

NOTICE OF REGULAR MEETING AND AGENDA



August 12, 2020

**Educational Services Center
395 South Pratt Parkway
Longmont, Colorado 80501**

Joie Siegrist, President, Board of Education

Dr. Don Haddad, Superintendent of Schools

DISTRICT VISION STATEMENT

*To be an exemplary school district
which inspires and promotes high
standards of learning and student
well-being in partnership with
parents, guardians and the
community.*

DISTRICT MISSION STATEMENT

*To educate each student in a safe
learning environment so that they
may develop to their highest
potential and become contributing
citizens.*

ESSENTIAL BOARD ROLES

*Guide the superintendent
Engage constituents
Ensure alignment of resources
Monitor effectiveness
Model excellence*

BOARD MEMBERS

*John Ahrens, Secretary
Jim Berthold, Member
Chico Garcia, Member
Dr. Richard Martyr, Member
Paula Peairs, Vice President
Karen Ragland, Treasurer &
Asst Secretary
Joie Siegrist, President*

1. CALL TO ORDER:

6:00 pm Regular Business Meeting

2. ADDENDUMS/CHANGES TO THE AGENDA:

3. AUDIENCE PARTICIPATION:

4. VISITORS:

5. SUPERINTENDENT'S REPORT:

6. REPORTS:

1. 4th Quarter Gifts to Schools – FY 2019-2020
2. COVID-19 Update
3. 2016 Bond Activity Update

7. CONSENT ITEMS:

1. Approval: Staff Terminations/Leaves
2. Approval: Staff Appointments
3. Approval: Approval of Minutes for the June 10 and June 24, 2020 Regular Meetings and the July 8 and July 22, 2020 Special Meetings
4. Approval: Approval of Change Order 5 to Construction Manager/General Contractor (CMGC) Contract for Longmont High School Addition & Renovation
5. Approval: Approval of Easement Agreement with Town of Erie for Elementary 28
6. Approval: Approval of Change Order 2 to CMGC Contract for Elementary 28
7. Approval: Approval of Change Order 2 to CMGC Contract for Mead Elementary School
8. Approval: First Reading, Adoption, Board Policies AC – Nondiscrimination/Equal Opportunity; AC-E-1 – Nondiscrimination/Equal Opportunity (Sample Notice); AC-E-2 – Nondiscrimination/Equal Opportunity (Complaint Form); New AC-R-1 – Nondiscrimination/Equal Opportunity (Complaint and Compliance Process); New AC-R-2* – Sex-Based Discrimination and Sexual Harassment Investigation Procedures; Repeal of Policy ACE – Nondiscrimination on the Basis of Disability; ADC – Tobacco-Free Schools; EBBA – Prevention of Disease/Infection Transmission (Handling Body Fluids); EBBA-R – Prevention of Disease/Infection Transmission (Handling

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Continuation of Consent Item 7.8, First Reading, Adoption Board Policies
Body Fluids and Substances); EBCE – School Closings and
Cancellations; GBA – Open Hiring/Equal Employment
Opportunity; New GBAB – Workplace Health and Safety
Protection; GBGA – Staff Health (And Medical Examination
Requirements); GCE/GCF – Professional Staff Recruiting/
Hiring; GDE/GDF – Support Staff Recruiting/Hiring; IC/ICA –
School Year/School Calendar/Instruction Time; IKA –
Grading/Assessment Systems; JB – Equal Educational
Opportunities; JBB* – Sexual Harassment of Students; JII –
Student Concerns, Complaints, and Grievances; JLCC –
Communicable/Infectious Diseases; KI – Visitors to Schools;
and LBD* – Relations with District Charter Schools

8. ACTION ITEMS:

1. Recommendation: Approval of Charter Agreement Extension for
Carbon Valley Academy

9. DISCUSSION ITEMS:

10. ADJOURNMENT:

**Board of Education Meetings: Held at 395 South Pratt Parkway, Board
Room, unless otherwise noted:**

Wednesday, August 19	6:00 – 8:00 pm Study Session CANCELLED
Wednesday, August 26	6:00 pm Regular Meeting

MEMORANDUM

DATE: August 12, 2020
TO: Board of Education
FROM: Dr. Don Haddad, Superintendent of Schools
SUBJECT: FY20 4th Quarter Public Gifts to Schools
Strategic Priority – Strong District Finances

PURPOSE

To provide the Board of Education with a list of public gifts given to the St. Vrain Valley School District for the fourth quarter of the 2019-2020 school year totaling \$154,605.59. The total of all gifts given to the District for the 2019-2020 school year total \$838,761.39.

BACKGROUND

During the course of the year, the District receives many cash and gift donations for its programs. These gifts are accepted by the principal, the superintendent or the Board of Education according to Board Policy KCD, Public Gifts to Schools. The attached listing delineates these gifts. For the 2018-2019 school year, fourth quarter gifts totaled \$276,871.32 and total gifts that school year totaled \$1,192,588.09.

2019-2020 Public Gifts, Fourth Quarter

Date	Donor	Amount and/or Value	Location Name / Number	Description
5/19/2020	Fall River PTO	\$ 540.42	FRV - 144	Holiday crafts and items
5/19/2020	Fall River PTO	\$ 284.70	FRV - 144	iPad Crayons for 3rd graders
5/19/2020	Fall River PTO	\$ 97.55	FRV - 144	Art Glazes and Oil Pastels
5/19/2020	Fall River PTO	\$ 200.00	FRV - 144	Maker Space Supplies
5/19/2020	Fall River PTO	\$ 306.38	FRV - 144	Office and Lounge Grant
5/20/2020	PTAC	\$ 9,469.70	NIE - 131	Paraprofessional salaries
5/26/2020	Eagle Crest PTO	\$ 6,149.38	ECE - 142	3rd Quarter Payroll and Taxes
5/26/2020	Eagle Crest PTO	\$ 1,229.00	ECE - 142	Chrome Book Cart
5/26/2020	Eagle Crest PTO	\$ 1,982.51	ECE - 142	Field Trip Bus Transportation
5/26/2020	Eagle Crest PTO	\$ 7,121.27	ECE - 142	2nd Quarter Payroll and Taxes
5/27/2020	Fall River PTO	\$ 15,034.59	FRV - 144	Tech purchase
6/1/2020	Guarantee Electrical Company	\$ 150.00	SAN - 140	Student support
5/26/2020	Trail Ridge Middle School PTO	\$ 500.00	TRM - 250	Support for band program
5/15/2020	Trail Ridge Middle School PTO	\$ 381.66	TRM - 250	Generator and static machine
3/4/2020	Central Elementary PTO	\$ 150.00	CEN - 123	Offset chromebook cost
6/2/2020	Amy C. Wilkins	\$ 25.00	CEN - 123	Cal-Wood Outdoor Camp Assistance
6/2/2020	Justin & Katherine Atherton-Wood	\$ 50.00	CEN - 123	Cal-Wood Outdoor Camp Assistance
6/3/2020	Longmont Estates PTO	\$ 6,967.63	LEE - 136	3rd Quarter Payroll and Taxes
6/3/2020	Trail Ridge Middle School PTO	\$ 2,968.00	TRM - 250	Classroom Support
6/3/2020	Central Elementary PTO	\$ 3,500.00	CEN - 123	Extra Duty for Robotics Program
6/10/2020	Central Elementary PTO	\$ 5,000.00	CEN - 123	Cal-Wood Outdoor Camp Assistance
6/10/2020	Central Elementary PTO	\$ 4,075.00	CEN - 123	Pinic tables for school grounds
6/4/2020	Central Elementary PTO	\$ 851.53	CEN - 123	Refresh Staff Lounge
6/4/2020	Central Elementary PTO	\$ 676.26	CEN - 123	5th grade student memento support
6/4/2020	Central Elementary PTO	\$ 600.00	CEN - 123	iReady Subscriptions
6/4/2020	Central Elementary PTO	\$ 1,004.47	CEN - 123	Lexia subscription for kindergarten literacy program
6/4/2020	Central Elementary PTO	\$ 4,522.15	CEN - 123	Support for classrooms
6/4/2020	Central Elementary PTO	\$ 697.50	CEN - 123	Logitech Crayons
6/4/2020	Central Elementary PTO	\$ 2,712.12	CEN - 123	Student support
6/2/2020	Central Elementary PTO	\$ 750.00	CEN - 123	Images of the World Assembly
6/2/2020	Central Elementary PTO	\$ 869.36	CEN - 123	Staff meals during conferences
6/10/2020	PTAC	\$ 13,747.28	NIE - 131	Paraprofessional salaries
6/10/2020	Your Cause LLC	\$ 80.00	BRE - 146	Student support
6/10/2020	Black Rock Elementary PTO	\$ 926.50	BRE - 146	5th grade EOY shirts
6/15/2020	Black Rock Elementary PTO	\$ 1,096.50	BRE - 146	Kindergarten EOY shirts
6/19/2020	Black Rock Elementary PTO	\$ 22,739.18	BRE - 146	Technology purchase for schools
6/2/2020	RABC	\$ 968.40	SCH - 314	Wrestling program support
6/2/2020	RABC	\$ 605.07	SCH - 314	Wrestling program support
6/2/2020	Katrina Fisher	\$ 250.00	SCH - 314	Softball program support
6/2/2020	Education Foundation	\$ 500.00	SCH - 314	Boys' Swim Team Support
8/21/2019	Longmont Twin Peaks Rotary	\$ 600.00	SCH - 314	Boys' Gold Program
6/2/2020	Sara Hinklin	\$ 250.00	SCH - 314	Athletic Department
6/2/2020	Denver Bronco Charities	\$ 1,000.00	SCH - 314	Football Donation
6/2/2020	RABC	\$ 368.69	SCH - 314	Football Donation
6/2/2020	RABC	\$ 897.81	SCH - 314	Football Donation
7/8/2020	Blue Mountain PTO	\$ 20,847.90	BME - 147	Paraprofessional salaries
7/8/2020	SCOPA	\$ 2,262.08	SCH - 314	Choir program support
7/8/2020	SCOPA	\$ 8,600.00	SCH - 314	Performing arts support and conference meals

2019-2020 Public Gifts

School Name	Abbreviation / Location	Total Donations	Parent Gift Groups	General Gifts
Alpine Elementary	ALP - 141	\$ 7,762.62	\$ 3,405.16	\$ 4,357.46
Altona Middle	ALT - 254	\$ 1,007.94	\$ -	\$ 1,007.94
APEX	APX - 570	\$ -	\$ -	\$ -
Black Rock Elementary	BRE - 146	\$ 91,921.81	\$ 90,381.81	\$ 1,540.00
Blue Mountain Elementary	BME - 147	\$ 33,154.25	\$ 28,154.25	\$ 5,000.00
Burlington Elementary	BUR - 122	\$ 30,334.96	\$ 20,201.93	\$ 10,133.03
CDC	CDC - 408	\$ 28,187.00	\$ -	\$ 28,187.00
Centennial Elementary	CNT - 148	\$ 2,500.00	\$ 2,500.00	\$ -
Central Elementary	CEN - 123	\$ 52,436.61	\$ 41,026.61	\$ 11,410.00
Coal Ridge Middle	CRM - 221	\$ 2,907.96	\$ -	\$ 2,907.96
Columbine Elementary	COL - 124	\$ -	\$ -	\$ -
Eagle Crest Elementary	ECE - 142	\$ 31,895.88	\$ 30,631.67	\$ 1,264.21
Educational Services Center	ESC - 605	\$ 6,200.00	\$ -	\$ 6,200.00
Erie Elementary	ERE - 125	\$ 24,701.68	\$ 3,951.68	\$ 20,750.00
Erie High School	ERH - 311	\$ 6,100.00	\$ -	\$ 6,100.00
Erie Middle	ERM - 251	\$ 4,678.68	\$ -	\$ 4,678.68
Fall River Elementary	FRV - 144	\$ 20,850.38	\$ 20,850.38	\$ -
Frederick High School	FRH - 318	\$ 6,789.00	\$ -	\$ 6,789.00
Grand View Elementary	GVE - 132	\$ 31,467.79	\$ -	\$ 31,467.79
Hygiene Elementary	HYG - 127	\$ 389.87	\$ -	\$ 389.87
Indian Peaks Elementary	IPE - 138	\$ -	\$ -	\$ -
Innovation Center	INV - 647	\$ 20,204.00	\$ -	\$ 20,204.00
Legacy Elementary	LEG - 139	\$ 4,721.00	\$ 4,541.00	\$ 180.00
Lincoln School & Main Street	LIN - 135	\$ 2,150.00	\$ -	\$ 2,150.00
Longmont Estates	LEE - 136	\$ 32,412.28	\$ 25,826.45	\$ 6,585.83
Longmont High School	LHS - 312	\$ 2,481.00	\$ -	\$ 2,481.00
Longs Peak Middle	LPM - 216	\$ 347.28	\$ 347.28	\$ -
Lyons Elementary	LVE - 128	\$ 5,383.83	\$ -	\$ 5,383.83
Lyons Middle/Senior	LMS - 513	\$ 17,340.60	\$ 14,585.60	\$ 2,755.00
Mead Elementary School	MEE - 129	\$ 43,725.32	\$ 36,397.53	\$ 7,327.79
Mead Middle School	MEM - 219	\$ 3,000.00	\$ -	\$ 3,000.00
Mead High School	MEH - 305	\$ 36,150.00	\$ -	\$ 36,150.00
Mountain View Elementary	MVE - 130	\$ 600.00	\$ -	\$ 600.00
Niwot Elementary	NIE - 131	\$ 74,846.24	\$ 70,796.56	\$ 4,049.68
Niwot High School	NIH - 309	\$ 80,618.20	\$ 45,973.73	\$ 34,644.47
Northridge Elementary	NOR - 133	\$ -	\$ -	\$ -
Olde Columbine High School	OCH - 301	\$ -	\$ -	\$ -
Prairie Ridge Elementary	PRE - 143	\$ -	\$ -	\$ -
Red Hawk Elementary	RHE - 149	\$ 46,938.37	\$ 45,138.37	\$ 1,800.00
Rocky Mountain Elementary	RME - 137	\$ 400.00	\$ -	\$ 400.00
Sanborn Elementary	SAN - 140	\$ 32,004.26	\$ 24,843.92	\$ 7,160.34
Silver Creek High School	SCH - 314	\$ 24,802.05	\$ 13,702.05	\$ 11,100.00
Skyline High School	SKY - 310	\$ 1,050.00	\$ -	\$ 1,050.00
Soaring Heights PK-8	SRG - 552	\$ 3,940.00	\$ -	\$ 3,940.00
SPARK! Discovery Preschool	SPK - 126	\$ 919.29	\$ 919.29	\$ -
Sunset Middle	SUN - 215	\$ 6,139.42	\$ 780.42	\$ 5,359.00
Thunder Valley K-8	THV - 526	\$ 2,034.50	\$ 1,210.00	\$ 824.50
Timberline PK-8	TMB - 534	\$ 500.00	\$ -	\$ 500.00
Trail Ridge Middle	TRM - 250	\$ 9,062.32	\$ 3,849.66	\$ 5,212.66
Westview Middle	WES - 220	\$ 3,705.00	\$ -	\$ 3,705.00

Donations by Quarter:	
1st	\$ 152,651.87
2nd	\$ 222,259.60
3rd	\$ 309,244.33
4th	\$ 154,605.59
Total Parawages:	\$ 223,161.01
Total PTO Donations:	\$ 530,015.35
Total Overall Donations:	\$ 838,761.39

MEMORANDUM

DATE: August 12, 2020
TO: Board of Education
FROM: Dr. Don Haddad, Superintendent of Schools
SUBJECT: COVID-19 Update
Strategic Priority – Student and Staff Well-Being

PURPOSE

For the Board of Education to be given an update on the COVID-19 pandemic as it affects the students and staff of the District.

