Worksession
Monday, October 26, 2026 6:00 PM Mountain

Central Service Building
2102 Wagner Street
Strasburg, CO 80136

Diana Elliott:	Present
Gema Gomez:	Present
Michael Marrero:	Present
Mary O'Malley:	Present
Courtney Vance:	Present

Present: 5.

- I. Call to Order
- II. Roll Call
- III. Adoption of Agenda
- IV. Discussion Topics
  - IV.a. Policy Updates
    - IV.a.i.
      - JKA-R Procedure for the use of Physical Intervention and Restraint (Final)
      - JKA-R (Redlined)
    - IV.a.ii.
      - JLF- Reporting Child Abuse and Child Protection (Final)
      - JLF (Redlined)
      - JLF- R Reporting Child Abuse and Child Protection Procedures (Final)
      - JLF- R (Redlined)
    - IV.a.iii.
      - JLCB Immunizations of Students (Final)
      - JLCB (Redlined)
      - JLCB-R Immunizations of Students (Final)
      - JLCB-R (Redlined)
    - IV.a.iv.
      - GBEB Staff Conduct (and Responsibilities) (Final)
      - GBEB (Redlined)
    - IV.a.v.
      - DJB Federal Procurement
      - DJB-R Federal Procurement Procedures
    - IV.a.vi.
      - GBI Criminal History Record Information
    - IV.a.vii.
      - IKA - Grading and Assessment Systems
      - IKA-R - Grading and Assessment Systems: Exemption Procedure and Information to Parents/Guardians
  - IV.b. District Vendors
  - IV.c. UIP Goals

IV.d. Superintendent Mid Year Evaluation

V. BOE Agenda Topics

VI. Adjournment

Strasburg School District 31J

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

Procedure for the Use of Physical Intervention and Restraint

DUTIES RELATED TO RESTRAINT

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

TRAINING

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

1. The appropriate use of restraint;
2. Methods to explain the use of restraint to the student who is restrained and the student's family;
3. A continuum of prevention techniques;
4. Environmental management;
5. A continuum of de-escalation techniques;
6. Nationally recognized physical management and restraint practices, including, but not limited to, techniques that allow restraint in an upright or sitting position and information about the dangers created by prone restraint;
7. Appropriate documentation and notification procedures, including monitoring and recording the time duration of a restraint or seclusion; and
8. Retraining must occur at a frequency of at least every two years.

DOCUMENTATION AND NOTIFICATION

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

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

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

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

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

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

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

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

ANNUAL REVIEW OF THE USE OF RESTRAINT

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

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

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

ANNUAL REPORTING

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

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

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

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

Strasburg School District 31J

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

Procedure for the Use of Physical Intervention and Restraint

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1. The appropriate use of restraint;
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4. Environmental management;
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1. The antecedent of the student's behavior, if known;
2. A description of the incident;
3. Any efforts made to deescalate the situation;
4. Any alternatives to the use of restraint that were attempted;
5. The type and duration of the restraint used;
6. Any injuries that occurred;
7. The names of the District Employees, or agents, who were present, and District Employees, or agents, who were involved in administering the restraint;
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2. Considering whether alternative strategies could have been used; and
3. Recommending adjustment of procedures, if appropriate.

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

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

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4. The total number of students who experiences at least one physical restraint lasting five minutes or more;
5. The total number of students who experienced at least one seclusion;
6. The total number of seclusions;
7. The total number of mechanical restraints;
    a. Within the total number of mechanical restraints, how many were restraints using handcuffs; and
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~~**A. Definitions**~~

~~In accordance with state law and the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act, the following definitions apply for purposes of this regulation and accompanying policy.~~

~~1. "Restraint" means any method or device used to involuntarily limit freedom of movement, including but not limited to bodily physical force and seclusion.~~

~~2. "Physical restraint" means the use of bodily, physical force to involuntarily limit an individual's freedom of movement. "Physical restraint" does not include:~~

~~a. holding of a student for less than five minutes by a staff person for the protection of the student or others;~~

~~b. brief holding of a student by one adult for the purpose of calming or comforting the student;~~

~~c. minimal physical contact for the purpose of safely escorting a student from one area to another;~~

~~d. minimal physical contact for the purpose of assisting the student in completing a task or response.~~

~~3. "Mechanical restraint" means a physical device used to involuntarily restrict the movement of a student or the movement or normal function of the student's body. "Mechanical restraint" does not include:~~

~~a. devices recommended by a physician, occupational therapist or physical therapist and agreed to by a student's IEP team or Section 504 team and used in accordance with the student's Individualized Education Program (IEP) or Section 504 plan;~~

~~b. protective devices such as helmets, mitts, and similar devices used to prevent self-injury and in accordance with a student's IEP or Section 504 plan;~~

~~c. adaptive devices to facilitate instruction or therapy and used as recommended by an occupational therapist or physical therapist, and consistent with a student's IEP or Section 504 plan; or~~

~~d. positioning or securing devices used to allow treatment of a student's medical needs.~~

4. "Chemical restraint" means administering medication to a student (including medications prescribed by the student's physician) on an as needed basis for the sole purpose of involuntarily limiting the student's freedom of movement. "Chemical restraint" does not include:

a. prescription medication that is regularly administered to the student for medical reasons other than to restrain the student's freedom of movement (e.g. Asthma-cort, medications used to treat mood disorders or ADHD, Glucagon); or

b. the administration of medication for voluntary or life-saving medical procedures (e.g. EpiPens, Diastat).

5. "Prone restraint" means a restraint in which the student being restrained is secured in a prone (i.e., face-down) position.

6. "Seclusion" means the placement of a student alone in a room from which egress is involuntarily prevented. "Seclusion" does not mean:

a. placement of a student in residential services in the student's room for the night; or

b. time-out.

