the model.
   2. Attend meetings of the council and actively participate in its activities.
   3. Develop plans for implementing the model in their buildings.
   4. Meet training requirements specified by CDE.

B. **Expectations of teacher representatives**
   1. Serve as resource persons to the principals in developing and helping to implement plans at the building level.
   2. Attend meetings of the council and actively participate in developing the model.

C. **Expectations of parent and community representatives**
   1. Serve as liaison persons between the council and the accountability committee. For example, discuss proposed initiatives with members of the accountability committee and give feedback to the council.
   2. Attend all meetings and actively participate in its activities.

D. **Expectations of the superintendent**
   Provide overall leadership to the council on developing and implementing a district certificated staff evaluation plan.

E. **Expectation of the Board representative**
   1. Attend all meetings
   2. Serve as liaison between the council and the Board of Education

ARTICLE IV: Selection procedures

A. Principals will be appointed by the Board of Education.
B. Teachers recommended by FMEA to superintendent subject to Board approval.
C. Two parent representatives will be selected by the accountability committee.
D. The Board member will be selected by the Board of Education.

ARTICLE V: Length of Term

A. The superintendent and principals will serve on a continuing basis.
B. Teachers will serve for a minimum of two years and may be reappointed.
C. The Board member and parent/community representatives will serve for two years and may be reappointed.
D. Members will be selected on or about September 1 and announced prior to the first meeting of the school year.

ARTICLE VI: Officers/agendas

A. A chairman will be selected by the council. Other officers will be selected by the council as needed.
B. The chairman will receive agenda items from the council members and prepare the agenda for each meeting. The agenda will be disseminated to council members at least one day prior to each meeting.

ARTICLE VII: Minutes

A. Minutes will be kept of all meetings and disseminated to school buildings, administrators, Board of Education, accountability committee and FMEA president.

ARTICLE VIII: Meetings

The chairman will be responsible for determining the frequency, dates and times of meetings. Any council member may contact the chairman to discuss his rationale for the need of a meeting not scheduled.

ARTICLE IX: Amendments

The council will review these by-laws on an annual basis and recommended changes to the Board of Education.

Revised August 1983; October 1995

Preschool Council

Membership

Membership on the preschool program council will include but not be limited to the following:

1. The superintendent or designee
2. Two parents of children in the preschool program appointed by the Board and recommended by the superintendent
3. Two members of the business community appointed by the Board
4. Representatives from the following agencies:
    a. Morgan County Department of Health
    b. Morgan County Department of Social Services
    c. Job Services Center
    d. Head Start
    e. Any privately funded child care centers located in the school district

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

Officers

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

Duties

In accordance with law, the council will:

1. Assist the district in the implementation of the preschool program
2. Develop and recommend to the Board of Education plans for coordinating the preschool program with:
    a. Extended day services for children participating in the program and their families in order to achieve an increased efficiency in the services provided
    b. Family support services for children participating in the program and their families
    c. A program to train parents to provide teaching activities in the home prior to the entrance of their children in the preschool program
3. Define any additional student eligibility criteria
4. Develop a preschool program evaluation
5. Develop a training program for preschool program staff using all available community resources
6. Recommend to the Board a plan for the annual evaluation of the preschool program
7. Provide any other appropriate assistance to the school district in the implementation of the preschool program.

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

Meetings

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

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

Approved October 1995

LEGAL REF.: C.R.S. 22-288-105

CROSS REF.: IHBIB, Primary/Pre-primary Education

Nondiscrimination/Equal Opportunity

The District is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. It is critical to this commitment that anyone who may have experienced discrimination or harassment in the context of the District's educational programs, activities, or employment can report their concerns without fear of retaliation.

This policy AC and the implementing regulations are designed to foster a climate that provides preventative measures and encourages the reporting of discrimination and harassment and related retaliation. The District administrators will engage in prevention efforts, train the school community, respond to all complaints promptly, provide supportive measures, and develop fair and equitable processes to investigate and address complaints of discrimination and harassment, and related retaliation, and ensure all parties are treated fairly and impartially.

This policy defines prohibited conduct and guides individuals to the specific regulation governing the applicable reporting and response processes. Complaints of harassment or discrimination against a student should be made pursuant to AC-R-1. Complaints of harassment and discrimination against applicants, employees or community members should be made pursuant to AC-R-2. Complaints of bullying against a student based on their membership in a protected class should be made under AC-R-1. Complaints under Title IX should be made under AC-R-3. Supportive measures and prompt response times are required components of all regulations.

Definitions

- **"Bullying"** is any written or oral expression, physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental or emotional harm to another. Bullying is student-on-student behavior. The following policy has more details on the definition of bullying, the prevention process, and the reporting process:

    - Policy JICDE*, Bullying Prevention and Education

    If the bullying is based on a student's protected class, the behavior may constitute discrimination or harassment. Bullying based on a student's protected class should be addressed through the following regulation:

    - Regulation AC-R-1

- **"Protected Classes"** include race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, pregnancy, marital status, veteran status, disability, family composition and genetic information of an employee or applicant for employment.

For purposes of this policy and the implementing regulations:

- **"Race"** includes hair texture, hair type, hair length, or a protective hairstyle, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, afros, and headwraps, that is commonly or historically associated with race.

- **"Sexual Orientation"** means an individual's identity (or another person's perception of their identity), in relation to the gender(s) to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction.

- **"Gender Expression"** means an individual's way of reflecting and expressing gender to the outside world, typically demonstrated through appearance, dress, and behavior.

- **"Gender Identity"** means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth.

- **"Harassment"** is any unwelcome, physical or verbal conduct or any written, graphic, or visual communication directed at a student, employee, applicant, or member of the public based on their protected class that is objectively offensive to a reasonable individual who is a member of the same protected class, that also:

- for a student, is either made a term or condition of access to educational services, is used or threatened to be used as a basis for educational decisions affecting the student, interferes with a student's ability to participate in the District's educational services, or creates an intimidating, hostile, or offensive educational environment;

- for an applicant or an employee, is subjectively offensive to the individual alleging harassment, is made a term or condition of employment, is used as a basis for employment decisions affecting the individual, unreasonably interferes with the individual's work performance, or creates an intimidating, hostile, or offensive working environment;

- for a member of the community, is subjectively offensive to the individual alleging harassment, and unreasonably interferes with a community member's ability to participate in the District's services, activities, or opportunities.

Whether conduct constitutes harassment depends on a number of factors, including, but not limited to:

- the type, frequency, and duration of the conduct;
- the number of individuals involved and their relationships;
- the age and education level of individuals involved;
- the location and context in which the conduct occurred;
- whether the conduct is threatening or any real or perceived power differential exists;
- any use of stereotypes, epithets, slurs, or degrading conduct or communication;
- whether the conduct includes an act of physical violence;

- the effect on the complainant's education or employment, if applicable.

- **"Discrimination"** occurs when a student or community member is denied or limited in the ability to participate in or benefit from the District's services, activities, or opportunities on the basis of their protected class. Discrimination also occurs when the District fails or refuses to hire an employee, discharges an employee, or otherwise treats an employee differently with respect to compensation, terms, conditions, privileges, opportunities, or status on the basis of their protected class. Harassment of a student, employee, or community member is a form of discrimination.

  The following regulations have more details on harassment and discrimination and the related complaint process:

  - AC-R-1 Harassment and Discrimination Investigation Procedure for Students
  - AC-R-2 Harassment and Discrimination Investigation Procedure for Employees, Applicants for Employment and Members of the Public
  - AC-R-3 Sexual Harassment Investigation Procedures under Title IX

- **"Retaliation"** is intimidating, threatening, coercing, or discriminating against an individual who has reported an incident of harassment, discrimination, or bullying. Retaliation includes charges against a student for code of conduct violations related to the incident for the purpose of punishing a student for making a report or otherwise interfering with a student's rights under this policy.

- **"Sexual Harassment"** under Title IX is conduct on the basis of sex that could include unwelcome sexual advances, requests for sexual favors, or other unwelcome physical or verbal conduct or communication of a sexual nature. Because Title IX's definition of sexual harassment is a federal standard, the definitions and procedures differ slightly from sexual harassment under state law. More information on sexual harassment can be found in the following policies and regulation:

  - Policy GBAA, Sexual Harassment [for Staff]
  - Policy JBB, Sexual Harassment [for Students]
  - Regulation AC-R-3, Sexual Harassment Investigation Procedures under Title IX

- **"Respondent"** means a student or employee who has been reported to have engaged in conduct that could constitute harassment.

- **"Complainant"** means a student, employee, or community member alleged to have experienced discrimination or harassment. A complainant may or may not be the reporting party.

- **"Reporting Party"** means a person who raises a concern or allegation of discrimination or harassment on behalf of a complainant with the compliance officer. Any District student, employee, or community member may be a reporting party.

- **"Compliance Officer"** means the District employee who is responsible for coordinating and overseeing the District's discrimination and harassment prevention and response

efforts. Among other responsibilities, the compliance officer will coordinate and oversee the District's discrimination and harassment investigation, consultation, recordkeeping, monitoring, and training processes. To facilitate this work, all District employees must inform the compliance officer of all reports and complaints raising discrimination and harassment issues implicating this policy. The compliance officer may appoint a designee to perform any of their assigned duties, including performing the investigation and issuing the report.

- **"Supportive Measures"** are individualized services to restore or preserve equal access to education, protect student and employee safety, or deter harassment and discrimination. Supportive measures may be provided regardless of whether a complaint has been filed. Supportive measures may include, but are not limited to:

    - Counseling;
    - extensions of deadlines or other course-related adjustments;
    - extra time for homework or tests;
    - the opportunity to resubmit homework or retake a test;
    - remedying an impacted grade;
    - excused absences;
    - the opportunity for home instruction;
    - modifications to class schedules; and
    - restrictions on contact between the parties to a complaint of harassment or discrimination.

- **"Title IX Coordinator"** means the employee designated by the District to coordinate its efforts to comply with Title IX of the Education Amendments and the District's Title IX program.

    - Title IX Coordinator:
      Assistant Superintendent of Human Resources
      Morgan County School District Re-3
      715 West Platte Avenue
      Fort Morgan, Colorado 80701
      hr@fortmorgank12.com

Harassment, Discrimination, and Retaliation Prohibited

Discrimination, harassment, and bullying on the basis of protected class are prohibited at any District school, at any District or school-sanctioned activity or event, on any District property (or off school property when such conduct has a connection to the school), or any District curricular or non-curricular activity or event. Retaliation for reporting harassment or for participating in any way in an investigation of harassment or discrimination is also prohibited.

District Action

The District encourages anyone - students, parents and family members, volunteers, educators, or staff members - who witness bullying, harassment, discrimination, or retaliation to report the conduct by making a complaint in accordance with the appropriate regulation. All school staff

who witness or receive complaints of harassment or discrimination are required to promptly share any such complaints with the compliance officer.

The District will take appropriate action to promptly and impartially investigate allegations of discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior, and to prevent retaliation against the individual who files the complaint and/or any person who participates in the investigation. When appropriate, the District will take additional action during the investigation to protect against further discrimination, harassment, or retaliation.

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

Upon determining that incidents of discrimination or harassment are occurring in particular District settings or activities, the District will implement measures designed to stop the discrimination or harassment and otherwise remedy the problem in those areas or activities.

Any student or employee who engages in discrimination or harassment will be disciplined according to applicable Board policies and the District will take reasonable action to restore lost educational or employment opportunities to the complainant(s) and others impacted.

The compliance officer will refer any potential criminal charges to law enforcement.

Notice and Training

The District will issue a written notice prior to the beginning of each school year that advises students, parents, employees, and the general public that the educational programs, activities, and employment opportunities offered by the District are offered without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, marital status, national origin, religion, ancestry, or need for special education services. With respect to employment practices, the written notice will prohibit discrimination on the basis of age, genetic information, and conditions related to pregnancy or childbirth.

The announcement will also include the name, address, email address, and telephone number of the person(s) designated to coordinate Title IX, Section 504, and ADA compliance activities. Where possible, the notice will be disseminated to persons with limited English language skills in the person's own language. It will also be made accessible to persons who are visually or hearing impaired.

This policy and the implementing regulations, which include the complaint process, must be prominently posted on the District's website in plain language, and made available to all students, parents, and staff through electronic or hard-copy distribution. Training materials regarding sex-based discrimination and sexual harassment are available to the public on the District's website.

Students and District employees will receive periodic training related to recognizing, reporting and preventing discrimination and harassment. District employees must receive additional training related to handling reports of discrimination and harassment.

The training will comply with Colorado state law and will include, but not be limited to, instruction on the following:

- Recognizing harassment or discrimination, including indicators of grooming and child sexual abuse;
- The appropriate immediate response when harassment or discrimination is reported to or witnessed by an employee;
- Reporting harassment or discrimination to the public school or school district.

