



Board of Cooperative Educational Services
www.cboces.org

"Through collaboration, CBOCES will provide value-added resources that enrich educational opportunities for all students."

BOARD OF DIRECTORS

REGULAR MEETING AGENDA

Date

September 20, 2018

5:30 PM Dinner

6:30 PM Regular Meeting

Location

CBOCES Office

Lower Level Boardroom

2020 Clubhouse Drive

Greeley, CO 80634

Board of Directors

Riste Capps, RE-1 Valley SD

Laura Case, Estes Park SD R-3

Mary Clawson, Weld RE-9 SD

Alphretta Erdmann, Briggsdale School

Brandy Hansen, Brush SD RE-2J

Jane Johnson, Platte Valley SD RE-7

Sara Kopetzky, Wiggins SD RE-50J

Pat Loyd, Pawnee SD RE-12

Paula Peairs, St. Vrain Valley Schools

Nancy Sarchet, Weld County SD RE-1

Lynette St. Jean, Eaton SD RE-2

Tiffany Thompson, Weldon Valley SD RE-20J

Vacant, Prairie SD RE-11J

Connie Weingarten, Morgan County SD RE-3

Administration

Dr. Randy Zila, Executive Director

Terry Buswell, Assistant Executive Director

Dr. Mary Ellen Good, Federal Programs Director

Mark Rangel, Innovative Education Services Director

Jocelyn Walters, Special Education Director

1.0 Opening of Meeting – 6:30 PM

1.1 Call to Order

1.2 Roll Call

1.3 Introductions/District Updates

1.4 Approval of Agenda

1.5 Approval of Minutes – May 17, 2018

1.6 Public Participation

Time parameters – Three minutes per speaker; 20 minutes total for public participation

1.7 Board Reports/Requests

1.8 Old Business



"Through collaboration, CBOCES will provide value-added resources that enrich educational opportunities for all students."

Board of Cooperative Educational Services
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2.0 Consent Agenda

- 2.1 Approval of Personnel Items
- 2.2 Approval of Supplemental Appropriations
- 2.3 Approval of Proposed Additions/Deletions/Revisions to Board Policies/Regulations/Exhibits in Manual Section J and Revisions to IKA, Grading-Assessment Systems; IKF, Graduation Requirements

3.0 Presentations

None

4.0 Reports/Discussion

- 4.1 Superintendents' Advisory Council Report – Dr. Glenn McClain
- 4.2 Financial Reports – Terry Buswell, Assistant Executive Director
 - Board Notes for Financial Reports
 - Investment Report A
 - Cash Flow Analysis Report B
 - Cash Flow Chart C
 - Two Page Financial Summary Report
 - 12 Page Detailed Expense Report
- 4.3 Directors' Reports
 - a. Dr. Randy Zila, Administration
 - b. Terry Buswell, Business Services/Human Resources/Technology Departments
 - c. Dr. Mary Ellen Good, Federal Programs Department
 - d. Mark Rangel, Innovative Education Services Department
 - e. Jocelyn Walters, Special Education Department

5.0 Action Items

- 5.1 Approval of Resolution Authorizing Use of Facsimile Signature of Board Vice President

6.0 Updates/Announcements

7.0 Adjournment

Future Board Meeting Schedule

November 15, 2018

January 17, 2019

April 18, 2019

May 16, 2019

MEMORANDUM

TO: Centennial BOCES Board of Directors

FROM: Dr. Randy Zila, Executive Director

DATE: September 20, 2018

SUBJECT: Opening of Meeting

Background Information

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Introductions/District Updates
- 1.4 Approval of Agenda
- 1.5 Approval of Minutes – May 17, 2018
- 1.6 Public Participation – Time parameters (Three minutes per speaker; 20 minutes total)
- 1.7 Board Reports/Requests
- 1.8 Old Business

Recommended Action

Approve or Amend Agenda
Approve or Amend Minutes
Other – as determined by Board

1.0 OPENING OF MEETING

The Board of Directors of the Centennial Board of Cooperative Educational Services (CBOCES) met on May 17, 2018 at the CBOCES Office, 2020 Clubhouse Drive, Greeley, Colorado.

1.1 Call to Order

President Scott Stump called the meeting to order at 6:30 PM.

1.2 Roll Call

Board Members (or alternates) present:

Laura Case, Estes Park SD R-3
Mary Clawson, Weld RE-9 SD
Alphretta Erdmann, Briggsdale School
Kevin Hahn, Pawnee SD RE-12 (Arrived at 6:31 PM)
Jane Johnson, Platte Valley SD RE-7
Dennis Kaan, Alternate, RE-1 Valley SD Sterling
Sara Kopetzky, Wiggins SD RE-50J
Nancy Sarchet, Weld County SD RE-1
Lynette St. Jean, Eaton SD RE-2
Scott Stump, Prairie SD RE-11J

Board Members absent:

Brandy Hansen, Brush SD RE-2J
Paula Peairs, St. Vrain Valley Schools
Vacant, Weldon Valley SD RE-20J
Connie Weingarten, Morgan County SD RE-3

Superintendents present:

Dr. Glenn McClain, Platte Valley SD RE-7
Dr. Jan Delay, RE-1 Valley SD Sterling

CBOCES Staff present:

Dr. Randy Zila, Executive Director
Terry Buswell, Assistant Executive Director
Dr. Mary Ellen Good, Federal Programs Director
Mark Rangel, Innovative Education Services Director
Jocelyn Walters, Special Education Director
Shana Garcia, Executive Administrative Assistant

1.3 Introductions/District Updates

Board Members introduced themselves and shared information for their respective districts' activities

1.4 Approval of Agenda

Nancy Sarchet moved to approve the agenda as presented. Mary Clawson seconded.

The motion passed by unanimous roll call vote: [Laura Case, yes; Mary Clawson, yes; Alphretta Erdmann, yes; Brandy Hansen, absent; Kevin Hahn, yes; Jane Johnson, yes; Dennis Kaan, yes; Sara Kopetzky, yes; Paula Peairs,

absent; Nancy Sarchet, yes; Lynnette St. Jean, yes; Scott Stump; yes; Connie Weingarten, absent)

1.5 Approval of Minutes

Mary Clawson moved to approve the minutes from the April 19, 2018 regular meeting. Kevin Hahn seconded.

The motion passed by unanimous roll call vote: [Laura Case, yes; Mary Clawson, yes; Alphretta Erdmann, yes; Brandy Hansen, absent; Kevin Hahn, yes; Jane Johnson, yes; Dennis Kaan, yes; Sara Kopetzky, yes; Paula Peairs, absent; Nancy Sarchet, yes; Lynnette St. Jean, yes; Scott Stump; yes; Connie Weingarten, absent)

1.6 Public Participation

None

1.7 Board Reports/Requests

None

1.8 Old Business

None

2.0 CONSENT AGENDA

2.1 Approval of Personnel Items

2.2 Approval of 2018-19 Salary Schedules

2.3 Approval of 2018-19 Benefit Schedules

2.4 Approval of Proposed Additions/Deletions/Revisions to Board Policies/Regulations/Exhibits in Manual Sections G, I, K

Mary Clawson moved to approve Consent Agenda items 2.1 through 2.4 as amended, to remove Board policies IKA and IKF from approval under consent item 2.4. Jane Johnson seconded.

The motion passed by unanimous roll call vote: [Laura Case, yes; Mary Clawson, yes; Alphretta Erdmann, yes; Brandy Hansen, absent; Kevin Hahn, yes; Jane Johnson, yes; Dennis Kaan, yes; Sara Kopetzky, yes; Paula Peairs, absent; Nancy Sarchet, yes; Lynnette St. Jean, yes; Scott Stump; yes; Connie Weingarten, absent)

3.0 PRESENTATIONS

None

4.0 REPORTS / DISCUSSION

4.1 Superintendents' Advisory Council (SAC) Report

Dr. Glenn McClain provided information from the January SAC meeting that included the following topics:

- 2018-19 Budget
- Dr. Zila contract
- Troops to Teachers grant
- Celebrated two superintendent retirements

4.2 Proposed Additions/Deletions/Revisions to Board Policies/Regulations/Exhibits in Manual Section J

Proposed additions/deletions/revisions to Board policies/regulations/exhibits in manual section J are the result of a scheduled review to streamline policies/regulations/exhibits and ensure alignment with applicable procedure and/or statute, promote best practice, and to eliminate redundancy. The proposed additions/deletions/revisions reflect the sample policies/regulations/exhibits produced by the Colorado Association of School Boards (CASB) and contain all the content/language CASB believes best meets the intent of the law. The last complete review of the Centennial BOCES policy manual was completed in 2005, however as required by law all districts and BOCES must follow the most current statutes which always supersede outdated local policies. Although generally not requiring Board approval, regulations and exhibits have been included in this discussion item to assist with policy review and clarification. This agenda item will return for approval at the September 20, 2018 Board meeting.

4.3 Directors' Reports

- Written updates were included in the Board packet as noted below
 - a. Dr. Randy Zila, Executive Director – shared information on the following topics:
 - CBOCES High School graduation ceremonies
 - Outstanding Migrant Student and Educator graduation ceremony
 - IConnect High School graduation ceremony will be held Friday, May 18
 - b. Terry Buswell, Assistant Executive Director – written report
 - c. Dr. Mary Ellen Good, Director of Federal Programs – written report
 - d. Mark Rangel, Director of Innovative Education Services – written report
 - e. Jocelyn Walters, Director of Special Education – written report

5.0 ACTION ITEMS

5.1 Approval of Centennial BOCES 2018-19 Budget

Terry Buswell presented information and answered questions related to the 2018-19 CBOCES budget that included:

- Revisions to revenues and expenditures since April BOD meeting
- Revisions to budgets by department since April BOD meeting
- Revisions to assessments since April BOD meeting

Nancy Sarchet moved to approve the Centennial BOCES 2018-19 Budget. Jane Johnson seconded.

The motion passed by unanimous roll call vote: [Laura Case, yes; Mary Clawson, yes; Alphretta Erdmann, yes; Brandy Hansen, absent; Kevin Hahn, yes; Jane Johnson, yes; Dennis Kaan, yes; Sara Kopetzky, yes; Paula Peairs, absent; Nancy Sarchet, yes; Lynnette St. Jean, yes; Scott Stump, yes; Connie Weingarten, absent]

5.2 Approval of Resolution for 2018-19 Budget Appropriation

Nancy Sarchet moved to approve the Resolution for 2018-19 Budget Appropriation. Sara Kopetzky seconded.

The motion passed by unanimous roll call vote: [Laura Case, yes; Mary Clawson, yes; Alphretta Erdmann, yes; Brandy Hansen, absent; Kevin Hahn, yes; Jane Johnson, yes; Dennis Kaan, yes; Sara Kopetzky, yes; Paula Peairs, absent; Nancy Sarchet, yes; Lynnette St. Jean, yes; Scott Stump; yes; Connie Weingarten, absent)

5.3 Approval of Resolution Authorizing Use of Beginning Fund Balance for 2018-19

Kevin Hahn moved to approve the Resolution Authorizing Use of Beginning Fund Balance for 2018-19. Lynnette St. Jean seconded.

The motion passed by unanimous roll call vote: [Laura Case, yes; Mary Clawson, yes; Alphretta Erdmann, yes; Brandy Hansen, absent; Kevin Hahn, yes; Jane Johnson, yes; Dennis Kaan, yes; Sara Kopetzky, yes; Paula Peairs, absent; Nancy Sarchet, yes; Lynnette St. Jean, yes; Scott Stump; yes; Connie Weingarten, absent)

5.4 Approval of Dr. Zila 2018-19 Centennial BOCES Executive Director Contract

Nancy Sarchet moved to approve Dr. Zila 2018-19 Centennial BOCES Executive Director Contract. Kevin Hahn seconded.

The motion passed by unanimous roll call vote: [Laura Case, yes; Mary Clawson, yes; Alphretta Erdmann, yes; Brandy Hansen, absent; Kevin Hahn, yes; Jane Johnson, yes; Dennis Kaan, yes; Sara Kopetzky, yes; Paula Peairs, absent; Nancy Sarchet, yes; Lynnette St. Jean, yes; Scott Stump; yes; Connie Weingarten, absent)

Dr. Zila has an annual contract with Centennial BOCES to serve as the executive director. Dr. Glen McClain brought to the attention of the Board of Directors that Dr. Zila's 2018-19 contract did not include a three percent salary increase. All Centennial BOCES staff will be receiving a three percent salary increase in 2018-19.

Nancy Sarchet moved to amend her motion to include a three percent salary increase for Dr. Zila in the 2018-19 Executive Director Contract. Jane Johnson seconded.

The motion passed by unanimous roll call vote: [Laura Case, yes; Mary Clawson, yes; Alphretta Erdmann, yes; Brandy Hansen, absent; Kevin Hahn, yes; Jane Johnson, yes; Dennis Kaan, yes; Sara Kopetzky, yes; Paula Peairs, absent; Nancy Sarchet, yes; Lynnette St. Jean, yes; Scott Stump; yes; Connie Weingarten, absent)

6.0 UPDATES/ANNOUNCEMENTS

- Scott Stump has been nominated for an appointment as the Assistant Secretary for Career, Technical and Adult Education for the US Department of Education by President Trump – if approved he will resign from the Prairie School District Board of Education and the CBOCES Board of Directors

7.0 ADJOURNMENT

The meeting was adjourned by acclamation at 7:31 PM.

Respectfully Submitted,

Alphretta Erdmann

Centennial BOCES BOD Secretary/Treasurer

Scott Stump

Centennial BOCES BOD President

MEMORANDUM

TO: Centennial BOCES Board of Directors

FROM: Dr. Randy Zila, Executive Director

DATE: September 20, 2018

SUBJECT: Consent Agenda

Background Information

2.1 Approval of Personnel Items

See Attached

2.2 Approval of Supplemental Appropriations

Carl Perkins Grant Project	\$9,885.00
Out of District Placement Project	\$302,235.00
Gifted Education Regional Consultant Grant Project	\$1,432.00
Gifted Education Administrative Unit Grant Project	\$2,429.00
Gifted Education Universal Screening Grant Project	-\$8,806.00
HB12-1345 BOCES State Priorities Assistance Project	\$60.00
Migrant Education Project	\$65,383.00
McKinney-Vento Homeless Grant Project	\$2,500.00

2.3 Approval of Proposed Additions/Deletions/Revisions to Board Policies/Regulations/Exhibits in Manual Section J and Revisions to IKA, Grading-Assessment Systems; IKF, Graduation Requirements

See Attached

Recommended Action

Approve Consent Agenda Action Items As Presented

M E M O R A N D U M

TO: Centennial BOCES Board of Directors
FROM: Dr. Randy Zila, Executive Director
DATE: September 20, 2018
SUBJECT: Approval of Personnel Items - Staff Resignations / Releases

Employee Name	Position	Department	Date	Comments
Dodge, Jeanine	Program Admin. Assistant	Innovative Education Services	5/25/18	Resigned
Horner, Abby	Vision Specialist	Special Education	5/25/18	Resigned
Khaing, Wia Wia	Facilitator/Translator	Federal Programs	5/31/18	Non- Renewed
Lefever, Leah	Parent Liaison	Special Education	5/31/18	Resigned

M E M O R A N D U M

TO: Centennial BOCES Board of Directors
FROM: Dr. Randy Zila, Executive Director
DATE: September 20, 2018
SUBJECT: Approval of Personnel Items - Staff Appointments

Employee Name	Beginning Date	Assignment	Department	Position FTE	Rate of Pay	Justification / Comments
Aponte, Julian	6/1/2018	Migrant Recruiter	Federal Programs	1.00	\$31,000 /annually	New Hire
Bastianos, Danielle	8/1/2018	Office Manager	Innovative Education Services	1.00	\$26,000 /annually	New Hire
Bellamy, McKayla	8/13/2018	Speech/Language Pathologist Assistant	Special Education	1.00	\$35,720 /annually	New Hire
Hammack, Susan	8/13/2018	Community Resource Specialist	Special Education	1.00	\$50,720 /annually	New Hire
Heidt, Jeffery	8/13/2018	School Psychologist	Special Education	1.00	\$59,032.75 /annually	New Hire
McCormick, Renee	8/13/2018	COTA	Special Education	1.00	\$33,406 /annually	New Hire
Ortiz, Rachel	8/13/2018	Registered Behavior Technician	Special Education	1.00	\$22,618 /annually	New Hire
Rogakis, Megan	8/13/2018	Early Childhood Special Education Teacher	Special Education	1.00	\$36,434.67 /annually	New Hire

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$9,885 be appropriated into the 2018-2019 Centennial BOCES budget for the Carl Perkins Grant project. This budget increase is based on the actual allocation received and will increase this budget from \$118,254 to \$128,139.

Adopted and signed this _____ day of _____, 2018

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional total amount of \$302,235 be appropriated into the 2018-2019 Centennial BOCES budget for the Out of District Placement project. This budget increase is based on \$34,435 for building remodeling costs (using carryover funds) and \$267,800 for additional tuition costs (paid by districts using the added Sierra School classroom) and will increase this budget from \$919,714 to \$1,221,949.

Adopted and signed this _____ day of _____, 2018

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$1,432 be appropriated into the 2018-2019 Centennial BOCES budget for the Gifted Education Regional Consultant Grant project. This budget increase is based on the actual allocation received and will increase this budget from \$69,992 to \$71,424.

Adopted and signed this _____ day of _____, 2018

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$2,429 be appropriated into the 2018-2019 Centennial BOCES budget for the Gifted Education Administrative Unit Grant project. This budget increase is based on the final allocation received and will increase this budget from \$142,399 to \$144,828.

Adopted and signed this _____ day of _____, 2018

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the reduced amount of \$8,806 be appropriated into the 2018-2019 Centennial BOCES budget for the Gifted Education Universal Screening Grant project. This budget decrease is based on the final allocation received and will decrease this budget from \$38,073 to \$29,267.

Adopted and signed this _____ day of _____, 2018

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$60 be appropriated into the 2018-2019 Centennial BOCES budget for the HB12-1345 BOCES State Priorities Assistance Grant project. This budget increase is based on the final allocation received and will increase this budget from \$281,578 to \$281,638.

Adopted and signed this _____ day of _____, 2018

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$65,383 be appropriated into the 2018-2019 Centennial BOCES budget for the Migrant Education Grant project. This budget increase is based on additional funds for projects within the grant and will increase this budget from \$1,934,617 to \$2,000,000.

Adopted and signed this _____ day of _____, 2018

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

BE IT RESOLVED by the Centennial Board of Cooperative Educational Services' Board of Directors, in the County of Weld, that the additional amount of \$2,500 be appropriated into the 2018-2019 Centennial BOCES budget for the McKinney-Vento Homeless Grant project. This budget increase is based on the final grant allocation and will increase this budget from \$40,000 to \$42,500.

Adopted and signed this _____ day of _____, 2018

CENTENNIAL BOARD OF
COOPERATIVE EDUCATIONAL SERVICES

President

Secretary

GRADING/ASSESSMENT SYSTEMS

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

State Assessment System

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

State law also requires Centennial BOCES 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 Centennial BOCES's assessment calendar. This policy and its accompanying regulation represent Centennial BOCES's processes to address these requirements.

1. Pencil and paper testing option

Centennial BOCES may determine that a specific classroom or Centennial BOCES school 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 executive director or designee shall consult with the school principal(s) affected by this determination as well as parents/guardians of students enrolled in a Centennial BOCES school.

For students with disabilities, the use of pencil and paper instead of a computer to complete a state assessment shall 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 child from a particular state assessment or assessments shall make this request in accordance with this policy's accompanying regulation.

In accordance with state law, Centennial BOCES shall 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 administered pursuant to C.R.S. 22-7-1006.3 and shall not apply to Centennial BOCES 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 a Centennial BOCES school based on the state assessment results for the preceding school years. Appropriate Centennial BOCES personnel, including those who work directly with the student, shall have access to the student's state assessment results and longitudinal academic growth information and shall share with and explain that information to the student's parent/guardian.

BOCES Assessment System

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

- challenges students to think critically, 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 Centennial BOCES's or applicable district's academic standards.

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

The Centennial BOCES'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 Centennial BOCES's or applicable district's academic standards.

Additional Assessment Information for Parents/Guardians

In accordance with state law and this policy's accompanying regulation, Centennial BOCES shall distribute an assessment calendar and related information to parents/guardians on an annual basis to inform them about the state and Centennial BOCES assessments that Centennial BOCES plans to administer during the school year.

Classroom Assessment System

Classroom assessment practices shall be aligned with the Centennial BOCES or applicable district's academic content 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 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 executive director or designee principal and professional staff shall devise a grading and/or assessment system for evaluating and recording student progress and to measure student

performance in conjunction with Centennial BOCES's or applicable district's academic content standards. The records and reports of individual students shall be kept in a form meaningful to parents/guardians as well as teachers. The grading/assessment system shall be uniform Centennial BOCES 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 approve the grading, reporting, and assessment systems as developed by the faculty professional staff, upon recommendation of the executive director.

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

LEGAL REF.: C.R.S. 22-7-407 (district content standards)

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)(2)(A) under ESSA, BOCES must provide information to a parent regarding BOCES's opt-out policy for state assessments, at parent's request for such information

20 U.S.C. 6312 (e)(1)(B)(i) under ESSA, BOCES must provide information to parents regarding the child's level of achievement and academic growth on state assessments

C.R.S. 22-7-1006.3 (1) state assessment implementation schedule

C.R.S. 22-7-1006.3 (1)(d) BOCES 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) 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" administered in high school must 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.: AEA, Standards Based Education

AED, Accreditation

IK, Academic Achievement

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

Revised:

Reviewed: CASB 2005

Revised: February 13, 2003

Centennial BOCES

GRADUATION REQUIREMENTS FOR WELD OPPORTUNITY HIGH SCHOOL

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the Centennial BOCES Board of Directors has established the following graduation requirements.

State and BOCES Content Standards

To receive a high school diploma from Centennial BOCES, All students must meet or exceed state and the Centennial BOCES or applicable district's academic content standards and measures required by this policy. Students with disabilities shall be provided access to all graduation pathways provided by this policy and shall have the opportunity to earn a high school diploma from Centennial BOCES. prior to becoming eligible to graduate.

College and Career Readiness

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. The Board has selected its own measures from these state graduation guidelines.

English

Students must complete at least one of the following measures and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English.

Measure	Cut Score/Criteria
ACT WorkKeys Assessment – Reading	Score at least 5
ACT WorkKeys Assessment – Writing	Score at least 3
Integrated Math 11	Grade C or better and 70% or better on
Integrated Math 12	competency assessment

Math

Students must complete at least one of the following measures and meet the measure's corresponding cut score or criteria to demonstrate college and career readiness in Math.

Measure	Cut Score/Criteria
ACT WorkKeys Assessment	Score at least 5
English 11	Grade C or better and 70% or better on
English 12	competency assessment

Other

Students must complete the respective measures listed below and meet the measure's corresponding cut score or criteria to demonstrate college and career readiness.

High School	Skill/Subject	Measure	Cut Score/Criteria
IConnect	American History	Course Completion	Grade C or better and 70% or better on competency assessment
CBOCES	Applied Technology	ACT WorkKeys Assessment	Score at least 4
CBOCES	Business Writing	ACT WorkKeys Assessment	Score at least 3
IConnect	Capstone Project/Portfolio	Completion of Grade 11 and Grade 12	Presentation to Panel

		<u>Assignments</u>	
<u>CBOCES</u>	<u>Civics</u>	90 Hours of <u>Coursework</u> <u>District Assessment</u>	<u>Score at least 80%</u> <u>Score at least 80%</u>
<u>IConnect</u>	<u>Computers</u>	<u>Course Completion</u>	<u>Grade C or better and</u> <u>70% or better on</u> <u>competency assessment</u>
<u>CBOCES</u>	<u>Conceptual</u> <u>Physics/Earth Science</u>	<u>Course Completion</u> <u>District Assessment</u>	<u>Score at least 80%</u> <u>Score at least 80%</u>
<u>CBOCES</u>	<u>Consumer Awareness</u>	<u>Course Completion</u> <u>District Assessment</u>	<u>Score at least 80%</u> <u>Score at least 80%</u>
<u>CBOCES</u>	<u>Cultural Awareness</u>	<u>Project Completion</u> <u>District Assessment</u>	<u>Score at least 80%</u> <u>Score at least 80%</u>
<u>IConnect</u>	<u>Economics</u>	<u>Course Completion</u>	<u>Grade C or better and</u> <u>70% or better on</u> <u>competency assessment</u>
<u>IConnect</u>	<u>Financial Literacy 11</u> <u>Financial Literacy 12</u>	<u>Course Completion</u>	<u>Grade C or better and</u> <u>70% or better on</u> <u>competency assessment</u>
<u>IConnect</u>	<u>Global Citizenship 11</u> <u>Global Citizenship 12</u>	<u>Course Completion</u>	<u>Grade C or better and</u> <u>70% or better on</u> <u>competency assessment</u>
<u>IConnect</u>	<u>ICAP 11</u> <u>ICAP 12</u>	<u>Course Completion</u>	<u>Grade C or better and</u> <u>70% or better on</u> <u>competency assessment</u>
<u>IConnect</u>	<u>Keytrain</u>	<u>Course Completion</u>	<u>Grade C or better and</u> <u>70% or better on</u> <u>competency assessment</u>
<u>IConnect</u>	<u>Leadership/Government</u>	<u>Course Completion</u>	<u>Grade C or better and</u> <u>70% or better on</u> <u>competency assessment</u>
<u>CBOCES</u>	<u>Listening</u>	<u>ACT WorkKeys</u> <u>Assessment</u>	<u>Score at least 3</u>
<u>CBOCES</u>	<u>Locating Information</u>	<u>ACT WorkKeys</u> <u>Assessment</u>	<u>Score at least 4</u>
<u>CBOCES</u>	<u>Observation</u>	<u>ACT WorkKeys</u> <u>Assessment</u>	<u>Score at least 4</u>
<u>IConnect</u>	<u>Science</u>	<u>Course Completion</u>	<u>Grade C or better and</u> <u>70% or better on</u> <u>competency assessment</u>
<u>CBOCES</u>	<u>Self-Awareness and</u> <u>Health</u>	<u>Projection Completion</u> <u>District Assessment</u>	<u>Score at least 80%</u> <u>Score at least 80%</u>
<u>CBOCES</u>	<u>Teamwork</u>	<u>ACT WorkKeys</u> <u>Assessment</u>	<u>Score at least 4</u>
<u>CBOCES</u>	<u>Technology</u>	30 Hours of <u>Coursework</u> <u>District Assessment</u>	<u>Score at least 80%</u> <u>Score at least 80%</u>
<u>CBOCES</u>	<u>The Arts</u>	<u>Project Completion</u> <u>District Assessment</u>	<u>Score at least 80%</u> <u>Score at least 80%</u>
<u>IConnect</u>	<u>Volunteer</u>	<u>Variety of</u>	<u>10 Hours in Grade 11</u>

	<u>Work/Community Service</u>	<u>Opportunities Offered</u>	<u>10 Hours in Grade 12</u>
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Exceptions to the Board's Required Measures and Cut Scores/Criteria

If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy but is included in the state graduation guidelines, the principal or other appropriate administrator may determine that such assessment or other measure is acceptable and meets the Centennial BOCES's graduation requirements.

Units of Credit Needed

- ~~— A total of 24 credits earned during grades nine through twelve are required for graduation. A credit is defined as the amount of credit given for the successful completion of a course which meets for a minimum of 200 minutes weekly for at least 36 weeks, or the equivalent. Successful completion means that the student obtained a passing grade for the course.~~

Graduation Requirements

<u>Course/Category</u>	<u>Credits Required</u>
— English	4.00
— Math	3.00
— Social Studies/Civics	3.00
— Science	3.00
— Life Skills	1.00
— Career Ed	.25
— Computer	1.00
— Discovery	.50
*** Work Experience/A.C.E. and/or Service Learning Electives	1.00
— Electives	7.25
—	
— Total Credits	24.00

~~*** Students must earn a combination of service learning and/or work experience credits equal to one full credit. 64 hours of service learning equals 0.25 credits and 135 work hours equals 0.25 credits.~~

Credit from Other Institutions and Home-Based Programs

~~All students entering from outside the CBOCES as well as those from CBOCES member districts must meet the CBOCES graduation requirements. The principal or other appropriate administrator shall determine whether credit toward graduation requirements shall be granted for courses taken outside the Centennial BOCES. Students, who are currently enrolled in a the Centennial BOCES school and wish to obtain credit from outside institutions, or through "on-line" programs, must have prior approval from the principal or other appropriate administrator.~~

~~The Centennial BOCES shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with Centennial BOCES requirements and Centennial BOCES's or applicable district's academic content standards, the Centennial BOCES shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the Centennial BOCES may administer testing to the student to verify the accuracy of~~

the student's transcripts. ~~The Centennial BOCES~~ may reject any transcripts that cannot be verified through such testing.

~~Graduating seniors shall be ranked within the graduating class for each high school upon the basis of grade point averages for the four year program.~~

~~Grades for regular classes will be given the following values: A=4, B=3, C=2, D=1, F=0~~

~~After a course has been passed, no future grade earned in the same course shall be used in determining class rank or grade point average.~~

~~The student with the highest class rank will be valedictorian. When more than one student holds the numerical one rank, all students holding the rank will be declared co-valedictorians.~~

~~When transcripts of transfer students show grades such as pass or satisfactory, such grades shall not be counted in determining class rank or grade point average. Students entering from home-based education programs must submit student work or other proof of academic performance for each course for which credit toward class ranking or grade point average is sought.~~

Independent Study

Independent study, work experience and experienced-based programs approved in advance by the principal or appropriate administrator may be taken for high school credit. Students must submit a request for approval that includes a summary of the educational objectives to be achieved and monitored by a ~~faculty~~ staff member.

Student Course Load

The course load for freshmen, sophomores, juniors, and seniors shall be a minimum of six credits per school year. Students who wish to take fewer credits in any given school year must obtain advance permission from the principal.

Years of Attendance Early Graduation

The Centennial BOCES Board believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students need the challenge provided by postsecondary education or other opportunities at an earlier age. Therefore, the principal or appropriate administrator may grant permission to students wishing to graduate early, provided the student has met all Centennial BOCES graduation requirements.

LEGAL REFS.: C.R.S. 22-1-104 (*teaching history, culture and civil government*)
C.R.S. 22-33-104.5 (*home-based education law*)
~~C.R.S. 22-32-132 (*discretion to award diploma to honorably discharged veterans*)~~ 22-35-101 et seq. Concurrent Enrollment Programs Act

CROSS REFS.: AEA, Standards Based Education
IHCDA, Concurrent Enrollment
IK, Academic Achievement
IKA, Grading/Assessment Systems

Revised:

Revised: June 5, 2007 (technical correction - removed grade D to conform with practice)

Revised: April 27, 2006

Centennial BOCES

EQUAL EDUCATIONAL OPPORTUNITIES

Every student ~~of this school district~~ enrolled in a Centennial BOCES school or program shall have equal educational opportunities ~~through programs offered in the Centennial BOCES~~ regardless of race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, marital status, disability or need for special education services.

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

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

- ~~1. Curriculum and materials — review curriculum guides, textbooks and supplemental materials for discriminatory bias.~~
- ~~1.~~ 2. Training – provide training for students and staff to identify and alleviate problems of discrimination.
- ~~2.~~ 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.
- ~~3.~~ 4. Centennial BOCES support – ensure that Centennial BOCES resources are equitably distributed among Centennial schools and programs including but not limited to staffing and compensation, facilities, equipment and related matters.
- ~~5. Student evaluation instruments — review of tests, procedures and guidance and counseling materials for stereotyping and discrimination.~~

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. 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
~~ACE, Nondiscrimination on the Basis of Disability~~
~~JBA, Nondiscrimination on the Basis of Sex~~
JBB*, Sexual Harassment

Revised:
Adopted: February 19, 2009
Centennial BOCES

STUDENT-SEXUAL HARASSMENT

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

Centennial BOCES's Commitment

Centennial BOCES is committed to maintaining a learning environment that is free from sexual harassment. It shall be 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.

Centennial BOCES 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 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, 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 implied or explicit threats concerning one's grades or similar personal concerns
6. sexual violence

Reporting, Investigation and Sanctions

Students are encouraged to report all incidences of sexual harassment to either a teacher, counselor or Centennial BOCES administrator in their school or program and file a complaint, through the Centennial BOCES's complaint and compliance process. All reports and indications from students, Centennial BOCES employees and third parties shall be forwarded to the Centennial BOCES's compliance officer.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude Centennial BOCES from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the student's status or affect grades.

In determining whether alleged conduct constitutes sexual 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 sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law and Centennial BOCES policy. 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 Centennial BOCES policy.

Notice and Training

Notice of this policy shall be provided to students and Centennial BOCES employees.

All students and Centennial BOCES employees shall receive periodic training related to recognizing and preventing sexual harassment. Centennial BOCES employees shall receive additional periodic training related to handling reports of sexual harassment.

~~The Centennial BOCES shall follow, to the extent feasible, the guidelines set forth in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.~~

~~The Executive Director shall establish a grievance procedure for all students. This procedure shall provide students with a systematic, fair and equitable process to address any sexually harassing conduct that creates an intimidating, hostile, or offensive school environment, which subjects an individual to unwelcome sexual advances, expressed or implied, or which interferes with an individual student's performance.~~

~~Any student who violates this policy may be subject to disciplinary action.~~

~~Any student who feels that he or she has been, or is being subjected to, sexual harassment may use the existing grievance procedures to request a remedy for the complaint.~~

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

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

AC-R, Nondiscrimination/Equal Opportunity (Complaint and Compliance
Process)

JLF, Reporting Child Abuse/Child Protection

Revised:

Reviewed: CASB 2005

Adopted: December 7, 2004

Centennial BOCES

This regulation is recommended for deletion as it is included in regulation AC-R
STUDENT SEXUAL HARASSMENT GRIEVANCE PROCEDURE

~~Students who believe that they have been subject to sexual harassment may report the incident to their school counselor or principal. The school counselor or principal (or designee) will investigate the matter.~~

~~Upon completion of the investigation, the counselor, principal or designee will confer with the student who has allegedly been harassed as soon as is reasonably possible, but in no event more than two business days from receiving the report, in order to obtain a clear understanding of the basis of the student's complaint.~~

~~At the initial meeting with the student and parent or guardian, the counselor, principal or designee will explain the avenues for informal and formal action and provide a description of the grievance procedure. The school and Centennial BOCES is required by law to take steps to correct the harassment and to prevent recurring harassment or retaliation against anyone who makes a harassment report or participates in an investigation. The counselor, principal or designee will also explain to the student that any request for confidentiality will be honored so long as doing so does not preclude the Centennial BOCES and the school from responding effectively to the harassment and preventing future harassment.~~

~~Following the initial meeting with the student and parent or guardian, the counselor, principal or designee will attempt to meet with the alleged harasser in order to obtain a response to the reported harassment. The counselor, principal or designee will conduct a thorough investigation, including additional interviews with the parties and interviews with witnesses, if available. The counselor, principal or designee will complete the investigation within 14 business days of the initial meeting with the student.~~

~~Within seven business days of completing the investigation, the counselor, principal or designee will determine if the student requests that the matter be resolved in an informal manner.~~

~~If the student and parent or guardian requests a formal review process, the counselor, principal or designee will transfer the record to the Executive Director or designee for formal resolution within seven business days of completing the investigation and so notify the parties by certified mail.~~

~~After reviewing the record made by counselor, principal or designee, the Executive Director or designee may gather additional evidence necessary to decide the case. Within 14 business days of receiving the record, the Executive Director or designee will announce any sanctions or other action deemed appropriate including disciplinary action.~~

~~The school and Centennial BOCES will take all reasonable steps necessary to end the harassment, to prevent harassment from recurring, and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.~~

~~All parties will be notified by the Executive Director of the final outcome of the investigation and all steps taken by the school and Centennial BOCES.~~

Revised: February 17, 2005
Centennial BOCES

This regulation is recommended for deletion as it is included in regulation AC-R
STUDENT SEXUAL HARASSMENT GUIDELINES

Definitions

~~Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:~~

- ~~1. Submission is made either explicitly or implicitly as a term or condition of a person's employment or educational development.~~
- ~~2. Submission to or rejection by an individual is used as the basis for employment or education decisions affecting such individual.~~
- ~~3. It has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creates an intimidating, hostile or offensive work and/or educational environment.~~

~~Sexual harassment 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 or demeaning implications,~~
- ~~4. unwelcome touching, such as patting, pinching, or constant brushing against another's body,~~
- ~~5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job, grades, or similar personal concerns.~~

~~Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.~~

Prohibition

~~A learning environment that is free from sexual harassment shall be maintained. Students who harass staff members or other students shall be subject to disciplinary action.~~

Grievances

~~Students may file a grievance of sexual harassment through use of the accompanying grievance procedure. The grievance shall be filed with the designated Title IX compliance officer.~~

~~All matters involving sexual harassment complaints shall remain confidential to the extent possible.~~

~~Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status, employment, or affect grades.~~

Notice

~~Notice of these guidelines shall be made available to all Centennial BOCES schools and departments and incorporated in student and employee handbooks.~~

~~Revised: February 17, 2005~~

~~Adopted: April 20, 2000~~

~~Centennial BOCES~~

This policy is recommended for deletion as it is not necessary
COMPULSORY ATTENDANCE AGES

~~Every child who has attained the age of seven years and is under the age of 17 is required to attend public school with exceptions as provided by law. It is the parents' responsibility to ensure attendance.~~

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

~~LEGAL REFS.: C.R.S. 22-33-104 (compulsory school attendance ages)~~
~~C.R.S. 22-33-104.5 (home-based education)~~
~~C.R.S. 22-33-107 (enforcement of school attendance laws)~~
~~C.R.S. 22-33-108 (judicial proceedings to enforce school attendance laws)~~

~~Revised: August 16, 2007~~
~~Adopted: December 14, 2000~~
~~Centennial BOCES~~

ENTRANCE INTO INSTRUCTION PROGRAMS AGE REQUIREMENTS

Students eligible for enrollment in Centennial BOCES instructional programs will be assessed by appropriate Centennial BOCES personnel to determine proper placement based upon the child's age, mental, emotional, physical, educational and social needs.

A legal birth certificate or other acceptable record shall be required for enrollment age certification. The principal or designee will make exceptions to these entrance age requirements in accordance with state law pertaining to the education of military children.

LEGAL REFS.: C.R.S. 22-1-115 school age
C.R.S. 22-54-103 (10) sets October 1 date for funding
C.R.S. 22-54-103 (10.5) defines pupil enrollment count day
C.R.S. 24-60-3402 Interstate Compact on Educational Opportunity for
Military Children

Revised:
Reviewed: CASB 2005
Centennial BOCES

GROUND FOR DENYING ADMISSION AND DENIAL OF ADMISSION

Admission

Prior to admission to a Centennial BOCES school, Centennial BOCES shall require a birth certificate or other proof of legal age, as well as proof of Colorado residence.

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

Denial of Admission

The executive director or designee may deny admission to Centennial BOCES schools in accordance with applicable law.

Centennial BOCES shall provide due process of law to students and parents/guardians through written procedures consistent with law for denial of admission to a student.

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

Nondiscrimination

The Board, the executive director, other administrators and Centennial BOCES employees shall not unlawfully discriminate based on a student's race, color, national origin, ancestry, creed, religion, sex, sexual orientation (which includes transgender), marital status, disability or need for special education services in the determination or recommendation of action under this policy.

The following shall constitute grounds for denial of admission to a Centennial BOCES program or activity:

1. — Graduating from the 12th grade of any school or receipt of any document evidencing completion of the equivalent of a secondary education.
2. — Failure to meet age requirements.
3. — Having been expelled from any school district or school during the preceding twelve (12) months and the administration determines that the circumstances of such expulsion are such that admission of the student would be contrary to the best interests of the CBOCES program or activity.
4. — Not being entitled to attend under state law or CBOCES policy
5. — Failure to comply with the immunization requirements. Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary

~~action but may be recorded with the student's immunization record with an appropriate explanation.~~

~~6. Behavior in another school district or school during the preceding twelve (12) months that is detrimental to the welfare or safety of other pupils or of school or CBOCES personnel.~~

~~7. Students with disabilities shall be afforded the right to admission to any CBOCES program/activity in compliance with applicable state and federal laws.~~

LEGAL REFS.: C.R.S. 22-1-102 defines "resident"
 C.R.S. 22-1-102.5 defines "homeless child"
 C.R.S. 22-1-115 school age is any age over five and under twenty-one years
 C.R.S. 22-32-138 enrollment of students in out-of-home placements
 C.R.S. 22-33-103 through 22-33-110 school attendance law
 C.R.S. 22-33-105 (2)(c) requiring hearing to be convened if requested
 within 10 days after denial of admission

CROSS REFS.: JKD/JKE, Suspension/Expulsion of Students
 JLCB, Immunization of Students

Revised:

Reviewed: CASB 2005

Centennial BOCES

ADMISSION, RETENTION AND GRADUATION OF STUDENTS EXPERIENCING HOMELESSNESS

It is the intent of the Centennial BOCES Board of Directors to remove barriers to the enrollment, graduation, and retention of children and youth experiencing homelessness in school in accordance with the Title X McKinney-Vento Homeless Assistance Act, state and federal law.

Homeless Education Liaison (HEL)

The CBOCES BOD shall designate at least one staff member in CBOCES to serve as a Homeless Education Liaison (HEL) and fulfill the duties set forth in state and federal law.

The CBOCES HEL shall work with the member and partnering district's HELs to identify children experiencing housing instability and facilitate each homeless child's access to and success in school.

The CBOCES HEL shall assist member and partnering districts to mediate disputes concerning school enrollment, assist in making transportation arrangements, assist in requesting the student's records, assist in providing information, resources, referrals on services and opportunities, and assist districts with any homeless child who is not in the custody of a parent or guardian with enrollment decisions, attendance and credit accrual.

The CBOCES HEL will serve preschool to high school aged children.

The CBOCES HEL will disseminate public notices and educational rights posters of McKinney-Vento rights in locations frequented by parents, guardians, and unaccompanied youth, in a manner, language and form understandable to parents, guardians and youth.

Annually, the CBOCES HEL will obtain professional development through trainings and webinars and provide to school personal McKinney-Vento services, and other supports.

Family Educational Rights and Privacy Act (FERPA) protections which must be administered for students and their living situation shall be treated as an education record.

Enrollment and Full Participation of Students Experiencing Homelessness

Students defined in state and federal law as homeless children shall be admitted without payment of tuition to all CBOCES schools/programs.

As used in this policy, the term "school of origin" means the school the student attended at the time of becoming homeless. If the student became homeless at a time when the student was not in school, the last school attended shall be the school of origin.

A homeless student currently living outside of the district in which the school of origin is located may be deemed to reside, and may attend school in:

- the district where the child is presently located, or
- the district in which the school of origin is located; except a homeless student who becomes permanently housed outside the district during the school year may only continue for the remainder of the year.

In determining the best interests of the homeless student, except when it is against the wishes of the student's parent or guardian, the CBOCES shall keep the homeless student in the school of origin to the extent feasible.

If CBOCES sends the homeless student to a school other than the school of origin or to a school other than the one requested by the student's parent or guardian, CBOCES shall provide written explanation to the parent or guardian, including the right to appeal the decision.

If a homeless student is not in the custody of a parent or guardian, the CBOCES HEL shall assist with enrollment decisions, consider the wishes of the student, and give the student notice of the right to appeal.

If an enrollment dispute arises between the homeless student's parent or guardian and CBOCES, the student shall be immediately enrolled in the school selected by the parent or guardian until the dispute is resolved.

In the case of a dispute, written explanations must be provided regarding decisions related to school selection or enrollment made by the CBOCES, including the right to appeal.

Enrollment shall be immediate even if the student; lacks records routinely required prior to enrollment, missed application deadlines, or enrolled during testing times. CBOCES shall then make arrangements to obtain any necessary records and offer the student the opportunity to receive immunizations.

Student information will be kept confidential to prevent stigmatization and isolation. Students will not be isolated into a specific program or group for students experiencing housing transition.

Students will be automatically offered the free meals program, without having to complete the Free and Reduced Price School Meals application and verification form.

Transportation

If the student resides in the district where the school of origin is located, the district shall, upon request, provide or arrange for the student's transportation to and from school.

If the student attends the school of origin but seeks shelter or is located in another district, both districts must, upon request, either agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally.

Transportation, General, and Title I Part A Homeless set aside funds may be used for transportation purposes.

Services

Each homeless child who lacks a permanent address shall be provided services for which the child is eligible, comparable to services provided to other students in the school, regardless of residency, including transportation services, education services, specialized services, Title services, vocational and technical education programs, gifted and talented programs, and school nutrition programs.

The CBOCES HEL is authorized to affirm whether children and youth meet the U.S. Department of Housing and Urban Development (HUD) definition of homelessness, to qualify for the HUD

homeless assistance programs. The CBOCES HEL must refer homeless families and students to housing services, in addition to other services.

The CBOCES HEL works with state academic achievement standards to help remove barriers preventing students from receiving full or partial coursework satisfactorily completed at a prior school.

Students must receive assistance from school counselors to advise, prepare and improve their readiness for college and career.

For youth who are unaccompanied and homeless, the CBOCES HEL will work with district high school counselors to approve students for the College Cost Reduction and Access Act (Public Law 110-84), which is their Independent Status on their Free Application for Federal Student Aid (FAFSA) application.