7. "Time-out" is the removal of a student from potentially rewarding people or situations. A time-out is not used primarily to confine the student, but to limit accessibility to reinforcement. In time-out, the student is not physically prevented from leaving the designated time-out area and is effectively monitored by staff.

8. "Emergency" means serious, probable, imminent threat of bodily injury to self or others with the present ability to effect such bodily injury. Emergency includes situations in which the student creates such a threat by abusing or destroying property.

9. "Bodily injury" means physical pain, illness or any impairment of physical or mental condition as defined in C.R.S. 18-1-901 (3)(c).

10. "State Board Rules" mean the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act, 1 CCR 301-45.

11. "Parent" shall be as defined by the State Board rules.

B. Basis for use of restraint

Restraints shall only be used:

1. In an emergency and with extreme caution; and

2. After:

a. the failure of less restrictive alternatives (such as Positive Behavior Supports, constructive and non-physical de-escalation, and re-structuring the environment); or

b. a determination that such alternatives would be inappropriate or ineffective under the circumstances.

3. Restraints shall never be used as a punitive form of discipline or as a threat to gain control or gain compliance of a student's behavior.

4. School personnel shall:

a. use restraints only for the period of time necessary and using no more force than necessary; and

b. prioritize the prevention of harm to the student.

C. Duties related to the use of restraint - general requirements

When restraints are used, the district shall ensure that:

1. no restraint is administered in such a way that the student is inhibited or impeded from breathing or communicating;

2. no restraint is administered in such a way that places excess pressure on the student's chest, back, or causes positional asphyxia;

3. restraints are only administered by district staff who have received training in accordance with the State Board rules;

4. opportunities to have the restraint removed are provided to the student who indicates he/she is willing to cease the violent or dangerous behavior;

5. when it is determined by trained district staff that the restraint is no longer necessary to protect the student or others (i.e. the emergency no longer exists), the restraint shall be removed; and

6. the student is reasonably monitored to ensure the student's physical safety.

Additionally, in the case of seclusion, staff shall reintegrate the student or clearly communicate to the student that the student is free to leave the area used to seclude the student.

D. Proper administration of specific restraints

1. Chemical restraints shall not be used.

2. Mechanical and prone restraints shall not be used, except in the limited circumstances permitted by state law and described as exceptions in the accompanying policy.

3. Physical restraint

a. A person administering the physical restraint shall only use the amount of force necessary to stop the dangerous or violent actions of the student.

b. A restrained student shall be continuously monitored to ensure that the breathing of the student in such physical restraint is not compromised.

c. A student shall be released from physical restraint within fifteen minutes after the initiation of the restraint, except when precluded for safety reasons.

4. Seclusion

a. Relief periods from seclusion shall be provided for reasonable access to toilet facilities.

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

c. To the extent possible under the specific circumstances, the space should be free of injurious items.

E. Notification requirements

1. If there is a reasonable probability that restraint might be used with a particular student, appropriate school staff shall notify, in writing, the student's parents, and, if appropriate, the student of:

a. the restraint procedures (including types of restraints) that might be used;

b. specific circumstances in which restraint might be used; and

c. staff involved.

2. For students with disabilities, if the parents request a meeting with school personnel to discuss the notification, school personnel shall ensure that the meeting is convened.

3. The required notification may occur at the meeting where the student's behavior plan or IEP is developed/reviewed.

F. Documentation requirements

1. If restraints are used, a written report shall be submitted within one school day to school administration.

2. The school principal or designee shall verbally notify the parents as soon as possible but no later than the end of the school day that the restraint was used.

3. A written report based on the findings of the staff review required by paragraph G. below shall be emailed, faxed or mailed to the student's parent within five calendar days of the use of restraint. The written report of the use of restraint shall include:

a. the antecedent to the student's behavior if known;

b. a description of the incident;

c. efforts made to de-escalate the situation;

d. alternatives that were attempted;

e. the type and duration of the restraint used;

f. injuries that occurred, if any; and

g. the staff present and staff involved in administering the restraint.

4. A copy of the written report on the use of restraint shall be placed in the student's confidential file.

G. Review of specific incidents of restraint

1. The district shall ensure that a review process is established and conducted for each incident of restraint used. The purpose of this review shall be to ascertain that appropriate procedures were followed and to minimize future use of restraint.

2. The review shall include, but is not limited to:

a. staff review of the incident;

b. follow up communication with the student and the student's family;

c. review of the documentation to ensure use of alternative strategies; and

d. recommendations for adjustment of procedures, if appropriate.

3. If requested by the district or the student's parents, the district shall convene a meeting to review the incident. For students with IEPs or Section 504 plans, such review may occur through the IEP or Section 504 process.

H. General review process

1. The district shall ensure that a general review process is established, conducted and documented in writing at least annually. The purpose of the general review is to ascertain that the district is properly administering restraint, identifying additional training needs, minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incidence of injury to students and staff.

2. The review shall include, but is not limited to:

a. analysis of incident reports, including all reports prepared pursuant to paragraphs F.1 and F.3 above and including, but not limited to, procedures used during the restraint, preventative or alternative techniques tried, documentation, and follow up;

b. training needs of staff;

c. staff to student ratio; and

d. environmental conditions, including physical space, student seating arrangements and noise levels.

I. Staff training

1. The district shall ensure that staff utilizing restraint in schools are trained in accordance with the State Board rules.