BACKGROUND

Dr. Haddad will update the Board of Education at each Regular Board Meeting on how the COVID-19 pandemic is affecting the District.

MEMORANDUM

DATE: August 12, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: 2016 Bond Activity Update
Strategic Priority – High-Functioning School Board and Strong District
Finances

PURPOSE

To provide the Board of Education with an update of the 2016 Bond activity.

BACKGROUND

Voters approved the 2016 \$260.3 million Bond program in November of 2016. To date, the District has opened over 215 additional classrooms, putting the bond at 87% complete as we move into the fall of 2020. The first phase of the bond mainly focused on projects to help mitigate capacity concerns in the Erie, Tri-Town, and Silver Creek feeders. Additional projects are underway to help enhance safety and security, educational programs, and building preservation items.

Currently the District has completed the following 2016 Bond projects:

- Erie Feeder:
 - Soaring Heights PK-8; Red Hawk Elementary Solar project; Erie High School 20 classroom and bleacher expansions.
 - Grand View Elementary PK-5
 - Black Rock Elementary secure entrance remodel
- Lyons Feeder:
 - Lyons Elementary classroom addition, interior renovation and ADA ramp from lower area
- Frederick Feeder:
 - Security entrance upgrades to Legacy and Prairie Ridge Elementary Schools
 - Coal Ridge Middle Remodel
- Mead Feeder:
 - Mead High School 20 classroom addition, site and bleacher upgrades
 - Mead Middle School 4 classroom addition

- Mead Elementary-new 4 round school
- Niwot Feeder:
 - Niwot Elementary new security entrance, bus loop and parent drop off reconfiguration
 - Niwot High School remodel
 - Burlington Elementary remodel
- Skyline Feeder:
 - Alpine Elementary secure entry and classroom addition
 - Fall River Elementary secure entry and classroom addition
 - Skyline High School remodel
 - Trail Ridge Middle remodel
- Silver Creek Feeder:
 - Secure entries and building additions are complete at Blue Mountain and Eagle Crest Elementary schools.
 - Silver Creek High School's science classroom addition and interior renovations
 - Altona Middle remodel
- Longmont Feeder:
 - Longs Peak Middle School Maker space, Bike shop and new entry
 - Longmont High School addition and remodel
 - Sanborn Elementary- roofing and parking lot
 - Everly-Montgomery Field House remodel
- District Wide/Academy Schools:
 - The Innovation Center
 - Security camera installations at our elementary schools
 - Aspen Ridge Charter –new gym/cafeteria
 - Carbon Valley – new HVAC and interior repairs
 - Twin Peaks Academy – interior remodel
 - Flagstaff Academy – interior remodel to main entrance
 - CDC – St. Vrain Online Global Academy
 - Main Street School remodel
 - Apex – leased facility buildout

Projects under way or beginning in the fall of 2020

- Lyons Middle/Senior
- Spark! PreK
- Timberline PK-8
- Centennial Elementary
- New Elementary #28
- Erie Middle
- Mountain View Elementary
- Frederick High
- Pool Addition at Silver Creek High School
- Columbine Elementary
- Westview Middle

August 12, 2020
Terminations Leaves of Absence

7.1

EFFECTIVE	NAME	POSITION/LOCATION	LEAVE OF ABSENCE	RESIGNED	RETIRED	COMMENTS
	ADMINISTRATIVE/PROFESSIONAL/TECHNICAL					
6/23/2020	Archibeque Sampson, Lorynda	Principal / Northridge ES		X		
6/30/2020	Clair, Jodell Louise	Supervisor - Dispatcher / Transportation			X	26 Years
6/23/2020	Emerson, Lauren	Attendance Officer / Student Services		X		
6/16/2020	Ford, Colleen	Assistant Principal / Lyons M/S	X			
7/24/2020	Hefflon, Kristin	District Mental Health Coordinator / Student Assistance Services	X			
7/30/2020	Lester, Kevin	Manager / Warehouse		X		
5/26/2020	Martin-Baxley, Laura	Nutrition Services Coordinator / Nutrition Services	X			
6/30/2020	Martin-Baxley, Laura	Nutrition Services Coordinator / Nutrition Services		X		
	LICENSED					
5/22/2020	Andrews, Kendal	Science Teacher / Westview MS			X	17 Years
5/22/2020	Canedo-Macouzet, Gerardo	Foreign Language Teacher/ Silver Creek HS			X	6 Years
5/22/2020	Drake, Jeremy	Health & Physical Education Teacher / Niwot HS		X		
5/22/2020	Drake, Madisan	4th Grade Teacher / Thunder Valley K-8		X		
5/22/2020	Dreger, Larisa	Vocal Music Teacher / Mead MS		X		
8/1/2020	Flippin, Michelle	3rd Grade Teacher - Bilingual / Indian Peaks ES	X			
8/11/2020	Garner, Jodi	Instructional Program Consultant & Focus/STEM Teacher / Innovation Programs & Northridge ES	X			
5/22/2020	Gonzalez-Pita, Haylen	Science Teacher/ Erie HS		X		
8/1/2020	Harris, Tina	Social Studies Teacher / Erie MS	X			
5/22/2020	Hudson, Jennifer	Special Ed Teacher/ Rocky Mountain ES		X		
5/22/2020	Hurst, Lois	ECSE Teacher / Student Services			X	*7 Years
8/11/2020	Jimenez, Jessica	Special Ed Teacher / Red Hawk ES	X			
5/22/2020	Kervan, Lindsay	Math Teacher/ Erie MS				
5/22/2020	Kirkman, Sue	Gifted and Talented Teacher/ Eagle Crest ES and Blue Mountain ES		X		
8/24/2020	Lang, Megan	2nd Grade Teacher / Grand View ES	X			
8/18/2020	Leonhardt, Mindy	Science Teacher / Timberline PK-8	X			
5/22/2020	Macias, Tracey	Math Teacher / Trail Ridge MS	X			
5/22/2020	Morgan, Kristen	Special Ed Teacher/ Eagle Crest ES		X		
8/11/2020	Nicholson, Elizabeth	Art Teacher / Westview MS	X			
5/22/2020	Pfeifer, Sarah	Math & Physical Education Teacher / Erie HS		X		
5/22/2020	Plasket, Kristi	1st Grade Teacher / Thunder Valley K-8			X	9 Years
8/1/2020	Pomeroy, Courtney	Vocal Music Teacher / Thunder Valley K-8	X			
8/11/2020	Precht, Deborah	Literacy Teacher / Eagle Crest ES	X			
8/1/2020	Reffel, Amanda	Preschool Teacher / Sanborn ES	X			
5/22/2020	Ryan, Katie	Science Teacher/ Westview MS		X		
5/22/2020	Sanford, Elizabeth	Psychologist / Student Services				Deceased

*Will work a 110 Day Contract for 2020-2021

August 12, 2020
Terminations Leaves of Absence

7.1

EFFECTIVE	NAME	POSITION/LOCATION	LEAVE OF ABSENCE	RESIGNED	RETIRED	COMMENTS
5/22/2020	Seefried, Kimberly	3rd Grade Teacher / Mead El		X		
5/22/2020	Simms, Jennifer	Language Arts Teacher / Altona MS		X		
5/22/2020	Soole, Emily Kathleen	Preschool Teacher/ Niwot ES		X		
5/22/2020	Tousley-Adelman, Philip	2nd Grade Teacher / Centennial ES		X		
5/22/2020	Trapkus, Paul	Instrumental Music Teacher / Silver Creek HS		X		
8/11/2020	Vogel-Pitts, Rebecca	2nd Grade Teacher / Central ES	X			
5/22/2020	Weaver, Donna	3rd Grade Teacher/ Legacy ES			X	25 Years
8/11/2020	Weinzetl, Lindsey	Speech/Language Pathologist / Student Services	X			
5/22/2020	Winslow, Neana	Dramatic Arts Teacher / Longmont HS		X		
5/22/2020	Woitach, Hannah	Science Teacher/ Thunder Valley K-8		X		
	CLASSIFIED					
5/22/2020	Baer, Nicole	Instructional Para / Red Hawk ES				Non-Renew
5/22/2020	Beckerman, Mary	Instructional Para / Blue Mountain ES				Non-Renew
5/27/2020	Borders, Jennifer	Health Clerk / Coal Ridge MS				Admin Discharge
5/22/2020	Buffington, Shanon	Specialized Program Para / Prairie Ridge ES		X		
5/22/2020	Buller, Anthony	Instructional Para / Black Rock ES				Non-Renew
5/22/2020	Burrows, Chey	Instructional Para / Prairie Ridge ES		X		
5/22/2020	Callaway, Abigail	Instructional Para / Centennial ES			X	3 Years
5/12/2020	Casias, Cascella	Child Care Director / Olde Columbine HS	X			
6/1/2020	Castillo Morales, Yonatan	Custodian / Longmont HS	X			
5/22/2020	Cobb, Mary	Instructional Para / Red Hawk ES				Non-Renew
6/2/2020	Cogdill, Sandra	Media Technician / Columbine ES			X	20 Years
5/22/2020	Cooley, Tiffany	Specialized Program Para / Coal Ridge MS				Admin Discharge
5/15/2020	Custer, Tori	Bus Driver / Transportation		X		
5/22/2020	Cutlip, Erika	Non-Instructional Para / Mead MS		X		
5/21/2020	Daehnke, Carla	Nutrition Services Worker / Erie HS		X		
6/5/2020	David, Jeffrey	Groundskeeper / Operations & Maintenance	X			
6/9/2020	Derden, Susan	Secretary - School / Mead HS			X	13 Years
5/22/2020	Duley, Lana	Instructional Para / Longmont Estates ES				Non-Renew
6/2/2020	Edwards, Jennifer	Specialized Program Para / Main Street School		X		
5/22/2020	Esquivel, Felicia	Special Education Para / Prairie Ridge ES		X		
5/22/2020	Fisher, Mary	Instructional Para / Read Hawk ES			X	3 Years
6/2/2020	Fullmer, Aaron	Specialized Program Para / Main Street School		X		
5/22/2020	Fung, Sundavee	Instructional Para / Eagle Crest ES				Non-Renew
5/21/2020	Gazdik, Shelby	Nutrition Services Worker / Silver Creek HS				
8/3/2020	Green, Michael	Head Custodian / Erie ES	X			
5/22/2020	Hakimi, Tracy	Lab Technician / Soaring Heights PK-8				Non-Renew

*Will work a 110 Day Contract for 2020-2021

August 12, 2020
Terminations Leaves of Absence

7.1

EFFECTIVE	NAME	POSITION/LOCATION	LEAVE OF ABSENCE	RESIGNED	RETIRED	COMMENTS
5/21/2020	Hall, Karen	Nutrition Services Kit Manager - Sec/ Longmont HS		X		
5/22/2020	Hamby, Tyler	Instructional Para / Timberline PK-8				Non-Renew
6/15/2020	Hansberry, Whitney	Department Clerk / Learning Services	X			
5/22/2020	Hansen, Hillari	Instructional Para / Eagle Crest ES				Non-Renew
5/22/2020	Hassett, Carrie	Instructional Para / Black Rock ES				Non-Renew
5/22/2020	Hevron, Bradley	Instructional Para/ Lyons ES			X	4 Years
5/21/2020	Holmblad, Barbara	Nutrition Services Worker/ Alpine ES			X	3 Years
5/22/2020	Howlett, SuzAnne	Instructional Para / Longmont Estates ES				Non-Renew
5/21/2020	Jones, Melodee	Non-Instructional Para / Black Rock ES		X		
5/22/2020	Kester, Cynthia	Instructional Para / Black Rock ES				Non-Renew
5/22/2020	Lampson, Marguerite	Instructional Para / Black Rock ES				Non-Renew
8/14/2020	Lee, Malcolm	Instructional Para / Mead HS		X		
5/21/2020	Linden, Keiko	Nutrition Services Kit Manager - Sec / Timberline PK-8			X	19 Years
7/29/2020	Lopez, Leticia	Custodian / Thunder Valley K-8	X			
7/1/2020	Malson, John	Seasonal Worker / Operations & Maintenance	X			
5/22/2020	Martyr, Leanne	Health Clerk/ Alpine ES		X		
5/22/2020	McClanahan Baker, Alison	Instructional Para/Special Education Para / Blue Mountain ES				Non-Renew
5/22/2020	Momier, Shane	Instructional Para/ Erie HS		X		
5/22/2020	Nelson, Angela	Instructional Para/ Lyons ES				Non-Renew
5/22/2020	Palomares, Edlin	Instructional Para, Special Education Para / Northridge ES		X		
5/21/2020	Pickerell, Debra	Nutrition Services Kit Manager - Sec/ Longs Peak MS			X	19 years
7/7/2020	Precht, Dennis	Roofing Specialist / Operations & Maintenance	X			
6/1/2020	Rider, Carl	Head Custodian / Sanborn ES	X			
5/22/2020	Samide, Peggy	Instructional Para / Black Rock ES				Non-Renew
5/21/2020	Segura, Rheanna	Non-Instructional Para / Mead ES		X		
5/22/2020	Sill, Heather	Specialized Program Para / Soaring Heights PK-8		X		
6/9/2020	Slauson, Katherine	Registrar / Lyons M/S			X	17 Years
5/21/2020	Smith, Brenda	Nutrition Services Worker/ Black Rock ES		X		
5/21/2020	Stinar, Jerri	Nutrition Services Kit Manager - Sec / Frederick HS			X	26 Years
7/7/2020	Turley, Hanna	Repairer - Facility/Grounds / Operations & Maintenance				Medical Resignation
5/22/2020	Valencia, Stacy	Instructional Para/ Alpine ES		X		
5/21/2020	Van Wormer, Charles	Bus Driver/ Transportation		X		
5/22/2020	Velasco, Valerie	Health Clerk/ Coal Ridge MS		X		
5/21/2020	Williams, Audrey	Preschool Para / Longmont Estates ES		X		
5/22/2020	Williams, Linette	Director, Child Care / Red Hawk ES		X		
5/21/2020	Winkler, Amy	Bus Driver - Special Education/Transportation		X		
5/22/2020	Woodruff, Sonia	Instructional Para / Black Rock ES				Non-Renew

