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## **SECTION A - FOUNDATIONS AND BASIC COMMITMENTS**

Section A contains policies, regulations and exhibits on the district's legal role in providing public education and the basic principles underlying school board governance. These policies provide a setting for all of the school board's other policies and regulations. Included in this section are policies on nondiscrimination, educational philosophy and accountability.

AA	School District Legal Status
AC	Nondiscrimination/Equal Opportunity
AC-R-1	Nondiscrimination/Equal Opportunity (Complaint and Compliance Process) – Regulation
AC-R-2*	Sexual Harassment Investigation Procedures (Title IX) – Regulation
AC-E-1	Nondiscrimination/Equal Opportunity (Sample Notice) – Exhibit
AC-E-2	Nondiscrimination/Equal Opportunity (Complaint Form) – Exhibit
AD	School District Mission/Educational Philosophy
ADC	Tobacco-Free Schools
ADD	Safe Schools
ADD-R	District Safety/Security Committees – Regulation
ADF	School Wellness
AE	Accountability/Commitment to Accomplishment
AED*	Accreditation
AEE*	Waiver of State Law and Regulation

## **SECTION B - SCHOOL BOARD GOVERNANCE AND OPERATIONS**

Section B contains policies, regulations and exhibits about the school board -- how it is elected; how it is organized; how it conducts meetings and how it operates. This section includes policies establishing the board's internal operating procedures as well as policies on board communications and policy adoption.

BBA	School Board Powers and Responsibilities
BBBA	Board Member Qualifications
BBBE	Unexpired Term Fulfillment/Vacancies
BBBG	Board Elections
BC	School Board Member Conduct
BC-R	School Board Member Financial Disclosure – Regulation
BC-E-1	Code of Ethics for School Board Members – Exhibit
BC-E-2	Code of Ethics for School Board Members – Exhibit
BCAA	Giftings, Awards, Honorariums and Sponsorships
BCAA-E	Giftings, Awards, Honorariums and Sponsorships Guidelines – Exhibit
BCB	School Board Member Conflict of Interest
BDA	Board Organizational Meeting
BDB	Board Officers

BDF	Advisory Committees
B DFA*	District Personnel Performance Evaluation Council
BDFB*	Career and Technical Advisory Committees Council (Career and Technical Program Advisory Committees)
BDFC*	Preschool Council
BDG	Legal Claims and Charges
BE	School Board Meetings
BEAA*	Electronic Participation in School Board Meetings
BEC	Executive Sessions
BEDA	Notification of School Board Meetings
BEDB	Agenda
BEDD	Rules of Order
BEDF	Voting Method
BEDG	Minutes
BEDH	Public Participation at School Board Meetings
BEDH-R	Public Participation at School Board Meetings – Regulation
BEDJ	Media Coverage of Board Meetings
BG	School Board Policy Process
BIBA	Board Member Travel, Conventions, Workshops and Other Expenses
BIBA-R	Board Member Travel, Conventions, Workshops and Other Expenses – Regulation
BID/BIE	Board Member Compensation/Expenses/Insurance/Liability

## **SECTION C - GENERAL SCHOOL ADMINISTRATION**

Section C contains policies, regulations and exhibits on school management, administrative organization and school building and department administration. It includes the administrative aspects of special programs and system wide reforms such as school or site-based management. It also contains personnel policies regarding the superintendent, senior administrators (management team) and school principals.

CBA/CBC	Qualifications, Powers and Responsibilities of Superintendent (Job Description)
CBB	Recruitment of Superintendent
CBD	Superintendent's Contract
CBF	Superintendent's Conduct
CBI	Evaluation of Superintendent
CC	Administrative Organization
CC-E	St. Vrain Administrative Organizational Chart – Exhibit
CCB	Line and Staff Relations
CH	Policy Implementation

CHD	Administration in the Absence of Policy
CI	Temporary Administrative Assignments

## **SECTION D - FISCAL MANAGEMENT**

Section D contains policies, regulations and exhibits on school finances and the management of funds. It includes policies on budget, banking, accounting, purchasing and payroll. Policies on the financing of school construction and renovation, however, are filed in Section F - Facilities Development.

