



DISTRICT MISSION

... Ensure that each student is empowered to achieve his or her dreams and contribute to his or her community and world ...

BOARD PURPOSE

Providing highly effective governance for Mapleton's strategic student achievement effort.

CORE ROLES

*Guiding the district through the superintendent
Engaging constituents
Ensuring effective operations and alignment of resources
Monitoring effectiveness
Modeling excellence*

2016 - 2017

FOCUS AREAS

*Student Achievement
Exceptional Staff
Character Development
Learning Environment
Communication
Community Involvement
Facilities Management
District Image*

BOARD MEMBERS

*Cindy Croisant
Steve Donnell
Sheila Montoya
Ken Winslow
Vacancy*

SUPERINTENDENT

Charlotte Ciancio

Mapleton Public Schools Board of Education

Regular Meeting
Administration Building

June 27, 2017
6:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. What's Right in Mapleton
6. Public Participation
7. Approval of Minutes
 - 7.1. Approval of June 13, 2017, Board Meeting minutes
8. Report of the Secretary
9. Consent Agenda
 - 9.1. Personnel Action, Policy GCE/GCF – Ms. Toussaint
 - 9.2. Finance Report May, 2017, Policy DIC – Ms. Martinez
 - 9.3. Adoption of Policies, Policy BGA – Ms. Ciancio
10. Focus: Board Business
 - 10.1 Board Policy Adoption, Policy BGA – Ms. Ciancio
11. Focus: Student Achievement
 - 11.1 Adoption of Instructional Materials, Policy BBA – Ms. Branscum
 - 11.2 Student Travel – York International, Policy JJH – Mrs. Allenbach
 - 11.3 Grant Acceptance – Tony Grampsas Youth Services Program – Ms. Setzer
12. Focus: Communication
 - 12.1 IGA for Election Services, Policy CBA/CBC – Ms. Ciancio
 - 12.2 Budget Adoption, Policy DBG – Ms. Martinez
 - 12.3 Supplemental Budget, Policy DBG – Ms. Martinez
 - 12.4 Use of Fund Balance, Policy DAB - Ms. Martinez
 - 12.5 State Interest-free Loan Program, Policy DEB – Ms. Martinez
13. Discussion of Next Agenda
14. Superintendent's Comments
15. Board Committee Update
16. School Board Discussion/Remarks
17. Next Meeting Notification – Tuesday, August 22, 2017
18. Adjournment

Welcome to a meeting of the Mapleton Public School Board of Education!

The Board's meeting time is dedicated to addressing Mapleton's mission and top-priority focus areas. "Public Participation" is an opportunity during the business meeting to present brief comments or pose questions to the Board for consideration or follow-up. Each person is asked to limit his or her comments to 3 minutes. If you are interested in helping Mapleton's efforts, please talk with any member of the district leadership team or call the district office at 303-853-1015. Opportunities abound. Your participation is desired.

1.0 CALL TO ORDER

President Ken Winslow called the meeting of the Board of Education – Mapleton Public Schools to order at 6:06 p.m. on Tuesday, June 13, 2017, at the Administration Building.

2.0 ROLL CALL

Cindy Croisant – Vice President	Absent
Steve Donnell – Secretary	Present
Sheila Montoya – Treasurer	Present
Ken Winslow – President	Present

3.0 PLEDGE OF ALLEGIANCE

Mr. Winslow led the Pledge of Allegiance.

4.0 APPROVAL OF AGENDA

MOTION: By Ms. Montoya, seconded by Mr. Donnell, to approve the Agenda as presented.

AYES: Mr. Donnell, Ms. Montoya, and Mr. Winslow
Motion carried: 3-0

5.0 WHAT'S RIGHT IN MAPLETON

Ms. Setzer reported that What's Right in Mapleton would honor the accomplishments of our student-athletes and their coaches for an amazing year in Skyview Sports. Featured teams were boys soccer, football, boys and girls cross country, boys basketball, girls basketball, wrestling, and boys and girls track. Highlights of each team were shared with the Board. Athletic Director, Susan Gerhart, was also acknowledged for her leadership of the athletic program.

Mr. Winslow congratulated the teams for their accomplishments and awards.

RECESS: 6:10 p.m., reconvened at 6:12 p.m.

6.0 PUBLIC PARTICIPATION

None

7.0 APPROVAL OF MINUTES

MOTION: By Ms. Montoya, seconded by Mr. Donnell, to approve the minutes as stated on the Board Agenda dated June 13, 2017: 7.1 Board Meeting minutes of May 23, 2017.

AYES: Mr. Donnell, Ms. Montoya, and Mr. Winslow
Motion carried: 3-0

8.0 REPORT OF THE SECRETARY

None

9.0 CONSENT AGENDA

MOTION: By Mr. Donnell, seconded by Ms. Montoya, to approve Agenda items 9.1 Personnel Action as stated on the Board Agenda dated June 13, 2017.

AYES: Mr. Donnell, Ms. Montoya, and Mr. Winslow
Motion carried: 3-0

10.0 FOCUS: BOARD BUSINESS

10.1 Board Policies, First Reading

Ms. Ciancio explained that any new policy, or revision or repeal of an existing policy, must first be presented to the Board as a study item for a first reading. The following policies have been presented to the Board for review: AC, ADF, BCB, BE, BEDF, BID/BIE, DAC, DH, DJ/DJA, DJB, DJE, DKC, EF, EFC, EFEA, EHB, GBA, GBEA, GBGE, GCFA, IKA, IKF, JB, JF, JICDE, JICH, JII, JLCD, JLCDB, KFA. Ms. Ciancio said that the policies would be brought back to the Board at the June 27, 2017 meeting for final adoption.

Ms. Ciancio explained to the Board that due to the passing of the Claire Davis School Safety Act, there will be additional policies which must be adopted before July 1, 2017. She explained that Board Policy BG states that there must be two readings of a policy before adoption. Due to the time constraints, Ms. Ciancio asked that the Board temporarily waive Policy BG in order to present these policies for adoption at the next Board meeting.

MOTION: By Ms. Montoya, seconded by Mr. Donnell, to temporarily waive the Board Policy BG, School Board Policy Process, requiring two (2) readings of new policies, to meet the July 1, 2017 deadline set by the State for the policies related to the Claire Davis School Safety Act.

AYES: Mr. Donnell, Ms. Montoya, and Mr. Winslow
Motion carried: 3-0

11.0 FOCUS: EXCEPTIONAL STAFF

11.1 Administrative Assignments – 2017-2018

Ms. Ciancio presented the administrative assignments for the 2017-2018 school year, noting the changes being made to the administrative staff for the upcoming school year.

MOTION: By Mr. Donnell, seconded by Ms. Montoya, to approve the administrative assignments for 2017-2018 as presented.

AYES: Mr. Donnell, Ms. Montoya, and Mr. Winslow
Motion carried: 3-0

11.2 Administrative Agreement Ratification

Mr. Crawford said representatives of Mapleton's Administrative Team had met with District Administration to confer about revisions to the Administrator Handbook for the 2017-2018 school year. He reviewed highlights of the proposed financial changes and language changes recommended for Board approval.

MOTION: By Ms. Montoya, seconded by Mr. Donnell, to approve implementation of the Administrator Meet and Confer Agreement for 2017-2018 between Mapleton Administrators and the Mapleton Public Schools Board of Education as presented.

AYES: Mr. Donnell, Ms. Montoya, and Mr. Winslow
Motion carried: 3-0

11.3 Classified Agreement Ratification

Mr. Crawford said representatives of Mapleton's Classified Employees had met with District Administration to confer about revisions to the Classified Employee Handbook for the 2017-

2018 school year. He reviewed highlights of the proposed financial changes and language changes recommended for Board approval.

MOTION: By Mr. Donnell, seconded by Ms. Montoya, to approve implementation of the Classified Employee Meet and Confer Agreement for 2017-2018 between Mapleton Classified Employees and the Mapleton Public Schools Board of Education as presented.

AYES: Mr. Donnell, Ms. Montoya, and Mr. Winslow
Motion carried: 3-0

12.0 FOCUS: COMMUNICATION

12.1 Proposed Budget FY 2018

Mrs. Martinez reported that Colorado law required the proposed budget be submitted to the Board at least thirty days prior to the beginning of the next fiscal year. A copy of the proposed budget was delivered to the Board on May 31, 2017.

The proposed appropriation for each fund was shown as:

General Fund	\$ 80,197,270
CPP Preschool Fund	\$1,549,339
Governmental Grants Fund	\$3,456,893
Capital Reserve Fund	\$3,097,060
Insurance Reserve Fund	\$747,964
Bond Redemption Fund	\$24,686,157
Building Fund	\$122,848,033
Food Service Fund	\$4,043,664
Total FY 2018 Budget Appropriation	\$240,626,380

Mrs. Martinez said the public hearing regarding the proposed budget was being held that evening, June 13, with final adoption of the budget scheduled for the Board meeting on June 27, 2017, at 6:00 p.m. at the District Administration Building.

Mrs. Martinez then reviewed a PowerPoint presentation with the Board regarding information relevant to the preparation of the proposed 2017-18 budget.

A copy of Mrs. Martinez' presentation is attached as a part of these minutes.

12.2 Fund Balance Reconciliation FY 2017

Mrs. Martinez said that under State law, school districts were required to prepare an itemized reconciliation between the fiscal year end fund balances based on the budgetary basis of accounting used by the school district and the fiscal year end fund balances based on the modified accrual basis of accounting.

Mrs. Martinez then reviewed a table detailing the variances between the budgeted beginning fund balance and the actual beginning fund balance for fiscal year 2017, noting the figures reflected the accrued salaries liability for the months of July and August.

Fund	Budgeted Beginning Fund Balance FY 17	Audited Beginning Fund Balance FY 17	Variance Actual to Budget
General	\$7,300,975	\$8,672,352	\$1,371,377
CPP Fund	\$42,641	\$46,910	\$4,269
Insurance Reserve	\$357,528	\$227,310	(\$130,218)
Capital Reserve	\$6,581,123	\$6,765,592	\$184,469
Bond Redemption	\$5,410,018	\$5,422,769	\$12,751
Food Service	\$1,596,019	\$1,598,683	\$2,664
Total Fund Balance	\$21,288,304	\$22,733,616	\$1,445,312

Mrs. Martinez went on to note that all fund balances were adjusted to match the audited fund balance in the supplemental budget process.

12.3 Transportation Equipment Financing

Mrs. Martinez asked the Board's approval for the lease purchase of one bus specifically equipped for mountain routes. The final amount of the lease is \$113,409.01, to be paid in five annual payments of \$22,681.80 to commence on July 15, 2017, with final payment due on July 15, 2021.

MOTION: By Ms. Montoya, seconded by Mr. Donnell, to approve the lease purchase of one bus specifically equipped for mountain routes as presented.

Mr. Donnell asked about the term "lease" for this request. Mrs. Martinez explained that this transaction is considered a lease until the final payment is made. At that time, the purchase will be complete and the bus will belong to Mapleton. Mr. Winslow asked if the bus was a new or used vehicle. Mrs. Martinez' said that the bus was a new vehicle.

AYES: Mr. Donnell, Ms. Montoya, and Mr. Winslow
Motion carried: 3-0

12.4 Consideration of Contractor, Skyview Auxiliary Gym Flooring

Mr. Sauer reported that bids were received for flooring installation for the auxiliary gym (gym B) project on the Skyview Campus. The formal bid process was completed in June, with 2 vendors responding. One vendor submitted a lower bid but could not offer a site in the Denver/Metro area to visit to confirm quality of the product. The recommendation of the selection committee is to award the flooring contract to Gary Leimer, Inc.

MOTION: By Mr. Donnell, seconded by Ms. Montoya, to award the contract for the Skyview Campus auxiliary gym flooring to Gary Leimer, Inc. as presented.

AYES: Mr. Donnell, Ms. Montoya, and Mr. Winslow
Motion carried: 3-0

13.0 FOCUS: COMMUNITY INVOLVEMENT

13.1 CAAC Update

Mr. Crawford introduced Jessica Reardon, the co-chair for CAAC, to give the report for the June 2, 2017 meeting. Ms. Reardon reported that CAAC members:

- Volunteered to represent the group during the August “Wolverine Welcome Back” event, staffing a table with information regarding current and future construction projects.
- Received updates on milestones met and pending issues for each construction project underway.
- Discussed the denial of the BEST grant applications during the spring 2017 cycle and the effect on project budgets.
- Reviewed the District website portion dedicated to Mapleton’s capital construction projects and provided feedback.

Mr. Donnell asked if the Committee looks at project budgets. Mr. Crawford explained that the committee is updated on the budgets, and a value engineering process is used to bring projects back on budget.

The next meeting of the CAAC will be Friday, July 7 at 11:30 a.m. in the Board Room.

14.0 DISCUSSION OF NEXT AGENDA

Mr. Winslow said agenda items for the June 27, 2017, Board meeting would include the following: adoption of instructional materials and adoption of the 2017-2018 budget.

15.0 SUPERINTENDENT’S COMMENTS

During her report, Ms. Ciancio said that she was very excited and proud of the athletic teams and their accomplishments. She noted that it was very exciting to have so many coaches nominated for Coach of the Year honors. Ms. Ciancio also shared that the Administrator Retreat was June 9. This event allowed an opportunity for administrators to meet together to wrap up the school year.

Ms. Ciancio said that she has learned that the construction projects are all about dirt and water. The work is ongoing at the sites and progress is being made.

Ms. Ciancio apologized to the Board for the thick packet of policies for adoption and assured them that the policies will be reviewed and updated in a timely manner moving forward.

16.0 BOARD COMMITTEE UPDATE

Mr. Donnell reported that the Mapleton Education Foundation is working on the Gala and fundraising opportunities.

17.0 SCHOOL BOARD DISCUSSION / REMARKS

None

18.0 NEXT MEETING NOTIFICATION

The next Board meeting will be at 6:00 p.m. on Tuesday, June 27, 2017, at the Administration Building.

19.0 ADJOURNMENT

Mr. Winslow noted the Board would meet in a staff debrief session following the business meeting.

The Board motioned to adjourn at 7:08 p.m.

Kenneth Winslow, Board President

Stephen Donnell, Board Secretary

Submitted by Jayna Burtner, Recording Secretary for the Board of Education

Memo

TO: Charlotte Ciano, Superintendent
FROM: Sue-Lin Toussaint, Executive Director of Human Resources
DATE: June 22, 2017

Policy: Professional Staff Recruiting and Hiring, Policy GCE/GCF
Report Type: Decision Making (Consent)
SUBJECT: Personnel Action

Policy Wording: The Board of Education for Mapleton Public Schools directs the Superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel.

Decision Requested: The Office of Human Resources recommends the following personnel information to be approved by Board Action at the regular meeting of June 27, 2017.