*Will work a 110 Day Contract for 2020-2021

August 12, 2020
Staff Appointments

7.2

HIRE DATE	NAME	POSITION	LOCATION	NEW POSITION	REPLACEMENT
	ADMINISTRATIVE/PROFESSIONAL/TECHNICAL				
	LICENSED				
8/11/2020	Adams, Sebastian	Instrumental Music Teacher	Timberline PK-8		X
8/11/2020	Alford, Jennifer	Registered Nurse	Student Assistance Services		X
8/11/2020	Andrews, Allison	ESL Teacher	Timberline PK-8		X
8/11/2020	Bernardy, Margaret	Math Teacher	Coal Ridge MS		X
8/11/2020	Berthold, Aaron	Focus/STEM Teacher	Longmont HS		X
8/11/2020	Biegler, Julia	Special Education Teacher	Timberline PK-8		X
8/11/2020	Brown, Lindsey	Physical Education Teacher	Erie HS		X
8/11/2020	Buckley, Brian	Special Education Teacher	Alpine ES		X
8/11/2020	Choquette, Caylin	Special Education Teacher	Westview MS		X
8/11/2020	Dowling, Courtney	Orchestra Teacher	Silver Creek HS		X
8/11/2020	Fulton, William	Science Teacher	Trail Ridge MS		X
8/11/2020	Garza, Robert	Science Teacher	Westview MS		X
8/11/2020	Goshia, Brittany	Math Teacher	Mead HS		X
8/11/2020	Hersom, Katie	Counselor	Erie MS		X
8/11/2020	Imboden, Margaret	Language Arts Teacher	Erie HS		X
8/11/2020	Kingsbury, Nathaniel	Social Studies Teacher	Longmont HS		X
8/11/2020	Lyles, Jamie	Registered Nurse	Student Assistance Services		X
8/6/2020	Meyers, Lauren	Psychologist Intern	Student Services	X	
8/11/2020	Murray, Leanne	Psychologist Intern	Student Services	X	
8/11/2020	Naumann, Marie	Special Education Teacher	Main Street School		X
8/11/2020	Neill, Maria	Foreign Language Teacher	Silver Creek HS		X
8/3/2020	Nelson, Jaimarie	Curriculum Specialist	Student Assistance Services		X
8/11/2020	Palumbo, Robert	Computer Tech. Teacher	Frederick HS		X
8/11/2020	Parker, Charlotte	ESL Teacher	Frederick HS	X	
8/11/2020	Poppert, Liam	Science Teacher	Niwot HS		X
8/11/2020	Rodriguez, Janette	ESL Teacher	Skyline HS		X
8/11/2020	Sylvest, Elsa	Speech/Language Pathologist	Student Services		X
8/11/2020	Taylor, Stacy	Science Teacher	Westview MS		X
8/11/2020	Victor, Natalie	Special Education Teacher	Main Street School		X
8/11/2020	Villarreal-Koereber, Sydney	Foreign Language Teacher	Frederick HS	X	
8/11/2020	White, Eric	Science Teacher	Erie HS		X
8/11/2020	Wilcox Burke, Terri	Special Education Teacher	Mead HS		X
8/11/2020	Zanussi, Leah	Business Teacher	Frederick HS		X
	CLASSIFIED				
8/14/2020	Andrie, Chloe	Specialized Program Para	Coal Ridge MS		X
8/14/2020	Daniels, Cinnamon	Specialized Program Para	Prairie Ridge ES		X

August 12, 2020
Staff Appointments

7.2

[illegible]

MEMORANDUM

DATE: August 12, 2020
TO: Board of Education
FROM: Dr. Don Haddad, Superintendent of Schools
SUBJECT: Approval of Board of Education Meeting Minutes
Strategic Priority – High-Functioning School Board

RECOMMENDATION

That the Board of Education approve the minutes from the June and July Board Meetings.

BACKGROUND

The Board will be asked to approve the minutes from the June 10 and June 24, 2020 Regular Meetings and the July 8 and July 22, 2020 Special Meetings.

MEMORANDUM

DATE: August 12, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Change Order 5 to Construction Manager/General Contractor (CMGC) Contract for Longmont High School Addition & Renovation Project
Strategic Priority – Portfolio of 21st Century Instructional Focus Schools and Robust Co-Curricular Opportunities

RECOMMENDATION

That the Board of Education approve Change Order 5 for \$200,386 to the Construction Manager/General Contractor (CMGC) contract with Fransen Pittman Construction Co. for the Longmont High School Addition & Renovation Project for a new total contract value of \$10,471,936. Further, that the Board authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and initiate scope changes in accordance with Board of Education policy.

BACKGROUND

This Change Order includes unforeseen construction changes after demo of existing areas including existing foundation conditions, commons projector upgrade, fire alarm upgrade, and ADA door operator upgrades.

The construction budget for the project has been established at \$10,800,000 as part of the 2016 Bond program. This item is being brought forth to comply with Board policy FEH stating any items over \$99,999 must have Board approval.

Original Agreement Amount (a)	\$ 9,151,978.00
Previous change orders (b)	\$ 1,119,572.00
Current change order (c)	\$ 200,386.00
Total changes (previous + current) (d)	\$ 1,319,958.00
New contract amount (e)	\$10,471,936.00

MEMORANDUM

DATE: August 12, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Easement Agreement with Town of Erie for Elementary 28
Strategic Priority – Portfolio of 21st-Century Instructional Focus Schools
and Robust Co-Curricular Opportunities

RECOMMENDATION

That the Board of Education approve the Grant of Permanent Access and Utilities Easement Agreement with the Town of Erie for the Elementary 28 site and further, authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents in accordance with Board of Education Policy.

BACKGROUND

The annexation agreement with the Town of Erie for the Elementary 28 site requires the school district to provide easements for utilities. This easement agreement is for any utilities necessary to serve the building.

The easement agreement has been reviewed by District legal counsel.

MEMORANDUM

DATE: August 12, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Change Order 2 to Construction Manager/General Contractor (CMGC) Contract for Elementary 28
Strategic Priority – Portfolio of 21st-Century Instructional Focus Schools and Robust Co-Curricular Opportunities

RECOMMENDATION

That the Board of Education approve Change Order 2 for \$1,289,699 to the CMGC contract with JHL Constructors, Inc., for the Elementary 28 Project for a total contract value of \$25,424,448. Further, that the Board authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and initiate scope changes in accordance with Board of Education policy.

BACKGROUND

This Change Order includes the Town of Erie Tap and Impact fees associated with Elementary 28.

The budget for the project has been established at \$26,000,000 as part of the 2016 Bond program. This item is being brought forth to comply with Board policy FEH stating any items over \$99,999 must have Board approval.

Original Agreement Amount (a)	\$ 4,398,917.00
Previous change orders (b)	\$ 19,735,832.00
Current change order (c)	\$ 1,289,699.00
Total changes (previous + current) (d)	\$ 21,025,531.00
New contract amount (e)	\$ 25,424,448.00

MEMORANDUM

DATE: August 12, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Change Order 2 to the Construction Manager/General Contractor (CMGC) Contract for Mead Elementary Strategic Priority – Portfolio of 21st-Century Instructional Focus Schools and Robust Co-Curricular Opportunities

RECOMMENDATION

That the Board of Education approve Change Order 2 for \$328,440 to the CMGC contract with FCI Constructors, Inc., for the Mead Elementary Project for a \$22,153,896 total contract value. Further, that the Board authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and initiate scope changes in accordance with Board of Education policy.

BACKGROUND

This Change Order includes the site work, electrical/data and relocation of 3 modular buildings, heating costs due to excessive low temperatures, utility connection fees, and extra safety/cleaning costs due to the COVID-19 pandemic.

The budget for the project has been established at \$25,309,089 as part of the 2016 Bond program. This item is being brought forth to comply with Board policy FEH stating any items over \$99,999 must have Board approval.

Original Agreement Amount (a)	\$ 10,211,901
Previous change orders (b)	\$ 11,613,555
Current change order (c)	\$ 328,440
Total changes (previous + current) (d)	\$ 11,941,995
New contract amount (e)	\$ 22,153,896

MEMORANDUM

DATE: August 12, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: First Reading, Adoption, Board Policies AC – Nondiscrimination/Equal Opportunity; AC-E-1 – Nondiscrimination/Equal Opportunity (Sample Notice); AC-E-2 – Nondiscrimination/Equal Opportunity (Complaint Form); New AC-R-1 – Nondiscrimination/Equal Opportunity (Complaint and Compliance Process); New AC-R-2* – Sex-Based Discrimination and Sexual Harassment Investigation Procedures; Repeal of Board Policy ACE – Nondiscrimination on the Basis of Disability; ADC – Tobacco-Free Schools; EBBA – Prevention of Disease/Infection Transmission (Handling Body Fluids); EBBA-R – Prevention of Disease/Infection Transmission (Handling Body Fluids and Substances); EBCE – School Closings and Cancellations; GBA – Open Hiring/Equal Employment Opportunity; New GBAB – Workplace Health and Safety Protection; GBGA – Staff Health (And Medical Examination Requirements); GCE/GCF – Professional Staff Recruiting/Hiring; GDE/GDF – Support Staff Recruiting/Hiring; IC/ICA – School Year/School Calendar/Instruction Time; IKA – Grading/Assessment Systems; JB – Equal Educational Opportunities; JBB* – Sexual Harassment of Students; JII – Student Concerns, Complaints, and Grievances; JLCC – Communicable/Infectious Diseases; KI – Visitors to Schools; and LBD* – Relations with District Charter Schools

Strategic Priority – Student and Staff Well-Being

RECOMMENDATION

For the Board of Education to adopt revisions to Board Policies AC – Nondiscrimination/Equal Opportunity; AC-E-1 – Nondiscrimination/Equal Opportunity (Sample Notice); AC-E-2 – Nondiscrimination/Equal Opportunity (Complaint Form); New AC-R-1 – Nondiscrimination/Equal Opportunity (Complaint and Compliance Process); New AC-R-2* – Sex-Based Discrimination and Sexual Harassment Investigation Procedures; Repeal of Board Policy ACE – Nondiscrimination on the Basis of Disability; ADC – Tobacco-Free Schools; EBBA – Prevention of Disease/Infection Transmission (Handling Body Fluids); EBBA-R – Prevention of Disease/Infection Transmission (Handling Body Fluids and Substances); EBCE – School Closings and Cancellations; GBA – Open Hiring/Equal Employment Opportunity; New GBAB – Workplace Health and Safety Protection; GBGA – Staff Health (And Medical Examination Requirements); GCE/GCF – Professional Staff Recruiting/Hiring; GDE/GDF – Support Staff Recruiting/Hiring; IC/ICA – School Year/School Calendar/Instruction Time; IKA – Grading/Assessment Systems; JB – Equal Educational Opportunities; JBB* – Sexual Harassment of Students; JII – Student Concerns, Complaints, and Grievances; JLCC – Communicable/Infectious Diseases; KI – Visitors to Schools; and LBD* – Relations with District Charter Schools.

BACKGROUND

These Board policies have revisions to reflect changes to current laws, rules, and regulations of Colorado legislation, the U.S. Department of Education, and the Colorado Department of Education. These revisions are recommended by the Colorado Association of School Boards, administration, and District legal counsel.

Board Policy BG – School Board Policy Process states, “Policy revision shall be accomplished in the same manner as policy adoption, except that revisions mandated by changes in law shall not require a second reading and may be adopted upon majority vote of the Board.”

Nondiscrimination/Equal Opportunity

The Board is committed to the policy that no otherwise qualified person ~~shall~~may be denied access to, be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any District program or activity on the basis of disability, race, creed, color, ~~religion, national origin, ancestry~~, sex, sexual orientation (which includes transgender status), marital status, ~~veteran status~~national origin, religion, ancestry, need for special education services, or other protected class ~~age or disability~~. Sexual harassment is a form of unlawful discrimination, and is separately addressed in district ~~p~~Policies GBAA and JBB*. As used in this policy and as defined by Colorado statute, “sexual orientation” means an individual’s orientation toward heterosexuality, homosexuality, bisexuality or transgender status, or another individual’s perception thereof. ~~Disability discrimination is separately addressed in district Policy ACE. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.~~

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

- “Race” includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race.
- “Protective Hairstyle” includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps.
- “Sexual Orientation” means a person’s orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or another person’s perception thereof.

This policy and supporting regulations will be used to address all concerns regarding unlawful discrimination and harassment. Alleged conduct regarding sex-based discrimination and sexual harassment will follow the complaint and investigation procedures specific to this conduct.