DA	Fiscal Management Goals/Priority Objectives
DAB*	Financial Administration
DAC*	Federal Fiscal Compliance
DB	Annual Budget
DBD	Determination of Budget Priorities
DBG	Budget Adoption
DBG-E-1	Deadlines in Budgeting Process Set by Statute – Exhibit
DBK*	Fiscal Emergencies
DD	Grants Management
DEA	Funds from Local Tax Sources
DFA/DFAA	Revenues from Investments/Use of Surplus Funds
DG	Banking Services (And Deposit of Funds)
DGA/DGB	Authorized Signatures on District Checks
DH	Bonded Employees and Officers
DI	Fiscal Accounting
DIE	Annual Audit
DJ/DJA	Purchasing/Purchasing Authority
DJB*	Federal Procurement
DJB*-R	Federal Procurement – Regulation
DJCA*	Purchasing Procedures
DJCA*-R	Purchasing Procedures – Regulation
DJE	Procurement Procedures
DJG	Vendor Relations
DKC	Expense Authorization/Reimbursement
DLB	Retirement Plans
DLB-R	Retirement Plans – Regulation
DN	School Properties Disposition
DN-R	School Properties Disposition – Regulation

## SECTION E - SUPPORT SERVICES

Section E contains policies, regulations and exhibits on non-instructional services and programs, particularly those on business management, safety, building and grounds management, office services, transportation and food services. Also Included are policies on busing, fire drills, vandalism, data management and insurance programs.

EBAB	Hazardous Materials
EBAB-R	Hazardous Materials – Regulation
EBBA	Prevention of Disease/Infection Transmission (Handling Body Fluids)
EBBA-R	Prevention of Disease/Infection Transmission (Handling Body Fluids and Substances) – Regulation
EBBB	Accident Reports
EBCB	Safety Drills and Exercises
EBCB-R	Safety Drills – Regulation
EBCB-E	Record of Fire Evacuation Drill (Fire Code Section 405.5) – Exhibit
EBCE	School Closings and Cancellations
ECA/ECAB	Security/Access to Buildings
ECAC	Vandalism
EEA	Student Transportation
EEAA	Walkers and Riders
EEAC	Bus Scheduling and Routing
EEAE	Bus Safety Program
EEAEA	School Transportation Vehicle Operator Requirements and Training
EEAEAA*	Drug and Alcohol Testing for CDL Drivers
EEAEAA*-R	Drug and Alcohol Testing for CDL Drivers – Regulation
EEAEF*	Video Cameras on Transportation Vehicles
EEAFA	Extracurricular Activity Buses/Field Trips/Special Events Transportation
EEAFA-R	Extracurricular Activity Buses/Field Trips/Special Events Transportation – Regulation
EEAFB*	Use of School Buses by Community Groups
EEAFB*-R	Use of School Buses by Community Groups – Regulation
EEAG	Student Transportation in Private Vehicles
EEAG-R	Student Transportation in Private Vehicles – Regulation
EEAG-E	Form for Drivers of Private Vehicles – Exhibit
EEBA	School Transportation Vehicles (Use of Safety Belts)
EEBAA	Use of Wireless Communication Devices by Employees Driving District-Owned Vehicles
EF	School Nutrition Program
EFC	Free and Reduced-Price Food Services
EFEA*	Nutritious Food Choices
EGAD	Copyright Compliance

EGADA*	Intellectual Property (Students)
EGADA*-E-1	Intellectual Property (SVVSD Waiver of Rights) – Exhibit
EGADA*-E-2	Intellectual Property (Student Waiver of Rights) – Exhibit
EGADAB*	Intellectual Property (Employee and Mentor)
EGADAB*-E	Intellectual Property (Mentor Acknowledgement and Release) – Exhibit
EGAEA	Electronic Communication
EHB	Records Retention
EHC*	Safeguarding Personal Identifying Information
EI	Insurance Program/Risk Management
EID*	Compliance with the Health Insurance Portability and Accountability Act
EIE*	Compliance with the Affordable Care Act
EJ	Service Animals
EJ-R	Service Animals – Regulation
EJ-E-1	Appendix A – Request to be Accompanied by Service Animal/Miniature Horse (Annual Request Required) – Exhibit
EJ-E-2	Appendix B – Service Animal/Miniature Horse Agreement – Exhibit

## SECTION F - FACILITIES PLANNING AND DEVELOPMENT

Section F contains policies, regulations and exhibits on facility planning, financing, construction and renovation. It also includes the topics of temporary facilities, school closings, bond campaigns and naming facilities.