CLASSIFIED STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Bueras Acuna, Pedro	Custodian/Meadow	06/20/2017	Re-Hire

<u>RESIGNATIONS/TERM.</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Andrade, Sabrina	EPAC/PDC	06/30/2017	Contract End
Dalbotten, Michelle	EPAC/PDC	06/30/2017	Reduction
Gonzales, Nicole	EPAC/PDC	06/30/2017	Contract End
Harris, Veronica	EPAC/PDC	06/30/2017	Contract End
Hubbard, Rachel	EPAC/PDC	06/30/2017	Contract End
Huff-Munoz, Liliith	EPAC/PDC	06/30/2017	Contract End
Jansen Thompson, Lisa	EPAC/PDC	06/30/2017	Contract End
Jicha, Michelle L	EPAC/PDC	06/30/2017	Contract End
Lohmiller, Susan	EPAC/PDC	06/30/2017	Reduction
Martens, Ann	EPAC/PDC	06/30/2017	Contract End
Mullins, Alisha	EPAC/PDC	06/30/2017	Contract End
Pendergast, Sharon	EPAC/PDC	06/30/2017	Contract End
Sloan, Jacquelynn	EPAC/PDC	06/30/2017	Contract End
St. Aubin, Dale	Bus Driver/Transportation	06/16/2017	Termination
Wilson, Rebecca	EPAC/PDC	06/30/2017	Contract End

CLASSIFIED REQUESTS

Luz Arehart, Custodian at the Skyview Campus, is requesting a Family Medical Leave of Absence beginning June 15, 2017 through July 27, 2017.

Howard Ortiz, Help Desk Analyst in Technology, is requesting a Family Medical Leave of Absence beginning June 1, 2017 through June 16, 2017.

LICENSED STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Ackerman, Meagan	1 st Grade/Adventure	08/02/2017	New Hire
Bice, Nicholas	English/York	08/02/2017	New Hire
Blair, Karen	Math/Valley View	08/02/2017	New Hire
Cochran, Lesli	Language Arts/Social Studies/York	08/02/2017	New Hire
Goode, Kirby	.5 Music/Perf. Arts/York	08/02/2017	New Hire
Griebel, Kristin	Math/Academy	08/02/2017	New Hire
Hamby, Sherry	.5 Art/York	08/02/2017	New Hire
Hartman, Kyle	Social Studies/Global Leadership	08/02/2017	New Hire
Kirk, Carl	English Advisor/BPCCA	08/02/2017	New Hire
Murray, Kia	Instructional Guide/Clayton	08/02/2017	New Hire
Nicholas, Susan	Science/MESA	08/02/2017	New Hire
Patton, Rachel	Science/Academy	08/02/2017	New Hire
Reese, Gary	P.E./MESA	08/02/2017	Re-Hire
Urbina, Juan	Humanities/MESA	08/02/2017	New Hire
Welch, Wendy	6 th Grade/Achieve	08/02/2017	New Hire

Werpy, Amy	Science Advisor/BPCCA	08/02/2017	New Hire
<u>RESIGNATIONS/TERM.</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Grossman, Jennifer	Special Education/Clayton	06/14/2017	Resignation
Hoben, Jennifer	IG/21 st CCLC Grant Coord./Meadow	06/30/2017	Resignation
Ramos, Rodney	3 rd Grade/Clayton	06/09/2017	Resignation

LICENSED REQUESTS

No requests at this time

ADMINISTRATION STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Barton, Julie	Assistant Director/Learning Services	07/01/2017	New Hire
Long, Cynthia	Assistant School Director/Academy	07/01/2017	New Hire
Massey, Jessie	Assistant School Director/Valley View	07/01/2017	New Hire

<u>RESIGNATIONS/TERM.</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
	No requests at this time		

ADMINISTRATION REQUESTS

No requests at this time

SUBSTITUTE TEACHERS/OTHER ON CALL

<u>ADDITIONS</u>	<u>DELETIONS</u>
No requests at this time	

**MAPLETON PUBLIC SCHOOLS
ADAMS COUNTY SCHOOL DISTRICT NO 1
REVENUES & EXPENDITURES**

GENERAL FUND

	Period* <u>May 1 - May 31</u>	Year to Date** <u>2016-17</u>	Budget*** <u>2016-17</u>
REVENUES			
Total Local Revenue	10,140,143	20,219,520	23,736,603
Total Intermediate Revenue	0	4,697	7,755
Total County Revenue	0	0	0
Total State Revenue	4,059,503	45,317,326	49,082,601
Total Federal Revenue	92,670	818,672	1,118,569
Total Transfers	(350,000)	(3,500,571)	(3,783,577)
Total Loan Revenue	0	0	0
Total General Fund Revenue	<u>13,942,316</u>	<u>62,859,644</u>	<u>70,161,951</u>
EXPENDITURES			
Total Salaries	3,278,033	29,817,253	37,095,265
Total Benefits	958,086	8,695,832	10,881,293
Total Purchased Professional Services	196,160	6,891,767	9,261,134
Total Purchased Property Services	99,066	1,238,976	1,392,759
Total Other Purchased Services	1,438,730	4,061,636	1,551,398
Supplies & Materials	328,585	9,297,419	11,986,791
Property	48,713	241,170	328,161
Other Objects	1,312	50,580	134,359
Other Uses of Funds	0	0	-
Other			
Total General Fund Expenditures	<u>6,348,685</u>	<u>60,294,632</u>	<u>72,631,161</u>
Beginning Fund Balance		8,672,352	
Fund Balance Year to Date		11,237,365	

* Revenue and Expenditures for the month.

**Revenue and Expenditures from July 1, 2016

*** Based on Supplemental FY 2017 Budget

**MAPLETON PUBLIC SCHOOLS
ADAMS COUNTY SCHOOL DISTRICT NO 1
REVENUES & EXPENDITURES**

GENERAL FUND

	Percent of <u>2016-17</u>	Prior Year to Date <u>2015-16</u>	Percent of <u>2015-16</u>
REVENUES			
Total Local Revenue	85.18%	16,999,047	77.92%
Total Intermediate Revenue	60.57%	7,755	100.00%
Total County Revenue	0.00%	0	0.00%
Total State Revenue	92.33%	45,994,161	92.44%
Total Federal Revenue	73.19%	694,111	56.27%
Total Transfers	92.52%	(2,806,314)	93.05%
Total Loan Revenue	0.00%	0	0.00%
Total General Fund Revenue	<u>89.59%</u>	<u>60,888,760</u>	<u>87.24%</u>
EXPENDITURES			
Total Salaries	80.38%	32,025,697	90.39%
Total Benefits	79.92%	9,212,971	84.01%
Total Purchased Professional Services	74.42%	6,675,233	74.24%
Total Purchased Property Services	88.96%	1,141,291	82.39%
Total Other Purchased Services	261.80%	3,903,379	300.20%
Supplies & Materials	77.56%	8,537,275	73.66%
Property	73.49%	297,486	63.02%
Other Objects	37.65%	72,986	63.83%
Other Uses of Funds	0.00%	0	0.00%
Other	0.00%	0	0.00%
Total General Fund Expenditures	<u>83.01%</u>	<u>61,866,318</u>	<u>88.07%</u>

**MAPLETON PUBLIC SCHOOLS
ADAMS COUNTY SCHOOL DISTRICT NO 1
REVENUES & EXPENDITURES**

OTHER FUNDS

	Period* <u>May 1 - May 31</u>	Year to Date** <u>2016-17</u>	Budget*** <u>2016-17</u>
REVENUES			
CPP/Preschool Fund	-	1,120,704	1,312,230
Governmental Grants Fund	191,401	3,800,043	6,024,225
Capital Reserve Fund	353,136	5,922,989	5,990,041
Insurance Reserve Fund	(991)	791,215	748,065
Bond Redemption Fund	5,467,257	9,270,170	12,038,258
Food Service Fund	241,301	2,343,875	2,482,349
Building Fund	80,813	125,506,919	125,476,548
Total Revenue, Other Funds	<u>6,332,917</u>	<u>148,755,915</u>	<u>154,071,716</u>
EXPENDITURES			
CPP/Preschool Fund	133,900	1,174,568	1,321,693
Governmental Grants Fund	573,155	3,862,733	5,920,247
Capital Reserve Fund	1,004,430	10,012,761	12,755,633
Insurance Reserve Fund	(238)	825,548	799,740
Bond Redemption Fund	-	3,529,068	17,461,027
Food Service Fund	195,265	1,862,211	3,067,982
Building Fund	1,970,305	3,769,240	10,728,912
Total Expenditures, Other Funds	<u>3,876,817</u>	<u>25,036,129</u>	<u>52,055,234</u>

* Revenue and Expenditures for the month.

**Revenue and Expenditures from July 1, 2016

*** Based on Supplemental FY 2017 Budget

**MAPLETON PUBLIC SCHOOLS
ADAMS COUNTY SCHOOL DISTRICT NO 1
REVENUES & EXPENDITURES**

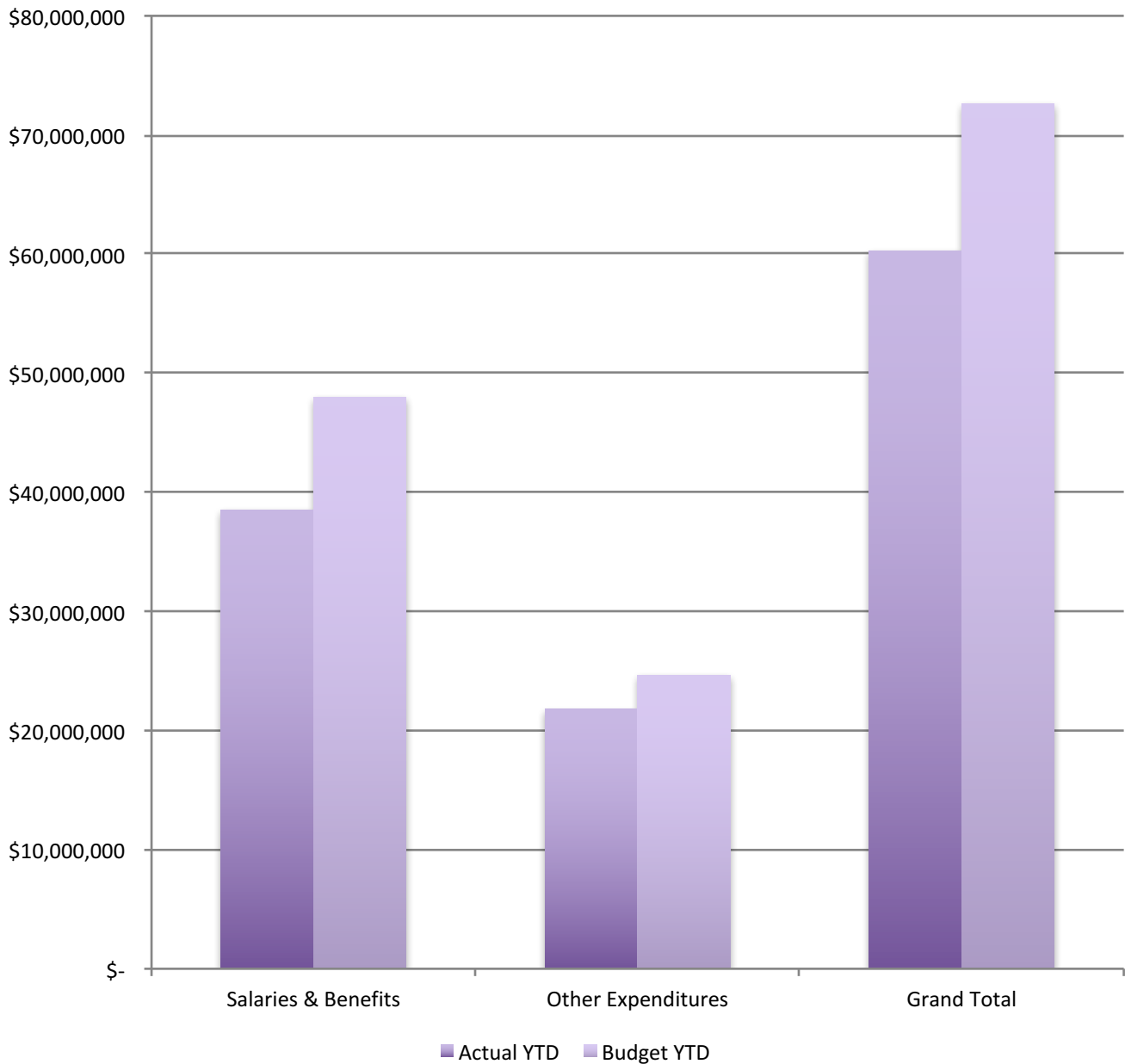
OTHER FUNDS

	Percent of 2016-17	Prior Year to Date 2015-16	Percent of 2015-16
REVENUES			
CPP/Preschool Fund	0.00%	1,286,006	100.00%
Governmental Grants Fund	0.00%	3,884,630	61.23%
Capital Reserve Fund	5.90%	11,876,600	98.51%
Insurance Reserve Fund	-0.13%	358,106	100.02%
Bond Redemption Fund	45.42%	15,479,848	93.15%
Food Service Fund	9.72%	2,255,571	93.41%
Buidling Fund	0.00%	0	0.00%
Total Revenue, Other Funds	<u>96.55%</u>	<u>35,140,761</u>	<u>89.93%</u>

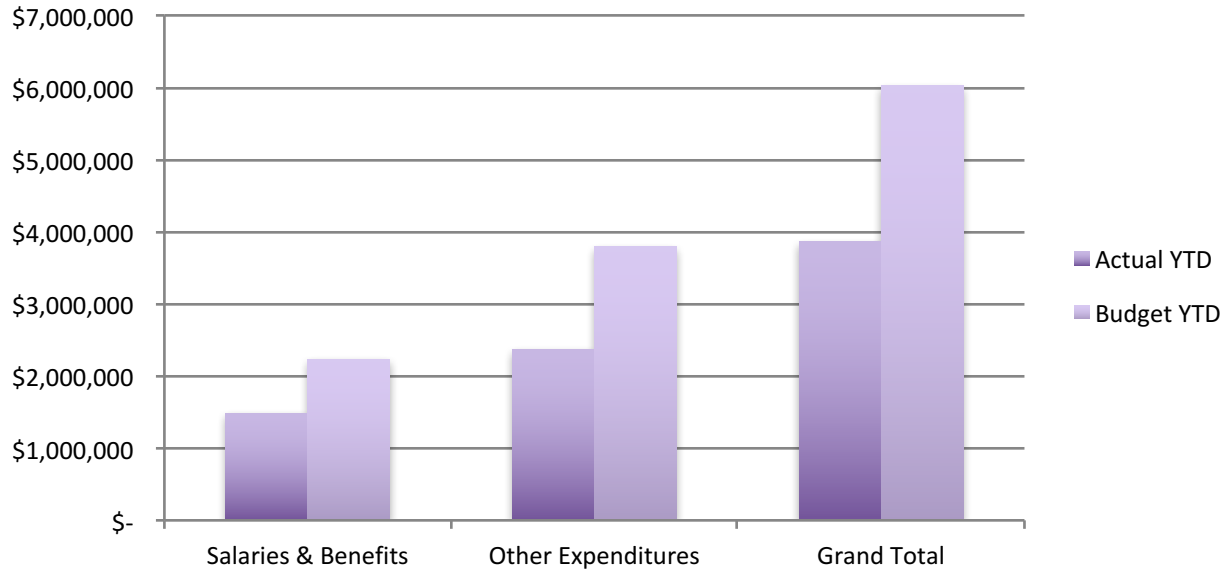
EXPENDITURES

CPP/Preschool Fund	88.87%	1,245,972	93.50%
Governmental Grants Fund	0.00%	3,789,147	59.72%
Capital Reserve Fund	78.50%	5,959,228	45.18%
Insurance Reserve Fund	103.23%	415,864	82.65%
Bond Redemption Fund	20.21%	3,453,545	21.63%
Food Service Fund	60.70%	2,389,064	69.22%
Building Fund	0.00%		0.00%
Total Expenditures, Other Funds	<u>48.10%</u>	<u>17,252,821</u>	<u>42.30%</u>