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

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

Annual notice

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

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

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

Harassment is prohibited

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

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

Nondiscrimination/Equal educational opportunities with respect to students

~~No otherwise qualified student shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any district program or activity on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation or disability. This policy shall apply to access to and participation in educational activities, course offerings, athletics, counseling, employment assistance and extracurricular activities. Every student of this district shall have equal educational opportunities regardless of race, color, religion, national origin, ancestry, sex, sexual orientation or disability.~~

~~A lack of English proficiency will not be a barrier to admission to or participation in district programs and activities including career and technical education programs.~~

Nondiscrimination/Equal employment opportunity with respect to employees and applicants for employment

~~It is the policy of the Board to provide equal employment opportunity. The district does not unlawfully discriminate in employment decisions, or the treatment of employees or~~

~~applicants for employment, on the basis of race; color; religion; national origin; ancestry; sex; pregnancy, physical recovery from childbirth or a related condition; sexual orientation; marital status; veteran status; age; genetic information; or disability. The district's commitment to equal employment opportunity and nondiscrimination includes all areas of employment, including but not limited to job advertising, recruitment, selection, hiring, job training, compensation, fringe benefits, job classification, promotion and termination.~~

~~Nondiscrimination/Equal opportunity with respect to parents, guardians and members of the public~~

~~No otherwise qualified parent/guardian or member of the public shall be denied access to, be excluded from attendance at or participation in, be denied the benefits of, or be subjected to unlawful discrimination under, any district program or activity on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age or disability.~~

Reportings and complaints of unlawful discrimination and harassment

~~Any student, parent/guardian of a student, community member or employee who believes he/she/they hasve been a victim of unlawful discrimination or harassment, as defined in Board policy and supporting regulations, or who has witnessed such unlawful discrimination or harassment, is encouraged tomust immediately report it to an administrator, counselor, teacher or the district's compliance officerer and file a complaint as provided in district Regulation AC-Rset forth in the accompanying regulations,except that reports and complaints of unlawful discrimination based on disability should be made as provided in district Policy ACE.~~

~~Any employee, applicant for employment, student, parent/guardian of a student, community member or employee who believes they have been a victim of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment is encouraged tomust file a complaint with either an immediate supervisor or the district's compliance officer report it as provided in district Regulation AC-R, or district Policy ACE.~~

~~If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, an alternate compliance officer will be designated to investigate the matter in accordance with this policy's accompanying regulation.~~

~~The district shall take appropriate action to promptly and impartially investigate allegations of unlawful discrimination; shall promptly take effective action to stop unlawful discrimination when it is discovered and take steps to prevent a reoccurrence; shall impose appropriate sanctions on offenders in a case-by-case manner; shall take steps to protect anyone participating in good faith in an unlawful discrimination report, complaint or investigation from retaliation; and shall protect the privacy of all those involved in unlawful discrimination reports and complaints as required by law. Reports and complaints that appear to involve criminal law violations shall also be referred to law enforcement authorities.~~

District action

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

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

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

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

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

In cases involving potential criminal conduct, the district will determine whether appropriate law enforcement officials should be notified.

Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all district schools and departments. The policy and complaint process must be prominently posted on the district's website, referenced in student and employee handbooks and made otherwise available to all students, staff, and members of the public through electronic or hard-copy distribution. Training materials regarding sex-based discrimination and sexual harassment are available to the public on the district's website.

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

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

Compliance officers

~~District compliance with this policy shall be the responsibility of, and reports and complaints of discrimination based on these protected classifications should be directed to:~~

~~For district students and community members:
Johnny Terrell
Executive Director of Student Services
830 South Lincoln Street~~

Longmont, CO 80501
Phone: (303) 772-7700 x-57859
terrell_johnny@svvsd.org

For district employees:
Todd Fukai
Assistant Superintendent of Human Resources
Educational Services Center
395 South Pratt Parkway
Longmont, CO 80501
Phone: (303) 776-6200
fukai_todd@svvsd.org

Adopted: February 8, 1984
Revised: June 8, 1994
Revised: May 28, 2008
Revised: October 28, 2015
Revised: January 27, 2016
Revised: December 14, 2016
Revised: October 11, 2017
Revised: October 24, 2018
Revised: May 27, 2020

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

C.R.S. 24-34-602 (penalty and civil liability for unlawful discrimination)

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

St. Vrain Valley School District RE-1J, Longmont, Colorado

Nondiscrimination/Equal Opportunity (Sample Notice)

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Non-discrimination Act of 2008, and Colorado law, the St. Vrain Valley School District RE-1J does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, religion, sexual orientation (which includes transgender), marital status, national origin, religion, ancestry, creed, need for special education services, or other protected class. Discrimination against employees and applicants for employment based on age, marital status, sexual orientation (which includes transgender), genetic information, and conditions related to pregnancy or childbirth, disability or need for special education services is also prohibited in admissions, access to, treatment, or employment in educational programs accordance with state and/or activities which it operates federal law.

Complaint procedures have been established for students, parents, employees, and members of the public. The following person(s) has~~ve~~ been identified as the compliance officer for handling reports and complaints of unlawful discrimination/harassment. These individuals are also the 504/ADA coordinators and the Title IX coordinator~~the district~~:

For district students and community members:
Johnny Terrell, Executive Director of Student Services
District Student Services
830 South Lincoln Street
Longmont, CO 80501
Telephone: (303) 772-7700, Extension 57859
terrell_johnny@svvdsd.org

For district employees:
Todd Fukai, Assistant Superintendent of Human Resources
Educational Services Center
395 S. Pratt Parkway
Longmont, CO 80501
Telephone: (303) 776-6200
fukai_todd@svvdsd.org

Outside agencies

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

Issued: May 28, 2008
Revised: October 28, 2015

Revised: December 14, 2016
Revised: April 25, 2018
Revised: October 24, 2018
Revised: May 27, 2020

St. Vrain Valley School District RE-1J, Longmont, Colorado

Nondiscrimination/Equal Opportunity
(Complaint Form)

Date: _____

Name of complainant: _____

School: _____

Address: _____

Phone: _____

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

Summary of alleged unlawful discrimination or harassment:

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

Date(s) alleged prohibited conduct occurred:

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

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

Your suggestions regarding resolving the complaint: _____

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

Signature of complainant

Date

Signature of person receiving complaint

Date

Issued: May 28, 2008
Revised: October 28, 2015

St. Vrain Valley School District RE-1J, Longmont, Colorado

Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)

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

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

Definitions

1. **“Compliance Officer”** means a district employee designated by the Board to receive complaints of alleged unlawful discrimination and harassment. The Compliance Officer must be identified by name, address, telephone number, and email address (see exhibit AC-E-1). If the designated individual is not qualified or is unable to act as such, the superintendent must designate another district employee who will serve until a successor is appointed by the Board.
2. **“Complainant”** means a student, the parents or guardians of a student under the age of 18 acting on behalf of a student, an employee of the district, or member of the public who is directly affected by and/or is witness to an alleged violation of Board policies prohibiting unlawful discrimination or harassment.
3. **“Respondent”** means the individual alleged to have engaged in the discrimination, harassment, or prohibited conduct.

Compliance Officer’s duties

The Compliance Officer is responsible for conducting an investigation and coordinating all complaint procedures and processes for any alleged violation of federal or state statute or Board policy prohibiting unlawful discrimination or harassment. The Compliance Officer’s duties include: providing notice to students, parents/guardians of students, employees, and the general public concerning the compliance process; providing training for district staff regarding the prohibition of discrimination/harassment in all district programs, activities, and employment practices; disseminating information concerning the forms and procedures for the filing of complaints; ensuring the prompt investigation of all complaints; coordinating hearing procedures; and identifying and

addressing any patterns or systemic problems that arise during the review of complaints. The Compliance Officer may delegate any or all of the foregoing responsibilities as necessary and/or appropriate under the circumstances.

Complaint procedure

A Complainant is encouraged to promptly report the incident as provided in Board policy and this regulation. All reports received by teachers, counselors, principals, or other district employees must be promptly forwarded to the Compliance Officer. If the Compliance Officer is the Respondent, the complaint must be forwarded to the superintendent.

Any Complainant may file with the Compliance Officer a complaint charging the district, another student, or any district employee with unlawful discrimination or harassment. Complaints may be made orally or in writing. Persons who wish to file a written complaint are encouraged to use the district's complaint form.

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

The Compliance Officer must confer with the Complainant as soon as is reasonably possible, but no later than two (2) work days following the Compliance Officer's receipt of the complaint in order to obtain a clear understanding of the basis of the complaint.

Within three (3) work days following the initial meeting with the Complainant, the Compliance Officer must attempt to meet with the Respondent and, if this Respondent is a student, their parents/guardians in order to obtain a response to the complaint. Such person(s) must be informed of all allegations that, in the Compliance Officer's judgment, are necessary to achieve a full and accurate disclosure of material information or to otherwise resolve the complaint.

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

Informal action

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

Formal action

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

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

In deciding whether conduct is a violation of law or policy, all relevant circumstances must be considered by the Compliance Officer, including:

- a. the degree to which the conduct affected one or more student's education or one or more employee's work environment;
- b. the type, frequency, and duration of the conduct;
- c. the identity of and relationship between the Respondent and the Complainant;
- d. the number of Respondents and number of Complainants;
- e. the ages of the Respondent and the Complainant;
- f. the size of the school, location of the incident, and context in which it occurred; and

- g. other incidents at the school.

The Compliance Officer must prepare a written report containing findings and recommendations, as appropriate, and submit the report to the superintendent within thirty (30) work days following the Compliance Officer's receipt of the complaint or thirty (30) work days following the termination of the informal resolution process.

The Compliance Officer's report must be advisory and must not bind the superintendent or the district to any particular course of action or remedial measure. Within ten (10) work days after receiving the Compliance Officer's findings and recommendations, the superintendent or designee must determine any sanctions or other actions deemed appropriate, including appropriate recommendations to the Board for disciplinary or other action.

To the extent permitted by federal and state law, all parties, including the parents/guardians of all students involved, must be notified in writing of the final outcome of the investigation and all steps taken by the district within ten (10) work days following the superintendent's and/or Board's determination.

504 Hearing Procedure

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

The district must retain a person to serve as the impartial hearing officer, who must be knowledgeable about Section 504 and/or the ADA, if applicable. The hearing must be informal and must be recorded. Formal rules of evidence do not apply. A student is entitled to be represented by their parent/legal guardian or by an attorney. An employee is entitled to be represented by an attorney or other representative of their choice. The Complainant may appear at the hearing and is entitled to present testimony and other evidence. A district representative is likewise entitled to present testimony and other evidence. The hearing must be closed to the public.

Within ten (10) work days after the hearing, the hearing officer must issue a written decision based upon evidence presented at the administrative hearing, including any remedial or corrective action deemed appropriate. Remedial actions include measures designed to stop the unlawful discrimination or harassment, correct its negative impact on the affected individual, ensure that the conduct does not recur, and restore lost educational opportunities.

After the hearing officer has issued the decision, the recording of the hearing, all physical and documentary evidence, and all other items comprising the record of the hearing must be returned to the district.

Either party may seek review of the hearing officer's decision in a court of competent jurisdiction, in accordance with applicable law and applicable timelines for requesting such review.

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

Outside agencies

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

Denver Office for Civil Rights (OCR), U.S. Department of Education, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582. Telephone: 303-844-5695. Fax: 303-844-4303. TTY: 303-844-3417. Email: OCR.Denver@ed.gov

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

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

Adopted:

St. Vrain Valley School District RE-1J, Longmont, Colorado

Sexual Harassment Investigation Procedures (Title IX)

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

Definitions

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

- **“Complainant”** means an individual who is alleged to be the victim of conduct that could constitute sex-based discrimination or sexual harassment.
- **“Decision Maker”** means an individual(s) who assess the relevant evidence, including party and witness credibility, to decide if the district has met the burden of proof showing the Respondent to be responsible for the alleged sexual harassment. The Decision Maker may not be the Title IX Coordinator or the investigator. The district’s Decision Makers will be Assistant Area Superintendents or their designees.
- **“Education Program or Activity”** means locations, events, or circumstances over which the district exercises substantial control over both the Complainant and Respondent and the context in which the sexual harassment occurs.
- **“Investigator”** means an individual trained to objectively evaluate the credibility of parties and witnesses, synthesize all available evidence – including both inculpatory and exculpatory evidence – and take into account the unique and complex circumstances of each situation. The investigator may be the Title IX Coordinator, but cannot be the Decision Maker.
- **“Respondent”** means an individual who has been reported to be the perpetrator of conduct that could constitute sex-based discrimination or sexual harassment.
- **“Sexual Harassment”** means conduct on the basis of sex that satisfies one or more of the following:
 1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
 2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

3. Sexual assault, dating violence, domestic violence, or stalking.
- **“Supportive Measures”** mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge, to the Complainant or Respondent, before or after the filing of a formal complaint or where no formal complaint has been filed.
- **“Title IX Coordinator”** means the employee designated by a recipient to coordinate its efforts to comply with Title IX responsibilities. The district's Title IX Coordinators are Todd Fukai, Assistant Superintendent of Human Resources, Educational Services Center, 395 South Pratt Parkway, Longmont, CO 80501, 303-776-6200, fukai_todd@svvsd.org, as it relates to district employees and Johnny Terrell, Executive Director of Student Services, 830 South Lincoln Street, Longmont, CO 80501, 303-772-7700, X 57859, terrell_johnny@svvsd.org, as it relates to district students and community members.

Filing a complaint

A Complainant, or a parent or guardian with the legal right to act on the Complainant's behalf, may file a complaint. Complaints must be filed in writing and signed by the Complainant. Forms for this purpose are available at district schools, administration offices, and on the district website. Completed forms must be filed with the Title IX Coordinator. If a complaint form is given to a district employee, the district employee will promptly forward the complaint to the Title IX Coordinator. An alternate will be designated in the event it is claimed that the Respondent is the one who committed the alleged discrimination or some other conflict of interest exists. Complaints must be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will receive assistance as needed in filing a complaint.

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

Investigation

Once a complaint is received, the Title IX Coordinator or investigator (“investigator”) will first determine if the alleged conduct occurred in the district's education program or activity. If the alleged conduct is not part of the education program or activity, the complaint must be dismissed under these procedures. A dismissal does not prohibit the Complainant from pursuing other remedies under state or federal law or local board policy, nor does it prohibit the district from addressing the allegations in any manner the district deems appropriate.

Following this determination, the investigator will begin the investigation in a reasonably prompt manner and adhere to the following:

- The investigator must apply the “presumption of innocence” standard during the course of the investigation.
- The investigator must adhere to all timeframes. If a timeframe cannot be met, the investigator will notify the Complainant, Respondent, and Decision Maker.
- The investigator will protect the Complainant from inappropriate questions and evidence about the Complainant’s prior sexual history.
- The investigator must provide written notice of the allegations to the parties involved.
- The investigation may also include, but is not limited to, the following:
 - Implementation of supportive measures for both the Complainant and the Respondent;
 - A request for the Complainant to provide a written statement regarding the nature of the complaint;
 - A request for Respondent to provide a written statement;
 - A request for witnesses identified during the course of the investigation to provide a written statement;
 - Interviews of the Complainant, Respondent, or witnesses; and
 - Review and collection of documentation or information deemed relevant to the investigation.
- Within a reasonably prompt timeframe, the investigator must issue a report to the Decision Maker. After finalizing the report, the investigator will provide a copy to the Complainant and Respondent and will wait ten days prior to providing the report to the decision. The investigator’s report must be advisory and must not bind the Decision Maker to any particular course of action or remedial measure.