Adopted August 1994
Revised February 2000; March 2010; August 2016; October 2018; July 17, 2020; September 30, 2021; February 28, 2022; August 12, 2024; September 15, 2025

LEGAL REFS.: 20 U.S.C. 1681 *(Title VII, Education Amendments of 1972)*
20 U.S.C. 1701-1758 *(Equal Employment Opportunity Act of 1972)*
29 U.S.C. 621 *et seq. (Age Discrimination in Employment Act of 1967)*
29 U.S.C. 701 *et seq. (Section 504 of the Rehabilitation Act of 1973)*
42 U.S.C. 12101 *et seq. (Title II of the Americans with Disabilities Act)*
42 U.S.C. 2000d *(Title VI of the Civil Rights Act of 1964, as amended in 1972)*
42 U.S.C. 2000e *(Title VII of the Civil Rights Act of 1964)*
42 U.S.C. 2000ff *et seq. (Genetic Information Nondiscrimination Act of 2008)*
34 C.F.R. Part 100 through Part 110 *(civil rights regulations)*
C.R.S. 2-4-401 (3.4) *(definition of gender expression)*
C.R.S. 2-4-401 (3.5) *(definition of gender identity)*
C.R.S. 2-4-401 (13.5) *(definition of sexual orientation)*
C.R.S. 18-9-121 *(bias-motivated crimes)*
C.R.S. 22-1-143 (*definition of harassment or discrimination)*
C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt written policies prohibiting discrimination)*
C.R.S. 22-32-110 (1)(k) *(definition of racial or ethnic background includes hair texture, definition of protective hairstyle)*
C.R.S. 24-34-301 *et seq. (Colorado Civil Rights Division)*
C.R.S. 24-34-301 (3.3) *(definition of gender expression)*
C.R.S. 24-34-301 (3.5) *(definition of gender identity)*
C.R.S. 24-34-301 (7) *(definition of sexual orientation))*
C.R.S. 24-34-402 *et seq. (discriminatory or unfair employment practices)*
C.R.S. 24-34-402(1.3)(a) (*definition of "harass" or "harassment")*
C.R.S. 24-34-402.3 *(discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)*
C.R.S. 24-34-601 *(unlawful discrimination in places of public accommodation)*
C.R.S. 24-34-602 *(penalty and civil liability for unlawful discrimination)*

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity

GBAA, Sexual Harassment
JB, Equal Educational Opportunities
JBB*, Sex-Based Harassment

Name Changes

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

Definitions

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

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

Use of a Chosen Name or Preferred First Name

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

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

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

Name Changes on Official Student Records

The District is required to maintain a permanent student record ("official record") that includes a student's name and gender. Students or parents who wish to alter the student's name or gender must follow the process in JRA/JRC-R. The District will not process a name change on a student's official record without a parent signature or a court order.

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

Disclosure to Third Parties

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

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

Adopted August 1994
Revised August 1995; September 16, 2024; September 15, 2025

LEGAL REFS.: 34 C.F.R. §99.1 *et seq. (Family Educational Rights and Privacy Act regulations)*
34 C.F.R. §99.20(d) (*parents and students have the right to request a school change name and gender marker on their record if they feel it is incorrect, misleading, or violates privacy, and schools must provide parents with an opportunity to inspect and review educational records*)
34 C.F.R. §99.31 (*permitted reasons for disclosure of student records*)
3 C.C.R. 708-1:81.6(A)(4) (*sexual orientation harassment is deliberately misusing an individual's preferred name, form of address, or gender-related pronouns*)
C.R.S. 22-1-145 (*knowing or intentional failure to use a chosen name is discriminatory, and schools required to use a student's chosen name and adopt a policy on the subject*)
C.R.S. 22-1-145(b) (*gender identity means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth).*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JRA/JRC, Student Records/Release of Information on Students
JRA/JRC-R, Student Records/Release of Information on Students

Nondiscrimination/Equal Opportunity

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Morgan County School District Re-3 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, family composition, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law. Harassment, if it rises to the level described in state law, in a prohibited form of discrimination.

Complaint procedures have been established for students, parents, employees, and members of the public as follows:

- Policy AC-R-1: Students
- Policy AC-R-2: Employees, Applicants for Employment and Members of the Public
- Policy AC-R-3: Sexual Harassment (Title IX)

The following person(s) have been identified as the compliance officer for the District:

Superintendent of Schools
Morgan County School District Re-3
715 West Platte Avenue
Fort Morgan, CO 80701
(970) 867-5633 X 48110
superintendent@fortmorgank12.com

Title IX Coordinator
Assistant Superintendent of Human Resources
Morgan County School District Re-3
715 West Platte Avenue
Fort Morgan, CO 80701
(970) 867-5633 X 48120
hr@fortmorgank12.com

Outside Agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 950 17th Ave., Suite 300, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 825, Denver, CO 80202.

Approved March 2000
Revised November 1, 2010; August 2016; October 2018; July 17, 2020; August 15, 2022; August 12, 2024; September 15, 2025

Nondiscrimination/Equal Opportunity
(Complaint Form)

Date: _____

Name of complainant: _____

School: _____

Address: _____

Phone: _____

☐ Please check here for allegations of sexual discrimination and/or sex-based harassment. (Note: Investigator will use investigation procedures consistent with allegations of sex-based discrimination and/or sexual harassment).

Summary of alleged discrimination or harassment:

_____

_____

_____

Name(s) of individual(s) allegedly engaging in prohibited conduct:

_____

_____

Date(s) alleged discrimination occurred: _____

_____

Name(s) of witness(es) to alleged conduct: _____

_____

_____

If others are affected by the possible discrimination or harassment, please give their names:

_____

_____

_____

Your suggestions regarding resolving the complaint:

Please describe any corrective action you wish to see taken with regard to the alleged discrimination or harassment. You may also provide other information relevant to this complaint.

Printed Name of Complainant

Signature of Complainant

Date

Printed Name of Person Receiving Complaint

Signature of Person Receiving Complaint

Date

Approved November 1, 2010
Revised July 17, 2020; August 12, 2024; September 15, 2025

Harassment and Discrimination Investigation Procedures for Students

The District prohibits discrimination against any District student. It is a violation of policy for any student or staff member to harass students, or to retaliate against those who report harassment or discrimination or those who participate in a harassment investigation. For the purposes of this regulation, **"harassment"** is unwelcome conduct or communication directed at a student based on their protected class, as described in Policy AC, that is objectively offensive to a reasonable individual who is a member of the same protected class. The conduct or communication must meet at least one of the following: (i) submission to the conduct or communication is made a term or condition of access to educational services, (ii) submission to, objection to, or rejection of the conduct or communication is used or threatened to be used as a basis for educational decisions affecting the student; or (iii) the conduct or communication interferes with a student's ability to participate in the District's educational services, or creates an intimidating, hostile, or offensive educational environment.

Harassment under Colorado law also includes the knowing or intentional use of a name other than a student's chosen name, or the refusal to use a student's chosen name. (See Policy ACA.)

The District has adopted the below grievance procedures to encourage reporting and ensure that the investigation and resolution of complaints of harassment and discrimination against students are fair, impartial, and prompt.

Allegations of sexual discrimination or sex-based harassment arising under Title IX must follow the procedures specifically outlined in Policy AC-R-3.

Investigation Process

Throughout the investigation, the District will keep information related to the investigation confidential to the extent possible. The investigation will be fair, impartial, and prompt. The District will make a good faith effort to complete an investigation within sixty days after the complaint, with an additional thirty-day extension possible for good cause. The compliance officer will attempt to adhere to all timelines. If the compliance officer needs more time with regard to any aspect of the investigation, they will notify the parties in writing as to the reason for the extension.

Promptly after receiving a complaint, the compliance officer will offer the complainant and respondent supportive measures and inform the parties that they may request additional supportive measures throughout the investigation by contacting the compliance officer. If a student with a disability is a party, the compliance officer will collaborate with the student's 504/IEP team to determine appropriate supportive measures and will discuss these options with the student. Supportive measures may include but are not limited to: counseling; extensions of deadlines or other course-related adjustments; extra time for homework or tests; the opportunity to resubmit homework or retake a test; remedying an impacted grade; excused absences; the opportunity for home instruction; modifications to class schedules; and restrictions on contact between the parties to a report of harassment or discrimination.

During the investigation, all parties will be treated equitably and will be provided with equal opportunity to present evidence. Any questions that arise during the investigation should be directed to or forwarded to the compliance officer. The compliance officer will provide regular written updates about the status of the investigation to both parties and their parents/legal guardians at the end of each stage of the investigation, but at least every fifteen business days.

1. Making a Complaint

Any person who witnesses or experiences bullying on the basis of protected class, harassment, discrimination, or retaliation against students are encouraged to report the conduct to school staff by making a complaint with the District's compliance officer.

Any staff member who receives information about an incident or who witnesses harassment, discrimination, or retaliation must report the incident to the compliance officer.

Complaints may be made by phone, by email, in person, or through an online form and should include a detailed description of the alleged event(s), the date(s) the alleged event(s) occurred, and name(s) of the party/parties involved, including any witnesses. The complaint should be made as soon as possible after the incident.

- **Compliance Officer:**
  Superintendent of Schools
  Morgan County School District Re-3
  715 West Platte Avenue
  Fort Morgan, Colorado 80701
  superintendent@fortmorgank12.com

- **Complaint Form Link:** www.fortmorgank12.com

No person can serve as the compliance officer in a matter in which they have a bias or conflict of interest with regard to the parties and/or the underlying conduct, or if they are alleged to have participated in prohibited conduct. If the compliance officer is alleged to have participated in prohibited conduct, complaints may be made to the following District employee.

- **Assistant Superintendent of Human Resources**
  Morgan County School District Re-3
  715 West Platte Avenue
  Fort Morgan, Colorado 80701
  hr@fortmorgank12.com

Retaliation against the complainant, respondent, or any person who filed a complaint or participated in an investigation is prohibited. Individuals found to have engaged in retaliatory behavior will be subject to disciplinary measures.

2. Evaluation by Compliance Officer

The compliance officer will review the complaint to determine whether the alleged conduct constitutes harassment or discrimination. The compliance officer will refer the matter back to the building principal or appropriate administrative department if the conduct alleged does not implicate a protected class or otherwise fit the characteristics of harassment or discrimination.

The compliance officer will refer any potential criminal charges to law enforcement. Upon the request of law enforcement, the compliance officer will delay action on a complaint for a reasonable amount of time to allow law enforcement to investigate the matter and will notify the parties of the delay. The compliance officer will not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination but may consider any evidence shared by law enforcement in making any determinations.

The compliance officer may assign any or all aspects of the investigation to a qualified alternate for any reason, including conflict of interest, bias concerns and/or insufficient capacity due to other matters.

As used in this regulation, the term "compliance officer" refers to the compliance officer or their designee.

3. Initial Meetings with the Parties

The following details actions to be taken by the compliance officer upon the determination that the underlying allegations, if proved to be true, constitute harassment or discrimination.

a. *Initial meeting with Reporting Party, if any, and Complainant:* Within five school days following receipt of the complaint, the compliance officer will meet with the complainant and any reporting party and their parents or guardians.

   The purpose of the initial meeting is for the compliance officer to:

   i. provide the complainant with the information detailed in paragraph (c) below; and
   ii. collect any additional information necessary to complete the complaint and determine whether the allegations, if proven to be true, constitute prohibited discrimination or harassment.

   If the compliance officer determines there is no merit to the allegations, the compliance officer may dismiss the complaint and will notify the complainant in writing. If the complaint is dismissed at this stage, the compliance officer may meet with the respondent to advise them of the allegations and offer supportive measures.

If the complainant does not want to proceed with the next steps of the investigation, the compliance officer may elect to proceed with the investigation if necessary to stop any harassment or discrimination and otherwise ensure the safety of the school environment.

b. *Initial Meeting with Respondent:* As soon as possible after meeting with the complainant and any reporting party, the compliance officer will meet with the respondent and, if this individual is a student, their parents/guardians, in order to obtain a response to the complaint. At the initial meeting, the compliance officer will advise the respondent as to the allegations against them and give the respondent a chance to respond to those allegations.

c. *Information Provided at the Initial Meetings*: The compliance officer will provide to both the complainant and respondent the same basic information, including:

i. available supportive measures;
ii. copies of Board Policy AC and this regulation;
iii. timeline for the investigation process and the District's legal obligations;
iv. the possibility of resolving the complaint informally upon agreement of all parties;
v. that the information collected is confidential, so long as confidentiality does not prevent the District from responding effectively to prohibited conduct and preventing future prohibited conduct;
vi. all parties have a right to have an advisor present during all stages of the investigation; and
vii. parties will be granted excused absences for any therapy, medical, legal, or victim's services appointment associated with the report.

4. Informal Complaint Resolution

When the compliance officer deems it appropriate, an informal resolution process may be instituted. Informal resolution is not appropriate in all circumstances. It may only be used if both parties are students and both parties agree, with agreement voluntary, non-coerced, and documented in writing. Informal resolution may not be used if the underlying offense involves sexual assault or other act of violence. No party will be forced to participate in informal resolution and either party may request an end to an informal process at any time.

If both parties feel a resolution has been achieved through informal resolution, no further action need be taken to resolve the complaint. However, within [*six - seven*] school days following the conclusion of the informal resolution process, the compliance officer must prepare a written report for the parties detailing the process and any agreed upon corrective or restorative measures provided, including any steps the District will take to prevent future discrimination or harassment. A copy of the report will be shared with the Board of Education.

5. Formal Complaint Resolution

If informal resolution is inappropriate, unavailable, or unsuccessful, the compliance officer will engage in formal complaint resolution.

a. *Collect Evidence*: The compliance officer will collect evidence. Evidence may be collected by interviews with parties and witnesses, reviewing any available physical or documentary information, requesting written statements, or other appropriate methods at the compliance officer's discretion. Evidence may include but is not limited to: evidence about the credibility of the parties involved; evidence about whether the respondent has engaged in other incidents of misconduct; evidence of the complainant and respondent's respective reactions or changes in behavior following the incident; and evidence regarding whether the complainant took action to protest the conduct.

b. *Determination*: No later than fifty school days following receipt of the complaint, the compliance officer must prepare a written report which determines whether discrimination or harassment occurred. The compliance officer will apply the preponderance of the evidence standard, which means that it is more likely than not that the conduct occurred. In making this decision, all relevant circumstances must be considered by the compliance officer, including:

   i. the degree to which the conduct affected the complainant's ability to participate in or benefit from the school environment;
   ii. the type, frequency and duration of the conduct, recognizing that a single incident may rise to the level of harassment;
   iii. the identity of and relationship between the respondent and the complainant;
   iv. the context of the incident, including school size and location of the incident and/or other incidents at the school;
   v. whether the conduct was threatening;
   vi. the use of epithets, slurs or other conduct that is humiliating or degrading;
   vii. whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class;
   viii. ages and number of respondents and complainants involved;
   ix. patterns of misconduct of the respondent;
   x. real or perceived power differentials between the parties;
   xi. any other relevant circumstances.