FA	Facilities Development Goals/Priority Objectives
FA-R	Facilities Development Goals/Priority Objectives – Regulation
FB	Facilities Planning
FB-R	Long-Range Facilities Planning Committee – Regulation
FBC*	Prioritization of Facility Improvements
FC	School Capacity Mitigation
FD	Facilities Funding
FDA	Bond Campaigns
FDB	Voluntary Capital Mitigation
FDB-R	Voluntary Capital Mitigation – Regulation
FEA	Educational Specifications for Construction
FEB	Architect/Engineer/Project Manager/Construction Manager
FEB-R	Architect/Engineer/Project Manager/Construction Manager – Regulation
FEE	Site Acquisition
FEE-R	Site Acquisition – Regulation
FEG	Construction Contracts Bidding and Awards
FEGB	Contractor’s Insurances, Affidavits and Guarantees
FEH	Construction Change Orders

FF	Naming of Facilities
FFA	Dedications, Memorials and Recognitions

## **SECTION G - PERSONNEL**

Section G contains policies, regulations and exhibits on all school employees except the superintendent (found in Section C - General Administration). The category is divided into three main divisions: GB contains policies applying to all school employees or to general personnel matters; GC refers to instructional and administrative staff; and GD refers to support or classified staff.

GBA	Open Hiring/Equal Employment Opportunity
GBAA	Sexual Harassment of Employees
GBAB	Workplace Health and Safety Protection
GBEA	Staff Ethics/Conflict of Interest
GBEA-E	Staff Ethics/Conflict of Interest – Exhibit
GBEB	Staff Conduct (And Responsibilities)
GBEB-R	Staff Conduct (And Responsibilities) – Regulation
GBEB-R-2	Staff Conduct (And Responsibilities) – Regulation
GBEBA	Staff Dress Code
GBEBC	Staff Gifts to and Solicitations by Staff
GBEC	Alcohol and Drug-Free Workplace
GBEC-E	Employee Acknowledgment Form, Alcohol and Drug-Free Workplace – Exhibit
GBEE*	Staff Responsible Use of the Internet and Electronic Communications
GBEE*-R	Staff Responsible Use of the Internet and Electronic Communications Guidelines – Regulation
GBEF	Weapons in the Workplace
GBGA	Staff Health (And Medical Examination Requirements)
GBGA-R	Staff Health – Regulation
GBGAB	First Aid Training
GBGB	Staff Personal Security and Safety
GBGC	Staff Benefits
GBGD	Workers' Compensation
GBGF	Federally-Mandated Family and Medical Leave
GBGF-R	Federally-Mandated Family and Medical Leave – Regulation
GBGI	Staff Military Leave
GBGK	Staff Legal/Civic Duty Leave
GBJ	Personnel Records and Files
GBK	Staff Concerns/Complaints/Grievances
GCBA	Instructional Staff Contracts/Compensation/Salary Schedules
GCE/GCF	Professional Staff Recruiting/Hiring
GCE/GCF-R	Professional Staff Recruiting/Hiring – Regulation