Decision

The Decision Maker will apply the preponderance of the evidence standard when making a decision and must notify the Complainant and Respondent of the decision. The decision must include a written determination regarding responsibility, explain how and why the Decision Maker reached the conclusions outlined in the report, and detail any disciplinary measures taken in response to the conduct. The decision of the Decision Maker in no way prejudices either the Complainant or the Respondent from seeking redress through state or federal agencies, as provided in law.

Appeal

The investigation is closed after the Decision Maker issues a decision, unless either party appeals the decision within 10 days by making a written request to the Decision Maker detailing why the decision should be reconsidered.

Notice and training

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

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

Adopted:

St. Vrain Valley School District RE-1J, Longmont, Colorado

~~Nondiscrimination on the Basis of Disability~~

~~The Board is committed to the policy of nondiscrimination on the basis of disability under all applicable laws, including but not limited to Section 504 of the Rehabilitation Act of 1973, 20 U.S.C. § 794 ("Section 504") and the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq. ("ADA"). Section 504 and the ADA provide that no qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any District program or activity. The district does not unlawfully discriminate on the basis of disability in access or admission to, or treatment or employment in, its programs or activities. The prohibition against discrimination includes a prohibition against harassment.~~

~~Nondiscrimination with respect to students~~

~~The district shall provide a free, appropriate public education to each of its students as provided by law. The district shall not discriminate against any student on the basis of disability, including but not limited to exclusion from curricular or extracurricular programs, services or activities.~~

~~Nondiscrimination in employment~~

~~The district shall not discriminate against any qualified individual on the basis of disability in regard to job recruitment, application procedures or hiring; advancement in or termination of employment; job training, compensation or benefits; or other terms, conditions or privileges of employment. The district shall make reasonable accommodations to the known physical or mental limitations of any otherwise qualified individual with a disability who is a job applicant or employee, unless the district can demonstrate that the accommodation would impose an undue hardship on district operations or would require modification of the essential functions of the job at issue.~~

~~Nondiscrimination with respect to parents, guardians and members of the public~~

~~The district shall make reasonable accommodations as required by law for members of the public who seek to participate in or enjoy the benefits of district programs, services or activities. The district shall also make reasonable accommodations as required by law for parents/guardians to attend their children's curricular and extracurricular programs and activities, and to participate on the same basis as parents/guardians who are not disabled in school-related matters concerning their children such as parent-teacher conferences, IEP meetings, Section 504 meetings, disciplinary hearings, and the like.~~

~~Section 504/ADA coordinators~~

~~The executive director of student services shall serve as the district Section 504/ADA coordinator with respect to district students and members of the public, and may be contacted at 830 S. Lincoln Street, Longmont, Colorado 80501; phone (303) 772-7700 x 57859. The assistant superintendent of human resources shall serve as the district Section 504/ADA coordinator with respect to district employees, and may be contacted at 395 S. Pratt Parkway, Longmont, Colorado 80501; phone (303) 776-6200. The district Section 504/ADA coordinators shall ensure compliance with applicable laws prohibiting discrimination on the basis of disability, shall formulate procedures and guidelines to implement and administer the terms of this policy, shall coordinate the impartial investigation of complaints and action taken based on such investigations, and shall monitor district operations and practices to ensure compliance with Section 504, the ADA and other applicable laws prohibiting discrimination on the basis of disability.~~

Resolution of disability discrimination complaints

The following options for resolution of complaints alleging discrimination on the basis of disability are separate, distinct and voluntary. Neither the district nor any of its employees shall retaliate against any individual for exercising rights provided under Section 504 and/or the ADA, or for good-faith participation in the resolution of a disability discrimination complaint under this policy.

Individuals who believe they have been unlawfully discriminated against by the district on the basis of disability (or their parents/guardians, in the case of students under 18 years of age and individuals unable to advocate for themselves) may seek to resolve their complaints as set forth in this policy. Whether or not an aggrieved individual files a complaint or otherwise requests action, the district is required by law to investigate allegations of unlawful discrimination of which it is made aware and to take steps to properly address discrimination it determines has occurred. In cases where unlawful discrimination has occurred, the district shall take the necessary steps to prevent its reoccurrence.

An impartial due process hearing may be requested at any time to resolve complaints alleging discrimination on the basis of disability regarding a student's Section 504 identification, evaluation or educational placement in accordance with the procedure set forth below.

In addition to the grievance and impartial due process hearing procedures described below, complaints alleging discrimination on the basis of disability may at any time be submitted to mediation if agreed to by the complainant and the appropriate district Section 504/ADA coordinator, and/or may be filed with the United States Department of Education, Office for Civil Rights ("OCR"). Contact information for the Denver regional OCR office is: U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, Colorado 80204; phone: (303) 844-5695; TDD: (877) 521-2172; e-mail: OCR.Denver@ed.gov.

Grievance procedure

STEP 1: The complainant should complete Form AC-E-2 (available in the Department of Student Services, the Department of Human Resources, the office at each district school and on the district's website) and submit the completed Form to the school principal, the department director or the complainant's supervisor (as applicable). If the complainant is unable to complete the Form because of a disability or other legitimate reason, the complainant may have another person complete the Form on his/her behalf or may orally provide the information called for in the Form to the appropriate district official. The district official to whom complaint information is orally submitted shall document it on the Form, read the information back to the complainant and give the complainant an opportunity to correct the information read back. The principal/director/supervisor shall forward the Form to the appropriate district Section 504/ADA coordinator.

If disability discrimination is being alleged against the principal/director/supervisor, the Form should be filed directly with the appropriate district Section 504/ADA coordinator, and the matter shall thereafter proceed as specified in Step 3. If disability discrimination is being alleged against one of the district Section 504/ADA coordinators, the Form should be filed with the other district Section 504/ADA coordinator, and the matter shall thereafter proceed as specified in Step 3.

Complaints shall not be accepted more than ninety (90) calendar days after the alleged discrimination occurred, except that extensions may be granted upon a showing that the complainant was prevented from timely filing as a result of

circumstances beyond his/her control.

STEP 2: ~~The district Section 504/ADA coordinator's designee shall promptly conduct an impartial investigation as necessary to determine the relevant facts, shall meet with the person(s) alleged to have engaged in the discrimination to get their account of the matter, and shall meet with the complainant to receive any additional evidence the complainant may wish to present and to attempt to equitably resolve the complaint. At the conclusion of such investigation and meeting(s), the district Section 504/ADA coordinator's designee shall render a written determination regarding the complaint and provide a copy to: (a) the complainant; (b) the person(s) alleged to have engaged in the discrimination; (c) the area superintendent responsible for the school, department or program in which the alleged discrimination occurred; and (d) the appropriate district Section 504/ADA coordinator. The designee's written determination shall be completed and provided to the specified individuals within thirty (30) calendar days after the district Section 504/ADA coordinator's receipt of the complaint.~~

STEP 3: ~~If the complainant is not satisfied with the written determination of the complaint rendered by the district Section 504/ADA coordinator's designee at the conclusion of Step 2, the complainant may appeal that determination to the district Section 504/ADA coordinator within ten (10) school days after receiving it. The appeal should be in writing and describe with specificity the basis of each point of disagreement with the written determination. If the complainant is unable to file the appeal in writing because of a disability or other legitimate reason, the complainant may have another person do so or may orally describe the basis of each point of disagreement with the written determination to the district Section 504/ADA coordinator. In the event of an oral appeal, the district Section 504/ADA coordinator shall document the information provided, read it back to the complainant and give the complainant an opportunity to correct the information read back.~~

STEP 4: ~~The district Section 504/ADA coordinator shall promptly review the appeal, conduct further investigation and/or meet with the complainant as the coordinator deems necessary, and shall render a written decision concerning the appeal within thirty (30) school days after receipt of the appeal. Copies of the coordinator's written decision shall be provided to: (a) the complainant; (b) the person(s) alleged to have engaged in the discrimination; and (c) the area superintendent responsible for the school, department or program in which the alleged discrimination occurred.~~

STEP 5: ~~If the complainant is not satisfied with the written decision concerning the appeal rendered by the district Section 504/ADA coordinator, the complainant may pursue any remedy or litigation authorized by law.~~

Impartial due process hearing procedure

~~A parent/guardian may file a request with the executive director of student services for an impartial due process hearing to resolve a complaint alleging discrimination on the basis of disability regarding a student's section 504 identification, evaluation or educational placement. The request must state with specificity each issue the complainant wishes to have decided through the hearing process, and for each such issue must also state the remedy sought by the complainant. The request for an impartial due process hearing must be filed no later than 180 calendar days after the last date on which the alleged discrimination occurred, and should be in writing. If the complainant is unable to file the request in writing because of a disability or other legitimate reason, the complainant may have another person do so or may orally state to the director of student services each issue he/she wishes to have decided through the hearing process, and for each such issue the remedy he/she is seeking. In the event of~~

~~an oral request for hearing, the director of student services shall document the information provided, read it back to the complainant and give the complainant an opportunity to correct the information read back.~~

~~The complainant and the district each have the right to be represented by legal counsel at the impartial due process hearing and in connection with any prehearing matters. If the complainant will be represented by legal counsel at the hearing, he or she must notify the district of that fact at the time the hearing is requested. If the district will be represented by legal counsel at the hearing, it must notify the complainant of that fact within three (3) business days of receiving the hearing request. Parties who choose to be represented by legal counsel shall be responsible for the payment of all costs and legal fees charged by their counsel.~~

~~Upon the executive director of student services' receipt of an appropriate request for impartial due process hearing, the district shall designate a hearing officer who is knowledgeable about Section 504 and the ADA. The hearing officer shall coordinate with the parties to set a date, time and place for the hearing within thirty (30) calendar days of the initial request or as soon thereafter as reasonably practicable; shall advise the parties in advance regarding applicable hearing procedures and rules of evidence; and shall issue any prehearing orders deemed necessary or advisable.~~

~~The impartial due process hearing shall be recorded. Each party shall have the right to present witnesses, documents and other relevant evidence in support of their case. The hearing officer shall issue a written decision within ten (10) school days after the conclusion of the hearing that addresses each of the issues properly submitted. The hearing officer's decision shall: (a) be confined to matters concerning the student's section 504 identification, evaluation or educational placement; (b) be based solely on relevant evidence introduced at the hearing; (c) include a summary of the relevant evidence presented and the reasons for the decision rendered; and (d) be provided to all parties to the hearing, including the parents/guardian of each student. The hearing officer may not assess or award attorney fees related to the hearing.~~

~~After the hearing officer has issued his/her decision, the recording of the due process hearing, all physical and documentary evidence and all other items comprising the record of the hearing shall be returned to the district.~~

~~Within thirty (30) calendar days of receipt of the independent hearing officer's written decision, either party may seek review of the decision in a court of competent jurisdiction, as authorized by law.~~

~~Adopted: October 24, 2018~~

~~LEGAL REFS.: 29 U.S.C. 701, et seq. (Section 504)
42 U.S.C. 1201, et seq. (Americans with Disabilities Act)
34 C.F.R. 104, et seq.~~

~~CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-R, Reporting Discrimination/District Response to Discrimination
Complaints
AC-E-2, Nondiscrimination/Equal Opportunity (Complaint Form)
GBAA, Sexual Harassment of Employees
JBB*, Sexual Harassment of Students~~

~~St. Vrain Valley School District RE-1J, Longmont, Colorado~~

Tobacco-Free Schools

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

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

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used or contracted for by a school including, but not limited to, the following:
 - a. All indoor facilities and interior portions of any building or other structure used for students or children under the age of 1821 for instruction, educational or library services, routine health care, daycare, or early childhood development services, as well as for administration, support services, maintenance, or storage. The term does not apply to buildings used primarily as residences, i.e., teacherages.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors, or other persons.
 - d. At all school-sanctioned activities or events.
2. "Tobacco product" means:
 - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff, and chewing tobacco, or liquid nicotine/e-liquids; and
 - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, or pipe.
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.
3. "Use" means lighting, chewing, smoking, ingesting, inhaling, vaping, or application of any tobacco product.

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

Employees found to be in violation of this policy shall be subject to appropriate disciplinary action.

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

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

Adopted: February 8, 1984
Revised: February 10, 1988
Revised: August 10, 1994
Revised: April 9, 2003
Reviewed: June 30, 2010
Revised: April 9, 2014
Revised: October 28, 2015

LEGAL REFS.: 20 U.S.C. 7971 *et seq.* (prohibits smoking in any indoor facility used to provide educational services to children)
C.R.S. 18-13-121 (furnishing tobacco products to ~~minors~~persons under 21 years old)
C.R.S. 22-32-109 (1)(bb) (policy required prohibiting use of tobacco products on school grounds)
C.R.S. 22-32-109.1 (2)(a)(I)(H) (policy required as part of safe schools plan)
C.R.S. 25-14-103.5 (tobacco use prohibited on school property)
C.R.S. 25-14-301 (Teen Tobacco Use Prevention Act)
6 CCR 1010-6, Rule 5-306

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

Prevention of Disease/Infection Transmission (Handling Body Fluids)

All schools ~~shall~~**must** provide a sanitary environment and ~~shall~~**must** establish routines, recommended by appropriate health professionals, for handling body fluids.

All school district personnel ~~shall~~**must** be advised of and follow routine procedures regarding handling body fluids. These procedures ~~shall~~**must** provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures ~~shall~~**must** be standard health and safety practices developed in consultation with medical personnel. No distinction ~~shall~~**may** be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The procedures must be published as school district regulations and distributed to all staff on a regular basis. Training and appropriate supplies ~~shall~~**must** be available to all personnel including those involved in transportation and custodial services.

In addition to ensuring that these health and safety practices are carried out on a district-wide basis, special emphasis ~~shall~~**must** be placed in those areas of school district operation that potentially present a greater need for these precautions. Under no circumstances ~~shall~~**may** students be directed or knowingly be allowed to handle body fluids other than their own.