2. Training shall include:

a. a continuum of prevention techniques;

b. environmental management;

c. a continuum of de-escalation techniques;

d. nationally recognized physical management and restraint practices, including, but not limited to, techniques that allow restraint in an upright or sitting position and information about the dangers created by prone restraint;

e. methods to explain the use of restraint to the student who is to be restrained and to the student's family; and

~~f. appropriate documentation and notification procedures.~~

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

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

Strasburg School District 31J

Policy:	File:
Reporting Child Abuse and Child Protection	JLF
Adopted:	Revision:
2006	November 2026

Reporting Child Abuse and Child Protection

It is the policy of the Board of Education that this School District comply with the Child Protection Act.

To that end, any School Official or Employee who has reasonable cause to know or suspect that any child has been subjected to abuse, neglect, unlawful sexual contact, or who has observed any child being subjected to conditions which would reasonably result in abuse or neglect, as defined by state law, must report or cause a report to be made to the appropriate county department of social services or local law enforcement agency in accordance with the accompanying regulation to this policy (JLf-R). Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

Reports of child abuse or neglect, the name and address of the child, family, informant, or any other identifying information in the report are considered confidential and are not public information.

The Board must provide periodic in-service programs for all teachers in order to provide them with information about the Child Protection Act, to assist them in recognizing and reporting instances of child abuse, and to instruct them on how to assist victims and their families.

School Employees and Officials will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the School Official or Employee to prove that the child has been abused or neglected.

The Superintendent will submit such procedures as are necessary to the Board for approval to accomplish the intent of this policy.

Adopted: 2006

Revised: November 2026

LEGAL REFERENCES:

C.R.S. 19-1-103(1)(definition of child abuse or neglect)
C.R.S. 19-3-102 & 103 (definition of neglected or dependent child)
C.R.S. 19-3-304 (persons required to report abuse)
C.R.S. 19-3-307 (reporting procedures)
C.R.S. 19-3-309 (immunity from liability for persons reporting)
C.R.S. 22-32-109(1)(z) (providing in-service for teachers)

CROSS REFERENCES:

GBEB, Staff Conduct

GBGB, Staff Personal Security and Safety

File: JLF ~~- Reporting Child Abuse/Child Protection~~

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

Reporting Child Abuse and Child Protection

It is the policy of the Board of Education that this Sschool Ddistrict comply with the Child Protection Act.

To that end, any Sschool Oofficial or Eemployee who has reasonable cause to know or suspect that any child has been subjected to abuse, ~~or~~ neglect, unlawful sexual contact, or who has observed ~~the~~ any child being subjected to ~~circumstances or~~ conditions which would reasonably result in abuse or neglect, as defined by ~~statute~~state law, ~~shall immediately upon receiving such information~~ must report or cause a report to be made to the appropriate county department of social services or local law enforcement agency in accordance with the accompanying regulation to this policy (JLF-R). Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

Commented [HD1]: Needs link

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(Adoption date)

LEGAL REF~~S~~ERENCES~~.~~:

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CROSS REFERENCES~~.~~:

GBEB, Staff Conduct
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[Revised July ~~2002~~2026]

COLORADO SAMPLE POLICY 1994

Strasburg School District 31J

Policy:	File:
Reporting Child Abuse and Child Protection Procedures	JLF-R
Adopted:	Revision:
2006	November 2026

Reporting Child Abuse and Child Protection Procedures

DEFINITIONS

Child Abuse or Neglect is defined in law as "an act or omission which seriously threatens the health or welfare of a child." Specifically, this refers to:

1. Evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death and such condition or death which is not justifiably explained, or where the history given concerning such condition or death is at variance with the condition or the circumstances indicate that the condition may not be the product of an accidental occurrence;

2. Any case in which a child is subject to unlawful sexual behavior as defined in state law;

3. Any case in which a child is in need of services because the child's parents, legal guardians, or custodians fail to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take;

4. Any case in which a child is subjected to emotional abuse, which means an identifiable and substantial impairment of the child's intellectual or psychological functioning or development or a substantial risk or impairment of the child's intellectual or psychological functioning or development;

5 Any act or omission described as Neglect in state law as follows:

a. A parent, guardian, or legal custodian has abandoned the child or has subjected him or her to mistreatment or abuse or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring;

b. The child lacks proper parental care through the actions or omissions of the parent, guardian or legal custodian;

c. The child's environment is injurious to his or her welfare;

id. A parent, guardian, or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care or any other care necessary for his or her health, guidance or well-being;

e. The child is homeless, without proper care or not domiciled with his or her parent, guardian, or legal custodian through no fault of such parent, guardian or legal custodian;

f. The child has run away from home, or is otherwise beyond the control of his or her parent, guardian, or legal custodian;

g. A parent, guardian, or legal custodian has subjected another child or children to an identifiable pattern of habitual abuse and the parent, guardian, or legal custodian has been the respondent in another proceeding in which a court has adjudicated another child to be neglected or dependent based upon allegations of sexual or physical abuse or has determined that such parent's, guardian's, or legal custodian's abuse or neglect caused the death of another child; and the pattern of habitual abuse and the type of abuse pose a current threat to the child.

REPORTING REQUIREMENTS

Any District Employee who has reasonable cause to know or suspect that any child is subjected to abuse, neglect, unlawful sexual contact, or who has observed any child being subjected to conditions that might result in abuse or neglect, as defined by state law, must report or cause a report to be made as soon as reasonably possible, but no later than twenty-four hours after receiving the information. The report should be made to the appropriate county department of social services, local law enforcement agency or through the statewide child abuse reporting hotline system. The Employee must follow any oral report with a written report sent to the appropriate agency. The obligation to report suspected abuse or neglect only applies to incidents of abuse or neglect that an individual learns about while acting in their official capacity.