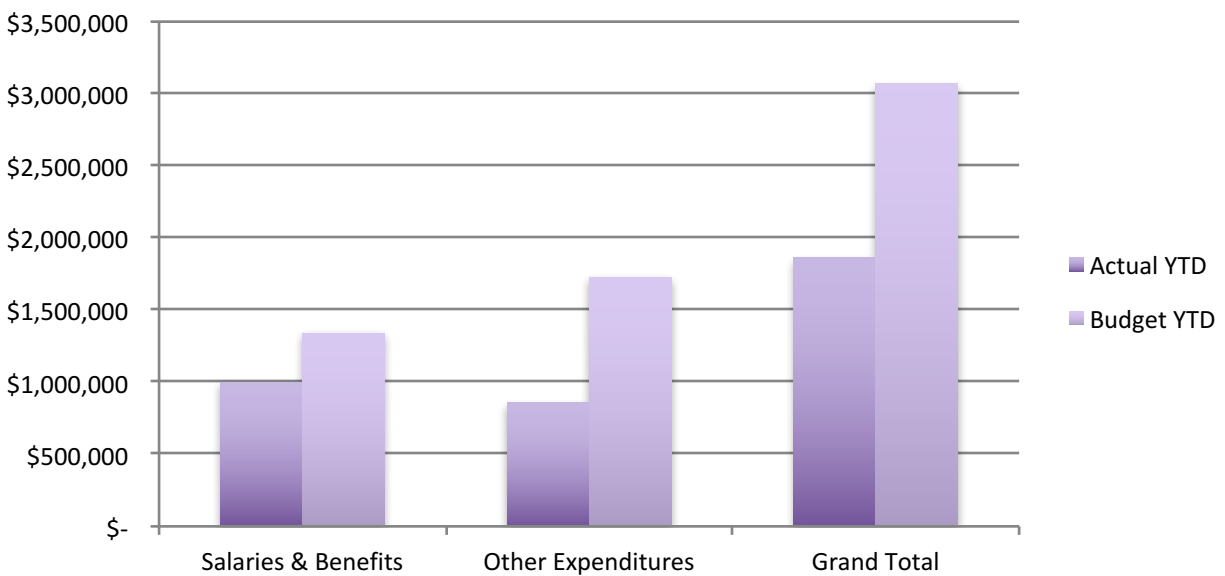
Executive Financial Summary
General Fund Unaudited Expenditures
Budget vs. Actual
As of May 31, 2017



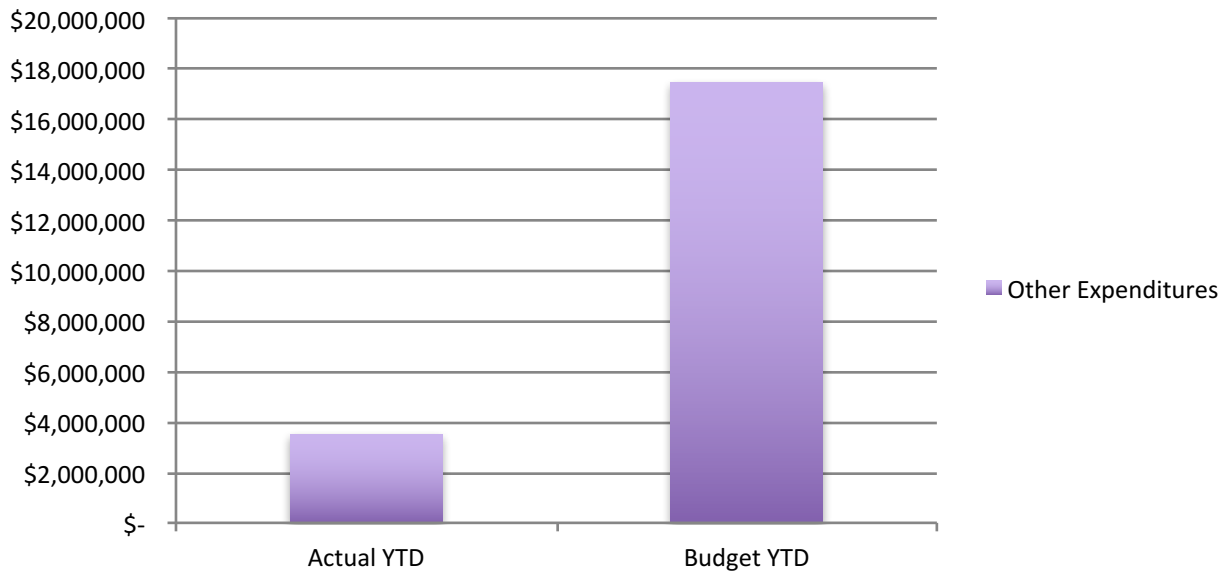
Grants Fund
Budget vs. Actual Expenditures
As of May 31, 2017
(Unaudited)



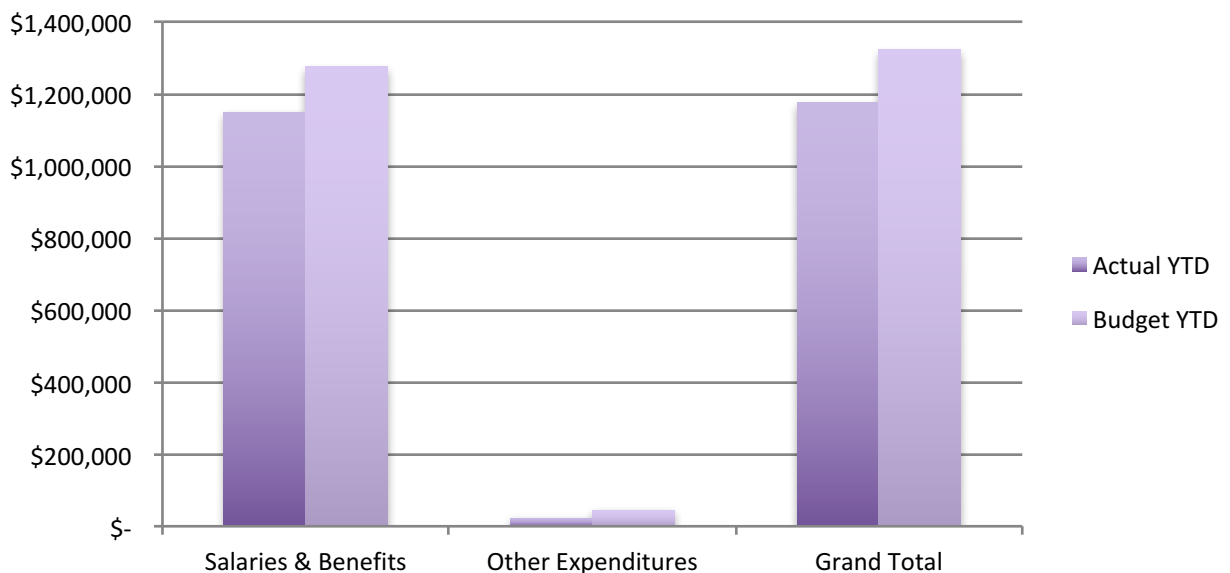
Nutrition Services Fund
Budget vs. Actual Expenditures
As of May 31, 2017
(Unaudited)



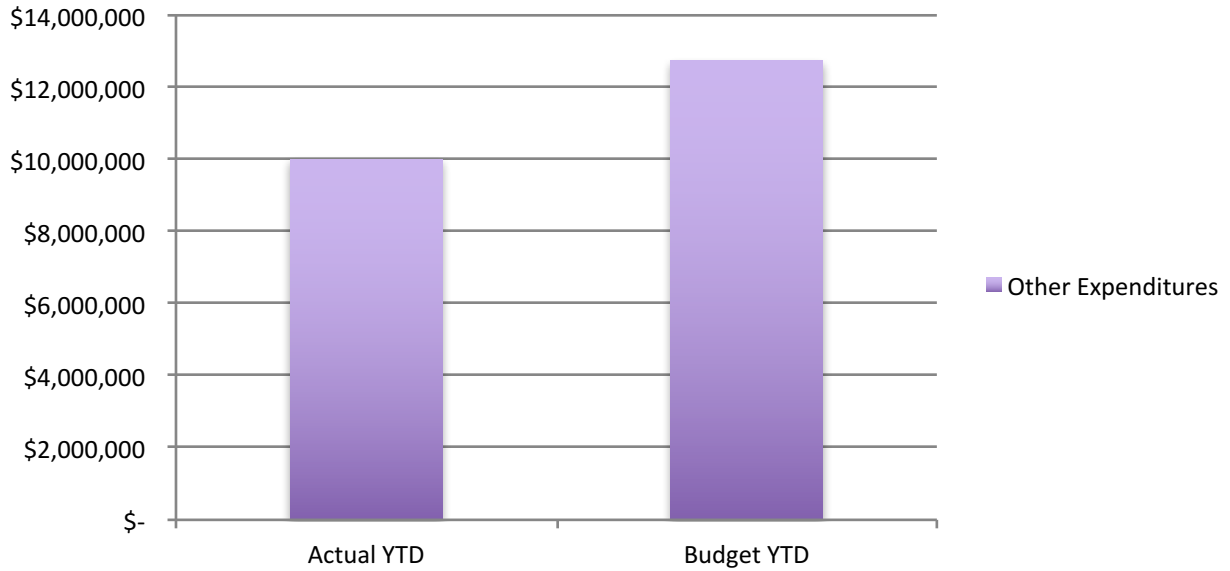
Bond Redemption Fund **Budget vs. Actual Expenditures** **As of May 31, 2017** **(Unaudited)**



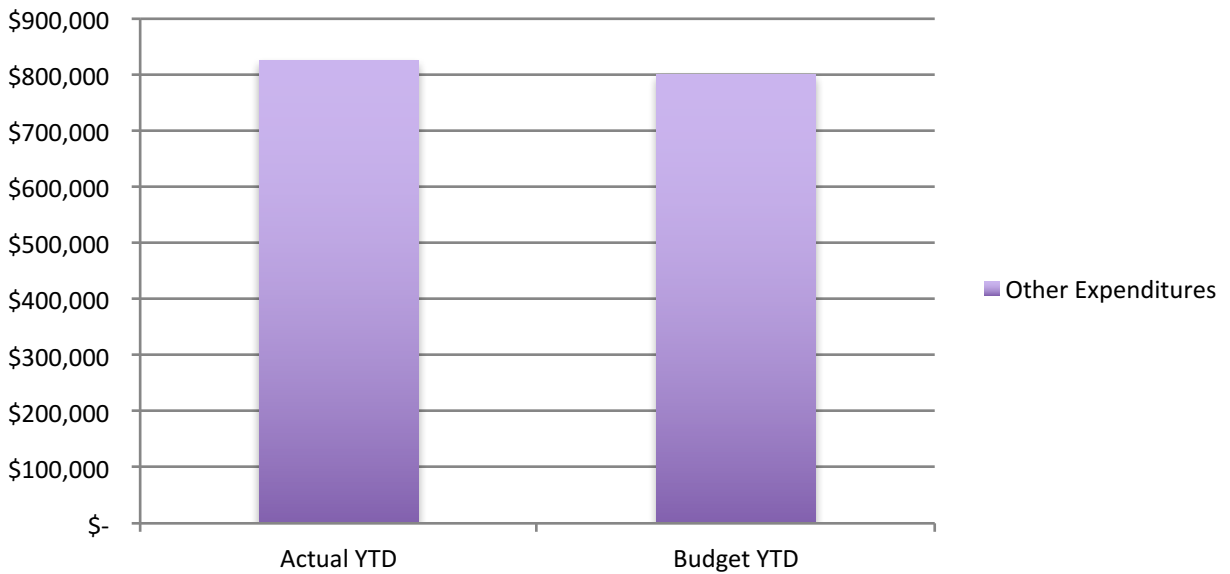
CPP Fund **Budget vs. Actual Expenditures** **As of May 31, 2017** **(Unaudited)**



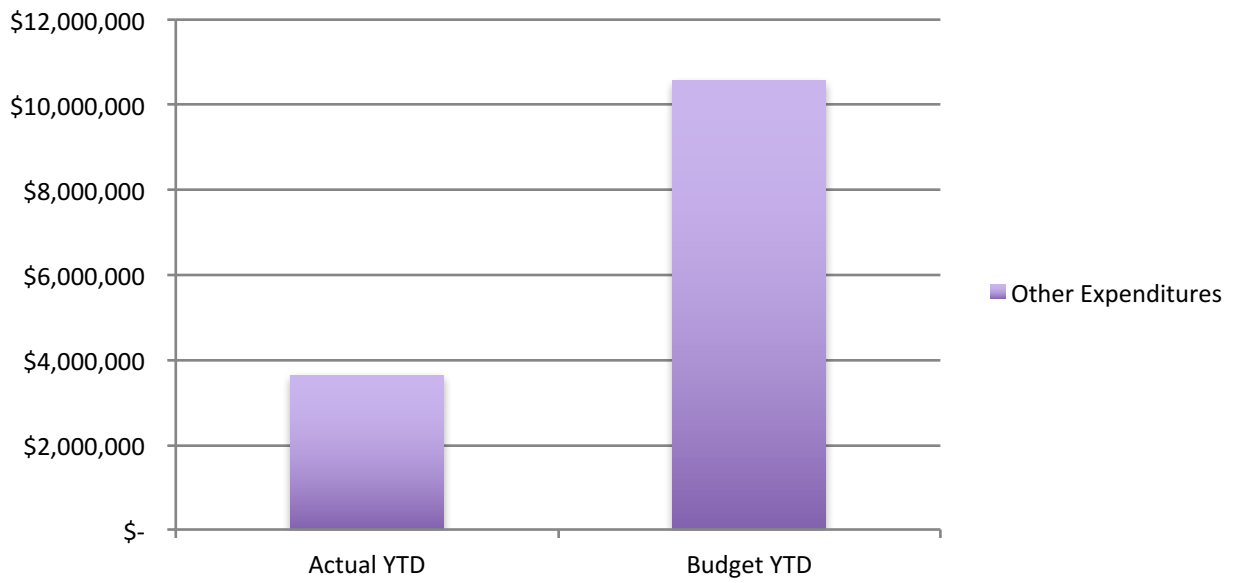
Capital Reserve Fund
Budget vs. Actual Expenditures
As of May 31, 2017
(Unaudited)