Adopted: February 9, 1994
Revised: April 12, 1995
Revised: January 11, 2012
Revised: November 11, 2015

CROSS REFS.: GBGA, Staff Health
JLCC, Communicable/Infectious Diseases
JLCE, First Aid and Emergency Medical Care

St. Vrain Valley School District RE-1J, Longmont, Colorado

Prevention of Disease/Infection Transmission (Handling Body Fluids and Substances)

The body fluids and substances of all persons should be considered to contain potentially infectious agents. No distinction may be made between body fluids and substances from individuals with a known disease or infection and those from asymptomatic or undiagnosed individuals. Body fluids and substances include blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge), and saliva.

The following infection control practices ~~shall~~**must** be followed by all school district personnel in all situations involving potential contact with any body fluids and substances:

1. Wear gloves when it is likely that hands will be in contact with body fluids or substances (blood, urine, feces, wound drainage, oral secretions, sputum, or vomitus). When possible, wear gloves while holding bloody noses and dealing with cuts that are bleeding heavily. Gloves should be kept in emergency response kits and be readily accessible at sites where students seek assistance for bloody noses or injuries.
 - a. If gloves are not available, the use of towels or some other clean material as a barrier may provide some protection.
 - b. Cuts and sores on *your skin* should be routinely covered to avoid infection.
 - c. When possible, have students wash off their own cuts and abrasions. After cuts are washed with soap and water, they should be covered with Band-Aids or bandages of the appropriate size. Where possible, students should be taught to hold their own bloody noses.
2. When possible, pocket facemasks should be used for mouth-to-mouth resuscitation.
3. Wash hands often and well with soap and water, paying particular attention to areas around and under fingernails and between fingers and scrubbing hands for at least 20 seconds.
4. Clean up as soon as possible after any skin contact with any body fluid or substance.
 - a. Wash skin with soap and water.
 - b. Wash contaminated surfaces and non-disposable items with standard disinfectant. Use aerosol germicide cleaner.
 - c. Wash contaminated clothing and linen in detergent with hot water.
 - d. Contaminated tissues, paper towels, and other disposable items should be placed in plastic bags before being discarded.

Use individual judgment in determining when barriers are needed for unpredictable situations. It is strongly recommended that barriers be used when contact with body fluids or substances is anticipated.

Although ~~HIV (human immuno-deficiency virus)/AIDS (acquired immune deficiency syndrome)~~ COVID-19/Coronavirus has received a great deal of attention, there are several other ~~diseases more communicable than HIV/AIDS~~ diseases of which staff members also should be aware. Below is a table listing communicable diseases and body substance sources of infection.

- ~~1. It is extremely difficult to be infected with HIV/AIDS. Exposure of blood to intact skin is a highly unlikely way of being infected with HIV/AIDS.~~
- ~~2. HIV/AIDS is transmitted by getting blood, semen or vaginal secretions into the bloodstream of a non-infected person.~~
- ~~3. Other body substances (saliva, tears, urine or feces) have extremely small, if any, levels of virus.~~
- ~~4. There have been no documented cases of HIV/AIDS transmitted by mouth-to-mouth resuscitation.~~
- ~~5. HIV is easily destroyed by common disinfectants.~~

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.

1. COVID-19 is mostly spread by respiratory droplets released when people talk, cough or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection.
- 1.2. Personal prevention practices, such as handwashing, staying home when sick, and environmental cleaning and disinfection are encouraged to reduce the spread of COVID-19.
- 2.3. Cloth face coverings are meant to protect others in case the wearer is unknowingly infected by asymptomatic and are most essential in times when physical distancing is difficult.

TRANSMISSION CONCERNS–BODY SUBSTANCE SOURCES OF INFECTIOUS AGENTS

Body Substance Source	Organism of concern	Transmission
Blood <ul style="list-style-type: none"> – cuts/abrasions – nose bleeds – menses – contaminated needle 	Hepatitis B virus HIV/AIDS Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands Direct blood stream inoculation
*Feces <ul style="list-style-type: none"> – incontinence 	Hepatitis A virus Salmonella bacteria Shigella bacteria	** Oral inoculation from contaminated hands
*Respiratory secretions	Common cold virus	** Oral inoculation from

– saliva – nasal discharge	Influenza virus *** Epstein-Barr virus <u>COVID-19/Coronavirus</u>	contaminated hands
*Vomit	Gastrointestinal viruses (e.g., Norwalk virus)	** Oral inoculation from contaminated hands
*Urine – incontinence	*** Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands
Semen/vaginal fluids	Hepatitis B virus HIV/AIDS Gonococcus bacteria	Sexual contact (intercourse)

*There are no reported cases of HIV/AIDS suspected of having been transmitted by these sources. Wear gloves when exposed to body secretions, especially blood, urine, or feces.

**HAND WASHING IS VERY IMPORTANT!

***These agents cause mononucleosis-like illness.

Approved: June 25, 1986
Revised: January 11, 2012
Reviewed: November 11, 2015

St. Vrain Valley School District RE-1J, Longmont, Colorado

School Closings and Cancellations

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

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

Staff members ~~shall~~will be informed if they are expected to work if there is an emergency closure of their work site.

In the event school is physically closed due to a public health emergency, all staff with direct student contact or associated with student attendance will be notified as to whether they will be expected to report to their physical worksite. The district may utilize a form of remote instruction, which allows students to access lessons provided by, and supported by, their regular teachers and allows students to continue their sequence of learning despite their inability to access facilities.

To ensure all students have the ability to access their lessons via remote instruction, the district will provide students with an Internet-enabled device along with access to a learning management system where lessons and materials will be made available. Other materials and resources may be provided as needed to support learning accommodations.

During days of remote instruction, teachers will take attendance and monitor student participation through synchronous learning activities facilitated via an online web conference or asynchronously through the completion of assignments. For situations that are out of the control of the student, days of remote instruction will be treated with the same exceptions as an excused absence in regard to work assigned.

The superintendent or their designee will develop administrative regulations or a plan for implementing this policy.

Adopted: February 8, 1984
Revised: March 13, 1985
Revised: June 8, 1994
Reviewed: September 12, 2007
Reviewed: June 30, 2010
Revised: November 11, 2015

LEGAL REFS.: C.R.S. 22-1-112 (school year and national holidays)
C.R.S. 22-32-109 (1)(n) (Board's duty to determine number of instructional/contact hours/days)
C.R.S. 22-33-101 *et seq.* (school attendance law)
1 CCR 301-39, Rules 2254-R-2.06 (Board may reduce teacher-pupil instructional/contact time; closings deemed by Board necessary for health, safety or welfare of pupils)

CROSS REFS.: IC/ICA, School Year/School Calendar/Instruction Time
JLIB, Student Dismissal Precautions

St. Vrain Valley School District RE-1J, Longmont, Colorado

Open Hiring/Equal Employment Opportunity

The St. Vrain Valley RE-1J School District provides equal opportunities for employment and advancement to all staff members. The district also recognizes that it is both culturally and educationally sound to employ persons of diverse backgrounds.

Therefore, the district ~~shall~~ promotes and provides for equal opportunity in recruitment, selection, promotion, and dismissal of all personnel. Commitment on the part of the district towards equal employment opportunity ~~shall~~ applies to all people without regard to disability, race, ~~color~~, creed, color, sex, sexual orientation (which includes transgender), ~~religion~~, marital status, national origin, religion, ancestry, age, genetic information, ~~marital status~~, or conditions related to pregnancy or childbirth, or disability.

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

Adopted: August 18, 1975
Revised: September 23, 1981
Revised: October 24, 2007
Revised: November 11, 2015
Revised: January 27, 2016
Revised: December 14, 2016

LEGAL REFS.: 20 U.S.C. §1681 (Title IX of the Education Amendments of 1972)
29 U.S.C. §201 *et seq.* (Fair Labor Standards Act)
29 U.S.C. §621 *et seq.* (Age Discrimination in Employment Act of 1967)
29 U.S.C. §794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. §12101 *et seq.* (Title II of the Americans with Disabilities Act)
42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964)
42 U.S.C. §2000e (Title VII of the Civil Rights Act of 1964)
42 U.S.C. §2000ff *et seq.* (Genetic Information Nondiscrimination Act of 2008)
C.R.S. 2-4-404 (13.5) (definition of sexual orientation, which includes transgender)
C.R.S. 22-32-110 (1)(k) (~~Board of education specific duties~~definition of racial or ethnic background includes hair texture, definition of protective hairstyle)
C.R.S. 22-61-101 (discrimination in employment prohibited)
C.R.S. 24-34-301 *et seq.* (Colorado Civil Rights Division procedures)
C.R.S. 24-34-301 (7) (definition of sexual orientation, which includes transgender)
C.R.S. 24-34-402 *et seq.* (discriminatory or unfair employment practices)
C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
GBAA, Sexual Harassment

CONTRACT REF.: SVVEA Agreement, Article 2–General Provisions, Section 2.8

St. Vrain Valley School District RE-1J, Longmont, Colorado

Workplace Health and Safety Protection

The Board is committed to providing a safe work environment for all employees. When district employees know or have reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety related to a public health emergency, they should report such concerns following the district's concerns, complaints, or grievances procedure.

Public health emergency

For the purposes of this policy, a public health emergency means a public health order issued by a state or local public health agency or a disaster emergency declared by the governor based on a public health concern.

Nondiscrimination

The Board, the superintendent, other administrators, and district employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who, in good faith, raises any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety related to a public health emergency if the district controls the workplace conditions giving rise to the threat or violation. Discrimination against an employee who opposes any practice they reasonably believe is unlawful or who participates in an investigation, proceeding, or hearing on such matter is also prohibited.

The Board, the superintendent, other administrators and district employees will also not unlawfully discriminate, take adverse action, or retaliate against any employee who voluntarily wears their own personal protective equipment, such as a mask, faceguard, or gloves, if the personal protective equipment:

1. provides a higher level of protection than the equipment provided by the district;
2. is recommended by a federal, state, or local public health agency with jurisdiction over the district; and
3. does not render the employee incapable of performing their job or fulfilling their job duties.

Notice

To reduce unlawful discrimination and ensure a safe workplace environment, the administration is responsible for providing notice of this policy to all district employees. This policy will be referenced in employee handbooks and otherwise available to all staff through electronic or hard-copy distribution.

Adopted:

LEGAL REFS.: C.R.S. 8-14.4-101 (definition of public health emergency)
C.R.S. 8-14.4-102 (prohibition against discrimination based on
claims related to a public health emergency)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunities
GBK, Staff Concerns/Complaints/Grievances

St. Vrain Valley School District RE-1J, Longmont, Colorado

Staff Health

(And Medical Examination Requirements)

Through its overall safety program and various policies pertaining to school personnel, the Board ~~shall~~will seek to ensure the safety of employees during working hours and assist them in the maintenance of good health. It ~~shall~~will encourage all its employees to maintain good health and practice good health habits.

Under the following circumstances, the Board may require medical examinations of its employees or applicants for employment. The district ~~shall~~will pay for all such medical examinations. Results of such examinations ~~shall~~will be maintained in separate medical files and not in the employee's personnel file and may be released only in limited circumstances.

Routine medical examinations

Subsequent to a conditional offer of employment and prior to commencement of work, the district may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the state. The district may condition an offer of employment on the results of such examination if all entering employees in the applicable job category are subject to such examination. A 30-day grace period may be allowed if approved by the district.

School transportation vehicle operators ~~shall-beare~~ required to have a medical examination at least once every two years in accordance with applicable state and federal law.

Special examinations

The Board recognizes that an individual's medical diagnosis is privileged information between the patient and medical professionals. However, whenever a staff member's medical condition is such that it interferes with the ability to perform required duties or there is an unacceptable risk to the health and safety of the employee or others, the district ~~shall~~must take necessary steps to evaluate the employee's condition and make appropriate employment decisions.

The Board may request physical examinations and/or mental health examinations of any employee at any time to determine if the employee has a physical and/or mental condition, disease, or illness which may interfere with the employee's ability to perform required duties or which may pose an unacceptable risk to the health, safety, or welfare of the employee or others. The school district ~~shall~~will select the medical professional to conduct such examination and ~~shall~~will pay the costs associated with such examination.

When the employee cannot perform the essential functions of the job with reasonable accommodation, or medical evidence establishes that the employee's condition poses a significant risk to the health, safety, or welfare of the employee or others, the school

district may suspend and/or terminate the employee in accordance with applicable policies and regulations and applicable law.

Readily-transmitted communicable diseases

An employee with an acute, common communicable disease ~~shall~~must not report to work during the period of time when contagious/infectious. The district reserves the right to require a physician's statement prior to the employee's return to work.

An employee diagnosed with a serious, readily-transmissible disease or condition ~~shall~~be~~is~~ encouraged to report the existence of the condition or illness in case there are precautions that must be taken to protect the health of others.

Confidentiality

In all instances, district personnel ~~shall~~must respect the individual's right to privacy and treat any information regarding the medical condition or medical history of an employee or applicant as confidential information. The superintendent ~~shall~~must develop procedures to ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality ~~shall~~will be subject to appropriate disciplinary measures.

Adopted: February 28, 1968
Revised: February 17, 1975
Revised: June 13, 1984
Revised: September 9, 1987
Revised: July 1, 1992
Revised: January 12, 1994
Revised: June 11, 2008
Revised: November 11, 2015
Revised: October 10, 2018

LEGAL REFS.: 29 U.S.C. §794 (1983) (Section 504 of the Rehabilitation Act)
42 U.S.C. §12101 *et seq.* (Americans with Disabilities Act)
49 C.F.R. 391.43 (medical examination requirements for commercial driver's license holders)
C.R.S. 8-2-118 (employer must bear cost of medical exam)
C.R.S. 22-32-110 (1)(k) (board's power to adopt policy related to safety, conduct and welfare of employees)
C.R.S. 22-63-301 (grounds for teacher dismissal)
C.R.S. 24-34-401 *et seq.* (discriminatory or unfair employment practices)
C.R.S. 25-4-101 *et seq.* (disease control and sanitary regulations)
1 CCR 301-26, Rules 4204-R-5.00 (regulations regarding operation of school transportation vehicles; medical exam requirements)

CROSS REFS.: EBBA, Prevention of Disease/Infection Transmission (Handling Body Fluids)

GBA, Open Hiring/Equal Employment Opportunity
GBJ, Personnel Records and Files
GCQF, Discipline, Suspension and Dismissal of Professional Staff
(And Contract Renewal)
GDQD, Discipline, Suspension and Dismissal of Support Staff

CONTRACT REFS.: SVVEA Agreement

St. Vrain Valley School District RE-1J, Longmont, Colorado

Professional Staff Recruiting/Hiring

Recruiting

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

Recruitment procedures ~~shall~~will not overlook the talents and potential of individuals already employed in the district schools. Any present employee of the district may apply for a position for which ~~he or she is~~they are licensed and ~~/or~~ meets other stated requirements.

