



10850 East Woodmen Road • Falcon, CO 80831  
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**Mission Statement**

To prepare students, in a safe and caring environment, to be successful, competent and productive citizens in a global society.

**ANNOUNCEMENT/NOTICE**

**BOARD OF EDUCATION WORK SESSION**

**April 28, 2010**

**6:00 p.m.**

**Education Service Center – Board Room**

**WHAT: Board of Education Work Session**

**WHEN: Wednesday, April 28, 2010**

**TIME: 6:00 p.m.**

**PLACE: Board Room  
Education Services Center  
10850 E. Woodmen Road  
Falcon, Colorado 80831**

- Purpose:**
1. Roberts Rules of Order Presentation – CASB – Randy Black
  2. Rocky Mountain Classical Academy
  3. Strategic Plan – Facility Needs
  4. District #49 Adoption of Revised Colorado State Standards
  5. Course Approvals from the District Curriculum Planning Council (DCPC) for school years 2010-2011.
  6. Media Broadcast System Presentation
  7. Revision and Review of Board of Education Policies
  8. Superintendent Performance Measures/Evaluation

DATE OF POSTING: April 26, 2010

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Loretta Branham  
Board of Education  
Executive Administrative Assistant



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WORK SESSION  
April 28, 2010  
6:00 p.m.**

**EDUCATION SERVICE CENTER—  
BOARD ROOM**



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- 1. Roberts Rules of Order  
Presentation – CASB –  
Randy Black**
- 2. Rocky Mountain Classical  
Academy**
- 3. Strategic Plan – Facility  
Needs**



## **BOARD OF EDUCATION AGENDA ITEM 4.**

**BOARD MEETING OF:** April 28, 2010

**PREPARED BY:** Mr. Chris Trask, Executive Director of Curriculum, Instruction and Assessment

**TITLE OF AGENDA ITEM:** District 49 Adoption of Revised Colorado State Standards

**ACTION/INFORMATION/DISCUSSION:** Discussion

### **BACKGROUND INFORMATION, DESCRIPTION OF THE SITUATION, AND RECOMMENDED COURSE(S) OF ACTION:**

The State of Colorado has adopted newly revised content standards. Districts are required by statute to adopt standards that meet or exceed the revised standards by December 2011. A new assessment system based on the revised standards is scheduled for implementation in the 2011-12 school year. District 49 plans to use the 2010-2011 school year as a transition year to review/align current and new standards for assessment purposes while preparing to implement the revised standards by developing new curriculum maps.

### **PROS/CONS AND ALTERNATIVE COURSES OF ACTION**

Pros –A transitional year will allow us to continue to teach to the current standards while implementing new standards. Where appropriate this time will be used to identify gaps in the curriculum, appropriate instructional materials and programs and develop assessments that align to the curriculum.

Cons –None noted

Alternatives –We are required by statute to adopt the newly revised content standards or to develop our own standards that meet or exceed the Colorado State Standards.

### **COST OR COST ESTIMATION:**

None Noted

### **MOTION REQUESTED:**

N/A

**APPROVED BY:** Mary Guinn, Ed. D., Deputy Superintendent **DATE:** February 24, 2010



**BOARD OF EDUCATION AGENDA ITEM 5.**

**BOARD MEETING OF:** April 28, 2010

**PRESENTED BY:** Chris Trask, Executive Director of Curriculum, Instruction and Assessment

**TITLE OF AGENDA ITEM:** Course approvals from the District Curriculum Planning Council (DCPC) for school years 2010-2011.

**ACTION/INFORMATION/DISCUSSION:** Discussion

**BACKGROUND INFORMATION, DESCRIPTION OF THE SITUATION, AND RECOMMENDED COURSE(S) OF ACTION:**

The following course has been reviewed by the DCPC (see attached checklist) and was found to meet the requirements for adoption:

1. Broadcasting

**PROS/CONS AND ALTERNATIVE COURSES OF ACTION**

**Pros** – Additional courses provide more options for students.

**Cons** – The campuses will have to utilize existing personnel units to support these offerings.

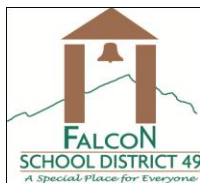
**COST OR COST ESTIMATION:**

Textbook costs will be determined after registration for the classes have been completed. Courses new to a campus that do not relate to a pilot adoption year or core offerings will be supported by the campus.

**MOTION REQUESTED:**

**APPROVED BY:** Mary Guinn, Ed. D., Deputy Superintendent    **DATE:** April 14, 2010

## **6. Media Broadcast System Presentation**



## **BOARD OF EDUCATION WORK SESSION AGENDA ITEM 7.**

**BOARD MEETING OF:** April 28, 2010

**PREPARED BY:** Administrative Cabinet

**TITLE OF AGENDA ITEM:** Revision, Review and Adoption of Board of Education Policies  
Revision of Board of Education Policies

DBGA – Budget Referenda, DBJ – Budget Transfers, DBK – Fiscal Emergencies, DID – Record of Fixed Assets, DJE – Bidding Procedures, EBBB-R – Accident Reports, EBCE – School Closings and Cancellations, ECAC-Vandalism, EEAEC/JICC – Student Conduct on Buses, EEAEC-R/JICC-R – Student Conduct on Buses, EEAEF – Video Cameras on Transportation Vehicles, EEAEF-R – Video Cameras on Transportation Vehicles, EEAFB – Use of School Buses by Community Groups, EEAG – Student Transportation in Private Vehicles, EEBA – School Owned Vehicles (Use of Seat Belts), GBA – Open Hiring/Equal Employment Opportunity and Affirmative Action, GBJA – Disclosure of Information to Prospective Employers., IHCDA – Post-Secondary Options/Concurrent Enrollment, IHCDA-R – Post-Secondary Options/Concurrent Enrollment, IJ – Instructional Resources and Materials, IJ-E-2 Instructional Resources and Materials, IJJ – Textbook Selection and Adoption, IJL – Library Materials Selection and Adoption IJL-R – Library Materials Selection and Adoption, JEA – Compulsory Attendance Ages, JEB – Entrance Age Requirements, JFC-R – Student Withdrawal from School/Dropouts, JK-R – Student Discipline,

Adoption of Board of Education Policies

DJE-R Bidding Procedures, JICDF – Cyber Bullying, JICDF-R – Cyber Bullying.

Review of Board of Education Policies

DBI – Budget Implementation , DG – Banking Services, GA – Personnel Goals/Priority Objectives, GBEBEC – Gifts to and Solicitations by Staff, IJ-R Instructional Resources and Materials, IJ-E-1 Instructional Resources and Materials, IJL-E-The Library Bill of Rights, JFC- Student Withdrawal from School/Dropouts, KLMA-Relations with Military Recruiters/Post-Secondary Institutions/Prospective Employers

**ACTION/INFORMATION/DISCUSSION:** Discussion

### **BACKGROUND INFORMATION, DESCRIPTION OF THE SITUATION, AND RECOMMENDED COURSE(S) OF ACTION:**

- Administrative teams and Cabinet members reviewed all of these policies comparing them to district needs and also Colorado Association of School Board recommendations and Cabinet members have reviewed and approved these revisions.

### **PROS/CONS AND ALTERNATIVE COURSES OF ACTION**



**COST OR COST ESTIMATION:**

No additional cost

**MOTION REQUESTED:**

None

**APPROVED BY:** Brad Schoeppey, Ed. D., Superintendent

**DATE:** March 30, 2010

## Budget Referenda

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

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

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

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

The election shall be conducted pursuant to an intergovernmental agreement between the ~~e~~District and the county clerk. The agreement shall allocate responsibilities between the county clerk and the ~~e~~District for the preparation and conduct of the election and shall be signed no less than 60 days prior to the election. The Board shall designate a school election official to whom some election responsibilities may be delegated pursuant to the agreement.

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

## Transportation Mill Levies or Fees

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

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

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

### **Election Information**

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

Adopted: August 4, 1993.

Revised: August 4, 1994.

Revised: November 4, 1999.

Revised:

LEGAL REFS.: Constitution of Colorado, Article X, Section 20 (The Taxpayer's Bill of Rights)  
C.R.S. 1-1-101 through 1-13-108 *et seq.* (*Uniform Election Code of 1992*)  
C.R.S. 1-45-117 (*Fair Campaign Practices Act*)  
C.R.S. 22-54-108 (Authorization of Additional Local Revenues)

CROSS REF.: DBG, Budget Adoption

## Budget Transfers

Unencumbered moneys shall not be transferred from one fund to another unless authorized in advance by the Board. When a contingency occurs, the Board of Education by resolution may transfer any unencumbered moneys from the contingency reserve account, which is within the general fund, to any other fund or function.

The Board shall not transfer moneys from ~~the capital reserve fund, the insurance reserve fund,~~ the bond redemption fund, the special building fund, or the transportation fund, ~~or the instructional supplies and materials, instructional capital outlay, or the other instructional purposes accounts in the general fund, with the exceptions as noted below.~~

### School budget accounts

Principals and their designees are responsible for funds budgeted to that school and may transfer moneys between their discretionary accounts. The Superintendent and/or CFO shall be notified of such transfers. However, moneys in school staffing salary and benefit accounts cannot be transferred without Board approval.

### Program budget accounts

Program managers and their designees are responsible for funds budgeted to that program and may transfer discretionary moneys according to procedures established by the program manager. Transfers between programs must have the approval of each program manager's immediate supervisor. The Superintendent and/or CFO shall be notified of such transfers.

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

The Board may transfer specific ownership revenues received in any fund to any other fund which receives ad valorem taxes.