   The decision must include a written determination regarding responsibility, explain how and why the compliance officer reached the conclusions outlined in the report, detail any supportive measures or disciplinary sanctions already taken, and recommendations for future disciplinary measures.

   If the compliance officer is not the superintendent, the compliance officer's report is advisory and must not bind the superintendent or the District to any particular course of action or remedial measure.

If the compliance officer is the superintendent, the report will include the determination of any sanctions or other actions deemed appropriate, including suspension or expulsion, pursuant to Policy JKD/JKE and/or other appropriate corrective or restorative actions.

6. Disciplinary Measures and Outcome

As soon as practicable after receiving the compliance officer´s findings and recommendations, the superintendent or designee must determine any sanctions or other actions deemed appropriate, including suspension or expulsion, pursuant to Policy JKD/JKE and/or other appropriate corrective or restorative actions.

Students will not be disciplined for any of the following acts, if they are connected to the reported incident: truancy, late arrival, drug or alcohol use, consensual sexual activity, expressing a trauma symptom, unauthorized access to facilities, reasonable self-defense against the respondent, or talking publicly about the reported harassment or discrimination.

To the extent permitted by federal and state law, all parties, including the parents/guardians of all students involved, must be concurrently notified in writing of the final outcome of the investigation and any corrective or restorative action taken by the District within five school days following the superintendent´s determination.

A copy of the compliance officer's report, and any corrective, disciplinary or restorative actions shall be provided to the Board of Education.

Resources

Throughout the investigation, or after the investigation concludes, affected individuals may choose to use the following resources:

National Domestic Violence Hotline: 1−800−799−SAFE (7233)
National Sexual Assault Hotline: 1-800-656-4673
Violence Free Colorado*:* https://www.violencefreecolorado.org/
The Crisis Center 24/7 Hotline: *303-688-8484*
Any local resources for use by students

Outside Agencies

In addition to, or as an alternative to, filing a complaint pursuant to this regulation, a person may file a discrimination complaint with the U.S. Department of Education, Office for Civil Rights (OCR); the Federal Office of Equal Employment Opportunity Commission (EEOC); or the Colorado Civil Rights Division (CCRD). The addresses of these agencies are listed below.

Denver Office for Civil Rights (OCR)
U.S. Department of Education
1244 Speer Blvd., Suite 310, Denver, CO 80204-3582
Telephone: 303-844-5695
Fax: 303-844-4303

TTY: 303-844-3417.
Email: OCR. Denver@ed.gov

Federal Office of Equal Employment Opportunity Commission (EEOC)
303 E. 17th Avenue, Suite 410, Denver, CO 80203
Telephone: 800-669-4000
Fax: 303-866-1085
TTY: 800-669-6820
ASL Video Phone: 844-234-5122
Website: https://publicportal.eeoc.gov/portal/

Colorado Civil Rights Division (CCRD)
1560 Broadway, Suite 825, Denver, CO 80202
Telephone: 303-894-2997 or 800-886-7675
Fax: 303-894-7830
Email: DORA_CCRD@state.co.us (general inquiries),
DORA_CCRDIntake@state.co.us (intake unit)

Adopted November 1, 2010
Revised October 15, 2018; July 17, 2020; September 16, 2024; September 15, 2025

Sexual Harassment Investigation Procedures
(Title IX)

The District is committed to maintaining a learning environment that is free from sexual discrimination. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Definitions

For purposes of this regulation, these terms have the following meanings:

Actual Knowledge means when any District employee receives notice of an incident of alleged sexual harassment. When this standard is met, the District has an obligation to respond under Title IX. This standard is not met when the only employee with knowledge of alleged sexual harassment is the respondent.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Decision Maker means an individual charged with considering the evidence contained in the investigation report, making findings of fact, and analyzing the relevant policy provisions to determine whether the allegations constitute a policy violation. The decision maker cannot be the same person as the Title IX Coordinator or investigator.

Disciplinary Sanction means a consequence imposed by the District on a respondent who is found to have violated this policy, however, the grievance process must be completed before any disciplinary sanctions are imposed. Disciplinary Sanctions are designed to remedy and prevent the recurrence of discrimination, harassment, and/or retaliation. Disciplinary sanctions may include: disciplinary sanctions, such as no-contact orders, required training, loss of privileges, suspension, or expulsion.

Education Program or Activity means locations, events, or circumstances over which the District exercises substantial control over both the complainant and respondent and the context in which the sexual harassment occurs.

Formal Complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment by a respondent and requesting that the District investigate the allegation. At the time of the filing of a formal complaint, a complainant must be participating in or attempting to participate in the educational programs or activities of the District.

Investigator means the individual charged with conducting interviews, gathering evidence, and producing an investigation report. The investigator may be the same person as the Title IX Coordinator, but cannot serve as the decision-maker.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Retaliation means threats, intimidation, coercion, discrimination, or other adverse action against any person for the purpose of interfering with any right or privilege secured by Title IX or because the person has made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, [hearing,] or proceeding under this policy.

Sex Harassment means conduct on the basis of sex that falls into one or more of the following categories:

1. A District employee conditioning an educational aid, benefits, or services on participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

3. An offense that falls into the FBI's Uniform Crime Reporting categories of sexual assault, dating violence, domestic violence, or stalking.

Supportive Measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge, to the complainant and/or respondent in order to restore or preserve the party's access to the education program/activity, without unreasonably burdening the other party. Supportive measures may be provided after the filing of a formal complaint or where no formal complaint has been filed. Possible supportive measures are academic support, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual no-contact directives, leaves of absence, changes in work/school locations, access to identified trusted adults at school, increased monitoring of locations, safety planning and referral to outside agencies and supports.

Title IX Coordinator means the employee designated by the District to coordinate its efforts to comply with Title IX responsibilities. The Title IX Coordinator is to be informed of all reports or formal complaints of violations of this policy. The Title IX Coordinator may delegate certain responsibilities under this policy to an alternate who has received appropriate training. The Title IX Coordinator cannot serve as the decision-maker, but may serve as the investigator if appropriate.

- The District's Title IX Coordinator is:
  Assistant Superintendent of Human Resources
  Morgan County School District Re-3
  715 West Platte Avenue
  Fort Morgan, Colorado 80701
  hr@fortmorgank12.com

Title IX Resolution Process

The Title IX Coordinator is responsible for receiving and acting on reports and formal complaints, filing complaints on behalf of a complainant if necessary, dismissing complaints if necessary, and ensuring all other requirements of Title IX are followed by the District. The Title IX Coordinator must also offer and coordinate supportive measures, as appropriate, for both the complainant and respondent, or for any party who may have been affected by sexual harassment. Additionally, the Title IX Coordinator may assign any or all aspects of the complaint response process to a qualified alternate for any reason, including conflict of interest, bias concerns, and/or insufficient capacity due to other matters. As used in this regulation, the term "Title IX Coordinator" refers to the Title IX Coordinator or their alternate.

Investigations into complaints alleging violations of Title IX will proceed as described below. The investigation will be adequate, reliable, and impartial. All parties will be treated equitably and will be provided equal opportunity to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible. However, it is the District's responsibility to gather evidence and determine whether this policy was violated, not the responsibility of either party. Throughout the investigation, the District will take reasonable steps to protect the privacy of the parties and witnesses during the investigation, provided this does not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses, consulting with their family members, confidential resources, or advisors, or otherwise preparing for or participating in the grievance procedures.

The District will make a good faith effort to complete the investigation and make any findings within sixty days after the complaint, and the Title IX Coordinator will adhere to all timeframes. Reasonable extensions of timeframes will be granted on a case-by-case basis for good cause with written notice to the parties that includes the reason for the delay.

No person can serve as a Title IX Coordinator, investigator, decision-maker, or informal resolution facilitator if they have a conflict of interest or bias for or against complainants or respondents generally, or an individual complainant or respondent. An alternate will be designated in the event it is claimed that an employee with responsibilities under this regulation is the one who committed the alleged discrimination.

1. Making a Complaint

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or through email and can be filed by a complainant or by a parent or guardian who has the legal right to act on behalf of a minor complainant. Individuals requiring other accommodations for purposes of making a complaint due to a disability or other reasons should contact the Title IX Coordinator.

Complaints must include a detailed description of the alleged sexual harassment, the date(s), the full names of the parties involved, any witnesses, and a signature.

2. Dismissal by Title IX Coordinator

Upon receipt of a formal complaint, the Title IX Coordinator will review it to determine whether it falls under the jurisdiction of this policy. If it does not, the Title IX Coordinator will dismiss the

complaint. A formal complaint must be dismissed when the investigation reveals that the complaint does not constitute sexual harassment, the event did not occur in a District program or activity, or the event did not occur against a person in the United States (mandatory dismissal). Further, a complaint may be dismissed at any time upon written request of a complainant or as determined by the Title IX Coordinator in accordance with applicable law, including when a respondent is no longer enrolled with or employed by the District, and when specific circumstances prevent the District from gathering evidence sufficient to reach a determination (discretionary dismissal). Written notice of a dismissal will be promptly submitted simultaneously to the parties.

- Formal complaints may be consolidated when allegations of sexual harassment arise out of the same facts or circumstances.

- Dismissal of a formal complaint does not prevent the District from taking action to remedy the complaint of behavior consistent with other applicable District policies. Allegations in a dismissed complaint may constitute discrimination or harassment prohibited by Policy AC, in which case the investigation will continue under the associated regulations: AC-R-1 or AC-R-2. A dismissal does not prohibit the complainant from pursuing other remedies under state or federal law or local board policy, nor does it prohibit the District from addressing the allegations in any manner the District deems appropriate.

3. District Resolution

Following the filing of a complaint, the Title IX Coordinator will provide the parties with written notice of the complaint. The written notice will include all information required by law, including the names of the parties involved, the specific section of this policy allegedly violated, this policy's grievance and informal resolution process, the precise conduct allegedly constituting the potential violation, and the date and location of the alleged incident(s). If additional allegations are discovered during the grievance process, the Title IX Coordinator will issue an amended notice including additional allegations and details regarding those allegations. The written notice must also inform the parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. Upon receipt of a complaint and notice sent to the parties, there are two available options for resolution: (a) the grievance process, which involves an investigation, report, and potential sanctions, and (b) an informal resolution, which involves a variety of informal options for addressing complaints.

(a) Grievance Process. If a complaint proceeds to the grievance process, the Title IX Coordinator will designate appropriate trained individuals to serve as the investigator and the decision-maker. The Title IX Coordinator may serve as the investigator if appropriate. Either party may challenge the appointment of the investigator or decision-maker based on bias or conflict of interest by contacting the Title IX Coordinator.

    - Credibility. The investigator will objectively evaluate the credibility of parties and witnesses and synthesize all available evidence – including both inculpatory and exculpatory evidence – and take into account the unique and complex circumstances of each situation. Credibility determinations cannot be made based on a person's status as a complainant, respondent, or witness.

- Timeframe for Process. Generally, the timeframe from the commencement of investigation through the release of the written determination will not exceed 60 days, unless good cause is shown. If there is a need for a delay, the investigator or decision-maker will notify both parties in writing of the delay and reason for it.

- Right to an Adviser. During the process, each party is entitled to the adviser of their choice who may, but is not required to be, an attorney. During interviews and meetings, the adviser may not speak for the party and must limit their role to consulting with and advising the party. The District retains the right to establish restrictions regarding the extent to which the adviser may participate in the proceedings. Any restrictions on participation of adviser(s) will apply equally to both parties.

- Interviews and Evidence. Both parties will have an equal opportunity to be heard, to provide evidence, and to review evidence obtained through the course of the grievance process. The investigator will interview the parties and any witnesses, and will review any available evidence. The investigator will also determine the relevance of evidence and what evidence will be included in the investigation report for consideration by the decision-maker.

- Written Notice of All Meetings. Prior to any investigative interviews, hearings, or other meetings, a party will receive written notice of the date, time, location, purpose, and participants to ensure the party is adequately prepared to participate.

- Evidence Review. Prior to the issuance of the investigation report, the parties will be provided an electronic or hard copy of all evidence gathered by the investigator that is directly related to the allegations in the formal complaint, including evidence the investigator does not intend to rely upon in the investigation report, for their review. Evidence may be redacted, if appropriate, in accordance with applicable law and District policy. The parties will have ten business days to review the evidence and may choose to provide a written response for the investigator to consider prior to the issuance of the investigation report. The response can include corrections, additions, or arguments regarding the relevance of specific evidence. The investigator will consider any written response to the evidence when preparing the investigation report.

- Investigation Report. Once the parties have reviewed the evidence, and prior to the issuance of any findings regarding a policy violation, both parties will have ten business days to review the investigation report, which is a summation of the evidence to be submitted to the decision-maker. If either party wishes to correct or add to the evidence, submit arguments regarding relevance of certain evidence, or suggest additional witnesses they must notify the investigator during the review period. Corrections, arguments regarding relevance, additional evidence, or new witnesses may not be submitted after the review period has ended and will not be considered an appeal.

- Extension to Review Periods. If a party requires additional time to review the evidence or investigation report, they must contact the Title IX Coordinator to make a request. The request must include the reason for the extension and a proposed new deadline. Such extensions are granted at the discretion of the Title IX Coordinator based on a showing of good cause.

- Submission of Investigation Report. Following the review period, the investigator will submit the investigation report and any documentary evidence to the decision-maker for their review. The parties will also receive copies of the investigation report.

- Questioning of Parties and Witnesses. After the investigator submits the finalized investigation report to the decision-maker and parties, the parties will have the opportunity to submit relevant written questions to one another and to the witnesses. Each party will be provided with copies of the questions posed and answers to those questions, and will have an additional opportunity for limited follow-up based on the first round of questions. The decision-maker has discretion to determine the relevance of any proposed questions and will provide a written explanation for any decision to exclude a question as not relevant.