Background checks

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

Hiring

~~There shall be no d~~Discrimination in the hiring process on the basis of disability, race, ~~color~~, creed, color, sex, sexual orientation (which includes transgender), marital status, national origin, religion, ancestry, genetic information, ~~religion, ancestry, sex, national origin~~, age, marital status, ~~disability~~ or conditions related to pregnancy or childbirth is prohibited.

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

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

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

Appointment of candidates

Nominations ~~shall~~will be made at meetings of the Board of Education. The vote of a majority of the Board ~~shall be~~is necessary to approve the appointment of teachers, administrators, or any other employee of the school district. If there is a negative vote by the Board, the superintendent ~~shall~~must submit a new recommendation to the Board for approval.

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

Adopted: August 18, 1975
Revised: September 23, 1981
Revised: June 8, 1994
Revised: January 25, 1995
Revised: December 8, 2004
Revised: May 14, 2008
Revised: November 11, 2015
Revised: February 28, 2018
Revised: May 13, 2020

LEGAL REFS.: 15 U.S.C. 1681 *et seq.* (Fair Credit Reporting Act)
20 U.S.C. 6312 (c)(6) (teacher licensure requirements under Every Student Succeeds Act)
42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)
28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)
C.R.S. 2-4-401 (13.5) (definition of sexual orientation, which includes transgender)
C.R.S. 8-2-126 (limits employers' use of consumer credit information)
C.R.S. 13-80-103.9 (liability for failure to perform an education employment required background check)
C.R.S. 14-14-111.5 (Child Support Enforcement procedures)
C.R.S. 22-2-119 (inquiries prior to hiring)
C.R.S. 22-2-119.3 (6)(d) (name-based criminal history record check – definition)
C.R.S. 22-32-109 (1)(f) (Board duty to employ personnel)
C.R.S. 22-32-109 (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)
C.R.S. 22-32-109.7 (duty to make inquiries prior to hiring)
C.R.S. 22-32-109.8 (non-licensed personnel – submittal of fingerprints and name-based criminal history record check)
C.R.S. 22-32-126 (principals' role in hiring and assignment)
C.R.S. 22-60.5-114 (3) (State Board can waive some requirements for initial license applicants upon request of school district)
C.R.S. 22-60.5-201 (types of teacher licenses issued)
C.R.S. 22-61-101 (prohibiting discrimination)
C.R.S. 22-61-103 (requirement for teacher's oath or written pledge)
C.R.S. 22-63-201 (licensure required)
C.R.S. 22-63-202 (employment contracts and mutual consent placement)
C.R.S. 22-63-206 (transfers)
C.R.S. 24-5-101 (effect of criminal conviction on employment)
C.R.S. 24-34-301 (7) (definition of sexual orientation, which includes transgender)
C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices)

C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)
C.R.S. 24-72-202 (4.5) (definition of personnel file in open records law)

CROSS REF.: GBA, Open Hiring/Equal Employment Opportunity
GCKAA*, Teacher Displacement

CONTRACT REF.: SVVEA Agreement

St. Vrain Valley School District RE-1J, Longmont, Colorado

Support Staff Recruiting/Hiring

The Board ~~shall~~will establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

Recruiting

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

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

Background checks

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

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

Hiring

~~There shall be no d~~Discrimination in the hiring process on the basis of disability, race, ~~color~~, creed, color, sex, sexual orientation (which includes transgender) ~~religion~~, marital status, national origin, religion, ancestry, age, genetic information, ~~marital status~~, ~~disability~~ or conditions related to pregnancy or childbirth is prohibited.

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

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

Adopted: February 28, 1968
Revised: September 23, 1981
Revised: June 8, 1994
Revised: December 8, 2004
Revised: May 14, 2008

Revised: November 11, 2015

Revised: February 28, 2018

Revised: October 10, 2018

Revised: May 13, 2020

LEGAL REFS.: 15 U.S.C. 1681 *et seq.* (Fair Credit Reporting Act)
42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)
42 U.S.C. 2000ff *et seq.* (Genetic Information Nondiscrimination Act of 2008)
28 C.F.R. 50.12(b) (notification requirements regarding fingerprints)
C.R.S. 2-4-401 (13.5) (definition of sexual orientation, which includes transgender)
C.R.S. 8-2-2126 (limits employers' use of consumer credit information)
C.R.S. 13-80-103.9 (liability for failure to perform an education employment required background check)
C.R.S. 14-14-111.5 (Child Support Enforcement procedures)
C.R.S. 22-2-119 (duty to make inquiries prior to hiring)
C.R.S. 22-2-119.3 (6)(d) (name-based criminal history record check – definition)
C.R.S. 22-32-109 (1)(f) (Board duty to employ personnel)
C.R.S. 22-32-109 (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)
C.R.S. 22-32-109.7 (duty to make inquiries prior to hiring)
C.R.S. 22-32-109.8 (non-licensed personnel – submittal of fingerprints and name-based criminal history record check)
C.R.S. 24-5-101 (effect of criminal conviction on employment)
C.R.S. 24-34-301 (7) (definition of sexual orientation, which includes transgender)
C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices)
C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted “in a conspicuous place” accessible to employees)

CROSS REF.: GBA, Open Hiring/Equal Employment Opportunity
GDA, Support Staff Positions
Classified Employees' Handbook

St. Vrain Valley School District RE-1J, Longmont, Colorado

School Year/School Calendar/Instruction Time

Prior to the end of the school year, the Board shall will determine the length of time during which district schools shall will be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact shall will be consistent with the Board's definition of "actively engaged in the educational process," shall will meet or exceed the requirements of state law, and shall will include a sufficient number of days to allow the superintendent flexibility in preparing a calendar that supports the district's educational objectives.

The Board defines "actively engaged in the educational process" as time when students are working toward achieving educational objectives under the supervision of a licensed teacher, including:

- classroom instruction time
- individual student work time while at school, including study hall and library/media center research
- work study
- school-related field trips
- independent study insofar as such study is allowed under Board policy
- assemblies
- recess (AM/PM only)
- passing periods between classes

For the 2020-2021 school year, the definition of "actively engaged in the educational process" includes all of the above and instruction delivered electronically and/or the use of other types of independent, remote work time for students provided under the supervision of a certified or licensed teacher. Remote learning days may include use of existing district online school or program, services provided with Florida Virtual School Curriculum, assigned and prepared work packets, pre-recorded classes, or other method(s) utilized by the district. Teacher-pupil instruction and contact time may be tracked and counted for attendance purposes occur in the following ways:

1. Presence during in-person instruction;
2. Assignments completed at home;
3. Logging into the online form learning platform;
4. Signing an online form attesting to work completed at home;
5. Student demonstration of learning; and/or
6. Responding to teacher emails or communication.

Attendance will be recorded at least once daily for days when instructional hours are provided, meaning a student is "actively engaged in the educational process."

"Actively engaged in the educational process" shall does not include:

- lunch (including to/from; recess)
- time students spend before school waiting for classes to begin and time after the last class of the day, including waiting for the bus
- teacher preparation time

Supervision by a licensed teacher shall will not require that the teacher be in the student's physical presence at all times, but that the teacher is exercising direction and control over the nature of the student's educational activities.

The district calendar for the next school year ~~shall~~will be prepared by the superintendent or designee and presented to the Board for approval in the spring of each year. In preparing the calendar, the superintendent or designee ~~shall~~will consult with staff, ~~and~~ community members, ~~and~~ with other districts in the area.

The Board authorizes the administration to issue a district calendar in accordance with this policy. The administration is encouraged to examine instruction time and calendar issues in the context of supporting the district's educational objectives.

All calendars ~~shall~~ include the dates for all teacher-student instruction days and staff inservice programs. A schedule of various activities during the coming school year will also be available on the district website. The administration shall allow public input from parents and teachers prior to scheduling the dates for staff inservice programs.

A copy of the calendar ~~shall~~ be provided to all parents/guardians of students enrolled in district schools and shall be available on the district website. Any change in the calendar except for emergency closings or other unforeseen circumstances ~~shall~~ be preceded by adequate and timely notice of no less than 30 days.

If a school day is lost due to an emergency, the Board at its next regular meeting shall ratify the administrative action in closing the school.

School days/hours as provided for by the school calendar that are missed because of school being closed for the health, safety and welfare of students may be scheduled for make-up by the Board of Education.

Adopted: February 8, 1984
Revised: September 10, 1986
Revised: June 8, 1994
Revised: August 24, 2005
Revised: March 14, 2007
Revised: August 10, 2011
Revised: October 28, 2015

LEGAL REFS.: C.R.S. 22-1-112 (school year and national holidays)
C.R.S. 22-32-109 (1)(n) (duty to determine school year and instruction hours)
C.R.S. 22-33-102 (1) (definition of academic year)
C.R.S. 22-33-104 (1) (compulsory attendance law)
C.R.S. 22-44-115.5 (fiscal emergency)
1 CCR 301-39, Rules 2254-R-2.06 (school year and instruction hours; definition of contact/instruction time)

CROSS REF~~S~~S.: EBCE, School Closings and Cancellations
JH, Student Absences and Excuses

CONTRACT REF.: SVVEA Agreement, Article 29—Length of Contract Year/School Calendar

St. Vrain Valley School District RE-1J, Longmont, Colorado

Grading/Assessment Systems

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

State assessment system

State and federal law require district students to take standardized assessments in the instructional areas of English language arts, math, and science. State law also requires students in elementary and middle school to take standardized assessments in the instructional area of social studies. Accordingly, the district ~~shall will~~ administer standardized assessments pursuant to these state and federal legal requirements.

State law also requires the district to adopt policies and/or procedures concerning the use of pencil and paper on the computerized portion of state assessments; parent requests to excuse their children from taking state assessments; and the district's assessment calendar. This policy and its accompanying regulation represent the district's processes to address these requirements.

1. Pencil and paper testing option

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

- the technological capacity and resources of the particular school/classroom;
- students' previous experience with computerized and written assessments;
- whether the instructional methodology of the particular school/classroom is consistent with the use of computerized assessments or written assessments; and
- the logistics of administering the state assessment in different formats at a particular school or schools.

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

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

2. Parent/guardian request for exemption

A parent/guardian who wishes to exempt ~~his or her~~their child from a particular state assessment or assessments ~~shall~~must make this request in accordance with this policy's accompanying regulation.

In accordance with state law, the district shall will not impose a negative consequence upon a student whose parent/guardian has requested an exemption from a state assessment or assessments.

~~This policy's exemption process shall apply only to state assessments and shall not apply to district or classroom assessments.~~ Students excused by their parents/guardians from participating in a state assessment or assessments shall will not be prohibited from participating in an activity or from receiving any other form of reward that the district provides to students for participating in the state assessment.

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

3. Sharing of student state assessment results with parents/guardians

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

District assessment system

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

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

In accordance with applicable law, the district's assessment system shall will accommodate students with disabilities and English language learners.

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

Additional assessment information for parents/guardians

In accordance with state law and this policy's accompanying regulation, the district shall will distribute an assessment calendar and related information to

parents/guardians on an annual basis to inform them about the state and district assessments that the district plans to administer during the school year.

Classroom assessment system

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

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

Grading system

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

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

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

Adopted: October 8, 1982

Revised: August 8, 1984

Revised: June 8, 1994

Revised: June 11, 2008

Revised: August 12, 2015

Reviewed: October 28, 2015

Revised: September 14, 2016

Revised: June 26, 2019

LEGAL REFS.: 20 U.S.C. 6311 (b)(2)(A) (Every Student Succeeds Act (ESSA) requires states to implement mathematics, reading or language arts, and science assessments)
20 U.S.C. 6312 (e)(1)(B)(i) (under ESSA, district must provide information to parents regarding child's level of achievement and academic growth on state assessments)
20 U.S.C. 6312 (e)(2)(A) (under ESSA, district must provide information to a parent regarding district's opt-out policy for state assessments, at parent's request for such information)
C.R.S. 22-7-1006.3 (1) (state assessment implementation schedule)

C.R.S. 22-7-1006.3 (1)(d) (district must report to CDE the number of students who will take the state assessment in a pencil and paper format)

C.R.S. 22-7-1006.3 (7)(d) (state assessment results included on student report card if feasible)

C.R.S. 22-7-1006.3 (8)(a) (policy required to ensure explanation of student state assessment results)

C.R.S. 22-7-1013 (1) (district academic standards)

C.R.S. 22-7-1013 (6) (policy required regarding the use of pencil and paper on state assessments)

C.R.S. 22-7-1013 (7) (procedure required concerning distribution of assessment calendar to parents/guardians)

C.R.S. 22-7-1013 (8) (policy and procedure required to allow parents to excuse their children from participation in state assessments)

C.R.S. 22-7-1016 (2)(b) (results of state “readiness assessments” and national assessments administered in high school must not be included on high school student’s final transcript)

C.R.S. 22-11-101 *et seq.* (Education Accountability Act of 2009)

C.R.S. 22-11-203 (2)(a) (principal required to provide educators access to their students’ academic growth information “upon receipt” of that information)

C.R.S. 22-11-504 (3) (policy required to ensure explanation of student state assessment results and longitudinal growth information)

1 CCR 301-46 (Rules for the Administration of the College Entrance Exam)

CROSS REFS.: AED*, Accreditation

IK, Academic Achievement

JRA/JRC, Student Records/Release of Information on Students

St. Vrain Valley School District RE-1J, Longmont, Colorado

Equal Educational Opportunities

Every student of St. Vrain Valley School District ~~shall~~will have equal educational opportunities through programs offered in the school district regardless of disability, race, ~~color, ancestry~~, creed, color, sex, sexual orientation (which includes transgender status), ~~religion, marital status~~, national origin, ~~marital status, disability~~religion, ancestry, other protected class, or need for special education services. A lack of English proficiency will not be a barrier to admission to or participation in district programs and activities including career and technical programs.

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

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

1. Curriculum and materials – review curriculum guides, textbooks, and supplemental materials for discriminatory bias.
2. Training – provide training for students and staff to identify and alleviate problems of discrimination.
3. Student access – review programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District support – ensure that district resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment, and related matters.
5. Student evaluation instruments – review tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
6. Discipline – review discipline records and any relevant data to ensure the equitable implementation and application of Board discipline policies.