Attendance issues will be proactively addressed. School staff will involve students in the identification of educational barriers and in making needed adjustments for students' academic success.

To remove educational barriers, the Coordinator of Title I Part A Homeless set aside funds, the CBOCES HEL, and the Business Director/Accountant will collaborate to secure resources needed to support the academic success of students without stable homes. CBOCES staff will be informed of Title IA set aside amounts, allowable expenditures and the process for accessing these funds.

Children without homes shall be provided access to education and other services that such children need to ensure they have an opportunity to meet the same student performance standard to which all students are held.

The phrase "awaiting foster care placement" will be deleted from the definition of homelessness in the McKinney-Vento Act. The CBOCES HEL will work with the districts' Child Welfare Education Liaison (CWEL), Title I administrators, and the local child welfare agency/county department of human services to ensure youth in foster care are enrolled and continue in their school of origin, when in their best interest, which will be provided, arranged and funded available under section 475(4)(A) of Title IV-E of the Social Security Act. The LEA will be reimbursed by the child welfare agency, LEA will pay the cost, or the LEA will agree to share the cost.

Options and Opportunities

Students will be offered barrier free educational pathways to accessing academic and extracurricular activities, including magnet schools, summer schools, career and technical education, advanced placement, alternative high schools, on-line learning and charter school programs.

The CBOCES HEL will coordinate with districts' preschool programs and other local preschool programs, such as Head Start, to ensure McKinney-Vento preschool students are enrolled, engaged and succeed in preschool.

CBOCES shall coordinate with local social services agencies or programs providing services to homeless children as needed.

- Supplementary Nutrition Assistance Program (SNAP), food stamps

- County human services
- Food banks
- Community service agencies and faith-based community services

LEGAL REFS.: 42.U.S.C. §11431 et seq. (*McKinney Homeless Assistance Act, as amended by the Every Student Succeeds Act of 2015*)
 C.R.S. 22-1-102.5 (*definition of homeless child*)
 C.R.S. 22-32-109 (1)(dd) (*duty to adopt/revise policies to remove barriers to access and success in schools for homeless children*)
 C.R.S. 22-33-103.5 (*attendance of homeless children*)
 C.R.S. 26-5.7-101 et seq. (*Homeless Youth Act*)

Reviewed:
Revised: November 17, 2016
Revised January 16, 2014
Revised: June 17, 2010
Revised: July 8, 2009
Adopted: June 19, 2003
Centennial BOCES

This policy is recommended for deletion as it is not applicable
INTRA-DISTRICT CHOICE/OPEN ENROLLMENT

~~The Board of Directors endorses the neighborhood school concept and makes many decisions based on student population within the attendance areas of residence. The Board recognizes, however, that resident students may wish to attend a school or participate in a program located in an area other than that of their assigned school. Therefore, students shall be allowed to attend any school or participate in any program of their choice on a space available, first come, first served basis. Those students exercising choice under the federal No Child Left Behind Act (NCLB) have priority over other students in the exercise of open enrollment under this policy.~~

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

- ~~1. Make alterations in the structure of a requested school or make alterations to the arrangement or function of rooms within a requested school.~~
- ~~2. Establish and offer any particular program in a school if such program is not offered currently in such school.~~
- ~~3. Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites and required levels of performance.~~

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

Open Enrollment and Transfers

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

~~Students, including home schooled students desiring to take classes on a part time basis, within designated attendance areas shall have priority in registering in that school. Students may apply for open enrollment in a school outside their attendance area and such applications shall be approved if there is space available in their requested school and the application has been submitted on or before _____ in accordance with the regulations accompanying this policy.~~

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

~~Open enrollment and transfer students attending a school outside their attendance area shall be granted admission on a year to year basis. In the event the population of the attendance area increases to fill the building with attendance area residents or students from outside the attendance area who have a right to attend the school under the NCLB choice option, transfer students may be asked to enroll in another school.~~

~~Students granted permission to attend a school other than the school in their assigned attendance area shall have the same curricular and extracurricular status as all other students attending the school, limited only by rules of the Colorado High School Activities Association.~~

~~Any student enrolled pursuant to this policy shall be allowed to remain enrolled in the school or program through the end of the school year unless overcrowding or other undesirable conditions develop, as described in the accompanying regulation. In addition, students from outside the attendance area who enrolled under the NCLB choice option may remain in the school until they~~

~~complete the highest grade available in the school subject to capacity constraints related to health and safety issues.~~

Transportation

~~Transportation for students granted permission to attend school outside their attendance area must be furnished by their parents unless space is available in district buses without disruption of regular routes and loading areas. Homeless and disabled students shall be transported, as necessary, in accordance with state and federal law. See policy JFABD, Homeless Students. Students attending under the NCLB choice option shall be provided transportation at district expense to the extent required by law.~~

Nondiscrimination

~~The Board, the executive director, other administrators and teachers shall not make any distinction on account of race, sex, ethnic group, religion or disability of any student who may be in attendance or who seeks admission to any school maintained by the district in the determination or recommendation of action under this policy.~~

~~However, the Board reserves the right to restrict open enrollment and transfer requests if such requests begin to significantly affect the ethnic balance of a school.~~

Special Education Students

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

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

~~_____ C.R.S. 22-32-110 (1)(m) (power to fix boundaries)~~

~~_____ C.R.S. 22-36-101 et seq. (open enrollment)~~

~~20 U.S.C. 1116 (choice options contained in the No Child Left Behind Act of 2001)~~

~~Reviewed: CASB 2005
Centennial BOCES~~

This policy is recommended for deletion as it is not applicable INTER-DISTRICT CHOICE/OPEN ENROLLMENT

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

~~Nonresident students from other school districts within the state, who are accepted, pursuant to the regulations approved by the Board, may enroll in particular programs or schools within this CBOCES on a space available basis, except as otherwise provided by law.~~

~~In providing for admission of nonresident students, the CBOCES shall not:~~

- ~~1. — Make alterations in the structure of the requested school or to the arrangement or function of rooms within a requested school to accommodate the enrollment request.~~
- ~~2. — Establish and offer any particular program in a school if such program is not currently offered in such school.~~
- ~~3. — Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites and required levels of performance.~~
- ~~4. — Enroll any nonresident student in any program or school after October 1, unless approved by the program director/principal and with final approval by the executive director.~~

~~Before considering requests for admission from nonresidents, priority shall be given to students who are residents of a CBOCES member district.~~

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

Nondiscrimination

~~The Board, the executive director, other administrators and teachers shall not make any distinction on account of race, color, sex, religion, national background, marital status, disability or handicap of any student who may be in attendance or who seeks admission to any school maintained by the CBOCES in the determination or recommendation of action under this policy.~~

~~However, the Board reserves the right to restrict enrollment requests if such requests begin to significantly affect the ethnic balance of a school.~~

Special Education

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

Waiver Requests

~~The executive director shall present to the Board for its consideration any request from parents/guardians alleging violation of a Board policy.~~

~~LEGAL REFS.: — C.R.S. 15-14-104 (delegation of custodial power)~~

~~C.R.S. 19-1-115.5 (child in foster care placement is considered resident of school district in which foster home is located)~~

~~C.R.S. 22-1-102 (2) (definition of resident of district)~~

~~C.R.S. 22-20-109 (tuition for special ed services)~~

~~C.R.S. 22-32-113 (1) (c) (transportation of students residing in another district)~~

~~C.R.S. 22-32-115 (district may pay tuition for student to attend in another district not to exceed 120% of per pupil general fund cost)~~

~~C.R.S. 22-32-115 (2) (b) (subject to 22-36-101 district must permit any student whose parents are residents of Colorado to attend w/o payment of tuition)~~

~~C.R.S. 22-32-115 (4) (a) (district is not liable for tuition except pursuant to written agreement)~~

~~C.R.S. 22-32-116 (if becomes non-resident may finish semester; if in 12th grade, may finish year; special rules for elementary students)~~

~~C.R.S. 22-33-103 (any resident may attend district school w/o payment of tuition, tuition can be paid by district of resident pursuant to written agreement, parents may pay tuition if non-Colorado resident)~~

~~C.R.S. 22-33-106 (3) (grounds to deny admission)~~

~~C.R.S. 22-36-101 et seq. (open enrollment policy must have time line and reasons to deny enrollment)~~

~~C.R.S. 22-54-103 (10) (definition of pupil enrollment as of Oct. 1)~~

~~1 CCR 301-1, Rule 3.02 (l) (j) (opportunities and options for choice)~~

Reviewed: CASB-2005

Adopted: February 13, 2003

Centennial BOCES

This regulation is recommended for deletion as it is not applicable
INTER-DISTRICT CHOICE/OPEN ENROLLMENT

~~The Centennial BOCES will consider admission requests from Colorado students who do not reside within the boundaries of the CBOCES school districts, but who wish to attend a particular school or program within the CBOCES districts in accordance with the following regulations:~~

~~1. Determination of Residency~~

~~Any questions about a student's residency status must be resolved prior to application for admission. These regulations apply to all Colorado students who do not reside within the boundaries of the CBOCES school districts, with the exception of those students who are directly referred by the appropriate administrator of the non-member school districts that have an agreement with CBOCES to send students to a CBOCES program or school.~~

~~2. Requests for Admission~~

~~Requests for admission as a nonresident student must be initiated by the parent/guardian by filing the approved form with the principal of the school which the student wished to attend (receiving school) prior to August 1 for enrollment in the following academic year.~~

~~Forms will be available in the WOHS school building, at the Aims Community College High School Diploma locations, and in the CBOCES central administrative offices. The principal or director will explain to the parent/guardian the procedures used to process admission requests.~~

~~Students must submit an admission request in accordance with these regulations for each school or program requested within the district. Each principal or director will maintain a file of all enrollment requests received from nonresidents. A copy will be forwarded to the central office for CBOCES wide data collection purposes.~~

~~The receiving school principal or director will make the decision as to whether an application is accepted or rejected based on criteria established in state law and Board policy and regulations. The receiving school principal or director will be responsible for notifying the parent/guardian and student of approval or disapproval of an admission request no later than August 15 of each year.~~

~~Approval of a request to enroll in the CBOCES program or school will be conditioned on compliance with each of the following:~~

- ~~a. Actual enrollment and attendance prior to October 1 of the following academic year.~~
- ~~b. Receipt of all applicable records.~~
- ~~c. Satisfaction of all CBOCES requirements for admission.~~

~~In the event any information is falsified or withheld from the CBOCES program or school during the admission process, approval for admission will be withdrawn immediately.~~

~~Those students who apply for admission who are not accepted at the time of application will be placed on a waiting list in the order in which the applications are received and will be considered for approval at a later date if space becomes available.~~

3. ~~Grounds for Denial of Admission~~

~~Grounds for denial of admission to a nonresident student who otherwise complies with the CBOCES' policies and procedures are limited to the following:~~

- ~~a. There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for admission to the program or school.~~
- ~~b. The program or school requested does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student or does not offer the particular program requested.~~
- ~~c. The student does not meet the established eligibility criteria for participating in a particular program, including age requirements, course prerequisites and required levels of performance.~~
- ~~d. A desegregation plan is in effect for the CBOCES, and denial is necessary in order to enable compliance with the desegregation plan.~~
- ~~e. The student has been expelled from any school district in the preceding 12 months, or is in the process of being expelled because of habitually disruptive behavior (as defined in law), or for committing a serious offense for which expulsion is mandatory.~~
- ~~f. The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.~~
- ~~g. The student has graduated from the 12th grade of any school or is in receipt of a document evidencing completion of the equivalent of a secondary curriculum.~~

4. ~~Criteria to Determine Availability of Space or Teaching Staff~~

~~Enrollment requests are subject to space availability in the school requested contingent upon CBOCES program or school class size guidelines and subject availability as determined by the receiving principal or director taking enrollment projections into consideration. Students whose enrollment requests have been approved will be assigned to classrooms on the basis of available staff and support services as well as the best use of classroom space.~~

~~Requests for enrollment in particular programs will take into consideration the applicant's qualification for the program.~~

~~Admission granted to one child in a family will not necessarily support enrollment of another child in the family.~~

5. ~~Athletics~~

~~Nonresident students who enroll within the CBOCES/WOHS in accordance with this policy will have the same curricular and extracurricular status as all other students attending the school, limited only by rules of the Colorado High School Activities Association (CHSAA).~~

~~Eligibility for participation in interscholastic athletics will be determined in accordance with CHSAA rules.~~

6. ~~Continuing Enrollment Criteria~~

~~Any student enrolled pursuant to this policy shall be allowed to remain enrolled in the school or program through the end of the school year unless:~~

- ~~a. the student is expelled from the school or program or does not meet the attendance policies of the school.~~
- ~~b. the student's continued participation in the school or program requires the CBOCES/WOHS to make alterations in the structure of the school or to the arrangement or function of rooms.~~
- ~~c. there is a lack of space or teaching staff.~~
- ~~d. the school does not offer appropriate programs or is not equipped to meet the special needs of the student.~~
- ~~e. the school does not offer a program requested by the student.~~
- ~~f. the student does not meet established eligibility criteria.~~
- ~~g. a desegregation plan is in effect and denial of continued enrollment is necessary to comply with the plan.~~

7. ~~Appeal Procedure~~

~~Should a request for admission be denied, the parent/guardian will be advised by the principal or director that they may appeal the denial by contacting the Centennial BOCES executive director.~~

~~The principal or director shall immediately submit the reason for denial of the request and the parent/guardian's request to the executive director considering the appeal. The executive director will review the parent/guardian's request and the principal's or director's decision and then make a determination.~~

~~Upon request of either the principal or director, or parent/guardian, the CBOCES Board of Directors will review the decision of the executive director.~~

Reviewed: CASB 2005
Centennial BOCES

STUDENT WITHDRAWAL FROM SCHOOL/DROPOUTS

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

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

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

LEGAL REFS.: C.R.S. 22-2-114.1 definition of "dropout"
C.R.S. 22-14-108 written notice of dropout status
C.R.S. 22-33-104 compulsory school attendance
C.R.S. 22-33-203 and 204 services for expelled and at-risk students
C.R.S. 22-35-109.5 dropout recovery programs
1 CCR 301-1, Rule 13.01 definition of "student dropout rate"

CROSS REF.: IKF, Graduation Requirements

Reviewed:

Revised: August 16, 2007

Adopted: December 14, 2000

Centennial BOCES

STUDENT WITHDRAWAL FROM SCHOOL/DROPOUTS

When a student is identified by the staff as a potential or immediate dropout, the following procedure is to be implemented:

1. The student and a school counselor will meet for the purpose of discussing the reason(s) for leaving school and the student's plans for the future.
2. The counselor and the student's teachers will meet to discuss the student's present scholastic standing.
3. The student, parents or guardian, the counselor and the principal or designee will review all pertinent information and give their recommendations.

If, after the above procedure has been followed, the student remains firm on his/her intention to leave school, a final meeting will be scheduled between the student and the counselor to discuss those educational and occupational alternatives, which are available to the student. The discussion will include, but not be necessarily limited to, the following subjects: (1) equivalency diploma; (2) adult education classes; (3) correspondence courses; and (4) available skill training program. In addition, work-study programs will be explored.

When the student has been a dropout for 10 school days, an attempt will be made by the school counselor to confer with the student for a re-evaluation of his/her decision to leave school, with the option offered to return to school at this time as a student in good standing, depending upon the student's willingness to make up missed scholastic assignments.

The principal or designee shall send a written notice that a student has dropped out of school to the parent(s)/guardian/custodian of those students who are 17 years of age or older. The written notice may include, but not be limited to, encouragement that the student return to school; explanation of the long-term ramifications to the student of dropping out of school; and the availability of educational alternatives and services for at-risk students, such as GED programs, counseling services, drug or alcohol addiction treatment programs, and family preservation services.

All efforts possible will be extended in an attempt to retain students in school and assist them in earning a diploma.

Reviewed:

Revised: August 16, 2007

Adopted: February 14, 2000

Centennial BOCES

This policy is recommended for deletion as it is not necessary.
ASSIGNMENT TO CLASSES

~~The Executive Director shall be responsible for implementing procedures for the assignment of students to the various programs or classes.~~

~~Reviewed: CASB 2005~~
~~Centennial BOCES~~

STUDENT ABSENCES AND EXCUSES

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

~~Secondary students are required to have actual teacher-pupil instruction and contact time of 1,056 hours for secondary students and 968 hours for elementary students during each school year.~~

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, ~~the Centennial BOCES Board~~ believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

Excused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a *serious nature only* which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled.

As applicable, The Centennial BOCES may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by ~~the school~~ Centennial BOCES of the unexcused absence.

In accordance with law, ~~the Centennial~~ BOCES may impose academic penalties which relate directly to classes missed while unexcused. ~~The administration~~ Centennial BOCES shall develop regulations to implement appropriate penalties. Students and parents/guardians may petition the ~~Board of Directors~~ executive director or designee for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the ~~Board~~ executive director or designee as conditions for granting any such exception.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four in a month, or 10 during any calendar year or school year.

~~Any student who has been absent from class for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long term illness or death, is considered a "dropout" and shall be reported to the Department of Education by the BOCES. However, if the student is in attendance at the end of the school year, or enrolled in another school, alternative, program, home study course, or on-line program, such student is not considered a dropout and shall not be reported.~~

Make-up Work

Made-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the ~~building principal or designee~~ administrator. Or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be two day(s) allowed for make-up work for each day of absence.

Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work ~~will~~ may receive full or only partial credit to the extent possible as determined by the principal or designee. ~~, which is the consequence for an unexcused absence.~~

Unless otherwise permitted by the principal or designee, make-up work shall not be provided during a student's expulsion. Rather, Centennial BOCES shall offer alternative education services to the expelled student in accordance with state law. Centennial BOCES shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties shall may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his/her next class. Teachers shall honor passes presented in accordance with this policy.

The provisions of this policy shall be applicable to all students in ~~the Centennial BOCES's schools,~~ including those above and below the age of compulsory attendance as required by law.

LEGAL REFS.:	C.R.S. 22-2-114.1 (3) (a) (definition of “dropout” student) C.R.S. 22-32-109 (1) (n), length of school year, instruction & contact time C.R.S. 22-32-109.1 (2)(a) (conduct and discipline code) <u>C.R.S. 22-32-138 (6) excused absence requirements for students in out-of-home placements)</u> C.R.S. 22-33-101 et seq. (School Attendance law of 1963) <u>C.R.S. 22-33-105 (3)(d)(III) opportunity to make up work during suspension</u> <u>C.R.S. 22-33-108 judicial proceedings to enforce school attendance laws</u> <u>C.R.S. 22-33-203 educational alternatives for expelled students and determination of credit</u> <u>1 CCR 301-78 Rules 1.00 et seq. standardized calculation for counting student attendance and truancy</u>
CROSS REFS.:	<u>IC/ICA, School Year/School Calendar/Instruction Time</u> <u>JHB, Truancy</u> <u>JK, Student Discipline</u> <u>JKD/JKE, Suspension/Expulsion of Students</u>

Reviewed: CASB 2005
Adopted: December 14, 2000
Centennial BOCES

TRUANCY

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. An "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as an "habitual truant".

Centennial BOCES shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and Centennial BOCES personnel have received no indication that the parent/guardian is aware of the absence, Centennial BOCES personnel or volunteers under the direction of Centennial BOCES personnel shall make a reasonable effort to notify the parent/guardian by telephone.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. Repeated truancy may result and shall include in a conference with the parent/guardian and student to determine the conditions under which the student will be re-admitted.

In accordance with law, Centennial BOCES may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention or in-school suspension.

~~Truancy is defined as a deliberate and unexcused absence from a program or class on the part of the student. In any case of truancy, the parent/guardian shall be informed.~~ In general, the procedure for handling truancy shall be as follows:

1. First truancy — ~~Reasonable effort will be made to contact Pparent/guardian will be contacted and both parent/guardian and student shall be made aware that truancy may result in suspension.~~
2. Second truancy - May include suspension for the maximum period allowable under the law or until parents/guardians bring the student for re-admittance. ~~The CBOCES may also pursue judicial proceedings to compel attendance.~~
3. Third truancy - May result in an additional suspension ~~or in expulsion. The Centennial BOCES may also pursue judicial proceedings to compel attendance. However, before initiating court proceedings, Centennial BOCES shall provide written notice to the student and parent/guardian that Centennial BOCES will initiate court proceeding if the student doesn't comply with the compulsory attendance law.~~

Revised:

Reviewed: CASB 2005

Centennial BOCES

This policy is recommended for deletion as it is included in policy JH.
DENIAL OF CREDIT

~~No student shall receive academic or other credit for work missed as a result of the student being truant or on an unexcused absence. However, a student may receive credit if the administration determines that the work missed should be made up and if the student makes up the work missed.~~

~~Where denial of credit is required or allowed, the credit denied shall be directly related to the duration of the absence.~~

~~Reviewed: CASB 2005
Centennial BOCES~~

STUDENT CONDUCT

It is the intention of the Board of Directors that Centennial BOCES help students achieve maximum development of individual knowledge, skills and competence and that they learn behavior patterns which will enable them to be responsible, contributing members of society.

The Board, in accordance with applicable state law, ~~shall has adopted~~ a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code ~~shall~~ emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students. Centennial BOCES shall take reasonable measures to ensure students are familiar with the code.

All Board-adopted policies and Board-approved regulations containing the letters "JIC" in the file name constitute the conduct section of the code.

~~The Board shall consult with parents/guardians, students, teachers, administrators and other community members in the development of the conduct and discipline code.~~

~~The rules shall not infringe upon constitutionally protected rights, shall be clearly and specifically described, shall be printed in a handbook or some other publication made available to students and parents/guardians, and shall have an effective date subsequent to the dissemination of the published handbook.~~

~~The building principal shall arrange to have the conduct and discipline code distributed once to each student in high school and once to each new student. Copies shall be posted or kept on file in each school of the Centennial BOCES. In addition, any significant change in the code shall be distributed to each student and posted in each school.~~

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all Centennial BOCES employees, the educational purpose underlying all ~~school~~ Centennial BOCES activities, the widely shared use of ~~school~~ Centennial BOCES property, and the rights and welfare of other students and staff. All employees of ~~the~~ Centennial BOCES shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the ~~established rules of conduct and discipline code~~.

LEGAL REFS.: C.R.S. 22-32-109.1 (2) policy required as part of safe schools plan
C.R.S. 22-32-109.1 (2)(a) BOCES shall take reasonable measures to ensure students are familiar with the conduct and discipline code
C.R.S. 22-33-016 (1) (a-g) grounds for suspension, expulsion, and denial of admission

CROSS REFS.: GBGB, Staff Personal Security and Safety
JIC subcodes, all pertain to student conduct
JK, Student Discipline, and subcodes

Revised:

Reviewed: CASB 2005

Adopted: December 14, 2000

Centennial BOCES

STUDENT DRESS CODE

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

Any student deemed in violation of the dress code shall be required ~~to comply with this policy and the school's individual standards by~~ to changeing into appropriate clothing (or making arrangements to have appropriate clothing brought to school immediately), ~~to remove the paraphernalia, or modify the appearance of the hair.~~ If the student takes such actions to be in compliance, there shall be no further penalty for that offense.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and the principal, or designee, shall notify the student's parents/guardians. ~~The student may be held out of class or classes at the discretion of the administrator.~~ On the second offense, the student shall remain in the administrative area of the school for the day to do schoolwork, and a conference with parents/guardians ~~shall~~ shall be held prior to the student's return to class or classes to clarify the CBOCES' and school's expectations with respect to dress and appearance. Any classes missed as a result of the second offense are considered unexcused absences. On the third offense, the student may be subject to suspension or other disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. ~~outlined in the school discipline code.~~

Unacceptable Items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in Centennial BOCES school buildings, on Centennial BOCES school grounds, or at Centennial BOCES school activities:

1. Shorts, dresses, skirts or similar clothing shorter than mid-thigh length ~~which, due to their short length or tight fit, are disruptive to a learning environment~~
2. Sunglasses and/or hats worn inside the building
3. Inappropriately sheer, tight or low-cut clothing (e.g. midriffs, halter tops, backless clothing, tube tops, ~~tank tops~~, garments made of fishnet, mesh or similar materials, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
- 3.
- 4.5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain ~~obtain~~ any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of a sexual nature

- ~~By virtue of color, arrangement, trademark, or other attribute denote affiliation membership in gangs with gangs which advocate drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of other students.~~
- Are obscene, profane, vulgar, lewd, or legally libelous
- Threaten the safety or welfare of any person
- Promote any activity prohibited by the student code of conduct
- Otherwise disrupt the teaching/learning process

Exceptions and Additions

~~CBOCES' principals may develop and adopt school specific dress codes containing additional or specific criteria for student dress provided that such school standards are consistent with this policy.~~

LEGAL REF.: C.R.S.22-32-109.1 (2)(a)(I)(J) (A) ~~(IX)~~ *(discipline code shall include Board's Duty to Adopt Student Dress Code)*

Revised:

Reviewed: CASB 2005

Adopted: December 14, 2000

Centennial BOCES

STUDENT CONDUCT ON BUSES IN CENTENNIAL BOCES VEHICLES

The privilege of riding in a Centennial BOCES vehicle is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at designated Centennial BOCES vehicle stops and on-board Centennial BOCES vehicles.

The operator of a Centennial BOCES vehicle shall be responsible for safety of the students in the vehicle, both during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all rules concerning discipline, safety and behavior while riding in the Centennial BOCES vehicle. It is the vehicle operator's duty to notify the supervisor of transportation and the school principal or appropriate administrator involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to the student's parents/guardians, the principal/administrator may withhold from the student the privilege of riding in the Centennial BOCES vehicle. Violation of Centennial BOCES policies and regulations while in a Centennial BOCES vehicle may also result in the student's suspension or expulsion from school, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

LEGAL REFS.: C.R.S. 22-32-109.1 (2)(a)(I)(B) discipline code shall address conduct in school vehicles
C.R.S. 42-1-102 (88.5) definition of school vehicle which includes a school bus

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

~~The Centennial BOCES may deal with student misconduct or violation of transportation rules as may be appropriate and in a manner similar to the violation of regular classroom rules. Nothing herein shall be deemed to limit the CBOCES' authority over students to deal with conduct which may adversely impact the CBOCES.~~

~~In general, the responsibility of the students as passengers shall be that they maintain the same standard of conduct while in a school bus as that which prevails in the classroom. However, nothing herein shall be deemed to limit the CBOCES' authority to control and deal with conduct that adversely impacts the CBOCES. In addition to any other disciplinary measures, students may be denied the privilege of CBOCES transportation in the event of misconduct or violation of rules.~~

~~Students participating in activities which require transportation shall accompany the team or group in buses or cars provided or approved by the CBOCES, including the return trip, except when otherwise approved by the staff member responsible for the students.~~

~~Additionally, CBOCES students shall be in compliance with applicable policies and procedures of any school district in which the student is participating in a program or activity.~~

Revised:
Reviewed: CASB 2005
Centennial BOCES

CODE OF CONDUCT

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, The principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on Centennial BOCES property school grounds, when being transported in school vehicles dispatched by Centennial BOCES or one of its schools, or during a school-sponsored or Centennial BOCES-sponsored activity or event, and off Centennial BOCES property when the conduct has a nexus to school or any Centennial BOCES curricular or non-curricular event, and in certain cases, when the behavior occurs off of school property. The principal(s) shall consult with the Special Education Director prior to recommending expulsion of any Special Education student, to ensure compliance with all Special Education, federal and state laws, rules, and regulations.

1. Causing or attempting to cause damage to school property, or stealing, or attempting to steal school property of value.
2. Causing, or attempting to cause, damage to private property or stealing or attempting to steal private property.
- ~~2-3.~~ Willful destruction or defacing of Centennial BOCES property.
- ~~3-4.~~ Commission of any act which, if committed by an adult, would be robbery or assault as defined by state law. ~~Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.~~
5. Violation of the Board's policy on bullying prevention and education.
- ~~4-6.~~ Violation of criminal law which has an immediate effect on ~~the school~~ Centennial BOCES or on the general safety or welfare of students or staff.
- ~~5-7.~~ Violation of ~~CBOCES Board~~ policy or ~~building~~ regulations, or established school rules.
- ~~6-8.~~ Violation of the ~~CBOCES'~~ Board's policy on ~~dangerous~~ weapons in the schools. Expulsion shall be mandatory for ~~carrying, bringing, using or possessing a firearm, in accordance with federal law, dangerous weapon without the authorization of the school or school district, unless the student has delivered the firearm or weapon to a teacher, administrator, or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.~~
- ~~7-9.~~ Violation of the ~~CBOCES Board's~~ policy on student conduct involving drugs and alcohol use/~~drug abuse policy.~~ Expulsion shall be mandatory for sale of drugs or controlled substances in accordance with state law.
- ~~8-10.~~ Violation of the ~~CBOCES Board's~~ violent and aggressive behavior policy.
- ~~9-11.~~ Violation of the ~~CBOCES Board's~~ tobacco-free schools policy.
- ~~10-12.~~ Violation of the ~~CBOCES Board's~~ policies ~~prohibiting~~ ~~on~~ sexual or other harassment.
- ~~11-13.~~ Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
- ~~12-14.~~ Directing profanity, vulgar language or obscene gestures toward other students, ~~school~~ Centennial BOCES personnel, or ~~others~~ visitors to the school.
- ~~13-15.~~ Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, ~~either orally or in writing~~ or derogatory statements addressed publicly to ~~an individual or a group~~ others that precipitate disruption of the Centennial BOCES or school program or incite violence.
- ~~14-16.~~ Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.

- ~~15-17.~~ Lying or giving false information, either verbally or in writing, to a Centennial BOCES/school employee.
- ~~16-18.~~ Engaging in Scholastic dishonesty which includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
- ~~17-19.~~ Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school- Centennial BOCES staff.
- ~~18-20.~~ Behavior on or off school- Centennial BOCES property which is detrimental to the welfare or safety of other students or school- Centennial BOCES personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
- ~~19-21.~~ Repeated interference with the school's- Centennial BOCES's ability to provide educational opportunities to other students.
- ~~20-22.~~ Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
- ~~21-23.~~ Violation of the CBOCES- Board's dress code policy.
- ~~24.~~ Violation of the CBOCES- Board's policy on student expression gang and gang-like activity.
- ~~22-25.~~ Violation of the Board's policy on nondiscrimination.
- ~~23-26.~~ Making a false accusation of criminal activity against a Centennial BOCES employee to law enforcement or to the C Centennial BOCES.

~~Each principal shall post a copy of these rules in a prominent place in each school and shall distribute a copy to each student. Copies also shall be available to any member of the public upon request.~~

LEGAL REFS.: ~~C.R.S. 12-22-303 (7) (definition of controlled substance)~~
C.R.S. 18-3-202 et seq. offenses against person
C.R.S. 18-4-301 et seq. offenses against property
C.R.S. 18-9-124 (2) (a) prohibition of hazing
C.R.S. 22-12-105 (3) authority to suspend or expel for false accusations
~~C.R.S. 22-32-109.1 (2) (a) (I) (duty to adopt policies on student conduct, safety and welfare)~~
C.R.S. 22-32-109.1 (2) (a) (II) policy required as part of safe schools plan
C.R.S. 22-32-109.1 (9) immunity provisions in safe schools law
C.R.S. 22-33-106 (1) (a-ge) grounds for suspension, expulsion denial of admission

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
ADC, Tobacco-Free Centennial BOCES
GBGB, Staff Personal Security and Safety
JBB, Sexual Harassment
JIC, Student Conduct
JICA, Student Dress Code
JICC, Student Conduct in Centennial BOCES Vehicles
JICDE, Bullying Prevention and Education
JICF, Secret Societies/Gang Activity
JICH, Drug and Alcohol Involvement by Students

JICI, Weapons in Schools

JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students

Revised:

Reviewed: CASB 2005

Adopted: December 12, 2004

Centennial BOCES

This policy is recommended for deletion as it is not necessary.
VIOLENT AND AGGRESSIVE BEHAVIOR

~~The Board recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the Centennial BOCES are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the CBOCES.~~

~~Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall receive appropriate intervention to change behavior before a crisis occurs and shall be subject to disciplinary action when appropriate.~~

~~Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.~~

~~Acts of violence and aggression shall be well documented and communicated by the staff to the building principal and the executive director. The Board of Directors shall be informed of all students who are receiving intervention. The immediate involvement of the parents/guardians is also essential. Law enforcement officials shall be involved if there is any violation of law.~~

~~An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.~~

~~The following behaviors are defined as violent and aggressive:~~

- ~~1. Possession, threat with or use of a weapon — as described in the CBOCES' weapons policy.~~
- ~~2. Physical assault — the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.~~
- ~~3. Verbal abuse — includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or a group.~~
- ~~4. Intimidation — an act intended to frighten or coerce someone into submission or obedience.~~
- ~~5. Extortion — the use of verbal or physical coercion in order to obtain financial or material gain from others.~~
- ~~6. Bullying — any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment as further described in the CBOCES' Bully Prevention and Education policy.~~
- ~~7. Gang Activity — as described in the CBOCES' Secret Societies/Gang Activity Policy.~~
- ~~8. Sexual Harassment — as described in the CBOCES' Sexual Harassment Policy.~~
- ~~9. Stalking — the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.~~
- ~~10. Defiance — a serious act or instance of defying or opposing legitimate authority.~~
- ~~11. Discriminatory Slurs — insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, sex, sexual orientation, religion, national or ethnic background or handicap.~~
- ~~12. Vandalism — damaging or defacing property owned by or in the rightful possession of another.~~

- ~~13. Terrorism — a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.~~

~~LEGAL REF.: C.R.S. 22-32-109.1 (2) (a) (X) (*definition of bullying*)~~

~~Reviewed: CASB 2005~~

~~Adopted: October 25, 2001~~

~~Centennial BOCES~~

BULLYING PREVENTION AND EDUCATION

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

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can be defined as any occur through written, or verbal or electronically transmitted expression, or by means of a physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students in the school environment. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. 22-32-109 (1)(II)(I).

Bullying is prohibited on Centennial BOCES property, at Centennial BOCES or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by Centennial BOCES or one of its schools, or off Centennial BOCES property when such conduct has a nexus to school or any Centennial BOCES curricular or non-curricular activity or event.

For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops, and all school-sponsored activities and events.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, are subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The executive director shall develop a comprehensive program to address bullying, ~~at all school levels.~~ The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.

5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

LEGAL REF.: C.R.S. 22-32-109.1 (2) (a) (~~IX~~) (K) policy required as part of safe schools plan

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JB, Equal Educational Opportunities
JBB, Sexual Harassment
JICDA, Code of Conduct
JICDD, Violent and Aggressive Behavior
JICJ, Student Use of Electronic Communication Devices
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)
JLDAC, Screening/Testing of Students

Revised:

Reviewed: CASB 2005

Adopted: October 25, 2001

Centennial BOCES

This policy is recommended for deletion as it is not necessary.
SCHOOL-RELATED STUDENT PUBLICATIONS

~~School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing, and understanding responsible journalism. Because the Board recognizes creative student expression as an educational benefit of the school experience, it encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place.~~

~~The Board encourages students to express their views in school-sponsored publications and to observe rules for responsible journalism. This means expression which is false or obscene, libelous, slanderous, or defamatory under state law; presents a clear and present danger of the commission of unlawful acts, violation of school rules or material and substantial disruption of the orderly operation of the school; violates the privacy rights of others; or threatens violence to property or persons shall not be permitted.~~

~~Student editors of school-sponsored publications shall be responsible for determining the news, opinion and advertising content of their publications subject to the limitations of this policy and state law. The publications advisor within each school shall be responsible for supervising the production of school-sponsored publications and for teaching and encouraging free and responsible expression and professional standards of journalism.~~

~~The publications advisor, with approval of the building principal, has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given. The Executive Director and Centennial BOCES Board of Directors reserve the right for ultimate review and decision-making authority about all student publications.~~

~~All school-sponsored publications shall contain a disclaimer that expression made by students in the exercise of freedom of speech or freedom of the press is not an expression of Board policy. The CBOCES and employees are provided immunity from civil or criminal penalties for any expression made or published by students.~~

~~The Executive Director shall develop, for approval by the Board, a written official school publications code which shall include:~~

- ~~1. A statement of the purposes of official school publications.~~
- ~~2. Responsibilities of official school publications' advisors and student editors.~~
- ~~3. A list of prohibited materials.~~
- ~~4. Reasonable provisions for the time, place, and manner of distributing school-sponsored student publications within the CBOCES' jurisdiction.~~
- ~~5. Procedures for resolving differences.~~

~~The publications code shall be distributed to all students and teachers at the beginning of each school year.~~

~~LEGAL REFS.: C.R.S. 22-1-120 (rights of free expression for public school students)
C.R.S. 22-1-122(5) (c) (state law does not prevent a student who is working under the supervision of a journalism teacher or sponsor from preparing or participating in a survey, analysis or evaluation without~~

~~obtaining written parental consent as long as participation is not
prohibited by federal law)
C.R.S. 22-32-110 (1) (r) (power to exclude materials that are immoral or
pernicious)~~

~~Reviewed: CASB 2005
Adopted: December 14, 2000
Centennial BOCES~~

This regulation is recommended for deletion as it is not necessary.

~~SCHOOL-RELATED STUDENT PUBLICATIONS~~

~~(School Publications Code)~~

~~1. Purpose~~

~~As stated in Board policy, school-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism. Content of school publications should reflect all areas of student interest, including topics about which there may be dissent or controversy.~~

~~2. Responsibilities of Student Journalists~~

~~In addition to the responsibilities set forth in the accompanying Board policy, students who work on official student publications will:~~

- ~~a. Rewrite material, as required by the faculty advisers, to improve sentence structure, grammar, spelling, and punctuation.~~
- ~~b. Check and verify all facts and verify the accuracy of all quotations.~~
- ~~c. In the case of editorials or letters to the editor concerning controversial issues, provide space for rebuttal comments and opinions.~~

~~If the Board determines that advertising is allowed in the publication, the student editor, with approval of the faculty advisor, will determine the content of any advertisements.~~

~~3. Responsibilities of Publication Advisors~~

~~In addition to the responsibilities set forth in the accompanying Board policy, the publication advisor will exercise general supervision over all activities to create a proper learning environment.~~

~~4. Prohibited Materials~~

- ~~a. Students may not publish or distribute material that is obscene. "Obscene" means:~~
 - ~~(1) The average person applying contemporary community standards finds that the publication, taken as a whole, appeals to a minor's prurient interest in sex.~~
 - ~~(2) The publication depicts or describes in a patently offensive way sexual conduct such as ultimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of genitals.~~
 - ~~(3) The work, taken as a whole, lacks serious literary, artistic, political or scientific value.~~
- ~~b. Students may not publish expression that is libelous, slanderous or defamatory under state law. "Libelous" is defined as a false and unprivileged statement about a person that injures the individual's reputation in the community.~~
- ~~c. Expression that is false as to any person who is not a public figure or involved in a matter of public concern is prohibited.~~
- ~~If the allegedly libeled individual is a "public figure or official", the official must show that the false statement was published with actual malice, as the terms are defined in law.~~

- ~~Under the “fair comment rule”, a student is free to express an opinion on matters of public interest. Specifically, a student enjoys a privilege to criticize the performance of teachers, administrators, school officials and other school employees.~~
- ~~d. Expression which presents a clear and present danger of the commission of unlawful acts, violation of lawful school regulations, or material and substantial disruption of the orderly operation of the school, violates the rights of others to privacy, or threatens violence to property or persons is prohibited.~~
- ~~In order for a student publication to be considered disruptive, there must exist specific facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial, material disruption to normal school activity would occur if the material were distributed. Undifferentiated fear or apprehension of disturbance is not enough; school administrators must be able to show affirmatively substantial facts that reasonably support a forecast of likely disruption. Material that stimulates heated discussion or debate does not constitute the type of disruption that is prohibited.~~

5. ~~Time, Place, and Manner Restrictions~~

~~The principal will coordinate with the publications advisor on the time, place, and manner of distributing school sponsored publications to reduce any conflict with school instructional time and/or reduce any disruption of the orderly operation of the school which might be caused by the distribution of school sponsored publications.~~

6. ~~Procedures for Resolving Differences~~

~~Student editors will work first with the publications advisor to resolve any differences. If the problem cannot be resolved at this level, the student editors and/or the publications advisor may work with the principal to resolve any problems. If the problem is not resolved at the principal level, the student editors and/or the publications advisor may work with the Executive Director of the CBOCES to resolve any problem. If the problem is not resolved at the Executive Director level, the student editors and/or publication's advisor may work with the Board of Directors. If the problem is not resolved at the Board level, the student editors and/or publication's advisor may seek relief through the judicial system.~~

7. ~~Legal Advice~~

- ~~a. If, in the opinion of the student editor, student editorial staff or faculty advisor, material proposed for publication may be “obscene”, “libelous”, or “cause a substantial disruption of school activities”, the legal opinion of the CBOCES’ attorney should be sought, if authorized by the principal and Executive Director.~~
- ~~b. Legal fees charged in connection with this consultation will be paid by the Board.~~
- ~~c. The final decision of whether the material is to be published will be left to the student editor.~~

Reviewed: CASB 2005
Centennial BOCES

STUDENT DISTRIBUTION OF NONCURRICULAR MATERIALS

To understand Constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's right of free speech and Centennial BOCES's need to maintain an orderly and safe school environment which respects the rights of all students on school grounds and during school-sponsored activities.

Students shall be allowed to distribute noncurricular written materials on school property subject to restrictions on time, place and manner of distribution set out in the accompanying regulations and the prohibitions set out below and in state law.

Any material in any media containing expression which is obscene, pornographic, sexually explicit, libelous, slanderous or defamatory shall be prohibited. Students shall not distribute any material which advocates commission of unlawful acts or violation of Centennial BOCES policy and/or regulations, violates another person's right to privacy, causes a material and substantial disruption of the orderly operation of the school, or threatens violence to property or persons. Also prohibited are materials that contain insulting words or words the very expression of which injures or harasses other people and which are inconsistent with the shared values of a civilized social order (e.g. threats of violence or defamation of a person's race, religion, ethnicity, national origin, etc.).

Students who distribute materials in violation of this policy may be subject to appropriate disciplinary action, including suspension and/or expulsion.

School equipment and supplies shall not be used for publication of such material.

LEGAL REFS.: Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Tinker v. Des Moines Indep. Comm. Sch. Dist., 393 U.S. 503 (1968)

CROSS REFS.: JK, Student Discipline, and subcodes
KHC, Distribution/Posting of Noncurricular Materials

Adopted:
Centennial BOCES

STUDENT DISTRIBUTION OF NONCURRICULAR MATERIALS

Students who wish to distribute noncurricular printed materials on school property or in conjunction with a school activity must notify the principal a minimum of one day in advance so that details may be worked out regarding the time, place and manner of distribution.

Students do not have to produce an advance copy of the materials that will be distributed for the principal's review. However, materials which are distributed on school grounds containing information prohibited by Board policy and/or materials that create a significant or substantial disruption, damage to persons or property, or threaten violence to property or persons in the judgment of Centennial BOCES officials, may subject the responsible students to disciplinary action following distribution.

The following restrictions will apply to all requests for distribution of noncurricular materials by students:

1. **Place.** Distribution of printed materials must be made at places within the school or on school grounds as designated by the principal except that in no event may such materials be distributed in any classroom of any building then being occupied by a regularly-scheduled class.
2. **Time.** Distribution may be made one-half hour before school and/or during regularly scheduled lunch periods and/or 15 minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.
3. **Littering.** All distributed items discarded in school or on school grounds must be removed by the persons distributing such items.
4. **Manner.** No student may in any way be compelled or coerced to accept any noncurricular materials. In the alternative, no Centennial BOCES official or student may interfere with the distribution of approved materials.

Violation of any of these regulations will be sufficient cause for denial of the privilege to distribute materials at future dates and for disciplinary action.

Adopted:
Centennial BOCES

This policy is recommended for deletion as it is included in policy JICEC
STUDENT EXPRESSION RIGHTS

~~While students do not shed their constitutional rights when they enter the school or engage in school-related activities, it is the Centennial BOCES Board of Directors' responsibility to adopt rules reasonably necessary to maintain proper discipline among students and create an effective learning environment.~~

~~For purposes of this policy, student expression includes expression in any media, including but not limited to written, oral, visual, audio, and electronic media in all classroom and other school-related activities, assignments, and projects.~~

~~Students shall not turn in, present, publish, or distribute expression that is disruptive to the classroom environment or to the maintenance of a safe and orderly school, as follows:~~

- ~~1. Obscene~~
- ~~2. Libelous, slanderous, defamatory, or otherwise unlawful under state law~~
- ~~3. Profane or vulgar~~
- ~~4. False as to any person who is not a public figure or involved in a matter of public concern.~~
- ~~5. Creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school.~~
- ~~6. Violates the rights of others to privacy~~
- ~~7. Threatens violence to property or persons~~
- ~~8. Attacks any person because of race, color, sex, age, religion, national background, disability, or handicap.~~
- ~~9. Tends to create hostility or otherwise disrupt the orderly operation of the educational process.~~
- ~~10. Advocates illegal acts of any kind, including the use of illegal drugs, tobacco, or alcohol~~

~~Violation of this policy shall result in disciplinary action against the student consistent with district student discipline policies.~~

LEGAL REFS.: ~~_____ C.R.S. 22-1-120 (rights of free expression for public school students)~~
~~_____ C.R.S. 22-32-110 (1) (r) (power to exclude materials that are immoral or pernicious)~~

~~Reviewed: CASB 2005~~
~~Adopted: December 14, 2000~~
~~Centennial BOCES~~

SECRET SOCIETIES/GANG ACTIVITY

The Board desires to keep Centennial BOCES schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior. ~~The principal or designee shall maintain continual, visible supervision of school premises, school vehicles and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.~~

~~The executive director or designee shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort.~~

~~The executive director or designee shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities and respond appropriately to gang behavior. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.~~

Gang Symbols

The Board prohibits the presence ~~on school premises, in school vehicles, and at school-related activities~~ of any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence, or disruptive behavior is prohibited on school grounds, in Centennial BOCES vehicles and at school activities or sanctioned events. This policy shall be applied at the principal's discretion after consultation with the executive director, or designee, as the need for it arises at individual school sites.