    - Questions or evidence about a complainant's sexual predisposition or prior behavior are not relevant unless offered to (1) demonstrate that someone other than a respondent committed the alleged sexual harassment, or (2) demonstrate consent based on specific incidents of a complainant's prior sexual behavior with a respondent.

- Standard of Review. In determining whether alleged sexual harassment constitutes a policy violation, the decision-maker will use the preponderance of the evidence standard. This means that the decision-maker will determine whether it is more likely than not that a policy violation occurred.

- How Evidence is Evaluated by the Decision-Maker. In evaluating the allegations, the decision-maker will consider the totality of the facts, circumstances, and evidence. No single factor will be conclusive in the evaluation of evidence and/or the determination or whether the policy has been violated.

- Written Determination. The decision-maker will consider the investigation report and prepare a written determination regarding responsibility with (1) findings of fact, (2) conclusions about whether the alleged conduct occurred, (3) a rationale for the result as to each allegation, (4) any disciplinary sanctions imposed on a respondent, and (5) whether remedies will be provided to the complainant.

    - The written determination must be sent simultaneously to the parties along with information about how to appeal.

- Potential Disciplinary Sanctions. If the decision-maker determines that a respondent violated the policy, consequences appropriate for the misconduct will be imposed in accordance with applicable law and District policy, including but not

limited to a warning, restorative justice, alternatives to suspension or expulsion, suspension, expulsion, or termination. Nothing in this policy will be construed to prohibit discipline for conduct which, although not rising to the level of sexual harassment as defined by this policy, otherwise violates other District policies.

- If the decision-maker determines that a respondent is responsible for violations of District policy other than AC-R-3, the decision-maker must discuss this determination with the District's Title IX Coordinator and/or District legal counsel as to next steps.

- Release of Written Determination. Upon completion of the written determination, the decision-maker will provide it to the Title IX Coordinator, who will simultaneously provide it to the parties.

- Appeals. If either party is not satisfied with the written determination or the dismissal of a complaint, the party may appeal the decision within ten business days following the release of the written determination. If no appeal is filed, the determination will become final after ten business days. Both parties will receive written notice of any appeal and both will have the opportunity to submit written statements either in support of or challenging the written determination within ten business days of receiving the appeal notice.

  - Decision-Maker for Appeal. The decision-maker for the appeal will be determined by the superintendent's office, but the decision-maker for the appeal may not be the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator. The decision-maker for the appeal will render their final decision within ten business days of the receipt of the appeal.

  - Grounds for Appeal. There are three grounds for appeal and other asserted grounds will not be considered. A party's appeal must state the grounds for appeal and facts supporting those grounds in order to be considered.

    - (1) Procedural irregularity that affected the outcome of the grievance process;

    - (2) New evidence that was not reasonably available at the time the determination regarding the existence of a policy violation was made that could affect the outcome of the grievance process; and/or

    - (3) The Title IX Coordinator, the investigator, or the decision-maker had a conflict of interest or bias that affected the outcome of the grievance process.

- Making a False Report. Any person who knowingly makes a false report of sexual harassment will be subject to disciplinary action in accordance with applicable

District policies. Standing alone, the outcome of a grievance process is insufficient evidence of a false report.

(b) Informal Resolution can be used if both parties agree and the Title IX Coordinator deems it appropriate. An informal resolution process does not involve an investigation, but rather may involve mediation or other restorative justice models. The parties' agreement must be voluntary, non-coerced, and documented in writing. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

- Unavailability of Informal Resolution. Informal resolution is not available in cases where a District employee is alleged to have sexually harassed a student.

- Potential Student Disciplinary Sanctions. An informal resolution may result in disciplinary sanctions appropriate for the misconduct, which must be imposed in accordance with applicable law and District policy, including but not limited to a warning, restorative justice, alternatives to suspension or expulsion, suspension, or expulsion.

Notice and Training

To reduce discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of these procedures to all District schools and departments. The policy and complaint procedures must be prominently posted on the District's website, referenced in student and employee handbooks and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.

All students and District employees will receive periodic training related to recognizing and preventing sexual harassment. District employees must receive additional periodic training related to handling reports of sexual harassment. Title IX Coordinators, decision makers, informal resolution facilitators, and other persons involved in the grievance procedures or with authority to modify or terminate supportive measures must receive additional periodic training specific to their role relating to handling reports of sexual harassment as required by law, including training on serving impartially without prejudging the circumstances.

Training materials are available to the public on the District's website.

Reporting to a Federal or State Agency

In addition to, or as an alternative to, filing a formal complaint pursuant to this policy, a person may file a complaint with the U.S. Department of Education, Office for Civil Rights, or with the Colorado Civil Rights Division at the addresses below:

Denver Office for Civil Rights
U.S. Department of Education Federal Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695

TDD: 800-877-8339
Fax: 303-844-4303
Email: OCR.Denver@ed.gov

Colorado Civil Rights Division
1560 Broadway, Suite 825
Denver, CO 80202
Telephone: 303-894-2997 or 800-262-4845
Fax: 303-894-7830
Email: DORA_CCRDIntake@state.co.us

Questions or concerns about the District's application of Title IX may be addressed to the District's Title IX Coordinator or the United States Department of Education, Office for Civil Rights (OCR.Denver@ed.gov).

Adopted September 16, 2024
Revised September 15, 2025

Civil Rights Complaint Procedure for School Nutrition Program

In accordance with the United States Department of Agriculture (USDA) civil rights regulations and policies, the District is prohibited from discriminating on the basis of race, color, national origin, religion, sex (including gender identity, gender expression, and sexual orientation), disability, age, family/parental status, political beliefs, or reprisal or retaliation for prior civil rights activity in any school nutrition program.

A participant in the District's school nutrition program who alleges discrimination on the basis of any of the above-listed federally-protected classes has the right to file a complaint within 180 days of the alleged discrimination, in accordance with this procedure.

Filing a Complaint

If an individual has an unlawful discrimination complaint concerning his or her participation in a school nutrition program, the complaint may be directed to:

Superintendent of Schools
Morgan County School District Re-3
715 West Platte Avenue
Fort Morgan, Colorado 80701
970-867-5633
superintendent@fortmorgank12.com

Complaints may be made verbally (in person or over the phone) or may be submitted in writing to the District contact listed above. Complaints may be filed anonymously.

When filing a complaint, the following information will be requested:

1. Complainant's name, address and telephone number (unless the complainant wishes to remain anonymous);

2. The nature of the incident or action that led the complainant to feel discrimination was a factor;

3. The basis on which the complainant believes discrimination exists;

4. The names, telephone numbers, titles and business or personal addresses of persons who may have knowledge of the alleged discriminatory action; and

5. The date(s) during which the alleged discriminatory action(s) occurred.

Forwarding a Complaint

Upon the District's receipt of the complaint, the District will forward the complaint as soon as possible but no later than five business days to the following agency:

Colorado Department of Education Office of School Nutrition
1580 Logan Street Suite 760
Denver, CO 80205

OR

USDA Office of Civil Rights
1400 Independence Ave., SW, Rm 1095-S, Stop 0115
Washington, DC 20250
(or emailed to program.intake@usda.gov)

OR

USDA Mountain Plains Regional Office
1244 Speer Blvd Suite 903
Denver, CO 80204

The designated agency will then conduct the complaint review and investigation within the required timeline (90 days).

Adopted July 17, 2017
Revised August 15, 2022; December 9, 2024; September 15, 2025

LEGAL REF.: USDA Food and Nutrition Service (FNS) Instruction 113-1 *(civil rights compliance and enforcement – nutrition programs and activities)*
7 C.F.R. §15d.2 (definition of discrimination in programs or activities conducted by the U.S. Department of Agriculture)
USDA Nondiscrimination Statement

NOTE: The USDA has a program complaint form available on its website or at any USDA office. To request a copy of the complaint form, call 866-632-9992.

Open Hiring/Equal Employment Opportunity

The Board subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the school District's staff.

Therefore, the District promotes and provides for equal opportunity in recruitment, selection, promotion, and dismissal of all personnel. Commitment on the part of the District towards equal employment opportunity applies to all people without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, ~~marital status~~, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth. See Board policy AC-E-1 for more information.

The District will ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion, and termination.

Current practice codified 1995
Adopted Date of manual adoption
Revised July 17, 2020; September 30, 2021; September 16, 2024; September 15, 2025

LEGAL REFS.: 20 U.S.C. §1681 *(Title IX of the Education Amendments of 1972)*
29 U.S.C. §201 *et seq. (Fair Labor Standards Act)*
29 U.S.C. §621 *et seq. (Age Discrimination in Employment Act of 1967)*
29 U.S.C. §794 *(Section 504 of the Rehabilitation Act of 1973)*
42 U.S.C. §12101 *et seq. (Title II of the Americans with Disabilities Act)*
42 U.S.C. §2000d *(Title VI of the Civil Rights Act of 1964)*
42 U.S.C. §2000e *(Title VII of the Civil Rights Act of 1964)*
42 U.S.C. §2000ff *et seq. (Genetic Information Nondiscrimination Act of 2008)*
C.R.S. 2-4-401 (3.4) *(definition of gender expression)*
C.R.S. 2-4-401 (3.5) *(definition of gender identity)*
C.R.S. 2-4-401 (13.5) *(definition of sexual orientation)*
C.R.S. 22-32-110 (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle))
C.R.S. 22-61-101 *(discrimination in employment prohibited)*
C.R.S. 24-34-301 *et seq. (Colorado Civil Rights Division procedures)*
C.R.S. 24-34-301 (9) *(definition of gender expression)*
C.R.S. 24-34-301 (10) *(definition of gender identity)*
C.R.S. 24-34-301 (24) *(definition of sexual orientation)*
C.R.S. 24-34-402 *et seq. (discriminatory or unfair employment practices)*
C.R.S. 24-34-402.3 *(discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-E-1, Nondiscrimination/Equal Opportunity

GBAA, Sexual Harassment

CONTRACT REF.: FMEA Agreement, Article 3 – General Statement, Section A

NOTE: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair length, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (24).*
- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (9).*
- *"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (10).*

Sexual Harassment

The District is committed to a learning and working environment that is free from sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

It will be a violation of policy for any member of the District staff to harass another staff member or student through conduct or communications of a sexual nature. Any conduct or communication of a sexual nature directed toward students by teachers or others to whom this policy applies, will be presumed to be unwelcome. Sexual harassment committed by an employee of the District in the course of employment will be deemed a breach of duty, and as such, will subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

Sexual Harassment Prohibited

For the purposes of this policy, and pursuant to Title IX of the Educational Amendments of 1972, unwelcome sexual advances, requests for sexual favors, or other unwelcome physical or verbal conduct or communication of a sexual nature constitutes sexual harassment if, under the totality of the circumstances:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment;

2. Pressure for sexual activity;

3. Repeated remarks to a person with sexual implications;

4. Unwelcome touching, such as patting, pinching or constant brushing against another's body;

5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns;

6. Sexual violence.

Reporting, Investigation, and Sanctions

It is the express desire of the Board to encourage victims of, or witnesses to, sexual harassment to report such claims through the District's complaint process (AC-R-3).

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to the District's compliance officer.

All reports of sexual harassment received by any District employee will be promptly forwarded to the compliance officer (AC-E-1). The compliance officer will ensure that every complaint is promptly investigated and responded to as set forth in the District's complaint and compliance process (AC-R-3). No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment or participation in an investigation. Requests for confidentiality will be honored so long as doing so does not preclude the District from responding effectively to the harassment and preventing such conduct in the future.

Any employee found to have engaged in sexual harassment will be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to applicable procedural requirements. Conduct of a sexual nature directed toward students will, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment or work assignments. All matters involving sexual harassment complaints will remain confidential to the extent possible.

Notice of Policy

Notice of this policy will be circulated to all District schools and departments and incorporated in employee handbooks.

Adopted August 1994
Revised August 12, 2024; September 15, 2025

LEGAL REFS.: 20 U.S.C. §1681 *et seq. (Title IX of the Education Amendments of 1972)*
42 U.S.C. §2000e *et seq. (Title VII of the Civil Rights Act of 1964)*
C.R.S. 24-34-301 *et seq. (Colorado Civil Rights Division procedures)*
C.R.S. 24-34-401 *et seq. (discrimination or unfair employment practices)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JLF, Reporting Child Abuse/Child Protection

Staff Use of Technology

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

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

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

Blocking or Filtering Obscene, Pornographic, and Harmful Information

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

No Expectation of Privacy

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

Public Records

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

Unauthorized and Unacceptable Uses

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

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

No staff member shall access, create, transmit, retransmit or forward material or information:

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

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

Security

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

Staff members shall not:

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

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

Confidentiality

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

If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee, student and District records in accordance with applicable District policies.

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

Use of Social Media

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

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

Use of Artificial Intelligence

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

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

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

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

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

Vandalism

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

Staff Member Use is a Privilege

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

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

School District Makes No Warranties

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

Adopted January 2000
Revised June 2014; October 2, 2017; September 15, 2025

LEGAL REFS.: 20 U.S.C. 6751 *et seq. (Enhancing Education Through Technology Act of 2001)*
47 U.S.C. 254(h) *(Children's Internet Protection Act of 2000)*
47 U.S.C. Part 54, Subpart F *(Universal Support for School's and Libraries)*
C.R.S. 22-87-101 *et seq. (Children's Internet Protection Act)*
C.R.S. 24-72-204.5 *(monitoring electronic communications)*

CROSS REFS.: EGAEA, Electronic Communication
AC, Nondiscrimination/Equal Opportunity

Staff Use of Technology Acceptable Use Agreement

Staff Member

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

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

The signing of this Acceptable Use Agreement is binding and indicates I have read the District's policy on Staff Use of Technology and understand its significance.

_____
Staff Member's Name (printed)

_____ _____
Staff Member's Signature Date

Adopted September 15, 2025

Professional Staff Recruiting/Hiring

Recruiting

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible professional personnel in the District's schools.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the District in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed in the District's schools. Any present employee of the District may apply for a position for which they are licensed and/or meet other stated requirements.