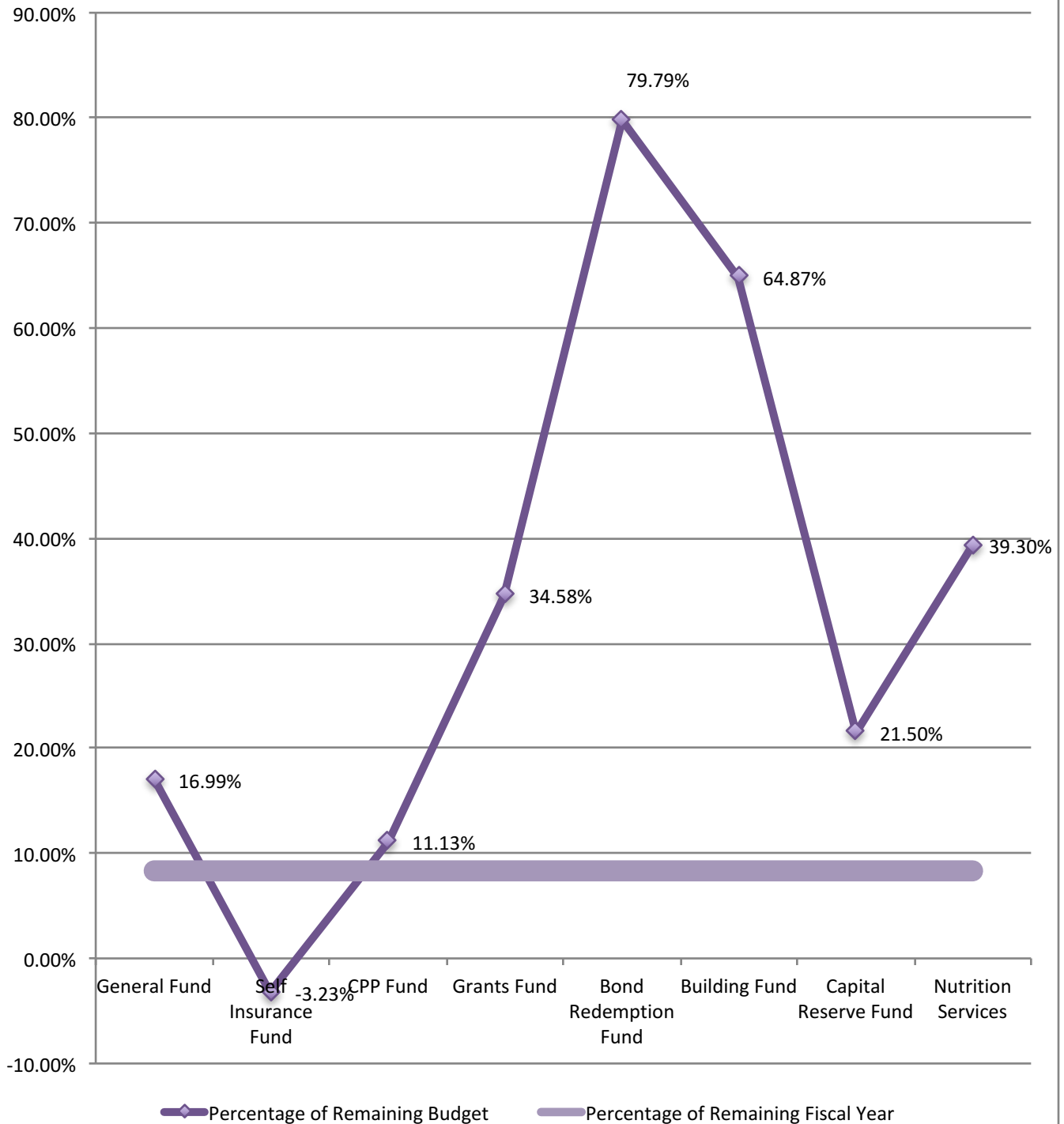
Insurance Reserve Fund
Budget vs. Actual Expenditures
As of May 31, 2017
(Unaudited)



Building Fund
Budget vs. Actual Expenditures
As of May 31, 2017
(Unaudited)



2016-17 Percentage of Budget Remaining by Fund May 31, 2017 (Unaudited)



Mapleton Public Schools

Account Level Balance Sheet As of 05/31/2017

Fiscal Year: 2016-2017

		Year To Date
General Fund		
ASSET		
LineDesc		YTD
10.000.00.0000.8101.000.0000.00	Cash-US Bank	\$12,359,513.11
10.000.00.0000.8101.000.0000.01	Cash-NVB	\$21,364.99
10.000.00.0000.8103.000.0000.01	Petty Cash-Academy High School	\$600.00
10.000.00.0000.8103.000.0000.02	Petty Cash-Student Activities & Safety	\$250.00
10.000.00.0000.8103.000.0000.03	Petty Cash-MESA	\$1,000.00
10.000.00.0000.8103.000.0000.04	Petty Cash-BPCCA	\$300.00
10.000.00.0000.8103.000.0000.05	Petty Cash-Explore Elem	\$500.00
10.000.00.0000.8103.000.0000.08	Petty Cash-SPED	\$150.00
10.000.00.0000.8103.000.0000.11	Petty Cash-Achieve	\$400.00
10.000.00.0000.8103.000.0000.12	Petty Cash-Adventure	\$500.00
10.000.00.0000.8103.000.0000.13	Petty Cash-Clayton Partnership	\$400.00
10.000.00.0000.8103.000.0000.15	Petty Cash-Valley View	\$500.00
10.000.00.0000.8103.000.0000.16	Petty Cash-Welby Montessori	\$400.00
10.000.00.0000.8103.000.0000.17	Petty Cash-Meadow Community	\$600.00
10.000.00.0000.8103.000.0000.18	Petty Cash-Monterey Community	\$500.00
10.000.00.0000.8103.000.0000.19	Petty Cash-Preschool	\$400.00
10.000.00.0000.8103.000.0000.21	Petty Cash-York Intl	\$800.00
10.000.00.0000.8103.000.0000.31	Petty Cash-Welcome Center	\$850.00
10.000.00.0000.8103.000.0000.35	Petty Cash-MEC	\$500.00
10.000.00.0000.8103.000.0000.36	Petty Cash-GLA	\$1,000.00
10.000.00.0000.8103.000.0000.37	Petty Cash-NVSYA	\$400.00
10.000.00.0000.8103.000.0000.46	Petty Cash-Learning Services	(\$300.00)
10.000.00.0000.8103.000.0000.50	Petty Cash-Communications	\$250.00
10.000.00.0000.8103.000.0000.51	Petty Cash-Technology	\$200.00
10.000.00.0000.8103.000.0000.53	Petty Cash-Office of Superintendent	\$350.00
10.000.00.0000.8103.000.0000.57	Petty Cash-Human Resources	\$500.00
10.000.00.0000.8103.000.0000.61	Petty Cash-Finance Office	\$200.00
10.000.00.0000.8103.000.0000.62	Petty Cash-Evaluation	\$500.00
10.000.00.0000.8103.000.0000.66	Petty Cash-Maintenance	\$400.00
10.000.00.0000.8103.000.0000.67	Petty Cash-Custodial	\$200.00
10.000.00.0000.8103.000.0000.68	Petty Cash-Athletics	\$200.00
10.000.00.0000.8111.000.0000.01	Investment-ColoTrust	\$221,320.91
10.000.00.0000.8121.000.0000.00	Property Taxes Receivable	\$212,367.70
10.000.00.0000.8132.000.0000.19	Due To/From C.P.P. Fund	\$130,862.84
10.000.00.0000.8132.000.0000.21	Due To/From Food Service Fund	\$102,639.55
10.000.00.0000.8132.000.0000.22	Due To/From Gov't Grants Fund	\$611,411.74
10.000.00.0000.8132.000.0000.41	Due to / From bldg fund	\$19,701.77
10.000.00.0000.8132.000.0000.43	Due To/From Capital Reserve Fund	(\$2,291,723.64)
10.000.00.0000.8132.000.0000.73	Due To/From ECPAC	(\$12,344.45)
10.000.00.0000.8132.000.0000.74	Due To/From Student Activities	\$23,258.42
10.000.00.0000.8132.000.0000.85	Due To/From MEF	\$156.00
10.000.00.0000.8153.000.0000.01	Accounts Receivable	(\$155.62)
10.000.00.0000.8153.000.0000.02	Accounts Receivable-Retired	\$10,552.77
10.000.00.0000.8153.000.0000.05	P-Card Fraud Accounts Receivable	\$861.40
10.000.95.0000.8142.000.4010.00	Consolidated Title I Receivable	\$193,941.77
10.000.95.0000.8142.000.4010.01	Title I A/R Neighboring Schools	\$7,376.50
10.519.00.0000.8141.000.0000.00	AFROTC Reimbursable A/R	\$4,436.69
ASSET		\$11,628,092.45
LIABILITY		
LineDesc		YTD
10.000.00.0000.7421.000.0000.00	Accounts Payable	(\$145.60)
10.000.00.0000.7421.000.0000.01	Prior Yrs Accounts Payable	\$906.05
10.000.00.0000.7471.000.0000.00	Direct Deposit Payable	(\$3,140.68)

Mapleton Public Schools

Account Level Balance Sheet As of 05/31/2017

Fiscal Year: 2016-2017

Year To Date

10.000.00.0000.7471.000.0000.01	Payable-PERA	\$622.38
10.000.00.0000.7471.000.0000.05	Payable-Kaiser	\$11,405.26
10.000.00.0000.7471.000.0000.06	Payable-Disab Adm/Class	(\$23.38)
10.000.00.0000.7471.000.0000.12	Payable-Group Life	(\$18.28)
10.000.00.0000.7471.000.0000.13	Payable-Tax Sheltered Annuities	\$62.50
10.000.00.0000.7471.000.0000.20	Payable-Cancer Care	\$2,250.88
10.000.00.0000.7471.000.0000.22	Payable-Garnishment W/H	(\$250.00)
10.000.00.0000.7471.000.0000.23	Payable-Dental	\$6,240.77
10.000.00.0000.7471.000.0000.24	Payable-Vision-VSP	(\$4,964.34)
10.000.00.0000.7471.000.0000.29	Payable-Disab Certified	\$23.38
10.000.00.0000.7471.000.0000.30	FSA	\$8,394.41
10.000.00.0000.7471.000.0000.34	Payable-Transporation FSA	(\$96.00)
10.000.00.0000.7481.000.0000.00	Deferred Revenue	(\$285,396.00)
10.000.95.0000.7482.000.4010.01	Title I Neighboring Schools Deferred Revenue	(\$9,742.00)
10.585.00.0000.7481.000.3139.00	ELL Deferred Revenue	(\$116,856.66)
LIABILITY		(\$390,727.31)

FUND BALANCE

LineDesc	YTD
10.000.00.0000.6721.000.0000.00	Restricted for Tabor 3% Reserve (\$2,091,129.00)
10.000.00.0000.6722.000.0000.00	Restricted for Multi-Yr Contracts (\$993,550.00)
10.000.00.0000.6750.000.0000.00	Committed Fund Balance (\$1,371,100.00)
10.000.00.0000.6770.000.0000.00	Unassigned fund balance (\$4,216,573.31)
FUND BALANCE	(\$8,672,352.31)

Total Liability & Fund Balance	(\$9,063,079.62)
Total (Income)/Loss	(\$2,565,012.83)
Total Liability and Equity	(\$11,628,092.45)

Memo

TO: Board of Education
FROM: Charlotte Ciancio, Superintendent
DATE: June 22, 2017

Policy: Policy Development and Implementation, Policy BGA
Report Type: Decision Making
SUBJECT: Adoption of Board Policy

Policy Wording: The Board develops policies and puts them in writing to provide for the successful, consistent and efficient operation of Mapleton's schools and the high achievement of Mapleton's students.

Decision Requested: District administration is requesting Board adoption of the attached policies.

Report: At the June 13, 2017 Board meeting, district administration and the Board of Education received the following policies for first review. These policies are being presented for final review and adoption.

AC	Nondiscrimination/Equal Opportunity
ADF	School Wellness
BCB	School Board Member Conflict of Interest
BE	School Board Meetings
BEDF	Voting Method
BID/BIE	School Board Member Compensation/Expenses/Insurance/Liability
DAC	Federal Fiscal Compliance
DH	Bonded Employees and Officers
DJ/DJA	Purchasing/Purchasing Authority
DJB	Federal Procurement
DJE	Bidding Procedures
DKC	Expense Authorization/Reimbursement
EF	School Nutrition Program
EFC	Free and Reduced-Price Food Services
EFEA	Nutritious Food Choices
EHB	Records Retention
GBA	Open Hiring/Equal Employment Opportunity
GBEA	Staff Ethics/Conflict of Interest
GBGE	Staff Maternity/Paternity/Parental Leave
GCFA	Hiring of Instructional Staff/Portability of Non-Probationary Status

IKA	Grading/Assessment Systems
IKF	Graduation Requirements
JB	Equal Educational Opportunities
JF	Admission and Denial of Admission
JICDE	Bullying Prevention and Education
JICH	Drug and Alcohol Use by Students
JII	Student Concerns, Complaints, and Grievances
JLCD	Administering Medications to Students
KFA	Public Conduct on District Property

This evening, District Administration recommends that these policies be adopted. The attached copy represents the "final" version of these policies and is submitted for Board approval.

Nondiscrimination/Equal Opportunity

Mapleton Public Schools (the “District”) is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the District are subject to all Federal and State laws and Constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment, or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any District program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation (which includes transgender), disability or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with State and/or Federal law.

This policy and accompanying regulation shall be used to address all concerns regarding unlawful discrimination and harassment, except those regarding sexual harassment which are addressed in other District policies listed in this policy’s cross references.

In keeping with these statements, the following are the District’s objectives:

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

responsible for incidents of harassment or unlawful discrimination in violation of District policy.

Annual Notice

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

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

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

Harassment is Prohibited

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

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

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written, or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation (which includes transgender), disability, or

need for special education services that: (1) results in physical, emotional, or mental harm, or damage to property; (2) is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile, or threatening environment; or (3) substantially disrupts the orderly operation of the school. District policies on sexual harassment will apply to complaints alleging sexual harassment.

Harassing conduct may take many forms, including but not limited to:

1. Verbal acts and name-calling;
2. Graphic depictions and written statements, which may include use of cell phones or the Internet; and
3. Other conduct that may be physically threatening, harmful, or humiliating.

Reporting Unlawful Discrimination and Harassment

Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in District policy, or who has witnessed such unlawful discrimination or harassment, shall immediately report it to an administrator, counselor, teacher or the District's compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment, or member of the public who believes he or she has been a victim of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, shall file a complaint with either an immediate supervisor or the District's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the Superintendent, who shall designate an alternate compliance officer to investigate the matter.

District Action

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

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

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

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

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

In cases involving potential criminal conduct, the compliance officer shall determine whether appropriate law enforcement officials should be notified.