No report of abuse or neglect will be made due to a family or child's race, ethnicity, socio-economic status, or disability status. Additionally, no report is required if the basis for the report arises from concerns due solely to any of the following criteria:

1. Socioeconomic status, which includes factors such as inadequate housing, furnishings, income, clothing; or

2. Disability.

In cases where the suspected or known perpetrator is a School Employee, the report should be made to the law enforcement agency. *(Reports made to social services will be referred to law enforcement.)*

If a child is in immediate danger, the Employee should call 911. Immediate refers to abuse that occurs in the Employee's presence or has just occurred.

The Employee reporting suspected abuse/neglect to social services or law enforcement officials must inform the School Principal as soon as possible orally or with a written memo. The ultimate responsibility for seeing that the oral and written reports are made to social services or law enforcement agencies lies with the School Official or Employee who had the original concern.

CONTENTS OF THE REPORT

The following information should be included to the extent possible in the initial report:

1. Name, age, address, sex, and race of the child;

2. Name and address of the child's parents, guardians, and/or persons with whom the child lives;

3. Name and address of the person, if known, believed responsible for the suspected abuse or neglect;

4. The nature and extent of the child's injury or condition as well as any evidence of previous instances of known or suspected abuse or neglect of the child or the child's siblings-all with dates as appropriate;

5. The family composition, if known;

6. Any action taken by the person making the report;

7. Any other information that might be helpful in establishing the cause of the injuries or the condition observed.

It is helpful if the person reporting suspected abuse/neglect is prepared to give documentation. Thus, noting details of observations is important. It is permissible for the School Official or Employee to conduct a preliminary non-investigative inquiry of any injury or injuries under the following circumstances:

1. School Personnel may inquire of the child how an injury occurred. Leading and/or suggestive questions should be avoided. School Personnel may not contact the child's family or any other person suspected of causing the injury or abuse to determine the cause of the suspected abuse or neglect;

2. A School Employee's reasonable cause to suspect that the child has been subjected to abuse or neglect may arise from a child's vague or inconsistent response to such an inquiry or from an explanation which does not fit the injury;

3. All efforts must be made to avoid duplicate or numerous interviews of the victim.

AFTER FILING A REPORT

After the report is made to the agency, District and School Staff will cooperate with social services and law enforcement in the investigation of alleged abuse or neglect. The school will report any further incidents of abuse to the agency's representative.

As the case is being investigated, the school will provide supportive aid and counseling services for the child.

Once a report of child abuse is given to the agency, the responsibility for investigation and follow-up lies with the agency. It is not the responsibility of the School Staff to investigate the case. Therefore, the School Staff will not engage in the following activities:

1. Make home visits for investigative purposes;

2. Take the child for medical treatment; *(This does not preclude taking action in an emergency situation.)*

3. Convey messages between the agency and the parents/guardian.

Authorized School and District Personnel may make available to agency personnel assigned to investigate instances of child abuse the health or other records of a student for such investigative purposes.

GUIDELINES FOR CONSIDERATION

1. If any School Employee has questions about reasonable cause of child abuse and the need for making a report, the Employee may consult with the building principal and/or school counselor. If the building principal and/or school counselor is not available, a direct call to the county department of social services about concerns is advisable.

Note that consultation with another School Official or Employee will not absolve the School Official or Employee of the responsibility for reporting child abuse.

2. In an emergency situation requiring retention of the child at the school building due to fear that if released, the child's health or welfare might be in danger, it should be observed that only law

enforcement officials have the legal authority to hold a child at school. Otherwise, a court order must be obtained to legally withhold a child from his or her parent or guardian.

Adopted: 2006

Revised: 6-26-2019

November 2026

LEGAL REFERENCE:

C.R.S. 18-3-412.5 (1)(b) (definition of unlawful sexual behavior)

File: JLF-R ~~- Reporting Child Abuse/Child Protection~~

NOTE: While Colorado school districts are not required by law to adopt a regulation 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.

Reporting Child Abuse and Child Protection Procedures

~~1. Definition of abuse or neglect~~DEFINITIONS

Child A~~a~~buse or N~~n~~eglect is defined in law as "an act or omission which seriously threatens the health or welfare of a child." Specifically, this refers to:

1.~~a.~~ Evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death and such condition or death which is not justifiably explained, or where the history given concerning such condition or death is at variance with the condition or the circumstances indicate that the condition may not be the product of an accidental occurrence;~~.~~

2~~b~~. Any case in which a child is subject to unlawful sexual behavior as defined in state law;~~.~~

3~~c~~. Any case in which a child is in need of services because the child's parents, legal guardians, or custodians fail to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take;~~.~~

4~~d~~. Any case in which a child is subjected to emotional abuse, which means an identifiable and substantial impairment of the child's intellectual or psychological functioning or development or a substantial risk or impairment of the child's intellectual or psychological functioning or development;~~.~~

~~E~~5~~.~~ Any act or omission described as N~~n~~eglect in state law as follows:

~~i)~~a. A parent, guardian, or legal custodian has abandoned the child or has subjected him or her to mistreatment or abuse or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring;~~.~~

~~ii)~~b. The child lacks proper parental care through the actions or omissions of the parent, guardian or legal custodian;~~.~~

~~iii)~~c. The child's environment is injurious to his or her welfare;~~.~~

i~~v~~)d. A parent, guardian, or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care or any other care necessary for his or her health, guidance or well-being;~~.~~

~~v)~~e. The child is homeless, without proper care or not domiciled with his or her parent, guardian, or legal custodian through no fault of such parent, guardian or legal custodian;~~.~~

~~vi)~~f. The child has run away from home, or is otherwise beyond the control of his or her parent, guardian, or legal custodian;~~.~~

~~vii)~~g. A parent, guardian, or legal custodian has subjected another child or children to an identifiable pattern of habitual abuse and the parent, guardian, or legal custodian has been the respondent in another proceeding in which a court has adjudicated another child to be neglected or dependent based upon allegations of sexual or physical abuse or has determined that such parent's, guardian's, or legal custodian's abuse or neglect caused the death of another child; and the pattern of habitual abuse and the type of abuse pose a current threat to the child.