Current practice codified: 1992.

Revised: August 4, 1994.

Revised: November 4, 1999.

Revised:

LEGAL REFS.: C.R.S. 22-32-107 (duties of treasurer)  
C.R.S. 22-44-102 (3) (definition of contingency)  
~~C.R.S. 22-44-106 (1)~~

C.R.S. 22-44-112 (transfer of moneys)

C.R.S. 22-44-113 (borrowing from funds)

C.R.S. 22-45-103 (1)(a)(II,III) (general fund)

~~C.R.S. 22-54-105~~

C.R.S. 24-10-115 (authority for public entities to obtain insurance)

NOTE: C.R.S. 22-44-113 permits a board to borrow unencumbered moneys in certain funds to use temporarily for another fund.

## Fiscal Emergencies

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

If a fiscal emergency is declared by the Board of Education, the Board may implement a reduction in salaries for all employees of the school district on a proportional basis or may alter the work year of employees. Such reduction in salaries may be made notwithstanding any adopted salary schedule or policy.

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

Adopted: November 4, 1999.

Revised:

LEGAL REF.: C.R.S. 22-44-115.5 (reduction in salaries or alteration of work year due to fiscal emergency)  
C.R.S. 22-45-112(2)(a) (sale of real property if fiscal emergency)  
C.R.S. 22-54-110(2)(d) (loans in form of lease-purchase agreements with state treasurer if fiscal emergency)

CROSS REFS.: DEB, Loan Programs  
GCBA, Instructional Staff  
Contracts/Compensation/Salary Schedules  
GCL, Professional Staff Schedules and Calendars  
GDBA, Support Staff Salary Schedules  
GDK, Support Staff Schedules and Calendars

## Inventories Record of Fixed Assets

The District shall maintain a system to record and track District owned real and personal property assets in order to:

- a) Comply with Colorado Revised Statutes (CRS) 22-45-101 et.seq. and generally accepted accounting principals (GAAP).
- b) Use by the District to improve the management and safeguarding of District assets, and
- c) Use for purposes of insurance claims and loss.

~~The school district shall maintain a system for an annual inventory of all real and personal property. The Board shall set the threshold cost required for items to be inventoried. Equipment permanently fixed in a building such as heaters or lockers shall not be inventoried.~~

~~The equipment inventory shall serve both the function of control and conservation.~~

Fixed assets for financial reporting purposes required by GAAP are land, buildings, and equipment that have a purchase or donated value of \$5,000 or more and a useful life of more than one year. Equipment permanently fixed in a building such as heaters or lockers shall not be inventoried.

District equipment with a value between \$500 and \$5,000, useful life of more than one year and are particularly susceptible to loss will be identified and periodically inventoried as non-capitalized equipment.

~~Responsibility for the system shall lie with the superintendent or designee to whom principals shall be accountable for the maintenance of proper inventories in their schools.~~

Responsibility for the system shall lie with the Superintendent, Finance Department, principals, and administrative department heads responsible for fixed assets and non-capitalized equipment in their schools/departments.

Adopted: July 19, 1984.

Revised: December 21, 1989.

Revised: November 4, 1999.

Revised: September 7, 2000.

Revised:

LEGAL REF.: C.R.S. 22-45-101(2) (definition)  
C.R.S. 22-45-112 (sale of assets)  
C.R.S. 29-1-506 (1)

## Bidding Procedures

In order to ensure the District receives the best value, the District will conduct an open and competitive selection process for all single purchases that exceed \$25,000, or for recurring purchases that are expected to exceed \$25,000 total in a fiscal year. The District will select the submission that it feels represents the best overall value to District and recommend that selection to the Board for approval. The Board will review the selection to ensure that the selection process was fair and the recommendation has a justifiable basis.

~~All contractual services and purchases of supplies, materials, and equipment in the amount of \$10,000 or more shall be put to bid. This shall not apply, however, to professional services or instructional materials. Purchases exceeding \$1,000 may be made in the open market, but shall be based on competitive quotations or prices.~~

~~All contracts and all open market orders shall be awarded to the lowest responsible qualified supplier, taking into consideration the quality of materials or services desired and their contribution to program goals. In addition, the company's past experience with the district will be considered. Those suppliers that have provided inadequate goods or services in the past and those suppliers that have missed deadlines in the past will not be considered a qualified supplier. As such, their bids will not be considered.~~

~~When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they shall be mailed to all merchants and firms who have indicated an interest in bidding.~~

~~All bids shall be submitted in sealed envelopes, addressed to the Board, and plainly marked with the bid number and the time of the bid opening. Bids shall be opened in public by appropriate district officials or employees at the time specified, and all bidders shall be invited to be present.~~

~~The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district.~~

~~The bidder to whom an award is made may be required to enter into a written contract with the district.~~

Adopted: November 4, 1999.

Revised: August 9, 2001.

Revised:

LEGAL REFS.: C.R.S. 22-32-109 (1)(b) (Board of education – specific duties)  
C.R.S. 24-18-201



CROSS REFS.: BCB, Board Member Conflict of Interest  
DJB, Purchasing Procedures

## **Accident Reports**

A process for reviewing motor vehicle accidents and for making and implementing steps to aid in the reduction of future similar accidents shall be created and administered by the Transportation Director.

An accident is hereby defined as any event where:

1. Any motor vehicle comes into contact with a person or object; or
2. Any person or District property or equipment is injured or damaged during the operation of a motor vehicle.

The accident review process shall be utilized at any time that a District employee operates any motor vehicle, including any privately owned vehicle while on District property or while engaged in any District business.

District staff must file appropriate accident reporting forms in accordance with all regulations.

### **Vehicular Accidents**

The driver of any District owned or leased vehicle which is involved in an accident must complete the following steps immediately:

1. Report the accident to the law enforcement agency in whose jurisdiction the accident occurred.
2. Report the accident to the Transportation Department, at which time instructions will be given as the necessary procedures for filing State of Colorado form STN-5.
3. The driver of any District owned or leased vehicle which is involved in an accident will meet with the Transportation Accident Review Committee.

### **Employee Accidents**

1. Take all necessary steps to ensure the injured person is provided with proper first aid and medical assistance.
2. In case of serious injury or death, the Benefits manager and the Superintendent or designee must be notified immediately.
3. Reporting procedures for worker's compensation and employee accident forms must be adhered to within the time limits established.
4. The Employee Accident Review Committee will convene and determine the necessary procedures.

### **Student Accidents**

It is the duty of every administrator and supervisor to take the following course of action whenever a student accident occurs:

1. Take all necessary steps to ensure the injured student is provided with proper first aid and medical assistance.
2. In case of serious injury or death, the Superintendent's office and the Risk Management department must be notified immediately.
3. A Student Accident Report must be submitted to the Risk Manager.
4. The Student Accident Review Committee will convene and determine the necessary procedures.

Recommendations for implementation of steps to reduce future similar accidents shall be reviewed for approval by the Transportation Supervisor and the employee's supervisor.

Adopted:

LEGAL REFS.: 4204-R-210.01(i) CDE Accident/Breakdown procedures

## School Closings and Cancellations

The ~~s~~Superintendent or designee is empowered to close the schools, to delay their start, or to dismiss them early in event of hazardous weather or other emergencies which threaten the safety, health, or welfare of students or staff members. It is understood that the ~~s~~Superintendent will take such action only after consultation with appropriate authorities.

Parents, students, and staff members shall be informed early in each school year as to how they shall be notified in event of emergency closings, delays, or early dismissals.

~~Central office~~ Education Service Center administrators, grounds department employees and building managers~~head custodians~~ are required to report to work as soon as possible on emergency days.

Adopted: November 3, 1977.

Revised: February 12, 1990.

Revised: October 7, 1993.

Revised: March 4, 1999.

Revised:

LEGAL REFS.: C.R.S. 22-32-109 (1)(n) (Board of education-specific duties)

C.R.S. 22-33-104 (1) (Organization of board of education)

CROSS REFS.: IC/ICA, School Year/School Calendar

JLIB, Student Dismissal Precautions

## Vandalism

Vandalism is defined as the malicious defacement or destruction of private or public property. This includes the knowing and unauthorized use, alteration, damage, or destruction of any computer, computer system, software, program or computerized data.

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

~~In cases where students willfully destroy school property, it shall be the responsibility of the parent and student to pay for the damages. The school either shall contract for repairs and bill the parents for the amount of the repairs, or repairs shall be made by school staff with a record of time and materials used and parents billed accordingly. When an item must be replaced, the school shall secure the item and bill the parents for the cost. Payments shall be made to Falcon School District #49. A receipt shall be issued at the time payment is received in the central office.~~

The school system's buildings and grounds are built and maintained with taxes levied on the community's taxpayers, and all damage caused must be paid for in the same way. Therefore, every citizen of the ~~e~~District, students, and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the ~~e~~District and the name of the person or persons believed to be responsible. Each employee of the ~~e~~District shall report to the principal of the school every incident of vandalism known to him and, if known, the names of those responsible. The ~~p~~Principal or designee shall report the incident to the ~~auxiliary services-Facilities~~ ~~e~~Department at the Education Service Center.~~-central administration.~~

The ~~s~~Superintendent, the ~~p~~Principal, or their approved designees are authorized to sign a criminal complaint against persons suspected of vandalism against ~~school-District~~ property.

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

Adopted: November 3, 1977.

Revised: March 4, 1999.

Revised: July 12, 2001.

Revised: .