Notice and Training

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

Students and District employees shall receive periodic training related to recognizing and preventing unlawful discrimination and harassment. District employees shall receive additional training related to handling reports of unlawful discrimination and harassment.

The training will include, but not be limited to:

- Awareness of groups protected under state and federal law and/or targeted groups;
- How to recognize and react to unlawful discrimination and harassment; and
- Proven harassment prevention strategies.

*Adopted January 22, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

20 U.S.C. § 1681 (*Title IX, Education Amendments of 1972*)

20 U.S.C. § 1701-1758 (*Equal Employment Opportunity Act of 1972*)
29 U.S.C. §§ 621 *et seq.* (*Age Discrimination in Employment Act of 1967*)
29 U.S.C. §§ 701 *et seq.* (*Section 504 of the Rehabilitation Act of 1973*)
42 U.S.C. §§ 12101 *et seq.* (*Title II of the Americans with Disabilities Act*)
42 U.S.C. § 2000d (*Title VI of the Civil Rights Act of 1964, as amended in 1972*)
42 U.S.C. § 2000e (*Title VII of the Civil Rights Act of 1964*)
42 U.S.C. §§ 2000ff *et seq.* (*Genetic Information Nondiscrimination Act of 2008*)
34 C.F.R. Part 100 through Part 110 (civil rights regulations)
C.R.S. § 2-4-401(13.5) (*definition of sexual orientation, which includes transgender*)
C.R.S. § 18-9-121 (*bias-motivated crimes*)
C.R.S. § 22-32-109(1)(II) (*Board duty to adopt written policies prohibiting discrimination*)
C.R.S. § 24-34-301(7) (*definition of sexual orientation, which includes transgender*)
C.R.S. §§ 24-34-301 *et seq.* (*Colorado Civil Rights Division*)
C.R.S. §§ 24-34-401 *et seq.* (*discriminatory or unfair employment practices*)
C.R.S. § 24-34-402.3 (*discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted “in a conspicuous place” accessible to employees*)
C.R.S. § 24-34-601 (*unlawful discrimination in places of public accommodation*)
C.R.S. § 24-34-602 (*penalty and civil liability for unlawful discrimination*)

CROSS REFERENCES:

GBA: Open Hiring/Equal Employment Opportunity

GBAA: Sexual Harassment

GBK: Staff Concerns/Complaints/Grievances

GBK-R: Grievance Procedures

JB: Equal Educational Opportunities

JBB: Sexual Harassment

School Wellness

The Board of Education for Mapleton Public Schools (the “District”) promotes healthy schools by supporting student wellness, including good nutrition and regular physical activity as part of the total learning environment. Schools contribute to the basic health status of students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and educational success, as children who eat well-balanced meals and are physically active are more likely to be engaged and learn in the classroom and are less likely to be absent.

To that end, Mapleton Public Schools adopts the following goals:

Goal #1. Mapleton Public Schools will provide a comprehensive learning environment to promote the development and practice of lifelong wellness behaviors.

The entire school environment, not just the classroom, will be aligned with healthy school goals to positively influence a student’s understanding, beliefs and habits as they relate to comprehensive wellness, including good nutrition and regular physical activity. Such learning environments will teach students to use appropriate resources and tools to make informed and educated decisions about lifelong healthy eating habits and beneficial physical activity, in accordance with the District’s academic standards for comprehensive health education and physical education.

Goal #2. Mapleton Public Schools will implement and promote nutrition education and proper dietary habits contributing to students’ health status and academic performance.

Nutrition education will be in accordance with the District’s academic standards for comprehensive health education. All foods and beverages sold or provided to students on the school campus during the school day shall meet or exceed the District’s nutrition standards. All schools participating in the National School Lunch and/or School Breakfast Programs shall comply with state and federal rules or regulations regarding school meals, competitive food service and the Smart Snacks in School nutrition standards.

Goal #3. Mapleton Public Schools will promote healthy nutrition choices to create and encourage a healthy learning environment.

In accordance with applicable federal law, schools participating in the National School Lunch and/or Breakfast Programs shall comply with the Smart Snacks in School nutrition standards in the marketing of any foods or beverages sold to students during the school day.

Goal #4. Mapleton Public Schools will provide daily opportunities for students to engage in physical activity.

Physical activity will be included in a school's daily education program from grades pre-kindergarten through 12. Physical activity includes regular instructional physical education, in accordance with the District's academic standards for physical education, and opportunities throughout the school day, such as exercise programs, fitness breaks, recess, and field trips and classroom activities that include physical activity.

Implementation and Review

To help ensure each school's compliance with and implementation of this policy's goals, the Board designates the School Director as the District's school wellness policy coordinator(s). The District Accountability Advisory Committee (DAAC) for Mapleton Public schools will monitor the implementation of this policy, evaluate the District's progress on this policy's goals, serve as a resource to schools (i.e. provide lists of healthy incentives, snacks, etc.) and periodically review and update this policy in accordance with federal law. The DAAC will review this policy at least once every three years.

Reporting and Recordkeeping

The results of the DAAC's triennial assessments shall be made available to the public, along with a copy of this policy.

The District shall retain records to document compliance with this policy, including but not limited to documentation concerning the DAAC's triennial assessments.

*Adopted October 22, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

§ 204 of Public Law 111-296 (*Healthy, Hunger-Free Kids Act of 2010*)

7 CFR § 210.11 (*Competitive Food Services*)

7 CFR §§ 201, 210 and 220 (*local school wellness policy requirements*)

42 U.S.C. § 1751, *et seq.* (*National School Lunch Act*)

C.R.S. § 22-32-134.5 (*healthy beverages requirement*)

C.R.S. § 22-32-136 (*policies to improve children's nutrition and wellness*)

C.R.S. § 22-32-136.5(3)(a) & (b) (*physical activity requirement*)

C.R.S. § 22-32-124 (*nutritious choices in vending machines*)

C.R.S. § 22-32-136.3 (*trans fat ban*)

1 CCR 301-79 (*State Board of Education – healthy beverages rules*)

CROSS REFERENCES:

EF: School Nutrition Program Food Services

EFC: Free and Reduced-Price Food Services

EFEA: Nutritious Food Choices

IA: Instructional Goals and Learning Objectives

IHAЕ: Physical Education

IHAM: Health and Family Life/Sex Education

JLJ: Physical Activity

School Board Member Conflict of Interest

The members of the Board of Education (the “Board”) for Mapleton Public Schools (the “District”) are dedicated to serving the interests of the general public. As a small, close-knit community, it is important that policies are in place to prevent any perception to the contrary. This policy is intended to provide those safeguards to protect the reputation and integrity of the District, Board members, and the community.

Public office is a trust created in the interest of the common good and for the benefit of the people. A conflict of interest can arise when a public officer, such as a Board member, is unable to devote him or herself with complete loyalty and singleness of purpose to the general public interest. A conflict of interest is a personal pecuniary interest that is immediate, definite, and demonstrable, and which is (or may be) in conflict with the public interest.

A Board member who has a personal or private interest in a matter proposed or pending before the Board shall disclose such interest to the Board, shall abstain from voting on the matter, and shall not attempt to influence the decisions of other Board members in voting on the matter.

Additionally, to maintain public confidence and to prevent the use of public office for private gain, Board members shall disclose potential conflicts of interest in connection with Board contracts, purchases, payments or other pecuniary transactions, in writing to the Board of Education and to the Secretary of State at least 72 hours prior to a transaction with reference to which he is about to act in his official capacity. The written disclosure shall list, as applicable, the amount of the member's financial interest, the purpose and duration of any services rendered, compensation received for services, or such other information necessary to describe the interest. This written disclosure will be attached to the minutes of the meeting in which the Board action occurred relating to the matter disclosed. If a Board member has complied with these statutory disclosure requirements of an interest in the matter, the Board member may vote if participation is necessary to obtain a quorum or to otherwise enable the Board to act. If a member votes under these circumstances, that member shall state for the record the fact and summary nature of the potential conflict of interest.

The Board considers it a conflict of interest for a Board member to be simultaneously employed by the District. Therefore, the Board shall not hire any of its members as an employee of the District, nor shall the Board approve any compensation for a Board member for services rendered to the District as an employee, except for services rendered to the Board as provided by law. Therefore, an employee elected to the Board shall be required to relinquish employment with the District prior to taking office. Employees are encouraged to consider this prior to running for the Board.

Board members may be reimbursed for authorized expenses in carrying out Board duties, as provided by law.

The Board shall not enter into any contract with any of its members or with a firm or corporation in which a member has a financial interest unless one or more of the following apply:

1. The contract is awarded to the lowest responsible bidder based on competitive bidding procedures;
2. The merchandise is sold to the highest bidder at a public auction;
3. The transaction involves investing or depositing money in a financial institution, which is in the business of loaning money or receiving money;
4. If, because of geographic restrictions, the District could not otherwise reasonably afford the contract because the additional cost to the District would be greater than ten percent of the contract with the interested member, or if the contract is for services that must be performed within a limited time period and no other contractor can perform the services; or,
5. If the contract is one in which the Board member has disclosed a personal interest and is one in which the member has not voted, or has voted as allowed in State law following disclosure to the Secretary of State and to the Board.

For the purposes of this policy, “financial interest” does not include holding a minority interest in a corporation.

Except as described above, a Board member shall not be a purchaser at any sale or a vendor for any District purchase made with non-federal funds.

Conflict of Interest – Federally Funded Transactions

Separate from State law and the Board’s policies concerning the Board’s standards of conduct and conflict of interest, federal law imposes restrictions on the conduct of Board members whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG).

Under the UGG, a Board member shall not participate in the selection, award or administration of a contract supported by a federal award if the Board member has a conflict of interest as defined by the UGG.

A conflict of interest arises under the UGG when the Board member, any member of his or her immediate family, his or her business partner, or an organization which employs or is

about to employ any of the aforementioned parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract.

In addition, the UGG prohibits Board members from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value.

For purposes of this policy section only, “immediate family” means the Board member’s spouse, partner in a civil union, children, and parents. In determining whether a financial or other interest is “substantial,” or whether anything solicited or accepted for private benefit is of “nominal value,” the Board shall follow the standards of conduct and corresponding definitions applicable to local public officials under State law.

These minimum federal requirements are not waivable in connection with any transaction or contract to which they apply.

A Board member who violates the standards of conduct set forth in this policy’s section may be subject to censure or other disciplinary action, in accordance with the Board’s authority and State law.

The secretary for the Board shall ensure that the most current version of this policy is filed with the Department of Education to protect Board members from criminal liability, as provided by law.

*Adopted December 10, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

2 C.F.R. 200.318 (c) (*Uniform Grant Guidance – written standards of conduct covering conflicts of interest required concerning the selection, award and administration of contracts supported by federal funds*)

Colorado Constitution, Article X, § 13 (*it is a felony for a public officer to profit, directly or indirectly, out of school district money*)

C.R.S. § 22-32-109(1)(y) (*school board duty to adopt written bylaws relating to conflicts of interest*)

C.R.S. §§ 24-18-109 through 110 (*rules of conduct for local government officials and employees*)

C.R.S. § 24-18-201 (*standards of conduct – interests in contracts*)

C.R.S. § 24-18-202 (*standards of conduct – interests in sales*)

CROSS REFERENCES:

BC: School Board Member Conduct

BCA-E1: Code of Ethics for School Board Members

BEDF: Voting Method

BID/BIE: School Board Member Compensation/Insurance/Expenses/Liability

DJE: Bidding Procedures

DKC: Expense Authorization/Reimbursement (Mileage and Travel)

School Board Meetings

All meetings of the Board of Education (the “Board”) for Mapleton Public Schools (the “District”) shall be open to the public, except during properly convened executive sessions. The Board may, however, require any person who disturbs good order to leave. All Board meetings will be properly noticed and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Board. For a 5-member board, a quorum is 3.

A recording shall be made of all regular and special meetings as required by law. The Board must make a recording of each regular and special meeting of the Board at which votes are taken and recorded and shall make the recording available to the public. The Board is not required to take minutes if through its notice and agenda it has not retained the option to take formal action. The Board, at its discretion, shall use appropriate technology available at the time the recording is made and shall, at a minimum, make an audio recording. Such recordings must be maintained for a minimum of 90 days.

Regular Meetings

Regular meetings of the Board shall be held in the Board room of the District’s Administration building, located at 591 E. 80th Avenue, Denver, CO 80229.

Regular meetings of the Board will be held on the second and fourth Tuesday of each month at 6:00 pm unless otherwise established by the Board.

At the first regular meeting of each calendar year, the Board shall designate the public place (or places) at which notice of all Board meetings shall be posted. In the event such action is not taken annually, the designated public places used in the previous year shall continue as the official posting sites. In the absence of an emergency, the Board shall cause notice of meetings and work sessions to be posted at the designated place or places no less than 24 hours prior to the meeting.

Special Meetings

Special meetings may be called by the president of the Board at any time and shall be called by the president upon the written request of a majority of the members of the Board.

The secretary to the Board shall be responsible for giving written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed, and 24 hours in advance if hand-delivered personally or if emailed directly to the member. The

notice must contain time, place, and purpose of the meeting and the name(s) of the member(s) requesting the meeting.

Any member may waive notice of a special meeting at any time before, during, or after such meeting, and attendance at a special meeting shall be deemed to be a waiver of notice.

No business other than that stated in the notice shall be transacted unless all Board members are present and consent to consider and transact other business.

Work Sessions and Retreats

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues, and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action. Therefore, from time to time the Board may schedule work sessions or retreats, which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, shall be provided.

Electronic Participation in School Board Meetings

Board members may attend and participate by electronic means in a regular or special Board meeting only when extenuating circumstances prevent the Board member from physically attending the meeting. For purposes of this policy, “extenuating circumstances” means the Board member’s job or military service requires the member to be outside of the District at the time of the meeting or inclement weather and/or unsafe driving conditions prevent the Board member from physically attending the meeting. For purposes of this policy, “electronic means” shall be defined as attendance via telephone, video or audio conferencing, or other electronic device.

A meeting at which one or more Board members attend and participate by electronic means shall be open to the public, except for periods in which the Board is in executive session. A quorum of the Board must be physically present at the meeting for a Board member to attend and participate by electronic means.

The electronic means used shall allow the public to hear the comments made by the Board member(s) participating by electronic means and allow the Board member(s) to hear the comments made by the public. A Board member participating by electronic means will be included in the recording of the Board meeting.

A Board member who seeks to attend and participate by electronic means in a Board meeting shall notify the Board president and Superintendent at least three business days prior to the meeting and shall explain the extenuating circumstances that prevent the

Board member from physically attending the meeting. If such advance notification is not possible, the Board member shall notify the Board president and Superintendent as soon as is reasonably possible.

If the Board president approves the Board member's request to attend and participate by electronic means, the Board member who attends and participates by electronic means shall identify the location from which he or she is participating, those present, and the extenuating circumstances that prevented the Board member from physically attending the meeting. If the Board convenes in executive session, the Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.