GCFA*	Hiring of Instructional Staff/Portability of Non-Probationary Staff
GCG/GCGA	Part-Time and Substitute Professional Staff Employment/Qualifications of Substitute Staff
GCI	Professional Staff Development
GCKAA*	Teacher Displacement
GCO	Evaluation of Licensed Personnel
GCQC/GCQD	Resignation of Instructional Staff/Administrative Staff
GCQC/GCQD-R	Resignation of Instructional Staff/Administrative Staff (Mandatory Reporting Requirements) – Regulation
GCQE*	Evaluation of Evaluators
GCQF	Discipline, Suspension and Dismissal of Professional Staff (And Contract Nonrenewal)
GCQF-R	Discipline, Suspension and Dismissal of Professional Staff (Mandatory Reporting Requirements – Regulation
GCS	Professional Research and Publishing
GDA	Support Staff Positions
GDBA	Support Staff Compensation
GDE/GDF	Support Staff Recruiting/Hiring
GDE/GDF-R	Support Staff Recruiting/Hiring – Regulation
GDG	Part-Time and Substitute Support Staff Employment
GDO	Evaluation of Support Staff
GDQB	Resignation of Support Staff
GDQD	Discipline, Suspension and Dismissal of Support Staff

## **SECTION H - NEGOTIATIONS**

Section H contains policies, regulations and exhibits on the process of negotiating with bargaining units recognized by the school board and authorized under state law.

HA	Negotiations Goals/Priority Objectives
HH	Negotiating Organization (Instructional Staff)

## **SECTION I - INSTRUCTION**

Section I contains policies, regulations and exhibits on the instructional program. This section covers basic curricular subjects, special programs, instructional resources and academic achievement. It includes policies about the school year, school day, grading, graduation requirements, home schooling, school library and media center, textbook selection and adoption, field trips, teaching methods and school ceremonies.

IC/ICA	School Year/School Calendar/Instruction Time
IFC	Multiculturalism

IG	Curriculum Development
IHAI	Career and Technical Education
IHAM	Health and Family Life/Sex Education
IHAM-R	Health Education – Regulation
IHAMA	Teaching about Drugs, Alcohol and Tobacco
IHBA	Special Education Programs for Students with Disabilities
IHBB	Gifted Education
IHBD	Equivalence of Services (Title I)
IHBEA	English Language Learners
IHBF	Homebound Instruction
IHBG	Home Schooling
IHBIB	Primary/Preprimary Education
IHBK	Preparation for Postsecondary and Workforce Success
IHBK-R	Preparation for Postsecondary and Workforce Success (Implementation Plan for Student Individual Career and Academic Plans) – Regulation
IHCDA	Concurrent Enrollment
IJ	Instructional Resources and Materials
IJK	Supplementary Materials Selection and Adoption
IJNDAB*	Instruction through Online Programs
IJOA	Field Trips
IJOA-R	Field Trips – Regulation
IJOA-E	Field Trip/Activity Permission Form – Exhibit
IJOC	School Volunteers
IJOC-E	School Volunteer Application – Exhibit
IK	Academic Achievement
IKA	Grading/Assessment Systems
IKA-R	Grading/Assessment Systems (Exemption Procedure and Information to Parents/Guardians) – Regulation
IKE	Ensuring All Students Meet Standards
IKF	Graduation Requirements
IKF-R	Graduation Requirements-Physical Education Waiver – Regulation
IKFA	Early Graduation
IKFB	Graduation Exercises
ILBC	Early Literacy and Reading Comprehension (Colorado READ Act)
ILBC-R	Early Literacy and Reading Comprehension (Procedures to Implement the Colorado READ Act) – Regulation
IMB	Teaching about Controversial Issues and Use of Controversial Materials
IMDB	Flag Displays

## SECTION J - STUDENTS

Section J contains policies, regulations and exhibits on students -- admissions, attendance, rights and responsibilities, conduct, discipline, suspension and expulsion, health and welfare, records, publications and school-related activities.