Complaint procedures have been established and are set forth in Policies AC and AC-R, AC-E-1, and ACE. All complaints relating to unlawful discrimination against students shall be reported to:

Johnny Terrell
Executive Director of Student Services
830 South Lincoln Street
Longmont, CO 80501
Phone: (303) 772-7700 x 57859
terrell_johnny@svvsd.org

Adopted: September 11, 1968
Revised: September 8, 1971
Revised: January 28, 2009
Revised: June 24, 2015
Revised: January 27, 2016
Revised: November 9, 2016
Revised: October 24, 2018

LEGAL REFS.: 20 U.S.C. §1681 (Title IX of the Education Amendments of 1972)
20 U.S.C. §1701-1758 (Equal Educational Opportunities Act of 1974)
29 U.S.C. §701 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
C.R.S. 2-4-401 (13.5) (definition of sexual orientation, which includes transgender)
C.R.S. 22-32-109 (1)(II) (Board duty to adopt written policies prohibiting discrimination)
C.R.S. 22-32-109.1 (2) (safe school plan to be revised as necessary in response to relevant data collected by the school district)
C.R.S. 22-32-110 (1)(k) (definition of racial or ethnic background includes hair texture, definition of protective hairstyle)
C.R.S. 24-34-601 (unlawful discrimination in places of public accommodation)
C.R.S. 24-34-602 (penalty and civil liability for unlawful discrimination)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-R, Reporting Discrimination/District Response to Discrimination Complaints
~~AC-E-1, Nondiscrimination/Equal Opportunity (Notice)~~
~~ACE, Nondiscrimination on the Basis of Disability~~
JBB*, Sexual Harassment

St. Vrain Valley School District RE-1J, Longmont, Colorado

Sexual Harassment of Students

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

District's commitment

The district is committed to maintaining a learning environment that is free from sexual harassment based on an individual's sex or sexual orientation. As used in this policy and defined by Colorado statute, "sexual orientation" means an individual's orientation toward heterosexuality, homosexuality, bisexuality or transgender status or another individual's perception thereof. It ~~shall be~~ is a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature, or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

~~The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.~~

Sexual harassment prohibited

~~Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:~~

- ~~1. Submission to such conduct is made either explicitly or implicitly as a term or condition of a student's participation in an education program or activity.~~
- ~~2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.~~
- ~~3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.~~

~~Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.~~

~~Acts of verbal or physical aggression, intimidation or hostility based on sex or sexual orientation, but not involving conduct of a sexual nature may also constitute sexual harassment.~~

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

- ~~1. sex-oriented verbal "kidding," abuse or harassment,~~
- ~~2. pressure for sexual activity,~~
- ~~3. repeated remarks to a person with sexual implications,~~
- ~~4. unwelcome touching, such as patting, pinching or constant brushing against the body of another,~~
- ~~5. suggesting or demanding sexual involvement, accompanied by implicit or explicit threats concerning one's grades, or similar personal concerns,~~
- ~~6. sexual violence.~~

Sexual harassment defined

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

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking.

Pursuant to state law, "harassment" means creating a hostile environment based on individual's sex or sexual orientation (which includes transgender status).

Reporting, investigations, and sanctions

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor, or principal in their school building and file a complaint, through the district's complaint ~~and compliance~~ process addressing sex-based discrimination, as set forth in Policy AG, AG-R and AG-E-1. All reports and indications from students, district employees, and third parties ~~shall~~must be forwarded to the ~~compliance officer~~ identified in AG-E-1 Title IX Coordinator.

The district will initiate and conduct an investigation in accordance with the appropriate procedures addressing sex-based discrimination and sexual harassment.

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

~~In determining whether alleged conduct constitutes sexual harassment, the district will take appropriate corrective action to: make the harassed student whole by restoring lost educational opportunities; prevent harassment; the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.~~

~~Any student found to have engaged in from recurring; or prevent retaliation against anyone who reports sexual harassment shall be subject to discipline, including, but not limited to, being placed under or participates in a harassment investigation behavior plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with applicable law and Board policy.~~

Notice and training

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

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

Adopted: February 24, 1993

Revised: May 28, 2008

Revised: June 24, 2015

Revised: October 24, 2018

LEGAL REF.: 20 U.S.C. 1681 *et seq.* (Title IX of the Education Amendments of 1972)

C.R.S. 22-32-109 (1)(II) (Board duty to adopt written policies prohibiting discrimination)

C.R.S. 24-34-402 (definition of "harass" in employment practices)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
AC-R, Reporting Discrimination/District Response to Discrimination Complaints
AC-R-2*, Sex-Based Discrimination and Sexual Harassment Investigation Procedures
AC-E-1, Nondiscrimination/Equal Opportunity (Sample Notice)
JLF, Reporting Child Abuse/Child Protection

St. Vrain Valley School District RE-1J, Longmont, Colorado

Communicable/Infectious Diseases

Management of common communicable diseases shall will be in accordance with Colorado Department of Public Health and Environment or local public health department guidelines. A student who exhibits symptoms of a readily-transmissible communicable disease may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school health clerk and may be sent home as soon as the parent/guardian or person designated on the student's emergency medical authorization form has been notified.

The district reserves the right to require a health care practitioner's statement authorizing the student's return to school.

In all proceedings related to this policy, the district shall will respect the student's right to privacy.

When information is received by a staff member that a student is afflicted with a serious, readily-transmissible disease, the staff member shall will promptly notify the school health clerk or principal to determine appropriate measures to protect student and staff health and safety. The principal, after consultation with a district school nurse, and the student and parent/guardian, shall will determine which additional staff members, if any, have need to know of the affected student's condition, and whether the Colorado Department of Public Health and Environment or the local public health department must be notified. Only those persons with direct responsibility for the care of the student shall will be informed of the specific nature of the condition if it is determined there is a need for such individuals to know this information.

The superintendent or designee shall will initiate procedures to ensure that all medical information will be held in strict confidence. Any school staff member who violates confidentiality shall will be subject to appropriate disciplinary measures.

Adopted: February 28, 1984
Revised: February 8, 1986
Revised: June 25, 1986
Revised: October 27, 1993
Revised: February 9, 1994
Revised: March 22, 1995
Revised: April 23, 2008
Revised: January 11, 2012
Revised: June 24, 2015

LEGAL REFS.: C.R.S. 22-33-104 (2)(a) (~~temporary exception to compulsory school attendance~~compulsory attendance law not applicable to a student who is temporarily ill and such absence is approved)
C.R.S. 22-33-106 (2) (grounds for suspension, expulsion and denial of admission)

CROSS REFS.: EBBA, Prevention of Disease/Infection Transmission (Handling Body Fluids)
IC/ICA, School Year, School Calendar, Instructional Time
JLCE, First Aid and Emergency Medical Care
JRA/JRC, Student Records/Release of Information on Students

NOTE: See the Colorado Department of Public Health and Environment (CDPHE) "Guidelines for Infectious Disease in Child Care and School Settings: Guidelines for Child Care Providers, School Nurses and Other Personnel," available on CDPHE's website, www.cdphe.state.co.us, Division of Disease Control and Environmental Epidemiology's website, or call 303-692-2000 to access these guidelines and other information applicable to schools.

St. Vrain Valley School District RE-1J, Longmont, Colorado

Visitors to Schools

The district will make reasonable efforts to accommodate requests to visit the district's schools, yet also recognizes concerns for the welfare of students. Therefore, the district limits visitors to:

1. Parents/guardians of current students;
2. Other family members of current students who are approved by the student's parent/guardian; and
3. Board members and other persons invited by the district for official business purposes.

To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors ~~shall~~must report to the school office immediately when entering a school. Visitors ~~shall~~may be asked to show proper identification and the reason for being at school. Authorized visitors ~~shall~~will: (1) be required to sign in and out; (2) be given name-tags to wear identifying themselves as visitors; and (3) may be accompanied by a district employee for some or all of the visit. School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

Unauthorized persons ~~shall~~may not loiter on school property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting schools is a privilege, not a right, which may be limited, denied, or revoked by a school administrator or designee based on considerations of student and/or staff health, safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

Adopted: February 28, 1968

Revised: February 8, 1984

Revised: June 8, 1994

Revised: April 14, 2010

Revised: February 8, 2012

Revised: October 28, 2015

LEGAL REFS.: C.R.S. 18-9-109 (interference with school staff or students)
C.R.S. 18-9-110 (trespass, interference at or in public buildings)
C.R.S. 18-9-112 (definition of loitering)
C.R.S. 18-9-117 (unlawful conduct on public property)
C.R.S. 18-12-105.5 (unlawful possession of weapons on school property)
C.R.S. 22-32-109.1 (7) (Board must adopt open school policy)

CROSS REF.: ADC, Tobacco-Free Schools
EBBA, Prevention of Disease/Infection Transmission
ECA/ECAB, Security/Access to Buildings
JLCC, Communicable/Infectious Diseases
KFA, Public Conduct on District Property

St. Vrain Valley School District RE-1J, Longmont, Colorado

Relations with District Charter Schools

A district charter school ~~shall be~~ is a public, nonsectarian, nonreligious, non-home-based school which operates within the school district and is accountable to the district's Board of Education. It is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation (which includes transgender status), ~~genetic information, age, marital status,~~ national origin, religion, ancestry, ~~or age, genetic information,~~ need for special education services, conditions related to pregnancy or childbirth, or other protected group and any court-ordered desegregation plan in effect for the district. A district charter school has standing to sue and be sued in its own name for the enforcement of any contract it is authorized by law to enter into.

Enrollment ~~shall be~~ is open to any child who resides within the school district or in contiguous school districts and who meets the criteria in the district charter school application. However, no district charter school ~~shall be~~ is required to make alterations in the structure of its facility or the arrangement or function of rooms within the facility except as may be required by state or federal law. The majority of the district charter school's students, other than online students, must reside in the school district or in contiguous school districts. Students participating in any online program offered by the district charter school are not required to reside in the district or contiguous districts and there is no restriction on the number of online students that may enroll in any online program offered by the district charter school. A district charter school ~~shall~~ will not charge tuition except as otherwise provided by law.

Each district charter school ~~shall be~~ is governed by its own governing body in a manner agreed to by the district charter school applicant and the Board. An approved district charter application will serve as the basis for negotiating a contract between the district charter school and the Board. The contract must reflect all agreements between the district and the district charter school including the waiver of local district policies and the waiver of statutory requirements or rules by the State Board of Education.

A district charter school ~~shall~~ must comply with all the state financial and budget rules, regulations and financial reporting requirements with which the school district is required to comply.

To ensure that the district charter schools will fulfill their fundamental obligations to the public, including providing sound governance, management, and stewardship of public funds, as well as being held locally accountable for their performance, the governing body shall consist of local citizens being a majority of the membership on each district charter school's board.

A district charter school shall be responsible for its own operation including but not limited to preparation of a budget, personnel matters, contracting for services, and acquiring facilities. Services for which a district charter school contracts with the school district ~~shall~~ will be negotiated and provided at district cost. No rent ~~shall~~ will be charged for use of district facilities which may be available for the district charter school. Any moneys received by a district charter school from any source that remain at the end of any budget year ~~shall~~ will remain in the district charter school account for use by the district charter school in subsequent years.

The relationship between the district and the district charter school ~~shall~~ will be established by contract. The contract ~~shall~~ will also reflect all agreements between the district and the district charter school including the release of the district charter school

from Board of Education policies, negotiated agreement, and all requests for release from state regulations which the Board of Education and the district charter school shall jointly request from the State Board of Education.

Each district charter school shall have an educational program with student performance standards and curriculum that meets or exceeds district academic standards.

A district charter school may offer any educational program that is specifically approved in their contract. Additional educational programs, including an online program, must go through the district Board of Education and charter school contract approval process.

A district charter school ~~shall~~will begin operation in the fall following the date the application is approved, unless another starting time is agreed upon by the Board and the applicant.

The period for which a new district charter may be approved is a minimum of four academic years. Renewal of a district charter ~~shall~~must be for specified periods of time.

Adopted: May 11, 1994
Revised: March 22, 1995
Revised: August 13, 1997
Revised: September 8, 1999
Revised: October 13, 2004
Revised: January 12, 2011
Revised: November 14, 2012
Revised: October 28, 2015

LEGAL REFS.: 42 U.S.C. 2000ff *et seq.* (Genetic Information Nondiscrimination Act of 2008)
C.R.S. 13-80-103.9 (liability for failure to perform an education employment required background check)
C.R.S. 19-2-402 (3)(c) (charter schools pay the proportionate share of educational expense of students in juvenile detention facilities)
C.R.S. 22-2-119 (inquiries prior to hiring)
C.R.S. 22-30.5-101 *et seq.* (Charter Schools Act)
C.R.S. 22-30.5-110 (1.3) (district ~~shall~~must adopt procedures and timelines for the charter renewal process)
C.R.S. 22-30.5-110 (6) (district ~~shall~~must adopt procedures for closing a charter)
C.R.S. 22-30.5-701 *et seq.* (Charter School Emergency Powers Act)
C.R.S. 22-32-109 (1)(pp) (district must annually distribute to district charter schools informational materials relating to federal student loan repayment programs and student loan forgiveness programs)
C.R.S. 22-32-120 (5) (district charter school may apply to the Colorado Department of Education for authorization as a school food authority)
C.R.S. 22-32-124 (pursuant to section 104 of the Charter Schools Act, all decisions regarding the planning, siting, and inspection of charter schools ~~shall~~must be made in accordance with the same statute that applies to school districts)
1 CCR 301-88 (State Board of Education's rules establishing guiding principles for charter schools and charter school authorizers)

St. Vrain Valley School District RE-1J, Longmont, Colorado

MEMORANDUM

DATE: August 12, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Charter Agreement Extension for Carbon Valley Academy
Strategic Priority – Outstanding Communication and Collaboration with
Community and Corporate Partners

RECOMMENDATION

That the Board of Education approve a one-year extension of Carbon Valley Academy's Charter Agreement.

BACKGROUND

In June 2019, the Board approved a three-year standardized operating contract, defining operating parameters for all district charter schools.

In addition, each charter school has an individual charter agreement with the District based on their original charter school application. This charter agreement defines the school's goals, objectives, student performance standards, and measurement criteria. Board policy LBD-R guides the charter renewal process.

Carbon Valley Academy's Charter Agreement was due for renewal on June 30, 2020; however, their Executive Director, Tony Carey, retired in June 2019 and during the administrative turnover, this date was missed. We are requesting a one-year extension of Carbon Valley Academy's Charter Agreement to allow the new administration to prepare the renewal documents.