A Board member may attend and participate by electronic means in a maximum of two Board meetings per calendar year. Unless otherwise approved by the Board, additional requests to attend and participate by electronic means will be denied. In accordance with state law, the Board shall declare a vacancy if a Board member fails to attend three consecutive regular Board meetings, unless the Board member's absence is otherwise excused by the Board.

A Board member's failure to comply with this policy may result in the Board's refusal to allow the member to participate by electronic means in Board meetings.

*Adopted December 13, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

C.R.S. § 22-31-129 (*board vacancies*)

C.R.S. § 22-32-106 (*school board secretary duties*)

C.R.S. § 22-32-108 (*school board meetings*)

C.R.S. § 22-32-108(7)(a) (*board must adopt policy allowing board members to attend and participate electronically in regular or special board meetings if the board wishes to allow this practice*) C.R.S. § 22-32-109 (*board duties*)

C.R.S. §§ 24-6-401 *et seq.* (*Open Meetings Law*)

CROSS REFERENCES:

BEAA: Electronic Participation in School Board Meetings

BEC: Executive Sessions

BEDA: Notification of School Board Meetings

BEDB: Agenda

BEDD: Rules of Order

BEDF: Voting Method

BEDG: Minutes

BEDH: Public Participation at School Board Meetings

Voting Method

This policy controls the method of voting by the Board of Education (the “Board”) for Mapleton Public Schools (the “District”).

All voting shall be by roll call with each member present voting "Aye" or "No" alphabetically.

Election of the president and vice president may be by secret ballot. When a vote is taken by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes.

A member may abstain from voting only if excused by the Board for good cause.

To pass, any motion must be approved by a majority of the members present, unless state law or District policy requires a majority of full membership or a two-thirds majority.

*Adopted December 10, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

C.R.S. § 22-32-104(3) (*president and vice president must be elected by majority of the entire membership*)

C.R.S. § 22-32-108(6) (*voting by roll call, excused for good cause*)

C.R.S. § 22-32-108(7)(a) (*a board member who participates electronically in conformance with the board's policy on electronic participation in board meetings is considered "present"*)

C.R.S. § 24-6-402(2)(d)(IV) (*outcome of a secret ballot vote must be recorded contemporaneously in the minutes*)

C.R.S. § 24-6-402(4) (*a two-thirds majority of the quorum present is required to go into executive session*)

C.R.S. § 24-18-109(3) (*conflict of interest and voting*)

C.R.S. § 24-18-110 (*voluntary disclosure of conflict of interest*)

CROSS REFERENCES:

BCB: School Board Member Conflict of Interest

BE: School Board Meetings

School Board Member Compensation/Expenses/Insurance/Liability

Board members for Mapleton Public Schools (the “District”) shall receive no compensation for their services. However, upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Board, Board members may be reimbursed from District funds in accordance with the Board’s policy on expense authorization and reimbursement.

The Board shall purchase liability insurance and errors-and-omissions insurance to protect its members individually and collectively for claims made against them as a result of their membership on the Board.

The Board shall rely on the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101 *et seq.* (the Act) as the statement of its obligation to defend and indemnify Board members. If the Board elects to provide for the defense of a Board member in a claim which alleges willful and wanton conduct by the Board member, the Board may require the Board member to post a reasonable bond to ensure reimbursement of any amounts advanced, in accordance with the Act.

Adopted _____, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

20 U.S.C. 2361 through 2368 (*Coverdell Teacher Protection Act contained in No Child Left Behind Act of 2001 limits the liability of school board members*)

C.R.S. §§ 22-12-101 *et seq.* (*Teacher and School Administrator Protection Act also limits liability of school board members*)

C.R.S. § 22-32-104(5) (*board member compensation*)

C.R.S. § 22-32-109.1(9) (*immunity provisions in safe schools law also apply to school board members*)

C.R.S. § 22-32-110(1)(n), (u) (*power to provide necessary expenses*)

C.R.S. §§ 24-10-101 *et seq.* (*Colorado Governmental Immunity Act*)

C.R.S. § 24-18-104(3)(d), (e) (*reimbursements are not considered gifts*)

CROSS REFERENCES:

DKC: Expense Authorization/Reimbursement (Mileage and Travel)

EI: Insurance Program/Risk Management

Federal Fiscal Compliance

Federal funds received by Mapleton Public Schools (the “District”) shall be administered in accordance with this policy and applicable federal law, including but not limited to the Federal Uniform Grant Guidance. The Board designates the Chief Financial Officer as the District contact for all federal programs and funding.

The Superintendent (or designee) may develop and implement accompanying regulations to assist in the proper administration of federal funds and implementation of this policy, including but not limited to cash management procedures and allowability of costs.

Sub-Recipient Monitoring

If the District awards sub-grants, the District shall monitor grant sub-recipients to ensure compliance with applicable law and Board policy.

Time and Effort Reporting

District employees paid with federal funds shall document the time they expend in work performed in support of each federal program and/or such program’s cost objective(s), in accordance with applicable federal law. Time and effort reporting requirements do not apply to contracted individuals.

Record Keeping

The District shall maintain proper federal fiscal records in accordance with Board policy and applicable law. Such records shall be retrievable and available for programmatic or financial audit.

Adopted _____, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

2 C.F.R. Part 200 (*Uniform Grant Guidance*)

34 C.F.R. Parts 75, 76 (*EDGAR - Education Department General Administrative Regulations*)

CROSS REFERENCES:

BCB: School Board Member Conflict of Interest

DJB: Federal Procurement

EHB: Records Retention

GBEA: Staff Ethics/Conflict of Interest

Bonded Employees and Officers

Any employee of Mapleton Public Schools (the “District”) who is likely to have custody of at least \$50 of District funds at any one time shall be bonded in an amount at least sufficient to cover the amount of District funds these employees are likely to be in custody of at any one time.

The secretary and the treasurer for the Board of Education for Mapleton Public Schools (the “Board”) and any other custodian of District moneys authorized and appointed by the Board shall be individually bonded. This bond shall be in an amount not less than \$5,000.

In lieu of a bond, the District may maintain equivalent insurance coverage for such District employees, Board officers, and Board-appointed custodians.

The cost of bonding or insurance coverage shall be borne by the District.

*Adopted October 22, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

C.R.S. § 22-32-104(4)(b), (c), (d) (*surety bond or insurance coverage required*)

C.R.S. § 22-32-109(1)(h) (*bond or insurance requirement*)

C.R.S. § 22-32-121(3) (*bond required if authorized to affix facsimile signature of treasurer*)

Purchasing/Purchasing Authority

The Board of Education for Mapleton Public Schools (the “Board”) extends its authority to purchase materials, equipment, supplies, and services to the Superintendent (or designee) after the Board has adopted its annual budget and appropriated funds. The Superintendent shall direct purchases as required and permitted within the limits of the budget. The purchase of these items shall require no further Board approval, except when competitive bidding is required.

Any single, non-budgeted purchase or expenditure greater than \$50,000 shall require advance approval by the Board. Exceptions may be made by the Superintendent in cases of emergencies, in which case the expenditure and the circumstances preventing advance approval shall be reported to the Board no later than its next regular meeting.

Mapleton Public Schools (the “District”) shall obtain competitive bids for contractual services, professional services, and purchases of supplies, materials, and equipment in accordance with policy DJE: Bidding Procedures.

All purchasing transactions shall be accomplished through the Purchasing Department and authorized on properly signed purchase orders. District personnel shall not use District bids, purchase orders, manual checks, petty cash, or tax exempt status to obtain materials, equipment, or services for their personal benefit.

When making purchasing decisions, consideration shall be given to price, as well as other factors such as timely delivery, quality of the product, and such other factors as the District deems appropriate.

The District shall not enter into any lease-purchase agreement whose duration, including all optional renewal terms, exceeds the weighted average useful life of the assets being financed.

*Adopted October 22, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

C.R.S. § 22-32-109(1)(b) (*board required to adopt bidding procedures*)

C.R.S. § 29-1-103(3)(e)(I) (*requirements for lease-purchase agreements*)

CROSS REFERENCES:

DJB: Federal Procurement

DJE: Bidding Procedures

Federal Procurement

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

Employees of Mapleton Public Schools (the “District”) shall follow Board policy concerning employee purchasing authority when making any purchase with federal funds and shall obtain prior Board approval in those instances when it is required by Board policy. District employees shall also follow applicable state law and Board policy concerning competitive bidding, to the extent state law and/or Board policy establish additional requirements that are not consistent with this policy and its accompanying regulation.

Micro-Purchases

A “micro-purchase” is a purchase that, in an aggregate amount, is less than \$3,500.

Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent District staff determine that the cost of the purchase is reasonable. For purposes of this policy, “reasonable” means the purchase is comparable to market prices for the geographic area.

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

Small Purchases

A “small purchase” is a purchase that, in an aggregate amount, is \$3,500 or more, but less than \$74,999.

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

1. A valid basis exists under the federal Uniform Grant Guidance for relying on procurement by a noncompetitive proposal (i.e., “single source” procurement); or
2. The District elects to use a more formal competitive bid or request for proposal process.

Large Purchases

A large purchase is a purchase that, in an aggregate amount, is \$75,000 or more.

The District shall conduct a cost or price analysis for large purchases that, at a minimum, includes making an independent estimate before receiving bids or proposals (including noncompetitive proposals). A cost analysis means evaluating the separate cost elements that make up the price. A price analysis means evaluating the total price, without looking at the individual cost elements.

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

Unnecessary or Duplicative Items

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

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

Record Keeping

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

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

Adopted _____, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

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

2 C.F.R. 200.318 (*general standards for procurement supported by federal funds*)

2 C.F.R. 200.319 (*written procurement standards required*)

2 C.F.R. 200.320 (*methods of procurement to be followed*)

2 C.F.R. 200.323 (*cost or price analysis*)

2 C.F.R. 200.333 (*record retention requirements*)

2 C.F.R. 200.336 (*access to records*)

7 C.F.R. 3016.36 (*USDA's procurement standards*)

7 C.F.R. 3016.37 (*USDA's procurement requirements for subgrants*)

34 C.F.R. Parts 75, 76 (*EDGAR - Education Department General Administrative Regulations*)

48 C.F.R. Subpart 2.1 (*micro-purchase and competitive bidding thresholds*)

CROSS REFERENCES:

BCB: School Board Member Conflict of Interest

DAC: Federal Fiscal Compliance

DJ/DJA: Purchasing/Purchasing Authority

DJE: Bidding Procedures

DKC: Expense Authorization/Reimbursement (Mileage and Travel)

EHB: Records Retention

GBEA: Staff Ethics/Conflict of Interest

Bidding Procedures

This policy directs bidding by Mapleton Public Schools (the “District”). All contractual services, professional services, and purchases of supplies, materials, and equipment in the amount of \$75,000 or more shall be put to bid. This shall not apply, however, to contracts for instructional services or materials. Other purchases may be made in the open market but shall, when possible, be based on competitive quotations or prices.

All contracts and all open market orders shall be awarded to the lowest responsible qualified supplier, taking into consideration the quality of materials/services desired and their contribution to program goals.

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

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

The bidder to whom an award is made shall be required to submit to the District proof of liability insurance and when appropriate, proof of workers’ compensation insurance, and may be required to enter into a written contract with the District. Any written contract shall include a provision requiring a criminal background check for any person providing direct services to students under the contract, including but not limited to transportation, instruction, or food services as required by law. The contracting entity is responsible for any costs associated with the background check.

*Adopted September 24, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

C.R.S. § 24-18-201 (*public official's interest in contract*)

C.R.S. § 22-32-109(1)(b) (*board required to adopt bidding procedures*)

C.R.S. § 22-32-122(4) (*background check provision required in service contracts*)

CROSS REFERENCES:

BCB: School Board Member Conflict of Interest

DJB: Federal Procurement

Expense Authorization/Reimbursement

This policy shall apply to all employees and Board members of Mapleton Public Schools (the “District”) in regard to reimbursement of expenses.

District employees and Board members who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly completed and approved expense form and accompanying receipt(s).

Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses, Board policy, and applicable law.

Travel Costs

This policy ensures that:

- District employees and Board members are reimbursed for the cost of approved District-related travel;
- Reimbursed travel costs are properly documented;
- Reimbursed travel costs are consistent with cost-effectiveness and efficiency principles; and,
- Reimbursed travel costs are within this policy’s parameters and applicable State and Federal law.

For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, meals, and related items incurred by District employees or Board members who are on District-related travel. District-related travel is defined as attendance at conferences, seminars, meetings, or other events related to District business and that promote or benefit the District.

When District-related travel by an employee’s or Board member’s personally owned vehicle has been authorized, mileage reimbursement shall be made at the rate approved by the Board or Superintendent. Such mileage reimbursement rate shall not exceed the mileage rate established by the Internal Revenue Service.

Actual costs for meals, lodging, and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Internal Revenue Service.

Travel Costs Not Covered by the District

The following expenses shall not be reimbursed:

- Alcohol
- Expenses for spouse, significant other, or guest(s)

- Gas for personal use of private vehicles
- Mini-bar in hotel
- Room service
- Movie rental (which includes in-room movies)
- Other forms of entertainment
- Fines for parking or traffic violations

*Adopted December 10, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

2 C.F.R. 200.474(b) (*travel reimbursement requirements under the federal Uniform Grant Guidance*)

C.R.S. § 24-18-104(3)(d), (e) (*reimbursement for reasonable expenses is not considered a gift of substantial value and is thus permissible pursuant to the rules of conduct*)

School Nutrition Program

Mapleton Public Schools (the “District”) will operate a school nutrition program which shall be under the overall supervision of the District's Director of Nutrition Services.

The Director of Nutrition Services shall cooperate with each School Director in matters essential to the proper functioning of each school's nutrition program. The responsibility for control of students using the school cafeteria shall rest with the School Director.

Nutrition services shall provide lunches and breakfasts, through participation in the National School Lunch Program and School Breakfast Program.

The Board shall approve the prices set for meals and the price of beverages.

Adopted _____, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

42 U.S.C. 1751 *et seq.* (National School Lunch Act)

7 C.F.R. Part 210 (National School Lunch Act regulations)

7 C.F.R. Part 220 (School Breakfast Program regulations)

C.R.S. § 22-32-120 (food services)

C.R.S. § 22-32-134.5 (healthy beverage requirement)

C.R.S. § 22-32-136.3 (trans fat ban)

C.R.S. §§ 22-82.7-101 *et seq.* (Start Smart Nutrition Program provides funding to eliminate amount students who qualify for reduced priced meals pay in school breakfast program)

C.R.S. §§ 22-82.9-101 *et seq.* (Child Nutrition School Lunch Protection Program provides funding to eliminate amount students in preschool through fifth grade pay for school lunch program, if they qualify for reduced price meals)

1 CCR 301-3 (State Board of Education - competitive food services rules)

1 CCR 301-79 (State Board of Education - healthy beverages rules)

CROSS REFERENCES:

EFC: Free and Reduced-Price Food Services

EFEA: Nutritious Food Choices

Free and Reduced-Price Food Services

Mapleton Public Schools (the “District”) shall take part as feasible in the National School Lunch and other food programs which may become available to ensure that all students receive proper nourishment.