Background Checks

Prior to hiring any person, in accordance with state law, the District must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the District must comply with the Fair Credit Reporting Act and applicable state law.

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, genetic information, age, or conditions related to pregnancy or childbirth is prohibited. See Board policy AC-E-1 for more information.

All candidates will be considered on the basis of their merits, qualifications, and the needs of the school District.

All interviewing and selection procedures will ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent.

Unless otherwise required by law, the final selection for nomination will be made only by the superintendent.

Appointment of Candidates

Nominations will be made at meetings of the Board of Education. The vote of a majority of the Board is necessary to approve the appointment of teachers, administrators, or any other

employee of the school District. If there is a negative vote by the Board, the superintendent must submit a new recommendation to the Board for approval.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the District to the appropriate state agency.

Adopted April 1988
Revised November 1990; April 1996; July 16, 2012; August 2015; April 2018;
March 2, 2020; July 17, 2020; September 30, 2021; September 16, 2024; September 15, 2025

LEGAL REFS.: 15 U.S.C. 1681 *et seq. (Fair Credit Reporting Act)*
20 U.S.C. 6312 (c)(6) *(teacher licensure requirements under Every Student Succeeds Act)*
42 U.S.C. 653 (a) *(Personal Responsibility and Work Opportunity Reconciliation Act)*
28 C.F.R. 50.12 (b) *(notification requirements regarding fingerprints)*
C.R.S. 2-4-401 (3.4) *(definition of gender expression)*
C.R.S. 2-4-401 (3.5) *(definition of gender identity)*
C.R.S. 2-4-401 (13.5) *(definition of sexual orientation)*
C.R.S. 8-2-126 *(limits employers' use of consumer credit information)*
C.R.S. 8-2-131 *(employers prohibited from asking age-related questions on initial job applications)*
C.R.S. 13-80-103.9 *(liability for failure to perform an education employment required background check)*
C.R.S. 14-14-111.5 *(Child Support Enforcement procedures)*
C.R.S. 22-2-119 *(inquiries prior to hiring)*
C.R.S. 22-2-119.3 (6)(d) *(name-based criminal history record check – definition)*
C.R.S. 22-32-109 (1)(f) *(Board duty to employ personnel)*
C.R.S. 22-32-109 (1)(pp) *(annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)*
C.R.S. 22-32-109.7 *(duty to make inquiries prior to hiring)*
C.R.S. 22-32-109.8 *(non-licensed personnel – submittal of fingerprints and name-based criminal history record check)*
C.R.S. 22-32-126 *(principal's role in hiring and assignment)*
C.R.S. 22-60.5-114 (3) *(State Board can waive some requirements for initial license applicants upon request of school district)*
C.R.S. 22-60.5-201 *(types of teacher licenses issued)*
C.R.S. 22-61-101 *(prohibiting discrimination)*
C.R.S. 22-61-103 *(requirement for teacher's oath or written pledge)*
C.R.S. 22-63-201 *(licensure required)*
C.R.S. 22-63-202 *(employment contracts and mutual consent placement)*
C.R.S. 22-63-206 *(transfers)*
C.R.S. 24-5-101 *(effect of criminal conviction on employment)*
C.R.S. 24-34-301 (9) *(definition of gender expression)*
C.R.S. 24-34-301 (10) *(definition of gender identity)*

C.R.S. 24-34-301 (24) *(definition of sexual orientation)*
C.R.S. 24-34-402 (1) *(discriminatory and unfair employment practices)*
C.R.S. 24-34-402.3 *(discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)*
C.R.S. 24-72-202 (4.5) *(definition of personnel file in open records law)*
3 C.C.R. 708-1:40.2 *(definition of age-based bona fide occupational qualification)*

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity
GBA, Open Hiring/Equal Employment Opportunity
GCKAA*, Teacher Displacement

NOTE 4: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair length, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (24).*
- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (9).*
- *"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (10).*

Support Staff Recruiting/Hiring

The Board will establish and budget for classified positions in the District on the basis of need and the financial resources of the District.

Recruiting

The recruitment and selection of candidates for these positions is the responsibility of the superintendent or designee who must confer with principals and other supervisory personnel in making a selection.

All vacancies will be made known to the present staff. Anyone qualified for a position may submit an application.

Background Checks

Prior to hiring any person, in accordance with state law, the District must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the District must comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the District must submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. (This requirement does not apply to any student currently enrolled in the District applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited. See Board policy AC-E-1 for more information.

The Board will officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the District to the appropriate state agency.

Current practice codified 1995
Revised April 1996; August 2015; May 2018; March 2, 2020; July 17, 2020;
September 30, 2021; September 16, 2024; September 15, 2025

LEGAL REFS.: 15 U.S.C. 1681 *et seq. (Fair Credit Reporting Act)*
42 U.S.C. 653 (a) *(Personal Responsibility and Work Opportunity Reconciliation Act)*
42 U.S.C. 2000ff *et seq. (Genetic Information Nondiscrimination Act of 2008)*
28 C.F.R. 50.12 (b) *(notification requirements regarding fingerprints)*
C.R.S. 2-4-401 (3.4) *(definition of gender expression)*
C.R.S. 2-4-401 (3.5) *(definition of gender identity)*
C.R.S. 2-4-401 (13.5) *(definition of sexual orientation)*
C.R.S. 8-2-126 *(limits employers' use of consumer credit information)*
C.R.S. 8-2-131 *(employers prohibited from asking age-related questions on initial job applications)*
C.R.S. 13-80-103.9 *(liability for failure to perform an education employment required background check)*
C.R.S. 14-14-111.5 *(Child Support Enforcement procedures)*
C.R.S. 22-2-119 *(duty to make inquiries prior to hiring)*
C.R.S. 22-2-119.3 (6)(d) *(name-based criminal history record check – definition)*
C.R.S. 22-32-109 (1)(f) *(Board duty to employ personnel)*
C.R.S. 22-32-109 (1)(pp) *(annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)*
C.R.S. 22-32-109.7 *(duty to make inquiries prior to hiring)*
C.R.S. 22-32-109.8 *(non-licensed personnel – submittal of fingerprints and name-based criminal history record check)*
C.R.S. 24-5-101 *(effect of criminal conviction on employment)*
C.R.S. 24-34-301 (9) *(definition of gender expression)*
C.R.S. 24-34-301 (10) *(definition of gender identity)*
C.R.S. 24-34-301 (24) *(definition of sexual orientation)*
C.R.S. 24-34-402 (1) *(discriminatory and unfair employment practices)*
C.R.S. 24-34-402.3 *(discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)*
3 C.C.R. 708-1:40.2 *(definition of age-based bona fide occupational qualifications)*

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity
GBA, Open Hiring/Equal Employment Opportunity
GDA, Support Staff Positions

NOTE 4: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair length, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*

- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (24).*
- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (9).*
- *"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (10).*

Instructional Resources and Materials

As the governing body of the District, the Board of Education is legally responsible for the selection of instructional materials, which includes library resources. Since the Board is a policymaking body, it delegates to the District's professional personnel the authority for the selection of instructional materials and library resources in accordance with this policy.

Instructional materials for school classrooms and school libraries will be selected by the appropriate professional personnel in consultation with the administration, teachers and students. Final decision on purchase will rest with the Superintendent or designee, subject to approval by the Board. All instructional resources and materials will be aligned with the District's academic standards and support the District's educational objectives.

All textbooks, library resources and other instructional materials will be available for inspection by students' parents/guardians.

Adopted October 1989
Revised May 1996; Reviewed June 2005;
Revised September 15, 2025

LEGAL REFS.: C.R.S. 22-32-109 (1)(t) (Board duty to determine educational programs and prescribe textbooks)
C.R.S. 22-32-110 (1)~~(o),(p),(q),~~(r) (Board power to exclude immoral or pernicious materials and books)
C.R.S. 22-54-105 (1) (Budgeting for instructional supplies and materials)
C.R.S. 22-1-148 (Board must adopt policy regarding acquisition, retention, display, and use of library resources)

CROSS REFS.: DB, Annual Budget, and Subcodes
IMB, Teaching about Controversial Issues and Use of Controversial Materials
KEC, Public Concerns/Complaints about Instructional Materials and Library Resources
Article 11, Master Agreement

Equal Educational Opportunities

Every student of this ~~school~~ District will have equal educational opportunities through programs offered in the ~~school~~ District regardless of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or need for special education services. See Board policy AC-E-1 for more information.

This concept of equal educational opportunity will guide the Board and staff in making decisions related to school District facilities, selection of educational materials, equipment, curriculum, and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities will be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

In order to ensure that District programs are in compliance with applicable laws and regulations, the Board directs the superintendent or designee(s) to periodically monitor the following areas:

1. Curriculum and materials – review curriculum guides, textbooks, and supplemental materials for discriminatory bias.

2. Training – provide training for students and staff to identify and alleviate problems of discrimination.

3. Student access – review programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.

4. District support – ensure that District resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment, and related matters.

5. Student evaluation instruments – review tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

6. Discipline – review discipline records and any relevant data to ensure the equitable implementation and application of Board discipline policies.

Adopted August 1994
Revised August 18, 2008; December 2012; July 17, 2020; September 30, 2021; September 16, 2024; September 15, 2025

LEGAL REFS.: 20 U.S.C. §1681 *(Title IX of the Education Amendments of 1972)*
20 U.S.C. §1701-1758 *(Equal Educational Opportunities Act of 1974)*
29 U.S.C. §701 *et seq. (Section 504 of the Rehabilitation Act of 1973)*
C.R.S. 2-4-401 (3.4) *(definition of gender expression)*
C.R.S. 2-4-401 (3.5) *(definition of gender identity)*
C.R.S. 2-4-401 (13.5) *(definition of sexual orientation)*

C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt written policies prohibiting discrimination)*
C.R.S. 22-32-109.1 (2) *(safe school plan to be revised as necessary in response to relevant data collected by the school district)*
C.R.S. 22-32-110 (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)
C.R.S. 24-34-301 (9) (definition of gender expression)
C.R.S. 24-34-301 (10) (definition of gender identity)
C.R.S. 24-34-301 (24) (definition of sexual orientation)
C.R.S. 24-34-601 (unlawful discrimination in places of public accommodation)
C.R.S. 24-34-602 *(penalty and civil liability for unlawful discrimination)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-E-1, Nondiscrimination/Equal Opportunity
JBB*, Sex-Based Harassment

NOTE: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair length, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and* C.R.S. 24-34-301(24).
- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301(9).*
- *"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (10).*

Sexual Harassment

The Board recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination as addressed in the Board's policy concerning unlawful discrimination and harassment.

District's Commitment

The District is committed to maintaining a learning environment that is free from sexual harassment. It is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Sexual Harassment Defined

Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment" means conduct on the basis of sex that satisfies one of more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);

2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

3. Sexual assault, dating violence, domestic violence, or stalking.

Reporting, Investigation, and Sanctions

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor, or principal in their school building and file a complaint, through the District's complaint process addressing sex-based discrimination. All reports and indications from students, District employees, and third parties must be forwarded to the Title IX Coordinator.

The District will initiate and conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment. If the District determines an act does not qualify as sexual harassment under Title IX, it may still

qualify as sexual harassment under state law and District policy, in which case the District will continue the investigation in accordance with the appropriate procedures (AC-R-1: students or AC-R-2: applicants, staff, and members of the public).

All matters involving sexual harassment reports must remain confidential to the extent possible as long as doing so is in accordance with applicable law and policy and does not preclude the District from responding effectively to the harassment or preventing future harassment. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect grades.

The District will take appropriate corrective action to make the harassed student whole by restoring lost educational opportunities~~;~~, prevent harassment from recurring~~;~~, or prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation. A formal report or finding of harassment will not be required before the District takes corrective action.

Notice and Training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy and complaint procedures to all District schools and departments. All communications regarding this policy must be written in simple and age-appropriate language. The policy and complaint procedures must be referenced in student and employee handbooks, described in hard-copy notices posted at schools, and otherwise be made available to all students, staff, and members of the public through electronic or hard-copy distribution.

All students and District employees will receive periodic training related to recognizing and preventing sexual harassment. District employees must receive additional periodic training related to handling reports of sexual harassment. Training materials are available to the public on the District's website.

Adopted August 1994
Revised October 2015; July 17, 2020; August 12, 2024; September 15, 2025

LEGAL REF.: 20 U.S.C. 1681 *et seq. (Title IX of the Education Amendments of 1972)*
C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt written policies prohibiting discrimination)*
C.R.S. 24-34-402 *(definition of "harass" in employment practices)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

AC-R-1 Harassment and Discrimination Investigation Procedures for Students
AC-R2, Sexual Discrimination and Sexual Harassment Investigation Procedures
AC-R-3, Sexual Harassment Investigation Procedures
AC-E-1, Nondiscrimination/Equal Opportunity (Sample Notice)
JLF, Reporting Child Abuse/Child Protection

Admission and Denial Of Admission

Admission

All persons age six and under 21 who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum, and reside within the boundaries of this school District may be permitted to attend public schools without payment of tuition.

A birth certificate or other proof of legal age, as well as proof of residence, will be required by the school administration.

Students new to the District will be enrolled conditionally until records, including discipline records, from the schools previously attended by the student are received by the District. Notice of the conditional enrollment status of new students will be clearly indicated on all new student enrollment forms. In the event the student's records indicate a reason to deny admission, the student's conditional enrollment status will be revoked. The student's parent/guardian will be provided with written notice of the denial of admission. The notice will inform the parent/guardian of the right to request a hearing.

Denial of Admission

The Board of Education or the superintendent may deny a student admission to the schools of the District in accordance with applicable law.

The Board will provide due process of law to students and parents/guardians through written procedures consistent with law for denial of admission to a student.

The policy and procedures for denial of admission will be the same as those for student suspension and expulsion inasmuch as the same section of the law governs these areas.