LEGAL REFS.: C.R.S. 13-21-107  
C.R.S. 19-3-113  
C.R.S. 19-3-117

CROSS REFS.: GBGB, Staff Personal Security and Safety  
JKD/JKE, Suspension/Expulsion of Students

## Student Conduct on Buses

The privilege of riding a school bus is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at bus stops and on board buses.

The driver of a school bus shall be responsible for the safety of the students on the bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the Director of Transportation supervisor of designee and the Principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to parents/guardians, the bus driver, ~~in conjunction with the principal,~~ may withhold from the student the privilege of riding the school bus. All efforts will be made to work with the Transportation Student Management Liaison and the school. The student may also be denied admission to school, suspended, or expelled in accordance with established policies including discipline of habitually disruptive students for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

Adopted: May 17, 1984.

Revised: October 12, 1989.

Revised to conform with practice: date of manual revision.

Revised: May 19, 1994.

Revised: March 4, 1999.

Revised: August 10, 2000.

Revised: September 7, 2000.

Revised:

CROSS REF.: JIC, Student Conduct, and subcodes  
JK, Student Discipline, and subcodes

## Student Conduct on School Buses

Before boarding the bus:

1. Students must stay as far off the road as possible.
2. Students are to be at their bus stop five minutes prior to pickup time. Students who miss the bus to school or home for any reason must make their own arrangements for transportation. Buses will not rerun a route or return to school.
3. Students must wait until the bus comes to a complete stop before approaching and entering the bus.
4. Students who must cross in front of the bus either loading or unloading at their bus stop are required to stand approximately 10 feet in front of the bus at the side of the road. ~~When it is safe,~~ Students will wait for the driver ~~will~~ to signal the students to cross the road.
5. Students will be picked up and dropped off at their assigned stop.
6. Students must have the written permission of the building administrator to ride any bus other than the one assigned.
7. Students transferring from one bus to another should move directly to the assigned bus.
8. Appropriate behavior is expected at bus stops at all times.

While on the bus:

1. Appropriate conduct is expected at all times. Use or possession of Smoking, using tobacco or alcohol, ~~drinking,~~ using inappropriate language, abusing the driver or other students, or demonstrating other inappropriate conduct will result in a consequences which may include suspension of bus riding bus conduct report.
2. There will be absolute quiet when approaching a railroad crossing.
3. No sharp instruments such as knives, pencils or tools may be carried when they might cause damage or injury to another student. Nuisance items will not be permitted on the bus.
4. Items and materials transported for school projects should be checked with the driver. Projects developed for display or demonstration in class may be transported provided they pose no space problem or safety hazard for riders. Projects of an excessive size or of a potentially harmful nature should be transported to school by other means.
5. Because of the varied size and nature of musical instruments, students carrying instruments on the bus must check with the driver regarding available storage space.
6. Property of other students must be left alone. Students are responsible for clothing, books, instruments or other possessions transported on the bus.
7. The bus driver is authorized to assign seats.
8. Students are not permitted to stand, leave their seats or change seats while the bus is in motion.



9. The aisles must be kept free of books, coats and other objects. Students should keep their feet and legs out of the aisles during passenger loading and unloading.
10. Students must not tamper with the bus or any of its equipment. Damage to the bus must be paid for by the individual responsible for causing it.
11. Students should consult with the driver regarding the opening of bus windows.
12. Passengers must keep their head, hands and feet inside the bus at all times.
13. Nothing is to be thrown on or from the bus. Students must keep the bus clean.
14. Consumption of food or drink on the bus is discouraged.
15. In case of emergency, students will remain in the bus until instructed by the driver.
- 15-16. Sport or recreational equipment and other items which could cause injury or damage if thrown around the bus must be kept in a zipped pouch at all times on the bus.

Violation of any of the above rules may result in a "Bus Conduct Referral" to the Director of Transportation or designee, supervisor and building administrator. Parents will receive a copy advising of the incident and the action taken. ~~Repeated v~~Violations may will result in a parent conference and /or in suspension or loss of riding privileges. Length of time of suspension will be determined by the ~~building administrator,~~ bus driver, and the Director of Transportation or designee, supervisor.

Bus riding rules and penalties for misbehavior will be distributed to each bus rider at the beginning of each school year. Parents are expected to read, sign, and return an acknowledgement of the rules and penalties. Failure to return the acknowledgement may result in the loss of bus riding privileges.

Adopted: February 16, 1984.

Revised: May 19, 1994.

Revised: March 4, 1999.

Reviewed: August 10, 2000.

Revised:

## Video Cameras on Transportation Vehicles

The Board of Education recognizes the district's continuing responsibility to maintain and improve discipline and to ensure the health, welfare, and safety of its staff and students on school-District transportation vehicles.

After carefully weighing and balancing the rights of privacy of students with the district's duty to ensure discipline, health, welfare, and safety of staff and students on school-District transportation vehicles, the Board supports the use of video cameras on its transportation vehicles.

Video cameras may be used to monitor student behavior on school-District vehicles transporting students to and from school or extracurricular activities.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with law.

Video surveillance shall be used only to promote the order, safety, and security of students, staff, and property.

The sSuperintendent or designee is directed to develop regulations governing the use of video cameras in accordance with the provisions of law and established Board policies and regulations.

Adopted: May 19, 1994.

Revised: March 4, 1999.

Revised:

LEGAL REFS.: 20 U.S.C. §1232g (*Family Educational Rights and Privacy Act of 1974*)  
42 U.S.C. §1201 *et seq.* (*Americans with Disabilities Act*)  
34 C.F.R. §99.1 *et seq.* (*regulations*)

CROSS REFS.: EEAEF, Student Conduct on Schools Buses  
JIC, Student Conduct, and subcodes  
JK, Student Discipline, and subcodes

## Video Cameras on Transportation Vehicles

### Student records

1. The eDistrict will comply with provisions of federal law regarding student records requirements as applicable in the eDistrict's use of video recordings. Video recordings considered for retention as part of a student's behavioral record will be maintained in accordance with established student record procedures governing access, review, and release of student records.
2. The eDistrict will include a notice in parent/student handbooks that video cameras may be used on school-District vehicles transporting students to and from school or extracurricular activities. The eDistrict will include as a part of its notice to parents/guardians and students a copy of the Board's video camera policy and regulations accompanied by a form to be signed and returned to the eDistrict as an acknowledgment of its being read and understood.
3. Parents/guardians and students will not be notified when a video camera is on board and in use on a district vehicle.

### Storage/security

- ~~1. All video recordings will be stored and secured to insure confidentiality.~~
- ~~2. Video recordings will be stored for five days after initial recording, whereupon such recordings will be released for erasure.~~
3. Video recordings held for review of student incidents will be maintained ~~in their original form~~ pending resolution. Tapes then will either be released for erasure or retained as necessary as part of the student's behavioral record in accordance with established district procedures.

### Use

1. Video cameras will be rotated on school vehicles transporting students to and from school or extracurricular activities at the discretion of the Director of Transportation ~~or designee supervisor.~~
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

### Viewing requests

1. Requests for viewing video recordings will be limited to the appropriate bus driver, Director of Transportation ~~or designee supervisor~~, school

administrator, parent/guardian, or eligible student (18 years of age or older), or others as deemed appropriate by the ~~p~~PPrincipal.

2. Requests for viewing may be made to the ~~p~~PPrincipal or Director of ~~Transportation supervisor~~ within five school days of the date of recording.
3. Requests for viewing will be limited to those parents/guardians, students, and district officials with a direct interest in the proceedings as deemed appropriate by the principal.
4. Only the portion of the video recording concerning a specific incident will be made available for viewing.
5. Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual.
6. Video recordings will be made available for viewing within three school days of the request approval.

### **Viewing**

1. Actual viewing will be permitted only at school-related sites, including the transportation office, school buildings, or ~~central administrative offices~~Education Service Center.
2. All viewing will include the Director of ~~Transportation~~ or designee supervisor and/or building principal.
3. A written log will be maintained of those viewing video recordings, including the date of viewing, reasons for viewing, date the recording was made, vehicle videotaped, name of driver, and signature of the viewer.
4. Video recordings will remain the property of the ~~d~~District and may be reproduced only in accordance with law, including applicable Board policy and regulations.

Adopted: May 19, 1994.

Revised: March 4, 1999.

Revised:

CROSS REF.: JRA/JRC, Student Records/Release of Information on Students

## Use of School Buses by Community Groups

No school bus owned or used by School District #49 shall be used for any purpose other than transportation of students to and from school and those persons engaged in school activities without specific permission from the sSuperintendent or designee.

Adopted: May 17, 1984.

Revised: October 12, 1989.

Revised: August 4, 1994.

Revised: January, 1999.

Revised:

LEGAL REFS.: C.R.S. 22-32-128 (Use of school buses by residents of district)

C.R.S. 39-27-102

C.R.S. 40-10-116 (1)(b)

C.R.S. 40-16-101 (1.5)

C.R.S. 40-16-104 (1)(d)

## Student Transportation in Private Vehicles

A staff member may transport a student or group of students in a personal car for school-related purposes only if the staff member has standing authorization to do so or with special permission covering the specific trip.

Standing authorization shall be granted by the Board to school administrators, school nurses, and other student services personnel designated by the ~~s~~Superintendent or designee.

Special permission for providing student transportation may be granted in exceptional cases by the ~~p~~Principal to other professional staff members such as coaches, music teachers, and activity sponsors. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance, etc.

Personnel with standing authorization or with special permission to use their own cars for transporting students must carry liability insurance coverage in compliance with state law. A record of such coverage shall be placed on file with the appropriate administrative official.

Adopted: March 4, 1999.