The District shall establish regulations regarding participation in programs for free and reduced-price meals and supplementary food in accordance with applicable state and federal law.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

42 U.S.C. 1751 *et seq.* (*National School Lunch Act*)

7 C.F.R. 245.5 (*must inform families of the availability of reimbursable school meals and provide information about applying for free or reduced-price meals*)

C.R.S. § 22-32-120 (*food services*)

C.R.S. §§ 22-82.7-101 *et seq.* (*Start Smart Nutrition Program provides funding to eliminate amount students who qualify for reduced price meals pay in school breakfast program*)

C.R.S. §§ 22-82.9-101 *et seq.* (*Child Nutrition School Lunch Protection Program provides funding to eliminate amount students in preschool through fifth grade pay for school lunch program, if they qualify for reduced price meals*)

CROSS REFERENCES:

EF: School Nutrition Program

Nutritious Food Choices

At every possible eating occasion, students will have opportunities to practice what they are taught in nutrition education and choose nutritious snacks that are low in fat, sodium, and added sugars.

Schools are encouraged to take steps to ensure:

1. Nutritious foods are always available as an affordable option whenever food is served or sold;
2. Students have limited opportunities to eat snacks high in fat, sodium, or added sugars; and
3. Competition with nutritious meals served by the school food service program is minimized.

The emphasis on healthy choices applies to

1. A la carte items (separate food choices) offered by the food service program;
2. "Competitive foods" which are snacks and beverages sold from vending machines, school stores, and fund-raising activities that compete with the food service program; and
3. Refreshments that are available at school parties, celebrations, and meetings.

Each beverage offered for sale to students from any source, including the school cafeteria, vending machines, school stores, and fund-raising activities conducted on school grounds, shall satisfy the minimum nutritional standards for beverages adopted by the State Board of Education.

These standards shall apply to beverages sold on campus during the regular school day and extended school day, including but not limited to extracurricular activities such as clubs, yearbook, band, student government, and drama, as well as and childcare programs.

These standards shall not apply to the sale of beverages at school-related events where parents and other adults are invited attendees. Such activities include but are not limited to interscholastic sporting events, school plays, and band concerts.

Adopted January 22, 2013, by the Board of Education for Mapleton Public Schools.

Revised _____, 2017.

LEGAL REFERENCES:

1 CCR 301-79 (*State Board of Education – healthy beverages rules*)

C.R.S. § 22-32-134.5 (*healthy beverage requirement*)

C.R.S. § 22-32-136.3 (*trans fat ban*)

CROSS REFERENCES:

ADF: School Wellness

Records Retention

The Board of Education for Mapleton Public Schools (the “District”) has approved the District’s use of the Colorado School District Records Management Manual (“Records Management Manual”) developed by the Colorado State Archives Department to assist the District in determining the appropriate retention period for various types of records. Records regarding the District’s organization, functions, policies, decisions, procedures, operations, or other activities may be considered public records subject to retention.

Whenever the District is a party in litigation, or reasonably anticipates being a party in litigation, Board members and District employees in possession of hard copy or electronic documents, email, and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, emails, and other evidence until otherwise directed by the Superintendent (or designee).

Documents and other materials that are not “records” required to be retained by District policy, the Records Management Manual, or State or Federal law, and are not necessary to the functioning of the District, may be destroyed when no longer needed. Examples include telephone message slips, miscellaneous correspondence not requiring follow-up or District action, and emails that do not contain information otherwise required to be retained by District policy, the Records Management Manual, or State or Federal law.

District employees may be subject to disciplinary action for violation of this policy.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

2 C.F.R. 200.333 (*retention requirements for federal fiscal records*)

C.R.S. § 24-72-113 (*limit on retention of passive surveillance records*)

C.R.S. §§ 24-80-101 *et seq.* (*State Archives and Public Records Act*)

CROSS REFERENCES:

EGAEA: Electronic Communication

GBJ: Personnel Records and Files

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

Open Hiring/Equal Employment Opportunity

The Board of Education for Mapleton Public Schools (the “District”) subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the District's staff.

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

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

*Adopted December 11, 2012, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

20 U.S.C. §1681 (*Title IX of the Education Amendments of 1972*)

29 U.S.C. §§ 201 *et seq.* (*Fair Labor Standards Act*)

29 U.S.C. §§ 621 *et seq.* (*Age Discrimination in Employment Act of 1967*)

29 U.S.C. § 794 (*Section 504 of the Rehabilitation Act of 1973*)

42 U.S.C. §§ 12101 *et seq.* (*Title II of the Americans with Disabilities Act*)

42 U.S.C. § 2000d (*Title VI of the Civil Rights Act of 1964*)

42 U.S.C. § 2000e (*Title VII of the Civil Rights Act of 1964*)

42 U.S.C. §§ 2000ff *et seq.* (*Genetic Information Nondiscrimination Act of 2008*)

C.R.S. § 2-4-401(13.5) (*definition of sexual orientation, which includes transgender*)

C.R.S. § 22-32-110(1)(k) (*The practices of employment, promotion, and dismissal shall be unaffected by the employee's religion, creed, color, sex, sexual orientation, marital status, racial or ethnic background, national origin, ancestry, or participation in community affairs*)

C.R.S. § 22-61-101 (*discrimination in employment prohibited*)

C.R.S. §§ 24-34-301 *et seq.* (*Colorado Civil Rights Division procedures*)

C.R.S. § 24-34-301(7) (*definition of sexual orientation, which includes transgender*)

C.R.S. §§ 24-34-402 *et seq.* (*discriminatory or unfair employment practices*)

C.R.S. § 24-34-402.3 (*discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees*)

CROSS REFERENCES:

AC: Nondiscrimination/Equal Opportunity

GBAA: Sexual Harassment

Staff Ethics/Conflict of Interest

No employee of Mapleton Public Schools (the “District”) shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by State law and District policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of District employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the District. This includes information concerning potential customers, clients, or employers.

An employee shall not sell any books, instructional supplies, musical instruments, equipment, or other school supplies to any student or to the parents/guardians of a student who attends the school served by the employee unless prior approval has been obtained from the Board.

Conflicts of Interest - Federally Funded Transactions

Separate from State law and the Board’s policies concerning District employees’ standards of conduct and conflict of interest, Federal law imposes restrictions on the conduct of District employees whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG).

Under the UGG, a District employee shall not participate in the selection, award, or administration of a contract supported by a Federal award if the employee has a conflict of interest as defined by the UGG.

A conflict of interest arises under the UGG when the employee, any member of his or her immediate family, his or her business partner, or an organization which employs or is about to employ any of the aforementioned parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract.

In addition, the UGG prohibits District employees from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value.

For purposes of this policy section only, “immediate family” means the employee’s spouse, partner in a civil union, children, and parents. In determining whether a financial or other interest is “substantial,” or whether anything solicited or accepted for private benefit is of

“nominal value,” District employees shall follow the standards of conduct and corresponding definitions applicable to local government employees under State law.

These minimum Federal requirements are not waivable in connection with any transaction or contract to which they apply.

An employee who violates the standards of conduct set forth in this policy’s section may be subject to disciplinary action, in accordance with applicable law and Board policy.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

2 C.F.R. 200.318(c) (*Uniform Grant Guidance – written standards of conduct covering conflicts of interest required concerning the selection, award and administration of contracts supported by federal funds*)

Constitution of Colorado, Article X, Section 13 (*felony to make a profit on public funds*)

C.R.S. §§ 14-15-101 *et seq.* (*Colorado Civil Union Act*)

C.R.S. § 22-63-204 (*teachers receiving money for items sold to students/parents without written consent from Board*)

C.R.S. § 24-18-109 (*government rules of conduct*)

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

C.R.S. § 24-18-201 (*standards of conduct – interests in contracts*)

C.R.S. § 24-18-202 (*standards of conduct – interests in sales*)

C.R.S. § 24-34-402(1) (*discriminatory and unfair employment practices*)

C.R.S. § 24-34-402(1)(h) (*nepotism provisions*)

CROSS REFERENCES:

DKC: Expense Authorization/Reimbursement

GBEB: Staff Conduct (and Responsibilities)

GCE/GCF: Professional Staff Recruiting/Hiring

GCQF: Discipline, Suspension, and Dismissal of Professional Staff (and Contract Nonrenewal)

GDE/GDF: Support Staff Recruiting/Hiring

GDQD: Discipline, Suspension, and Dismissal of Support Staff

Staff Maternity/Paternity/Parental Leave

Maternity Leave

Pursuant to the employee's request, medically necessary sick leave for maternity purposes shall be available to any employee who becomes pregnant. The leave will be allowed during such period of the pregnancy and a reasonable time immediately following termination of the pregnancy as is medically necessary to safeguard the health of the mother and/or child.

1. Determination of Necessity

The determination and designation of the period of time during which maternity leave is necessary, including the beginning, duration, and end of the period, shall be made by the District. Such determination shall be based on information provided by the employee, the employee's physician, the administration, and if deemed necessary, by a physician designated by the Board of Education.

2. Reinstatement

An employee who has taken leave in accordance with this policy shall be assured reinstatement at the beginning of the first semester following the end of the period of time during which leave is necessary. However, any leave granted shall in no way affect the powers or duties of the Board including but not limited to the nonrenewal of a contract of a probationary teacher.

3. Notice

An employee who becomes pregnant shall be encouraged to notify the Superintendent (or designee) regarding the pregnancy well in advance of the expected leave so that the District may make appropriate staffing decisions. When an employee is no longer pregnant, she shall notify the Superintendent (or designee) of this fact.

4. Benefits

An employee on maternity leave for medical necessity as determined by the employee's or the Board's physician shall receive pay, insurance, and other benefits to the same extent and on the same basis as sick leave used for other purposes. Any additional leave granted by the Board for maternity purposes beyond that which is medically necessary shall be without pay or other benefits unless the provisions of the federally-mandated family leave policy apply.

Parental Leave

The provisions of this section shall apply only after an eligible employee has used any applicable federally-mandated family leave. Any days taken for family leave will be deducted from the total leave period allowed under this policy.

Parental leave of absence without salary and fringe benefits may be granted to staff members for the purpose of child rearing, child care, or adoption. Parental leave may be granted for a period of time not to exceed _____ for each employee. The leave need not be taken all at once, but must be taken in increments which coincide with the planning needs of the District.

In determining whether to grant the leave request, the District will consider any special needs of the child, the staffing needs of the District, and any other relevant factors. The District will grant parental leave without regard to the sex of the employee.

The request for leave will be made to the District's **personnel office**. If the parental leave request is refused by the personnel office, the staff member may appeal to the Board of Education.

If the leave period is for an entire school year, notice of intent to return from leave must be given to the **personnel office** before April 1 preceding the school year the employee wishes to return to work. If the leave is for a period less than an entire school year, notice of intent to return shall be given at least three months prior to the date the employee wishes to return to work. Upon return from parental leave, the employee shall be reinstated on the salary schedule at the column and step he or she was on when granted leave.

As long as proper notice has been given of the employee's intent to return to work, the District shall reinstate the employee and place him or her on the salary schedule at the appropriate level. A teacher being reinstated shall be placed in a teaching position as nearly identical as possible to the position left at the commencement of the leave. In no event shall a teacher be placed in a position for which he or she is not qualified or licensed.

The employee on parental leave will not be permitted to work in the District while on leave.

Nothing in this policy shall be construed to limit the powers or duties of the Board or District administration to make employment decisions for the District including but not limited to nonrenewing a contract of a probationary teacher.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

29 U.S.C. §§ 2601 *et seq.* (*Family and Medical Leave Act of 1993*)

42 U.S.C. § 2000e-2 (*Title VII of the Civil Rights Act of 1964*)

C.R.S. § 19-5-211 (*adoption statute*)

C.R.S. § 24-34-402.3 (*discrimination based on pregnancy, childbirth or related conditions*)

CROSS REFERENCES:

AC: Nondiscrimination/Equal Opportunity

GBA: Open Hiring/Equal Employment Opportunity

Hiring of Instructional Staff/Portability of Non-Probationary Status

The Board of Education for Mapleton Public Schools (the “District”) believes that all students enrolled in the District’s schools should have effective teachers in their classrooms. In accordance with this belief and the Board’s authority to employ personnel, the Board adopts this policy to address requests by teachers for “portability” of his or her non-probationary status.

In accordance with State law, a teacher who has obtained non-probationary status in another Colorado school district is not automatically granted non-probationary status when he or she is hired by the District. Rather, a teacher may be granted portability by the District only if the teacher meets the requirements of this policy, as determined by the District.

A teacher who does not request portability in accordance with this policy shall be considered a probationary teacher by the District.

Definitions

For purposes of this policy, the following definitions shall apply:

1. “Portability” means a teacher’s request that his or her non-probationary status obtained in another Colorado school district be recognized by the District.
2. “Teacher” means a person who holds a teacher’s license issued pursuant to the Colorado Educator Licensing Act of 1991, C.R.S. §§ 22-60.5-101 *et seq.* and who is employed to instruct, direct, or supervise the instructional program. “Teacher” does not include those persons holding authorizations or administrative positions within a school district.
3. “Non-probationary status” means the teacher has completed three consecutive years of demonstrated effectiveness in a Colorado school district and has been re-employed for the succeeding school year or has otherwise attained non-probationary status in accordance with the Teacher Employment, Compensation, and Dismissal Act of 1990, C.R.S. §§ 22-63-101 *et seq.*
4. “Effectiveness rating” means a rating of highly effective or effective on the teacher’s written evaluation conducted pursuant to the applicable Colorado school district’s licensed personnel performance evaluation system.
5. “Prior two consecutive years” means the current school year and the school year immediately preceding the current school year.

Teacher’s Request for Portability

During the District's hiring process and prior to an offer of employment from the District, a teacher may request portability. The teacher shall provide the following documentation to the District when he or she requests portability:

1. Performance evaluations for the prior two consecutive years that show the teacher received effectiveness ratings; and
2. Evidence of the teacher's student academic growth data for the prior two consecutive years.

Determination of Non-Probationary Status

If the teacher requests portability and provides the documentation required by this policy during the District's hiring process, and prior to an offer of an employment from the District, the District shall determine, in its sole discretion, whether the documentation shows evidence of teacher effectiveness and student academic growth. The District shall make its determination of teacher effectiveness and student academic growth based upon the District's licensed personnel performance evaluation system and the District's measures of student academic growth.

If the District determines the documentation shows the required teacher effectiveness and student academic growth, the District shall grant non-probationary status to the teacher.

The Superintendent (or designee) may waive this policy's requirement that the teacher provide the required documentation during the District's hiring process and prior to an offer of employment if the Superintendent (or designee) determines exceptional circumstances exist and that it is in the best interests of the District to do so.

If the District determines that the teacher misrepresented or omitted any of the documentation required by this policy and/or misrepresented his or her non-probationary status or any other matter concerning the teacher's employment history, the District may take action in accordance with applicable law, including but not be limited to revocation of the teacher's non-probationary status and other appropriate disciplinary action.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law. Any dismissal or other employment action shall be in accordance with applicable State law, Board policy and the teacher's employment contract with the District.