~~2. Reporting requirements~~REPORTING REQUIREMENTS

Any District~~school~~ E~~e~~mployee who has reasonable cause to know or suspect that any child is subjected to abuse, neglect, unlawful sexual contact, or who has observed any child being subjected ~~or~~ to conditions that might result in abuse or neglect~~.~~, as defined by state law, must ~~immediately upon receiving such information~~ report or cause a report to be made as soon as reasonably possible, but no later than twenty-four hours after receiving the information. ~~such fact to the~~ The report should be made to the appropriate county department of social services, local law enforcement agency or through the statewide child abuse reporting hotline system. The E~~e~~mployee must follow any oral report with a written report sent to the appropriate agency. The obligation to report suspected abuse or neglect only applies to incidents of abuse or neglect that an individual learns about while acting in their official capacity.

No report of abuse or neglect will be made due to a family or child's race, ethnicity, socio-economic status, or disability status. Additionally, no report is required if the basis for the report arises from concerns due solely to any of the following criteria:

1. Socioeconomic status, which includes factors such as inadequate housing, furnishings, income, clothing; or

2. Disability.

In cases where the suspected or known perpetrator is a S~~s~~chool E~~e~~mployee, the report should be made to the law enforcement agency. *(Reports made to social services will be referred to law enforcement.)*

If a child is in immediate danger, the E~~e~~mployee should call 911. ~~"~~Immediate~~"~~ refers to abuse that occurs in the E~~e~~mployee's presence or has just occurred.

The E~~e~~mployee reporting suspected abuse/neglect to social services or law enforcement officials must inform the S~~s~~chool P~~p~~rincipal as soon as possible orally or with a written memo. The ultimate responsibility for seeing that the oral and written

reports are made to social services or law enforcement agencies lies with the Sschool Oofficial or Eemployee who had the original concern.

NOTE: The Colorado Child Abuse and Neglect Hotline is 1-844-CO-4-kids or 1-844-264-5437. The main purpose of the hotline is to quickly route callers to the appropriate county. To ensure proper routing through the hotline, each county must have a dedicated line for child abuse and neglect reporting. Calls made directly to a county's dedicated line will also be routed through the hotline for data collection purposes.

~~3. Contents of the report~~CONTENTS OF THE REPORT

The following information should be included to the extent possible in the initial report:

~~a.~~1. Name, age, address, sex, and race of the child;~~.~~

~~b.~~2. Name and address of the child's parents, guardians, and/or persons with whom the ~~student~~ child lives;~~.~~

3.~~c.~~ Name and address of the person, if known, believed responsible for the suspected abuse or neglect;~~.~~

~~d.~~4. The nature and extent of the child's injury or condition as well as any evidence of previous instances of known or suspected abuse or neglect of the child or the child's siblings-all with dates as appropriate;~~.~~

~~e.~~5. The family composition, if known;~~.~~

~~f.~~6. Any action taken by the person making the report;~~.~~

~~g.~~7. Any other information that might be helpful in establishing the cause of the injuries or the condition observed.

It is helpful if the person reporting suspected abuse/neglect is prepared to give documentation. Thus, noting details of observations is important. It is permissible for the Sschool Oofficial or Eemployee to conduct a preliminary non-investigative inquiry of any injury or injuries under the following circumstances:

1.~~a.~~ School Ppersonnel may inquire of the child how an injury occurred. Leading and/or suggestive questions should be avoided. School Ppersonnel may not contact the child's family or any other person suspected of causing the injury or abuse to determine the cause of the suspected abuse or neglect;~~.~~

2~~b~~. A Sschool Eemployee's reasonable cause to suspect that the child has been subjected to abuse or neglect may arise from a child's vague or inconsistent response to such an inquiry or from an explanation which does not fit the injury;~~.~~

3~~c~~. All efforts must be made to avoid duplicate or numerous interviews of the victim.

~~4. After filing reports~~AFTER FILING A REPORT

After the report is made to the agency, Ddistrict and Sschool Sstaff ~~members~~ will cooperate with social services and law enforcement in the investigation of alleged abuse or neglect. The school will report any further incidents of abuse to the agency's representative.

As the case is being investigated, the school will provide supportive aid and counseling services for the child.

Once a report of child abuse is given to the agency, the responsibility for investigation and follow-up lies with the agency. It is not the responsibility of the Sschool Sstaff to investigate the case. Therefore, the Sschool Sstaff will not engage in the following activities:

1~~a~~. Make home visits for investigative purposes;~~.~~

2~~b~~. Take the child for medical treatment;~~.~~ *(This does not preclude taking action in an emergency situation.)*

3~~c~~. Convey messages between the agency and the parents/guardian.

Authorized Sschool and Ddistrict Ppersonnel may make available to agency personnel assigned to investigate instances of child abuse the health or other records of a student for such investigative purposes.

~~5. Guidelines for consideration~~GUIDELINES FOR CONSIDERATION

1.~~a.~~ If any Sschool Eemployee has questions about reasonable cause of child abuse and the need for making a report, the Eemployee may consult with _____[title of appropriate school official]_____. If _____ is not available, a direct call to the county department of social services about concerns is advisable.

Note that consultation with another Sschool Oofficial or Eemployee will not absolve the Sschool Oofficial or Eemployee of the responsibility for reporting child abuse.