Prevention Education

~~The Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Early intervention is a key component of efforts to break the cycle of gang membership. Therefore, gang violence prevention education in the schools shall be provided.~~

LEGAL REFS.: C.R.S. 22-1-120 (8)
C.R.S. 22-32-109.1 (2) (a) ~~(I)(f)-(VI)~~ policy required as part of safe schools plan

CROSS REF.: JICA, Student Dress Code

Revised:

Reviewed: CASB 2005

Adopted: December 14, 2000

Centennial BOCES

This policy is recommended for deletion as it is included in policy ADC.
TOBACCO USE AND ABUSE

~~Possession or use of tobacco or tobacco products by a student on Centennial BOCES property, in CBOCES vehicles, or at CBOCES activities is prohibited. Any student violating the nonsmoking, tobacco-free policies of the CBOCES shall be subject to disciplinary action including but not limited to expulsion.~~

~~Reviewed: CASB 2005
Centennial BOCES~~

SUBSTANCE USE DRUG AND ALCOHOL INVOLVEMENT BY STUDENTS

Centennial BOCES shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among Centennial BOCES, the schools, parents/guardians, the community and its agencies.

It shall be a violation of Board policy, and may be considered to be behavior which is detrimental to the welfare or safety of other students or ~~school~~ Centennial BOCES personnel for any student to possess, use, sell, distribute or ~~procure~~ exchange, or to be under the influence of alcohol, drugs, or other controlled substances. The unlawful possession or use of alcohol or a controlled substances is wrong and harmful to students.

For purposes of this policy, ~~a controlled substances~~ includes but is not limited to alcohol, narcotic drugs, hallucinogenic or mind-altering/~~mood altering~~ drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other ~~substances defined as "controlled substances"~~ as defined in law, or any prescription or nonprescription drug, medicine, vitamin, homeopathic substance, or other chemical substance not taken in accordance with the Board's policy and regulations on administering medicines to students or state law regarding the administration of medical marijuana to qualified students.

This policy also includes substances that are represented by or to a student to be any such controlled substance as defined in the preceding paragraph or what the student believes to be any such substance.

This policy shall apply to any student ~~who is on school~~ Centennial BOCES property, ~~in attendance at school,~~ being transported in a school vehicles dispatched by Centennial BOCES or one of its schools, during or taking part in any a school-sponsored or sanctioned Centennial BOCES-sponsored activity or event, off Centennial BOCES property when the conduct has a reasonable connection to school or any Centennial BOCES curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the Centennial BOCES and/or the safety and or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions that may include suspension and/or, expulsion from school and referral for prosecution. Disciplinary sanctions and interventions for violations of this policy shall be in accordance with this policy's accompanying regulation. ~~diversion activities and/or referral to appropriate law enforcement agencies as outlined in the regulation for this policy and as provided in the student code of conduct and discipline handbook for Weld Opportunity High School. Through the publication and distribution of the discipline handbooks, the Board shall have served notice to all students and their parent(s)/guardian(s) of their rights and responsibilities under this policy.~~

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse ~~or dependency~~ shall be handled on an individual basis depending upon the nature and particulars of the case. ~~and shall not be considered in violation of this policy.~~

The Board, ~~in recognition that substance abuse is a community problem, will seek to cooperate actively with any other public organization or agency that shows promise in bringing drug education and intervention to the awareness of students, parents, and the community.~~

Whenever possible in dealing with student problems associated with drug and alcohol substance abuse issues, Centennial BOCES school personnel shall provide parents/guardians and students; with information concerning education and rehabilitation about programs and/or intervention processes which are available in the community.

Information provided to students and/or parents/guardians about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that ~~the school district~~ Centennial BOCES assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required by law.

LEGAL REFS.: ~~20 U.S.C. §3221 (defines drug abuse education and prevention)~~
~~20 U.S.C. §7416- 7101 et seq.~~ Safe & Drug-Free Schools and Communities Act of 1994
21 U.S.C. 812 definition of “controlled substance”
~~C.R.S. 18-18-102 (3), (5) (definition of “anabolic steroid” and “controlled substance”)~~
C.R.S. 18-18-407 (2) crime to sell, distribute or possess controlled substance on or near school grounds or school ~~bus~~ vehicles
~~C.R.S. 22-1-110 (instruction related to alcohol and drugs)~~
C.R.S. 22-1-119.3 (3)(c), (d) no student possession or self-administration of medical marijuana, but schools must permit the student’s primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event
C.R.S. 22-32-109.1 (2) (a) ~~(I)(G)(VH)~~ policy required as part of safe schools plan
C.R.S. 22-33-106 (1) (d) suspension or expulsion mandatory ~~discretionary~~ for the sale of a drug or controlled substance
C.R.S. 25-1.5-106 (12)(b) possession or use of medical marijuana in or on school grounds or in a school bus is prohibited
C.R.S. 25-14-103.5 must adopt policies prohibiting use of retail marijuana on school property

CROSS REFS.: JIH, Student Interviews, Interrogations, Searches and Arrests
JK-2, Discipline of Students with Disabilities
JKD/JKE, Suspension/Expulsion of Students
JLCD, Administering Medications to Students

Revised:

Revised: CASB 2005

Adopted: January 2002

Centennial BOCES

SUBSTANCE ABUSE DRUG AND ALCOHOL INVOLVEMENT BY STUDENTS

In accordance with the accompanying policy, the following procedures are established for addressing alcohol or drug-related misconduct. These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority.

Use

1. When a student is suspected of use, the person having the suspicion shall notify the principal or designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or designee will conduct a check of the suspected student and collect data. This action shall comply with the Board policy on investigations and searches.
 - a. If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.
 - b. If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the student's parent/guardian general information and resources related to substance abuse.
2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated.

Possession, Distribution and Exchange

Students who possess or are involved in any distribution or exchange of alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia in violation of Board policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband shall notify the principal or designee as soon as possible
2. A staff member who has reasonable cause to believe that a student possesses or is involved in any distribution or exchange of alcohol, any controlled substance or drug-containing or drug-related paraphernalia in violation of Board policy will request that the student accompany him or her to the principal or designee. If the student refuses, the staff member will notify the principal or designee as soon as possible.
3. The principal or designee will undertake investigation and search procedures in accordance with Board policy.
4. The principal or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in the school safe or other secure location.
5. The principal or designee shall refer the student to appropriate law enforcement officials in accordance with applicable law. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
6. If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

Sanctions and Interventions

Students are subject to disciplinary action up to and including suspension and expulsion for any single violation of the accompanying policy. Offenses and consequences for violations of the accompanying policy shall be cumulative for three calendar years. Offenses confirmed from schools prior to the student's enrollment in a Centennial BOCES school may count toward the cumulative total.

Possession, Use and/or Being Under the Influence

First offense

1. The student will be suspended from school for three days.
2. A parent conference will be held.
3. The principal or designee will attempt to develop with the student's parent/guardian and student a plan that will outline the responsibilities of the parent/guardian, the student and the school in an effort to prevent further offenses from occurring.
4. The principal or designee may recommend additional suspension and/or expulsion depending on the severity of the case.

Second offense

1. The student will be suspended from school for five days.
2. The principal or designee may recommend additional suspension and/or expulsion depending on the severity of the case.

Third offense

1. The student will be suspended for ten days and recommended for expulsion.
2. Alternatively, the expulsion may be waived and a suspension of no less than five days shall be imposed if the student agrees to complete an approved education/counseling/treatment program mutually agreed to by the student's parent/guardian and the principal or designee. The student and student's parent/guardian shall be responsible for the program's completion and its costs. Failure to provide documentation of completion of the program within the required time limits shall result in the imposition of the full expulsion period initially recommended.
3. The principal or designee may determine that the alternative to suspension is not appropriate.
4. Students who complete the approved education/counseling/treatment program shall be expelled for subsequent offenses of the Board's policy regarding student involvement with drugs and alcohol.

Purchase, Sale, Distribution and Exchange

First offense

1. The student will be suspended for ten days and recommended for expulsion.
2. Alternatives to expulsion may be considered by the principal or designee.

Second offense

1. The student will be suspended for ten days and recommended for expulsion upon the second offense and all subsequent offenses within any three-year period.

~~Students shall not use, possess, bring, sell, distribute, supply, transfer, or be under the influence of controlled substances as defined in Board Policy while inside a school building or facility, on or near school grounds during the school day, in school vehicles, while in attendance at any school activities, whether on or off school grounds, or when off school grounds where such~~

behavior is determined to be detrimental to the welfare and/or safety of other students or school personnel.

Type A Violation

~~Using, possessing, being under the influence of a controlled substance, sharing or distributing of a controlled substance while on school grounds, in school vehicles or at any school activity, whether on or off school grounds, or when off school grounds where it is found to be detrimental to the safety and/or welfare of students or school personnel:~~

Consequences for First Violation:

- ~~• The student shall be suspended for no less than five days.~~
- ~~• Parent(s)/guardian(s) of the student shall meet with the school principal or designee to clearly present the situation and consequences for a subsequent violation.~~
- ~~• The situation shall be reported to the local law enforcement agency of the city or town where the incident occurred.~~

Consequences for Second Violation:

- ~~• The student shall be suspended for no less than ten days and expulsion proceedings will be initiated in accordance with policy.~~
- ~~• The parent(s)/guardian(s) of the student will be informed of the situation by an initial telephone call by the principal or designee followed by a personal conference where the details of the expulsion proceedings shall be told to the student and parent(s)/guardian(s) and the possibility of a deferral or expulsion option as provided in this regulation.~~
- ~~• The situation shall be reported to the local law enforcement agency of the city or town where the incident occurred.~~

~~The student and parent(s)/guardian(s) may defer the expulsion proceedings of the student if and only if the student and parent(s)/guardian(s) agree to attend an approved drug education diversion activity. Such agreement shall be placed in writing during the meeting with the principal or designee within the initial ten day suspension period with a “time certain” established for this activity to be completed. This diversion activity must be attended by the parent(s)/guardian(s) and student at the next regularly scheduled program date and time, or as soon thereafter as possible and agreed upon. Failure to agree or failure to attend the diversion activity, if initially agreed upon, shall cause the student to be suspended from school and the expulsion proceedings to commence.~~

Consequence for First and Any Subsequent Violation:

- ~~• The student shall be suspended for no less than ten days, with an extension requested, if necessary, and expulsion proceedings will be initiated in accordance with policy.~~
- ~~• The parent(s)/guardian(s) of the student will be informed of the situation by an initial telephone call followed by a personal conference where the details of the expulsion proceedings shall be told to the student and parent(s)/guardian(s).~~
- ~~• If it is found that expulsion is warranted, the expulsion shall be for no less than two full school semesters (three trimesters) with no readmission available.~~
- ~~• The situation shall be reported to the local law enforcement agency of the city or town where the incident occurred.~~

DEFINITIONS

Possessing

~~For the purposes of this regulation, the term “possessing” shall mean physical possession or control (e.g., on the student, or in the student’s locker, backpack, purse, vehicle, etc.) of a controlled substance and which was given or transferred to the student while on school grounds, on school vehicles, or at any school activity.~~

Conduct Which is Detrimental to Others:

~~For the purposes of determining whether conduct off of school grounds constitutes behavior that is detrimental to the welfare and safety of other students or school personnel, the administration should consider the totality of the circumstances in each situation, including, but not limited to, the following factors:~~

- ~~• the degree of the negative impact to other students and/or school personnel~~
- ~~• other number of students affected~~
- ~~• the location where such conduct occurred and its proximity to school grounds~~
- ~~• whether such conduct occurred during the school day~~
- ~~• whether the student(s) left school premises to engage in such conduct~~
- ~~• whether the student induced others to leave school premises to engage in such conduct~~
- ~~• whether the student(s) returned to school after engaging in the prohibited conduct~~
- ~~• the degree of the resulting negative impact of such conduct on school activities, school personnel, or the educational process, including disruption and interference of the educational process~~
- ~~• other factors which the administration deems relevant and which are related to the welfare and safety of students, school personnel, or the operation of school, school activities, or the educational process~~

Drug Paraphernalia

~~For purposes of this policy, drug paraphernalia includes equipment, products, and materials of any kind which are used, or intended to be used, by the student for the manufacturing, compounding, processing, distributing, packaging, inhaling, or ingesting of a controlled substance, such as scales/balances (used, or intended for use, in weighing or measuring controlled substances), capsules, or envelopes for use in the packaging or distribution of controlled substances, bongs, pipes, and other similar items.~~

~~This regulation supplements authority conferred elsewhere by either Board policy or state statute and shall not be deemed to limit or suspend such other authority.~~

Revised:

Reviewed: CASB 2005
Centennial BOCES

WEAPONS IN SCHOOL

The Board of Directors determines that student possession, ~~and/or~~ use and/or threatened use of a weapon ~~by students~~ are detrimental to the welfare and safety of students and Centennial BOCES personnel.

~~Mandatory Expulsion in Accordance with State and Federal Law~~

Dangerous Weapons

Carrying, bringing, Using, or possessing or threatening to use a dangerous any weapon, in any on Centennial BOCES building, property, on CBOCES grounds, in any when being transported in vehicles dispatched by Centennial BOCES or one of its schools, vehicle or at any during a school-sponsored or Centennial BOCES-sponsored activity or program— event, and off Centennial BOCES property when the conduct has a reasonable connection to school or any Centennial BOCES curricular or non-curricular event without the authorization of the school or Centennial BOCES is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

~~If a student discovers that he or she has carried, brought, or is in possession of a weapon, and the student notifies a teacher, administrator, or other authorized person in the school district, and as soon as possible delivers the weapon to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.~~

As used in this policy, “dangerous weapon” means:

- a. ~~A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.~~
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that ~~measures longer than~~ exceeds three inches in length
- d. ~~or a~~ A spring loaded knife or a pocket knife with a blade ~~longer than~~ exceeding three and one-half inches in length.
- ~~ed.~~ Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

Students who use, possess or threaten to use a dangerous weapon in violation of this policy shall be subject to disciplinary action, including suspension, and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The executive director or designee may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be made in writing.

Firearm Facsimiles

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on Centennial BOCES property, when being transported in vehicles dispatched by Centennial BOCES or one of its schools, during a school-sponsored or Centennial BOCES-sponsored activity or event, and off Centennial BOCES

property when such conduct has a reasonable connection to school or any Centennial BOCES curricular or non-curricular event without the authorization of the school or Centennial BOCES is prohibited. Students who violate this policy provision may be subject to disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

Centennial BOCES administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Recordkeeping

The Centennial BOCES/schools shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

Referral to Law Enforcement

In accordance with applicable law, Centennial BOCES school personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district Centennial BOCES to law enforcement, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the CBOCES as soon as possible upon discovering it. In such case, school personnel shall consult with law enforcement to determine whether referral of the student to law enforcement is necessary and how to properly dispose of the firearm or weapon or return it to its owner.

LEGAL REFS.:	18 U.S.C. §921 (a) (3) federal definition of "firearm"
	20 U.S.C. §8921 et seq. 7151 (Gun-Free Schools Act of 1994)
	20 U.S.C. §7151 (h) requiring schools to have policies requiring referral to
	<u>law enforcement</u>
	C.R.S. 22-32-109.1 (2) (a)(I)(G)-(VII) policy required as part of safe
	<u>schools plan</u>
	<u>C.R.S. 22-33-102 (4) definition of dangerous weapon</u>
	<u>C.R.S. 22-33-106 (1) (d) grounds for suspension, expulsion, denial of</u>
	<u>admission</u>
	<u>C.R.S. 22-33-106 (1)(f) must adopt policy regarding firearm facsimiles</u>

CROSS REFS.:	JK-2, Discipline of Students with Disabilities
	JKD/JKE, Suspension/Expulsion of Students
	KFA, Public Conduct on Centennial BOCES Property

Revised:

Reviewed: CASB 2005
Centennial BOCES

STUDENT USE OF CELL PHONES AND OTHER PERSONAL TECHNOLOGY DEVICES PAGERS

The Board of Directors recognizes that cell phones and pagers believes personal technology devices (PTDs) may be useful tools for students in the educational environment and can play a vital communication role during emergency situations. However, the ordinary use of cell phones and pagers PTDs in school situations must be regulated to assure that the use of such devices does not disrupt or interfere can be disruptive to the with the educational process or school operations environment and is not acceptable. Therefore, students may only use PTDs on Centennial BOCES property, on a Centennial BOCES vehicle or at a Centennial BOCES or school-sponsored activity or event in accordance with this policy.

Students may carry cell phones and pagers, but these devices must be turned off inside school buildings, at school sponsored activities, and on field trips. In these locations, cell phones and pagers may be used only during emergencies.

For purposes of this policy, "personal technology device" (PTD) includes any privately-owned portable technology device, including but not limited to cell phones, pagers, tablets, laptops, cameras, audio and/or video recorders and players, and all other hand-held electronic communication and data storage devices.

Students may use PTDs as a designated tool for learning if authorized by the student's teacher. It is the student's responsibility to ensure that the PTD is turned off or placed in silent mode during unauthorized times.

Student use of PTDs with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms or any other location where such use could violate another person's reasonable expectation of privacy.

Students shall not use PTDs to engage in, promote or facilitate any other conduct that violates the student code of conduct, other Board policies or regulations, or state or federal law.

Violation of this policy or any other Centennial BOCES, school or classroom rule or regulation on student use of PTDs may will result in disciplinary measures and/or temporary confiscation of the PTD, cell phone or pager. Confiscated devices cell phones and pagers shall be returned to the student only after a conference with the parent/guardian, student, and Centennial BOCES school personnel. If the building principal or designee believes a student's possession or use of a PTD may involve a violation of the law, the building principal or designee may also refer the matter to law enforcement.

Centennial BOCES shall not be responsible for loss, theft or destruction of PTDs brought onto Centennial BOCES property or while the students is attending Centennial BOCES or school-sponsored activities or events.

LEGAL REF.: C.R.S. 18-7-109 posting, possession or exchange of a private image by a juvenile
CROSS REFS.: JIC and subcodes, Student Conduct
JIH, Student Interviews, Interrogations, Searches and Arrests
JK and subcodes, Student Discipline
JS, Student Use of the Internet and Electronic Communications

Revised:

Reviewed: CASB 2005

Adopted: February 13, 2003

Centennial BOCES

This policy is recommended for deletion as it is not necessary
STUDENTS OF LEGAL AGE

~~Any policies of the Centennial BOCES Board of Directors which require notification to parents/guardians shall be sent to both parents/guardians and student beginning when student turns eighteen.~~

~~Parents/guardians of student eighteen years or older who is a dependent student for income tax purposes are entitled, along with the student, to access to student educational records. Proof of dependent status shall be required.~~

~~Written permission shall be required from a student eighteen years or older who is not a dependent student for income tax purposes before parents/guardians are given access to student educational records.~~

~~LEGAL REFS.: 20 U.S.C. §1232g (*Family Educational Rights and Privacy Act*)~~
~~C.R.S. 13-22-101~~

Revised: CASB 2005
Adopted: December 14, 2000
Centennial BOCES

STUDENT INTERVIEWS, INTERROGATIONS, SEARCHES AND ARRESTS

The Board of Directors seeks to maintain a climate ~~in the schools~~ which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for Centennial BOCES school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Interviews by Centennial BOCES Administrators

When a violation of Board policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian. If a Centennial BOCES official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interview the suspected student if the Centennial BOCES official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

Searches Conducted by School- Centennial BOCES Personnel

~~Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. Centennial BOCES personnel may search. When reasonable grounds for a search exist, school personnel may search~~ a student and/or the student's personal property while on ~~school~~ Centennial BOCES premises or during a ~~school- Centennial BOCES~~ activity in accordance with ~~under the circumstances outlined in this policy and may seize any illegal, unauthorized or contraband materials.~~

~~Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.~~

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with ~~school- Centennial BOCES~~ officials conducting a search shall be considered grounds for disciplinary action.

An administrative report shall be prepared by the ~~school- Centennial BOCES~~ official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search. ~~If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.~~

Definitions

- ~~1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion is based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on personal experience, that search of a particular person, place or~~

~~thing would lead to the discovery of evidence of a violation of Board policy or state or federal laws. Reasonable suspicion requires more than a mere hunch.~~

2. ~~“Contraband” consists of all substances or materials prohibited by Board policy of state law including but not limited to drugs, drug paraphernalia, alcoholic beverages, guns, knives, other weapons, and incendiary devices.~~

Search of School Centennial BOCES Property

~~School lockers, desks and other storage areas are school Centennial BOCES property and remain at all times under the control of the school Centennial BOCES. School property provided for the use of students is All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice, clean-outs, access for maintenance and search pursuant to this policy. Cars, located on school property, may be searched.~~

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks, and locker assigned to them by Centennial BOCES, as well as for any loss or damage relating to the contents of such desks and lockers. ~~or any other storage area and its contents when there are reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.~~

Search of the Student's Person or Personal Effects

The principal or designee may search the person of a student or a student's personal effects such as a purse, backpack, book bag, or briefcase on Centennial BOCES property or at Centennial BOCES-sponsored events or activities if the school Centennial BOCES official has reasonable grounds to suspect that the search will uncover: ~~believe that the student is in possession of contraband.~~

- a. Evidence of a violation of Board policies and/or, school rules or federal, state or local laws.
- b. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and/or a “pat down” of the exterior of the student's clothing.

The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, Centennial BOCES officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

Searches of the person shall be conducted out of the presence of other students and as privately as possible by a person of the same sex as the student being searched. At least one ~~but not more than three additional~~ persons of the same sex as the student being searched shall witness but not participate in the search.

Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, The parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which may require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. Centennial BOCES personnel shall not participate in such searches. No strip search shall be carried out by any school employee.

Seizure of Items

Anything found in the course of a search conducted by ~~school~~ Centennial BOCES officials which is evidence of a violation of law or Board policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding, if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
2. Returned to the student or the parent/guardian.
3. Turned over to a law enforcement officer in accordance with this policy.

Appeals

~~Within 10 school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.~~

LAW ENFORCEMENT OFFICERS' INVOLVEMENT

Interrogation

When law enforcement officials request permission to question students when students are in school or participating in ~~Centennial BOCES school~~ activities, the principal or designee shall be ascertain that the law enforcement officer has proper identification present. ~~If the student is under 18, the student's parent/guardian also shall be present unless the juvenile is emancipated as that term is defined in state law.~~ Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during students' class time.

~~Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible.~~

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. Upon request by law enforcement to interview a student witness or interrogate a student suspect, Centennial BOCES officials shall make an effort to notify the student's parent/guardian, except in cases involving investigation of reported child abuse where the suspected perpetrator is a member of the student's family, when law enforcement has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist. However, whether or not to postpone the interview or interrogation until the parent/guardian arrives is the law enforcement officer's decision.

Search and Sseizure

The principal or designee may request a search on ~~school~~ Centennial BOCES premises be conducted by a law enforcement officer. ~~When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy.~~

When law enforcement officers respond to such a request, no school- Centennial BOCES employee shall assist or otherwise participate in the search, ~~unless under the direct order of the law enforcement officer.~~ It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.

~~If law enforcement personnel seek permission from school authorities to search a student, the student's personal property or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted unless:~~

- ~~1. There is uncoerced consent by the student.~~
- ~~2. There is probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.~~
- ~~3. The search is incident to an arrest and is limited to the person and immediate surroundings.~~

Custody and/or Arrest

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, Centennial BOCES officials will make reasonable efforts to notify the student's parent/guardian.

~~When custody and/or arrest by the police is involved, the principal shall request. It is expected that all procedural safeguards as prescribed by law ~~be observed~~ are followed by the law enforcement officers conducting student arrests. This includes all due process procedures including but not limited to obtaining proper arrest warrants where required. However, Centennial BOCES staff is not responsible for an officer's legal compliance when arresting a student.~~

LEGAL REFS.: ~~C.R.S. 19-2-511 et seq.~~
 C.R.S. 22-32-109.1 (2) (a) ~~(VH)~~ (I)(I) policy required as part of safe schools plan

CROSS REFS.: JIHB, Parking Lot Searches
 JK, Student Discipline, and subcodes

Revised:

Reviewed: CASB 2005

Adopted: December 14, 2000

Centennial BOCES

PARKING LOT SEARCHES

The privilege of bringing a student-operated motor vehicle on to Centennial BOCES premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband.

Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on Centennial BOCES premises at the time of a request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing the vehicle on to Centennial BOCES premises. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times.

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I) policy regarding searches

CROSS REF.: JIH, Student Interviews, Interrogations, Searches and Arrests

Adopted:
Centennial BOCES

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Decisions made by Centennial BOCES personnel that students believe are unfair or in violation of pertinent Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints.

Grievance procedures are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of race, color, national origin, ancestry, creed, sex, sexual orientation (which includes transgender), marital status, religion, disability or need for special education services, which students are encouraged to report.

CROSS REFS.: AC-R, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)
JB, Equal Educational Opportunities
JBB, Sexual Harassment

Adopted:
Centennial BOCES

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

For the purposes of this procedure, the following categories of complaints are established:

1. Conduct of an individual
2. Departmental procedures
3. Building procedures
4. Board policies and regulations
5. Educational programs
6. Unlawful discrimination
7. All others

Complaints must be initiated in writing, dated and signed by the complainant. Forms for this purpose are available in the principal's or applicable Centennial BOCES administrator's office. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: immediate supervisor of the individual
2. Departmental procedures: building principal or applicable Centennial BOCES administrator
3. Building procedures: building principal or applicable Centennial BOCES administrator
4. Board policies and regulations: executive director
5. Educational programs: executive director
6. Unlawful discrimination: see Policies AC, JB, and JBB
7. All others: building principal or applicable Centennial BOCES administrator

When a complaint is filed in writing, a conference will be held with the complainant within five school days. A written response will be given to the complainant within 10 school days following the conference.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 10 school days in accordance with the appeal procedures.

Appeals must be made in the following order: building principal or other appropriate Centennial BOCES administrator, executive director, Board of Directors.

When an appeal has been filed in writing, a conference will be held with all parties involved within 10 school days. A written response will be given to the complainant within 10 school days following the conference.

If the appeal should reach the level of the Board of Directors, a meeting with the Board will be scheduled within 20 school days after a written appeal has been filed. A written response from the Board will be given to the complainant within 10 school days following the conference.

Adopted:
Centennial BOCES

SCHOOL DISPLAYS

~~Schools~~ Centennial BOCES may host temporary or permanent displays of student work for legitimate educational purposes including, but not limited to, cultural, legal or historical purposes.

~~The CBOCES/Weld Opportunity High School (WOHS)~~ Centennial BOCES reserves the right to place restrictions on the content of the displays. The restrictions shall be based on legitimate pedagogical reasons, such as preventing disruption, ~~in the school.~~

All displays shall be initiated, endorsed, organized, and supervised by ~~school~~ Centennial BOCES personnel, with approval of the ~~principal or the principal's designee~~ appropriate Centennial BOCES administrator.

The ~~principal or designee~~ Centennial BOCES administrator will develop, communicate, and enforce guidelines regarding permissible subjects for displays, consistent with state and federal law. Prior to set-up of the displays, the ~~principal~~ administrator or designee will screen individual components for compliance with the guidelines.

LEGAL REF.: Fleming v. Jefferson County School District R-1, No. 01-1512 (10th Cir. 2002)

CROSS REF.: IMB, Teaching About Controversial Issues and Use of Controversial Materials

Revised:

Reviewed: CASB 2005

Adopted: February 13, 2003

Centennial BOCES

This policy is recommended for deletion as it is not needed. STUDENT TRAVEL

~~Provisions shall be made for trips to support and enhance the program of extra-class activities.~~

~~Activity trips shall be financially supported by funds raised or appropriated for that purpose.~~

~~Transportation for activity trips shall be in accordance with Board policy.~~

~~Any individual student contestants or groups of student contestants who are CBOCES/Weld Opportunity High School students who are competing in approved local and/or state activities which qualify them for out of state contests may be authorized to compete in out of state activities by the executive director. Funding for one sponsor's travel expenses may come from CBOCES funds, if monies are available, and provided the student(s) have placed either first or second in the qualifying event.~~

~~The executive director may authorize CBOCES sponsored high school student activity trips outside Colorado or the United States when requested by the principal. CBOCES funds may not be used to support such activities except in unusual circumstances and then only as approved by the executive director.~~

~~All activity trips shall be chaperoned by a certificated CBOCES employee(s).~~

~~Administrative procedures for activity trips shall provide for the planning, organization, transportation, evaluation, and accounting of activity trips.~~

Non-BOCES Sponsored Student Trips

~~Centennial BOCES recognizes that on occasion, CBOCES employees act as sponsors of, or chaperones for, trips in which CBOCES/WOHS students personally may choose to be involved but which have not been approved by the executive director. Such a trip is referred to in this policy as a "non-BOCES sponsored student trip".~~

~~The objective of this portion of this policy is to ensure that CBOCES students and their parents/guardians know in advance that a "non-BOCES sponsored student trip" is neither CBOCES sponsored nor CBOCES approved. Therefore, all trips involving CBOCES employees and CBOCES/WOHS students, except executive director approved trips described above, shall be subject to the following requirements:~~

- ~~1. CBOCES students shall not be granted excused absences from school to participate in a "non-BOCES sponsored student trip".~~
- ~~2. CBOCES employees shall not be granted paid leave to participate in a "non-BOCES sponsored student trip".~~
- ~~3. CBOCES employees shall not promote or solicit for any "non-BOCES sponsored student trip" during normal school hours.~~
- ~~4. All written material disseminated by a CBOCES employee concerning a "non-BOCES sponsored student trip" shall contain the following disclaimer: "This trip is not sponsored or approved by the CBOCES".~~

- ~~5. Any CBOCES employee who is sponsoring or promoting a “non-BOCES sponsored student trip” shall make a written disclosure to all prospective participants in the trip of any financial benefit, rebate or credit which such employee will receive if the trip takes place.~~
- ~~6. Prior to departure, any CBOCES employee who is sponsoring or promoting a “non-BOCES sponsored student trip” shall be required to obtain from all participants in the trip a signed CBOCES form releasing the CBOCES of any responsibility.~~

~~LEGAL REF.: C.R.S. 40-10-116 (1) (b)~~

~~Reviewed: CASB 2005~~

~~Adopted: October 25, 2001~~

~~Centennial BOCES~~

This regulation is recommended for deletion as it is not needed. STUDENT TRAVEL

~~In-State Trips~~

~~All activity trips to be authorized must be made by school-recognized clubs and organizations or in direct support of a school extra-class activity.~~

- ~~1. The activity trip must be requested by the activity sponsor and authorized by the principal in advance of any transportation arrangements.~~
- ~~2. If school transportation is used, the appropriate transportation vehicle request must be filed with the central office.~~
- ~~3. All summer activity trips must be authorized before school closes in the spring.~~
- ~~4. Each vehicle used for transporting students on activity trips must be accompanied by an adult.~~
- ~~5. All students must ride to and from the activity in the authorized mode of transportation. Exceptions may be made only if the parents make prior arrangements with the building administrator for the student to return from the activity trips with them.~~
- ~~6. Regularly sanctioned activities approved by the Board of Directors, executive director, or building principal will be covered by CBOCES liability insurance. Parent chaperones will be included when specific arrangements are made for parents who act in an advisory and assistant capacity, or for other persons delegated this responsibility by the principal.~~

~~Out-of-State Trips~~

- ~~1. A student activity trip will not be sanctioned or authorized by the executive director unless the group complies with these regulations. No school group is authorized to participate in an activity trip unless and until approval is obtained from the executive director. Any trip which is undertaken by a student group involving participation outside the state or the United States will not be considered to be the responsibility of the CBOCES or the Board unless approval has been obtained pursuant to these requirements.~~
- ~~2. School groups expecting to be invited or seeking to be considered for an invitation to activities outside Colorado must make requests for prior approval through the building principal prior to the request being submitted for executive director approval. Such requests must be made before submission of any tapes, materials, etc., and prior to making any commitments as to the availability of the group to participate.~~
- ~~— The request submitted must include as much information as possible relative to the activity, honor, or recognition involved, time and place, estimated cost, means of transportation, school time involved, sponsoring agency, and involvement with other related parent groups, and other appropriate information.~~
- ~~3. When invitations are received for participation in an activity without prior knowledge of the group or school, such invitation must be brought to the attention of the building principal immediately.~~
- ~~— Similar kinds of information as indicated above, will be required before consideration will be given by the principal.~~
- ~~4. An adequate number of sponsors, including teachers and parents, must be provided. A minimum will be one certificated employee and additional adult sponsors as approved by the building principal to accompany the group with a minimum of one approved sponsor for each 15 students.~~
- ~~5. In most instances, the group involved, working within the school as approved by the building principal, will identify the type of fund-raising activities and the amount of money~~

~~to be generated. That amount must pay for the cost of student participants, adult sponsors, and teachers who will participate in the trip.~~

- ~~— Such fund-raising activities must be approved in advance by the building principal and otherwise as determined by the executive director.~~
- ~~6. When any CBOCES funds are to be used, an amount not to exceed 10 percent of the costs may be allowed.~~
- ~~7. Funding for one sponsor's travel expenses may come from CBOCES funds if moneys are available and provided the student(s) have placed either first or second in the qualifying event.~~
- ~~8. Money allowed for such activities will be available on as equitable a basis as possible for each student club or organization.~~
- ~~9. No student club or organization should expect approval for extensive trips and/or financial assistance more often than once in any three year period.~~
- ~~10. Activities approved are expected to be consistent with regulations of the Colorado High School Activities Association and policies of the Centennial BOCES.~~
- ~~11. Insurance coverage provisions for trips outside of Colorado must be approved by the CBOCES' risk manager.~~
- ~~12. The necessary release forms and permissions will be obtained by the sponsors from the BOCES' risk manager and provided to parents and students for completion prior to the trip. The sponsors will also provide the "Code of Conduct for Extended Trips and Exchange Programs" to parents and students for completion prior to the trip.~~
- ~~13. A follow-up report with minimum evaluation of the trip will be provided to the principal.~~

~~Reviewed: CASB 2005
Centennial BOCES~~

**This exhibit is recommended for deletion as it is not needed. STUDENT TRAVEL
(Code of Conduct for Extended Trips and Exchange Programs)**

Pre-Trip Rules

~~Purpose: I understand that I am a representative of the Centennial BOCES/Weld Opportunity High School and of my group. To establish that I am an individual who is trustworthy and who has character and pride in me, I agree to abide by school and CBOCES policies and regulations and the laws of the city, state, and country. Further, I am aware that if I fail to abide by these policies, regulations, and laws, or to maintain my academic standing, that I may be denied the privilege of participation. I realize that any funds that I have contributed or may contribute subsequent to this acknowledgment may be forfeited.~~

~~I have read and understand the above statements.~~

Student's signature

Date

Student Contract

~~I am a representative and ambassador of the Weld Opportunity High School and Centennial BOCES, the state of Colorado, and the United States of America. As such, I will not bring harm, embarrassment, disgrace, or discomfort to myself or to any member of my group.~~

~~The purpose of the code of conduct is to ensure that the group's objectives are accomplished. I understand the need and reasoning for the following rules and support them as an individual and as a member of my group. I realize that my behavior will reflect not only on me but also on the group as a whole. I understand that this is a school sponsored trip, and all CBOCES regulations and policies apply.~~

- ~~1. Any possession or use of alcohol or any possession or use of any controlled substance will not be allowed or tolerated. If I break this rule, I understand that I will be sent home immediately on a convenient means of transportation at any additional expense to my parents or guardians following a collect call. Any alteration of the rule because of extenuating circumstances must be approved by BOCES officials.~~
- ~~2. I understand that smoking or other use of tobacco is not allowed.~~
- ~~3. I understand that I must stay with the group at all times unless special permission has been obtained by the sponsor.~~
- ~~4. I understand that it is important to adhere to time schedules. I will be prompt for all occasions.~~
- ~~5. I understand that I will wear acceptable dress as deemed appropriate by the sponsor.~~
- ~~6. I understand that I am expected to abide by the laws of the city, state, or country in which I am staying.~~
- ~~7. I understand that I am expected to abide by all rules developed by the sponsor or organization in addition to the rules listed in this code of conduct plus any other policies or regulations established by the Centennial BOCES Board of Directors.~~

~~I understand that a violation of this code of conduct will result in a conference with the sponsor(s) and me and, if necessary, I will be subject to appropriate discipline for the violation.~~

~~If there is continued willful disobedience or open and persistent defiance of proper authority, I understand that I may be sent home immediately on a convenient means of transportation at any additional expense to my parents or guardians following a collect call.~~

~~I am aware that I may be subject to further sanction or disciplinary action after returning from the trip.~~

~~I have read and understand and have received a copy of this code of conduct for my reference.~~

Student's signature

Date

~~As a parent/guardian of the participant, I have read and understand the code of conduct and agree that my participant will abide by it, or I will pay any additional costs involved. I have received a copy of the above for my reference.~~

Parent/guardian's signature *date*

Parent/guardian's signature *date*

~~As a sponsor, I will see that the code of conduct is properly administered. I have received a signed copy of the code of conduct for my reference. As a sponsor, I will maintain proper decorum when with the participants in my charge.~~

Sponsor's signature

Date

Reviewed: CASB 2005
Centennial BOCES

**This policy is recommended for deletion as it is not needed. EXTRACURRICULAR
ACTIVITY ELIGIBILITY**

Definitions

For purposes of this policy, the following definitions apply:

1. ~~“Activity” means any extracurricular or interscholastic activity including but not limited to any academic, artistic, athletic, recreational, or other related activity offered by a public school.~~
2. ~~“School of attendance” means the school in which a student is enrolled and attends classes.~~
3. ~~“School district of residence” means the school district in which a student resides.~~
4. ~~“School of participation” means a school in which the student participates in an activity but is not the student’s school of attendance.~~

Participation in Activities

~~All students meeting eligibility requirements are entitled to participate in extracurricular activities at their school of attendance. Subject to the same eligibility requirements, the CBOCES shall allow students enrolled in any school to participate on an equal basis in any activity offered by the CBOCES, or sending school district, that is not offered at a student’s school of attendance.~~

~~If an activity is not available at a student’s school of attendance, or the student’s home school district, the student may choose to participate at another public or non-public school. When choosing, the student must choose the school that offers the greatest number of activities in which the student wishes to participate. If the original school of participation chosen by the student does not offer an activity in which the student wishes to participate, the student may participate in activities at more than one school of participation during the same school year.~~

~~If an activity is not offered by the school of participation, or the student’s home school district, the student may seek to participate in a contiguous school district. However, the contiguous district will choose the specific school of participation. When choosing, that district must choose the school that offers the greatest number of activities in which a student wishes to participate.~~

~~Students who are residents of a CBOCES district, but who are being educated in a home school may participate, provided they comply with all laws governing non-public, home-based education.~~

Eligibility Requirements

~~To participate in activities at a school of attendance, a student shall meet all of the requirements imposed by the school of attendance.~~

~~To participate in activities at a school of participation, students must comply with:~~

1. ~~All eligibility requirements imposed by the school of participation.~~
2. ~~The same responsibilities and standards of behavior, including related classroom and practice requirements that apply to enrolled students.~~

~~If a student has not met all of the eligibility requirements, or if the student would have become ineligible to participate at a school, the student cannot gain or regain eligibility by applying to~~

~~participate in activities at another school. Any penalties assessed to the student must first be paid at the school of attendance or participation before regaining eligibility to participate at another school.~~

Transfer Students

~~If a student transfers enrollment to another school without an accompanying change of domicile by the student's parent/guardian, the student's eligibility to participate is determined by the school district and CBOCES eligibility requirements and Colorado High School Activities Association (CHSAA) rules. However, a student cannot be prohibited from participating in any interscholastic athletic activity at the school to which the student transfers if the transfer occurs no later than 15 days after the beginning of the school year and prior to the student's participation in the interscholastic athletic activity during the same school year at his or her prior school.~~

CHSAA Requirements

~~Eligibility requirements as published by the Colorado High School Activities Association (CHSAA) shall be observed by all students at the high school level. Additional eligibility requirements may be imposed by the school district and CBOCES for both high school and middle school students.~~

~~Such eligibility requirements shall include good citizenship, acceptable academic standing, parental permission and good health (sports only). All eligibility requirements shall be published in applicable student/parent handbooks.~~

~~Student participation in an activity through any amateur association or league that is not a member of Colorado High School Activities Association (CHSAA) shall not prevent the student from participating or affect eligibility to participate in the same activity at any school as long as the student has the express written permission of the principal at the school of participation, the student's class attendance is not compromised and the student is in good academic standing.~~

Appeal

~~Any student who is sanctioned or is found by the school, school district, CBOCES, or CHSAA to be ineligible to participate in any extracurricular activity may appeal the sanction or finding. Students may not appeal sanctions for unsportsmanlike conduct or ejection from the activity.~~

~~As an alternative, a student may bypass the appeal process by filing a request for binding arbitration with the school district, CBOCES, or entity issuing the sanction or finding. The cost associated with the arbitration procedure shall be shared according to state law. The parties shall select an arbitrator and proceed as provided in state law. Students may not appeal a coach's team rules that are uniformly applied to all team members.~~

~~LEGAL REFS.: C.R.S. 22-32-116.5
C.R.S. 22-33-104.5 (6)~~

~~Reviewed: CASB 2005
Centennial BOCES~~

STUDENT DISCIPLINE

The Board believes that effective student discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

All policies and procedures for handling general and major student discipline problems shall be designed to achieve these broad objectives. Disorderly students shall be dealt with in a manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions.

The Board, in accordance with ~~state~~ applicable law, has adopted a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

All Board-adopted policies and Board-approved regulations containing the letters "JK" in the file name constitute the discipline section of the legally required code.

Immunity for Enforcement of Discipline Code

~~An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Board policy and procedures.~~

~~A teacher or any other person acting in good faith and in compliance with the discipline code adopted by the Board shall be immune from civil liability unless the person is acting willfully or wantonly. It is an affirmative defense in any criminal action that a person is acting in good faith and in compliance with the discipline code.~~

Disciplinary Information to School Personnel

~~In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.~~

~~For purposes of this policy, "disciplinary information" means confidential records maintained by or in possession of the principal or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of the CBOCES' code of student conduct and/or there is reasonable cause to believe, through information provided to the principal from another credible source, that the student could pose a threat to the health and safety of other students and school personnel based on prior misbehavior.~~

~~"Disciplinary information" is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the principal or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or school officials.~~

~~Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parent/guardian may challenge the accuracy of disciplinary information through the administrative regulations which accompany this policy.~~

Remedial Discipline Plans

The principal, or designee, may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in Centennial BOCES school vehicles or at school activities or events. The goal of the remedial plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

Discipline of Habitually Disruptive Students

~~Students who have been suspended three times for causing~~ have caused a material and substantial disruption in the classroom, on school grounds, in Centennial BOCES school vehicles or at school activities or sanctioned events three or more times during the course of the school year in violation of their individual remedial discipline plans ~~shall may be subject to being be~~ declared habitually disruptive students. ~~Expulsion is mandatory for habitually disruptive students.~~ Any student enrolled in the C Centennial BOCES' schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student shall result in the student's suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Discipline of Special Education Students

~~Appropriate discipline for special education students shall be in accordance with the student's individual education plan (IEP), any behavior intervention plan and Board policy. In order to comply with all state and federal laws, the Special Education Director shall be contacted prior to the use of any disciplinary measure which is not authorized by the student's IEP or behavior intervention plan.~~

Distribution of Conduct and Discipline Code

~~The Executive Director, or designee, shall arrange to have the conduct and discipline code distributed once to each student in a CBOCES-operated school and once to each new student in the school. Copies shall be posted in each school operated by the CBOCES. In addition, any significant change in the code shall be distributed to each student and posted in each school.~~

~~The Board shall consult with administrators, teachers, parents, students, and other members of the community in the development of the conduct and discipline code.~~

LEGAL REFS.: C.R.S. 18-6-401 (1) definition of child abuse
 C.R.S. 22-32.109.1 (2) (a) adoption and enforcement of conduct and discipline code
 C.R.S. 22-32-109.1 (2)(a)(I) BOCES shall take reasonable measures to familiarize students with the conduct and discipline code
 C.R.S. 22-32-109.1 (2) (a) ~~(H)(C)~~ discipline of habitually disruptive students is required part of conduct and discipline code safe schools plan
 ~~C.R.S. 22-32-109.1 (3) agreements with state agencies~~
 C.R.S. 22-32-109.1 (9) immunity provisions in safe schools law
 ~~C.R.S. 22-32-126 (5) disciplinary information to staff~~

~~C.R.S. 22-32-110 (2), (3), (4)~~

C.R.S. 22-33-106 (1) ~~(a-e)~~ grounds for suspension, expulsion and denial of admission

C.R.S. 22-33-106 (1) (c.5) definition of habitually disruptive students

~~C.R.S. 22-33-202 identification of at-risk students~~

CROSS REFS.: JIC, Student Conduct, and subcodes
JK subcodes, (all relate to student discipline)

Revised:

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Adopted: December 14, 2000

Centennial BOCES

STUDENT DISCIPLINE

Disciplinary Information

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

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

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

- ~~1. The principal, or designee, will prepare a brief written statement which sets forth the information to be communicated to a teacher or counselor pertaining to an individual student. If disciplinary information regarding a disabled student is transmitted, the current IEP must also be included. The statement will indicate it is a confidential document. The source of the information will be noted, if applicable.~~
- ~~2. The principal, or designee, will communicate the information in the statement to the teacher or counselor by providing a copy of the statement. Alternatively, the principal or designee may wait until the student or parent/guardian has had a chance to challenge the content of the statement before communicating the statement to any teachers or counselors. The teacher/counselor and principal or designee may discuss the information in the statement. The principal or designee will record the names of all individuals who are given a copy of the statement.~~
- ~~3. A copy of the written statement will be provided to the student and the student's parent/guardian. However, if a student is 18 years old or older, the student may inspect his or her records and written permission will be necessary in order for the parent/guardian to receive them. Such student 18 years old, or older, will be known as an eligible student.~~
- ~~4. The principal or designee will take steps to see that the parent/guardian of a student under 17 years of age receives a copy of the statement, either by mailing a copy directly to them and/or alerting them to the fact that the statement has been sent to them, either by sending it home with their child or in the mail.~~
- ~~5. The written statement will indicate that the student and/or parent/guardian may challenge the accuracy of the disciplinary information on the basis that it is inaccurate, false or misleading unless the statement is solely a summary of an incident for which the student and parent/guardian has already been afforded a due process hearing prior to imposition of school discipline. In that case, the challenge procedures do not apply.~~

Challenges

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

Step 1

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

Step 2

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

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

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

~~Any teacher or counselor who receives a statement containing disciplinary information will maintain the confidentiality of the information and will not communicate the information to any other person. A violation of this provision will result in appropriate disciplinary action.~~

Remedial Discipline Plans

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

4. The plan may be written in the form of a contract which the student and the parent/guardian will sign and date.
5. The parent/guardian will be provided a copy of the remedial discipline plan and it will be placed in the student's cumulative file.