Revised:

LEGAL REFS.: C.R.S. 22-32-113 (4)  
C.R.S. 42-7-101 *et seq.* (*Motor Vehicle Financial Responsibility Act*)

CROSS REF.: EEBB, Use of Private Vehicles on School Business

**School-Owned Vehicles  
(Use of Seat Belts)**

The use of seat belts in ~~school~~District-owned vehicles is mandatory for all personnel using vehicles that are equipped with seat belts, ~~with the exception of off-road vehicles.~~

Drivers of all ~~school~~ vehicles used to transport district students or except school buses shall be responsible for ensuring that all passengers use safety belts where the vehicle is so equipped. The driver shall not begin to move the vehicle until the driver and all passengers are belted.

Adopted: May 17, 1984.

Revised: October 12, 1989.

Revised: March 4, 1999.

Revised:

LEGAL REF.: C.R.S. 42-4-236

## Open Hiring/Equal Employment Opportunity and Affirmative Action

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

Therefore, the eDistrict shall promote and provide for equal opportunity in recruitment, selection, promotion, and dismissal of all personnel. Total commitment on the part of the eDistrict towards equal employment opportunity shall apply to all people without regard to race, color, creed, religion, national origin, marital status, sex, sexual orientation, age, or handicap disability.

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

~~Every available opportunity shall be taken to insure that the district does not discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classificaitons, promotion, and termination.~~

Current practice codified: 1980.

Adopted: date of manual adoption.

Reviewed: May 11, 2000.

Revised: February 1, 2001.

Revised:

LEGAL REFS.: Title IX of the Education Amendments of 1972, 20 U.S.C. §1681  
Fair Labor Standards Act, 29 U.S.C. §201 *et seq.*  
Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §621 *et seq.*  
29 U.S.C. §701 *et seq.* (*Section 504 of the Rehabilitation Act of 1973*)  
American with Disabilities Act, 42 U.S.C. §1201 *et seq.*  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d  
Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e  
C.R.S. 22-32-110(1)(k)  
C.R.S. 22-61-101 (discrimination in employment prohibited)  
C.R.S. 24-34-301 (Colorado Civil Rights Division procedures) through 24-34-308  
C.R.S. 24-34-402 (discriminatory or unfair employment practices)



CROSS REFS.: AC, Nondiscrimination/Equal Opportunity  
ACA, Nondiscrimination on the Basis of Sex  
ACA-E, Nondiscrimination on the Basis of Sex - Exhibit  
ACE, Nondiscrimination on the Basis of ~~Handicap~~ Disability

## Disclosure of Information to Prospective Employers

### Teachers

Pursuant to state law, the ~~school~~ eDistrict shall, upon request, disclose to another ~~school~~ district or school, the reasons for a teacher's separation from employment with the eDistrict. This information shall only be disclosed to personnel authorized to review the personnel file in the requesting district and the person applying for a position as a teacher.

### Other district employees

With regard to all other former or current district employees, the eDistrict shall disclose to a prospective employer information relative to the employee's suitability for reemployment, including his or her work-related skills, abilities, and habits. In the case of a former employee, the eDistrict shall also disclose the reason for the employee's separation.

### Immunity provisions

The ~~school~~ eDistrict, and its employees, agents, and representatives authorized by the eDistrict to make such disclosures, shall be immune from civil liability for disclosing such information unless the eDistrict knew or should have reasonably known that the information was false.

### Copy to employee

When the eDistrict provides written information about a current or former employee to a prospective employer, it shall send a copy of that information to the employee upon request. The eDistrict shall also make such written information available to the current or former employee upon request during normal business hours. A fair and reasonable price shall be charged by the eDistrict for any copies of the written information requested by the employee.

Adopted: January 11, 2001.

### Revised:

LEGAL REFS.: C.R.S. 8-2-114 (2), (3) and (5)  
C.R.S. 22-63-202

CROSS REFS: GCE/GCF, Professional Staff Recruiting/Hiring  
GDE/GDF, Support Staff Recruiting/Hiring

## Post-Secondary Options/Concurrent Enrollment

The Board believes that students who are capable of and wish to pursue college-level work while in high school should be permitted to do so.

There are two options in state law available to high school students meeting specified criteria for post-secondary study. Any student participating in either of these programs shall be granted a high school diploma upon evidence of completion of the required academic work.

### 1. Post-secondary program

Any 11<sup>th</sup>- or 12<sup>th</sup>-grade student who is under the age of not more than 21 years old, is shall be eligible to apply to an institution of higher education for enrollment ~~in courses offered by institutions of higher education through the post-secondary options program if he or she:~~

- a. Is deemed by the student and parent/guardian on the advice of the principal to be in need of course work at a higher academic level than that available at the student's designated neighborhood school or school of choice.
- b. Is deemed by school personnel to show a high degree of maturity and responsibility, especially with regard to potential for completing post-secondary courses.
- c. Is deemed by school personnel to be in need of a different environment.
- d. Has given two months written notice to the District specifying the courses in which the student intends to enroll.
- e. Is enrolled in the District and considered at least part time in their designated neighborhood school or school of choice. The student considering an application for enrollment in postsecondary courses shall meet with the school principal or counselor to discuss whether the student is in need of course work at a higher academic level than that available at school; the student has shown a high degree of maturity, especially with regard to potential for completing postsecondary course work; and/or the student is deemed by the high school to be in need of a different environment. A student must give two months' written notice to the school district of his or her intent to apply for specific postsecondary courses.

### 2. Academic Credit

Academic credit granted for postsecondary course work successfully completed by a student and approved for high school credit shall qualify as high school credit toward graduation requirements and as credit toward a degree or certificate at the institutions of higher learning. Advance approval from the school principal is required for the receipt of high school credit and will not be given for courses which do not meet or exceed the district's graduation requirements. Students who have satisfied district graduation requirements prior

to enrollment in a postsecondary course may not receive high school credit for such course work. In the event a student is denied high school credit, the student may appeal to the ~~s~~Superintendent or designee and, ultimately, to the Board of Education. A student participating in this program shall still be considered as enrolled in the district and eligible for all high school activities.

The program is not available for summer school.

### **3. Agreement with institution**

When a student enrolls in courses at an institution of higher education for high school credit, the District and the participating institution shall enter into a written cooperative agreement which shall include, but not be limited to, the requirement that the student or parent/guardian shall be reimbursed by the District for the amount of tuition paid by the student or parent/guardian for the first two courses taken in any one academic term upon successful completion of the courses. The agreement shall include statements that any courses taken by students under this program also shall qualify as credit toward earning a degree or certificate at the institution of higher education.

### **4. Payment of tuition by student**

Except as noted below, ~~T~~the student or parent/guardian shall be responsible for paying the tuition associated with postsecondary courses taken by the student. The ~~school-d~~District shall reimburse the student or parent/guardian for tuition paid for the first two postsecondary courses taken by a student for high school credit in any one academic term upon receipt of proof that the student received a passing grade upon completion of the course. The ~~d~~District shall not reimburse the student or parent/guardian for tuition for courses not passed, for any courses in excess of two per academic term, or for courses voluntarily dropped without consent of the ~~p~~Principal. The student and/or parent/guardian shall pay the regular tuition charged by the institution of higher education for the third and each additional course per academic term.

Students are responsible for all other expenses related to enrollment in the postsecondary courses. ~~The school district shall not provide or pay for transportation to the institution of higher education.~~

### **5. Payment of tuition by district**

The ~~d~~District shall pay tuition for the first two courses per academic term for any student who meets the criteria for participation in a postsecondary program and who is eligible for free ~~and-or~~ reduced lunch. The ~~d~~District may pay tuition for the first two courses per academic term for any student if the payment of tuition would constitute a financial hardship for the student or parent/guardian and the student has shown evidence of responsibility for, and commitment to, successfully completing postsecondary courses.

Prior to paying the tuition for any student, the eDistrict shall require the student and parent/guardian to sign an agreement to repay the amount of tuition paid by the eDistrict on the student's behalf if the student fails or otherwise does not complete the postsecondary course for any reason without consent of the principal or the school in which the student is enrolled. This contract shall be enforced by the eDistrict, and the student or parent/guardian shall be responsible for reimbursing the eDistrict as provided in the agreement.

~~The district shall enter into written cooperative agreements with institutions of higher education at which district students intend to enroll.~~

## **6. Transportation Costs**

~~The District shall not provide or pay for transportation to the institution of higher education.~~

## **7. Notice to students and parents/guardians**

Information about the post-secondary options program, including the appeals procedure if high school credit is denied, shall be distributed annually to all students in grades nine through 12 and to their parents. Notice shall be given to allow sufficient time for students and parents to consider this option.

## **8. Reports to State Board**

The Board shall comply with all reporting requirements of the State Board of Education.

### **Fast track program**

Any student who has completed the requirements for graduation may take one or more higher education courses during the senior year. The student shall remain eligible for sanctioned high school activities if meeting the academic and residency qualifications.

Tuition for higher education courses shall be paid by the eDistrict in accordance with the formula in law. The eDistrict shall not be responsible for the costs of transportation, room and board, fees, books, or equipment.

Adopted: November 7, 1991.

Revised to conform with practice: date of manual revision.

Revised: August 4, 1994.

Revised: August 10, 2000.

Revised: January 8, 2004.

Revised:

LEGAL REFS.: ~~C.R.S. 22-34-101~~

C.R.S. 22-35-101 *et seq.* (concurrent enrollment programs act)

## Post-Secondary Options/Concurrent Enrollment

A student intending to enroll in a post-secondary program must give written notice to the high school principal two months in advance of the enrollment.