~~b~~2. In an emergency situation requiring retention of the child at the school building due to fear that if released, the child's health or welfare might be in danger, it should be observed that only law enforcement officials have the legal authority to hold a child at school. Otherwise, a court order must be obtained to legally withhold a child from his or her parent or guardian.

(Approval date)

LEGAL REFERENCE~~.~~:

C.R.S. 18-3-412.5 (1)(b) (definition of unlawful sexual behavior)

[Revised ~~March 2015~~July 2026]

COLORADO SAMPLE REGULATION 1994©

Strasburg School District 31J

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

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

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

RULES OF CONDUCT

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

1. Disclose or use confidential information acquired in the course of employment to further substantially the District employee's personal financial interests.

2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the Staff Member's duties, or which the Staff Member knows or should know is primarily for the purpose of a reward for action taken.

3. Engage in a substantial financial transaction for private business purposes with a person whom the Staff Member supervises.

4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the Staff Member has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

All Staff Members are expected to carry out their assigned responsibilities with conscientious concern.

It is not considered a breach of conduct for a Staff Member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members, or business associates on an occasional basis.

2. Accept or receive a benefit as an indirect consequence of transacting School District business.

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

1. Faithfulness and promptness in attendance at work.

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

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

4. Care and protection of school property.

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

CHILD ABUSE

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

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

POSSESSION OF DEADLY WEAPONS

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

FELONY AND MISDEMEANOR CONVICTIONS

If, subsequent to beginning employment with the District, the District has good cause to believe that any Staff Member has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offense or infraction, the District must make inquiries to the Department of Education for purposes of screening the Employee.

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

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

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

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

UNLAWFUL BEHAVIOR INVOLVING CHILDREN

The District may make an inquiry with the Department of Education concerning whether any current Employee of the School District has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior, an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the Employee´s fitness for employment.

NOTIFICATION CONCERNING ARRESTS

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

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

PERSONNEL ADDRESSING HEALTH CARE TREATMENT FOR BEHAVIOR ISSUES

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

LEGAL REFS.:

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

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

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

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

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

C.R.S. 22-32-109 (1)(ee) (duty to adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission)

C.R.S. 22-32-109 (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)

C.R.S. 22-32-109.1 (8) (policy requiring inquiries upon good cause to department of education for purpose of ongoing screening of employees)

C.R.S. 22-32-109.7 (duty to make inquiries prior to hiring)

C.R.S. 22-32-109.8 (non-licensed personnel - submittal of fingerprints and name- based criminal history record check)

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

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

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

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

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

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

CROSS REFS.:
JLC, Student Health Services and Records

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

JLF, Reporting Child Abuse/Child Protection

KDBA*, Parent Notification of Employee Criminal Charges

KFA, Public Conduct on District Property

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

Strasburg School District 31J

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

All Sstaff Mmembers have a responsibility to make themselves familiar with and abide by federal and state laws ~~as these affect their work,~~ and the policies and regulations of the Ddistrict.

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

~~Rules of conduct~~RULES OF CONDUCT

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

1. Disclose or use confidential information acquired in the course of employment to further substantially the District employee's personal financial interests.

2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the Sstaff Mmember's duties, or which the Sstaff Mmember knows or should know is primarily for the purpose of a reward for action taken.

3. Engage in a substantial financial transaction for private business purposes with a person whom the Sstaff Mmember supervises.

4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the Sstaff Mmember has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

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

1. Use school facilities and equipment to communicate or correspond with constituents, family members, or business associates on an occasional basis.

2. Accept or receive a benefit as an indirect consequence of transacting Sschool Ddistrict business.

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

1. Faithfulness and promptness in attendance at work.

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

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

4. Care and protection of school property.

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

~~Child abuse~~CHILD ABUSE

All Ddistrict Eemployees who have reasonable cause to know or suspect that any child is subjected to abuse, neglect, or unlawful sexual contact, or who has observed any child being subjected to conditions which would reasonably result in abuse or neglect as defined by state law, must make a report in accordance with Board policy JLF and JLF-R ~~or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law.~~

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

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

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

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

If, subsequent to beginning employment with the Ddistrict, the Ddistrict has good cause to believe that any Sstaff Mmember has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offense or infraction, the Ddistrict must make inquiries to the Department of Education for purposes of screening the Eemployee.

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

Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, the Ddistrict must require the Eemployee to submit to a name-based criminal history record

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

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

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

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

The Ddistrict may make an inquiry with the Department of Education concerning whether any current Eemployee of the Sschool Ddistrict has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior, an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the Eemployee´s fitness for employment.

~~Notification concerning arrests~~NOTIFICATION CONCERNING ARRESTS

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

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

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

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

LEGAL REFS.:

28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)

C.R.S. 18-12-105.5 (unlawful carrying/possession of weapons on school grounds)

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C.R.S. 22-32-109 (1)(ee) (duty to adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission)

C.R.S. 22-32-109 (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)

C.R.S. 22-32-109.1 (8) (policy requiring inquiries upon good cause to department of education for purpose of ongoing screening of employees)

C.R.S. 22-32-109.7 (duty to make inquiries prior to hiring)

C.R.S. 22-32-109.8 (non-licensed personnel - submittal of fingerprints and name- based criminal history record check)

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

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

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

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

Strasburg School District 31J

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

Federal Procurement

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

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

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

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

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

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

Strasburg School District 31J

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

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

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

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

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

COMPETETIVE BIDDING THRESHOLD ($350,000 OR MORE)

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

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

UNNESSACRY OR DUPLICATIVE ITEMS

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

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

Strasburg School District 31J

RECORDKEEPING

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

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

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

LEGAL REFS.:

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

CROSS REFS.:

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

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

Strasburg School District 31J

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

Federal Procurement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Strasburg School District 31J

COMPETETIVE BIDDING THRESHOLD ($350,000 OR MORE)

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

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

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

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

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

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

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

Recordkeeping

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

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

Adopted: 4/12/2017

Revised: November 2026

November 2022

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

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

Strasburg School District 31J

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

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

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

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Strasburg School District 31J

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

Federal Procurement Procedures

SINGLE SOURCE PROCUREMENT

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

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

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

STANDARDS FOR OBTAINING PRICE OR RATE QUOTATIONS

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

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

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

b. Such differences predominate over a strict cost comparison.