Habitually Disruptive Students

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

1. The principal will inform the executive director or designee ~~if when a student is suspended causes for a second time for causing a material and substantial disruption.~~
2. The student and the student's parent/guardian will be notified in writing of each disruption suspension which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student", ~~and the mandatory expulsion of such students.~~
3. A student who has been declared habitually disruptive shall be suspended and/or expelled in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. Procedures for expulsion will be initiated when the student is suspended for the third time. The period of suspension will be extended, if necessary, to conduct an expulsion proceeding.

Revised:

Reviewed: CASB 2005
Centennial BOCES

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are neither immune from ~~a school district's or the Centennial BOCES'~~ disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their Individualized Education Plan (IEP), any behavioral intervention plan, and this policy.

Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP and/or behavioral intervention plan.

Suspension, Expulsions and Provision of Services

Students with disabilities may be suspended for up to 10 days in any given school year for violations of the student code of conduct. These 10 days need not be consecutive. During any such suspension, the student shall not receive educational services.

A disciplinary change of placement occurs when a student is removed for more than 10 consecutive school days or subjected to a series of removals that constitute a pattern of removal under governing law.

Upon the eleventh school day of suspension or removal when such suspension or removal does not result in a disciplinary change of placement, educational services shall be provided to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. Centennial BOCES School personnel, in consultation with at least one of the student's teachers, shall determine the educational services to be provided to the student during this period of suspension or removal.

When a student is expelled or subject to a removal that results in a disciplinary change of placement, educational services shall be provided as determined by the student's IEP team to enable the student to participate in the general education curriculum, although in another setting, and to progress toward meeting his or her IEP goals.

Prior to expulsion or other disciplinary change in placement, the student's parents/legal guardian shall be notified of the decision to take such disciplinary action and of their procedural safeguards. This notification shall occur not later than the date on which such decision is made.

Manifestation Determination

Within 10 school days from the date of the decision to ~~expel the student or take other~~ disciplinary action that will result in a disciplinary change of placement, the student's parents/legal guardians and relevant members of the student's IEP team shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents, to determine whether the student's behavior was a manifestation of the student's disability.

The team shall determine: (1) whether the student's behavior-conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; and (2) whether the student's behavior-conduct in question was the direct result of the school's failure to implement the student's IEP. If the answer to either of these two questions is "yes", the student's behavior shall be deemed to be a manifestation of the student's disability.

Disciplinary Action for Behavior that is not a Manifestation

~~One-~~ If the team determines that the behavior was not a manifestation of the student's disability, disciplinary procedures shall be applied to the student in the same manner as applied to nondisabled students. As stated above, the student shall receive educational services during the period of expulsion or other disciplinary change of placement.

~~During any period of expulsion or other disciplinary change of placement, educational services shall be provided as determined by the student's IEP team to enable the student to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals of his or her IEP.~~

Within a reasonable amount of time after determining that the student's behavior is not a manifestation of the student's disability, the student may receive, as appropriate, a functional behavioral assessment ("FBA"). In addition, a behavioral intervention plan ("BIP") may be developed for the student, as appropriate. If a BIP has already been developed, the BIP may be reviewed and modified, as appropriate.

Disciplinary Action and/or Alternative Placement for Behavior that is a Manifestation

If a team determines that the student's behavior is a manifestation of the student's disability, expulsion proceedings or other disciplinary change of placement will be discontinued. However, the student may be placed in an alternative setting for up to 45 school days as discussed below or placement or the student's placement may be ~~otherwise~~ changed for educational reasons as determined by the IEP team or as otherwise permitted by law, in accordance with governing law.

Within a reasonable amount of time after determining that the student's behavior is a manifestation of the student's disability, the student's IEP team shall: (1) conduct an FBA of the student, unless an FBA has already been conducted; and (2) implement a BIP for the student. If a BIP has already been developed, the IEP team shall review and modify it as necessary to address the student's behavior.

Placement in an Alternative Setting for 45 School Days

~~School or Centennial~~ BOCES personnel may remove a student with disabilities to an interim appropriate alternative setting for not more than 45 school days without regard to the manifestation determination if:

1. The student carried a weapon to school or a school function;
2. The student possessed a weapon at school or a school function;
3. The student possessed or used illegal drugs at school or a school function;
4. The student sold or solicited the sale of a controlled substance at school or a school function;
5. The student inflicted serious bodily injury on another person while at school or a school function; or
6. A hearing officer or court appropriate jurisdiction so orders.

Such removal to an alternative setting is permissible even if the student's behavior is determined to be a manifestation of the student's disability. The student's IEP team shall determine the educational services to be provided to the student in the alternative setting.

Students not Identified as Disabled

Students who have not been identified as disabled ~~may~~ shall be subjected to the same disciplinary measures applied to children with disabilities if ~~the district or Centennial~~ BOCES had “knowledge” of the student’s disability before the behavior that precipitated the disciplinary action occurred.

Centennial BOCES is deemed to have knowledge of the student’s disability if:

1. the student’s parent/legal guardian has expressed concern in writing to ~~the Centennial BOCES supervisory or administrative personnel~~ special education director, or the student’s teacher, that the student is in need of special education and related services;
2. the student’s parent/legal guardian has requested an evaluation; or
4. the student’s teacher or other ~~district Centennial BOCES~~ personnel have expressed specific concerns about the student’s pattern of behavior directly to the director of special education or other ~~district Centennial BOCES~~ supervisory personnel.

If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation will be expedited. Until the evaluation is completed, the student shall remain in Centennial BOCES’s determined educational placement, which can include suspension or expulsion.

~~The Centennial BOCES~~ shall not be deemed to have knowledge that the student is a child with a disability if the parent/legal guardian has not allowed an evaluation of the student, or the student has been evaluated and it was determined that he or she is not a child with a disability, or the student was determined eligible for special education and related services, but the parent/legal guardian refused services.

LEGAL REFS.: 20 U.S.C. § 1401 et seq. Individuals with Disabilities Education Improvement Act of 2004
34 C.F.R. 300.530-300.537 IDEIA regulations

C.R.S. 22-20-101 et seq. Exceptional Children’s Educational Act
C.R.S. 22-33-106 (1) (c) discipline of students with disabilities

CROSS REFS.: IHBA, Special Education Programs for Students with Disabilities
JIC, Student Conduct, and subcodes
JK, Student Discipline, and subcodes
~~JRA/JRC, Student Records/Release of Information on Students~~

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Centennial BOCES

USE OF PHYSICAL INTERVENTION AND RESTRAINT

To maintain a safe learning environment, Centennial BOCES employees may, In dealing with a disruptive student, any person employed by the CBOCES may, within the scope of his/her their employment and consistent with state law, use reasonable and appropriate physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation. or force as necessary for the following purposes:

Physical Intervention

Corporal punishment shall not be administered to any student by any Centennial BOCES employee.

Within the scope of their employment, Centennial BOCES employees may use reasonable and appropriate physical intervention with a student, that does not constitute restraint as defined by this policy, to accomplish the following:

1. To prevent a student from an act of wrong doing.
- 1.2. To quell a disturbance threatening physical injury to the student or others.
- 2.3. To obtain possession of weapons or other dangerous objects upon a student or within the control of the a student.
- 3.4. For the purpose of self-defense.
- 4.5. For the protection of persons against physical injury or to prevent the destruction of or property which could lead to physical injury to the student or others.
6. To maintain discipline.

~~Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy.~~

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint contained in this policy and accompanying he regulation are followed.

Restraint

For purposes of this policy and accompanying regulation, restraint is defined as Any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force, mechanical restraint, physical restraint, chemical restraint, or and seclusion, shall be in compliance with state law on protecting persons from restraint. The executive director shall develop procedures and a training program related to the use of restraint consistent with this policy and state law. Restraint shall not include the holding of a student for less than five minutes by a Centennial BOCES employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

Centennial BOCES employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior. Centennial BOCES employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

Restraint shall only be administered by Centennial BOCES employees trained in accordance with applicable State Board of Education rules.

Exceptions

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111 (3); and
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. 18-1-901 (3)(e).

LEGAL REFS.: C.R.S. 18-1-703 use of physical force by those supervising minors
C.R.S. 18-1-901 (3)(e) definition of a deadly weapon
C.R.S. 18-6-401 (1) definition of child abuse
C.R.S. 19-1-103 (1) definition of abuse and neglect
C.R.S. 22-32-109.1 (2)(a)(I)(L) policies for use of restraint and seclusion on students and information on the process for filing a complaint regarding the use of restraint or seclusion shall be included in student conduct and discipline code
C.R.S. 22-32-109.1 (2) (a) adoption and enforcement of discipline code
C.R.S. 22-32-109.1 (2) (1) (I)(D)V policy required as part of safe schools plan
C.R.S. 22-32-109.1 (9) immunity provisions in safe school law
C.R.S. 22-32-147 use of restraints on students
C.R.S. 26-20-101~~2~~ et seq. protection of persons from restraint act
1 CCR 301-45 State Board of Education rules for the Administration of the Protection of Persons from Restraint Act

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Centennial BOCES

USE OF PHYSICAL INTERVENTION AND RESTRAINT

A. Definitions

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

1. "Restraint" means any method or device used to involuntarily limit freedom of movement, including but not limited to bodily physical force, and seclusion.
2. "Physical restraint" means the use of bodily, physical force to involuntarily limit an individual's freedom of movement. "Physical restraint" does not include:
 - a. holding of a student for less than five minutes by a staff person for the protection of the student or others;
 - b. brief holding of a student by one adult for the purpose of calming or comforting the student;
 - c. minimal physical contact for the purpose of safely escorting a student from one area to another;
 - d. minimal physical contact for the purpose of assisting the student in completing a task or response.
3. "Mechanical restraint" means a physical device used to involuntarily restrict the movement of a student or the movement or normal function of the student's body. "Mechanical restraint" does not include:
 - a. devices recommended by a physician, occupational therapist or physical therapist and agreed to by a student's IEP team or Section 504 team and used in accordance with the student's Individualized Education Program (IEP) or Section 504 plan;
 - b. protective devices such as helmets, mitts, and similar devices used to prevent self-injury and in accordance with a student's IEP or Section 504 plan;
 - c. adaptive devices to facilitate instruction or therapy and used as recommended by an occupational therapist or physical therapist, and consistent with a student's IEP or Section 504 plan; or
 - d. positioning or securing devices used to allow treatment of a student's medical needs.
4. "Chemical restraint" means administering medication to a student (including medications prescribed by the student's physician) on an as needed basis for the sole purpose of involuntarily limiting the student's freedom of movement. "Chemical restraint" does not include:
 - a. prescription medication that is regularly administered to the student for medical reasons other than to restrain the student's freedom of movement (e.g. Asthma-cort, medications used to treat mood disorders or ADHD, Glucagon); or
 - b. the administration of medication for voluntary or life-saving medical procedures (e.g. EpiPens, Diastat).
5. "Prone restraint" means a restraint in which the student being restrained is secured in a prone (i.e., face-down) position.

6. “Seclusion” means the placement of a student alone in a room from which egress is involuntarily prevented. “Seclusion” does not mean:
 - a. placement of a student in residential services in the student’s room for the night;
 - or
 - b. time-out.
7. “Time-out” is the removal of a student from potentially rewarding people or situations. A time-out is not used primarily to confine the student, but to limit accessibility to reinforcement. In time-out, the student is not physically prevented from leaving the designated time-out area and is effectively monitored by staff.
8. “Emergency” means serious, probable, imminent threat of bodily injury to self or others with the present ability to effect such bodily injury. Emergency includes situations in which the student creates such a threat by abusing or destroying property.
9. “Bodily injury” means physical pain, illness or any impairment of physical or mental condition as defined in C.R.S. 18-1-901(3)(c).
10. “State Board Rules” mean the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act, 1 CCR 301-45.
11. “Parent” shall be as defined by the State Board rules.

B. Basis for Use of Restraint

Restraints shall only be used:

1. In an emergency and with extreme caution; and
2. After:
 - a. the failure of less restrictive alternatives (such as Positive Behavior Supports, constructive and non-physical de-escalation, and restructuring the environment);
 - or
 - b. a determination that such alternatives would be inappropriate or ineffective under the circumstances.
3. Restraints shall never be used as a punitive form of discipline or as a threat to gain control or gain compliance of a student’s behavior.
4. Centennial BOCES personnel shall:
 - a. use restraints only for the period of time necessary and using no more force than necessary; and
 - b. prioritize the prevention of harm to the student.

C. Duties Related to the Use of Restraint – General Requirements

When restraints are used, Centennial BOCES shall ensure that:

1. no restraint is administered in such a way that the student is inhibited or impeded from breathing or communicating;
2. no restraint is administered in such a way that places excess pressure on the student’s chest, back, or causes positional asphyxia;

3. restraints are only administered by Centennial BOCES staff who have received training in accordance with the State Board rules;
4. opportunities to have the restraint removed are provided to the student who indicates he/she is willing to cease the violent or dangerous behavior;
5. when it is determined by trained Centennial BOCES staff that the restraint is no longer necessary to protect the student or others (i.e. the emergency no longer exists), the restraint shall be removed; and
6. the student is reasonably monitored to ensure the student's physical safety.

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

D. Proper Administration of Specific Restraints

1. Chemical restraints shall not be used.
2. Mechanical and prone restraints shall not be used, except in the limited circumstances permitted by state law and described as exceptions in the accompanying policy.
3. Physical restraint
 - a. A person administering the physical restraint shall only use the amount of force necessary to stop the dangerous or violent actions of the student.
 - b. A restrained student shall be continuously monitored to ensure that the breathing of the student in such physical restraint is not compromised.
 - c. A student shall be released from physical restraint within fifteen minutes after the initiation of the restraint, except when precluded for safety reasons.
4. Seclusion
 - a. Relief periods from seclusion shall be provided for reasonable access to toilet facilities.
 - b. Any space in which a student is secluded shall have adequate lighting, ventilation and size.
 - c. To the extent possible under the specific circumstances, the space should be free of injurious items.

E. Notification Requirements

1. If there is a reasonable probability that restraint might be used with a particular student, appropriate Centennial BOCES staff shall notify, in writing, the student's parents, and, if appropriate, the student of:
 - a. the restraint procedures (including types of restraints) that might be used;
 - b. specific circumstances in which restraint might be used; and
 - c. staff involved.
2. For students with disabilities, if the parents request a meeting with BOCES personnel to discuss the notification, Centennial BOCES personnel shall ensure that the meeting is convened.

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

F. Documentation Requirements

1. If restraints are used, a written report shall be submitted within one school day to Centennial BOCES administration.
2. The Centennial BOCES principal or designee shall verbally notify the parents as soon as possible but no later than the end of the school day that the restraint was used.
3. A written report based on the findings of the staff review required by paragraph G. below shall be emailed, faxed or mailed to the student's parent within five calendar days of the use of restraint. The written report of the use of restraint shall include:
 - a. the antecedent to the student's behavior if known;
 - b. a description of the incident;
 - c. efforts made to de-escalate the situation;
 - d. alternatives that were attempted;
 - e. the type and duration of the restraint used;
 - f. injuries that occurred, if any; and
 - g. the staff present and staff involved in administering the restraint.
4. A copy of the written report on the use of restraint shall be placed in the student's confidential file.

G. Review of Specific Incidents of Restraint

1. Centennial BOCES shall ensure that a review process is established and conducted for each incident of restraint used. The purpose of this review shall be to ascertain that appropriate procedures were followed and to minimize future use of restraint.
2. The review shall include, but is not limited to:
 - a. staff review of the incident;
 - b. follow up communication with the student and the student's family;
 - c. review of the documentation to ensure use of alternative strategies; and
 - d. recommendations for adjustment of procedures, if appropriate.
3. If requested by Centennial BOCES or the student's parents, Centennial BOCES shall convene a meeting to review the incident. For students with IEPs or Section 504 plans, such review may occur through the IEP or Section 504 process.

H. General Review Process

1. Centennial BOCES shall ensure that a general review process is established, conducted and documented in writing at least annually. The purpose of the general review is to ascertain that Centennial BOCES is properly administering restraint, identifying additional training needs, minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incidence of injury to students and staff.
2. The review shall include, but is not limited to:
 - a. analysis of incident reports, including all reports prepared pursuant to paragraphs F.1 and F.3 above and including, but not limited to, procedures used

during the restraint, preventative or alternative techniques tried, documentation, and follow up;

b. training needs of staff;

c. staff to student ratio; and

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

I. Staff Training

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

2. Training shall include:

a. a continuum of prevention techniques;

b. environmental management;

c. a continuum of de-escalation techniques;

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

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

f. appropriate documentation and notification procedures.

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

A. Corporal Punishment

~~Consistent with state law and Board policy, corporal punishment shall not be administered to students by anyone in any Centennial BOCES school.~~

B. Physical Intervention Other than Restraint

~~Persons employed by Centennial BOCES may use reasonable and appropriate physical intervention or force in the scope of their employment as necessary for the following purposes:~~

~~— 1. To prevent a student from an act of wrong doing.~~

~~— 2. To quell a disturbance threatening physical injury to others.~~

~~— 3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.~~

~~— 4. For the purpose of self defense.~~

~~— 5. For the protection of persons or property.~~

~~— 6. To maintain discipline.~~

C. Restraint

1. Definitions

~~Restraint is defined under state law and this policy as any method or device used to involuntarily limit freedom of movement, including but not limited to bodily physical force, mechanical devices, chemical restraint, physical restraint and seclusion.~~

~~Restraint does not include:~~

~~a. the use of protective or adaptive devices for providing physical support, prevention of injury or voluntary or life saving medical procedures.~~

- ~~_____ b. the holding of a student for less than five minutes by a staff person for protection of the student or other persons;~~
- ~~_____ c. the use of time out.~~

~~_____ Time out is the placement of a student alone in a room or in a specified area of a room for the purpose of allowing the student to think about inappropriate behavior prior to rejoining class or other school-related activity. Egress from time out rooms or areas shall not be involuntarily prevented.~~

~~_____ Seclusion is the placement of a student alone in a room from which egress is involuntarily prevented.~~

~~_____ **2. Basis for Use of Restraint**~~

~~_____ Staff may use restraint only in cases of emergency when other less restrictive alternatives have failed or the staff member determines that such alternatives would be inappropriate or ineffective under the circumstances.~~

~~_____ An emergency is a serious, probable, imminent threat of bodily harm to self or others where there is the present ability to effect such bodily harm.~~

~~_____ The purpose for using restraint shall be to prevent the continuation or renewal of the emergency. Restraint shall only be used for the period of time necessary to accomplish its purpose. In no event shall physical force be used beyond that which is necessary to limit the student's freedom of movement.~~

~~_____ **3. Duties Relating to the Use of Restraint**~~

~~_____ The staff member responsible for the restraint shall monitor any student held in a mechanical restraint at least every fifteen minutes to assure that the student is properly positioned, the student's blood circulation is not restricted, the student's airway is not obstructed, and the student's other physical needs are met.~~

~~_____ No physical or mechanical restraint of a student shall place excess pressure on the student's chest or back or inhibit or impede the student's ability to breathe. A staff member shall observe the student at regular intervals to check on breathing ability.~~

~~_____ A chemical restraint shall be given only on the order of a physician who has determined, either while present during the course of the emergency, or after telephone consultation with a registered nurse, certified physician assistant, or other authorized staff member who is present at the time and site of the emergency and who has participated in the evaluation of the student, that such form of restraint is the least restrictive, most appropriate alternative available.~~

~~_____ For students in mechanical restraints, staff members shall provide relief periods, except when the individual is sleeping, of at least ten minutes as often as every two hours, so long as relief from the mechanical restraint is determined to be safe. During such relief periods, the staff member shall take reasonable steps to ensure proper positioning of the student and provide movement of limbs, as necessary. In addition, during such relief periods, a staff member shall provide assistance for use of appropriate toileting methods, as necessary. The student's dignity and safety shall be maintained during relief periods. Relief periods from seclusion shall be provided for reasonable access to toilet facilities.~~

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

~~———— **4. Staff Training**~~

~~———— Staff shall receive annual in-service training on the appropriate use of restraint. The training shall include the requirement that staff explain, where possible, the use of restraint to the individual who is to be restrained and to the individual's family, if appropriate.~~

~~———— **5. Documentation and Review**~~

~~———— As soon after as is practicable, staff shall make an appropriate notation of the use of restraint in the student's record and notify the building principal of the use of restraint. The principal shall review the use of restraint to determine whether it was in compliance with state law, Board policy, and this regulation.~~

~~———— An order for a chemical restraint, along with reasons for its issuance, shall be recorded in writing at the time of its issuance. A physician shall sign the order at the time of its issuance, if present at the time of the emergency. If authorized by telephone, the order shall be transcribed and signed at the time of its issuance by an individual with the authority to accept telephone medication orders.~~

~~———— Staff trained in the administration of medication shall make notations in the student's record as to the effect of the chemical restraint and the individual's response to the chemical restraint.~~

~~———— Staff members shall note in the record of the student being restrained by mechanical restraints the relief periods granted.~~

Revised:

Reviewed: CASB 2005

Centennial BOCES

DETENTION This policy is recommended for deletion as it is not needed.

~~Teachers or other CBOCES officials may detain students during non-school hours for purposes of making up work or meeting other obligations and shall provide for the proper supervision of students so detained. Students may also be detained for disciplinary purposes. When a student is to be detained, the teacher or other CBOCES official shall provide notification to the parents/guardians to let them know the student is being detained and the hour at which the student can be expected home.~~

~~Detention shall not be enforced without consideration of the needs and commitments of individual students and their parents/guardians. Doctor's appointments, music lessons, family plans, religious obligations, bus schedules, and important extracurricular activities may constitute justifiable reasons for postponing detention.~~

~~Reviewed: CASB 2005
Centennial BOCES~~

DISCIPLINARY REMOVAL FROM CLASSROOM

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action. Upon the third formal removal from class, a teacher may remove the student from the teacher's class in accordance with this policy, its accompanying regulation and applicable law.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. violates the code of conduct adopted by the Board;
2. is dangerous, unruly, disruptive; or
3. seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit ~~the Centennial~~ BOCES from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

LEGAL REF.: C.R.S. 22-32-109.1 (2) (a) (H)(B) policy required as part of safe school plan

CROSS REFS.: JIC, subcodes (all pertain to student conduct)
JK, Student Discipline, and subcodes

Revised:

Reviewed: CASB 2005

Adopted: December 14, 2000

Centennial BOCES

DISCIPLINARY REMOVAL FROM CLASSROOM

~~Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Behavior that interferes with the classroom environment will not be tolerated.~~

A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class by a teacher and placed temporarily in an alternative setting in accordance with these procedures and consistent with state and federal law.

For purposes of this policy and procedure, a “class” includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies, and other such learning opportunities taught or supervised by a teacher. “Teacher” means a person holding a teaching license or authorization issued by the state who is employed to instruct, direct, or supervise an instructional program. It does not include substitute teachers as defined in state law.

Informal Removal to the Principal’s Office

An informal removal from class occurs when a student breaks one or several classroom rules in a class period or during the school day. The teacher may remove a student ~~from the class or from class participation~~ by using approved discipline management techniques such as having the student stand in the hall outside the door or some other safe “time out” environment either in or out of the classroom, or sending the student to the principal’s office for a short period of time. Generally, the student will be allowed to return to his or her classroom later the same day. The procedures set forth below do not apply to an informal removal from class.

Formal Removal from Class

A teacher may formally remove a student from class for the following conduct or behavior:

1. Conduct that is prohibited in the student code of conduct. ~~It should be noted that building administrators make decisions regarding suspension and the executive director makes decisions regarding expulsion. Thus, a~~ teacher’s decision to remove a student from class for behavior ~~which is also covered by CBOCES’ Board policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended and/or expelled, from CBOCES’ schools.~~
2. Disruptive, dangerous, or unruly behavior. The following behavior, by way of example, and without limitation, may be determined to be disruptive, dangerous, or unruly:
 - A. Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing;
 - B. Inappropriate verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing or baiting;
 - C. Behavior that may constitute sexual or other harassment, ~~or ethnic intimidation;~~
 - D. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet study time;

- E. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.;
 - F. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out;
 - G. Destroying or damaging the property of the school, the teacher, or another student, or;
 - H. Loud, obnoxious, or outrageous behavior.
3. Conduct that otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, this behavior includes:
- A. Open defiance of the teacher, manifest in words, gestures, or other overt behavior;
 - B. Open disrespect of the teacher, manifest in words, gestures, or other overt behavior; or
 - C. Other behavior likely or intended to sabotage or undermine classroom instruction.

Procedures to be Followed for Formally Removing a Student from Class

Unless the behavior is extreme, as determined by the teacher, a teacher shall warn a student that continued misbehavior may lead to ~~formal~~ removal from class. When the teacher determines that ~~formal~~ removal is appropriate, the teacher ~~shall~~ take one of the following courses of action; as may be appropriate under the circumstances.

- 1. Instruct the student to go to the main office. Unless prevented by the immediate circumstances, the teacher shall send a note with the student stating the reason for the student's removal and call the building principal's office, ~~or~~
- 2. ~~If the teacher deems it necessary, or~~ Obtain coverage for the class and escort the student to the main school office. The teacher shall inform the building principal or designee of the reason for the student's removal from class, ~~or~~
- 3. Seek assistance from the main school office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the main office. The principal or designee shall be informed of the reason for the student's removal.

Within 24 hours of the student's removal from class, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the student's removal from class.

Notice to Parent/Guardian

As soon as practical, ~~but within 24 hours after the first formal removal from class, the teacher, in consultation with the building principal or designee,~~ shall notify the student's parent/guardian, ~~by telephone or in writing,~~ that the student was removed from class. The written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. ~~The notice~~ The teacher and principal shall provide an opportunity for the parent/guardian to attend a teacher/student conference regarding the removal, to be held as soon as practical. A conference need not be held prior to

~~the student's return to class.~~ If the student's removal from class is also subject to disciplinary actions (i.e. suspension or expulsion) for the particular classroom misconduct, the student's parent/guardian shall also be notified ~~by the principal, or designee,~~ of the disciplinary action in accordance with legal and policy requirements.

Placement Procedures

Each building principal shall designate a room or other suitable place in the school to serve as the short-term removal area.

When the student arrives at the school office, the building principal or designee shall give the student an opportunity to briefly explain the situation. If the building principal or designee is not available immediately upon the student's arrival, the student will be taken to the designated short-term removal area and the principal or designee will speak to the student as soon as practicable.

At the discretion of the building principal or designee, the student may be placed in another appropriate class, program or educational setting, provided students are supervised in such alternative setting.

Students placed in the short-term removal area shall be supervised. During their time of placement, students are expected to do work of an academic nature. If possible, such work shall be related to the work in the class from which the student was removed or including work provided by the teacher who removed the student from that class. ~~Such work may also~~ may be related to the student's misconduct. In no event shall a student's time in the short-term removal area be ~~non-academic,~~ recreational or other free time.

In most cases, a student shall remain in the short-term removal area for the duration of the class from which he or she was removed. Prior to allowing the student to resume his or her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building principal or designee may consider a different placement option.

Behavior Plan

The principal or designee and teacher, ~~in consultation with the parent/guardian,~~ shall consider whether develop a behavior plan should be developed for the student upon the student's first removal from class. The behavior plan will be similar, if not the same, as a remedial discipline plan developed for disruptive students in accordance with the Board's policy on student discipline. A behavior plan shall be developed and implemented after the teacher formally removes a student from class for the second time and must be developed and implemented before a student may be removed from class for the remainder of the term of the class.

Removal for the Remainder of Term

Upon the third formal removal from class, ~~and upon notice,~~ a student ~~shall~~ may be officially removed from the teacher's class for the remainder of the term. The principal shall be responsible for determining the appropriate educational placement of the student, which may or may not be another section of the same class, depending on a variety of circumstances. The principal's decision regarding placement is final.

~~A student removed from class for the remainder of the term shall be provided a reasonable opportunity to complete all class work and receive full credit for that class. However, o~~Once a student is officially removed from class, a loss of credit ~~or partial credit could~~ may occur if the principal determines that it would be too disruptive to enroll the student in another class after the start of the term, ~~that such placement would not be practical due to other scheduling factors, or there is no practical means by which the student is able to make up the work.~~

Review of Data and Removal Procedures by Principal

The principal is required to collect data pertaining to the number of students who are removed from class during the year. This information will be reported to the public on the safety section of the school report card. While there are a variety of factors to consider when analyzing this data, an unusually high number of formal documented student removals from any one teacher may be cause for concern. The principal shall review this data ~~and removal procedures with that school's~~ teachers at least annually.

A student may be ~~formally~~ removed from a classroom by a teacher only in accordance with the requirements of this regulation and accompanying policy and the applicable provisions of state and federal law, ~~specifically including the individuals with disabilities education act.~~ All teacher actions under this ~~policy~~ regulation shall be subject to evaluation and supervision by the teacher's supervisor as provided in ~~CBOCES~~ Board policies and procedures.

Due Process

~~The principal, or designee, shall take such reasonable actions as deemed necessary under the circumstances to be satisfied that there is a reasonable probability that the student engaged in the behavior or conduct which lead to the second formal removal from class. In the event that the student denies the behavior or conduct forming the basis for the removal, the principal or designee shall afford an opportunity for the student to explain his or her behavior or conduct, and may conduct such other investigation as deemed appropriate, including, if necessary, interviewing other students who observed the behavior or conduct. This due process hearing may be held in conjunction with the parent/guardian conference.~~

Revised:

Reviewed: CASB 2005

Centennial BOCES

SUSPENSION/EXPULSION OF STUDENTS **(and Other Disciplinary Interventions)**

The Centennial BOCES Board of Directors shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. In matters involving student misconduct that may or will result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified and involved to the greatest possible extent in the disciplinary procedures.

Proportionate disciplinary interventions and consequences shall be imposed to address the student's misconduct and maintain a safe and supportive learning environment for students and staff.

The Board and its designee(s) shall consider the following factors in determining whether to suspend or expel a student:

1. the student's age;
2. the student's disciplinary history;
3. the student's eligibility as a student with a disability;
4. the seriousness of the violation committed by the student;
5. the threat posed to any student or staff; and
6. the likelihood that a lesser intervention would properly address the violation.

Other Disciplinary Interventions

In lieu of an out-of-school suspension or expulsion and in accordance with applicable law, the principal or designee may consider the use of available interventions to address the student's misconduct. The use of such interventions will vary, depending upon the facts and circumstances of an individual case. Such interventions shall be at the principal's or designee's sole discretion and include but are not limited to: detention, in-school suspension, counseling, or other approaches to address the student's misconduct that do not involve an out-of-school suspension or expulsion and minimize the student's exposure to the criminal and juvenile justice system.

As another intervention and alternative to suspension, the principal or designee at personal discretion may permit the student to remain in school with the consent of the student's teachers if the parent/guardian attends class with the student for a period of time specified by the principal or designee. If the parent/guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

This alternative to suspension shall not be used if expulsion proceedings have been or are about to be initiated or if the principal or designee determines that the student's presence in school, even if accompanied by a parent/guardian, would be disruptive to the operations of the school or be detrimental to the learning environment.

Nothing in this policy shall limit the Board's and its designees' authority to suspend and/or expel a student as deemed appropriate by the Board and its designees. The decision to suspend and/or expel a student instead of providing an alternative to suspension or expulsion or the failure of an intervention to remediate the student's behavior shall not be grounds to prevent the Board and its designees from proceeding with appropriate disciplinary measures, including but not limited to suspension and/or expulsion.

Delegation of Authority

1. The Centennial BOCES Board delegates to the principals of any Centennial BOCES school, or to a person designated in writing by the principal, the power to suspend a student in that school for not more than five school days on the grounds stated in C.R.S. 22-33-106 (1) (a), (1) (b), (1) (c) or (1) (e) or not more than 10 school days on the grounds stated in C.R.S. 22-33-106 (1) (d) unless expulsion is mandatory under law, but the total period of suspension shall not exceed 25 school days.
2. The Board delegates to the Executive Director of Centennial BOCES the authority to suspend a student, in accordance with C.R.S. 22-33-105, for an additional 10 school days, plus up to and including, an additional 10 days necessary in order to present the matter to the Board.
3. Unless otherwise determined by the Centennial BOCES Board, the Centennial BOCES Board delegates to the executive director, or to a designee who shall serve as a hearing officer, the authority to deny admission to or expel for any period not extending beyond one year any student whom the ~~superintendent~~ executive director, in accordance with the limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes, shall determine does not qualify for admission to or continued attendance at the ~~public~~-schools of the Centennial BOCES district. If the hearing is conducted by a designee serving as a hearing officer, the hearing officer shall prepare findings of fact and recommendations for the executive director at the conclusion of the hearing. The executive director shall render a written opinion in the expulsion matter within five days after the hearing, whether the hearing is conducted by the hearing officer or the executive director.

The executive director shall report on each case acted upon at the next meeting of the Board, briefly describing the circumstances and the reasons for action taken. Such denial of admission or expulsion by the executive director shall be subject to appeal to the Board. The appeal shall consist of a review of the facts that were presented, arguments relating to the decision and questions of clarification from the Board.

EXPULSION FOR UNLAWFUL SEXUAL BEHAVIOR OR CRIME OF VIOLENCE

When a petition is filed in juvenile court or district court that alleges a student between the ages of 12 to 18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the ~~school district~~/Centennial BOCES school in which the juvenile is enrolled.

The information shall be used by the Board to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or Centennial BOCES school-personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for another students, or create a dangerous and unsafe environment for students, teachers, and other ~~school~~ Centennial BOCES personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with this policy.~~the student code of conduct and related policies.~~

The Board may determine to wait until the conclusion of court proceedings to consider expulsion, in which case it shall be the responsibility of the Centennial BOCES to provide an alternative educational program for the student as specified in state law.

Annual Reports

~~The Board annually shall report to the State Board of Education the number of students expelled from district schools for disciplinary reasons or for failure to submit certificates of immunization. Expelled students shall not be included in calculating the dropout rate for the school or the district.~~

Information to Parents

~~Upon expelling a student, CBOCES personnel shall provide information to the student's parent or guardian concerning the educational alternatives available to the student during the period of expulsion, including the right of the parent/guardian to request that the district provide services during the expulsion. If the parent/guardian chooses to provide a home based education program for the student, CBOCES personnel shall assist the parent/guardian in obtaining appropriate curricula for the student if requested by the parent/guardian.~~

~~If a student is expelled for the remainder of the school year and is not receiving educational services through the CBOCES pursuant to policy, CBOCES shall contact the expelled student's parent or guardian at least once every 60 days until the beginning of the next school year to determine whether the child is receiving educational services from some other source.~~

LEGAL REFS.: ~~C.R.S. 16-11-309 (crime of violence)~~
 C.R.S. 16-22-102 (9) unlawful sexual behavior

 C.R.S. 18-1.3-406 crime of violence

 C.R.S. 22-32-109.1 (2) (a) (adoption and enforcement of discipline code)
 C.R.S. 22-32-109.1 (2) (a) (IV) (E) (policy required as part of safe schools
plan) conduct and discipline code)
 C.R.S. 22-32-109.1 (3) (agreements with state agencies)

 C.R.S. 22-32-144 restorative justice practices
 C.R.S. 22-33-105 (suspension, expulsion and denial of admission)
 C.R.S. 22-33-106 (grounds for suspension, expulsion and denial of
admission)
 C.R.S. 22-33-106.3 use of student's written statements in expulsion
hearings
 C.R.S. 22-33-106.5 (information concerning offenses committed by
students)
 C.R.S. 22-33-107 (compulsory attendance law)
 C.R.S. 22-33-107.5 (notice of failure to attend)
 C.R.S. 22-33-108 (juvenile judicial proceedings)
~~C.R.S. 25-4-093 (1) (immunization)~~

CROSS REFS.: GBGB, Staff Personal Security and Safety

 JF, Admission and Denial of Admission

 JIC, Student Conduct, and Subcodes

 JK-2, Discipline of Students with Disabilities

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Reviewed: CASB 2005

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Centennial BOCES

SUSPENSION/EXPULSION OF STUDENTS
(HEARING PROCEDURES)

A. Procedure for Suspension of 10 Days or Less

Through written policy the Board has delegated to any school principal the power to suspend a student for not more than five or 10 days, depending upon the type of infraction. Pursuant to the accompanying policy, the executive director has been delegated the power to suspend a student for additional periods of time. However, the total period of suspension will not exceed 25 school days. As a general rule, a suspension will be 10 days or less.

The following procedures shall be followed in any suspension, unless the student is suspended pending an expulsion proceeding, in which case the expulsion procedures shall apply.

1. **Notice.** The principal, designee or the executive director at the time of contemplated action will give the student and the parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice will be given in person. If written, delivery may be by United States mail addressed to the last known address of the student or student's parent/guardian.
2. **Contents of notice.** The notice will contain the following basic information:
 - a. A statement of the charges against the student.
 - b. A statement of what the student is accused of doing.
 - c. A statement of the basis of the allegation. Specific names may be withheld if necessary.

This information need not be set out formally but should sufficiently inform the student and parent/guardian of the basis for the contemplated action.

3. **Informal hearing.** In an informal setting, the student will be given an opportunity to admit or deny the accusation and to give his or her version of the events. The administrator may allow the student to call witnesses or may personally call the accuser or other witnesses. The administrator may hold a more extensive hearing in order to gather relevant information prior to making a decision on the contemplated action.
4. **Timing.** The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the informal hearing.
5. **If the student's presence in school presents a danger.** Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
6. **Notification following suspension.** If a student is suspended the administrator delegated the authority to suspend will immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension and the period of such suspension. The notification will include the time and place for the parent/guardian to meet with the administrator to review the suspension.

7. **Removal from school grounds.** A suspended student must leave the school building and the school grounds immediately after the parent/guardian and administrator have determined the best way to transfer custody of the student to the parent/guardian.
8. **Readmittance.** No student will be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
9. **Make-up work.** Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of Centennial BOCES following the period of suspension. Students will receive full or partial academic credit to the extent possible for makeup work which is completed satisfactorily.

B. Procedure for Expulsion or Denial of Admission

In the event the Board contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed:

1. **Notice.** Not less than five days prior to the date of the contemplated action, the Board or an appropriate Centennial BOCES administrator will cause written notice of such proposed action to be delivered to the student and the student's parent/guardian. Such delivery may be by United States mail addressed to the last known address of the student or the student's parent/guardian.
2. **Emergency notice.** In the event it is determined that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.
3. **Contents of notice.** The notice will contain the following basic information:
 - a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
 - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or parent/guardian within five days after the date of the notice.
 - c. A statement of the date, time and place of the hearing in the event one is requested.
 - d. A statement that the student may be present at the hearing and hear all information against him or her, that the student will have an opportunity to present such information as is relevant and that the student may be accompanied and represented by a parent/guardian and an attorney.
 - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. **Conduct of hearing.** A hearing may be requested by the parent/guardian. Such hearing will be conducted by the executive director. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the

executive director but including in all events the student, the parent/guardian and, if requested, the student's attorney. Such individuals as may have pertinent information will be admitted to a closed hearing to the extent necessary to provide such information.

Testimony and information may be presented under oath. However, technical rules of evidence will not be applicable, and the executive director may consider and give appropriate weight to such information or evidence deemed appropriate. The student's written statement, if any, may be presented as evidence in accordance with applicable law. The student or representative may question individuals presenting information.

A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript will be at the expense of the party requesting the same.

The executive director will prepare specific factual findings and issue a written decision within five days after the hearing.

5. **Appeal.** Within 10 days after the decision of the executive director, the student may appeal the decision to the Board. Failure to request an appeal within 10 days will result in a waiver of the right to appeal and the executive director's decision will become final.

If an appeal is properly requested, the Board will review the record concerning the expulsion or denial of admission. The record includes notices and other documents concerning the challenged action, the transcript of the testimony, if any, the hearing exhibits, the findings and recommendation of the executive director, the executive director's written decision, and other documents concerning the challenged action. The student may be represented by counsel at the appeal. Representatives of Centennial BOCES and the parents may make brief statements to the Board, but no new evidence may be presented unless such evidence was not reasonably discoverable at the time of the hearing. Members of the Board may ask questions for purposes of clarification of the record.

The Board will make final determination regarding the expulsion or denial of admission of the student and will inform the student and the student's parent/guardian of the right to judicial review.

6. **Readmittance.** A student who has been expelled shall be prohibited from enrolling or re-enrolling in the same school in which the victim of the offense or member of the victim's immediate family is enrolled or employed when:
- a. the expelled student was convicted of a crime, adjudicated a juvenile delinquent, received a deferred judgment or was placed in a diversion program as a result of committing the offense for which the student was expelled;
 - b. there is an identifiable victim of the expelled student's offense; and
 - c. the offense for which the student was expelled does not constitute a crime against property.

If Centennial BOCES has no actual knowledge of the name of the victim, the expelled student shall be prohibited from enrolling or re-enrolling only upon request of the victim or a member of the victim's immediate family.

No student will be readmitted to school until after a meeting between the principal or designee and the parent/guardian has taken place except that if the administrator cannot

contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

C. Procedure for Crimes of Violence or Unlawful Sexual Behavior

The following procedures will apply when Centennial BOCES receives notification that a student has been charged in juvenile or district court with a crime of violence or unlawful sexual behavior, as those terms are defined by state law.

1. The Board or its designee will make a preliminary determination whether it will proceed with an expulsion hearing, based on the following factors:
 - a. Whether the student has exhibited behavior that is detrimental to the safety, welfare and morals of other students or school personnel.
 - b. Whether educating the student in school may disrupt the learning environment, provide a negative example for other students or create a dangerous and unsafe environment for students, teachers and other school personnel.
2. If it is determined that the student should not be educated in the schools of Centennial BOCES, Centennial BOCES may suspend or expel the student, in accordance with the procedures set forth above.
3. Alternatively, suspension or expulsion proceedings may be postponed, pending the outcome of the court proceedings. If the suspension or expulsion proceedings are postponed, the student will not be permitted to return to school during that period. An appropriate alternative education program, including but not limited to, an online program authorized by state law or a home-based education program will be established for the student during the period pending the resolution of the juvenile proceedings. The time that a student spends in an alternative education program will not be considered a period of suspension or expulsion.
4. If the student pleads guilty to the charge, is found guilty or is adjudicated a delinquent juvenile, the Board or designee may proceed to suspend or expel the student following the procedures set forth in these regulations.
5. Information regarding the details of the alleged crime of violence or unlawful sexual behavior will be used by the Board or its designee for the purposes set forth in this policy, but shall remain confidential unless the information is otherwise available to the public by law.