The notice must include a description of all course work for which the student plans to enroll and will request high school graduation credit. The notice also must include a statement which explains the basis for the request to take course work at an institution of higher education.

The pPrincipal or designee will determine whether the student is eligible for the postsecondary program on the basis that the student shows a high degree of maturity and responsibility ~~especially~~ with regard to completion of postsecondary courses, ~~and~~ is in need of course work at a higher academic level, ~~than available at the school~~ or is in need of a different learning environment. The pPrincipal or designee may request a meeting with the student and family to discuss the student's eligibility for the program.

Once the eligibility of the student for the postsecondary program is established, the pPrincipal or designee will determine if the requested courses are appropriate for high school graduation credit. Credit will be denied for courses which do not meet graduation requirements in subject content or grade.

If the pPrincipal or designee denies credit toward graduation for any of the requested courses, the student will be notified in writing of the reason within 10 working days of receipt of the enrollment notice. The student will have the ability at that time to appeal to the Superintendent or designee, and will also be provided a copy of the procedures and forms for appeal to the Board of Education.

If the student decides to appeal to the Superintendent or designee, Board, the appeal must be filed in Superintendent's office within 10 working days after receiving notice of denial of credit.

The ~~Board~~ Superintendent or designee must notify the student in writing of its decision within 30 working days of the filing of the appeal. The decision of the ~~Board~~ Superintendent regarding a grant approval or denial of high school credit will be final.

Adopted: November 7, 1991.

Revised to conform with practice: date of manual revision.

Revised: August 4, 1994.

Revised: August 10, 2000.

Revised:

CROSS REF.: IKF, Graduation Requirements

## Instructional Resources and Materials

As the governing body of the ~~school~~ dDistrict, the Board of Education is legally responsible for the selection of all instructional materials. Since the Board is a policymaking body, it delegates to professional personnel of the dDistrict the authority for the selection of instructional and library materials in accordance with this policy.

Materials for school classrooms and school libraries shall be selected by the appropriate professional personnel in consultation with the administration, faculty and students. Final decision on purchase shall rest with the sSuperintendent or designee, subject to adoption by the Board. All instructional resources and materials shall support the dDistrict's educational objectives, including that all students meet or exceed state and district content standards.

The primary objective of instructional materials is to implement, enrich, and support the educational programs of the schools. The schools shall be responsible for providing a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view and for allowing review of allegedly inappropriate instructional materials.

The Board believes that it is the responsibility of the district to:

1. Provide materials that will enrich and support the curriculum and personal needs of the users, taking into consideration the varied interests, abilities, learning styles, and age.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information which will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that users may develop, under guidance, the practice of critical analysis.
5. Provide materials which realistically represent our pluralistic society and reflect the contributions made by all groups and individuals to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to insure a comprehensive media collection appropriate for the users.

The above principles, from the School Library Bill of Rights, shall serve as a guide in the selection of all instructional and library materials.



All instructional resources and materials shall be available for inspection by parents/guardians and members of the community.

Adopted: November 3, 1977.

Revised: July 21, 1983.

Revised: October 1, 1992.

Revised to conform with practice: date of manual revision.

Revised: September 2, 1999.

Revised: :

LEGAL REFS.: C.R.S. 22-1-104 (2) (teaching of history, culture, and civil government)

C.R.S. 22-32-109 (1)(t) (Board of education-specific duties)

C.R.S. 22-32-110 (1)(o),(p),(q),(r) (Board of education-specific powers)

C.R.S. 22-54-105 (1) (instructional supplies and materials-capital reserve and insurance reserve-at-risk funding-perschool funding)

20 U.S.C. §1232h (protection of student rights)

CROSS REFS.: DB, Annual Budget, and subcodes

IB, Academic Freedom

IJJ, Textbook Selection and Adoption

IJK, Supplementary Materials Selection and Adoption

IJL, Library Materials Selection and Adoption

IMB, Teaching about Controversial/Sensitive Issues

KEC, Public Concerns/Complaints about Instructional Resources

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*NOTE: This policy and policies IJJ, IJL and KEC noted in the cross references offer a coordinated set of policies on instructional materials.*

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**Falcon School District 49  
MOVIES PERMISSION FORM**

Dear Parent/Legal Guardian,  
On , \_\_\_\_\_ 20\_\_ , I will be showing the movie(s) entitled  
\_\_\_\_\_ to the class. Rating(s): \_\_\_\_\_

The reason for showing the movie is  
\_\_\_\_\_  
\_\_\_\_\_

In accordance with School Board Policy IJ, IJ-R, I am required to secure your permission for your child to watch this movie. If you wish to exclude your child from viewing this movie, ~~you can anticipate that an~~ an alternative activity will be available to him/her.

If you have any questions, please contact \_\_\_\_\_ at  
\_\_\_\_\_ (Teacher/sponsor name) (Phone number)

\* In Before & After School programs, etc., and other classes which focus on film study, teachers/sponsors may utilize a blanket permission form which indicates a group of movies and their ratings and dates on which they are expected to be shown.

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(Please sign and return to teacher/sponsor.)

\_\_\_\_\_ has my permission to see the movie(s).

\_\_\_\_\_  
Parent/Legal Guardian Signature  
Date \_\_\_\_\_

\_\_\_\_\_ does **not** have my permission to see the movie(s).

\_\_\_\_\_  
Parent/Legal Guardian Signature  
Date \_\_\_\_\_

## Textbook Selection and Adoption

The Board shall officially adopt textbooks and textbook programs for use in the district schools upon recommendation of the ~~s~~Superintendent.

Responsibility for the review and selection of textbooks to be recommended shall rest with the textbook and/or curriculum committees as appointed by the ~~s~~Superintendent or designee. Membership on such committees shall include representation for teachers who will use the texts, administrators, and other staff members as found desirable. Students and parents may be asked to serve.

Principles that apply generally to the selection of instructional materials and library materials shall apply to textbooks. Additionally, basic textbooks and textbook programs shall be chosen:

1. To advance the educational objectives of the school system and particular objectives of the course or program.
2. To contribute toward continuity, integration, and articulation of the curriculum.
3. To establish a general framework for the particular course or program.
4. To ensure that students attain proficiency on state and ~~d~~District content standards.

Because the instructional purposes of textbooks, as stated above, are of such importance, particular care shall be taken in their selection as to content.

Although many points must be examined, the Board directs the staff to be particularly mindful of the following considerations:

1. Materials should be closely aligned with state and/or district standards.
2. The needs of all learners, including slower learners and the exceptionally able, must be provided for.
3. Insofar as possible, multiethnic materials which depict a pluralistic society should be selected.
4. Attention should be given to sex roles depicted in the materials.
5. The textbook or textbook program should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences.
6. The textbook or textbook program should not seek to confine instructional materials to those of a particular publisher.
7. If the textbook deals with problems and issues of our times, it should present and encourage examination of all points of view.

Because textbooks are selected for several years' use, special attention also shall be given their physical characteristics, durability, format, and price.

All instructional resources and materials, including textbooks, shall be available for inspection by parents/guardians and members of the community.

Adopted: September 2, 1999.

Revised: August 10, 2000.

Revised:

LEGAL REF.: C.R.S. 22-32-109 (1)(t) (Board of education-specific duties)  
20 U.S.C. §1232h (protection of pupil rights)

CROSS REFS.: IJ, Instructional Resources and Materials  
KEC, Public Concerns/Complaints about Instructional Resources

## Library Materials Selection and Adoption

All types of materials for school libraries shall be recommended for purchase by the professional personnel of the libraries and approved by the ~~s~~Superintendent or designee. Consultation will take place with the administration, faculty, students, or parents/guardians as found desirable.

All materials selected shall be consistent with the stated principles of selection which apply to all instructional and library materials. Library materials shall support the District's educational objectives, including that all students meet or exceed District content standards.

Additionally, in maintaining and augmenting school library collections, persons responsible for selection of materials shall strive:

1. To meet the needs of the individual school based on knowledge of the curriculum and the stated needs of administrators and teachers.
2. To meet the needs of individual students, according to both the stated needs of students and general understanding of students' interest.
3. To provide materials of high artistic, historic, and literary quality.
4. To provide a balanced collection, with a fair proportion of each type of material selected to meet the needs of the curriculum, the students, and professional staff at all levels.
5. To provide a wide range of materials with diversity of appeal and different points of view.

In order to maintain a current and highly usable collection of materials, media specialists shall provide for continuing renewal of the collection, not only by addition of up-to-date materials, but also by the judicious elimination of materials which no longer meet the needs of the District. ~~or find use.~~

Gifts to the library may be accepted if they meet the criteria established for the selection of all instructional materials.

All instructional resources and materials, including library materials, shall be available for inspection by parents/guardians and members of the community.

Adopted: September 2, 1999.

Revised:

LEGAL REF.: C.R.S. 22-32-110 (1)(r) (Board of education – specific powers)  
20 U.S.C. §1232h (protection of pupil rights)

CROSS REFS.: IJ, Instructional Resources and Materials

## KEC, Public Concerns/Complaints about Instructional Resources

Note 1: If a school district obtains library grant monies pursuant to C.R.S. 24.90.402 et seq., the district must equip all school library computers with software and internet service that “filter” and limit the ability of minor students to gain access to materials that are obscene or illegal. The district must also develop a policy that establishes and enforces measures to restrict minor students from obtaining computer information that is obscene or illegal.

## Library Materials Selection and Adoption

The term “media” as used in these regulations includes all instructional materials considered part of the library collection plus all instructional materials housed in resource centers and classrooms which were recommended for purchase by the media specialist.