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

ADDITIONAL STANDARDS APPLICABLE TO PROCUREMENTS UNDER THE FEDERAL UNIFORM GRANT GUIDANCE

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

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

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

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

Adopted: 11/2022
Revised: November 2026



Strasburg School District 31J

Strasburg School District 31J

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

Federal Procurement Procedures

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

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

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

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

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

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

Strasburg School District 31J

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

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

Adopted: 11/2022
Revised: November 2026

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

Strasburg School District 31J

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

Criminal History Record Information

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

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

DEFINITIONS

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

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

PROPER ACCESS, USE, AND DISSEMINATION OF CHRI

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

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

PERSONNEL SECURITY SCREENING

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

SECURITY AWARENESS TRAINING

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

PHYSICAL SECURITY

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

MEDIA PROTECTION

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

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

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

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

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

MEDIA SANITATION AND DISPOSAL

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

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

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

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

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

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

ACCOUNT MANAGEMENT

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

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

Strasburg School District 31J

REPORTING INFORMATION SECURITY EVENTS

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

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

POLICY VIOLATION AND MISUSE NOTIFICATION

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

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

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

Adopted: 11/2022

Revised: November 2026

LEGAL REFS.:

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

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

CROSS REFS.:

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

Strasburg School District 31J

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

Criminal History Record Information

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

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

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

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

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

PROPER ACCESS, USE, AND DISSEMINATION OF CHRI

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

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

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

PERSONNEL SECURITY SCREENING~~Personnel security screening~~

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

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SECURITY AWARENESS TRAINING~~Security awareness training~~

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

PHYSICAL SECURITY

~~Physical security~~

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

MEDIA PROTECTION~~Media protection~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ACCOUNT MANAGEMENT~~Account management~~

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

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

REPORTING INFORMATION SECURITY EVENTS

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

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

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

Strasburg School District 31J

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

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

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

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

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

Adopted: -11/2022

Revised: November 2026

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

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

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

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

Strasburg School District 31J

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

Grading and Assessment Systems

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

STATE ASSESSMENT SYSTEM

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

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

PARENT/GUARDIAN REQUEST FOR EXEMPTION

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

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

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

SHARING OF STUDENT STATE ASSESSMENT RESULTS WITH PARENTS/GUARDIANS

The Colorado Department of Education is required to provide diagnostic academic growth information for each student enrolled in the District and for each public school in the District based

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

DISTRICT ASSESSMENT SYSTEM

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

1. Challenges students to think critically, apply what they have learned, and gives them the opportunity to demonstrate their skills and knowledge;
2. Includes "early warning" features that allow problems to be diagnosed promptly to let students, teachers, and parents/guardians know that extra effort is necessary;
3. Provides reliable and valid information on student and school performance to educators, parents/guardians, and community members; and
4. Provides timely and useful data for instructional improvement and improved student learning, including feedback useful in determining whether the curriculum is aligned with the District's academic standards.

In accordance with applicable law, the District's assessment system will accommodate students with disabilities and English Language Learners.

The District's assessment results, in combination with state assessment results, will be used as the measurement of student achievement. It is believed these results will provide reliable and valid information about student progress on the District's academic standards.

ADDITIONAL ASSESSMENT INFORMATION FOR PARENTS/GUARDIANS

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

CLASSROOM ASSESSMENT SYSTEM

Classroom assessment practices will be aligned with the District's academic standards and assessment program. Assessment is an integral part of the teaching and learning process that should occur continuously in the classroom. The primary purpose of classroom assessment is to enable teachers to make instructional decisions for students on a continual basis.

Students are encouraged to engage in informal self-assessments as they study and attempt to solve problems, monitor their own progress, and improve their learning.

GRADING SYSTEM

The administration and professional staff will devise a grading system for evaluating and recording student progress and to measure student performance in conjunction with the District's academic standards. The records and reports of individual students will be kept in a form meaningful to

parents/guardians as well as teachers. The grading system will be uniform District-wide at comparable grade levels. Peer grading of student assignments and classroom assessments is permissible. The intent of this practice is to teach material again in a new context and to show students how to assist and respect fellow students.

The Board will approve the grading, reporting, and assessment systems as developed by the professional staff, upon recommendation of the Superintendent.

The Board recognizes that classroom grading and/or assessment systems, however effective, are subjective in nature but urges all professional staff members to conduct student evaluations as objectively as possible.