Nondiscrimination

The Board, the superintendent, other administrators, and District employees will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, ~~marital status,~~ national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy. See Board policy AC-E-1 for more information.

Adopted June 23, 1980
Revised December 1993; October 1999; May 2010; December 2012; December 2014; May 2018; July 17, 2020; September 30, 2021; September 16, 2024; September 15, 2025

LEGAL REFS.: C.R.S. 22-1-102 *(defines "resident")*
C.R.S. 22-1-102.5 *(defines "homeless child")*

C.R.S. 22-1-115 *(school age is any age over five and under twenty-one years)*
C.R.S. 22-2-409 *(notification of risk)*
C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)*
C.R.S. 22-32-110 (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)
C.R.S. 22-32-115 *(tuition to another school district)*
C.R.S. 22-32-116 *(non-resident students)*
C.R.S. 22-32-138 *(enrollment of students in out-of-home placements)*
C.R.S. 22-33-103 through 22-33-110 *(school attendance law)*
C.R.S. 22-33-105 (2)(c) *(requiring hearing to be convened if requested within 10 days after denial of admission or expulsion)*

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity
JEB, Entrance Age Requirements
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JLCB, Immunization of Students

NOTE: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair type, hair length, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (24).*
- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (9).*

"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (10).

Intra-District Choice/Open Enrollment

The Board of Education endorses the neighborhood school concept and makes many decisions based on student population within the attendance areas of residence. The Board recognizes, however, that resident students may wish to attend a school or participate in a program located in an area other than that of their assigned school. Therefore, students will be allowed to attend any school or participate in any program of their choice on a space available, first-come, first-served basis.

In implementing the open enrollment program, the District is not required to:

1. Make alterations in the structure of a requested school or make alterations to the arrangement or function of rooms within a requested school.

2. Establish and offer any particular program in a school if such program is not offered currently in such school.

3. Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites, and required levels of performance.

Notwithstanding the provisions of this policy, a student may be assigned outside the attendance area by mutual agreement of the principals in the special interest of the student and/or school.

Open Enrollment and Transfers

Resident students and their parents/guardians will be notified on an annual basis of the options available through open enrollment in sufficient time to apply.

Students, including home-schooled students desiring to take classes on a part-time basis, within designated attendance areas will have priority in registering in that school. Students may apply for open enrollment in a school outside their attendance area and will be admitted if there is space available in the requested school and the application has been submitted as part of the scheduled registration process, in accordance with the regulations accompanying this policy.

Parents and/or students who desire a change of school after the start of school must submit a letter together with the required form requesting a transfer. The request will be reviewed and acted upon in accordance with the regulations accompanying this policy.

Open enrollment and transfer students attending a school outside their attendance area will be granted admission on a year-to-year basis.

Students granted permission to attend a school other than the school in their assigned attendance area will have the same curricular and extracurricular status as all other students attending the school, as determined by applicable law, bylaws of the Colorado High School Activities Association (CHSAA), and the District's eligibility requirements.

Any student enrolled pursuant to this policy will be allowed to remain enrolled in the school or program through the end of the school year unless overcrowding or other undesirable conditions develop, as described in the accompanying regulation.

Transportation

Transportation for students granted permission to attend school outside their attendance area must be furnished by their parents unless space is available in District buses without disruption of regular routes and loading areas. Homeless students, students in foster care, and students with disabilities will be transported, as necessary, in accordance with state and federal law.

Military Children

The District will allow an inbound active-duty military member to use the school liaison office address for the military installation to which the inbound active-duty military member is or will be assigned in order to apply for open enrollment in a District school or program. No additional documentation of an inbound active-duty military member's child's state address will be required to apply for open enrollment.

The District school or program in which the child of an inbound active-duty military member is open enrolled will grant guaranteed automatic matriculation while the child remains in the District, including guaranteed automatic matriculation to the next grade, even if the next grade is in a different school level or building, in the same manner guaranteed automatic matriculation is provided to resident students. The District will also grant priority preference for the younger siblings of the child of an inbound active-duty military member who is open enrolled for purposes of enrolling in subsequent school years.

Nondiscrimination

The Board, the superintendent, other administrators, and District employees will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy. See Board policy AC-E-1 for more information.

Special Education Students

Requests from the parents of special education students for open enrollment or transfer to another school or program will be considered in accordance with applicable state and federal laws. The student's current Individualized Education Program (IEP) will be used to determine if the requested school or program can meet the student's needs.

Adopted June 23, 1980
Revised June 1996; December 6, 2010; June 4, 2018; July 17, 2020; September 15, 2025

LEGAL REFS.: C.R.S. 22-1-102 *(definition of district resident)*

C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)*
C.R.S. 22-32-110 (1)(m) *(power to fix boundaries)*
C.R.S. 22-36-101 *et seq*. *(open enrollment)*
C.R.S. 22-36-107 *(inbound active duty military families open enrollment and registration)*
1 CCR 301-8, Rules 4.03 and 8.07 *(prohibiting administrative units from inquiring about a transferring child's IEP or disability status until after the child has been admitted)*

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity
EEA, Student Transportation
IHBG, Home Schooling
JC, School Attendance Areas
JFABD, Homeless Students
JFABE*, Students in Foster Care
JFBB, Inter-District Choice/Open Enrollment
JJJ, Extracurricular Activity Eligibility

Inter-District Choice/Open Enrollment

The Board recognizes that students may benefit from having a choice of schools to attend within the public school system that is not limited by school District boundaries.

Nonresident students from other school districts within the state who are accepted pursuant to the regulations approved by the Board may enroll in particular programs or schools within this District on a space available basis without payment of tuition, except as otherwise provided by law.

In providing for the open enrollment of nonresident students, the ~~school~~ District will not:

1. Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.

2. Establish and offer any particular program in a school if such program is not currently offered in such school.

3. Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and required levels of performance.

4. Enroll any nonresident student in any program or school after the pupil enrollment count day.

Before considering requests for open enrollment from nonresidents, priority will be given to resident students who apply under the District's open enrollment/transfer plan.

Any student enrolled pursuant to this policy will be allowed to remain enrolled in the school or program through the end of the school year unless overcrowding or other undesirable conditions develop, as described in the accompanying regulation.

Students granted permission to attend a school pursuant to this policy will have the same curricular and extracurricular status as all other students attending the school, as determined by applicable law, bylaws of the Colorado High School Activities Association (CHSAA), and the District's eligibility requirements.

Transportation

Transportation for nonresident students who enroll in the District must be furnished by the parents/guardians unless it is determined that transportation is necessary for the District to comply with state and federal law requirements for homeless students, students in foster care, and students with disabilities.

Military Children

The District will allow an inbound active-duty military member to use the school liaison office address for the military installation to which the inbound active-duty military member is or will

be assigned in order to apply for open enrollment in a District school or program. No additional documentation of an inbound active-duty military member's child's state address will be required to apply for open enrollment.

The District school or program in which the child of an inbound active-duty military member is open enrolled will grant guaranteed automatic matriculation while the child remains in the district, including guaranteed automatic matriculation to the next grade, even if the next grade is in a different school level or building, in the same manner guaranteed automatic matriculation is provided to resident students. The District will also grant priority preference for the younger siblings of the child of an inbound active-duty military member who is open enrolled for purposes of enrolling in subsequent school years.

Nondiscrimination

The Board, the superintendent, other administrators, and District employees will not unlawfully discriminate based on a student's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or need for special education services in the determination or recommendation of action under this policy. See Board policy AC-E-1 for more information.

Special Education

Requests from the parents/guardians of special education students for open enrollment will be considered in accordance with applicable state and federal laws. The student's current Individualized Education Program (IEP) will be used to determine if the requested school or program can meet the student's needs. Once the student is enrolled, the district will conduct a staffing to update the IEP.

Adopted July 1996
Revised December 2014; July 2018; July 17, 2020; September 15, 2025

LEGAL REFS.: C.R.S. 15-14-105 *(delegation of custodial power)*
C.R.S. 19-1-115.5 *(child in foster care placement is considered resident of school district in which foster home is located)*
C.R.S. 22-1-102 (2) *(definition of resident of district)*
C.R.S. 22-20-106 *(designation of general and special education responsibilities for students with disabilities)*
C.R.S. 22-20-107.5 *(defining district of residence for students with disabilities)*
C.R.S. 22-20-109 *(tuition for special education services)*
C.R.S. 22-32-109 (1)(ll) *(Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)*
C.R.S. 22-32-110 (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)
C.R.S. 22-32-113 (1)(c) *(transportation of students residing in another district)*
C.R.S. 22-32-115 *(district may pay tuition for student to attend in another district not to exceed 120% of per pupil general fund cost)*

C.R.S. 22-32-115 (2)(b) *(subject to 22-36-101 district must permit any student whose parents are residents of Colorado to attend w/o payment of tuition)*
C.R.S. 22-32-115 (4)(a*) (district is not liable for tuition except pursuant to written agreement)*
C.R.S. 22-32-116 *(if become non-resident may finish semester, if in 12th grade may finish year, special rules for elementary students)*
C.R.S. 22-33-103 *(any resident may attend district school w/o payment of tuition, tuition can be paid by district of residence pursuant to written agreement, parents may pay tuition if non-Colorado resident)*
C.R.S. 22-33-106 (3) *(grounds to deny admission)*
C.R.S. 22-36-101 *et seq. (open enrollment policy must have time line and reasons to deny enrollment)*
C.R.S. 22-36-107 (inbound active duty military families open enrollment and registration)
C.R.S. 22-54-103 (10.5) *(definition of pupil enrollment count day)*
1 CCR 301-8, Rules 4.03 and 8.07 *(prohibiting administrative units from inquiring about a transferring child's IEP or disability status until after the child has been admitted)*

1 CCR 301-8, Rules 4.03 and 8.07 *(prohibiting administrative units from inquiring about a transferring child's IEP or disability status until after the child has been admitted)*

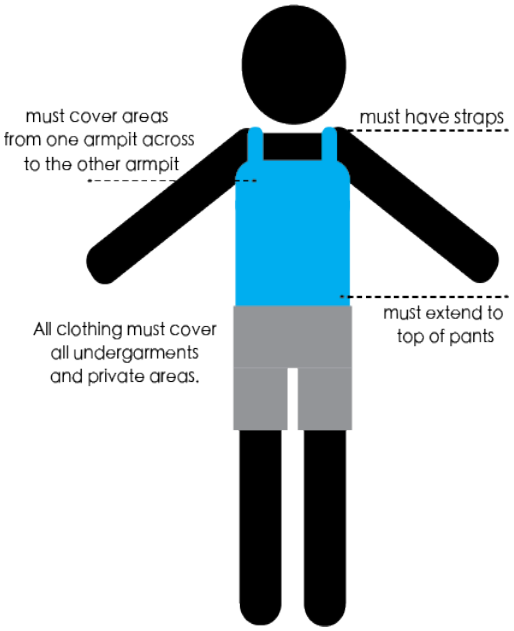
CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity
JFAB, Continuing Enrollment of Students Who Become Nonresidents
JFABA, Nonresident Tuition Charges
JFABD, Homeless Students
JFABE*, Students in Foster Care
JFBA, Intra-District Choice/Open Enrollment
JJJ, Extracurricular Activity Eligibility

Student Dress Code

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

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

Minimum Requirements



1) Clothing must cover areas from one armpit across to the other armpit, all shirts must have 1 inch shoulder straps and extend to the top of pants. All clothing must cover all undergarments and private areas.

2) Shoes must be worn at all times and must be safe for the school environment. Slippers shall not be worn, except for school activities approved by the principal.

3) Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

4) See-through, mesh, or undergarments must be worn with appropriate coverage underneath that meets the minimum dress code requirements.

Any inappropriate or disruptive clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that are not allowed:

- Refer to drugs, tobacco, alcohol, or weapons
- Are of a sexual nature
- By virtue of color, arrangement, trademark, or other attribute denote affiliation with gangs or gang-like behavior or groups which advocate drug use, violence, or disruptive behavior
- Are obscene, profane, vulgar lewd, or legally libelous
- Threaten the safety or welfare of any person
- Promote any activity prohibited by the student code of conduct
- Otherwise disrupt the teaching-learning environment

Minimum Requirements: The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or if the student refuses dress-code appropriate clothing.

Dress Code Infraction Procedure

If a student wears clothing that does not meet the school dress code, the following steps will be taken:

First Offense

Student may do one of the following – a) If the student has alternative clothing to put on that meets the dress code, s/he may do so, OR b) S/he may call a parent to bring in alternative clothing, OR c) the student can put on clothing provided by the school.

Second Offense

Student may do one of the following – a) If the student has alternative clothing to put on that meets the dress code, s/he may do so, OR b) S/he may call a parent to bring in alternative clothing, OR c) the student can put on clothing provided by the school.

Third Offense

The student is considered to be defiant. As a result, the student may be suspended (out of school) for the rest of the school day. The student will be allowed to return the next day if his/her clothing meets the dress code.

Unacceptable Items

The following items are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length

2. Sunglasses worn inside the building

3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and chest.

4. Tank tops or other similar clothing with narrow straps may be addressed. Schools may set more stringent limits as appropriate.

5. Any inappropriate or disruptive clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

- Refer to drugs, tobacco, alcohol, or weapons;
- Are of a sexual nature;
- By virtue of color, arrangement, trademark, or other attribute denote affiliation with gangs or gang-like behavior or groups which advocate drug use, violence, or disruptive behavior;
- Are obscene, profane, vulgar, lewd, or legally libelous;
- Threaten the safety or welfare of any person;
- Promote any activity prohibited by the student code of conduct;

- Otherwise disrupt the teaching-learning process.

Graduation Adornments

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

A student may adorn or replace the cap, gown, or stole customarily worn at their school with traditional objects of tribal regalia and/or objects of cultural or religious significance. Adornments are something worn in addition to, but not replacing, graduation attire, and are not limited to decorating graduation caps. Tribal regalia or objects of cultural or religious significance means formal attire used in recognized practices and traditions of a certain group of people. Adornments cannot include any alphabetical letters other than the student's name or numerals other than the graduating class (e.g. Class of 2022). Other written statements, phrases, or slogans are not permitted.