The term “media center” as used in these regulations is the space, room, or complex of rooms and spaces designated as a library, media center, instructional materials center, or similar term. It may include units not contiguous to the center where facilities dictate. These units would include but not be limited to resource centers, production centers and computer centers.

1. In recommending materials for purchase for each school media center, the media specialist will evaluate the existing collection and the curriculum needs and will consult reputable, professionally-prepared selection aids and other appropriate sources.
2. Recommendations for purchase will be solicited on a regular basis from the faculty and the student body.
3. Gift materials will be judged by the general criteria for the selection of instructional materials and will be accepted or rejected by those criteria.
4. Selection is an ongoing process including continuous review, evaluation, and weeding which will include the removal of materials no longer appropriate and the replacement of lost and worn materials or educational value. Disposition of library materials so weeded will be under the direction of the library/media specialist. Materials will be weeded from a resource center when one or more of the following criteria is in effect:
  - a. The material is misleading, outdated, and/or factually incorrect.
  - b. The material is worn and beyond mending or rebinding.
  - c. ~~The~~ Nonfiction material is superseded by a newer edition.
  - d. The material lacks discernable literary or scientific merit or is irrelevant to the needs and interests of the school community.

~~All shelf-list cards of all weed materials will be kept at each resource center. The cards will identify the reasons for weeding, the name of the person responsible for the weeding, and the date the weeding occurred. A report detailing materials that have been removed shall be maintained at each resource center.~~

~~1. Recommendations will be forwarded to the district administrator through the school principal.~~

Adopted: July 21, 1983.

Revised:

CROSS REF.: IJ-R, Instructional Resources and Materials



## Compulsory Attendance Ages

Every child who has attained the age of ~~seven~~-six (6) years on or before August 1 of each year and is under the age of ~~16~~ seventeen (17) is required to attend public school with such exceptions as provided by law. It is the parents' /guardians' responsibility to ensure attendance.

The courts may issue orders against the child, child's parent/guardian, or both compelling the child to attend school or the parent to take reasonable steps to assure the child's attendance. The order may require the parent, child, or both to follow an appropriate treatment plan that addresses problems affecting the child's school attendance and that ensures an opportunity for the child to obtain a quality education.

The compulsory school attendance laws also apply to a six year-old child who has been enrolled in a public school in the first grade or in a higher grade level unless the parent or guardian chooses to withdraw the child.

Adopted: August 4, 1994.

Revised: August 10, 2000.

Revised: November 8, 2007.

Revised:

LEGAL REFS.: C.R.S. 22-32-110(1)(mm) Board may authorize school employee to represent school district in judicial proceedings to enforce compulsory attendance).  
C.R.S. 22-33-104 (compulsory school attendance ages)  
C.R.S. 22-33-104.5 (home-based education)  
C.R.S. 22-33-107 (enforcement of school attendance laws)  
C.R.S. 22-33-108 (judicial proceedings to enforce school attendance laws)

NOTE 1: On or after July 1, 2008, a parent of a five or six year old child who is attending preschool or kindergarten may notify the child's school of the parent's wish that the child not advance to first grade in the following school year. The school shall not advance the child to first grade after receiving this notice from the parent.

NOTE: 2: The Board of Education may pass a resolution authorizing one or more employees of the school district to represent the school district in truancy proceedings in state court.

## Entrance Age Requirements

A child may enter kindergarten if five (5) years old on or before September 15 of the year of enrollment. ~~Younger students shall be accepted if transferring from a public school or approved private school kindergarten program, who do not meet the District's entrance age requirement for kindergarten but who are five (5) years old on or before September 15 may be accepted if transferring from another kindergarten program if the Principal or designee determines that placement of the student in kindergarten is appropriate. A child who is four (4) years old on or before the District's start date for kindergarten and has been identified as a highly advanced gifted student in accordance with the applicable state law may enroll in kindergarten, if the Principal or designee determines that placement of the student in kindergarten is appropriate.~~

Students enrolling in the first grade may enter if they are six (6) years old on or before September 15 of the year of enrollment. ~~Younger students shall be accepted if transferring from a first grade in another public school. A student who is at least five (5) years old on or before September 15 shall be permitted to enroll in first grade if the student attended at least 120 days of kindergarten in another state. A child who is five (5) years old on or before the District's start date for first grade and has been identified as a highly advanced gifted student in accordance with applicable state law may enroll in first grade, if the Principal or designee determines that placement of the student in first grade is appropriate.~~

A legal birth certificate or other acceptable records shall be required for enrollment age certification.

Adopted: August 4, 1994.  
Revised: January 11, 2001.

Revised:

LEGAL REFS.: C.R.S. 22-1-115 (school age)  
C.R.S. 22-20-104.5 (program plan requirements regarding highly advanced gifted children)  
C.R.S. 22-32-119 (kindergarten)  
C.R.S. 22-54-103(10) (sets October 1 date)  
1CCR 301-8,2220-R-12.00 (highly advanced gifted children)

CROSS REFS.: JEA, Compulsory Attendance Ages

## Student Withdrawal from School/Dropouts

~~The principal shall send a written notice that a student had dropped out of school to the parent(s)/guardian/custodian of those students who are no longer subject to the school attendance laws, i.e. those students who are 17 years of age or older. The written notice may include, but not be limited to, an encouragement that the student return to school; an explanation of the long term ramifications to the student of dropping out of school; the availability of educational alternatives and services for at-risk students, such as GED programs, counseling services, drug or alcohol addiction treatment programs, and family preservation services.~~

All efforts possible will be extended in an attempt to retain students in school and assist them in earning a diploma. Yet, when a student has been identified by staff as a potential dropout, steps shall be taken to review the individual situation with students, parents or legal guardians and school personnel.

A discussion between parents or legal guardians, the student and school personnel may include but not be limited to the student's current academic standing and their plans for the future.

If after a meeting has been held to discuss the situation and the student and/or parents or legal guardians remain firm on their intent to leave school, or the student has not been in school for ten (10) consecutive days with the absences being considered unexcused, the Principal or designee shall notify the student and parents or legal guardians in writing.

When a student has been out of school for fifteen (15) consecutive days with the absences being unexcused, the Principal or designee shall send a written notice of the student being designated as a dropout. The notice shall include notification of the student's dropout status and an explanation of the educational alternatives available to assist the student in re-engaging in school. Such written notice shall be sent even if the student is not subject to the compulsory attendance laws.

Adopted: November 10, 2005

Revised: November 8, 2007

Revised:

## Student Discipline

### Disciplinary information

Open communication between principals and the professional staff is essential to accomplish the educational mission of the **d**District. It is recognized that principals have access to information about individual students that may not be otherwise available to others because this information is not recorded as part of the student's education record. To assure that information is shared with the professional staff that may be important to understanding the particular needs of individual students and any potential risk that a student might pose to the safety or welfare of others, state law requires that the **p**Pincipal take steps to communicate this information to teachers and counselors who have direct contact with the student.

In addition, to make sure that the information communicated is accurate, state law gives students and parents/guardians the right to challenge disciplinary information.

Whenever the **p**Pincipal or designee determines that disciplinary information as defined in Board policy must be communicated to a teacher or counselor, the following steps will be followed:

1. The **p**Pincipal will prepare a brief written statement which sets forth the information to be communicated to a teacher or counselor pertaining to an individual student. If disciplinary information regarding a disabled student is transmitted, the current IEP must also be included. The statement will indicate it is a confidential document. The source of the information will be noted, if applicable.
2. The **p**Pincipal will communicate the information in the statement to the teacher or counselor by providing a copy of the statement. Alternatively, the principal or designee may wait until the student or parent/guardian has had a chance to challenge the content of the statement before communicating the statement to any teachers or counselors. The teacher/counselor and principal or designee may discuss the information in the statement. The principal or designee will record the names of all individuals who are given a copy of the statement.
3. A copy of the written statement will be provided to the student and the student's parent/guardian. However, if a student is 18 years old or older, the student may inspect his or her personal records and written permission will be necessary in order for the parent/guardian to receive them. Such student 18 years old or older will be known as an eligible student.
4. The **p**Pincipal or designee will take steps to see that the parent/guardian of a student under 18 years of age receives a copy of the statement, either by mailing a copy directly to them and/or alerting them to the fact that the statement has been sent to them, either by sending it home with their child or in the mail.
5. The written statement will indicate that the student and/or parent/guardian may challenge the accuracy of the disciplinary information on the basis that it is

inaccurate, false or misleading unless the statement is solely a summary of an incident for which the student and parent/guardian has already been afforded a due process hearing prior to imposition of school discipline. In that case, the challenge procedures do not apply.

## Challenges

The following procedures apply when an interested person challenges the statement of disciplinary information:

### Step 1

A Step 1 review will be requested in writing within seven (7) days after receipt by the parent/guardian of the written statement. If the interested persons fail to file an intent to challenge within seven (7) days after receiving a copy of the statement, the statement will stand as written and there will be no further opportunity to challenge that particular statement. If the student or parent/guardian challenges any part of the statement, the pPPrincipal should review the part of the statement being challenged and may, by mutual agreement with the person making the challenge, destroy, delete or add the information in question.

### Step 2

If the pPPrincipal does not agree to change the written statement as requested during the Step 1 review, the student or parent/guardian may request an informal hearing with the sSuperintendent or designee within ten (10) days after the pPPrincipal's decision not to change the written statement. This request must be in writing and will state the reasons for the request. The pPPrincipal may file a written response to the request for a Step 2 review to be considered by the sSuperintendent. The sSuperintendent or designee will make a decision within ten (10) school days after receiving the request for Step 2 review. The sSuperintendent or designee may take whatever steps necessary to make a determination about the content of the statement, including discussing the matter with the student and parent/guardian and/or principal and making independent inquiries to determine the veracity of the statement.