Adopted: September 2020

Revised: November 2026

LEGAL REFERENCES:

20 U.S.C. 6311 (b)(2)(A) (Every Student Succeeds Act (ESSA) requires states to implement Mathematics, Reading or Language Arts, and Science assessments)
20 U.S.C. 6312 (e)(1)(B)(i) (under ESSA, District must provide information to parents regarding child's level of achievement and academic growth on state assessments)
20 U.S.C. 6312 (e)(2)(A) (under ESSA, District must provide information to a parent regarding District's opt-out policy for state assessments, at parent's request for such information)
C.R.S. 22-7-1006.3 (1) (state assessment implementation schedule)
C.R.S. 22-7-1006.3 (1)(d) (District must report to CDE the number of students who will take the state assessment in a pencil and paper format)
C.R.S. 22-7-1006.3 (7)(d) (state assessment results included on student report card if feasible)
C.R.S. 22-7-1006.3 (8)(a) (policy required to ensure explanation of student state assessment results)
C.R.S. 22-7-1013 (1) (District academic standards)
C.R.S. 22-7-1013 (7) (procedure required concerning distribution of assessment calendar to parents/guardians)
C.R.S. 22-7-1013 (8) (policy and procedure required to allow parents to excuse their children from participation in state assessments)
C.R.S. 22-7-1016 (2)(b) (results of state "readiness assessments" and national assessments administered in high school must not be included on high school student's final transcript)
C.R.S. 22-11-101 et seq. (Education Accountability Act of 2009)
C.R.S. 22-11-203 (2)(a) (principal required to provide educators access to their students' academic growth information "upon receipt" of that information)
C.R.S. 22-11-504 (3) (policy required to ensure explanation of student state assessment results and longitudinal growth information)
1 CCR 301-46 (Rules for the Administration of the College Entrance Exam)

CROSS REFERENCES:

AEA, Standards Based Education

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

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

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

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

Grading and Assessment Systems

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

~~State assessment system~~STATE ASSESSMENT SYSTEM

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

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

~~1. Pencil and paper testing option~~

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

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

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

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

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

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

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

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

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

Commented [HD1]: Link to regulation?

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

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

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

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

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

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

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

~~District assessment system~~DISTRICT ASSESSMENT SYSTEM

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

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

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

The D~~d~~istrict's assessment results, in combination with state assessment results, will be used as the measurement of student achievement. It is believed these results will provide reliable and valid information about student progress on the D~~d~~istrict's academic standards.

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

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

~~Classroom assessment system~~CLASSROOM ASSESSMENT SYSTEM

Classroom assessment practices will be aligned with the D~~d~~istrict's academic standards and assessment program. Assessment is an integral part of the teaching and learning process that should occur continuously in the classroom. The primary purpose of classroom assessment is to enable teachers to make instructional decisions for students on a continual basis.

Students are encouraged to engage in informal self-assessments as they study and attempt to solve problems, monitor their own progress, and improve their learning.

~~Grading system~~**GRADING SYSTEM**

The administration and professional staff will devise a grading system for evaluating and recording student progress and to measure student performance in conjunction with the D~~d~~istrict's academic standards. The records and reports of individual students will be kept in a form meaningful to parents/guardians as well as teachers. The grading system will be uniform D~~d~~istrict-wide at comparable grade levels. Peer grading of student assignments and classroom assessments is permissible. The intent of this practice is to teach material again in a new context and to show students how to assist and respect fellow students.

The Board will approve the grading, reporting, and assessment systems as developed by the professional staff, upon recommendation of the S~~s~~uperintendent.

The Board recognizes that classroom grading and/or assessment systems, however effective, are subjective in nature but urges all professional staff members to conduct student evaluations as objectively as possible.

(Adoption date)

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

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

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C.R.S. 22-11-203 (2)(a) (principal required to provide educators access to their students'- academic growth information "upon receipt" of that information)
C.R.S. 22-11-504 (3) (policy required to ensure explanation of student state assessment results and longitudinal growth information)
1 CCR 301-46 (Rules for the Administration of the College Entrance Exam)

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

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

[Revised ~~July 2020~~October 2026]

COLORADO SAMPLE POLICY 1992©

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Strasburg School District 31J

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

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

PARENT/GUARDIAN REQUEST FOR EXEMPTION

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

1. The request for exemption must be submitted in writing to the school principal;
2. The parent/guardian will be required to meet with the school principal;
3. The parent/guardian will not be required to state the reason for asking for the exemption;
4. The request for exemption may apply to all state assessments, or specific state assessments administered to the student during the school year;
5. A request for exemption will be valid for one school year. Requests for exemption from state assessments in subsequent school years require a new written request;
6. Parents/guardians are encouraged to submit their requests for exemption at the earliest possible date each school year so that the District may plan accordingly.

INFORMATION TO PARENTS/GUARDIANS

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

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

The District Assessment Calendar must include:

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

Adopted: October 2015

Revised: November 2026

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

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

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

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

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

1. The request for exemption must be submitted in writing to the school principal;~~.~~
2. The parent/guardian will not be required to state the reason for asking for the exemption;~~.~~
3. The request for exemption may apply to all state assessments, or specific state assessments administered to the student during the school year;~~.~~
4. A request for exemption will be valid for one school year. Requests for exemption from state assessments in subsequent school years require a new written request;~~.~~
5. Parents/guardians are encouraged to submit their requests for exemption at the earliest possible date each school year so that the D~~d~~istrict may plan accordingly.

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

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

NOTE 1: The information distributed to parents/guardians must include: (1) the state and local assessments that the district will administer during the school year; (2) whether the assessment is required by federal law and/or state law or is required by the district; (3) the "anticipated" calendar for administering state and district assessments; (4) the "purposes" of the state and district assessments; and (5) the "manner" in which the results will be used by the district and the Colorado Department of Education. C.R.S. 22-7-1013(7)(a).

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

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

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1. –Aan estimate of the testing hours required on each testing day; and
2. –wWhether the assessment is required by federal and/or state law or is a District assessment. ~~was selected by the district.~~

NOTE 2: Districts are not required to include "course-specific assessments that are not adopted by the [Colorado State Board of Education]" or "nonstandardized, ~~classroom based~~classroom-based assessments" in the district assessment calendar or in information provided to parents/guardians. C.R.S. 22-7-1013(7)(c).

(Approval~~doption~~ date)

[Revised October 2026]

COLORADO SAMPLE REGULATION 2015©

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