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

Exceptions

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

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

Adopted June 23, 1980
Revised October 8, 1984; April 16, 2001; November 2011; December 2012;
September 16, 2024; April 7, 2025; September 15, 2025

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(J) (board duty to adopt student dress code)
C.R.S. 22-1-142.5 *(students permitted to wear recognized objects of cultural or religious significance at graduation that are not substantially disruptive)*

CROSS REFS.: IMDB, Flag Displays
JBB, Sexual Harassment
JIC, Student Conduct
JICDA, Code of Conduct
JICF, Secret Societies/Gang Activity

JICH, Drug and Alcohol Use by Students
JICI, Weapons in School
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students

Violent and Aggressive Behavior

The Board recognizes there are certain behaviors that, if tolerated, would compromise the learning environment to which the students and staff of the District are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior will be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions, and other disciplinary interventions. As appropriate and in accordance with applicable law and Board policy, students may also be referred to law enforcement authorities. At the District's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior. The District may also conduct a threat assessment of the student.

Students must immediately report questionable behavior or potentially violent situations to an administrator, counselor, or teacher.

A staff member who witnesses or receives a report of a student's act of violence and aggression must notify the building principal or designee as soon as possible.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury, or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

An act of violence and aggression includes, but is not limited, to the following behaviors:

1. Possession, threat with, or use of a dangerous weapon - as described in the Board's weapons policy.

2. Physical assault - the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.

3. Verbal abuse - includes, but is not limited to, swearing, screaming, obscene gestures, or threats directed, either orally (including by telephone) or in writing (including by text, social media, or other electronic means), at an individual, their family, or a group.

4. Intimidation - an act intended to frighten or coerce someone into submission or obedience.

5. Extortion - the use of verbal or physical coercion in order to obtain financial or material gain from others.

6. Bullying - as described in the Board's policy on bullying prevention and education.

7. Gang activity - as described in the Board's secret societies/gang activity policy.

8. Sexual harassment or other forms of harassment - as described in the Board's sexual-~~based~~ harassment policy and nondiscrimination policy.

9. Stalking - the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.

10. Defiance - a serious act or instance of defying or opposing legitimate authority.

11. Discriminatory slurs - insulting, disparaging, or derogatory comments made directly or by innuendo regarding a person's disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or need for special education services.

12. Vandalism - damaging or defacing property owned by or in the rightful possession of another.

13. Terrorism - a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

Adopted November 7, 2011
Revised December 3, 2012; July 17, 2020; September 30, 2021; September 16, 2024; September 15, 2025

LEGAL REF.: C.R.S. 22-32-109.1 (1)(b) *(definition of bullying)*
C.R.S. 22-32-110 (1)(k) *(definition of racial or ethnic background includes hair texture, definition of protective hairstyle)*
C.R.S. 24-34-301 (9) *(definition of gender expression)*
C.R.S. 24-34-301 (10) *(definition of gender identity)*
C.R.S. 24-34-301 (24) *(definition of sexual orientation)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JBB*, Sex-Based Harassment
JICDA, Code of Conduct
JICDE*, Bullying Prevention and Education
JICF, Secret Societies/Gang Activity
JICI, Weapons in School

NOTE: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair length, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-401 (13.5) and C.R.S. 24-34-301 (24).*

- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (9).*
- *"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (10).*

Bullying Prevention and Education

Statement of Purpose

The Board of Education supports a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying and other behaviors as defined below are prohibited on District property, at District or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the District or one of its schools, or off school property when such conduct has a nexus to school or any District curricular or non-curricular activity or event.

Prohibited Behavior

- Bullying
  Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
  Making knowingly false accusations of bullying behavior

Definitions

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of their academic performance, on the basis of their weight, height, or body size, or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

Retaliation is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

False Accusations of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

Prevention and Intervention

The superintendent will develop a comprehensive program to address bullying at all school levels, and will ensure that the program is consistently applied across all students and staff. The program will be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.

2. To train staff on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.

3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.

4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.

5. To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment across settings.

6. To support targets of bullying through a layered continuum of supports that includes, but is not limited to, individual and peer counseling.

7. To help develop peer support networks, social skills, and confidence for all students.

8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.

9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.

10. To survey students' impressions of the severity and frequency of bullying behaviors in their school.

11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.

12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

Reporting

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher.

Investigating and Responding

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the goal of immediate intervention and investigation in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy. Procedures will include, to the extent appropriate as determined by the investigator and designated administrator, and in accordance with applicable law and local school board policy and procedures, notification to parents/guardians of the results of bullying investigations and their right to appeal investigatory findings to the District.

Supports and Referrals

As part of the superintendent's comprehensive program to address bullying, procedures will be developed with the aim toward accomplishing the following goals:

- Initiate efforts to change the behavior of students engaged in bullying behaviors.
- Support targets of bullying in ways that avoid increasing their likelihood of discipline.
- Support witnesses of bullying.

A student who engages in any act of bullying, retaliation, and/or other behaviors prohibited by this policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

Adopted December 2001
Revised November 2011; December 2012; July 17, 2020; September 30, 2021;
February 28, 2022; September 16, 2024; September 15, 2025

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(K) *(policy required as part of safe schools plan)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JB, Equal Educational Opportunities
JBB*, Sex-Based Harassment
JICDA, Code of Conduct
JICDD*, Violent and Aggressive Behavior
JICDE*-E-1, Bullying Report Form – Exhibit
JICDE*-E-2, Bullying Investigation Form – Exhibit
JICJ, Student Use of Cell Phones and Other Personal Technology Devices

JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JLDAC, Screening/Testing of Students (And Treatment of Mental Disorders)

NOTE 3: For purposes of this policy, these terms have the following meanings:

- *"Race" includes hair texture, hair length, hair type, or a protective hairstyle that is commonly or historically associated with race. C.R.S. 22-32-110 (1)(k).*
- *"Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps. Id.*
- *"Sexual Orientation" means an individual's identity, or another individual's perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction. C.R.S. 2-4-4011 (13.5) and C.R.S. 24-34-301 (24).*
- *"Gender Expression" means an individual's way of reflecting and expressing the individual's gender to the outside world, typically demonstrated through appearance, dress, and behavior. C.R.S. 2-4-401 (3.4) and C.R.S. 24-34-301 (9).*
- *"Gender Identity" means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth. C.R.S. 2-4-401 (3.5) and C.R.S. 24-34-301 (10).*

Bullying Investigation Form

Instructions: Attach all reports, documents, evidence, and written accounts of the alleged bullying incident(s) to this investigation form.

Date of Bullying Report: _____

Designated Administrator: _____

Date Designated Administrator Received Report: _____

Date Investigation Started: _____ Date Investigation Completed: _____

Investigator: _____ Position/Title: _____

I. Initial Review

Is the alleged bullying incident(s) within the school district's authority to investigate?
☐ Yes ☐ No *If No, notify the Complainant and provide resources for support.*
If Yes, move to next question.

Is the alleged bullying incident(s) within the scope of this exhibit's accompanying policy?
☐ Yes ☐ No *If No, the report should be promptly investigated pursuant to the applicable Board policy.*
If Yes, promptly investigate the complaint pursuant to this exhibit's accompanying policy.

If possible criminal conduct is involved, was law enforcement notified?
☐ Yes ☐ No ☐ N/A

Date: _____ Contact person: _____

Status, if known:

_____

_____

II. Bullying Report and Investigation Information

Name of Complainant: _____

Check one: ☐ Student ☐ Parent/Guardian ☐ Staff

☐ Other (please specify): _____

If a student, specify school and grade (optional): _____
If a parent/guardian or other, provide contact information: _____

_____

Is the Complainant the target of the alleged bullying being reported? ☐ Yes ☐ No

Does the Complainant wish to remain anonymous? ☐ Yes ☐ No

Student(s) believed to be targets of alleged bullying (use reverse side if needed):

Name: _____ School: _____ Grade: _____

Name: _____ School: _____ Grade: _____

Name: _____ School: _____ Grade: _____

Person(s) reported as engaged in alleged bullying conduct (use reverse side if needed):

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Person(s) reported as having witnessed or knowledge about the alleged bullying (use reverse side if needed):

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Description of the alleged bullying incident(s), including date(s), time(s), location(s), methods (e.g., physical, verbal, written, electronic/social media, psychological, social, images or items displayed or worn, etc.), how often the incident(s) occurred, whether an imbalance of power exists between the target and the perpetrator/the relationships of the involved individuals, and whether the alleged bullying was based on any protected category under federal or state law or school board policy (use reverse side and/or additional pages if needed):

Did the Complainant allege that the student(s) were the targets of the alleged bullying in any of the following way(s)? (Check all that apply.)

[ ]Electronic devices (e.g., internet, Social media platforms, text, email, cyber-bullying, etc.)

[ ] Written communication (e.g., email, handwritten notes, other written documents, etc.)

[ ] Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.)

[ ] Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.)

[ ] Social (e.g., purposeful exclusion, causing psychological harm, etc.)

[ ]Items depicting implied hatred or prejudice worn, possessed, or displayed

[ ]Other (please explain): _____

Did the Complainant allege that the alleged bullying incident(s) was based on any of the following characteristics? (Check all that apply; if yes, refer to the appropriate policy and procedure addressing nondiscrimination/equal opportunity or sexual harassment under Title IX.)

[ ] Race	[ ] Color	[ ] National Origin
[ ] Religion	[ ] Sex	[ ] Ancestry
[ ] Age	[ ] Military Status	[ ] Family Composition
[ ] Physical disability	[ ] Mental disability	[ ] Sexual orientation
[ ] Gender identity	[ ] Creed	[ ] Gender

[ ] Association with a person or group with one or more of the above actual or perceived characteristics

[ ] Other (please specify): _____

Evidence of alleged bullying provided to the school or in the school's possession (e.g., school or bus surveillance video, cell phone video, photographs, digital images, emails, letters, written statements, notes, police reports, etc.) (attach all evidence):

Have there been any prior incidents of bullying (alleged or substantiated) involving any or all of the involved individuals?

Additional school staff, if any, involved in investigation:

Name: _____ Position: _____
Role in Investigation: _____

Name: _____ Position: _____
Role in Investigation: _____

Name: _____ Position: _____
Role in Investigation: _____

III. Special Education Review

Do any of the students involved in the alleged bullying incident(s) receive special education services under an IEP or a Section 504 Plan, or are any of the students in the process of being referred or evaluated for special education services? ***If Yes, refer to student's IEP or 504 Plan and contact special education director or Section 504 coordinator.***

☐ Yes ☐ No

Name: _____ Date of contact: _____

☐ IEP ☐ 504 ☐ Referral or Evaluation

Name: _____ Date of contact: _____

☐ IEP ☐ 504 ☐ Referral or Evaluation

Name: _____ Date of contact: _____

☐ IEP ☐ 504 ☐ Referral or Evaluation

IV. Interim Measures

Were any interim measures implemented for any of the involved students?
☐ Yes ☐ No

Student Name: _____ School: _____ Grade: _____
Description of interim measure (e.g., safety plan, duration, etc.) (attach documentation):

Student Name: _____ School: _____ Grade: _____
Description of interim measure (e.g., safety plan, duration, etc.) (attach documentation):

Student Name: _____ School: _____ Grade: _____
Description of interim measure (e.g., safety plan, duration, etc.) (attach documentation):

V. Findings

Summary of findings of the investigation (i.e., determine whether the alleged conduct did or did not constitute bullying or other prohibited behavior under this exhibit's accompanying policy; determine whether the alleged conduct adversely affected any of the involved students' education or educational environment; and why) (attach additional pages if needed):

IV. Parent/Guardian Notification

Document notification(s) to the students involved in the alleged incident(s) of bullying and their parents/guardians of the outcome of the investigation and any other information deemed appropriate by the investigator and designated administrator. The information may be provided, based on school District policy, procedures, and practice, as well as taking into consideration the circumstances of the matter, in the form of a written report or meetings with each student and the student's parents/guardians, and may include an overview of the investigation process, the findings of the investigation, and the actions taken to address the reported incident of bullying. ***Information shared with students and parents/guardians must be in accordance with applicable law and school Board policy.***

Student Name: _____ School: _____ Grade: _____
Parent/Guardian Contacted: _____
Staff Member (name and position/title): _____
Date(s) of Contact: _____
Type of Contact (phone, in person, email): _____
Summary of information provided, discussion, and next steps: _____

Student Name: _____ School: _____ Grade: _____
Parent/Guardian Contacted: _____
Staff Member (name and position/title): _____
Date(s) of Contact: _____
Type of Contact (phone, in person, email): _____
Summary of information provided, discussion, and next steps: _____

Student Name: _____ School: _____ Grade: _____
Parent/Guardian Contacted: _____
Staff Member (name and position/title): _____
Date(s) of Contact: _____
Type of Contact (phone, in person, email): _____
Summary of information provided, discussion, and next steps: _____

VI. Interventions

Interventions to address bullying may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, development of a safety plan, community-based services, and discipline. *The school District should refer to its code of conduct and discipline policies and procedures for next steps regarding any disciplinary actions that may result from a bullying incident.*

Student Name: _____ School: _____ Grade: _____
Intervention: _____
Outcome: _____

Student Name: _____ School: _____ Grade: _____
Intervention: _____
Outcome: _____

Student Name: _____ School: _____ Grade: _____
Intervention: _____
Outcome: _____

VI. Recordkeeping

The bullying report, investigation checklist/documentation and evidence, written findings reports (if any), records of any responsive actions in accordance with applicable law, and any other records related to investigating the reported incident(s) of bullying and any responsive actions will be maintained in accordance with applicable law and school Board policy.