The sSuperintendent or may designee may decide that the statement should be revised in accordance with the student or parent/guardian position or may decide to uphold the pPPrincipal's statement as accurate. The sSuperintendent's or designee's decision is final.

Once an appeal has been held on the disciplinary information contained in a statement, that statement may be communicated to teachers/counselors during the school year without any further challenge. If the statement had been communicated prior to the conclusion of the challenge, and changes were made to the statement, the pPPrincipal or designee will see that all those who received the original statement are provided a copy of the revised statement.

Any teacher or counselor who receives a statement containing disciplinary information will maintain the confidentiality of the information and will not communicate the

information to any other person. A violation of this provision will result in appropriate disciplinary action.

### Remedial discipline plans

1. The pPrincipal may develop a plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events. The goal of the remedial plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.
2. To develop the plan, the pPrincipal will arrange for a meeting with the student, the student's parent/guardian and any members of the staff whom the pPrincipal believes should attend.
3. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and ~~cooperatively~~ to establish goals, objectives and timelines to modify such behavior. A written plan will be prepared which addresses the student's disruptive behavior, educational needs and what steps are necessary to keep the child in school. The plan will include incentives for good behavior and consequences if the student is disruptive in violation of the plan.
4. The plan may be written in the form of a contract which the student and the parent/guardian will sign and date.
5. The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student's cumulative file.

Disruptive behavior by special education students will be dealt with in accordance with the student's iIndividual eEducation pPlan (IEP), any behavior intervention plan and policy JK-2, Discipline of Students with Disabilities. It will be the responsibility of the pPrincipal and other appropriate dDistrict personnel to coordinate these procedures with a special education student's IEP and any behavior intervention plan.

### Habitually disruptive students

A student will be declared "habitually disruptive" if suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds or at school activities or events because of student behavior that was initiated, willful, and overt.

1. The pPrincipal will inform the sSuperintendent or designee if a student is disruptive suspended for the -second time for causing a material and substantial disruption.~~in violation of the principal's remedial discipline plan.~~
2. The student and the parent/guardian will be notified in writing of each suspension which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student" and the mandatory expulsion of such students.

3. District procedures for expulsion will initiated when the student is suspended for the third time. The period of suspension will be extended, if necessary, to conduct an expulsion proceeding.

Adopted: May 19, 1994.

Revised: August 13, 1998.

Revised: August 10, 2000.

Revised: February 15, 2006.

Revised:

### **Bidding Procedures-Regulation**

1. All contractual services and purchase of supplies, materials and equipment in the amount of \$25,000 or more over the course of the physical year shall be put to bid. This shall not apply, however, to professional services or instructional materials, according to state law.
  - a. Purchases under \$25,000 may be made in the open market, but shall, when possible, be based on at least three competitive quotations or prices.
  - b. State awards and group purchasing with other State agencies may be utilized in place of bidding for selected items, should that be in the best interest of the District.
2. All contracts and all open market orders will be awarded to the supplier that offers the best value, taking into consideration the cost and quality of materials or services desired and their contribution to program goals.
3. In addition, the company's past experience with the District will be considered. Those suppliers that have provided inadequate goods or services in the past and those suppliers that have missed deadlines in the past will not be considered a qualified supplier. As such, their bids will not be considered.
4. Suppliers may contact the Purchasing Office to have their names placed on mailing lists to receive invitations to bid.
  - a. When specifications are prepared, the Purchasing Office will notify all merchants and firms who have indicated an interest in bidding.
  - b. With regard to certain materials or services for which bids are required, the Superintendent or designee may choose to develop a procedure to pre-qualify bidders. In that event, only pre-qualified bidders may submit bids.
5. All bids shall be submitted to bids@d49.org or mailed, in a sealed envelope addressed to the Board of Education.
  - a. All bids must be plainly marked with the bid number and the time of the bid opening.
  - b. Bids will be date and time stamped by the District Purchasing Agent or designee as to when they are received in the District above email inbox or mailbox.
  - c. Bids shall be opened in public by appropriate District officials or employees at the time specified, and all bidders shall be invited to be present.
6. The Board/Superintendent reserves the right to reject any or all bids, in whole or in part, to waive irregularities or technicalities, and to accept that bid which appears to be in the best interest of the District.
7. The bidder to whom an award is made may be required to submit to the District proof of liability insurance and, when appropriate, proof of workers' compensation insurance, and may be required to enter into a written contract with the District.

Adopted:

LEGAL REFS.: C.R.S. 22-32-109(1)(b) (Board of Education – specific duties)



## Cyber Bullying

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another student or staff member in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. This includes the use of any technological tool to send or post inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, social network sites or website posting (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student or staff member; or
2. Placing another student or staff member in reasonable fear of physical, emotional or mental harm; or
3. Placing a student or staff member in reasonable fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities; or
5. Creates an intimidating or hostile environment that substantially interferes with a staff member's ability to conduct their educational duties.

The District may discipline for Cyber bullying conduct off school premises when it materially and substantially interferes with the educational process.

Adopted:

LEGAL REFS.: C.R.S. 22-32-109.1(2)(a)(X) (policy required as part of safe schools plan)

CROSS REFS.: JICDA, Code of Conduct

JICDD, Violent and Aggressive Behavior

JICJ, Student Use of Electronic Communication Devices

JK, Student Discipline

JS, Student Use of the Internet and Electronic Communications

## **Cyber Bullying**

The District may discipline for cyber bullying conduct off school premises when it materially and substantially interferes with the educational process.

The District will take any report of cyber bullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal. Students who make a report are requested to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture, or other electronic transmission that the student believes was intended to harm, insult, or humiliate.

Staff will take appropriate action and will bring it to the attention of the Principal when students report an incident of cyber bullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the Principal.

The District may revoke the privilege of a student or third party, who uses District equipment or electronic communication system to engage in cyber bullying, to use any district electronic equipment under the procedures for policy JS; Student Use of the Internet and Electronic Communications. The District may revoke the privilege of a student or third party, who uses a personal communication device to engage in cyberbullying, to bring any personal communication device onto district property or to district-sponsored activities under policy JICJ; Use of Electronic Communication Devices.

Students whose behavior is found to be in violation of this policy shall be subject to loss of privileges, discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. All parties whose behavior is found to be in violation of this policy will be subject to appropriate actions as determined by the administration. The District may also report individuals and violations to law enforcement if necessary.

Adopted:

## Budget Implementation

The annual budget as approved by the Board of Education shall be implemented as of the first day of the fiscal year.

Upon adoption of the annual budget, building and central office administrators shall be responsible for the control of their area's budgets with the superintendent and/or designee having the responsibility of insuring that all areas of the budget remain in a fiscally sound position.

The ~~s~~Superintendent and/or designee shall notify all employees who control areas of the budget of the status of their budget areas at least monthly.

The ~~s~~Superintendent and/or designee shall monitor the expenditure of funds in all areas of the budget and shall report concerns to the administrator in control and to the Board.

Adopted: July 19, 1984.

Revised: December 21, 1989.

Reviewed: November 4, 1999.

Reviewed:

## **Banking Services (And Deposit of Funds)**

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

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

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

Current practice codified: 1980.

Revised: July 19, 1984.

Revised: December 21, 1989.

Revised: November 4, 1999.

Reviewed:

LEGAL REFS.: C.R.S. 11-10.5-101 *et seq.* (relates to deposits of public funds in banks)  
C.R.S. 11-47-101 *et seq.* (relates to deposits of public funds in savings and loan institutions)  
C.R.S. 22-32-104 (4)(c) (organization of board of education)  
C.R.S. 22-32-107 (3),(4),(6) (duties-treasurer)  
C.R.S. 22-32-109 (1)(g) (Board of education-specific duties)  
C.R.S. 22-32-110 (1)(x) (Board of education-specific powers)  
C.R.S. 22-40-104 (relates to county treasurer)  
C.R.S. 22-40-105 (registered warrants by treasurer of the board)  
C.R.S. 22-45-104 (relates to collection and deposit of fees and fines)

## Personnel Goals/Priority Objectives

The Board of Education recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of all staff.

The Board's specific personnel goals are:

1. To recruit, select, and employ the best qualified personnel to staff the school system.
2. To provide staff compensation and benefits programs sufficient to attract and retain qualified employees.
3. To provide training programs for all employees to improve their performance and the overall rate of retention and promotion of staff.
4. To conduct an employee appraisal program that will contribute to the continuous improvement of staff performance.
5. To assign personnel to insure they are utilized as effectively as possible.
6. To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction.

Adopted: April 21, 1977.

Reviewed: May 11, 2000.

Revised: February 1, 2001.

Reviewed:

## **Gifts to and Solicitations by Staff**

Token gifts from parents or students may be received by teachers but must not be solicited.

Adopted: April 21, 1980.

Reviewed:

LEGAL REFS.: C.R.S. 24-18-104 *(rules of conduct for public employees)*

CROSS REFS.: DJG, Vendor Relations

## Instructional Resources and Materials

### USE OF MOVIES

The use of movies shall correlate with and enhance the educational program. The chart below shall guide the selection of movies. No X-rated, NC-17, or full length R- rated movies shall be shown at any grade level.