Adopted:
Centennial BOCES

GROUND FOR SUSPENSION/EXPULSION OF STUDENTS

Accounting to Colorado Revised Statutes 22-33-106 (1) (a-g) and 22-12-105(3)-(e), the following ~~shall~~ may be grounds for suspension or expulsion from a ~~CBOCES~~ public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as ~~ana~~ and habitually disruptive student. ~~for which expulsion shall be mandatory:~~
 - a. For purposes of this paragraph, “habitually disruptive student” means a child who has ~~been suspended pursuant to paragraph (1), (2), (3), or (5) of this exhibit three times during the course of the school year for caused ing~~ caused a material and substantial disruption three times or more during the course of the school year on in the classroom, on school grounds, in school vehicles or at school activities or sanctioned events, because of behavior that was initiated, willful and overt on the part of the child. Any student who is enrolled in a public school may be subject to being declared ~~ana~~ and habitually disruptive student.
 - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each ~~suspension~~ disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of “habitually disruptive student”. ~~and the mandatory expulsion of such students.~~
5. ~~Serious violations in a school building or in or on school property for which suspension or expulsion shall be mandatory:~~
 - ~~a. the use, possession or sale of a drug or controlled substance, as defined in C.R.S. 12-22-303~~
6. ~~b. the commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2, Article 3, Title 18, C.R.S. other than the commission of an act that would be third degree assault under C.R.S. 18-3-204 if committed by an adult.~~
7. ~~c. Possessing the carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or Centennial BOCES, except that if a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the CBOCES, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory.~~

~~As used in~~ For purposes of this paragraph, “dangerous weapon” means:

1. A firearm, ~~whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.~~
2. Any pellet gun, ~~or~~ BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. A fixed blade knife with a blade that ~~measures longer than~~ exceeds three inches in length or a spring loaded knife or a pocket knife with a blade ~~longer than~~ exceeding ~~a~~ three and one-half inches in length.

4. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
- 8.6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. ~~Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S. (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student's immunization record with an appropriate explanation.~~
9. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonable be mistaken for an actual firearm in a school building or in or on school property without the authorization of the school or Centennial BOCES.
10. Making a false accusation of criminal activity against a Centennial BOCES employee to law enforcement or to Centennial BOCES.

According to C.R.S. 22-33-106 (2), subject to the Centennial BOCES' responsibilities under the Exceptional Children's Education Act and applicable federal law (*see policy JK-2 Discipline of Students with Disabilities*), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

1. Physical or mental disability such that the child cannot reasonably benefit from the programs available.
2. Physical or mental disability or disease causing the attendance of the child suffering therefrom to be ~~detrimental~~ inimical to the welfare of other students.

Revised:

Revised: CASB 2005
Centennial BOCES

This policy is recommended for deletion as it is included in other policies.
EDUCATIONAL ALTERNATIVES FOR EXPELLED STUDENTS

~~Upon request of a student or the student's parent/guardian, CBOCES shall provide educational services deemed appropriate by CBOCES for any student expelled from CBOCES' schools. The educational services will be designed to enable the student to return to the school in which the student was enrolled prior to expulsion, to successfully complete the GED, or to enroll in a non-public, non-parochial school.~~

~~Educational services include tutoring, alternative educational programs, including on-line programs authorized by state law, or vocational education programs that provide instruction in the academic areas of reading, writing mathematics, science, and social studies. In addition to educational services, the student or parent/guardian may request any of the services provided by the district through agreements with state agencies and community organizations for at-risk students.~~

~~CBOCES shall determine the amount of credit the student shall receive toward graduation for the educational services provided.~~

~~Educational services provided by CBOCES shall be designed to provide a second chance for the student to succeed in achieving an education. While receiving educational services, a student may be suspended or expelled pursuant to the discipline code of CBOCES. Except as required by federal law for special education students, any student who is suspended or expelled while receiving educational services pursuant to this policy shall not receive further services until the period of suspension or expulsion is completed.~~

~~The educational services may be provided directly by CBOCES or through agreements with state agencies and community organizations entered into pursuant to state law. The services need not be provided on CBOCES or member school district property.~~

~~Serving students who are expelled for conduct or behavior involving a threat of harm to CBOCES students or personnel shall be served through a home study course or in an alternative school setting designed to address such conduct or behavior, at the discretion of CBOCES.~~

~~The executive director is directed to apply for moneys through the expelled student services grant program established by Colorado law to assist in providing such services.~~

~~All expelled students receiving services will be included in CBOCES/district's pupil enrollment, including those expelled prior to the October count date.~~

~~LEGAL REFS.: C.R.S. 22-33-201.5 (definition of educational services)
C.R.S. 22-33-203 (educational alternatives for expelled students)
C.R.S. 22-33-204 (services for at-risk students)
C.R.S. 22-33-205 (expelled students grant programs)~~

Reviewed: CASB 2005
Adopted: December 14, 2000
Centennial BOCES

**This policy is recommended for deletion as it is not needed, EXPULSION
PREVENTION**

~~Centennial BOCES personnel shall enforce provisions of the student code of conduct so that students demonstrating unacceptable behavior and their parents, guardians, or legal custodians understand that such behavior shall not be tolerated and shall be dealt with according to the code.~~

~~However, it is the belief of the Board that all available alternatives should be explored to help students who are at risk of expulsion before expulsion becomes a necessary step. Expulsion shall be regarded as a punishment of last resort unless a student's behavior would cause imminent harm to others in the school, or when state law or the school's conduct and discipline codes require automatic expulsion. The principal of each school shall work with the professional staff to identify students who are at risk of suspension or expulsion. Among those students who may be at risk are those who have been or are likely to be declared habitually truant or habitually disruptive.~~

~~CBOCES, working with the student's parent/guardian, shall provide students who are identified as at risk of suspension or expulsion with a plan to provide necessary support services to help them avoid expulsion. Services may include:~~

- ~~1. educational services (tutoring, alternative educational programs or vocational programs that provide instruction in the academic areas of reading, writing, mathematics, science, and social studies),~~
- ~~2. counseling services,~~
- ~~3. drug or alcohol addiction treatment programs,~~
- ~~4. family prevention services.~~

~~In some cases, a remedial discipline plan may be the means by which various intervention and prevention services are identified and made available to a student. Support services may be provided through agreements with appropriate local governmental agencies, community-based organizations and institutions of higher education.~~

~~The failure of CBOCES to identify a student for participation in an expulsion prevention program or the failure of such a program to remediate a student's behavior shall not be grounds to prevent school personnel from proceeding with appropriate disciplinary measures.~~

~~LEGAL REF.: C.R.S. 22-33-202~~

Revised: CASB 2005
Adopted: December 14, 2000
Centennial BOCES

This policy is recommended for deletion as it is included in other policies. STUDENT HEALTH SERVICES AND RECORDS

~~The purpose of the school health program shall be to supplement the efforts and guidance of parents/guardians to raise student awareness of the benefits of regular health care.~~

~~The objectives of the school health program are:~~

- ~~1. To promote good health habits among students.~~
- ~~2. To stimulate a sanitary, safe, and healthful environment in school.~~
- ~~3. To assist in the identification and referral to appropriate health care providers for medical, psychological and physical needs.~~

Health Records

~~Health records shall be maintained by the nursing staff and kept in a separate and secure health file in the school health office.~~

~~Access to the health files shall be limited to only those school personnel who have a specific and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly teaching environment.~~

~~The nursing staff shall maintain a log showing who has been given access, when access occurred and to which specific records.~~

Annual Screening Programs

~~The sight and hearing of all students in ninth grade, or students in comparable age groups, referred for testing shall be tested during the school year by the school nurse, teacher, principal, or other qualified person authorized by the CBOCES, as required by law. The parent/guardian shall be informed when a deficiency is found.~~

~~This provision shall not apply to any student whose parent/guardian objects on religious or personal grounds.~~

Dental Health

~~CBOCES shall participate in programs to encourage good dental health including instruction, dental examination clinics, when available, and referral to agencies which can provide aid for those in need.~~

Communicable Diseases

~~Students showing symptoms of a communicable disease, an infectious condition, or illness or disability of a serious nature shall be referred to the school nurse. The school nurse shall report to the principal for appropriate action the names of students with communicable diseases.~~

~~LEGAL REFS.: C.R.S. 22-1-116 (vision and hearing tests)
C.R.S. 22-32-109 (i) (ee) (duty to adopt a policy prohibiting personnel from recommending or requiring certain drugs for students or ordering behavior tests without parent permission)
C.R.S. 22-32-110 (1) (bb) (power to recommend examinations of students)
C.R.S. 22-33-106 (2) (grounds for suspension, expulsion, denial of admission)
C.R.S. 25-4-901 et seq. (school entry immunization)
C.R.S. 25-6-102 (dissemination of contraceptive information)~~

Reviewed: CASB 2005

Revised: February 12, 2004

Centennial BOCES

IMMUNIZATION OF STUDENTS

No student is permitted to attend or continue to attend any Centennial BOCES school without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law.

Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will be suspended and/or expelled from school according to the regulation accompanying this policy.

All information distributed to parents/guardians by Centennial BOCES will inform them of their rights to seek an exemption from immunization requirements.

LEGAL REFS.: C.R.S. 22-33-106 grounds for suspension, expulsion and denial of admission
C.R.S. 25-4-901 et seq. school entry immunizations
6 CCR 1009-2 school immunization requirements

CROSS REFS.: JF, Admission and Denial of Admission
JKD/JKE, Suspension/Expulsion of Students
JRA/JRC, Student Records/Release of Information on Students

Adopted:
Centennial BOCES

IMMUNIZATION OF STUDENTS

1. No student may attend Centennial BOCES schools unless the student has presented to the school an up to date certificate of immunization or a completed exemption form. ~~{Note: please refer to current Health Department schedules for immunization requirements.}~~

1.2. A student shall be exempted from required immunizations only upon submission of:

- a. certification from a licensed physician that the student's physical condition ~~of the child~~ is such that immunization would endanger the ~~child's~~ student's life or health or is otherwise medically contraindicated due to other medical conditions.
- b. a statement signed by ~~one~~ the parent/guardian or the emancipated ~~child~~ student that the student ~~or she~~ adheres to a religious belief whose teachings are opposed to immunizations.
- c. a statement signed by ~~one~~ the parent/guardian, or the emancipated student ~~child~~ that the student ~~or she~~ holds a personal belief that is opposed to immunizations.

In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.

3. Parents/guardians or emancipated students who assert an exemption from immunizations based on a religious or personal belief ("non-medical exemption") shall submit the required exemption form to the school on an annual basis. Such submission shall occur at the beginning of each school year that the non-medical exemption is asserted.

4. Parents/guardians or emancipated students who assert an exemption from immunization based on a medical reason shall submit the required medical exemption form to the school one time. The medical exemption form shall be maintained on file at each new school the student attends.

5. Centennial BOCES will provide, upon request, an immunization form, ~~as required by the Health Department.~~ The principal is responsible for seeing that required information is included on the form and transferred to an official certificate of immunization as required.

6. If there is a failure to comply with the immunization requirements, the principal will personally notify the parent/guardian or emancipated student. Such notification will be accomplished either by telephone or in person. If this is not possible, contact will be by mail. Emancipated students must be contacted directly, rather than through their parents/guardians.

The parent/guardian or emancipated student will be notified of the following:

- ~~d.~~ a. that up to date immunizations are required under Colorado law,
- ~~e.~~ b. that within 14 days of notification, the parent/guardian must submit either an authorization for administration of the immunization by health officials, or a valid exemption or documentation to the school showing that the next required immunization has been given and a written plan for completion of all required immunizations,;
- ~~f.~~ c. that if the required documentation is not submitted within 14 days of notification, or if the student begins but does not continue or complete the written plan, the student will be suspended or expelled.

7. A student who fails to comply will be suspended by the principal or designee for up to five days and notice of the suspension sent to the Health Department in accordance with applicable law.
8. If no certificate of immunization is received during the period of suspension, the executive director will institute proceedings for expulsion.
9. Any suspension or expulsion under this policy will terminate automatically upon compliance.
- ~~2.~~10. Record of any such suspension or expulsion will be contained in the student's health file, with an appropriate explanation – not in the student's disciplinary file.

Any student expelled for failure to comply with the immunization requirements will not be included in calculating the dropout rate, but will be included in the annual report to the State Board of Education.

Students in out-of-home placements

The following procedure shall apply to students in out-of-home placements, as that term is defined by C.R.S. 22-32-138(1)(e).

Unless Centennial BOCES or the school is otherwise authorized to deny enrollment to a student in out-of-home placement, Centennial BOCES or the school shall enroll the student regardless of whether Centennial BOCES or the school has received the student's immunization records. Upon enrolling the student, the school shall notify the student's legal guardian that unless the school receives the student's certificate of immunization or a written authorization for administration of immunizations within 14 days after the student enrolls, the school shall suspend the student until such time as the school receives the certificate of immunization or authorization.

Revised:

Reviewed: CASB 2005

Centennial BOCES

STUDENTS WITH HIV/AIDS COMMUNICABLE/INFECTIOUS DISEASES

~~Although the human immunodeficiency virus (HIV) infection is a communicable disease, it is not transmitted casually. Therefore it is not in itself a reason to remove a student from school~~

~~Decision about the proper educational placement of a student with HIV infection shall be based on, among other things, the student's behavior, neurological development and physical condition. A regular evaluation of the placement decision shall be conducted to assess changes in the student's physical condition.~~

~~In the event a student with HIV infection qualifies for services as a child with disabilities under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of this policy. Procedures shall be developed to ensure confidentiality during the staffing process and in delivery of services to the disabled child.~~

Centennial BOCES recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. Centennial BOCES shall rely on the advice of the medical community in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff. The risk of transmitting HIV/AIDS is extremely low in school settings when current guidelines and preventative measures are followed.

Management of common communicable diseases shall be in accordance with Colorado Department of Health 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 nurse 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.

~~Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student and others because the student is posing an unacceptable risk of transmission of a disease.~~

~~In all proceedings related to this policy, CBOCES shall respect the student's right to privacy. The executive director shall initiate procedures to ensure that all medical confidentiality shall be subject to appropriate disciplinary measures.~~

Centennial BOCES reserves the right to require a physician's statement authorizing the student's return to school.

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

When information is received by a staff member or volunteer that a student is afflicted with a serious, readily-transmissible disease, the staff member or volunteer shall promptly notify the school nurse or principal to determine appropriate measures to protect student and staff health and safety. The principal, after consultation with the student and parent/guardian, shall determine which additional staff members, if any, have needed to know of the affected student's condition. Only those persons with direct responsibility for the care of the student shall 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 executive director or designee shall initiate procedures to ensure that all medical information will be held in strict confidence. Any Centennial BOCES staff member who violates confidentiality shall be subject to appropriate disciplinary measures.

LEGAL REFS.: ~~20 U.S.C. 1401 et seq. (*Individuals with Disabilities Education Improvement Act of 2004*)~~
~~29 U.S.C. 794 (1983) (*Section 504 of the Rehabilitation Act*)~~
~~C.R.S. 22-20-101 through 22-20-114 (*Exceptional Children's Educational Act*)~~
C.R.S. 22-33-104 (2)(a) (*compulsory attendance law – absence due to illness*)
C.R.S. 22-33-106 (2) (*grounds for suspension, expulsion and denial of admissions*)

CROSS REFS.: EBBA, Prevention of Disease/Infection Transmission
JLCE, First Aid and Emergency Medical Care
JRA/JRC, Student Records/Release of Information on Students

Revised:
Adopted: February 16, 2006
Centennial BOCES

ADMINISTERING MEDICATIONS TO STUDENTS

Centennial BOCES personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonable be accomplished outside of school hours and the student's parent/guardian is not available to administer the medication during the school day.

Medication may be administered to students given legally only by Centennial BOCES personnel whom a registered nurse has trained and delegated the task of administering giving such medication. For purposes of this policy, the term "medication" includes both ~~No~~ prescription medication and or nonprescription medication, but does not include medical marijuana. shall be administered at school by the school/CBOCES nurse or other school designee without the following requirements being met:

The administration of medical marijuana shall be in accordance with state law regarding the administration of medical marijuana to qualified students.

The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements. Medication may be administered to students by the school nurse or other designee only when the following requirements are met:

1. Medication shall be in the original, properly labeled container. If it is a prescription medicine, the student's name, name of the drug medication, dosage, time for administering how often it is to be administered, and name of physician and current date the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission from the student's health care practitioner with prescriptive authority under Colorado law ~~doctor or dentist~~ to administer the medication.
3. The school shall have received written permission from the student's parent/guardian to administer the medication to the student. ~~When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to side effects or other medical consequences of such medications also must be presented.~~
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

~~All medication shall be safeguarded at school to avoid any risk that it may be improperly administered to anyone.~~

Self-administration of Medication for Asthma, Allergies or Anaphylaxis

A student with asthma, a food allergy, other severe allergies, or other-related, life-threatening conditions may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other-related life-threatening condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with the accompanying regulation.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other-related, life-threatening condition may be limited or revoked by the school principal or designee after consultation with the school nurse

and the student's parents/guardians if the student demonstrates an inability to responsibly possess and self-administer such medication.

~~Sharing, borrowing or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked by the school principal after consultation with the school nurse and the student's parents/guardians and the student may be subject to disciplinary consequences, including suspension and/or expulsion, for violation of this policy.~~

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall be considered a violation of Board policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

LEGAL REFS.: C.R.S. 12-38-132 (delegation of nursing tasks)
C.R.S. 22-1-119 (no liability for adverse drug reactions/side effects)
C.R.S. 22-1-119.5 (Colorado Schoolchildren's Asthma, Food Allergy and Anaphylaxis Health Management Act)
C.R.S. 22-1-119.3 (3)(c), (d) (no student possession or self-administration of medical marijuana, but schools must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event)
C.R.S. 22-2-135 (Colorado School Children's Food Allergy and Anaphylaxis Management Act)
C.R.S. 24-10-101 et seq. (Colorado Governmental Immunity Act)
1 CCR 301-68 (State Board of Education rules regarding student possession and administration of asthma, allergy and anaphylaxis management medications or other prescription medications)
6 CCR 1010-6, Rule 6.13 (requirements for health services in schools)
~~6 CCR 1010-6, Rule 9-105 (regulations)~~
~~6 CCR 1010-6, Rule 9-106 (regulations)~~

CROSS REFS.: JICH, Drug and Alcohol Involvement by Students
JKD/JKE, Suspension/Expulsion of Students
JLCE, First Aid and Emergency Medical Care

Revised:

Revised: January 16, 2006

Adopted: October 25, 2001

Centennial BOCES

ADMINISTERING MEDICINES/MEDICATIONS TO STUDENTS

If under exceptional circumstances, a student is required to take oral medication during school hours, only the school nurse, or the nurse's designee ~~will~~ may administer the medication ~~to the student~~ in compliance with the following regulations. In the alternative, the parent/guardian may come to school to administer the medication.

1. All directives of the accompanying policy ~~will~~ shall be followed.
2. Written orders from the student's ~~physician~~ health care practitioner with prescriptive authority under Colorado law ~~shall~~ must be on file in the school stating:
 - a. Student's name
 - b. Name of ~~drug~~ medication
 - c. Dosage
 - d. Purpose of the medication
 - e. Time of day medication is to be given
 - f. Anticipated number of days it needs to be given in school
 - g. Possible side effects
3. The medication ~~must~~ shall be brought to school in a container appropriately labeled by the pharmacy or ~~health care practitioner~~ physician.
4. An individual record ~~will~~ shall be kept of ~~such prescription~~ medications administered by school personnel.
5. Medication ~~will~~ shall be stored in a clean, locked cabinet or container. Emergency medications (such as epinephrine) shall be inaccessible to students, but immediately available to trained school personnel and not in a locked cabinet.

Unless these requirements ~~can be~~ are met, medication will not be administered to students at school.

Procedure

1. ~~Identify the student.~~
2. ~~Identify the medication:~~
 - ~~a. Note student's name on bottle~~
 - ~~b. Note date of medication on bottle~~
 - ~~c. Note name of medication on bottle~~
 - ~~d. Note dosage of medication on bottle~~
 - ~~e. Note instructions on bottle for giving the medication~~
3. ~~Compare information on medication bottle with medication record information~~
4. ~~Confirm that the doctor's order is attached to the medication record or note~~
5. ~~Check to see that the medication has not been given already for that day and time by another school person.~~
6. ~~Administer the medication to the student, as directed.~~
7. ~~Record the time the medication was given on student's medication record.~~
8. ~~Return medication to locked medication cupboard.~~

Self-administration of Medication for Asthma, Allergies or Anaphylaxis

A school shall permit a student to possess and self-administer medication, such as an inhaler or epinephrine, for asthma or anaphylaxis if all of the following conditions are met:

- ~~1.~~ 1. Written authorization signed by the student's health care practitioner must be on file with the school which shall include the student's name; the name, purpose, prescribed dosage, frequency, and length of time between dosages of the medication(s) to be self-administered; and confirmation that the student has been instructed and is capable of self-administration of the medication.
- ~~2.~~ 2. The school nurse or school administrator, in consultation with the school nurse, the student's health care practitioner, and the student's parent/guardian collaborate to make an assessment of the student's knowledge of his or her condition and ability to self-administer medication. The student demonstrates to the school nurse that he or she possesses the skill level necessary to administer the medication as prescribed.
- ~~3.~~ The school nurse and the student's health care practitioner collaborate to develop a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student.
- ~~4.~~ 3. A written statement signed by the student's parent or guardian must be on file with the school, which shall include permission for the student to self-administer his/her medication and a release from liability for any injury arising from the student's self-administration of such medication.
- ~~5.~~ 4. A written contract between the school nurse, school administrator, the student, and the student's parent or guardian must be on file with the school, assigning levels of responsibility to the student's parent/guardian, student, and school employees.

A treatment plan authorizing a student to possess and self-administer medication for asthma or anaphylaxis shall be effective only for the school year in which it is approved. ~~The school shall permit a student to possess and self-carry medication in subsequent school years only if the conditions specified above are met.~~

A student shall report to the school nurse or designee or to some adult at the school immediately after the student uses an epinephrine auto-injector during school hours. Upon receiving such report from a student, the school nurse, designee, or other adult will provide appropriate follow-up care to the student, which shall include making a 911 emergency call.

Revised:

Revised: February 16, 2006
Centennial BOCES

PERMISSION FOR MEDICATION

Name of student _____
School _____ Grade _____
Teacher _____
Medication _____ Dosage _____
Purpose of medication _____

Time of day medication is to be given _____
Possible side effects _____

Anticipated number of days it needs to be given at school _____

Date _____

Signature of physician

It is understood that the medication is administered solely at the request of and as an accommodation to the undersigned parent or guardian. In consideration of the acceptance of the request to perform this service by the school nurse or other designee employed by the Centennial BOCES, the undersigned parent or guardian hereby agrees to release Centennial BOCES and its personnel from any legal claim which they now have or may hereafter have arising out of side effects or other medical consequences of the medication.

I hereby give my permission for _____ to take the above
~~prescription~~ medication at school as ordered. I understand that it is my responsibility to
furnish this medication.

Date _____

Signature of parent or guardian

Revised:
Reviewed: CASB 2005
Centennial BOCES

FIRST AID AND EMERGENCY MEDICAL CARE

No treatment of injuries except first aid shall be permitted in ~~the Centennial BOCES schools~~. First aid is that immediate help given by the best qualified person at hand in case of accident or sudden illness.

~~During the school day and during school sponsored events, including those off-site, At least one staff person in each building and all staff members who teach or supervise students in classes or activities where students are exposed to dangerous equipment or chemicals or other increased risks of injury, as determined by the CBOCES, shall be on duty that has a current certification from a nationally recognized course in standard first aid and CPR. shall have had special training in first aid. A master f~~First aid kit shall be stored kept and properly maintained in each school in accordance with applicable state rules.

Any person who in good faith provides emergency care or assistance without compensation at the place of the emergency or accident shall not be liable for any civil damages for acts or omissions in good faith. State law also exempts from civil liability certain health care providers who render emergency assistance in good faith and without compensation to persons injured in a competitive sport activity.

Treatment of injuries occurring outside school jurisdiction is not the responsibility of ~~school~~ Centennial BOCES employees.

~~No drugs shall be given at any time except for aromatic spirits of ammonia in the case of fainting. The administering of aspirin or other analgesics for headaches or pain or the giving of sodium bicarbonate is forbidden unless a parent/guardian and physician have given written authorization for their use.~~

The school's obligation continues after the injury until the injured student has been placed in the care of the parent/guardian or emergency health personnel. Therefore, the parents/guardians of all students shall be asked to sign and submit an emergency medical authorization form which shall indicate the procedure they wish the school to follow in event of a medical emergency involving their child.

In all cases where the nature of an illness or an injury appears serious, the parent/guardian shall be contacted if possible and the instructions on the student's emergency card followed. In extreme emergencies, where there is potential threat to life, limb or digit, ~~school Centennial BOCES~~ personnel shall immediately call emergency health personnel to arrange for transporting the student to an emergency facility onf advice of emergency health personnel.

No elementary student who is ill or injured shall be sent home alone, nor shall a secondary student be sent home alone unless the illness is minor and the parent/guardian has consented in advance.

LEGAL REFS.: C.R.S. 13-21-108 (*civil immunity for persons rendering emergency assistance*)
C.R.S. 13-21-108.5 civil immunity for health care providers who assist in sports injuries
C.R.S. 24-10-106.5 (*public entity duty of care*)
6 CCR 1010-6, Rule 6.13(D) first aid and CPR certification requirement

CROSS REFS.: GBGAB, First Aid Training
 JLCD, Administering Medications to Students

Revised:

Reviewed: CASB 2005

Revised: February 13, 2003

Centennial BOCES

FIRST AID AND EMERGENCY MEDICAL CARE

General Directives for Illness

1. A student who becomes ill while at school will be seen by the school nurse, if possible.
2. If a student must be sent home because of illness, the parent/guardian will be contacted and asked to pick up the child, if possible.
3. No elementary student who is ill will be sent home alone.
4. A secondary student who becomes ill will be allowed to leave school unaccompanied by a parent/guardian only with the express approval of the parent/guardian. The school staff member who speaks with the parent will make written notes indicating the date and time of the conversation, the parent/guardian's name and whether permission was given.

General Directives for Injuries/Severe Illness

Minor injury

Minor injuries will be given first aid treatment by Centennial BOCES/~~WOHS~~ personnel.

Serious injury or illness (but not threatening to life, limb or digit)

If the student is in pain or requires medical treatment, the student's parent/guardian will be notified to pick up the student from school. No elementary student who is injured or becomes ill will be sent home alone. An injured secondary student will be allowed to leave school unaccompanied by a parent/guardian only with the express approval of the parent/guardian. The ~~school~~ Centennial BOCES staff member who speaks with the parent will make written notes, indicating the date and time of the conversation, the parent/guardian's name and whether permission was given.

Severe injury or illness threatening to life, limb, or digit

1. If a student sustains a severe injury or illness requiring immediate medical attention, Centennial BOCES/~~WOHS~~ personnel shall immediately call 911 to notify emergency health personnel.
2. The school principal or designee shall then immediately attempt to contact the parent/guardian to inform him or her of the status of the student and to request that the parent/guardian proceed to the hospital immediately.
3. The executive director will be notified of the injury or illness as soon as possible.
4. The teacher or other staff member who was responsible for the student at the time of the accident will make out an accident report using the official school form.

Revised:

Reviewed: CASB 2005
Centennial BOCES

SCHOOL FIRST AID AND EMERGENCY MEDICAL CARE CARD**Student Information**

Name _____ Address _____

ID number _____ Grade _____

Date of birth _____

Medical/Physician Information

Physician's Name _____ Phone No. _____

Hospital Preference _____

Insurance Company _____

Dentist's Name _____ Phone No. _____

Known medical conditions/concerns: _____

Known allergies to medicines/drugs: _____

Minor injury

I understand that in the case of minor injury* ~~Centennial~~ BOCES/WOHS personnel shall administer first aid and send my child back to class.

Serious injury (but not threatening to life, limb or digit)

In the event my child is in pain or requires medical treatment beyond first aid for a serious, but not life/limb or digit threatening, injury*, I understand ~~the~~ ~~Centennial~~ BOCES/WOHS will attempt to contact me (or any of the persons I have listed below) so that I can obtain medical treatment for my child.

Severe injury (threatening to life, limb, or digit)

In the event my child suffers a severe injury or illness requiring immediate medical attention*, I understand that ~~Centennial~~ BOCES/WOHS personnel will call 911 to notify emergency health personnel. ~~School~~ ~~Centennial~~ BOCES personnel will then attempt to contact me (or any of the persons I have listed below) so that I may proceed to the hospital.

(*as determined by appropriate ~~Centennial~~ BOCES personnel)

I hereby authorize, consent to, and agree to be responsible for any costs associated with the transportation of my child, including ambulance service and any medical tests, procedures, and/or treatment performed on my child as deemed necessary by a medical health professional.

Contact information

Parent/guardian _____ Phone No. _____

Parent/guardian _____ Phone No. _____

Other contact _____ Phone No. _____

Relation to student _____

I understand that ~~Centennial~~ BOCES personnel cannot be held liable for any good faith effort to provide emergency care of assistance to my child.

Parent/guardian signature _____

Date _____

Please keep a copy of this form for your records. Important: Please contact your school immediately if any information changes.

Revised:

Centennial BOCES

This policy is recommended for deletion as it is no longer needed.
STUDENTS WITH SPECIAL HEALTH NEEDS

~~The health and safety of all students is a primary concern of Centennial BOCES. Except in rare circumstances as indicated below, in emergency situations involving accident or illness, CBOCES employees are expected to render first aid and life sustaining care to the extent of their knowledge and training, utilize emergency medical resources available in the community and seek assistance of school medical personnel or other staff members.~~

Individualized Health Plans

~~When a student with special health needs is enrolled in a CBOCES school, an Individualized Health Plan ("IHP") shall be prepared and reviewed at least annually (and whenever there is a change in personnel or a change in the student's medical status) by the school nurse, the parent/guardian and the student's physician.~~

~~The IHP shall set forth the special health needs of the student and the plan for dealing with those needs in the school setting. In planning for the student's special health needs, the school nurse shall consult with and access applicable community resources when appropriate. If the student has an IEP or 504 plan, the IEP team or 504 team will determine whether the IHP, and any emergency protocol, should be attached to the student's IEP or 504 plan.~~

DNR Orders and CPR Directives

~~The greater inclusion of students with disabilities and advancements in medical technology has led to an increase in the number of students with significant medical needs in schools. Although rare, it is now possible for a student to be attending school in an advanced terminal condition.~~

~~A "Do Not Resuscitate" (DNR) order is a physician's order stating that certain life sustaining procedures shall not be performed on a patient. Parents/guardians of a minor child who is subject to a DNR order may execute a "Cardiopulmonary Resuscitation" (CPR) directive. A CPR directive is a written instruction by the student's parent/guardian and physician that cardiopulmonary resuscitation is not to be performed for the child.~~

Requesting Implementation of CPR Directive

~~Any parent/guardian wishing to have a CPR directive implemented in the school setting as part of the student's IHP shall present the signed, original directive on the official form issued by the Colorado Department of Public Health and Environment to the school principal for consideration.~~

~~If the parents of the student are divorced, appropriate court documents designating decision-making authority of the parents shall be required. Evidence of court appointment as legal guardian must be similarly provided when applicable. All parents/guardians having authority to make medical decisions must sign the CPR directive.~~

Convening CPR Directive Team

~~Within a reasonable time from receipt of the signed CPR directive, the school principal or designee shall convene a multidisciplinary school-based team (the CPR directive team) to determine whether the CPR directive can be implemented in the school setting, and if so, shall design a protocol for handling the student's health-related emergency events, including the comfort care to be provided to the student. The team shall be comprised of the student's parent/guardian, and to the extent possible and necessary, the student's physician, the student's hospice nurse, the school nurse, local emergency medical personnel, the school counselor,~~

~~CBOCES legal counsel, a physician designated by CBOCES, the student's teacher(s), and if the student is a special education student, appropriate members of the IEP team. The CPR directive team may also include an ethicist or other person with expertise in medical decision-making issues.~~

~~Determining Whether Implementation of a CPR Directive is Feasible~~

~~In determining whether it is feasible for the CPR directive to be implemented in the school, the CPR directive team shall consider the factors set forth in the regulation accompanying this policy.~~

~~Designing an Emergency Protocol~~

~~In designing a protocol for handling health-related emergency events, the CPR directive team shall follow procedures set forth in the regulation accompanying this policy.~~

~~Revoking CPR Directive~~

~~Parents/guardians wishing to revoke a CPR directive may do so at any time by providing a signed, written revocation request to the school principal or designee.~~

LEGAL REFS.: ~~C.R.S. § 15-18-101 et seq. (Colorado Medical Treatment Decision Act)
C.R.S. § 15-18.6-104 (Colorado statute regarding duty to comply with CPR directives, immunity)
6 CCR 1015-2 (rules pertaining to implementation and application of advance medical directives for CPR by emergency medical service personnel)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
28 C.F.R. § 35.130 (b) (6) (regulations pertaining to the American with Disabilities Act)
29 U.S.C. § 794 et seq. (Section 504 of the Rehabilitation Act)
34 C.F.R. § 104.4 (regulations pertaining to Section 504 of the Rehabilitation Act)~~

Reviewed: CASB 2005
Adopted: October 25, 2001
Centennial BOCES

This regulation is recommended for deletion as it is no longer needed.
STUDENTS WITH SPECIAL HEALTH NEEDS
(Implementation and Protocol for CPR Directives)

Determining Whether Implementation of a CPR Directive is Feasible

In determining whether it is feasible for the CPR directive to be implemented in the school, the CPR directive team shall:

- ~~Consider the impacts on the school, including the mental, emotional and physical health of all students and personnel in the school. If the team determines that the impact of the ill student's participation is too disruptive, the team shall initiate a request for homebound educational services, subject to laws pertaining to the education of students with disabilities.~~
- ~~Consider obtaining an independent medical opinion, which may include an evaluation by hospice personnel.~~
- ~~Involve legal counsel in review of the CPR directive to determine whether it is valid under state law, including whether the persons signing the form have legal authority to make medical decisions on behalf of the student.~~
- ~~Consult with the emergency response personnel responsible for responding to an emergency call at the school to determine whether school personnel who have contact with the student have the proper training and expertise to implement a proposed protocol for health-related emergency events involving the student, including the ability to assess whether the circumstances specifically described in the protocol are present and to provide or withhold the specific assistance or care.~~
- ~~Determine whether school personnel who have contact with the student have any moral or ethical issues related to complying with the protocol. If so, and only with parent/guardian permission, arrangements shall be made to transfer the student to a different classroom or school. If the parent/guardian does not agree to the transfer, the CPR directive will not be implemented. Centennial BOCES reserves the right to designate specific classrooms to which students subject to a CPR directive will be assigned.~~
- ~~Provide counseling resources, which may include hospice, for students and CBOCES personnel on issues of death and dying prior to and during the student's attendance at the school.~~
- ~~Obtain a written statement from the parents/guardians stating that any time the school nurse, principal, or designee feels the student is too ill to be in class, the parents/guardians or designee will be immediately available to pick up the student from school and if they are not, that they consent to transportation of the student according to the instructions contained in the statement. The statement shall state the place to which the student shall be transported, who will provide transportation and who shall be responsible for any transportation charges.~~
- ~~Address confidentiality issues.~~

Designing an Emergency Protocol

In designing a protocol for handling health-related emergency events, the CPR directive team shall:

- ~~Describe the specific assistance or care, including comfort care, to be provided to the student, by whom and under which specifically described circumstances. This shall include a description of care to be provided when a treatable or curable intervening disease, medical condition or injury occurs.~~
- ~~Describe the specific assistance or care that is not to be provided to the student, by whom and under which specially described circumstances.~~

- ~~Specify the potential signs and symptoms of health deterioration. Every effort shall be made to transport the student from school at the first signs of deteriorating condition.~~
- ~~Upon the onset of signs or symptoms of health deterioration and while waiting for transportation by parents/guardians or emergency medical personnel, provide for removal of the student from the classroom to a private setting. If the affected student's removal is not possible, provide for removal of other students in the room.~~
- ~~Address how other students in the room at the time of the health-related emergency event will be cared for.~~
- ~~Describe how and by whom notification of emergency medical personnel and the county coroner will occur.~~
- ~~Describe how and by whom notification of the student's parents/guardians will occur.~~
- ~~Describe how and by whom communication with parents/guardians of other students in the school will occur.~~
- ~~Address transportation needs in the event the student dies while at school, including the mortuary to which the student is to be transported and by whom.~~
- ~~Provide for professional counseling to students and personnel in the school following a health-related emergency event.~~
- ~~At the discretion of the school principal or designee, involve legal counsel in review of the protocol.~~

~~All parents/guardians having authority to make medical decisions must sign the protocol developed by the CPR directive team before the protocol can be implemented.~~

~~A current photograph of the student shall be submitted with the CPR directive and shall be kept with all copies of the CPR directive. A copy of the CPR directive with the student's photograph shall be kept in a confidential location where it can be easily located at all times. The original CPR directive shall be kept in the nurse's office.~~

Reviewed: CASB 2005
Centennial BOCES

This policy is recommended for deletion as it is no longer needed.

MEDICAID REIMBURSEMENT

~~In all cases in which a student is enrolled in the Colorado Medicaid program, CBOCES shall seek reimbursement for health-related services rendered by qualified CBOCES staff or member district staff. Staff shall make a reasonable effort to coordinate care with the student's health care provider to avoid duplication of services.~~

~~As a Medicaid provider, CBOCES shall access Medicaid eligibility information for students from Health Care Policy and Financing ("HCPF"). HCPF is the designated Medicaid agency for the state of Colorado.~~

~~CBOCES shall obtain written consent annually from a parent/guardian before release of any non-directory information required for billing. To accomplish this, the district shall obtain the written consent using one of the following methods:~~

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

~~All ongoing health and related services shall be rendered by qualified CBOCES staff pursuant to an individual health services plan signed by a professional qualified to provide the types of services described in the plan. The plan may be an Individual Education Plan (IEP), Individual Family Services Plan (IFSP), Section 504 Accommodation Plan or any individual health services plan.~~

~~A dated record of all transactions shall be kept on file at the CBOCES office.~~

~~LEGAL REF: C.R.S. 26-4-531~~

~~Reviewed: CASB 2005~~

~~Adopted: December 14, 2000~~

~~Centennial BOCES~~

**SCREENING/TESTING OF STUDENTS
(And Treatment of Mental Disorders)**

Parents/Guardians and eligible students have the right to review any survey, analysis or evaluation administered or distributed by a school to students whether created by Centennial BOCES or a third party. For purposed of this policy, "eligible student" means a student 18 years of age or older or an emancipated minor. Any survey, analysis or evaluation administered or distributed by a school to students shall be subject to applicable law protecting the confidentiality of student records.

Survey, Analysis or Evaluation of Students for which Consent is Required

Except as otherwise permitted by law, Sstudents shall not be required to submit to a survey, analysis, or evaluation related to curriculum or other school activities that is intended to reveal information, whether the information is personally identifiable or not, without prior written consent of the parent/guardian or eligible student, concerning the student or the student's parents/guardians, without written parental consent, if that survey, analysis, or evaluation that reveals information in the following areas ("protected information") concerning:

1. political affiliations or beliefs of the student or the student's parent/guardian
2. mental or psychological problems potentially embarrassing to of the student or the student's family
3. sexual behavior or attitudes
4. illegal, anti-social, self-incriminating and demeaning behavior
5. critical appraisals of other individuals with whom the student has a close family relationship
6. legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
8. religious practices, affiliations or beliefs of the student or the student's parents/guardians
9. social security number

Centennial BOCES personnel responsible for administering any such survey, analysis or evaluation shall give written notice at least two weeks in advance to the student's parent/guardian ~~(or the eligible student (student 18 years old))~~ and shall make a copy of the document available for viewing at convenient times and locations. The notice shall offer to provide the following written information upon request:

1. records or information that may be examined and required in the survey, analysis or evaluation
2. the means by which the records or information shall be examined, reviewed, or disseminated
3. the means by which the information is to be obtained
4. the purposes for which the records or information is needed
5. the entities or persons, regardless of affiliation, who will have access to the information
6. a method by which a parent/guardian can grant or deny permission to access or examine the records or information

These notice provisions also apply to any survey, analysis or evaluation funded by the U.S. Department of Education.

Right to Review Exception to Policy

~~Parents/guardians and eligible students (students 18 years of age) have the right to review, upon request, any survey, analysis or evaluation administered or distributed by a school to students whether created by the district or a third party.~~

Nothing in this section of the policy shall:

1. prevent a student who is working under the supervision of a journalism teacher or sponsor from preparing or participating in a survey, analysis or evaluation without obtaining consent as long as such participation is not otherwise prohibited by federal law
2. be construed to prevent a Centennial BOCES employee from reporting known or suspected child abuse or neglect as required by state law
3. be construed to limit the ability of a health professional that is acting as an agent of the Centennial BOCES to evaluate an individual child
4. be construed to require parental notice or consent for a survey, analysis or evaluation related to educational products or services for or to students or educational institutions. These products and services include, but are not limited to, the following:
 - college or other postsecondary education recruitment or military recruitment activities
 - book clubs, magazines and programs providing access to low-cost literary products
 - curriculum and instructional materials used by ~~district~~ Centennial BOCES schools
 - tests and assessments used by ~~district~~ Centennial BOCES schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students
 - the sale by students of products or services to raise funds for school-related or education-related activities
 - student recognition programs
5. be construed to require parental notice or consent for assessments used to collect evidence of what a student knows and is able to do and to measure a student's academic progress toward attaining an academic standard
- ~~6. limit the ability of Centennial BOCES to administer a suicide assessment or threat assessment~~

Notice and Right to “Opt Out” for Surveys, Analysis or Evaluation for Marketing Purposes

~~Parents/guardians and eligible students (students 18 years of age) shall receive notice and have the opportunity to opt a student out of activities involving the collections, disclosure, or use of personal information collected from the student for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose.~~

Confidentiality

~~Any survey, analysis or evaluation administered or distributed by a school to students shall be subject to applicable state and federal laws protecting the confidentiality of student records.~~

Eligible Students

~~A student 18 years or older is eligible to consent to revealing such information without parental consent.~~

Notice of this Section of Policy

~~CBOCES shall inform parents/guardians and eligible students of their rights under this section of the policy.~~

Psychiatric/Psychological Testing Methods or Procedures

~~Students shall not be required to submit to any psychiatric or psychological methods or procedures for the purpose of diagnosis, assessment or treatment of any emotional, behavioral or mental disorder or disability as part of any classroom or instructional activity without parental knowledge and consent. In addition, school personnel are prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test result will be used, and obtaining prior written permission from the student or the student's parent/guardian.~~

~~However, a student 15 years or older may consent to receive mental health services without parental consent when services are rendered by a facility (such as a clinic or community mental health center) that provides such treatment or by a person licensed to practice medicine in this state or a psychologist certified to practice in this state. A student 18 years or older is eligible to consent to psychiatric or psychological methods or procedures without parental consent.~~

~~Licensed CBOCES personnel are encouraged to be knowledgeable about psychiatric or psychological methods and procedures but shall not be involved in any diagnosis, assessment, or treatment of any type of mental disorder or disability unless appropriately certified. In accordance with state law, school personnel including certified school psychologists are not authorized to practice psychotherapy or utilize any psychiatric or psychological procedure outside of or beyond their area of training, experience, or competence.~~

~~Psychological tests shall be administered to students only by appropriately certified CBOCES personnel employed for this purpose or by interns under their supervision. Adherence to this policy shall ensure quality psychological services and shall protect the educational rights, dignity, and privacy of students and parents/guardians.~~

~~Psychological examination and testing shall be made only after informed and written consent of the student's parents/guardians is obtained, unless the student is of legal age to give informed and written consent. Psychological data shall be only one of several criteria for determining any change in a student's educational program. Psychological data older than three years shall not be used as the basis for prescriptive teaching or placement.~~

~~Ordinary classroom instruction, activities and techniques involving the approved curriculum which teach about psychological or psychiatric methods or procedures shall be permissible and considered outside the scope of this policy. It is understood that there is a significant difference between practicing therapy and providing activities that may be therapeutic in nature. In all cases, care must be exercised to protect the privacy rights of students.~~

Annual Notice

At the beginning of each academic year, Centennial BOCES shall inform parents/guardians and eligible students that the parent/guardian or eligible student has the right to consent before students are required to submit to a survey that concerns one or more of the protected areas and to opt out of the following:

1. activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information;
2. the administration of any protected information survey; or
3. any non-emergency, invasive physical examination or screening (other than a hearing, vision or scoliosis screening) that is:

- required as a condition of attendance;
- administered by the school and scheduled by the school in advance; and
- not necessary to protect the immediate health and safety of the student or of other students.

Special Education Evaluation

The giving of parental permission for evaluation or re-evaluation of a student with disabilities and any required consent to the in-anticipation of a special education staffing and possible provision of special education services for a handicapped to a student with disabilities and any subsequent approval for the provision of such services is governed by state and federal law and is outside the scope of this policy.

~~This policy is in addition to and does not supersede any other legal rights or obligations of parents/guardians and students.~~

LEGAL REFS.: 20 U.S.C. 1232(g) (*family Education Rights and Privacy Act*)
 20 U.S.C. 1232h (*protection of pupil rights*)
 C.R.S. 13-22-101 (*18 is age of competence for certain purposes*)
 ~~C.R.S. 22-1-123 (*district shall comply with federal law on protection of pupil rights; Colorado provisions regarding survey, analysis and evaluation of students*)~~
 ~~— C.R.S. 22-32-109(1)(ee) (*duty to adopt policy prohibiting personnel from ordering behavior tests without parent permission*)~~
 ~~C.R.S. 22-32-109.2 (*screening and treatment of emotional/mental disorders or disabilities*)~~
 C.R.S. 27-40-10365-103 (*voluntary applications for mental health services*)

CROSS REFS.: GBEB, Staff Conduct
 JRA/JRC, Students Records/Release of Information on Students
 LC, Relations with Education Research Agencies

Revised:

Reviewed: CASB 2005

Adopted: February 12, 2004

Centennial BOCES

**NOTIFICATION OF RIGHTS UNDER THE
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents/guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - a. Political affiliations or beliefs of the student or student's parent/guardian.
 - b. Mental or psychological problems of the student or student's family.
 - c. Sex behavior or attitudes.
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior.
 - e. Critical appraisals of others with whom respondents have close family relationships.
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
 - g. Religious practices, affiliations, or beliefs of the student or parents/guardians.
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding.
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student.
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students.
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor ("eligible student") under state law.