JB	Equal Educational Opportunities
JBB*	Sexual Harassment of Students
JC	School Attendance Areas
JC-R	Determination of a Student's School Attendance Area – Regulation
JCAA	School Districting/Redistricting
JCAA-R	School Districting/Redistricting (School Boundary Change Guidelines) – Regulation
JEA	Compulsory Attendance Ages
JEB	Entrance Age Requirements
JF	Admissions and Denial of Admissions
JF-E	Admissions and Denial of Admissions – Exhibit
JFABB	Admission of Non-Immigrant Foreign Exchange Students
JFABB-R	Admission of Non-Immigrant Foreign Exchange Students – Regulation
JFABB-E	Admission of Non-Immigrant Foreign Exchange Students – Exhibit
JFABD	Homeless Students
JFABD-R	Homeless Students – Regulation
JFABE*	Students in Foster Care
JFABE*-R	Students in Foster Care – Regulation
JFBA/JFBB	Open Enrollment
JFBA/JFBB-R	Open Enrollment – Regulation
JFC	Student Withdrawal from School/Dropouts
JFC-R	Student Withdrawal from School/Dropouts – Regulation
JGA	Assignment of New Students to Classes and Grade Levels
JGA-R	Assignment of New Students to Classes and Grade Levels (Students from Home Instruction or Non-accredited Private Schools) – Regulation
JH	Student Absences and Excuses
JH-R	Student Absences and Excuses – Regulation
JHB	Truancy
JHD	Exclusions and Exemptions from School Attendance
JIC	Student Conduct
JICA	Student Dress Code
JICC	Student Conduct in School Vehicles
JICC-R	Student Conduct in School Vehicles – Regulation
JICDA	Code of Conduct
JICDE*	Bullying Prevention and Education

JICEA	School-Related Student Publications (School Publications Code)
JICEA-R	School-Related Student Publications (School Publications Code) – Regulation
JICEC*	Student Petitions and Distribution of Non-Curricular Materials
JICEC*-R	Student Petitions and Distribution of Non-Curricular Materials – Regulation
JICF	Secret Societies/Gang Activity
JICG	Use of Tobacco by Students
JICH	Drug and Alcohol Involvement by Students
JICH-R	Drug and Alcohol Abuse by Students – Regulation
JICI	Weapons in School
JIH	Student Interviews, Interrogations, Searches and Arrests
JIH-R	Student Interviews, Interrogations, Searches and Arrests – Regulation
JIHB	Parking Lot Searches
JII	Student Concerns, Complaints, and Grievances
JII-E	Grievance Form – Exhibit
JJA-1	Curriculum Related Student Organizations
JJA-2	Student Organizations – Open Forum
JJA-2-R	Non-Curricular Student Organizations (Secondary Schools) – Regulation
JJA-2-E	Request for Building Use by Non-Curricular Student Groups – Exhibit
JJF	Student Activities Funds
JJH	Student Travel
JJIB	Interscholastic Sports
JJJ	Extracurricular Activity Eligibility
JJJ-R	Extracurricular, Co-Curricular and Intramural Activity Eligibility – Regulation
JK	Student Discipline
JK-R	Student Discipline – Regulation
JK*-2	Discipline of Students with Disabilities
JKA	Use of Physical Intervention and Restraint
JKA-R	Use of Physical Intervention and Restraint – Regulation
JKA-E-2	Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion – Exhibit
JKBA*	Disciplinary Removal from Classroom
JKBA*-R	Disciplinary Removal from Classroom – Regulation
JKD/JKE	Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JKD/JKE-R	Suspension/Expulsion of Students (Hearing Procedures) – Regulation
JKD/JKE-E	Grounds for Suspension/Expulsion – Exhibit
JKF*	Educational Alternatives for Expelled Students
JKF*-R	Educational Alternatives for Expelled Students – Regulation
JKG*	Expulsion Prevention
JLC	Student Health Services and Requirements
JLC-R	Student Health Services and Requirements (Special Health Problems) – Regulation
JLCB	Immunization of Students
JLCC	Communicable/Infectious Diseases