<b>RATINGS</b> (based on current movie rating system)*				
<b>Grade Level</b>	<b>G</b>	<b>PG</b>	<b>PG-13</b>	<b>R</b>
<b>Pre-K - 5</b>	No prior permission is required.	Prior permission is required.	May not be shown at these grade levels.	May not be shown at these grade levels.
<b>6-8</b>	No prior permission is required.	Prior permission is required.	Prior permission is required.	May not be shown at these grade levels.
<b>9/12</b>	No prior permission is required.	No prior permission is required.	Prior permission is required	Excerpts of R-rated movies may be shown at these grade levels with parental consent.

When showing a movie which requires parental permission, staff shall notify parents/legal guardians in writing at least five (5) days in advance. Such notification shall include:

- a. the name of movie and its rating;
- b. rationale for showing the movie;
- c. the description of an alternative activity if permission is not granted by the parent/legal guardian; and,
- d. A permission form which requires the signature of a parent/legal guardian and which is to be returned to the teacher.

This administrative procedure shall apply to all K-12 programs, and to all Before-and-After School Programs sponsored by the [eD](#)istrict.

\*The Code of Self-Regulation of the Motion Picture Association establishes the following ratings:

- |       |   |
|-------|---|
| G     | All ages admitted. General audiences.   |
| PG    | All ages admitted. Parental guidance suggested. Some material may not be suitable for pre-teenagers.                                  |
| PG-13 | Parents are strongly cautioned to give special guidance for children under 13. Some material may be inappropriate for young children. |

- R Restricted. Under 17 requires accompanying parent or adult guardian.
- NC-17 No one 17 and under admitted.
- X No one under 17 admitted. (Age limit may vary in certain areas.)

Adopted: September 13, 2007

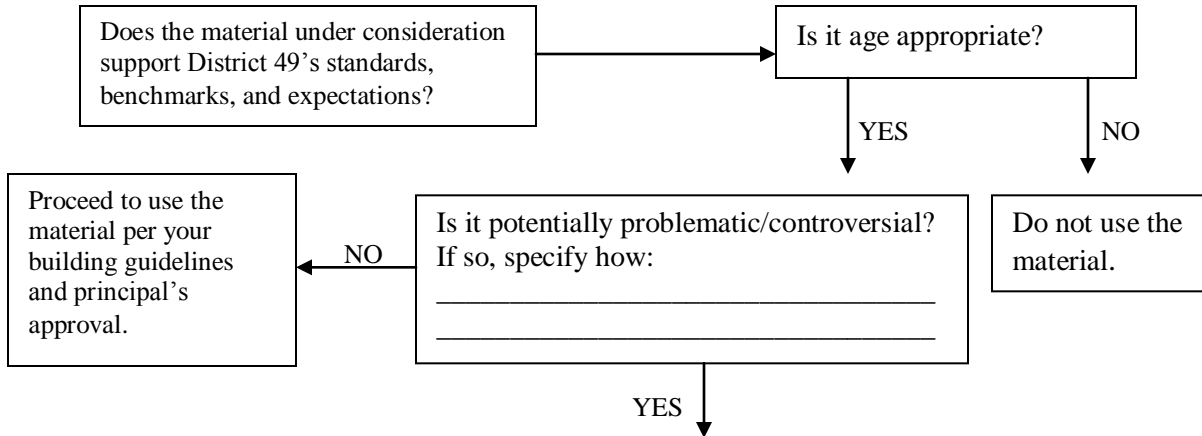
Reviewed:



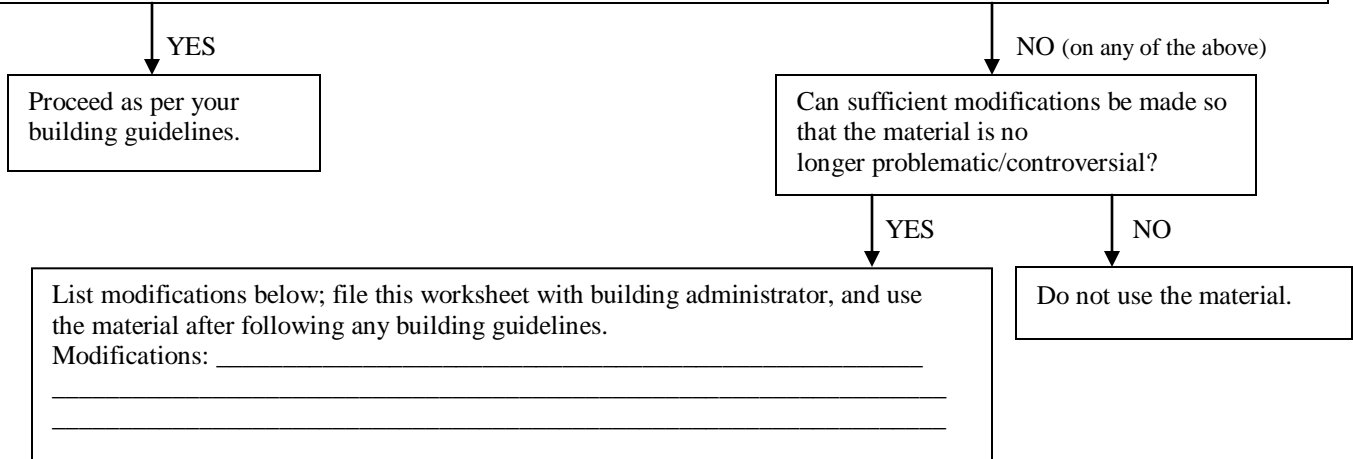
### District 49 Worksheet for Selecting Supplementary Materials

Teacher _____ School _____
Materials being considered _____ Date _____

Supplemental instructional materials are used for less than one-fourth of the instruction of a course.



Specifically:	<u>YES or NO</u>	
• Are the issues in question within the range, knowledge, maturity, and competence of the student?	Y	N
• Are the potentially controversial issues related to course objectives and District-approved standards and curriculum?	Y	N
• Is there a plan to inform parents of upcoming controversial issues in the curriculum prior to implementing the curriculum?	Y	N



In determining whether material is potentially problematic/controversial, consider three viewpoints: the teacher's, the parent's, and the student's. Can you anticipate concerns in any of the following categories?

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Inappropriate reading level (difficulty of text OR mature content or concepts)</li> <li>• Controversial material (e.g., sex education, religion, self-esteem)</li> <li>• Inappropriate language</li> <li>• Inaccurate/outdated content</li> </ul> | <ul style="list-style-type: none"> <li>• Biases (cultural, gender, ethnic, and/or racial)</li> <li>• Promotion of political/social/religious agenda</li> <li>• Inappropriate illustrations</li> <li>• Others (please elaborate) _____</li> </ul> |
|--|--|

Some of the following may be appropriate modifications for potentially problematic material:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Including material from the opposing point of view in same unit</li> <li>• Other (please elaborate)</li> </ul> | <ul style="list-style-type: none"> <li>• Correcting inaccurate/outdated information</li> </ul> |
|---|--|

## The Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

5. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
6. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
7. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
8. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
9. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
10. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted: July 21, 1983.

Revised: January 6, 2000.

Reviewed:

## Student Withdrawal from School/Dropouts

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

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

To emphasize the importance of a high school diploma and to encourage students to reconsider their decision to withdraw from school, the district will notify the student's parent or parents, or legal guardian or custodian in writing, when the district has knowledge that a student has dropped out of high school. For purposes of this policy, "high school dropout" shall have the same meaning as defined by the rules of the State Board of Education.

Adopted: November 10, 2005

Reviewed:

LEGAL REFS.: C.R.S. 22-2-114.1 (*definition of "dropout"*)  
C.R.S. 22-33-104 (*compulsory school attendance*)  
C.R.S. 22-33-107.1 (*written notice of dropout status*)  
C.R.S. 22-33-203 and 204 (*services for expelled and at-risk students*)

CROSS REF.: IKF, Graduation Requirements

## **Relations with Military Recruiters, Postsecondary Institutions, and Prospective Employers**

This policy is established by the Board of Education to provide reasonable guidelines for military recruiters, postsecondary institutions, and prospective employers to have access to school facilities and students, for recruiting purposes.

All military recruiters, postsecondary institutions, and prospective employers shall be treated uniformly with regard to the conduct of on-campus student recruitment. A schedule of recruiters visiting the district's high schools will be announced to the student body in advance by each school's guidance office through publications and/or by posting on bulletin boards. Recruiters will be allowed to conduct meetings during the school day with those students who are interested.

Recruiters shall be permitted to conduct follow-up visits to the high school in order to meet with individual students upon the individual request of the student involved and with the authorization of the high school administration. Requests for follow-up individual meetings are to be scheduled through the student's guidance counselor.

All group meetings are to be scheduled through the guidance office at each high school. Classroom teachers who schedule organizational recruiters as a career awareness activity should coordinate those activities through the appropriate member of the guidance staff.

Directory and other student information shall be released to recruiters as allowable in accordance with policy JRA/JRC, Student Records/Release of Information on Students.

Adopted: July 10, 2003.

Reviewed:

LEGAL REF.: 10 U.S.C. 503, 544 (*military recruiter access to student records contained in*

*National Defense Authorization Act for FY 2002)*

20 U.S.C. 1232G (*Family Educational Rights and Privacy Act)*

20 U.S.C. 7908 (*military recruiter access to student records contained in No Child Left Behind Act of 2001)*

34 C.F.R. 99.1 *et seq.* (*district shall comply with FERPA)*

C.R.S. 24-72-204 (3)(a)(VI) (*schools cannot disclose address and phone number without consent)*

C.R.S. 24-72-204 (3)(d) (*information to military recruiters)*

CROSS REF.: JRA/JRC, Student Records/Release of Information on Students  
KI, Visitors to Schools

# **8. Superintendent Performance Measures/Evaluation**