Centennial BOCES will develop and adopt policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Centennial BOCES will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. Centennial BOCES will also directly notify, such as through U.S. Mail or electronic mail, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted above and will provide an opportunity for the parent/guardian to opt his or her child out of participation in the specific activity or survey. Centennial BOCES will make this notification to parents/guardians at the beginning of the school year if Centennial BOCES has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Adopted:
Centennial BOCES

REPORTING CHILD ABUSE/CHILD PROTECTION

It is the policy of the Board of Directors that Centennial BOCES comply with the Child Protection Act.

To that end, any Centennial BOCES official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately upon receiving such information report or cause a report to be made to the appropriate county department of social services or local law enforcement agency. Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

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

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

Centennial BOCES employees ~~and officials~~ shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the ~~school official or~~ Centennial BOCES employee to prove that the child has been abused or neglected.

~~The executive director shall submit such procedures as are necessary to the Board for approval to accomplish the intent of this policy.~~

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

CROSS REFS.: GBEB, Staff Conduct
 GBGB, Staff Personal Security and Safety

Revised:

Revised: CASB 2005

Adopted: February 13, 2003

Centennial BOCES

REPORTING CHILD ABUSE/CHILD PROTECTION

1. Definition of Abuse or Neglect

Child abuse or neglect is defined in law as “an act or omission which seriously threatens the health or welfare of a child.” Specifically, this refers to:

- a. Evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death, and such condition or death which is not justifiably explained, or where the history given concerning such condition or death is at variance with the condition or the circumstances indicating that the condition may not be the product of an accidental occurrence.
- b. Any case in which a child is subject to unlawful sexual behavior as defined in state law.
- c. Any case in which a child is in need of services because the child’s parents, legal guardians or custodians fail to take the same actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take.
- d. Any case in which a child is subjected to emotional abuse, which means an identifiable and substantial impairment of the child’s intellectual or psychological functioning or development, or a substantial risk or impairment of the child’s intellectual or psychological functioning or development.
- e. Any act or omission described as neglect in state law as follows:
 - i) A parent, guardian or legal custodian has abandoned the child or has subjected him or her to mistreatment or abuse or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring.
 - ii) The child lacks proper parental care through the actions or omissions of the parent, guardian, or legal custodian.
 - iii) The child’s environment is injurious to his or her welfare.
 - iv) A parent, guardian, or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care, or any other care necessary for his or her health, guidance, or well-being.
 - v) The child is homeless, without proper care or not domiciled with his or her parent, guardian or legal custodian through no fault of such parent, guardian or legal custodian.
 - vi) The child has run away from home or is otherwise beyond the control of his or her parent, guardian or legal custodian.
 - vii) A parent, guardian or legal custodian has subjected another child or children to an identifiable pattern of habitual abuse, and the parent, guardian or legal custodian has been the respondent in another proceeding in which a court has adjudicated another child to be neglected or dependent based upon allegations of sexual or physical abuse or has determined that such parent’s, guardian’s or legal custodian’s abuse or neglect caused the death of another child; and the pattern of habitual abuse and the type of abuse pose a current threat to the child.

2. Reporting Requirements

Any Centennial BOCES employee who has reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact to the ~~Weld County Department of~~ appropriate county department of Social Services, ~~or the appropriate~~

local law enforcement agency, or through the statewide child abuse reporting hotline system. The employee must follow any oral report with a written report sent to the appropriate agency.

In cases where the suspected or known perpetrator is a ~~school~~ Centennial BOCES employee, the report should be made to the law enforcement agency. (Reports made to social services will be referred to law enforcement.)

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

The employee reporting suspected abuse/neglect to social services or law enforcement officials must inform the school principal or other appropriate Centennial BOCES administrator as soon as possible orally or with a written memo. The ultimate responsibility for seeing that the oral and written reports are made to social services or law enforcement agencies lies with the ~~school official or~~ Centennial BOCES employee who had the original concern.

3. Contents of the Report

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

- a. Name, age, address, sex and race of the child.
- b. Name and address of the child’s parents, guardians and/or persons with whom the student lives.
- c. Name and address of the person, if known, believed responsible for the suspected abuse or neglect.
- d. The nature and extent of the child’s injury or condition, as well as any evidence of previous instances of known or suspected abuse or neglect of the child or the child’s siblings – all with dates as appropriate.
- e. The family composition, if known.
- f. Any action taken by the person making the report.
- g. Any other information that might be helpful in establishing the cause of the injuries or the condition observed.

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

- a. Centennial BOCES personnel may inquire of the child how an injury occurred. Leading and/or suggestive questions should be avoided. Centennial BOCES personnel may not contact the child’s family or any other person suspected of causing the injury or abuse to determine the cause of the suspected abuse or neglect.
- b. A Centennial BOCES employee’s reasonable cause to suspect that the child has been subjected to abuse or neglect may arise from a child’s vague or inconsistent response to such an inquiry or from an explanation which does not fit the injury.
- c. All efforts ~~must~~ shall be made to avoid duplicate or numerous interviews of the victim.

4. After Filing Reports

After the report is made to the agency, Centennial BOCES staff members ~~will~~ shall cooperate with social services and law enforcement in the investigation of alleged abuse

or neglect. Centennial BOCES will report any further incidents of abuse to the agency's representative.

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

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

- a. Make home visits for investigative purposes.
- b. Take the child for medical treatment. (This does not preclude taking action in an emergency situation.)
- c. Convey messages between the agency and the parent/guardian.

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

5. Guidelines for Consideration

- a. If any Centennial BOCES employee has questions about reasonable cause of child abuse and the need for making a report, the employee may consult with the building principal and/or the program director. If the principal or program director is not available, a direct call to the county department of social services about concerns is advisable.

Note that consultation with another Centennial BOCES ~~official or employee~~ will not absolve the Centennial BOCES ~~official or employee~~ of the responsibility for reporting child abuse.

- b. In an emergency situation requiring retention of the child by Centennial BOCES staff at the school building due to fear that if released the child's health or welfare might be in danger, it should be observed that only law enforcement officials have the legal authority to hold a child, ~~at school~~. Otherwise a court order must be obtained to legally withhold a child from his or her parent or guardian.
- c. ~~When any CBOCES official or employee has a question about the thorough investigation of suspected abuse/neglect following the filing of a report, the employee or official should contact the principal, program director, or executive director.~~
- d. ~~While all CBOCES officials and employees are reminded of their legal responsibility to report suspected cases of abuse or neglect, they may be assured that reports will be investigated by trained professionals and that there are more supportive and therapeutic treatment alternatives available for parents/guardians, and/or other persons with whom the student lives than there have been in the past.~~
- e. ~~The confidential nature of information pertinent to child abuse or neglect cases is a matter to be emphasized both legally and humanely.~~

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

Revised:

Reviewed: CASB 2005

Centennial BOCES

This policy is recommended for deletion as it is no longer needed. SEX OFFENDER INFORMATION

~~At the beginning of each school year, each school within the Centennial BOCES shall provide written information to parents and eligible students identifying where and how members of the community may obtain information collected by law enforcement agencies related to registered sex offenders.~~

~~In Weld County, parents and guardians can request the sex offender registry by contacting the local law enforcement agency. Registry information is released to any person 18 years of age or older residing or doing business in the law enforcement agency's jurisdiction. In addition, the Colorado Bureau of Investigation (CBI) website: <http://sor.state.co.us>, contains a state wide list of certain high risk registered sex offenders.~~

~~In addition, the Colorado Sex Offender Management Board publishes a School Resource Guide to Sex Offender Registration, which includes information about the list itself and facts about sex offenders. A copy of the Resource Guide may also be reviewed at the CBOCES administrative office.~~

~~LEGAL REF: C.R.S. 22-1-124 (sex offender information to parents)~~

~~Reviewed: CASB 2005~~

~~Adopted: December 7, 2004~~

~~Centennial BOCES~~

STUDENT FEES, FINES AND CHARGES

Students shall not be charged an instructional fee as a condition of enrollment in any Centennial BOCES school or program or as a condition of attendance in any class that is considered part of the academic portion of the Centennial BOCES educational program, except tuition, when allowed by law. However, ~~the~~ Centennial BOCES may require students to pay textbook fees, fees for expendable materials, and other miscellaneous fees as more fully set forth in this policy.

All student fees and charges shall be adopted by the Board. The fees shall remain in place until modified or removed by Board resolution. All student fees adopted by the Board shall be used for the purposes set forth in the motion and shall not be spent for any other purpose.

When publicizing any information concerning any fee authorized to be collected by this policy, ~~the school~~ Centennial BOCES shall specify whether the fee is voluntary or mandatory and the specific activity from which the student will be excluded if the fee is not paid.

Among the fees which the Board may authorize are the following:

Textbooks, and Library Resources, and Other School Property

Textbooks shall be provided on a loan basis. ~~Non-indigent~~ Students may be asked to pay a nonrefundable rental fee reasonably related to the actual cost of some or all of the textbooks provided for the student. The rental fee and corresponding depreciation schedule shall be adopted by the Board prior to the textbook's introduction into the classroom. No rental fee will be assessed for textbooks and workbooks used in the classroom for reference.

It is expected that students shall return textbooks, ~~and library resources~~ and other school property to ~~the school~~ Centennial BOCES in good condition, except for ordinary wear. Students shall be assessed fines for lost, damaged or defaced books (including those checked out from the library), materials or equipment. The fines will be for the amount of the loss. In computing a fine, 20 percent of the original cost of a book, ~~or library resource~~ or other school property will be deducted for each year it has been used.

~~If the CBOCES has made a reasonable effort to obtain payment for lost or damaged textbooks or library resources to no avail, the CBOCES may then withhold the diploma, transcript, or grades of any student who fails to return or replace such textbooks or library resources at the end of the semester or school year. If a student is graduating, the CBOCES may deny the privilege of participation in the graduation ceremony if the student has failed to return or replace a textbook or library resource by the date of the ceremony. Alternative payment methods, such as installment plans or school service, shall apply to students who are unable to pay.~~

~~Indigent students shall not be required to pay a textbook rental fee, damage deposit or fine for lost or damaged books or library resources. A student shall not be refused use of textbooks based on failure to pay the required fees.~~

Fees for Expendable Supplies and Materials

Teachers shall determine a basic course for each class which can be completed with materials furnished by ~~the school~~ Centennial BOCES. However, students may be charged a fee for expendable supplies and materials used in the course. Fees for expendable supplies and materials shall relate directly to the actual cost of providing these materials to the student. ~~These fees shall be waived for indigent students.~~ Students shall be required to pay for materials

that go into shop, crafts, or art projects that are above the basic requirements for the course and are to be retained by the student.

Miscellaneous Fees

Students may be asked to pay miscellaneous fees and expenses on a voluntary basis as a condition of attending, participating in, or obtaining materials/clothing/ equipment used in a ~~school~~Centennial BOCES-sponsored activity or program not within the academic portion of the educational program.

~~Rental fees for the use of items such as choral robes, band uniforms, and school-owned instruments shall be approved by the Board upon the recommendation of the executive director.~~

Students participating in activities which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. Such charges may include but are not limited to admission fees, food costs, and transportation costs on activity trips. However, it is incumbent upon the teacher and ~~principal~~ appropriate Centennial BOCES administrator to make every effort to be sure no student is denied the right to participate in trips or other enrichment activities because of lack of funds.

Centennial BOCES may impose and collect a fee for the payment of excess transportation costs in accordance with state law. Only those students who use the Centennial BOCES's transportations services shall be required to pay any transportation fee.

Waiver of Fees

All fees, fines, and charges for textbooks and expendable supplies and materials required for classes within the academic portion of the educational program and any transportation fee shall be waived for indigent students. For purposes of determining if a student is able to pay, an indigent student is defined as any child who is eligible for a free or reduced price lunch under the federal poverty income guidelines.

All fees for textbooks, expendable supplies and materials, and miscellaneous fees shall be waived for students in out-of-home placements, as that term is defined by C.R.S. 22-32-138(1)(e).

Fee Schedule

~~The~~Centennial BOCES shall prepare and make available upon request a complete list of student fees, describing how the amount of each fee was derived and the purpose of each fee.

Parents shall be informed on the fee schedule or otherwise regarding how to apply for a waiver of fees, whether fees are voluntary or mandatory and the specific activity from which the student will be excluded if the fee is not paid. Students qualifying for a fee waiver will receive it without unnecessary embarrassment or public exposure of their need.

LEGAL REFS.: ~~C.R.S. 22-32-109 (1)(u) (free textbooks to indigent students w/o loss/damage deposit)~~
~~C.R.S. 22-32-110 (1)(o) (textbooks for free or reasonable rental fee)~~
~~C.R.S. 22-32-110 (1)(jj) (sanctions for failing to return textbooks and library resources)~~
C.R.S. 22-32-113 (5) transportation of pupils and imposition of fee for excess transportation costs
~~C.R.S. 22-32-117 (fees)~~
~~C.R.S. 22-32-118 (summer school fees)~~

C.R.S. 22-32-138 (7) waiver of fees for students in out-of-home placements
~~C.R.S. 22-45-104 (disposition of moneys collected from fines and fees)~~

Revised:

Reviewed: CASB 2005
Centennial BOCES

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS

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

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

Content and Custody of Records/Information

The principal or other appropriate Centennial BOCES administrator is the official custodian of records in his or her school or educational program.

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

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

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

~~The principal is the official custodian of regular education student records in his/or her building and the Special Education Director is the official custodian of all Special Education student records. The Federal Programs Director is the official custodian of all migrant student records.~~

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

Access to Student Education Records by Parents and Eligible Students

~~A parent/guardian ("parent") and any student 18 years old or older, has the right to inspect and review the student's his or her child's education files records, if the student is under 18 years of age. If a student is 18 years old or older, ("eligible student") the student may inspect or review his or her own educations records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent is also entitled to access his/her child's education records, despite the lack of written consent from the eligible student, if the eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. or guardian may not inspect or review the student records without written permission from the student. However, if an eligible student is a~~

~~dependent for income tax purposes, parent/guardians are entitled along with the student to access student educational records.~~

~~During inspection and review of student records by a parent or eligible student and when requested by them, the principal, for regular education records, the Special Education Director, for Special Education records, and the Federal Programs Director, for migrant education records, or their designee, will provide personnel necessary to give explanations and interpretations of the student records.~~

~~In all cases where access to student records is requested, except as provided in this policy, a written request to see the files must be made by the parent or eligible student. The principal, for regular education records, the Special Education Director, for Special Education records, or the Federal Programs Director, for migrant education records, upon receipt of the written request, shall provide access to inspect and review the records and set a date and time for such inspection and review. In no case will the date set be more than five working days after the request has been made.~~

~~The parent or eligible student shall examine the student's records in the presence of the principal, Special Education Director, Federal Programs Director, and/or other person(s) designated by the principal, Special Education Director, or Federal Programs Director.~~

~~The record itself shall not be taken from the Centennial BOCES/school building. However, upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a cost of \$1.25 per page.~~

Requesting Records from Other Districts/Schools

~~When a student transfers to a CBOCES school from another district, the receiving school shall request the student's records from the transferring district if the records have not already been forwarded to the receiving school.~~

Transferring Records to Other School Districts

~~Student records, including disciplinary records, may be transferred without consent to officials of another school, school system, or post-secondary institution that has requested the records and in which the student seeks or intends to enroll. CBOCES will provide a copy of the record to the eligible student or student's parents if so requested.~~

Request to Amend Education Records

~~A parent or eligible student may ask Centennial BOCES to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student, by writing to the principal (or appropriate CBOCES/school official) clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. The request to amend a student's education records must be made in writing within 10 school days of the date the records were first examined. Any revisions to a Special Education student's records can only be made by the Special Education Director, or designee, applicable with state and federal laws. shall be made in accordance with the regulation accompanying this policy.~~

~~If the CBOCES official, after consulting with any other person having relevant information, decides not to amend the record as requested by the parent or eligible student, the CBOCES official shall notify the parent or eligible student of the decision and advise them of their right to~~

~~a hearing regarding the request for amendment. Additional information regarding the hearing procedures shall be provided to the parent or eligible student when notified of the right to a hearing.~~

~~A request for a formal hearing must be made in writing and addressed to the Executive Director. The response to the request shall be mailed within 10 school days. The hearing shall be held in accordance with the following:~~

- ~~a. The hearing will be held within 15 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certified mail.~~
- ~~b. The hearing will be conducted by a principal or CBOCES administrative official as designated in writing by the Executive Director. The official conducting the hearing shall not be the principal who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.~~
- ~~c. Parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.~~
- ~~d. The official designated above shall make a decision in writing within 10 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.~~
- ~~e. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.~~
- ~~f. The decision shall include a statement informing the parents or eligible student of their right to place in the student records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by CBOCES. If the student record is disclosed by the school to any other party, the explanation shall also be disclosed to that party.~~

Disclosure with Written Consent

Whenever Centennial BOCES is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student's education record, the notice provided to the parent/guardian or eligible student shall contain the following:

- ~~a. The specific records to be released disclosed,~~
- ~~b. The specific reasons for such release disclosure,~~
- ~~c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information,~~
- ~~d. The method or manner by which the records will be disclosed; and~~
- ~~d. The right to review or receive a copy of the records to be released disclosed.~~

The parent's or eligible student's Parental consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school-Centennial BOCES activity, special education program, or in any other school-Centennial BOCES program shall not constitute the specific written consent required by this policy. All signed consent forms shall be retained by Centennial BOCES.

Disclosure without Written Consent

Centennial BOCES will may disclose student education records or personally identifiable information from student records contained therein without written consent of the parent or eligible student only to those persons or entities allowed under federal or state law to receive such information, if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein. In accordance with law, only those school officials who have a legitimate educational interest as described in this policy shall be permitted access to specific student education records.
 - a. For purposes of this policy, a “school official” is a person employed by Centennial BOCES as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom Centennial BOCES has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
 - b. A school official has a “legitimate educational interest” if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; (2) used within the context of official Centennial BOCES business and not for purposes extraneous to the official's areas of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.
2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
4. The disclosure is in connection with a student's application for, or receipt of, financial aid.
5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
7. The disclosure is to accrediting organizations for accrediting functions.
8. The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes.
9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
10. The disclosure is to comply with a judicial order or lawful subpoena. Centennial BOCES shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:
 - a. The court order or subpoena prohibits such notification; or

- b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.
11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.
12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.
13. The disclosure is of "directory information" as defined by this policy.

~~CBOCES may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.~~

Disclosure of Disciplinary Information to School Personnel

~~In accordance with state law, the principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.~~

~~For purposes of this policy, "disciplinary information" means confidential records maintained by or in possession of the principal or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of the CBOCES' code of student conduct and/or there is reasonable cause to believe, through information provided to the principal from another credible source, that the student could pose a threat to the health and safety of other students and school personnel based on prior misbehavior. "Disciplinary information" is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the principal or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or school officials.~~

~~Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary information. The student and/or the student's parent/guardian may challenge the accuracy of disciplinary information through the administrative regulations which accompany this policy.~~

Disclosure of Directory Information

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, email address, photograph, date and place of birth, major field of study, participation in officially

recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous education agency or institution attended by the student, and other similar information. Directory information also includes a student identification number or other unique personal identifier displayed on a student ID badge or used by the student to access or communicate in electronic systems, but only if the identifier cannot be used to gain access to student education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a password known only by the authorized user. Centennial BOCES may disclose directory information without written consent of the parent or eligible student.

~~Directory information which may be released may include the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous education agency or institution attended by the student, and other similar information.~~ Student telephone numbers and addresses ~~will~~ shall not be disclosed pursuant to Colorado law: this section.

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

Disclosure to Military Recruiting Officers

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

Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, Centennial BOCES shall release directory information consisting of the student's name, date of birth and gender to Health Care Policy and Financing (Colorado's Medicaid agency) to verify Medicaid eligibility of students. ~~Once eligibility is verified, CBOCES shall submit information regarding services delivered and all other information necessary to complete Medicaid reimbursement claims to HCPF. The Centennial BOCES shall obtain written consent annually from a parent/guardian before the release of any non-directory information required for billing. To accomplish this, Centennial BOCES shall:~~

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

Disclosure to Criminal Justice Agencies

~~The Executive Director or designee is authorized by law to share disciplinary and attendance information with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district when necessary to effectively serve the student prior to trial. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.~~

Disclosure to Other Parties

~~Except as noted in this policy, student records will not be released to other individuals and parties without a written request and authorization of the parent or eligible student. Personal information will only be released to a third party with the assurance it be kept confidential.~~

Annual Notification of Rights

~~Centennial BOCES principal(s) and CBOCES Program Director(s) will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. The notice will be in the form provided on the following exhibit. For notice to parents or eligible students who are disabled with disabilities or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.~~

~~A copy of the Family Educational Rights and Privacy Act and this policy and accompanying regulation and exhibit may be obtained from the office of the executive director or Centennial BOCES administrator during normal business hours, on student records shall be on file in the office of each CBOCES principal and program director, and of each individual who carries out procedures relative to the act or policy.~~

Waivers

~~A parent or eligible student may waive any or all rights protected by this policy. The waiver shall not be valid unless in writing and signed by the parent or eligible student. CBOCES does not require a waiver but may request a waiver. Any waiver under this provision may be revoked at any time in writing.~~

Governing law

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

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

LEGAL REFS.: 20 U.S.C. §1232g (Family Educational Rights and Privacy Act)
 20 U.S.C. 1415 (IDEIA procedural safeguards, including parent right to access student records)
 20 U.S.C. 7908 military recruiter access to student records
 34 C.F.R. 99.1 et seq. (FERPA regulations)
 34 C.F.R. 300.610 et seq. (IDEIA regulations concerning confidentiality of student education records)
 C.R.S. 24-72-204 (3)(d) (information to military recruiters)
 Pub.L. 100-360, July 1, 1998 (Medicare Catastrophic Coverage Act of 1988)
 C.R.S. 26-4-531 (districts who contract to receive federal funds for health services for students receiving Medicaid benefits may share information as allowed by parent/guardian)
 C.R.S. 19-1-303 AND 304 (records and information sharing under Colorado Children's Code)

~~C.R.S. 22-1-122 (district shall comply with FERPA)~~
~~C.R.S. 22-32-109.1 (6) duty to establish policy on sharing information consistent with state and federal law in the interest of making school safe)~~
~~C.R.S. 22-32-109.3 (2) duty to share disciplinary and attendance information with criminal justice agencies)~~
~~C.R.S. 22-33-106.5 (court to notify of conviction of crime of violence and unlawful sexual behavior)~~
~~C.R.S. 22-33-107.5 (school district to notify of failure to attend school)~~
~~C.R.S. 24-72-204 (3) (a) (VI) (schools cannot disclose address and phone number without consent)~~
~~C.R.S. 24-72-204 (3) (E) (I) (certain FERPA provisions enacted into Colorado Law)~~
~~C.R.S. 24-72-204 (3) (E) (II) (disclosure by staff of information gained through personal knowledge or observation)~~
C.R.S. 25.5-1-116 (confidentiality of HCPF records)

Revised:

Reviewed: CASB 2005

Revised: February 12, 2004

Centennial BOCES

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS
(REVIEW, AMENDMENT AND HEARING PROCEDURES)

In accordance with policy JRA/JRC, this regulation contains the procedures to follow when a parent or eligible student seeks to review or challenge the content of student education records.

Request to review student education records

1. The parent or eligible student shall submit a written request to the principal or other appropriate Centennial BOCES administrator ("administrator") of the school or program attended by the student, asking to review the student's education records.
2. Upon receipt of the written request, the administrator or designee shall set a date and time for inspection and review of the records (usually within three working days after the request has been made).
3. The parent or eligible student shall examine the student's education records in the presence of the administrator and/or other person(s) designated by the administrator. The record itself shall not be taken from the school or Centennial BOCES building.
4. During inspection and review of student education records by a parent or eligible student and when requested by them, the administrator will provide personnel necessary to give explanations and interpretations of the records.
5. Upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a cost of \$0.25 per page.

Request to amend student education records

1. The parent or eligible student shall submit a written request to the administrator, clearly identifying the part of the record to be amended and specifying why the record is inaccurate, misleading or otherwise violates the student's privacy rights.
2. The written request to amend the student's education records must be made in writing within 10 school days of the date the records were first examined by the parent or eligible student, unless additional time is granted by Centennial BOCES for good cause shown.
3. If the administrator denies the request to amend the student education record, the administrator shall notify the parent or eligible student of the decision and advise him or her of the right to a hearing to appeal the denial.

Request for a formal hearing

A request for a formal hearing must be made in writing and addressed to the executive director. Centennial BOCES's response to the request shall be mailed within 10 school days.

The hearing shall be held in accordance with the following:

1. The hearing will be held within 25 school days after receipt of the request. Notice of the date, place and time of the hearing will be forwarded to the parent or eligible student by certified mail.
2. The hearing will be conducted by a Centennial BOCES administrator or other Centennial BOCES or school district official as designated in writing by the executive director. The official conducting the hearing shall not be the administrator who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.

3. Parents or eligible students shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
4. The official designated above shall make a decision in writing within 20 school days following the conclusion of the hearing and shall notify the parent or eligible student of that decision by certified mail.
5. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
6. The decision shall include a statement informing the parents or eligible student of the right to place in the student education record a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by Centennial BOCES. If the student education record is disclosed by Centennial BOCES to any other party, the explanation shall also be disclosed to that party.

Adopted:
Centennial BOCES

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS
(NOTIFICATION TO PARENTS AND STUDENTS OF RIGHTS CONCERNING STUDENT
SCHOOL EDUCATION RECORDS)

The Family Educational Rights and Privacy Act (“FERPA”) ~~and the Colorado law~~ affords parents/guardians (“parents”) and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records as follows:

1. The right to inspect and review the student’s education records within a reasonable time period after 3 days of Centennial BOCES receiving a request for access (not to exceed 45 days).

~~A parent or eligible student making such a request must submit to the school principal [or appropriate CBOCES official] a written request that identifies their records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.~~

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.

~~A parent or eligible student may ask CBOCES to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the school principal [or appropriate school official] clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise violates the privacy rights of the student.~~

~~If the principal decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.~~

3. The right to ~~consent to disclosure~~ privacy of personally identifiable information contained in the student’s education records, except to the extent that FERPA and state law authorize disclosure without consent.

~~Whenever CBOCES is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the following:~~

- ~~The specific records to be released;~~
- ~~The specific reasons for such release;~~
- ~~The specific identity of any person, agency or organization requesting such information and the intended uses of the information;~~
- ~~The method or manner by which the records will be released; and~~
- ~~The right to review or receive a copy of the records to be released.~~

~~Parental consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program, or in any other school program shall not constitute the specific written consent required. All signed consent forms shall be retained by the school district.~~

~~Disclosure of personally identifiable information can be made without consent to the following:~~

- a. ~~School officials, including teachers, working in the school at which the student is enrolled who have a specific and legitimate educational interest in the information for use in furthering a student’s academic achievement or maintaining a safe and orderly learning environment.~~

- ~~This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by CBOCES as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom CBOCES has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.~~
- ~~b. Officials of another school, school system, or post-secondary institution that has requested the records and in which the student seeks or intends to enroll. In this case, disciplinary information shall be included. CBOCES will provide a copy of the record to the eligible student or student's parents/guardians if so requested.~~
 - ~~c. In connection with a student's application for or receipt of financial aid.~~
 - ~~d. A criminal justice agency investigating a criminal matter concerning a student enrolled or who will reenroll in the school district/BOCES when necessary to effectively serve the student prior to trial. Such information shall only include disciplinary and attendance information and shall only be shared upon certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.~~
 - ~~e. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.~~
 - ~~f. Accrediting institutions to carry out their accrediting functions.~~
 - ~~g. Parents of students over 18 years of age who are dependent for federal income tax purposes.~~
 - ~~h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.~~
 - ~~i. Anyone if required by a court order or subpoena. The district will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order. The district will not provide such notice if the subpoena is issued by a federal grand jury or any other law enforcement purpose where the court has ordered non-disclosure of the existence or contents of the subpoena or information furnished.~~
 - ~~j. A court presiding over a legal action initiated by the school district/CBOCES where the education records are relevant, or initiated by a parent or eligible student where the records are relevant for the school district's/CBOCES' defense.~~
- ~~CBOCES may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.~~
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Centennial BOCES to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605 8520.
 5. The right to refuse to permit the designation of any or all of the categories of directory information.
~~CBOCES is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student~~

~~is in attendance no later than September 7 or the following Monday if September 7 is a Saturday or Sunday.~~

- ~~Directory information which may be released may include the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student, and other similar information. Student telephone numbers and addresses will not be disclosed pursuant to Colorado law.~~
6. The right to request that information not be provided to military recruiting officers. Names, addresses and home telephone numbers as well as directory information of secondary school students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released.

Parent Opt-Out Form for Information to Military Recruiters

- ☐ As a parent, I request that ~~Do not disclose~~ my child's name, address, telephone number and any other ~~or~~ directory information not be released to any United States military recruiters.

Parent/Guardian ~~or eligible student~~ Signature _____

Students' name _____

Date _____

- ☐ As a student who is 18 years of age or older, I request that my name, address, telephone number and any other directory information not be released to any United States military recruiters.

Student Signature _____

Students' name _____

Date _____

Revised:

Reviewed: CASB 2005

Centennial BOCES

This policy is recommended for deletion as it is included in other policies.
**SHARING OF STUDENT RECORDS/INFORMATION BETWEEN CENTENNIAL
BOCES, SCHOOL DISTRICTS, AND STATE AGENCIES**

~~It is the Centennial BOCES Board of Directors' intention to utilize all avenues under state law to facilitate the sharing of relevant student records and information when necessary to protect the safety and welfare of CBOCES staff, visitors, students, and the public and to protect property.~~

~~The Executive Director, or designee, is directed to develop procedures and a training program for staff consistent with this policy. The procedures shall direct CBOCES' personnel to provide and obtain student records and information to/from state agencies, including law enforcement and judicial department agencies, to the extent required or allowed by state and federal law.~~

~~Sharing of Information by CBOCES~~

~~Disciplinary and attendance information shall only be shared with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in a CBOCES program when necessary to effectively serve the student prior to adjudication. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.~~

~~CBOCES school personnel who share disciplinary and attendance information concerning a student pursuant to this policy are immune from civil and criminal liability if they act in good faith compliance with state law.~~

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

~~Information Obtained from State Agencies~~

~~Within the bounds of state law, CBOCES personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities, including protecting public safety and safety of the student. Such information may be obtained from the judicial department or any state agency that performs duties and functions under the Colorado Children's Code.~~

~~CBOCES personnel receiving such information shall use it only in the performance of their legal duties and responsibilities and shall otherwise maintain the confidentiality of all information obtained. School personnel who knowingly violate this provision are subject to disciplinary action pursuant to district policy and to a civil penalty of up to \$1,000.00. If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Education Rights and Privacy Act of 1974 ("FERPA").~~

~~When a petition is filed in juvenile court or district court that alleges a student between the ages 12-18 years has committed an offense that would constitute unlawful sexual behavior or a crime of violence if committed by an adult, basic identification information, as defined in state law, along with the details of the alleged delinquent act or offense, is required by law to be provided immediately to the school district/CBOCES in which the juvenile is enrolled.~~

~~The information shall be used by the Board of Directors to determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or CBOCES personnel and whether educating the student in the school may disrupt the learning environment in the school, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other CBOCES personnel. The Board shall take appropriate disciplinary action, which may include suspension or expulsion, in accordance with the student code of conduct and related policies.~~

LEGAL REFS.: ~~20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)~~
~~34 C.F.R. § 99.1 et seq. (Regulations)~~
~~C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)~~
~~C.R.S. 19-1-304(5.5) (duty of prosecuting attorney to provide juvenile delinquency records)~~
~~C.R.S. 22-1-122 (district shall comply with FERPA)~~
~~C.R.S. 22-32-109.1(6) (duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safer)~~
~~C.R.S. 22-32-109.3 (2) (duty to share disciplinary and attendance information with criminal justice agencies)~~
~~C.R.S. 22-33-106.5 (court to notify of conviction of crime of violence and unlawful sexual behavior)~~
~~C.R.S. 22-33-107.5 (school district to notify of failure to attend school)~~
~~C.R.S. 24-72-204 (3) (e) (I) (certain FERPA provisions enacted into Colorado Law)~~
~~C.R.S. 24-72-204(3) (e) (II) (disclosure by staff of information gained through personal knowledge or observation)~~

Reviewed: CASB 2005
Adopted: December 14, 2000
Centennial BOCES

PRIVACY AND PROTECTION OF CONFIDENTIAL STUDENT INFORMATION

The Board is committed to protecting the confidentiality of student information obtained, created and/or maintained by Centennial BOCES. Student privacy and Centennial BOCES's use of confidential student information are protected by federal and state law, including the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act (the Act). The Board directs Centennial BOCES staff to manage its student data privacy, protection and security obligations in accordance with this policy and applicable law.

Definitions

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

"Student personally identifiable information" or "student PII" means information that, alone or in combination, personally identifies an individual student or the student's parent or family, and that is collected, maintained, generated, or inferred by Centennial BOCES, either directly or through a school service, or by a school service contract provider or school service on-demand provider.

"Security breach" means the unauthorized disclosure of student education records or student PII by a third party.

The following terms used in this policy shall be as defined by the Act: "school service," "school service contract provider" and "school service on-demand provider."

Access, collection and sharing within Centennial BOCES

Centennial BOCES shall follow applicable law and Board policy in Centennial BOCES's access to, collection and sharing of student education records.

Centennial BOCES employees shall ensure that confidential information in student education records is disclosed within Centennial BOCES only to officials who have a legitimate educational interest, in accordance with applicable law and Board policy.

Outsourcing and disclosure to third parties

Centennial BOCES employees shall ensure that student education records are disclosed to persons and organizations outside Centennial BOCES only as authorized by applicable law and Board policy. The term "organizations outside Centennial BOCES" includes school service on-demand providers and school service contract providers.

Any contract between Centennial BOCES and a school service contract provider shall include the provisions required by the Act, including provisions that require the school service contract provider to safeguard the privacy and security of student PII and impose penalties on the school service contract provider for noncompliance with the contract.

In accordance with the Act, Centennial BOCES shall post the following on its website:

- a list of the school service contract providers that it contracts with and a copy of each contract; and
- to the extent practicable, a list of the school service on-demand providers that Centennial BOCES uses.

Privacy and security standards

The security of student education records maintained by Centennial BOCES is a high priority. Centennial BOCES shall maintain an authentication and authorization process to track and periodically audit the security and safeguarding of student education records.

Security breach or other unauthorized disclosure

Employees who disclose student education records in a manner inconsistent with applicable law and Board policy may be subject to disciplinary action, up to and including termination from employment. Any discipline imposed shall be in accordance with applicable law and Board policy.

Employee concerns about a possible security breach shall be reported immediately to the assistant executive director. If the assistant executive director is the person alleged to be responsible for the security breach, the staff member shall report the concern to the executive director.

When Centennial BOCES determines that a school service contract provider has committed a material breach of its contract with Centennial BOCES, and that such material breach involves the misuse or unauthorized release of student PII, Centennial BOCES shall follow this policy's accompanying regulation in addressing the material breach.

Nothing in this policy or its accompanying regulation shall prohibit or restrict Centennial BOCES from terminating its contract with the school service contract provider, as deemed appropriate by Centennial BOCES and in accordance with the contract and the Act.

Data retention and destruction

Centennial BOCES shall retain and destroy student education records in accordance with applicable law and Board policy.

Staff training

Centennial BOCES shall provide periodic in-service trainings to appropriate Centennial BOCES employees to inform them of their obligations under applicable law and Board policy concerning the confidentiality of student education records.

Parent/guardian complaints

In accordance with this policy's accompanying regulation, a parent/guardian of a Centennial BOCES student may file a written complaint with Centennial BOCES if the parent/guardian believes Centennial BOCES has failed to comply with the Act.

Parent/guardian requests to amend student education records

Parent/guardian requests to amend his or her child's education records shall be in accordance with Centennial BOCES's procedures governing access to and amendment of student education records under FERPA, applicable state law and Board policy.

Oversight, audits and reviews

The executive director shall be responsible for ensuring compliance with this policy and its required privacy and security standards.

Centennial BOCES's practices with respect to student data privacy and the implementation of this policy shall be periodically audited by the executive director or designee.

A privacy and security audit shall be performed by Centennial BOCES on an annual basis. Such audit shall include a review of existing user access to and the security of student education records and student PII.

The executive director or designee shall annually review this policy and accompanying regulation to ensure it remains current and adequate to protect the confidentiality of student education records in light of advances in data technology and dissemination. The executive director or designee shall recommend revisions to this policy and/or accompanying regulation as deemed appropriate or necessary.

Compliance with governing law and Board policy

Centennial BOCES shall comply with FERPA and its regulations, the Act, and other state and federal laws governing the confidentiality of student education records. Centennial BOCES shall be entitled to take all actions and exercise all options authorized under the law.

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

LEGAL REFS.: 15 U.S.C. 6501 et seq. (Children's Online Privacy Protection Act)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 1232h (Protection of Pupil Rights Amendment)
20 U.S.C. 1415 (IDEIA procedural safeguards, including parent right to access student records)
20 U.S.C. 8025 (access to student information by military recruiters)
34 C.F.R. 99.1 et seq. (FERPA regulations)
34 C.F.R. 300.610 et seq. (IDEIA regulations concerning confidentiality of student education records)
C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)
C.R.S. 22-16-101 et seq. (Student Data Transparency and Security Act)
C.R.S. 22-16-107 (2)(a) (policy required regarding public hearing to discuss a material breach of contract by school service contract provider)
C.R.S. 22-16-107 (4) (policy required regarding student information privacy and protection)
C.R.S. 22-16-112 (2)(a) (policy required concerning parent complaints and opportunity for hearing)
C.R.S. 25.5-1-116 (confidentiality of HCPF records)

CROSS REFS.: BEDH, Public Participation at Board Meetings
EHB, Records Retention
GBEB, Staff Conduct (And Responsibilities)
GBEE, Staff Use of the Internet and Electronic Communications
JLDAC, Screening/Testing of Students
JRA/JRC, Student Records/Release of Information on Students

JS, Student Use of the Internet and Electronic Communications

Adopted:
Centennial BOCES

PRIVACY AND PROTECTION OF CONFIDENTIAL STUDENT INFORMATION
(HEARING AND COMPLAINT PROCEDURES)

Contract breach by school service contract provider

Within a reasonable amount of time after Centennial BOCES determines that a school service contract provider has committed a material breach of its contract with Centennial BOCES, and that such material breach involves the misuse or unauthorized release of student PII, the Board shall make a decision regarding whether to terminate Centennial BOCES's contract with the school service contract provider in accordance with the following procedure.

1. Centennial BOCES shall notify the school service contract provider of the basis for its determination that the school service contract provider has committed a material breach of the contract and shall inform the school service contract provider of the meeting date that the Board plans to discuss the material breach.
2. Prior to the Board meeting, the school service contract provider may submit a written response to Centennial BOCES regarding the material breach.
3. The Board shall discuss the nature of the material breach at a regular or special meeting.
4. At the Board meeting, a Centennial BOCES representative shall first be entitled to present testimony or other evidence regarding Centennial BOCES's findings of a material breach. The school service contract provider shall then have an opportunity to respond by presenting testimony or other evidence. If the school service contract provider is unable to attend the meeting, the Board shall consider any written response that the school service contract provider submitted to Centennial BOCES.
5. If members of the public wish to speak to the Board regarding the material breach, they shall be allowed to do so, in accordance with the Board's policy on public participation at Board meetings.
6. The Board shall decide whether to terminate the contract with the school service contract provider within 30 days of the Board meeting and shall notify the school service contract provider of its decision. The Board's decision shall be final.

Parent/guardian complaints

In accordance with the accompanying policy, the parent/guardian of a Centennial BOCES student may file a written complaint with the executive director if the parent/guardian believes Centennial BOCES has failed to comply with the Student Data Transparency and Security Act (the Act).

1. The parent/guardian's complaint shall state with specificity each of the Act's requirements that the parent/guardian believes Centennial BOCES has violated and its impact on his or her child.
2. The executive director or designee shall respond to the parent/guardian's written complaint within 30 calendar days of receiving the complaint.
3. Within 10 calendar days of receipt of Centennial BOCES's response, the parent/guardian may appeal to the Board. Such appeal must be in writing and submitted to the executive director
4. The Board shall review the parent's complaint and Centennial BOCES's response at a regular or special meeting. A Centennial BOCES representative and the parent/guardian may make brief statements to the Board, but no new evidence or claims may be presented. The Board may choose to conduct the appeal in executive session, to the extent permitted by law.
5. The Board shall make a determination regarding the parent/guardian's complaint that Centennial BOCES failed to comply with the Act within 60 days of the Board meeting. The decision of the Board shall be final.

6. This procedure shall not apply to parent/guardian concerns with his or her child's education records. If the parent/guardian files a complaint regarding his or her child's education records, Centennial BOCES shall follow its procedures governing access to and review of student education records, in accordance with FERPA, applicable state law and Board policy.

Governing law and Board policy

Nothing contained herein shall 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. The complaint and hearing procedures described in this regulation shall apply, unless the context otherwise requires and/or unless the requirements of another policy, procedure, statute, rule, regulation or agreement expressly contradicts any of these procedures, in which event the terms of the contrary policy, procedure, law, rule, regulation or agreement shall govern.

Adopted:
Centennial BOCES

STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS

The Internet, ~~a global computer network referred to as the World Wide Web~~, and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. ~~The Board of Directors~~ Centennial BOCES believes they should be used in Centennial BOCES schools and programs as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

~~The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the CBOCES. However, t~~The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The Board acknowledges that w~~While it is impossible to predict with certainty what information students might locate or come into contact with, it desires to~~ Centennial BOCES shall take all-reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of Centennial BOCES computers and computer systems technology devices to avoid contact with material or information that may be harmful to minors. For purposes of this policy, "Centennial BOCES technology device" means any Centennial BOCES-owned computer, hardware, software, or other technology that is used for learning purposes and has access to the internet.

Blocking or Filtering Obscene, Pornographic and Harmful Information

~~Software- Technology~~ that blocks or filters material and information that is obscene, child pornography, or is otherwise harmful to minors, as defined by the Board, shall be ~~provided installed on~~ for all Centennial BOCES computers having Internet or electronic communications access. Students shall report access to material and information that is inappropriate, offensive or otherwise in violation of this policy ~~obscene, child pornography, harmful to minors, or is otherwise in violation of this policy~~, to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No Expectation of Privacy

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

Unauthorized and Unacceptable Uses

Students shall use Centennial BOCES computers and computer systems technology devices in a responsible, efficient, ethical, and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of Centennial BOCES computers and computer systems technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following: ~~(Note: The Board has discretion to determine which uses are unacceptable. The following list provides examples the Board may wish to consider.)~~

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

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to Centennial BOCES education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of Centennial BOCES's nondiscrimination policy with regard to race, color, sex, religion, national origin, age, marital status, disability or handicap
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another ~~without express consent~~
- that uses inappropriate or profane language likely to be offensive to others in the ~~school~~ Centennial BOCES community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or Centennial BOCES policy, including but not limited to, copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

Security

Security on Centennial BOCES computer systems technology devices is a high priority. Students who identify a security problem while using ~~the Internet or electronic communications~~ Centennial BOCES technology devices must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to ~~district computers or computer systems~~ Centennial BOCES technology devices
- read, alter, delete or copy, or attempt to do so, electronic communications or other system users

Any user identified as a security risk, or as having a history of problems with ~~other computer systems technology~~, may be denied access to the Internet and electronic communications and/or Centennial BOCES technology devices.

Safety

In the interest of student safety and security, Centennial BOCES shall educate students about appropriate online behavior, including cyberbullying awareness and response; and interacting on social networking sites, in chat rooms, and other forms of direct electronic communications.

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in ~~school-disciplinary action and/or legal action, including suspension and/or expulsion, in accordance with Centennial BOCES or applicable district's policy concerning student suspension, expulsion and other disciplinary interventions.~~ Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within Centennial BOCES or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or Centennial BOCES-owned software or hardware technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized software Content

Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees, ~~owed to the software owner.~~

Assigning Student Projects and Monitoring Student Use

Centennial BOCES will make every reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

~~Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.~~

All students shall be supervised by staff while using the Internet or electronic communications at a ratio of at least one staff member to each thirty (30) students. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

Student Use is a Privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, ~~and~~ electronic communications, and Centennial BOCES technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy ~~will~~ shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school-disciplinary action and/or legal action, including suspension and or expulsion, in accordance with Centennial BOCES or applicable district's policy concerning student suspension, expulsion and other disciplinary interventions. Centennial BOCES may deny, revoke or suspend access to Centennial BOCES technology or close accounts at any time.