Checklist and documentation submitted to: _____

_____

_____

Date: _____

Investigator Signature: _____ Date: _____

Adopted May 4, 2020
Revised February 28, 2022; September 16, 2024; September 15, 2025

Student Use of Cell Phones and Other Personal Technology Devices

The Board of Education believes personal technology devices may be useful tools for students in the educational environment and can play a vital communication role during emergency situations. However, use of personal technology devices in school situations must be regulated to assure that the use of such devices does not disrupt or interfere with the educational process or school operations. Therefore, students may only use PTDs on District property, on a District vehicle or at a District or school-sponsored activity or event in accordance with this policy.

For purposes of this policy, "personal technology device" (PTD) includes any privately-owned portable technology device, including but not limited to cell phones, pagers, tablets, laptops, cameras, watches, audio and/or video recorders and players, and all other hand-held electronic communication and data storage devices.

Students may use PTDs as a designated tool for learning if authorized by the student's teacher. It is the student's responsibility to ensure that the PTD is turned off or placed in silent mode during unauthorized times.

Student use of PTDs with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms or any other location where such use could violate another person's reasonable expectation of privacy.

Students shall not use PTDs to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law.

Violation of this policy or any other District, school or classroom rule or regulation on student use of PTDs may result in disciplinary measures including and/or temporary confiscation of the PTD. Confiscated devices shall be returned to the student only after a conference with the parent/guardian, student and school personnel. If the building principal or designee believes a student's possession or use of a PTD may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement.

The District is not be responsible for loss, theft or destruction of PTDs brought onto school or District property or while the student is attending District or school-sponsored activities or events.

Adopted May 19, 2008
Revised October 16, 2017; September 15, 2025

LEGAL REF.: C.R.S. 18-7-109 *(posting, possession or exchange of a private image by a juvenile)*

CROSS REFS.: JIC and subcodes, Student Conduct
JIH, Student Interrogations, Searches and Arrests
JK, Student Discipline
JS*, Student Use of the Internet and Electronic Communications

Student Concerns, Complaints and Grievances

Decisions made by school personnel which students believe are unfair or in violation of pertinent Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints.

Grievance and investigation procedures are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, ~~marital status~~, national origin, religion, ancestry, or need for special education services.

Adopted July 1996
Revised July 17, 2020; September 15, 2025

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-R-1, Harassment and Discrimination Investigation Procedures for Students
AC-R-2, Harassment and Discrimination Investigation Procedures for Employees, Applicants for Employment and Members of the Public
AC-R-3, Sexual Harassment Investigation Procedures
IHCDA, Concurrent Enrollment
JB, Equal Educational Opportunities
JBB*, Sexual Harassment
JICEA, School-Related Student Publications
JICEC*, Student Distribution of Noncurricular Materials

Screening/Testing of Students and Treatment of Mental Disorders

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

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

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

1. Political affiliations or beliefs of the student or the student's parent/guardian;

2. Mental or psychological conditions of the student or the student's family;

3. Sexual behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of other individuals with whom the student has a close family relationship;

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;

7. Religious practices, affiliations or beliefs of the student or the student's parent/guardian;

8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) ;

9. Social security number.

School personnel responsible for administering any such survey, assessment, analysis or evaluation will give written notice at least two weeks in advance to the student's parent/guardian or the eligible student and will make a copy of the document available

for viewing at convenient times and locations. The notice will offer to provide the following written information upon request:

1. Records or information that may be examined and required in the survey, assessment, analysis or evaluation;

2. The means by which the records or information will be examined, reviewed, or disseminated;

3. The means by which the information is to be obtained;

4. The purposes for which the records or information are needed;

5. The entities or persons, regardless of affiliation, who will have access to the information; and

6. A method by which a parent/guardian can grant or deny permission to access or examine the records or information.

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

Exceptions to Policy

Nothing in this section of the policy will:

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

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

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

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

a. College or other postsecondary education recruitment or military recruitment activities;

b. Book clubs, magazines and programs providing access to low-cost literary products;

c. Curriculum and instructional materials used by District schools;

d. Tests and assessments used by District schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;

e. The sale by students of products or services to raise funds for school-related or education-related activities;

f. Student recognition programs.

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

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

Surveys, Assessment, Analysis or Evaluation for Marketing Purposes

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

Annual Notice

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

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

2. The administration of any protected information survey; or

3. Any non-emergency, invasive physical examination or screening (other than a hearing, vision or scoliosis screening) that is:

    a. Required as a condition of attendance;

    b. Administered by the school and scheduled by the school in advance; and

    c. Not necessary to protect the immediate health and safety of the student or of other students.

Psychiatric/Psychological/Behavior Testing Methods or Procedures

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

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

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

Ordinary classroom instruction, activities and techniques involving the approved curriculum that teach about psychological or psychiatric methods or procedures will be permissible and considered outside the scope of this policy. It is understood that there is a significant difference between practicing therapy and providing activities that may be therapeutic in nature. Any teacher who questions whether a planned activity is one

involving psychiatric or psychological methods or procedures for which the teacher may not be properly certified or licensed will consult with the school principal.

Special Education Evaluation

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

Adopted July 1996
Revised April 2000; February 7, 2006; September 17, 2012; March 2, 2020; August 12, 2024; September 15, 2025

LEGAL REFS.: 20 U.S.C. 1232g *(Family Education Rights and Privacy Act)*
20 U.S.C. 1232h *(rights of students and parents to inspect instructional materials and give prior consent for certain surveys, analysis and evaluation)*
C.R.S. 13-22-101 *(18 is age of competence for certain purposes)*
C.R.S. 22-1-123 *(district shall comply with federal law on protection of pupil rights; Colorado provisions regarding survey, assessment, analysis and evaluation of students)*
C.R.S. 22-32-109 (1)(ee) *(duty to adopt policy prohibiting personnel from ordering behavior tests without parent permission)*
C.R.S. 22-32-109.2 *(screening and treatment of emotional/mental disorders or disabilities)*
C.R.S. 27-50-903 *(Sixth through Twelfth Grade Mental Health Screening Program)*
C.R.S. 27-65-103 *(voluntary applications for mental health services)*

CROSS REFS.: GBEB, Staff Conduct (And Responsibilities)
GCS, Professional Research and Publishing
IKA, Grading/Assessment Systems
JLCA, Physical Examinations of Students
JRA/JRC, Student Records/Release of Information on Students
LC, Relations with Education Research Agencies

Student Use of Technology

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

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

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

Blocking or Filtering Obscene, Pornographic and Harmful Information

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

No Expectation of Privacy

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

Unauthorized and Unacceptable Uses

Students shall use District technology in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable

use of District technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

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

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

Security

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

Students must not:

- use another person's password or any other identifier;
- gain or attempt to gain unauthorized access to District technology devices; or

- read, alter, delete or copy, or attempt to do so, electronic communications of other District technology devices users.

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

Safety

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

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

Vandalism

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

Artificial Intelligence

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

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

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

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

Unauthorized Content

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

Assigning Student Projects and Monitoring Student Use

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

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

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

Student Use is a Privilege

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

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

School District Makes No Warranties

The District makes no warranties of any kind, whether express or implied, related to the use of District technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy or quality of information received. The District is not responsible for any damages, losses, or costs a student suffers in

using technology. This includes loss of data and service interruptions. Use of any information obtained via technology is at the student's own risk.

Adopted December 14, 2012
Revised September 15, 2025

LEGAL REFS.: 20 U.S.C. 6751*et seq. (Enhancing Education Through Technology Act of 2001)*
47 U.S.C. 254(h) *(Children's Internet Protection Act of 2000)*
47 C.F.R. Part 54, Subpart F *(Universal Support for Schools and Libraries)*
C.R.S. 22-87-101 *et seq. (Children's Internet Protection Act)*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
EGAEA, Electronic Communication
JB, Equal Educational Opportunities
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)

Public Concerns/Complaints about Instructional Materials and Library Resources

The Board has approved principles governing the selection of all instructional materials including library books and has established policies pertaining to the selection process. However, the Board wishes to amplify its principles on the selection of books and other materials which present controversial topics or which for other reasons might be challenged.

Material that is challenged usually belongs to one of the three basic categories: religion, ideology or profanity/obscenity. Board policies regarding these areas will be as follows:

1. Religion - Factual, unbiased material on all major religions has a place in school libraries.

2. Ideologies - Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education, and other phases of life.

3. Profanity/obscenity - Materials shall be subjected to a test of literary merit by media specialists and teachers who will take into consideration the maturity of students and the standards of the community.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. The Board recognizes the right of an individual parent/guardian to request that his/her child not read a given book. When such a request is presented, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative materials meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the board has adopted.

2. The Board will not permit any individual or group to exercise censorship over instructional materials and library collections but recognizes that at all times a reevaluation of certain materials may be desirable. Should an individual or group ask to have any book or material withdrawn from school use, the following procedures will be followed:

    a. The person who objects to the book or other material shall be asked to sign a complaint on a standard form on which that person will document the criticism. Any person requesting to have any book or material go through a reevaluation process must reside within the boundaries of Morgan County School District Re-3.

    b. Following receipt of the formal complaint, the superintendent will provide for a reevaluation of the material in question.

    c. The reevaluation will be based on the points offered above as well as the principles governing the selection of all instructional materials. Additionally, the Board wishes to emphasize that:

i. A book will not be excluded because of the writer's race, sexual orientation, gender identity, gender expression, ~~or~~ nationality, or political or religious views.

ii. The value of any book or other material will be judged as a whole, taking into account the purpose of the material rather than individual, isolated expressions or incidents in the work.

d. The superintendent or designee will review the complaint and reevaluation and will render a decision in the matter. Should the solution be unsatisfactory, the complainant may appeal the decision to the Board.

In summary, the Board assumes final responsibility for all books and instructional materials it makes available to students. The Board holds its professional staff accountable for their proper selection. It recognizes rights of individual parents/guardians with respect to controversial materials used by their own children. It will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers shall be respected.

Adopted April 15, 2013
Revised July 17, 2023; September 15, 2025

LEGAL REF.: C.R.S. 22-32-110 (1)(R)

CROSS REF.: IJ Instructional Resource and Materials
IMB, Teaching about Controversial Issues and Use of Controversial Materials
FMEA Master Agreement

Public Conduct on District Property

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

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

The following conduct by any person is prohibited:

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

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

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

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

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

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

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

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

8. Unlawful use of any tobacco product.

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

a. a firearm, whether loaded or unloaded;

b. a fixed blade knife with a blade that exceeds three inches in length;

c. a spring-loaded knife or pocket knife with a blade exceeding three and one-half inches in length; or

d. any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a BB gun, a slingshot, bludgeon, nunchucks, brass knuckles, or artificial knuckles of any kind.

10. Profanity or verbally abusive language.

11. Violation of any federal, state or municipal law or Board policy.

Adopted October 1996
Revised May 2013; June 2015; November 5, 2018; March 2, 2020; September 15, 1015

LEGAL REFS.: 21 U.S.C. 860 *(crime to distribute or manufacture controlled substances within 1,000 feet of a school)*
C.R.S. 12-47-901 (1)(h) *(prohibits consumption of alcohol in any public place without a license or permit)*
C.R.S. 18-9-106 *(disorderly conduct)*
C.R.S. 18-9-108 *(disrupting lawful assembly)*
C.R.S. 18-9-109 *(interference with staff, faculty or students of educational institutions)*
C.R.S. 18-9-110 *(public buildings – trespass, interference)*
C.R.S. 18-9-117 *(unlawful conduct on public property)*
C.R.S. 18-12-105.5 *(unlawful carrying/possession of weapons on school grounds)*
C.R.S. 18-12-214 (3)(a) *(person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked)*
C.R.S. 18-18-407 (2) *(crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles)*
C.R.S. 22-1-119.3 (3)(c), (d) *(no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event)*
C.R.S. 25-1.5-106 (12)(b) *(possession or use of medical marijuana in or on school grounds or in a school bus is prohibited)*
C.R.S. 25-14-103.5 *(boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property)*
C.R.S. 25-14-301 *(Teen Tobacco Use Prevention Act)*

CROSS REFS.: ADC, Tobacco-Free Schools
GBEB, Staff Conduct (And Responsibilities)

GBEC, Alcohol and Drug-Free Workplace
JICH, Drug and Alcohol Involvement by Students
JICI, Weapons in School
JLCDB*, Administration of Medical Marijuana to Qualified Students
KI, Visitors to Schools

MORGAN COUNTY SCHOOL DISTRICT RE-3
ITEMS FOR BOARD MEETINGS

BOARD ACTION ITEM #: (FOR DISTRICT OFFICE USE ONLY)

TOPIC: FFA (Future Farmers of America) Fall Leadership Conference

ACTION REQUESTED:

Overnight trip approval for the FFA Fall Conference in Fort Collins on October 4-5, 2025.

HOW DOES THIS SUPPORT DISTRICT MISSION/VALUES/GOALS & OBJECTIVES:

The educational and leadership workshops provide the basic skills needed for continued learning throughout life. An understanding and awareness of individual strengths and weaknesses. Unique talents, a sense of worth of well-being, and positive attitudes. A sense of understanding, respect and responsibility toward others as individuals and as members of the community. Moral ethical values. Skills concerned with punctuality, regular attendance, completing tasks, meeting deadlines, fulfilling obligations, accepting consequences for one's actions and other skills needed to succeed in school, the workplace, interpersonal relationships and the social world.

JUSTIFICATION/RAMIFICATIONS:

Students will develop their leadership skills, interpersonal skills and explore potential career opportunities.

FINANCIAL CONSIDERATIONS/SOURCE OF FUNDS:

The FFA Chapter will pay for the transportation and lodging. The student is responsible for paying for their meals and registration.

LEGAL CONSIDERATION:

Students and parents have signed a medical waiver and Code of Conduct.

Prepared by: *Danica Farnik* **Date:** *09/10/2025*
Signature

Administrator: *Clint Anderson* **Date:** *09/10/2025*
Signature

SUPERINTENDENT'S RECOMMENDATIONS AND COMMENTS:

SIGNATURE: _____ **Date:** _____