JLCD	Administering Medications to Students
JLCD-R	Administering Medications to Students – Regulation
JLCD-E	Written Plan-Administration of Medical Marijuana to Qualified Students – Exhibit
JLCDA*	Students with Food Allergies
JLCE	First Aid and Emergency Medical Care
JLCE-R	First Aid and Emergency Medical Care – Regulation
JLCF	District School Nurses
JLCF-R	District School Nurses – Regulation
JLD	School Counseling Programs
JLDAC	Screening/Testing of Students (And Treatment of Mental Disorders)
JLF	Reporting Child Abuse/Child Protection
JLF-R	Reporting Child Abuse/Child Protection – Regulation
JLF-E	Report of Suspected Child Abuse or Neglect – Exhibit
JLIB	Student Dismissal Precautions
JLIF	Use of Safety and Security Technologies
JLIF-R	Use of Safety and Security Technologies – Regulation
JLJ*	Physical Activity
JQ	Student Fees, Fines and Charges
JQ-R	Student Fees, Fines and Charges – Regulation
JQ-E	Schedule of Student Fees – Exhibit
JRA/JRC	Student Records/Release of Information on Students
JRA/JRC-R	Student Records/Release of Information on Students (Notification to Parents and Students of Rights Concerning Student Education Records) – Regulation
JRCA*	Sharing of Student Records/Information between School District and State Agencies
JRCB*	Student Information Privacy and Protection
JRCB*-R	Student Information Privacy and Protection (Public Hearing and Complaint Procedures) – Regulation
JS*	Student Responsible Use of the Internet and Electronic Communications
JS*-R	Student Responsible Use of the Internet and Electronic Communications Guidelines – Regulation
JS*-E	Student Responsible Use of Technology, Access and Digital Communication Expectations – Exhibit

## **SECTION K - SCHOOL-COMMUNITY-HOME RELATIONS**

Section K contains policies, regulations and exhibits on parent and community involvement in schools. Except for policies concerning education agencies, statements on public sector relations with school districts also are located in this section. Policies found in this section include parents' rights, public information and complaints, community use of school facilities, advertising in the schools and public information and communications.

KB	Parent Engagement in Education
KBA	District Title I Parent and Family Engagement
KBA-E	School-Level Title I Parent and Family Engagement (School/Parent Compact) – Exhibit
KBBA	Custodial and Noncustodial Parent Rights and Responsibilities

KBBA-R	Custodial and Noncustodial Parent Rights and Responsibilities – Regulation
KBE	Relations with Parent Organizations
KBE-R	Organizational Options for Parent Organizations (POs) – Regulation
KCB	Public Participation in Decision Making
KCD	Public Gifts to Schools
KCD-E	St. Vrain Valley School District Gift Acceptance Form – Exhibit
KD	Public Information and Communications
KDB	Public’s Right to Know/Freedom of Information
KDB-R	Public’s Right to Know/Freedom of Information – Regulation
KDBA*	Parent Notification of Employee Criminal Charges – Regulation
KDE	Crisis Management (Safety, Readiness and Incident Management Planning)
KE	Public Concerns and Complaints
KEC	Public Concerns/Complaints about Instructional Resources
KEF*	Public Concerns/Complaints about Teaching Methods, Activities or Presentations
KF	Community Use of School Facilities
KFA	Public Conduct on District Property
KG	Public-Private Enterprise Opportunities
KGA	School Foundations
KHB	Advertising and Sponsorships
KHB-R	Advertising and Sponsorships – Regulation
KHC	Distribution/Posting of Non-curricular Materials
KHC-R	Distribution/Posting of Non-curricular Materials – Regulation
KI	Visitors to Schools
KLK	Relations with State Agencies

## **SECTION L - EDUCATION AGENCY RELATIONS**

Section L contains policies, regulations and exhibits on the school district’s relationship with other education agencies including other school systems, regional or service districts, private schools, colleges and universities, education research organizations and state and national education agencies. This section also contains policies on student teaching, charter schools and BOCES.

LBB	Cooperative Educational Programming
LBD*	Relations with District Charter Schools
LBD*-R	Relations with District Charter Schools (Procedures for Establishment, Review, Renewal, Revocation and Closure) – Regulation
LBD*-E	District Charter School Intent to Apply Form – Exhibit
LBDB*-1	Relations with Institute Charter Schools (School Boards with Exclusive Chartering Authority)
LC	Relations with Education Research Agencies
LDA	Student Teaching
LDA-R	Student Teaching and Internships – Regulation