Students and parents/guardians shall be required to sign the ~~district's~~ Centennial BOCES's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

Centennial BOCES Makes no Warranties

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

LEGAL REFS.: 20 U.S.C. 6751 et seq. Enhancing Education Through Technology Act of 2001
 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
 47 C.F.R. Part 54, Subpart F Universal Support for Schools and Libraries
 47 U.S.C. 231 (Child Online Protection Act of 1998)
 20 U.S.C. 6801 et seq. (Elementary and Secondary Education Act)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
 JB, Equal Educational Opportunities
 JKD/JKE, Suspension/Expulsion of Students

Revised:

Reviewed: CASB 2005

Adopted: February 13, 2003

Centennial BOCES

STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS
(Annual Acceptable Use Agreement)

Student

I have read, understand, and will abide by Centennial BOCES' policy on Student Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to Centennial BOCES' ~~computers or computer system~~ technology devices, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

If I am 18 years or older, I hereby release Centennial BOCES from all costs, claims, damages or losses resulting from my use of Centennial BOCES ~~computers and computer systems~~ technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the Centennial BOCES policy on Student Use of the Internet and Electronic Communications and understand its significance.

Student's Name (printed)

Date of Birth (day/mo/yr)

Student's Signature

Date

Parent or Guardian

If the user is under 18 years of age, a parent or guardian must also sign this Agreement.

As the parent or guardian of this student, I have read the ~~district's Centennial BOCES's~~ policy on Student Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that Centennial BOCES has taken reasonable steps to block or filter material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by the Board. I also recognize, however, that it is impossible for Centennial BOCES to prevent access to all materials or information I might find harmful or controversial, and I agree not to hold Centennial BOCES responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

I hereby release Centennial BOCES from all costs, claims, damages, or losses resulting from my child's use of Centennial BOCES ~~computers and computer systems~~ technology devices, including use of the Internet and electronic communications, including but not limited to, any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an Internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the Centennial BOCES' policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.

Parent/Guardian's Name (printed)

Parent/Guardian's Signature

Date

Revised:
Reviewed: CASB 2005
Centennial BOCES

MEMORANDUM

TO: Centennial BOCES Board of Directors

FROM: Dr. Randy Zila, Executive Director

DATE: September 20, 2018

SUBJECT: Reports/Discussion

Background Information

- 4.1 Superintendents' Advisory Council Report – Dr. Glenn McClain
- 4.2 Financial Reports - Mr. Terry Buswell, CFO
 - a. Board Notes for Financial Reports
 - b. Investment Report A
 - c. Cash Flow Analysis Report B
 - d. Cash Flow Chart C
 - e. Two Page Financial Summary Report
 - f. 12-Page Detailed Expense Report
- 4.3 Directors' Reports
 - a. Dr. Randy Zila, Administration
 - b. Mr. Terry Buswell, Business Services/Human Resources/Technology Departments
 - c. Dr. Mary Ellen Good, Federal Programs Department
 - d. Mr. Mark Rangel, Innovative Education Services Department
 - e. Ms. Jocelyn Walters, Special Education Department

Recommended Action

Reports only – no action required

September 20, 2018 Board Notes for Investment and Financial Reports

The one page investment report (Page A) shows the interest earned for the twelve months of the 2017-18 fiscal year at \$28,651.99. This represents a positive budget variance for the year of \$22,651.99. The June 30, 2018 balances for Centennial BOCES bank and investment accounts are also listed on the report.

The next two reports show the Cash Flow Analysis (Page B) and the Cash Flow Chart (Page C) for the 18 month period of January 1, 2017 – June 30, 2018. The cash flow chart continues to show a similar pattern between 2016-17 and 2017-18.

The two financial reports represent July 2017 – June 2018 year to date. This represents 100% of the fiscal year. Page 1 of the two page summary shows the non-grant totals for 2017-18 at 94.5% spent compared to 93.4% spent for 2016-17. Page 2 of the summary shows the grant totals and the combined totals. Grant totals for 2017-18 are at 96.2% spent compared to 94.5% spent for 2016-17. The year-to-date combined totals for the twelve months of 2017-18 ended at 95.2% spent compared to 93.8% spent for 2016-17. The projected fund balance is noted at the bottom of page 2, including the audited Ending Fund Balance for 2016-17 and the unaudited Ending Fund Balance for 2017-18.

The second report contains the expenses by project and is detailed by the major object groups. The information presented in the 11 page report is the same per project expense amounts as those on the two page summary report.

Beginning with Administration, on page 2, expenses for 2017-18 were slightly lower as a percentage compared to 2016-17 (75.7% versus 77.2%). The primary budget Project 101 Administration/Operations finished at a lower percentage compared to the previous year.

Technology, pages 3-4, as a total is lower as a percentage compared to last year (95.4% versus 96.7%). Project 205 Student Data Services ran at a higher percentage for the year. This was countered by Project 206 Financial Data Services which ended the year significantly lower.

Special Education, pages 5-7, reflects spending as a percentage of the budget ended slightly higher in 2017-18 at 104.3% compared to 102.8% for 2016-17. Project 508 Out of District Placement ended the year at a higher percentage than the previous year (114.9% versus 108.1%). Additional state revenue in Project 508 offset most of the overage. Project 526 ECEA District Reimbursement ended \$30,060 higher than last year. This cost was covered by state funding.

Innovative Education Services, pages 8-9, reflects spending percentages for 2017-18 are slightly higher than 2016-17 at 89.3% compared to 87.9%. One factor is Project 616 Alternative Licensure Program. The overall costs for Project 616 ended at 92.4% compared to 81.6%.

Federal Programs, pages 10-11, reflects expenses as a percentage for 2017-18 ended at 94.8% compared with 91.9% for 2016-17. The biggest difference is in Project 705 Migrant, which ran approximately 5% higher than last year. As previously noted, Federal Program Title projects generally run lower during the first part of the year and end up near the budget amounts by year end.

At the bottom of page 11 are the grand total amounts – 95.2% committed for 2017-18 compared to 93.8% committed for 2016-17. These percentages are the same as the two page summary report since all encumbrances are closed at year end. The budget year is 100% completed as of June 30.

CENTENNIAL BOCES
Investment Report as of June 30, 2018

<u>Investment Name</u>	<u>Description</u>	<u>Bank Balance</u>	<u>Book Balance</u>
Colotrust - Equity Savings	Investment Pool Keenesburg RE-3 Equity, including interest	52,039.47	52,039.47
Colotrust - CBOCES	Investment Pool G/F	1,424,714.91	1,424,714.91
Colotrust - CBOCES	Security Deposit	1,035.10	1,035.10
Colotrust - CBOCES	Health / Dental Insurance	114,233.14	114,233.14
Bank of Colorado Savings	Savings Account	16,205.38	16,205.38
Bank of Colorado Checking	CBOCES Checking Account	283,580.23	56,194.80
Bank of Colorado Checking	eNet Colorado Checking	9,550.05	9,550.05
Total Investment Balance:		<u>\$ 1,901,358.28</u>	<u>\$ 1,673,972.85</u>

<u>Interest Earnings</u>	<u>Description</u>	<u>Bank Balance</u>	<u>Book Balance</u>
Colotrust Interest	Investment Pool - Regular Account	26,079.46	26,079.46
Colotrust Equity Interest	Investment Pool - Equity Account	797.49	797.49
Colotrust Interest	Investment Pool - Security	15.83	15.83
Colotrust Health/Dental Interest	Investment Pool - Health/Dental	1,750.64	1,750.64
Bank of Colorado	Savings Account	8.57	8.57
Total Interest Earned:		<u>\$ 28,651.99</u>	<u>\$ 28,651.99</u>

Budgeted: \$ 6,000.00 Y-T-D: \$ 6,000.00

Year To Date Variance: \$ 22,651.99

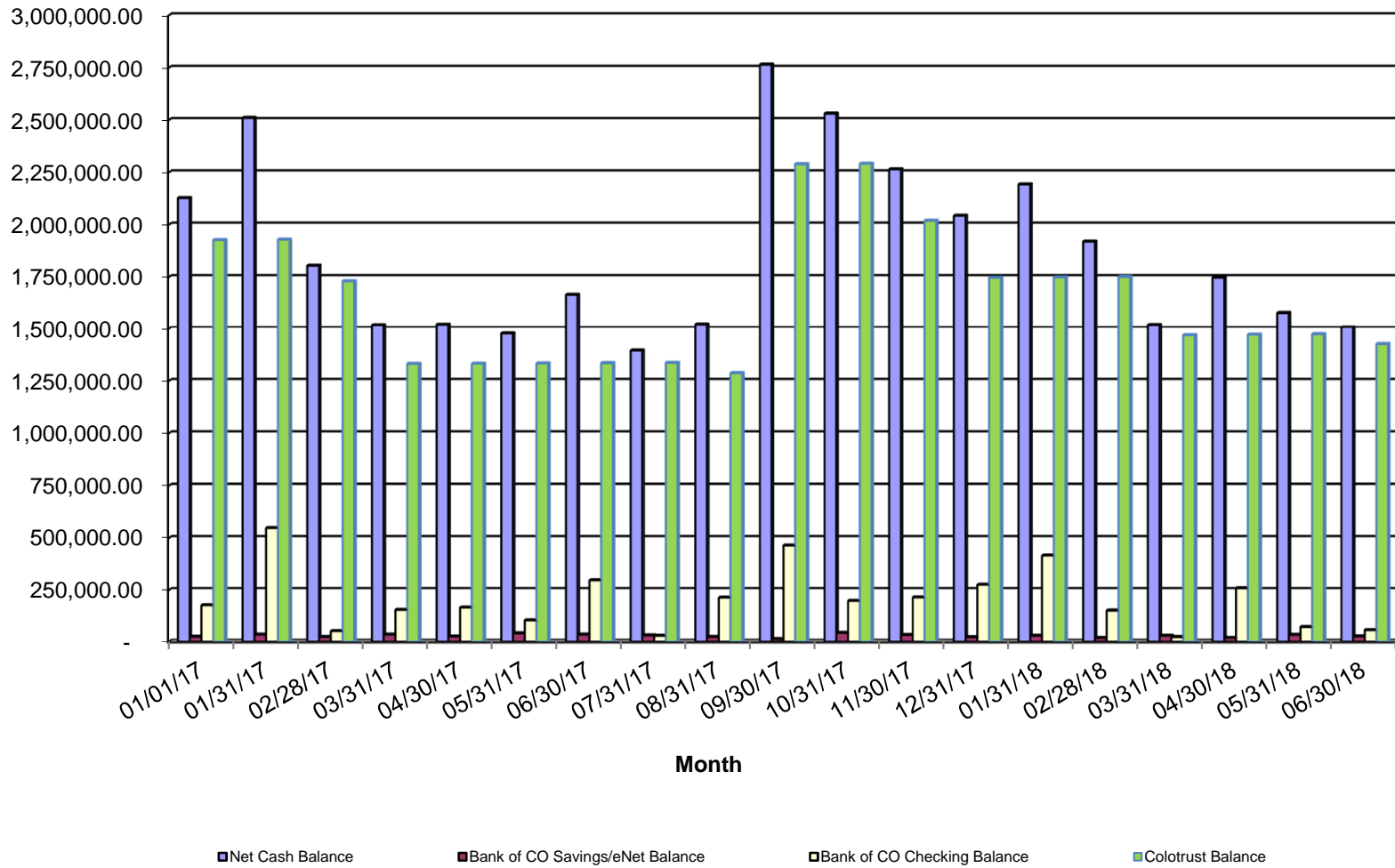
CENTENNIAL BOCES
Cash Flow Analysis for 2016-17 & 2017-18
As of June 30, 2018

Bank Balance and Book Balance are the same ending periods reported to the board. The difference in ending balances from bank balance and book balance are the outstanding checks each month. The difference in Interest Earned/Deposits balances from bank balance and book balance are voided checks each month.

	Balance Colostrust G/F	Balance Bank of Colorado Savings / eNet Acct.	Bank Balance Bank of CO Checking Bank Statement	Book Balance Bank of CO Checking Checks Written	Net Balance Colostrust / Bank of CO and Book Balance
Jan 1, 2017 Balance	1,925,977.23	24,228.73	223,285.56	175,757.04	2,125,963.00
Interest Earned/Deposits	1,496.41	20,225.00	1,374,701.35	1,374,701.35	
Transfers out or Expenses		(10,475.66)	(975,093.19)	(1,002,751.74)	
Jan 31, 2017 End Balance	1,927,473.64	33,978.07	622,893.72	547,706.65	2,509,158.36
Interest Earned/Deposits	1,342.41	-	439,481.50	439,481.50	
Transfers out or Expenses	(200,000.00)	(10,472.64)	(919,904.21)	(936,359.42)	
Feb 28, 2017 End Balance	1,728,816.05	23,505.43	142,471.01	50,828.73	1,803,150.21
Interest Earned/Deposits	1,353.22	20,962.21	1,006,070.62	1,006,070.62	
Transfers out or Expenses	(400,000.00)	(10,521.30)	(837,691.18)	(903,167.55)	
March 31, 2017 End Balance	1,330,169.27	33,946.34	310,850.45	153,731.80	1,517,847.41
Interest Earned/Deposits	1,099.70	1,641.25	1,004,549.27	1,004,549.27	
Transfers out or Expenses		(10,467.00)	(806,446.71)	(993,687.66)	
April 30, 2017 End Balance	1,331,268.97	25,120.59	508,953.01	164,593.41	1,520,982.97
Interest Earned/Deposits	1,175.22	25,825.00	890,712.04	890,712.04	
Transfers out or Expenses		(10,499.11)	(1,069,762.60)	(952,382.74)	
May 31, 2017 End Balance	1,332,444.19	40,446.48	329,902.45	102,922.71	1,475,813.38
Interest Earned/Deposits	1,191.26	4,442.56	1,157,697.02	1,157,697.02	
Transfers out or Expenses		(10,573.53)	(958,940.20)	(964,969.15)	
June 30, 2017 End Balance	1,333,635.45	34,315.51	528,659.27	295,650.58	1,663,601.54
Interest Earned/Deposits	1,303.04	21,637.87	431,496.82	431,496.82	
Transfers out or Expenses		(25,397.05)	(788,581.14)	(698,603.85)	
July 31, 2017 End Balance	1,334,938.49	30,556.33	171,574.95	28,543.55	1,394,038.37
Interest Earned/Deposits	1,359.38	2,732.37	1,087,808.61	1,087,808.61	
Transfers out or Expenses	(50,000.00)	(10,397.05)	(796,090.63)	(904,148.80)	
August 31, 2017 End Balance	1,286,297.87	22,891.65	463,292.93	212,203.36	1,521,392.88
Interest Earned/Deposits	1,001,850.56	154.89	2,008,571.39	2,008,571.39	
Transfers out or Expenses	-	(10,397.05)	(1,897,753.33)	(1,755,459.23)	
Sept 30, 2017 End Balance	2,288,148.43	12,649.49	574,110.99	465,315.52	2,766,113.44
Interest Earned/Deposits	2,453.15	40,000.00	566,257.20	566,257.20	
Transfers out or Expenses	-	(10,022.91)	(852,669.91)	(835,157.55)	
Oct 31, 2017 End Balance	2,290,601.58	42,626.58	287,698.28	196,415.17	2,529,643.33
Interest Earned/Deposits	2,399.35	-	1,123,716.19	1,123,716.19	
Transfers out or Expenses	(275,000.00)	(10,242.30)	(1,026,758.34)	(1,106,869.07)	
Nov 30, 2017 End Balance	2,018,000.93	32,384.28	384,656.13	213,262.29	2,263,647.50
Interest Earned/Deposits	2,211.79	5,227.25	1,033,687.58	1,033,687.58	
Transfers out or Expenses	(275,000.00)	(15,487.02)	(1,046,667.85)	(972,904.30)	
Dec 31, 2017 End Balance	1,745,212.72	22,124.51	371,675.86	274,045.57	2,041,382.80
Interest Earned/Deposits	2,236.07	17,500.00	1,035,151.79	1,035,151.79	
Transfers out or Expenses		(10,478.21)	(903,091.48)	(894,467.66)	
Jan 31, 2018 End Balance	1,747,448.79	29,146.30	503,736.17	414,729.70	2,191,324.79
Interest Earned/Deposits	2,160.94	-	565,514.97	565,514.97	
Transfers out or Expenses		(10,481.75)	(808,280.80)	(830,080.66)	
Feb 28, 2018 End Balance	1,749,609.73	18,664.55	260,970.34	150,164.01	1,918,438.29
Interest Earned/Deposits	2,593.22	20,826.72	955,316.43	955,316.43	
Transfers out or Expenses	(285,000.00)	(10,491.25)	(1,057,117.07)	(1,082,842.94)	
March 31, 2018 End Balance	1,467,202.95	29,000.02	159,169.70	22,637.50	1,518,840.47
Interest Earned/Deposits	2,359.73		1,202,813.62	1,202,813.62	
Transfers out or Expenses		(10,473.21)	(1,011,723.38)	(968,099.92)	
April 30, 2018 End Balance	1,469,562.68	18,526.81	350,259.94	257,351.20	1,745,440.69
Interest Earned/Deposits	2,572.40	25,450.00	824,875.26	824,875.26	
Transfers out or Expenses		(10,503.81)	(888,688.31)	(1,010,877.22)	
May 31, 2018 End Balance	1,472,135.08	33,473.00	286,446.89	71,349.24	1,576,957.32
Interest Earned/Deposits	2,579.83	2,853.23	971,524.88	971,524.88	
Transfers out or Expenses	(50,000.00)	(10,570.80)	(974,391.54)	(986,679.32)	
June 30, 2018 End Balance	1,424,714.91	25,755.43	283,580.23	56,194.80	1,506,665.14

Centennial BOCES
Cash Flow Chart 01/01/2017 - 6/30/2018
Fiscal Years 2016-17 & 2017-18

Dollar Amount



CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
JULY 1, 2017 - JUNE 30, 2018
With Comparative Amounts for the Month Ended June 30, 2017

100% of Budget Year Completed		JULY 1, 2017 - JUNE 30, 2018 FISCAL							JULY 1, 2016 - JUNE 30, 2017 FISCAL						
Project Accounts:		2017-2018 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent	2016-2017 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent
1	101 Administration/Operations	\$ 976,825	\$ 977,234	\$ 914,358	\$ 62,876	\$ -	\$ 62,467	94%	\$ 936,138	\$ 1,004,210	\$ 900,610	\$ 103,600	\$ -	\$ 35,528	96%
2	103 Administration Greeley Building	140,465	74,423	141,252	(66,829)		(787)	101%	124,765	48,021	126,106	(78,086)		(1,341)	101%
3	107 Administration South Platte Building	33,365	3,600	30,525	(26,925)		2,840	91%	3,600	3,600	3,511	89		89	98%
4	152 Capital - Savings Plans	38,000	-	-	-		38,000	0%	38,000	-	-	-		38,000	0%
5	154 Capital - Courier Van Savings	17,500	-	-	-		17,500	0%	17,500	-	-	-		17,500	0%
6	166 Budgeted Reserves	250,000	-	-	-		250,000	0%	250,000	-	-	-		250,000	0%
7	172 Media/Coop Purchasing		9,270	6,968	2,302		2,302	75%	10,906	10,906	7,824	3,082		3,082	72%
8	174 Other Legal	4,305	4,305	4,200	105		105	98%	4,305	4,305	4,200	105		105	98%
9	205 Student Information Services	173,942	175,893	178,803	(2,911)		(4,861)	103%	170,505	169,522	166,714	2,808		3,791	98%
10	206 Financial Data Services	71,154	72,659	60,346	12,313		10,808	85%	307,557	313,813	301,521	12,292		6,036	98%
11	209 Computer Tech Support		2,325	2,130	195		195	92%		2,325	1,696	629		629	73%
12	218 CBOCES Technology Support	179,940	179,940	179,427	513		513	100%	170,324	170,365	174,614	(4,249)		(4,290)	103%
13	230 Distance Education	23,205	23,205	17,967	5,238		5,238	77%	23,205	23,205	23,109	96		96	100%
14	238 eNet Learning	26,450	18,951	16,439	2,512		10,011	62%	26,450	32,596	9,601	22,994		16,849	36%
15	502 ESY	19,203	19,203	12,760	6,443		6,443	66%	16,854	16,853	15,806	1,047		1,048	94%
16	505 Special Education Local	124,739	131,558	137,489	(5,931)		(12,750)	110%	123,624	119,608	110,768	8,840		12,856	90%
17	506 Dollar General Literacy Foundation						2,000		2,000	2,000	2,000	-		-	100%
18	508 Out of District	894,294	1,010,400	1,027,602	(17,201)		(133,308)	115%	833,867	901,102	901,282	(180)		(67,415)	108%
19	510 RN Services	41,206	36,399	45,048	(8,649)		(3,842)	109%	27,661	23,724	28,535	(4,811)		(874)	103%
20	516 Local Preschool	391,605	389,602	447,599	(57,997)		(55,994)	114%	370,861	369,527	412,061	(42,534)		(41,200)	111%
21	518 STEPS Program - Tennyson Center	219,849	229,769	222,442	7,327		(2,593)	101%	213,981	221,674	214,397	7,277		(416)	100%
22	520 Speech	630,184	563,381	629,663	(66,282)		521	100%	610,674	599,070	556,507	42,563		54,167	91%
23	521 Social Work	227,893	159,155	210,267	(51,112)		17,626	92%	236,632	231,266	231,960	(694)		4,672	98%
24	522 School Psychology	532,346	545,066	521,353	23,713		10,993	98%	482,569	502,487	488,707	13,780		(6,138)	101%
25	523 Motor Team	476,058	538,157	455,352	82,804		20,706	96%	416,089	421,392	434,625	(13,234)		(18,536)	104%
26	524 Audiology	103,277	100,454	98,080	2,374		5,197	95%	100,382	96,686	95,261	1,425		5,121	95%
27	525 Transition	94,339	94,709	90,087	4,622		4,252	95%	91,295	89,295	84,651	4,644		6,644	93%
28	535 Sp Ed Contracted Services	101,790	101,791	101,592	199		198	100%	130,194	130,194	130,588	(394)		(394)	100%
29	607 Learning Services	78,330	78,598	81,942	(3,344)		(3,612)	105%	76,090	90,485	89,568	917		(13,478)	118%
30	616 Alternate Licensure Program	352,400	384,820	325,544	59,276		26,856	92%	261,800	335,507	213,557	121,950		48,243	82%
31	685 Centennial BOCES High School	748,600	638,842	629,257	9,585		119,343	84%	748,600	666,570	573,113	93,457		175,487	77%
32	687 I-Connection High School	239,200	239,520	252,710	(13,190)		(13,510)	106%	230,000	230,070	296,813	(66,743)		(66,813)	129%
33	731 Basic Center Program	10,000	8,723	8,723	-		1,277	87%	3,252	4,778	4,778	-		(1,526)	147%
34	767 Migrant Family Literacy Project						2,817		2,817	-	2,817	(2,817)		-	0%
35	770 Federal Programs Entrepreneurial	24,500	8,628	7,646	982		16,854	31%	24,500	13,538	11,546	1,992		12,954	47%
36	Non-Grant Totals	<u>7,256,559</u>	<u>6,820,579</u>	<u>6,857,569</u>	<u>(36,990)</u>	<u>-</u>	<u>398,990</u>	<u>94.5%</u>	<u>7,089,322</u>	<u>6,848,692</u>	<u>6,618,848</u>	<u>229,844</u>	<u>-</u>	<u>470,474</u>	<u>93.4%</u>

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES
JULY 1, 2017 - JUNE 30, 2018
With Comparative Amounts for the Month Ended June 30, 2017

100% of Budget Year Completed		JULY 1, 2017 - JUNE 30, 2018 FISCAL							JULY 1, 2016 - JUNE 30, 2017 FISCAL						
Project Accounts:		2017-2018 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent	2016-2017 Budget	Actual Revenues	Actual Expenditures	Cash Position	Encumbrance	Budget Balance	% Spent
1	145 Perkins	\$ 118,254	\$ 100,352	\$ 100,352	\$ -	\$ -	\$ 17,902	85%	\$ 119,398	\$ 117,075	\$ 117,075	\$ -	\$ -	\$ 2,323	98%
2	148 Grant Writing	21,070	21,070	21,070	-	-	(0)	100%	21,070	21,070	18,730	2,340	-	2,340	89%
3	504 Administration	475,850	504,469	490,596	13,873	-	(14,746)	103%	475,402	472,437	503,865	(31,428)	-	(28,463)	106%
4	509 SWAP	550,000	536,605	540,735	(4,130)	-	9,265	98%	520,000	501,120	539,122	(38,002)	-	(19,122)	104%
5	526 ECEA Reimbursement	-	63,801	63,801	-	-	(63,801)	0%	-	33,741	33,741	-	-	(33,741)	0%
6	615 Gifted/Talented - Consultant	69,992	69,992	69,992	-	-	-	100%	70,900	70,900	70,900	-	-	-	100%
7	625 Gifted/Talented - Regional	142,399	142,399	142,399	-	-	-	100%	135,137	135,137	135,137	-	-	-	100%
8	626 Gifted Ed Universal Screening	38,073	31,536	31,536	-	-	6,537	83%	38,073	38,073	38,073	-	-	-	100%
9	649 School Emergency Management Grant	-	-	-	-	-	-	0%	105,727	83,110	83,110	-	-	22,617	79%
10	652 CBOCES State Educational Priorities	325,060	281,493	248,023	33,470	-	77,037	76%	366,423	280,015	285,731	(5,717)	-	80,692	78%
11	705 Migrant Ed Combined Region Program	2,104,786	2,017,223	2,017,223	-	-	87,563	96%	2,181,590	1,985,950	1,985,950	-	-	195,640	91%
12	708 MSIX State Data Quality Grant	12,000	11,726	11,726	-	-	274	98%	-	-	-	-	-	-	-
13	715 Title I	1,200,974	1,204,987	1,204,987	-	-	(4,013)	100%	704,187	677,782	677,782	-	-	26,405	96%
14	722 Title II - Teacher Quality	269,836	229,515	229,515	-	-	40,321	85%	226,386	202,113	202,113	-	-	24,273	89%
15	725 Title III - English Language	85,195	69,510	69,510	-	-	15,685	82%	80,581	74,079	74,079	-	-	6,502	92%
16	726 Title IV - Part A Grant	91,085	50,001	50,001	-	-	41,084	55%	-	-	-	-	-	-	-
17	730 McKinney Homeless	42,000	42,000	42,000	-	-	-	100%	40,000	40,000	40,000	-	-	-	100%
18	733 Title III - ELL Immigrant Set-Aside	416	-	-	-	-	416	0%	416	-	-	-	-	416	0%
19	Grant Totals	5,546,990	5,376,680	5,333,467	43,213	-	213,523	96.2%	5,085,290	4,732,602	4,805,408	(72,806)	-	279,882	94.5%
20	Y-T-D Combined Totals	\$ 12,803,549	\$ 12,197,259	\$ 12,191,036	\$ 6,222	\$ -	\$ 612,513	95.2%	\$ 12,174,612	\$ 11,581,293	\$ 11,424,256	\$ 157,037	\$ -	\$ 750,356	93.8%
21															
22				2017-2018	%		2016-2017	%							
23	Year To Date Revenue			\$ 12,197,259	95.3%		\$ 11,581,293	95.1%							
24	Year to Date Expenditures			12,191,036	95.2%		11,424,256	93.8%							
25	Excess of Revenue Over (Under) Expenditures			\$ 6,222			\$ 157,037								
26															
27	Fund Balance, Beginning			\$ 2,106,264			\$ 1,949,227								
28	Estimated Change of Revenue Over (Under) Expenditures			6,222			157,037								
29	Estimated Fund Balance, Ending			\$ 2,112,486	16.5%		\$ 2,106,264 *	18.4%							
30															
31	* 2016-2017 Fund Balance is actual amount based on the completed audit.														

100% of Budget Year Completed



**CENTENNIAL
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*"Joining forces to enrich educational
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Current Year Information
July 1, 2017 - June 30, 2018

Detailed Expense Report

Prior Year Information
July 1, 2016 - June 30, 2017

	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
Administration										
1 Project: 101 ADMINISTRATION/OPERATIONS										
2 Object class 01: Salaries	511,696.00	471,708.74		39,987.26	92.2%	493,299.00	463,831.75		29,467.25	94.0%
3 Object class 02: Benefits	168,658.00	152,932.14		15,725.86	90.7%	160,162.00	147,810.62		12,351.38	92.3%
4 Object class 03: PS- Professional	23,200.00	22,025.00		1,175.00	94.9%	22,500.00	22,138.00		362.00	98.4%
5 Object class 04: PS- Property	50,600.00	65,989.79		(15,389.79)	130.4%	43,000.00	58,899.61		(15,899.61)	137.0%
6 Object class 05: Other Purchased Svc	83,550.00	81,589.93		1,960.07	97.7%	81,400.00	80,961.63		438.37	99.5%
7 Object class 06: Supplies	55,600.00	58,821.95		(3,221.95)	105.8%	55,600.00	59,906.25		(4,306.25)	107.7%
8 Object class 07: Property	3,000.00	-		3,000.00	0.0%	3,000.00	5,715.39		(2,715.39)	190.5%
9 Object class 08: Other Expenses	80,521.00	61,290.25		19,230.75	76.1%	77,177.00	61,346.92		15,830.08	79.5%
10	976,825.00	914,357.80	-	62,467.20	93.6%	936,138.00	900,610.17	-	35,527.83	96.2%
11 Project: 103 GREELEY BLDG CAP IMPVMT										
12 Object class 03: PS- Professional	-	-		-	0.0%	-	-		-	0.0%
13 Object class 04: PS- Property	140,465.00	140,464.60		0.40	100.0%	124,765.00	126,106.15		(1,341.15)	101.1%
14 Object class 07: Property	-	787.00		(787.00)	0.0%	-	-		-	0.0%
15	140,465.00	141,251.60	-	(786.60)	100.6%	124,765.00	126,106.15	-	(1,341.15)	101.1%
16 Project: 107 FT.MORGAN CAPITAL IMPROVEMENT										
17 Object class 04: PS- Property	33,365.00	30,525.00	-	2,840.00	91.5%	3,600.00	3,511.37	-	88.63	97.5%
18	33,365.00	30,525.00	-	2,840.00	91.5%	3,600.00	3,511.37	-	88.63	97.5%
19 Project: 145 CARL PERKINS GRANT										
20 Object class 01: Salaries	10,595.00	10,999.41		(404.41)	103.8%	10,185.00	10,184.63		0.37	100.0%
21 Object class 02: Benefits	2,966.00	3,107.61		(141.61)	104.8%	2,839.00	2,842.05		(3.05)	100.1%
22 Object class 05: Other Purchased Svc	34,721.00	21,883.81		12,837.19	63.0%	23,028.00	17,814.42		5,213.58	77.4%
23 Object class 06: Supplies	60,703.00	54,807.59		5,895.41	90.3%	73,738.00	77,388.54		(3,650.54)	105.0%
24 Object class 07: Property	-	-		-	0.0%	-	-		-	0.0%
25 Object class 08: Other Expenses	9,269.00	9,553.58		(284.58)	103.1%	9,608.00	8,845.36		762.64	92.1%
26	118,254.00	100,352.00	-	17,902.00	84.9%	119,398.00	117,075.00	-	2,323.00	98.1%
27 Project: 148 GRANT WRITING										
28 Object class 01: Salaries	12,000.00	11,888.78		111.22	99.1%	11,990.00	10,482.00		1,508.00	87.4%
29 Object class 02: Benefits	4,234.00	4,268.94		(34.94)	100.8%	2,572.00	2,248.40		323.60	87.4%
30 Object class 03: PS- Professional	4,836.00	4,912.65		(76.65)	101.6%	6,508.00	6,000.00		508.00	92.2%
31	21,070.00	21,070.37	-	(0.37)	100.0%	21,070.00	18,730.40	-	2,339.60	88.9%
32 Project: 152 CAPITAL SAVINGS PLANS										
33 Object class 07: Property	38,000.00	-		38,000.00	0.0%	38,000.00	-		38,000.00	0.0%
34	38,000.00	-	-	38,000.00	0.0%	38,000.00	-	-	38,000.00	0.0%
35 Project: 154 CAPITAL IMPROVEMENT										
36 Object class 07: Property	17,500.00	-		17,500.00	0.0%	17,500.00	-		17,500.00	0.0%
37	17,500.00	-	-	17,500.00	0.0%	17,500.00	-	-	17,500.00	0.0%
38 Project: 166 BUDGETED RESERVES										
39 Object class 08: Other Expenses	250,000.00	-		250,000.00	0.0%	250,000.00	-		250,000.00	0.0%
40	250,000.00	-	-	250,000.00	0.0%	250,000.00	-	-	250,000.00	0.0%

100% of Budget Year Completed



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Current Year Information
July 1, 2017 - June 30, 2018

Prior Year Information
July 1, 2016 - June 30, 2017

Detailed Expense Report

	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
1 Project: 172 MEDIA/COOP										
2 Object class 01: Salaries	5,706.00	3,763.61		1,942.39	66.0%	6,546.00	4,270.96		2,275.04	65.2%
3 Object class 02: Benefits	1,408.00	793.14		614.86	56.3%	2,116.00	876.79		1,239.21	41.4%
4 Object class 03: PS- Professional	-			-	0.0%	-			-	0.0%
5 Object class 04: PS- Property	400.00	372.56		27.44	93.1%	200.00	1,036.58		(836.58)	518.3%
6 Object class 05: Other Purchased Svc	-	454.23		(454.23)	0.0%	-	129.50		(129.50)	0.0%
7 Object class 06: Supplies	1,315.00	1,143.49		171.51	87.0%	1,525.00	990.86		534.14	65.0%
8 Object class 08: Other Expenses	441.00	441.00		-	100.0%	519.00	519.00		-	100.0%
9	9,270.00	6,968.03	-	2,301.97	75.2%	10,906.00	7,823.69	-	3,082.31	71.7%
10 Project: 174 LEGAL										
11 Object class 03: PS- Professional	4,305.00	4,200.00		105.00	97.6%	4,305.00	4,200.00		105.00	97.6%
12	4,305.00	4,200.00	-	105.00	97.6%	4,305.00	4,200.00	-	105.00	97.6%
13 ADMINISTRATION TOTALS:	1,609,054.00	1,218,724.80	-	390,329.20	75.7%	1,525,682.00	1,178,056.78	-	347,625.22	77.2%

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	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>	<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
TECHNOLOGY										
1 Project: 205 STUDENT INFORMATION SERVICES										
2 Object class 01: Salaries	49,210.00	47,477.58		1,732.42	96.5%	47,940.00	48,455.10		(515.10)	101.1%
3 Object class 02: Benefits	18,314.00	17,309.43		1,004.57	94.5%	17,378.00	16,910.65		467.35	97.3%
4 Object class 03: PS- Professional	92,311.00	99,766.00		(7,455.00)	108.1%	91,397.00	86,995.00		4,402.00	95.2%
5 Object class 04: PS- Property	-	-		-	0.0%	-	-		-	0.0%
6 Object class 05: Other Purchased Svc	855.00	1,175.43		(320.43)	137.5%	840.00	1,531.69		(691.69)	182.3%
7 Object class 06: Supplies	200.00	21.86		178.14	10.9%	200.00	71.83		128.17	35.9%
8 Object class 07: Property	-	-		-	0.0%	-	-		-	0.0%
9 Object class 08: Other Expenses	13,052.00	13,053.00		(1.00)	100.0%	12,750.00	12,750.00		-	100.0%
10	173,942.00	178,803.30	-	(4,861.30)	102.8%	170,505.00	166,714.27	-	3,790.73	97.8%
11 Project: 206 FINANCIAL DATA SERVICES										
12 Object class 01: Salaries	16,838.00	18,018.83		(1,180.83)	107.0%	14,642.00	15,622.16		(980.16)	106.7%
13 Object class 02: Benefits	5,168.00	5,333.20		(165.20)	103.2%	4,560.00	4,667.96		(107.96)	102.4%
14 Object class 03: PS- Professional	10,000.00	2,712.50		7,287.50	27.1%	10,995.00	-		10,995.00	0.0%
15 Object class 04: PS- Property	1,000.00	-		1,000.00	0.0%	227,377.00	226,379.42		997.58	99.6%
16 Object class 05: Other Purchased Svc	-	-		-	0.0%	-	-		-	0.0%
17 Object class 06: Supplies	25,500.00	27,258.46		(1,758.46)	106.9%	22,352.00	28,720.48		(6,368.48)	128.5%
18 Object class 07: Property	5,625.00	-		5,625.00	0.0%	1,500.00	-		1,500.00	0.0%
19 Object class 08: Other Expenses	7,023.00	7,023.00		-	100.0%	26,131.00	26,131.00		-	100.0%
20	71,154.00	60,345.99	-	10,808.01	84.8%	307,557.00	301,521.02	-	6,035.98	98.0%
21 Project: 209 COMPUTER TECH SUPPORT										
22 Object class 01: Salaries	1,400.00	1,400.00		-	100.0%	1,400.00	1,050.00		350.00	75.0%
23 Object class 02: Benefits	309.00	306.96		2.04	99.3%	301.00	223.48		77.52	74.2%
24 Object class 03: PS- Professional	150.00	-		150.00	0.0%	150.00	-		150.00	0.0%
25 Object class 05: Other Purchased Svc	43.00	-		43.00	0.0%	51.00	-		51.00	0.0%
26 Object class 06: Supplies	-	-		-	0.0%	-	-		-	0.0%
27 Object class 08: Other Expenses	423.00	423.00		-	100.0%	423.00	423.00		-	100.0%
28	2,325.00	2,129.96	-	195.04	91.6%	2,325.00	1,696.48	-	628.52	73.0%
29 Project: 218 CBOCES TECHNOLOGY SUPPORT										
30 Object class 01: Salaries	118,899.00	122,543.20		(3,644.20)	103.1%	115,278.00	120,406.87		(5,128.87)	104.4%
31 Object class 02: Benefits	38,610.00	37,898.24		711.76	98.2%	36,789.00	36,677.08		111.92	99.7%
32 Object class 03: PS- Professional	500.00	-		500.00	0.0%	500.00	-		500.00	0.0%
33 Object class 04: PS- Property	-	-		-	0.0%	-	-		-	0.0%
34 Object class 05: Other Purchased Svc	10,237.00	10,198.78		38.22	99.6%	10,657.00	10,633.16		23.84	99.8%
35 Object class 06: Supplies	4,595.00	8,631.85		(4,036.85)	187.9%	4,200.00	5,821.15		(1,621.15)	138.6%
36 Object class 07: Property	7,000.00	154.96		6,845.04	2.2%	2,900.00	1,075.87		1,824.13	37.1%
37 Object class 08: Other Expenses	99.00	-		99.00	0.0%	-	-		-	0.0%
38	179,940.00	179,427.03	-	512.97	99.7%	170,324.00	174,614.13	-	(4,290.13)	102.5%

100% of Budget Year Completed



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Current Year Information
July 1, 2017 - June 30, 2018

Detailed Expense Report

Prior Year Information
July 1, 2016 - June 30, 2017

	<u>Current Budget</u>	<u>YTD Expenses</u>	<u>Outstanding Encumbrance</u>	<u>Uncommitted Funds</u>	<u>% of Budget committed</u>		<u>Prev. Yr. Budget</u>	<u>Prev. Yr. Expenses</u>	<u>Prev. Yr. Encumbrance</u>	<u>Prev. Yr. Uncommitted</u>	<u>% of Prev Yr. Budget</u>
1 Project: 230 DISTANCE ED COORDINATION											
2 Object class 01: Salaries	15,004.00	10,873.36		4,130.64	72.5%		15,154.00	14,024.19		1,129.81	92.5%
3 Object class 02: Benefits	4,045.00	3,415.18		629.82	84.4%		3,967.00	3,608.12		358.88	91.0%
4 Object class 04: PS- Property	-			-	0.0%		-			-	0.0%
5 Object class 05: Other Purchased Svc	1,773.00	1,295.14		477.86	73.0%		1,737.00	3,129.63		(1,392.63)	180.2%
6 Object class 06: Supplies	-			-	0.0%		-			-	0.0%
7 Object class 08: Other Expenses	2,383.00	2,383.00		-	100.0%		2,347.00	2,347.00		-	100.0%
8	23,205.00	17,966.68	-	5,238.32	77.4%		23,205.00	23,108.94	-	96.06	99.6%
9 Project: 238 eNET LEARNING											
10 Object class 03: PS- Professional	12,500.00	6,689.05		5,810.95	0.0%		12,500.00	7,376.79		5,123.21	59.0%
11 Object class 05: Other Purchased Svc	7,000.00	338.78		6,661.22	0.0%		7,000.00	727.50		6,272.50	10.4%
12 Object class 06: Supplies	5,453.00	7,914.00		(2,461.00)	145.1%		5,453.00			5,453.00	0.0%
13 Object class 08: Other Expenses	1,497.00	1,497.00		-	100.0%		1,497.00	1,497.00		-	100.0%
14	26,450.00	16,438.83	-	10,011.17	62.2%		26,450.00	9,601.29	-	16,848.71	36.3%
15 TECHNOLOGY TOTALS:	477,016.00	455,111.79	-	21,904.21	95.4%		700,366.00	677,256.13	-	23,109.87	96.7%

100% of Budget Year Completed



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SPECIAL EDUCATION										
1 Project: 502 ESY										
2 Object class 01: Salaries	12,500.00	8,832.25		3,667.75	70.7%	10,800.00	11,219.25		(419.25)	103.9%
3 Object class 02: Benefits	2,966.00	1,893.53		1,072.47	63.8%	2,545.00	2,362.00		183.00	92.8%
4 Object class 05: Other Purchased Svc	2,000.00	946.94		1,053.06	47.3%	2,000.00	1,205.81		794.19	60.3%
5 Object class 06: Supplies	650.00			650.00	0.0%	555.00	64.93		490.07	11.7%
6 Object class 08: Other Expenses	1,087.00	1,087.00		-	100.0%	954.00	954.00		-	100.0%
7	19,203.00	12,759.72	-	6,443.28	66.4%	16,854.00	15,805.99	-	1,048.01	93.8%
8 Project: 504 ADMINISTRATION/OVERHEAD										
9 Object class 01: Salaries	257,408.00	268,201.08		(10,793.08)	104.2%	244,856.00	257,571.37		(12,715.37)	105.2%
10 Object class 02: Benefits	82,793.00	82,759.24		33.76	100.0%	76,645.00	77,957.59		(1,312.59)	101.7%
11 Object class 03: PS- Professional	200.00	4,107.65		(3,907.65)	2053.8%	200.00	3,208.90		(3,008.90)	1604.5%
12 Object class 04: PS- Property	2,100.00	1,428.22		671.78	68.0%	31,560.00	30,213.60		1,346.40	95.7%
13 Object class 05: Other Purchased Svc	27,100.00	35,660.76		(8,560.76)	131.6%	27,100.00	27,494.60		(394.60)	101.5%
14 Object class 06: Supplies	11,500.00	4,759.51		6,740.49	41.4%	11,500.00	5,263.70		6,236.30	45.8%
15 Object class 07: Property	7,500.00	6,613.00		887.00	88.2%	7,500.00	-		7,500.00	0.0%
16 Object class 08: Other Expenses	87,249.00	87,066.96		182.04	99.8%	76,041.00	102,155.13		(26,114.13)	134.3%
17	475,850.00	490,596.42	-	(14,746.42)	103.1%	475,402.00	503,864.89	-	(28,462.89)	106.0%
18 Project: 505 SPECIAL ED LOCAL										
19 Object class 01: Salaries	75,656.00	76,770.80		(1,114.80)	101.5%	75,204.00	69,052.43		6,151.57	91.8%
20 Object class 02: Benefits	25,522.00	24,625.49		896.51	96.5%	24,922.00	22,147.06		2,774.94	88.9%
21 Object class 03: PS- Professional	2,500.00	19,415.60		(16,915.60)	776.6%	2,500.00	4,616.50		(2,116.50)	184.7%
22 Object class 05: Other Purchased Svc	13,700.00	9,423.20		4,276.80	68.8%	13,700.00	8,158.10		5,541.90	59.5%
23 Object class 06: Supplies	300.00	27.00		273.00	9.0%	300.00			300.00	0.0%
24 Object class 08: Other Expenses	7,061.00	7,227.18		(166.18)	102.4%	6,998.00	6,794.18		203.82	97.1%
25	124,739.00	137,489.27	-	(12,750.27)	110.2%	123,624.00	110,768.27	-	12,855.73	89.6%
26 Project: 506 DOLLAR GENERAL LITERACY FOUNDATION										
27 Object class 07: Property						1,950.00	1,949.64		0.36	100.0%
28 Object class 08: Other Expenses						50.00	50.36		(0.36)	100.7%
29						2,000.00	2,000.00	-	(0.00)	100.0%
30 Project: 508 OUT OF DISTRICT PLACEMENT										
31 Object class 01: Salaries	24,172.00	24,186.00		(14.00)	100.1%	21,128.00	21,184.33		(56.33)	100.3%
32 Object class 02: Benefits	12,818.00	12,978.88		(160.88)	101.3%	11,627.00	11,783.17		(156.17)	101.3%
33 Object class 03: PS- Professional	-			-	0.0%	-	8,659.40		(8,659.40)	0.0%
34 Object class 04: PS- Property	35,689.00	41,598.25		(5,909.25)	116.6%	25,569.00	12,030.04		13,538.96	47.0%
35 Object class 05: Other Purchased Svc	771,830.00	897,057.01		(125,227.01)	116.2%	728,306.00	792,061.86		(63,755.86)	108.8%
36 Object class 06: Supplies	7,200.00	9,196.48		(1,996.48)	0.0%	-	8,326.08		(8,326.08)	0.0%
37 Object class 07: Property	-			-	0.0%				-	0.0%
38 Object class 08: Other Expenses	42,585.00	42,585.00		-	100.0%	47,237.00	47,237.00		-	100.0%
39	894,294.00	1,027,601.62	-	(133,307.62)	114.9%	833,867.00	901,281.88	-	(67,414.88)	108.1%
40 Project: 509 SWAP-GREELEY										
41 Object class 01: Salaries	176,483.00	177,534.00		(1,051.00)	100.6%	173,041.00	174,071.00		(1,030.00)	100.6%
42 Object class 02: Benefits	68,691.00	67,079.11		1,611.89	97.7%	66,324.00	63,149.73		3,174.27	95.2%
43 Object class 03: PS- Professional		100.00		(100.00)	0.0%					
44 Object class 04: PS- Property	-			-	0.0%	-	770.00		(770.00)	0.0%
45 Object class 05: Other Purchased Svc	22,555.00	25,994.29		(3,439.29)	115.2%	10,500.00	21,965.76		(11,465.76)	209.2%
46 Object class 06: Supplies	7,271.00	1,726.42		5,544.58	23.7%	2,000.00	3,612.88		(1,612.88)	180.6%
47 Object class 08: Other Expenses	-	2,566.14		(2,566.14)	0.0%	8,135.00	15,727.49		(7,592.49)	0.0%
48 Object class 09: Up Front Matching Funds	275,000.00	265,735.33		9,264.67	96.6%	260,000.00	259,824.67		175.33	99.9%
49	550,000.00	540,735.29	-	9,264.71	98.3%	520,000.00	539,121.53	-	(19,121.53)	103.7%

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1 Project: 510 RN SERVICES										
2 Object class 01: Salaries	29,264.00	32,725.35		(3,461.35)	111.8%	18,911.00	20,777.40		(1,866.40)	109.9%
3 Object class 02: Benefits	6,475.00	7,088.56		(613.56)	109.5%	3,934.00	4,405.64		(471.64)	112.0%
4 Object class 03: PS- Professional	-	470.00		(470.00)	0.0%	-	225.00		(225.00)	0.0%
5 Object class 05: Other Purchased Svc	2,500.00	2,382.49		117.51	95.3%	2,500.00	1,179.28		1,320.72	47.2%
6 Object class 06: Supplies	750.00	165.00		585.00	22.0%	750.00	381.31		368.69	50.8%
7 Object class 08: Other Expenses	2,217.00	2,217.00		-	100.0%	1,566.00	1,566.00		-	100.0%
8	41,206.00	45,048.40	-	(3,842.40)	109.3%	27,661.00	28,534.63	-	(873.63)	103.2%
9 Project: 516 LOCAL PRESCHOOL										
10 Object class 01: Salaries	189,348.00	171,449.63		17,898.37	90.5%	177,284.00	169,035.27		8,248.73	95.3%
11 Object class 02: Benefits	73,443.00	58,798.41		14,644.59	80.1%	65,643.00	54,741.11		10,901.89	83.4%
12 Object class 03: PS- Professional	-			-	0.0%	-			-	0.0%
13 Object class 05: Other Purchased Svc	107,400.00	197,608.92		(90,208.92)	184.0%	107,400.00	169,121.22		(61,721.22)	157.5%
14 Object class 06: Supplies	1,000.00	215.97		784.03	21.6%	1,200.00	177.38		1,022.62	14.8%
15 Object class 08: Other Expenses	20,414.00	19,525.76		888.24	95.6%	19,334.00	18,986.22		347.78	98.2%
16	391,605.00	447,598.69	-	(55,993.69)	114.3%	370,861.00	412,061.20	-	(41,200.20)	111.1%
17 Project: 518 STEPS CENTER										
18 Object class 01: Salaries	151,348.00	151,348.08		(0.08)	100.0%	148,399.00	148,379.28		19.72	100.0%
19 Object class 02: Benefits	55,757.00	54,341.50		1,415.50	97.5%	53,117.00	51,958.25		1,158.75	97.8%
20 Object class 03: PS- Professional	-			-	0.0%	-			-	0.0%
21 Object class 04: PS- Property	-			-	0.0%	-			-	0.0%
22 Object class 05: Other Purchased Svc	1,680.00	2,325.82		(645.82)	138.4%	1,680.00	2,080.67		(400.67)	123.8%
23 Object class 06: Supplies	500.00	1,024.99		(524.99)	205.0%	500.00	1,689.56		(1,189.56)	337.9%
24 Object class 07: Property	-	399.09		(399.09)	0.0%	-			-	0.0%
25 Object class 08: Other Expenses	10,564.00	13,002.73		(2,438.73)	123.1%	10,285.00	10,289.00		(4.00)	100.0%
26	219,849.00	222,442.21	-	(2,593.21)	101.2%	213,981.00	214,396.76	-	(415.76)	100.2%
27 Project: 520 SPEECH										
28 Object class 01: Salaries	389,114.00	391,798.03		(2,684.03)	100.7%	379,945.00	350,486.22		29,458.78	92.2%
29 Object class 02: Benefits	141,185.00	138,840.12		2,344.88	98.3%	135,466.00	116,202.13		19,263.87	85.8%
30 Object class 03: PS- Professional		500.00		(500.00)	0.0%	-			-	0.0%
31 Object class 05: Other Purchased Svc	61,035.00	60,513.81		521.19	99.1%	58,696.00	58,320.23		375.77	99.4%
32 Object class 06: Supplies	3,180.00	1,436.42		1,743.58	45.2%	2,000.00	3,510.09		(1,510.09)	175.5%
33 Object class 08: Other Expenses	35,670.00	36,574.49		(904.49)	102.5%	34,567.00	27,988.40		6,578.60	81.0%
34	630,184.00	629,662.87	-	521.13	99.9%	610,674.00	556,507.07	-	54,166.93	91.1%
35 Project: 521 SOCIAL WORK										
36 Object class 01: Salaries	150,235.00	138,675.53		11,559.47	92.3%	158,635.00	155,749.96		2,885.04	98.2%
37 Object class 02: Benefits	53,759.00	50,608.05		3,150.95	94.1%	53,602.00	52,712.99		889.01	98.3%
38 Object class 05: Other Purchased Svc	10,750.00	8,662.65		2,087.35	80.6%	10,750.00	10,443.83		306.17	97.2%
39 Object class 06: Supplies	250.00	165.00		85.00	66.0%	250.00			250.00	0.0%
40 Object class 08: Other Expenses	12,899.00	12,155.99		743.01	94.2%	13,395.00	13,052.78		342.22	97.4%
41	227,893.00	210,267.22	-	17,625.78	92.3%	236,632.00	231,959.56	-	4,672.44	98.0%

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1 Project: 522 SCHOOL PSYCHOLOGY										
2 Object class 01: Salaries	357,036.00	341,524.48		15,511.52	95.7%	324,003.00	329,768.24		(5,765.24)	101.8%
3 Object class 02: Benefits	127,177.00	121,403.97		5,773.03	95.5%	111,232.00	104,704.51		6,527.49	94.1%
4 Object class 05: Other Purchased Svc	16,000.00	16,566.72		(566.72)	103.5%	16,000.00	13,492.95		2,507.05	84.3%
5 Object class 06: Supplies	2,000.00	4,560.14		(2,560.14)	228.0%	2,000.00	10,059.25		(8,059.25)	503.0%
6 Object class 08: Other Expenses	30,133.00	37,297.30		(7,164.30)	123.8%	29,334.00	30,681.80		(1,347.80)	104.6%
7	532,346.00	521,352.61	-	10,993.39	97.9%	482,569.00	488,706.75	-	(6,137.75)	101.3%
8 Project: 523 MOTOR TEAM										
9 Object class 01: Salaries	208,005.00	192,519.18		15,485.82	92.6%	225,926.00	175,531.19		50,394.81	77.7%
10 Object class 02: Benefits	71,457.00	70,166.28		1,290.72	98.2%	78,421.00	60,868.09		17,552.91	77.6%
11 Object class 03: PS- Professional	154,450.00	152,575.73		1,874.27	98.8%	72,990.00	162,579.60		(89,589.60)	222.7%
12 Object class 05: Other Purchased Svc	13,400.00	10,728.96		2,671.04	80.1%	13,400.00	9,384.95		4,015.05	70.0%
13 Object class 06: Supplies	1,800.00	2,488.89		(688.89)	138.3%	1,800.00	5,139.96		(3,339.96)	285.6%
14 Object class 08: Other Expenses	26,946.00	26,873.13		72.87	99.7%	23,552.00	21,121.60		2,430.40	89.7%
15	476,058.00	455,352.17	-	20,705.83	95.7%	416,089.00	434,625.39	-	(18,536.39)	104.5%
16 Project: 524 AUDIOLOGY										
17 Object class 01: Salaries	67,506.00	68,433.68		(927.68)	101.4%	65,881.00	66,791.21		(910.21)	101.4%
18 Object class 02: Benefits	21,988.00	19,633.13		2,354.87	89.3%	20,882.00	18,685.96		2,196.04	89.5%
19 Object class 03: PS- Professional	-	-		-	0.0%	-	-		-	0.0%
20 Object class 04: PS- Property	3,000.00	1,813.98		1,186.02	60.5%	3,000.00	1,782.29		1,217.71	59.4%
21 Object class 05: Other Purchased Svc	2,550.00	1,851.10		698.90	72.6%	2,550.00	1,815.23		734.77	71.2%
22 Object class 06: Supplies	500.00	-		500.00	0.0%	500.00	23.98		476.02	4.8%
23 Object class 07: Property	2,000.00	688.99		1,311.01	34.4%	2,000.00	504.50		1,495.50	25.2%
24 Object class 08: Other Expenses	5,733.00	5,659.01		73.99	98.7%	5,569.00	5,657.63		(88.63)	101.6%
25	103,277.00	98,079.89	-	5,197.11	95.0%	100,382.00	95,260.80	-	5,121.20	94.9%
26 Project: 525 TRANSITION										
27 Object class 01: Salaries	64,109.00	64,349.07		(240.07)	100.4%	62,342.00	62,542.56		(200.56)	100.3%
28 Object class 02: Benefits	21,115.00	13,691.76		7,423.24	64.8%	20,010.00	13,003.09		7,006.91	65.0%
29 Object class 05: Other Purchased Svc	3,400.00	3,303.33		96.67	97.2%	2,400.00	3,557.38		(1,157.38)	148.2%
30 Object class 06: Supplies	375.00	318.22		56.78	84.9%	375.00	787.79		(412.79)	210.1%
31 Object class 08: Other Expenses	5,340.00	8,424.33		(3,084.33)	157.8%	6,168.00	4,759.74		1,408.26	77.2%
32	94,339.00	90,086.71	-	4,252.29	95.5%	91,295.00	84,650.56	-	6,644.44	92.7%
33 Project: 526 ECEA DISTRICT REIMBURSEMENT										
34 Object class 05: Other Purchased Svc	-	63,801.00		(63,801.00)	0.0%	-	33,741.00		(33,741.00)	0.0%
35	-	63,801.00	-	(63,801.00)	0.0%	-	33,741.00	-	(33,741.00)	0.0%
36 Project: 535 CONTRACTED RE-5J SERVICES										
37 Object class 01: Salaries	67,392.00	68,850.87		(1,458.87)	102.2%	88,399.00	89,740.57		(1,341.57)	101.5%
38 Object class 02: Benefits	24,008.00	22,351.13		1,656.87	93.1%	29,757.00	28,809.89		947.11	96.8%
39 Object class 08: Other Expenses	10,390.00	10,390.00		-	100.0%	12,038.00	12,038.00		-	100.0%
40	101,790.00	101,592.00	-	198.00	99.8%	130,194.00	130,588.46	-	(394.46)	100.3%
41 SPECIAL EDUCATION TOTALS:	4,882,633.00	5,094,466.09	-	(211,833.09)	104.3%	4,652,085.00	4,783,874.74	-	(131,789.74)	102.8%

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1	INNOVATIVE EDUCATION SERVICES											
2	Project: 607 LEARNING SERVICES											
3	Object class 01: Salaries	42,567.00	46,493.31		(3,926.31)	109.2%		41,732.00	44,971.99		(3,239.99)	107.8%
4	Object class 02: Benefits	14,377.00	15,290.15		(913.15)	106.4%		13,705.00	15,840.92		(2,135.92)	115.6%
5	Object class 03: PS- Professional	3,000.00			3,000.00	0.0%		3,000.00	1,890.00		1,110.00	63.0%
6	Object class 04: PS- Property	-	157.69		(157.69)	0.0%		-	-		-	0.0%
7	Object class 05: Other Purchased Svc	3,250.00	6,019.35		(2,769.35)	185.2%		3,250.00	12,073.95		(8,823.95)	371.5%
8	Object class 06: Supplies	2,000.00	1,995.90		4.10	99.8%		2,000.00	2,569.19		(569.19)	128.5%
9	Object class 07: Property	800.00			800.00	0.0%		800.00	969.24		(169.24)	121.2%
10	Object class 08: Other Expenses	12,336.00	11,986.00		350.00	97.2%		11,603.00	11,253.00		350.00	97.0%
11		78,330.00	81,942.40	-	(3,612.40)	104.6%		76,090.00	89,568.29	-	(13,478.29)	117.7%
12	Project: 615 GIFTED ED REGION CONSULTANT											
13	Object class 01: Salaries	41,378.00	41,378.00		-	100.0%		39,106.00	39,106.00		-	100.0%
14	Object class 02: Benefits	8,027.00	6,875.61		1,151.39	85.7%		7,587.00	11,609.07		(4,022.07)	153.0%
15	Object class 03: PS- Professional	10,000.00	8,390.44		1,609.56	83.9%		10,000.00	3,250.00		6,750.00	32.5%
16	Object class 05: Other Purchased Svc	5,250.00	3,872.89		1,377.11	73.8%		6,797.00	12,091.70		(5,294.70)	177.9%
17	Object class 06: Supplies	5,337.00	9,475.06		(4,138.06)	177.5%		7,410.00	2,922.48		4,487.52	39.4%
18	Object class 07: Property	-			-	0.0%		-	1,920.75		(1,920.75)	0.0%
19		69,992.00	69,992.00	-	-	100.0%		70,900.00	70,900.00	-	-	100.0%
20	Project: 616 ALTERNATIVE LICENSURE PROGRAM											
21	Object class 01: Salaries	157,028.00	117,697.12		39,330.88	75.0%		124,612.00	111,129.35		13,482.65	89.2%
22	Object class 02: Benefits	41,923.00	31,888.89		10,034.11	76.1%		35,704.00	28,500.79		7,203.21	79.8%
23	Object class 03: PS- Professional	86,500.00	103,567.43		(17,067.43)	119.7%		53,340.00	49,338.80		4,001.20	92.5%
24	Object class 05: Other Purchased Svc	45,428.00	41,588.46		3,839.54	91.5%		30,750.00	8,545.52		22,204.48	27.8%
25	Object class 06: Supplies	1,074.00	2,254.65		(1,180.65)	209.9%		2,074.00	1,022.95		1,051.05	49.3%
26	Object class 07: Property	500.00			500.00	0.0%		500.00			500.00	0.0%
27	Object class 08: Other Expenses	19,947.00	28,547.00		(8,600.00)	143.1%		14,820.00	15,020.00		(200.00)	101.3%
28		352,400.00	325,543.55	-	26,856.45	92.4%		261,800.00	213,557.41	-	48,242.59	81.6%
29	Project: 625 REGIONAL GIFTED/TALENTED											
30	Object class 01: Salaries	9,146.00	21,746.17		(12,600.17)	237.8%		8,446.00	8,446.44		(0.44)	100.0%
31	Object class 02: Benefits	2,555.00	5,970.44		(3,415.44)	233.7%		2,380.00	2,357.03		22.97	99.0%
32	Object class 03: PS- Professional	124,248.00	110,452.11		13,795.89	88.9%		118,411.00	121,588.54		(3,177.54)	102.7%
33	Object class 05: Other Purchased Svc	850.00	3,581.28		(2,731.28)	421.3%		300.00	746.03		(446.03)	248.7%
34	Object class 06: Supplies	5,600.00	649.00		4,951.00	11.6%		5,600.00	1,998.96		3,601.04	35.7%
35		142,399.00	142,399.00	-	-	100.0%		135,137.00	135,137.00	-	0.00	100.0%
36	Project: 626 GIFTED ED UNIVERSAL SCREENING											
37	Object class 01: Salaries	28,700.00	23,351.00		5,349.00	81.4%		28,972.00	28,792.02		179.98	99.4%
38	Object class 02: Benefits	9,373.00	8,185.00		1,188.00	87.3%		9,101.00	9,145.53		(44.53)	100.5%
39	Object class 05: Other Purchased Svc	-			-	0.0%		-	135.45		(135.45)	0.0%
40	Object class 06: Supplies	-			-	0.0%		-	-		-	0.0%
41		38,073.00	31,536.00	-	6,537.00	82.8%		38,073.00	38,073.00	-	(0.00)	100.0%
42	Project: 649 SCHOOL EMERGENCY MANAGEMENT GRANT											
43	Object class 01: Salaries	-			-	0.0%		15,000.00	11,250.00		3,750.00	75.0%
44	Object class 02: Benefits	-			-	0.0%		4,450.00	3,328.23		1,121.77	74.8%
45	Object class 03: PS- Professional	-			-	0.0%		35,777.00	35,775.00		2.00	100.0%
46	Object class 05: Other Purchased Svc	-			-	0.0%		48,500.00	30,756.77		17,743.23	63.4%
47	Object class 06: Supplies	-			-	0.0%		2,000.00	2,000.00		-	0.0%
48		-	-	-	-	0.0%		105,727.00	83,110.00	-	22,617.00	78.6%

100% of Budget Year Completed



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1 Project: 652 CBOCES STATE ED PRIORITIES										
2 Object class 01: Salaries	35,535.00	44,670.27		(9,135.27)	125.7%	41,723.00	35,290.04		6,432.96	84.6%
3 Object class 02: Benefits	11,465.00	14,675.02		(3,210.02)	128.0%	13,189.00	12,412.71		776.29	94.1%
4 Object class 03: PS- Professional	161,735.00	123,334.29		38,400.71	76.3%	204,753.00	165,869.14		38,883.86	81.0%
5 Object class 05: Other Purchased Svc	32,900.00	25,462.95		7,437.05	77.4%	26,750.00	18,025.71		8,724.29	67.4%
6 Object class 06: Supplies	55,425.00	15,635.26		39,789.74	28.2%	51,037.00	25,162.48		25,874.52	49.3%
7 Object class 08: Other Expenses	28,000.00	24,245.00		3,755.00	86.6%	28,971.00	28,971.00		-	100.0%
8	325,060.00	248,022.79	-	77,037.21	76.3%	366,423.00	285,731.08	-	80,691.92	78.0%
9 Project: 685 CENTENNIAL BOCES HIGH SCHOOL										
10 Object class 01: Salaries	369,578.00	302,545.97		67,032.03	81.9%	369,578.00	273,833.34		95,744.66	74.1%
11 Object class 02: Benefits	123,609.00	73,047.29		50,561.71	59.1%	123,609.00	63,359.61		60,249.39	51.3%
12 Object class 03: PS- Professional	32,139.00	36,013.86		(3,874.86)	112.1%	32,139.00	13,529.87		18,609.13	42.1%
13 Object class 04: PS- Property	93,300.00	93,300.00		-	100.0%	93,300.00	85,525.00		7,775.00	91.7%
14 Object class 05: Other Purchased Svc	65,500.00	56,784.68		8,715.32	86.7%	65,500.00	66,180.35		(680.35)	101.0%
15 Object class 06: Supplies	12,100.00	10,159.67		1,940.33	84.0%	12,100.00	22,457.12		(10,357.12)	185.6%
16 Object class 07: Property	10,000.00			10,000.00	0.0%	10,000.00	5,853.93		4,146.07	58.5%
17 Object class 08: Other Expenses	42,374.00	57,406.00		(15,032.00)	135.5%	42,374.00	42,374.00		-	100.0%
18	748,600.00	629,257.47	-	119,342.53	84.1%	748,600.00	573,113.22	-	175,486.78	76.6%
19 Project: 687 I-CONNECTION HIGH SCHOOL										
20 Object class 01: Salaries	155,644.00	167,591.00		(11,947.00)	107.7%	144,883.00	192,406.03		(47,523.03)	132.8%
21 Object class 02: Benefits	58,827.00	64,666.52		(5,839.52)	109.9%	53,203.00	67,939.58		(14,736.58)	127.7%
22 Object class 03: PS- Professional	1,675.00			1,675.00	0.0%	7,800.00	6,416.01		1,383.99	82.3%
23 Object class 04: PS- Property	1,500.00	436.84		1,063.16	29.1%	3,000.00	5,058.76		(2,058.76)	168.6%
24 Object class 05: Other Purchased Svc	6,910.00	6,403.83		506.17	92.7%	4,910.00	2,459.82		2,450.18	50.1%
25 Object class 06: Supplies	1,254.00	2,086.75		(832.75)	166.4%	1,752.00	9,045.12		(7,293.12)	516.3%
26 Object class 07: Property	2,000.00	134.98		1,865.02	6.7%	3,500.00	2,535.92		964.08	72.5%
27 Object class 08: Other Expenses	11,390.00	11,390.00		-	100.0%	10,952.00	10,952.00		-	100.0%
28	239,200.00	252,709.92	-	(13,509.92)	105.6%	230,000.00	296,813.24	-	(66,813.24)	129.0%
29 INNOVATIVE EDUCATION SERVICES TOTALS:	1,994,054.00	1,781,403.13	-	212,650.87	89.3%	2,032,750.00	1,786,003.24	-	246,746.76	87.9%

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FEDERAL PROGRAMS											
1	Project: 705 NC REGION MIGRANT ED PRGM										
2	Object class 01: Salaries	771,155.00	757,407.17		13,747.83	98.2%	713,146.00	706,201.03		6,944.97	99.0%
3	Object class 02: Benefits	273,800.00	266,055.49		7,744.51	97.2%	241,996.00	239,241.31		2,754.69	98.9%
4	Object class 03: PS- Professional	2,500.00	4,733.48		(2,233.48)	189.3%	10,000.00	15,278.25		(5,278.25)	152.8%
5	Object class 04: PS- Property	7,050.00	8,884.39		(1,834.39)	126.0%	9,400.00	6,818.19		2,581.81	72.5%
6	Object class 05: Other Purchased Svc	732,250.00	644,684.14		87,565.86	88.0%	760,655.00	679,272.96		81,382.04	89.3%
7	Object class 06: Supplies	96,983.00	120,530.49		(23,547.49)	124.3%	170,407.00	86,669.77		83,737.23	50.9%
8	Object class 07: Property	1,000.00	2,191.25		(1,191.25)	0.0%	3,500.00			3,500.00	0.0%
9	Object class 08: Other Expenses	220,048.00	212,736.59		7,311.41	96.7%	272,486.00	252,468.49		20,017.51	92.7%
10		2,104,786.00	2,017,223.00	-	87,563.00	95.8%	2,181,590.00	1,985,950.00	-	195,640.00	91.0%
Project: 708 MSIX STATE DATA QUALITY GRANT											
11											
12	Object class 06: Supplies	2,000.00	5,536.54		(3,536.54)	276.8%					
13	Object class 07: Property	10,000.00	6,189.46		3,810.54	61.9%					
14		12,000.00	11,726.00	-	274.00	97.7%					
Project: 715 TITLE I											
15											
16	Object class 01: Salaries	30,378.00	30,378.18		(0.18)	100.0%	28,540.00	28,540.32		(0.32)	100.0%
17	Object class 02: Benefits	9,205.00	9,212.01		(7.01)	100.1%	8,602.00	8,536.40		65.60	99.2%
18	Object class 05: Other Purchased Svc	1,093,411.00	1,097,189.94		(3,778.94)	100.3%	627,185.00	602,339.92		24,845.08	96.0%
19	Object class 06: Supplies	-			-	0.0%	-			-	0.0%
20	Object class 08: Other Expenses	67,980.00	68,206.87		(226.87)	100.3%	39,860.00	38,365.36		1,494.64	96.3%
21		1,200,974.00	1,204,987.00	-	(4,013.00)	100.3%	704,187.00	677,782.00	-	26,405.00	96.3%
Project: 722 TTL-II(PRT A)TCHR QUALITY											
22											
23	Object class 01: Salaries	1,711.00	1,711.22		(0.22)	100.0%	1,584.00	1,584.48		(0.48)	100.0%
24	Object class 02: Benefits	484.00	483.78		0.22	100.0%	446.00	445.52		0.48	99.9%
25	Object class 05: Other Purchased Svc	252,369.00	214,328.87		38,040.13	84.9%	211,542.00	188,642.58		22,899.42	89.2%
26	Object class 06: Supplies	-			-	0.0%	-			-	0.0%
27	Object class 08: Other Expenses	15,272.00	12,991.13		2,280.87	85.1%	12,814.00	11,440.42		1,373.58	89.3%
28		269,836.00	229,515.00	-	40,321.00	85.1%	226,386.00	202,113.00	-	24,273.00	89.3%
Project: 725 TTL III-ENG/LANG ACQUISIT											
29											
30	Object class 01: Salaries	6,840.00	6,840.14		(0.14)	100.0%	6,334.00	6,333.48		0.52	100.0%
31	Object class 02: Benefits	1,932.00	1,931.86		0.14	100.0%	1,784.00	1,784.52		(0.52)	100.0%
32	Object class 05: Other Purchased Svc	74,753.00	59,374.89		15,378.11	79.4%	70,883.00	64,508.65		6,374.35	91.0%
33	Object class 06: Supplies	-			-	0.0%	-			-	0.0%
34	Object class 08: Other Expenses	1,670.00	1,363.11		306.89	81.6%	1,580.00	1,452.35		127.65	91.9%
35		85,195.00	69,510.00	-	15,685.00	81.6%	80,581.00	74,079.00	-	6,502.00	91.9%
Project: 726 TTL IV (PART A)											
36											
37	Object class 05: Other Purchased Svc	85,929.00	47,170.00		38,759.00	54.9%					
38	Object class 08: Other Expenses	5,156.00	2,831.00		2,325.00	54.9%					
39		91,085.00	50,001.00	-	41,084.00	54.9%					
Project: 730 MCKINNEY HOMELESS GRANT											
40											
41	Object class 01: Salaries	26,769.00	26,768.83		0.17	100.0%	25,235.00	25,235.01		(0.01)	100.0%
42	Object class 02: Benefits	7,674.00	7,508.45		165.55	97.8%	9,487.00	8,875.42		611.58	93.6%
43	Object class 04: PS- Property	-			-	0.0%	-			-	0.0%
44	Object class 05: Other Purchased Svc	3,880.00	3,595.90		284.10	92.7%	1,900.00	2,733.72		(833.72)	143.9%
45	Object class 06: Supplies	1,413.00	1,862.82		(449.82)	131.8%	1,114.00	891.85		222.15	80.1%
46	Object class 08: Other Expenses	2,264.00	2,264.00		-	100.0%	2,264.00	2,264.00		-	100.0%
47		42,000.00	42,000.00	-	(0.00)	100.0%	40,000.00	40,000.00	-	0.00	100.0%

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1 Project: 731 BASIC CENTER PROGRAM										
2 Object class 01: Salaries	-			-	0.0%	933.00	932.49		0.51	99.9%
3 Object class 02: Benefits	-			-	0.0%	325.00	325.44		(0.44)	100.1%
4 Object class 05: Other Purchased Svc	1,500.00	33.39		1,466.61	2.2%	100.00	99.87		0.13	99.9%
5 Object class 06: Supplies	8,500.00	8,689.15		(189.15)	102.2%	1,894.00	3,420.50		(1,526.50)	180.6%
6 Object class 08: Other Expenses	-			-	0.0%	-			-	0.0%
7	10,000.00	8,722.54	-	1,277.46	87.2%	3,252.00	4,778.30	-	(1,526.30)	146.9%
8 Project: 733 TTL III-ELL IMMIGRANT SET-ASIDE										
9 Object class 05: Other Purchased Svc	392.00			392.00	0.0%	392.00			392.00	0.0%
10 Object class 08: Other Expenses	24.00			24.00	0.0%	24.00			24.00	0.0%
11	416.00	-	-	416.00	0.0%	416.00	-	-	416.00	0.0%
12 Project: 767 MIGRANT FAMILY LITERACY PROJECT										
13 Object class 06: Supplies						2,817.00	2,817.00		-	0.0%
14						2,817.00	2,817.00	-	-	0.0%
15 Project: 770 IND RESOURCES - FED PRGM										
16 Object class 03: PS- Professional	12,000.00			12,000.00	0.0%	12,000.00			12,000.00	0.0%
17 Object class 05: Other Purchased Svc	4,700.00	274.00		4,426.00	5.8%	4,700.00			4,700.00	0.0%
18 Object class 06: Supplies	1,300.00	1,321.81		(21.81)	101.7%	1,300.00	3,546.07		(2,246.07)	272.8%
19 Object class 08: Other Expenses	6,500.00	6,050.00		450.00	0.0%	6,500.00	8,000.00		(1,500.00)	123.1%
20	24,500.00	7,645.81	-	16,854.19	31.2%	24,500.00	11,546.07	-	12,953.93	47.1%
21 FEDERAL PROGRAMS TOTALS:	3,840,792.00	3,641,330.35	-	199,461.65	94.8%	3,263,729.00	2,999,065.37	-	264,663.63	91.9%
22 GRAND TOTALS:	12,803,549.00	12,191,036.16	-	612,512.84	95.2%	12,174,612.00	11,424,256.26	-	750,355.74	93.8%



Facility Project Update

We continue to work on projects in and around our facilities as follows:

- Trimmed a number of the large trees on the Greeley property
- Scheduled concrete paver replacement of landscape timbers on the Greeley property for fall (safety item)
- Scheduled west sidewalk concrete replacement and addition of parking lot blocks at the Morgan office (safety item)

As previously noted, we are looking at updating our aging phone system during the 2018-19 fiscal year. It is our objective to complete these projects utilizing carryover funds from the previous year.

Carl Perkins

Although we do not have final approval of the 2018-19 Perkins plan, please submit any applicable expenses that were a part of your local plan and have been purchased and paid (Remember, equipment may not be purchased until the Perkins plan has been given final approval).

For the 2017-18 school year, the consortium only spent \$100,352 of the \$118,254 allocation, leaving a total of \$17,902 in unspent dollars. This reflects an increase in unspent dollars over 2016-17 which totaled \$2,323. Annually we are always trying to use the entire allocation of Perkins grant funds - we do not want to have the consortium allocation reduced because we are not spending the full allocation.

Annual Audit

Centennial BOCES is having the annual onsite financial audit conducted during the week of September 17-21. The audit will again be conducted by Holscher, Mayberry & Company, led by Mr. Tim Mayberry. This process will include the Financial Statements as well as the Single Audit Report. We anticipate the final Financial Statements will be completed and presented to the Board at the November 15 Board meeting.

Financial Transparency Update

Please be sure to start posting your financial data on your website based on the updated required sequence as this changed effective July 1, 2018. The major changes are the addition of the Description and Rational for Each Automatic Waiver, Federal Form 990, 990 –EZ or 990-PF and any associated schedules and the Plan for Distributing Additional Mill Levy Revenue or Statement of Intent to Distribute. There were no deletions from the July 1, 2017 Financial Transparency Template. Please contact me if you have any questions about the new website requirements. I have attached the Required Financial Transparency Template that commenced as of July 1, 2018 as part of my report.

The Best School District:

Financial Transparency Standard Template



Financial
Transparency

Required Financial Transparency

Colorado Revised Statutes, 22-44-304

(Commencing July 1, 2018)

- ◆ District Adopted Budget - Including Uniform Budget Summary (current and prior two years)
- ◆ District Financial Audit (current and prior two years)
- ◆ Salary Schedules or Policies (current and prior two years)
- ◆ Financial Data File for FY17-18* (current and prior two years: FY16-17 and FY15-16) *(districts identified as small/rural with less than 1,000 K-12 students, and having no charter schools, are required to post district level financial information only)*
- ◆ List of Waivers Received by the School District
- ◆ Standardized Description and Rational for Each Automatic Waiver
- ◆ Federal Form 990, 990-EZ, or 990-PF and any associated schedules
- ◆ Plan for Distributing Additional Mill Levy Revenue or Statement of Intent to Distribute
- ◆ Other District-Specific Financial Information

All documents above must be posted or updated within 60 days (30 days for waiver information) after completion or receipt of the applicable report, statement or document

*Financial Data File for FY17-18 is required to be posted no later than March 1st, 2019

- ◆ Link to Financial Transparency Website View: <https://coloradok12financialtransparency.com>

Disclaimer: Please consider the context when evaluating financial transactions. Some transactions may appear improper on the surface but are perfectly normal and justifiable when placed in the proper context. We welcome your questions regarding our financial transactions or records.

OPTIONAL: District Informational Summary

Sample: The Best School District R1 is the largest school district in Sunshine County and remains the tenth largest school district in Colorado. The District owns 450 acres of land, 52 school buildings, and three support sites totaling 3.4 million square feet of building space with a current replacement value of over \$500 million.

The District provides services for over 22,500 students this year and employs over 2,000 teachers, education support professionals and administrators.

Contact Information:

Contact Person 1, Title

Phone: 555-555-5555

E-Mail: someone@example.com

Contact Person 2, Title

Phone: 555-555-5555

E-Mail: someone@example.com

Best School District R1

Address

CSZ

Phone: 555-555-5555

Fax: 555-555-5555

Required Link: [Colorado Department of Education](#) School Finance Division



September 20, 2018
Board Report
Federal Programs Department
Dr. Mary Ellen Good

Title I Part C ~ Migrant Education Program (MEP)

- In August we received Grant Award Notification (GAL) of \$2,000,000 for our MEP application/budget. This grant spans 2018-2020. There are currently over 2,200 migrant students in our region served by this grant.
- In October we will be presenting at the Interstate Migrant Education Council (IMEC) meeting in Denver. This is a national policy group that includes 22 states. Dr. Anthes will make opening remarks at the meeting.
- In November, Centennial BOCES, in partnership with Metro State University, will sponsor a Migrant Youth Leadership Institute in Denver for 200 high school students.
- Districts are now able to request reimbursement for MEP expenses, post July 1, 2018.

Titles I, II, III and IV (Consolidated Federal Grants Application)

- Mary Ellen continues to serve as the Centennial BOCES representative on the Committee of Practitioners (COP), an advisory group to CDE related to federal grants.
- In late August we received email notification that our Consolidated Grants Application/Budget received final approval, after much back and forth with CDE over the summer months. These grants total \$1,649,654 and include funding for 12 districts.
- Mark Rangel and Mary Ellen have been working with CDE and other BOCES to apply for a Title III Professional Development grant.

McKinney Vento Act (Homeless Education)

- We are in the final year of this three year grant cycle. This year's award is \$42,500. The grant serves 54 school districts in the north and northeast regions of the state, primarily through professional development and onsite support for Homeless Liaisons and support staff.



September 20, 2018
Board Report
Innovative Education Services Department
Mr. Mark Rangel

Program Update

- June Educator Trainings (JET) and Jumpstart Professional Development update:
 - We received 640 registrations for 24 courses offered and trained approximately 575 people
- 2018-2019 ATLP (Alternative Teacher License Program) continues as a two track system this year:
 - Facilitators: Roxie Bracken, Elementary / Linda Chapman, Secondary
 - 63 candidates enrolled
 - classes will continue to be spread over the length of the school year
- Newsela PRO (reading online company) information presented to NCLC on August 29.
- TeachUNITED opportunities (Blended Learning PD and Coaching)
- CBOCES High School is still accepting enrollments at the Greeley campus while the Longmont campus is full with a waiting list.
- IConnect High School enrollment is close to capacity.
- Induction Programs have five participants in teacher and administrator pathways.

Upcoming Trainings and Grants

- Submitted Rural Education Grant in partnership with UNC for teacher cadet program.
- Received approval for Re-submitted EARSS Grant in partnership with St. Vrain Valley School District as additional funding became available. This grant will create a fast track system for students entering CBOCES High School with completion of identified competencies.
- Submitted Title III BOCES Professional Development Grant. This grant, if received, will allow us to create online CLDE professional development modules for teachers.

Innovative Education Services is dedicated to supporting districts and opening opportunities for collaboration leading to educational change.

INNOVATIVE EDUCATION SERVICES HOMEPAGE: <http://www.cbocesinnovative.org>



September 20, 2018
Board Report
Special Education Department
Mrs. Jocelyn Walters

End of Year Performance Report

July 1 the annual IDEA Performance Report was submitted to CDE. Results from that report include:

1. A total of 1295 students were served in special education during the 2017-2018 school year.
2. A total of 1128 students, ages six to 21, were served in special education during the 2017-2018 school year.
3. For students between three and five years old, 133 were served by special education in integrated preschool settings throughout the 2017-2018 school year.
4. 108 initial evaluations, for students between the ages of six to 21, occurred with 93% of students qualifying for special education services; hence, 86% of students referred were found eligible for special education services.
5. For students between three and five years old, 78 initial evaluations occurred with 70% of students qualifying for special education services; hence, 89% of students referred were found eligible for special education services.

Annual Restraint and Seclusion Report

Seventeen (17) restraints were reported having lasted longer than five minutes for the 2017-2018 school year across the schools in the Centennial BOCES AU. Nine (9) seclusions were reported for the 2017-2018 school year across the schools in the Centennial BOCES AU.

Discipline Report

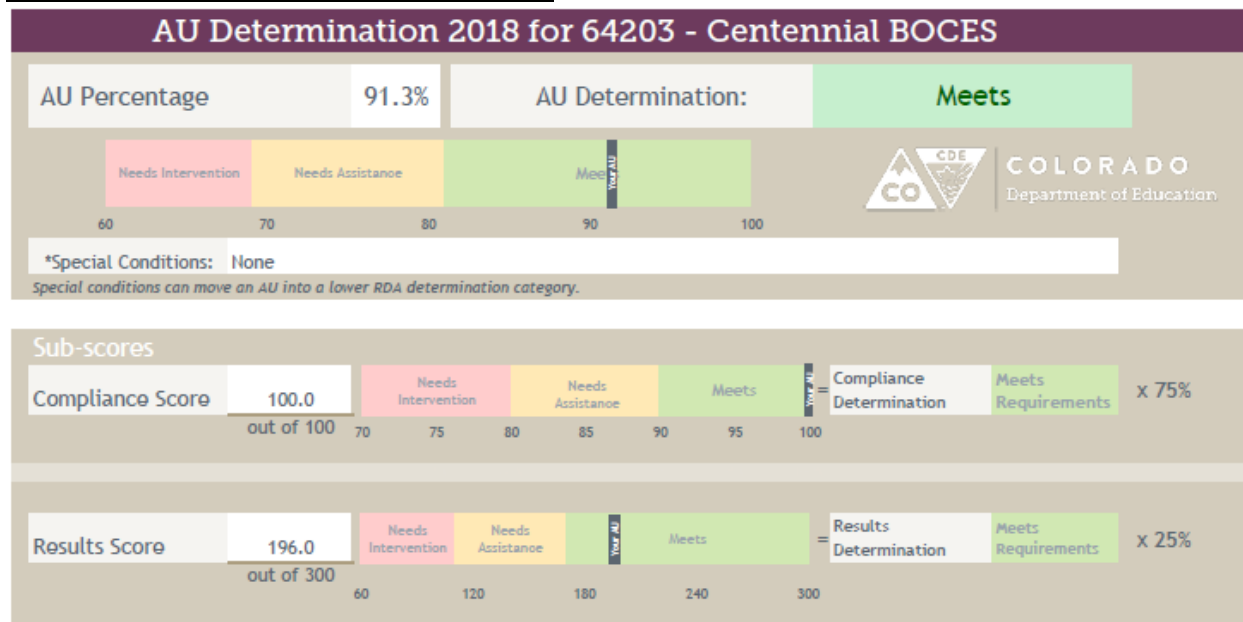
The 2017-18 Special Education Discipline report has been completed and submitted. For the 2017-18 school year, the AU reported 76 discipline incidents. A new comparison report has been implemented to compare the SPED discipline data reported to the School Discipline and Attendance report. We have identified discrepancies between the reports with districts not reporting their special education students in the SDA. All students, including students with disabilities, need to be reported in the SDA report. We have identified districts do not follow the same reporting practices and some schools have altered their discipline coding for report purposes.

School Year	Number of Discipline Incidents
2017-2018	79
2016-2017	142
2015-2016	132
2014-2015	120
2013-2014	165
2012-2013	357



September 20, 2018
Board Report
Special Education Department
Mrs. Jocelyn Walters

Administrative Unit Determinations



Meaningful Parent Participation—Indicator 8

Indicator 8 refers to the percent of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities.

Centennial BOCES had 86 respondents from across the administrative unit. Eighty-three percent (83%) reported they experienced meaningful parent participation during the 2017-2018 school year with an overall average score of a 4.3 out of 5 on the Likert Scale. The school social workers will be researching and address a systemic way to ensure meaningful participation that can impact student achievement and outcomes along with systems to address conflict resolution.

Transition IEP—Indicator 13

Upon a file review conducted last school year for IEPs written for transition-aged students 15 years and older, Centennial BOCES was found to not meet the state target of 100% compliance. CBOCES is in "Needs Assistance" for I-13 which will result in professional development for all secondary level staff members in writing a compliant IEP and a side-by-side record review with the Colorado Department of Education. The professional development is scheduled with our Area Wide and the file review will be scheduled for the spring.

SWAP Outcomes

SWAP finished their year with 92 individuals gaining employment or paid work experiences during the 2017-2018 school year.

Maintenance of Effort

Upon review of our AU's expenditure data, CDE has determined that our AU has met the IDEA Maintenance of Effort requirement for the Fiscal Year 2015-2016.



September 20, 2018
Board Report
Special Education Department
Mrs. Jocelyn Walters

New Staffing

Jeff Heidt, School Psychologist
McKayla Bellamy, SLPA
Megan Rogakis, ECSE
Susan Hammack, Parent Liaison
Renee McCormick, COTA
Molly Schlieman, OT

Principal Seminars

We will be hosting a half-day principal seminar devoted to legal topics related to special education. This year we will be emphasizing hot legal topics with training from Caplan and Earnest. The seminar will be from 9:00 to 11:30 AM in the East Room at Centennial BOCES. The first seminar is scheduled for Thursday, October 25 and the second seminar will be scheduled for Thursday, February 21.

Area Wide Trainings

This year we will host two area wide meetings for our special education providers. The first is scheduled for Tuesday, October 2 at the Island Grove Event Center in Greeley. We will be reviewing the following:

- Developing Legally Defensible IEPs after Endrews—Morning Session for all staff
- Indicator 13 Writing Compliant Transition IEPs—Afternoon Session for secondary level staff

Our second area wide is tentatively scheduled for Monday, February 4 at the same location. Substitute reimbursement will be offered for special education teachers to attend these two training days.

Sierra School

Based on area needs, we have opened an elementary-aged ED program at the Sierra School. It will have a capacity of 10 students. The program opened on August 21, 2018 with 6 students, 4 being from other administrative units. Remodeling and construction occurred over the summer to update the space including addition of time-out rooms. Service agreements and negotiations have been confirmed and agreed to for the 2018-2019 school year.

M E M O R A N D U M

TO: Centennial BOCES Board of Directors
FROM: Dr. Randy Zila, Executive Director
DATE: September 20, 2018
SUBJECT: **Action Items**

Background Information

5.1 Approval of Resolution Authorizing Use of Facsimile Signature of Board Vice President
See Attached

Recommended Action

Approve each Action Item as presented

RESOLUTION
Use of Facsimile Signature

WHEREAS, _____ was duly elected as the Vice President of the Centennial BOCES Board of Directors at the January 18, 2018 meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board, does hereby authorize and approve the use of facsimile signature for:

_____ Vice President

BE IT FURTHER RESOLVED, that the "Consent to Use Facsimile Signature", approving the designated employees to affix said facsimile signature, be recorded in the proceedings of the Board.

WHEREAS, it will be necessary to continue to use the previous officers' signatures until a new signature plate is completed,

BE IT THEREFORE RESOLVED, that the Centennial BOCES Board of Directors authorizes the continued use of the facsimile signatures of the previous officers until a new signature plate is completed.

Adopted this 20th day of September 20, 2018

Centennial Board of Cooperative Educational Services

(Seal)

By: _____
Vice President
Centennial Board of Cooperative Educational Services

Attest: _____
Secretary/Treasurer
Centennial Board of Cooperative Educational Services

CONSENT TO USE FACSIMILE SIGNATURE

I, _____, duly elected Vice President of the Centennial BOCES Board of Directors at the January 18, 2018 meeting do hereby consent to the use, by designated employees, of my facsimile signature to any approved warrant, order, check, or instrument, by any device capable of affixing a facsimile signature.

Signature

Date

**CENTENNIAL BOCES
EMPLOYEES AUTHORIZED TO USE FACSIMILE SIGNATURE STAMPS**

Terry Buswell

Assistant Executive Director

Bela Russell

Accounting Specialist

Mandy Sage

Human Resource Specialist

Shana Garcia

Executive Administrative Assistant