*Adopted June 28, 2016, by the School Board for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

C.R.S. §§ 22-9-101 *et. seq.* (*Licensed Personnel Performance Evaluation Act*)

C.R.S. §§ 22-60.5-101 *et seq.* (*Colorado Educator Licensing Act of 1991*)

C.R.S. §§ 22-63-101 *et. seq.* (*Teacher Employment, Compensation, and Dismissal Act of 1990*)

C.R.S. § 22-63-203.5 (*non-probationary portability*)

1 CCR 301-87 (*State Board of Education rules for administration of a system to evaluate the effectiveness of licensed personnel*)

CROSS REFERENCES:

GCE/GCF: Professional Staff Recruiting/Hiring

GCO: Evaluation of Licensed Personnel

GCQF: Discipline, Suspension, and Dismissal of Professional Staff

Grading/Assessment Systems

Mapleton Public Schools (the “District”) believes that students will respond more positively to the opportunity for success than to the threat of failure. The District 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 District students 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, the District shall administer standardized assessments pursuant to these State and Federal legal requirements.

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

1. Pencil and Paper Testing Option

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

- The technological capacity and resources of the particular school/classroom;
- Students’ previous experience with computerized and written assessments;
- Whether the instructional methodology of the particular school/classroom is consistent with the use of computerized assessments or written assessments; and
- The logistics of administering the State assessment in different formats at a particular school or schools.

Prior to making this determination, the Superintendent (or designee) shall consult with the School Director(s) affected by this determination as well as parents/guardians of students enrolled in the District.

For students with disabilities, the use of pencil and paper instead of a computer to complete a State assessment shall 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 (IKA-R).

In accordance with State law, the District 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 and shall not apply to District or classroom assessments.

3. Sharing of Student State Assessment Results with Parents/Guardians

The Colorado Department of Education is required to provide diagnostic academic growth information for each student enrolled in the District and for each public school in the District based on the State assessment results for the preceding school years. This information shall be included in each student's individual student record. Appropriate school 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.

District Assessment System

In addition to the State assessment system, the District 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 the District's academic standards.

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

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

Additional Assessment Information for Parents/Guardians

In accordance with State law and this policy's accompanying regulation (IKA-R), the District shall distribute an assessment calendar and related information to parents/guardians on an annual basis to inform them about the State and District assessments that the District plans to administer during the school year.

Classroom Assessment System

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

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

Grading System

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

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

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

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

- C.R.S. § 22-7-1006.3(1) (*state assessment implementation schedule*)
- C.R.S. § 22-7-1006.3(1)(d) (*district must report to CDE the number of students who will take the state assessment in a pencil and paper format*)
- C.R.S. § 22-7-1006.3(7)(d) (*state assessment results included on student report card if feasible*)
- C.R.S. § 22-7-1006.3(8)(a) (*policy required to ensure explanation of student state assessment results*)
- C.R.S. § 22-7-1013(1) (*district academic standards*)
- C.R.S. § 22-7-1013(6) (*policy required regarding the use of pencil and paper on state assessments*)
- C.R.S. § 22-7-1013(7) (*procedure required concerning distribution of assessment calendar to parents/guardians*)
- C.R.S. § 22-7-1013(8) (*policy and procedure required to allow parents to excuse their children from participation in state assessments*)
- C.R.S. §§ 22-11-101 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*)

CROSS REFERENCES:

AEA: Standards Based Education

AED: Accreditation

IK: Academic Achievement

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

Graduation Requirements

In pursuit of its mission to ensure that each student is empowered to achieve his or her dreams, Mapleton Public Schools (the “District”) has established the following graduation requirements.

Mapleton students, parents, and staff must work together to ensure graduation requirements are met. Teachers, post-secondary coaches, and administrators shall guide students and inform parents in order to ensure that students are aware of graduation requirements and their progress toward meeting these requirements.

To receive a high school diploma from Mapleton Public Schools, all students must meet or exceed the District’s academic standards. 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 the District.

Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student’s public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the District’s academic standards and to meet the expectations for graduation.

Units of Credit Needed

A total of 22 credits earned during high school are required for graduation. A credit is defined as the amount of credit given for the successful completion of a course which meets five days per week for a minimum of 40 minutes daily for at least 36 weeks, or the equivalent.

Successful completion means that the student obtained a passing grade for the course, which is the equivalent of a “C-” or better. Students may also be permitted to receive course credit for demonstrating proficiency in a subject area equivalent to that shown by successful completion of the course. Proficiency may be demonstrated through receiving a “C-” or better in a college course in the same subject, or through a presentation of evidence consistent with District approved rubrics demonstrating course-level equivalent knowledge and skills. In order to receive course credit based on demonstrated proficiency rather than course completion must be approved by the Superintendent (or designee).

A student may pursue coursework in one or more content areas beyond the minimum requirements, insofar as school scheduling and resources permit. Students may request to transfer credit earned through alternative means such as college coursework, correspondence courses, armed services credit, adult education, independent study, and

internships to count toward high school graduation from Mapleton. These requests will be approved on an individual basis.

In rare instances, the Superintendent may approve a waiver of a specific requirement. The waiver request will be approved or denied based on the rationale provided for such waiver.

The following criteria shall entitle a student to a high school diploma from Mapleton Public Schools:

- Achievement in academic content standards as demonstrated by mastery of the curriculum which may include, but is not limited to, daily classroom assignments, State and District assessments, classroom assessments, and student participation in, and completion of, assigned projects.
- Successful completion of 22 credits in grades nine through twelve in the prescribed categories listed below (District requirements) in addition to successful completion of all school-specific requirements.
- Starting with the ninth grade class of 2017 – 2018, students must demonstrate academic proficiency in English and math using one measure in each content from the Mapleton Public Schools Menu of College and Career-Ready Demonstrations listed below.

District-Wide Coursework Requirements for Graduating Classes of '18, '19, and '20

The following District-wide graduation requirements provide a uniform framework for successful completion of a college preparatory curriculum and have been developed to ensure that every Mapleton student is prepared to pursue college or other post-secondary education program of his or her choice. All Mapleton graduates for the classes of 2018, 2019, and 2020 must satisfy the following coursework requirements to be eligible for graduation:

Subject Area	Credits Required	Specific Courses Required
English	4	
Mathematics	4	All 4 credits must be earned in Algebra 1 and higher
Natural/Physical Science	4	At least 2 credits must be lab-based
Social Studies	3	At least .5 credit must be in Civics/Government and at least 1 credit must be in U.S. or World History
Foreign Languages	1	
Physical Education	1	Must receive at least .5 credit in Health and .5 credit in Physical Education
Academic Electives	4.5	Financial Literacy – required course Must receive at least .5 credit in art and .5 credit in technology. The remaining credits may be earned in any academic area listed, or AFJROTC, foreign languages, computer science, art, music, or drama. Also acceptable are college credits earned based on concurrent enrollment programs, or International Baccalaureate courses.
Capstone	.5	Includes an independent research project, a community service experience, or and an individual career and academic portfolio.
Total	22	

Mapleton Public Schools Menu of College and Career-Ready Demonstrations

Beginning with the graduating class of 2021, the following District-wide graduation requirements must be satisfied to be eligible for graduation:

Subject Area	Credits Required	Specific Courses Required
English	4	
Mathematics	3	All 3 credits must be earned in Algebra 1 and higher
Natural/Physical Science	4	At least 2 credits must be lab-based
Social Studies	3	At least .5 credit must be in Civics/Government and at least 1 credit must be in U.S. or World History
Foreign Languages	1	
Physical Education	1	Must receive at least .5 credit in Health and .5 credit in Physical Education
Academic Electives	5.5	Financial Literacy – required course Must receive at least .5 credit in art and .5 credit in technology. The remaining credits may be earned in any academic area listed, or AFJROTC, foreign languages, computer science, CareerX, art, music, or drama. Also acceptable are college credits earned based on concurrent enrollment programs, or International Baccalaureate courses.
Capstone	.5	Includes an independent research project, a community service experience, and an individual career and academic portfolio.
Total	22	

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

Beginning with the graduating class of 2021, 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 and Math.

Assessment	English	Math
ACCUPLACER	62 on Reading Comprehension	61 on Elementary Algebra
ACT	At least 18 on English	At least 19 on Math
ACT WorkKeys - National	Bronze (3) or higher	Bronze (3) or higher
Advanced Placement (AP)	Score of at least 2	Score of at least 2
Armed Services Vocational Aptitude Battery (ASVAB)	Score in at least the 31st percentile	Score in at least the 31st percentile
Concurrent Enrollment	Passing grade per district and higher education policy	Passing grade per district and higher education policy
District Capstone	Individualized	Individualized
Industry Certificate	Individualized	Individualized
International Baccalaureate (IB)	Score of 4	Score of 4
SAT	Score of at least 430	Score of at least 460
Collaboratively-developed, standards-based performance assessment	State-wide scoring criteria	State-wide scoring criteria

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 school director (or designee) may determine that such assessment or other measure is acceptable and meets the District's graduation requirements.

School-Specific Requirements

Mapleton Public Schools offers unique learning experiences for its students and each school provides its own learning model and environment. Accordingly, each high school requires students to complete school-specific academic experiences that reflect the focus of that specific school. This provides a unique mix of approaches of equal rigor for students to demonstrate essential skills and knowledge for life after graduation. To be eligible for graduation, all students must complete the school-specific graduation requirements in addition to the District-wide graduation requirements.

Credit from Other Institutions and Home-Based Programs

All students entering from outside the District must meet the District graduation requirements. The school director shall determine whether credit toward graduation requirements shall be granted for courses taken outside the District. Students who are currently enrolled in the District who wish to obtain credit from outside institutions or through online programs must have prior approval from the school director.

The District shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with District requirements and academic standards, the District 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 District may administer testing to the student to verify the accuracy of the student's transcripts. The District may reject any transcripts that cannot be verified through such testing.

Credit from a Dropout Recovery Program

In accordance with applicable state law, college courses completed pursuant to the student's participation in a "dropout recovery program" shall count as credit toward completion of the District's graduation requirements. A student seeking to enroll in a dropout recovery program shall work with his or her high school director (or designee) in selecting college courses.

Class Rankings and Grade Point Averages

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, excluding the last semester of the senior year.

Grades for regular classes will be given the following values: A=4, B=3, C=2.

Grades for college level classes will be given the following values: A=5, B=3.75, C=2.5, D=1.25.

After a course has been passed, no future grade earned in the same course shall be used to determine 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 District Learning Services Department 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 must be monitored by a faculty member.

Student Course Load

The course load for freshmen, sophomores, juniors, and seniors shall be a minimum of 6 credits per school year. Students who wish to take fewer credits in any given school year must obtain advance permission from the school director.

Years of Attendance

Mapleton Public Schools believes that most students benefit from experiencing four years of high school and accordingly, District high school programs are designed to take four years to complete. The District provides programs that allow students to earn college credit while in high school, and students needing more of a challenge are encouraged to take advantage of those opportunities rather than graduating early. The District recognizes,

however, that in some circumstances it may be appropriate for a student to graduate early. The Superintendent may authorize early graduation for a student requesting it as long as the student has met all graduation requirements.

Adopted October 22, 2013, by the Board of Education for Mapleton Public Schools.

Revised May 24, 2016.

Revised _____, 2017.

LEGAL REFERENCES:

C.R.S. § 22-1-104 (*teaching history, culture and civil government*)

C.R.S. § 22-32-109(1)(kk) (*board to establish graduation requirements applicable to students enrolling in 9th grade beginning in the 2012-13 school year*)

C.R.S. § 22-32-132 (*discretion to award diploma to honorably discharged veterans*)

C.R.S. § 22-33-104.5 (*home-based education law*)

C.R.S. §§ 22-35-101 *et seq.* (*Concurrent Enrollment Programs Act*)

CROSS REFERENCES:

AE: Accountability/Commitment to Accomplishment

AEA: Standards Based Education

IA: Instructional Goals and Learning Objectives

IHA: Basic Instructional Program

IHAC: History and Civil Government Education

IHBG: Home Schooling

IHBK: Preparation for Postsecondary and Workforce Success

IHCDA: Concurrent Enrollment

IK: Academic Achievement

IKA: Grading/Assessment Systems

ILBA: District Program Assessments

ILBB: State Program Assessments

ILBC: Literacy and Reading Comprehension Assessments

Equal Educational Opportunities

Every student of Mapleton Public Schools (the “District”) shall have equal educational opportunities through programs offered in the District 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 District facilities, selection of educational materials, equipment, curriculum, and regulations affecting students. 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 District programs are in compliance with applicable laws and regulations, the Board directs the Superintendent (or designee) to periodically monitor the following areas:

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

Adopted April 23, 2013, by the Board of Education for Mapleton Public Schools.

Revised _____, 2017.

LEGAL REFERENCES:

20 U.S.C. § 1681 (*Title IX of the Education Amendments of 1972*)

20 U.S.C. § 1701-1758 (*Equal Educational Opportunities Act of 1974*)

29 U.S.C. §§ 701 *et seq.* (*Section 504 of the Rehabilitation Act of 1973*)

C.R.S. § 2-4-401(13.5) (*definition of sexual orientation, which includes transgender*)

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

C.R.S. § 22-32-109.1(2) (*safe school plan to be revised as necessary in response to relevant data collected by the school district*)

C.R.S. § 24-34-601 (*unlawful discrimination in places of public accommodation*)

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

CROSS REFERENCES:

AC: Nondiscrimination/Equal Opportunity

JBB: Sexual Harassment

Admission and Denial of Admission

Admission

Admission refers to the first time a student seeks to attend the schools of the District, or returns after not being enrolled for any period of time.

Students residing within the boundaries of Mapleton Public Schools (the “District”) are given priority over students residing outside of the District’s boundaries for admission decisions.

All persons who have reached the age of six and are under the age of 21 who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum (G.E.D.), and reside within the boundaries of the District will be permitted to attend without payment of tuition, subject to the remainder of this policy. Non-resident (out-of-district) students will be admitted pursuant to this policy and in accordance with state and federal law. Preliminary decisions regarding residency classifications are determined by the Welcome Center based upon appropriate documentation provided by the family, subject to review and verification by the Superintendent/Designee. Providing false information is cause for denial of admission and/or enrollment.

Any child who will reach the age of five on or before October 1st is eligible to attend Kindergarten in August of that year. Any child entering public school for the first time who will reach the age of six on or before October 1st is eligible to attend first grade beginning in August of that year. Students who do not meet the minimum age requirements for kindergarten or first grade shall not be admitted. Exceptions may be made for highly gifted students by contacting the Superintendent/Designee, whose decision shall be final.

A birth certificate or other proof of legal age, as well as proof of residence, must be provided both to the Welcome Center and to the school.

Although not required, students shall be urged to have a physical examination and to submit a report from the examining physician to the school to ensure the school nurses have adequate information to properly care for the student’s medical needs.

All students new to the District are admitted conditionally until all records, including discipline records, from the schools previously attended by the student are received by the District. In the event that the student’s records indicate a reason to deny admission, the student’s conditional status will be revoked. The parent/guardian will be provided with written notice of the denial of admission, which will inform of their right to request a hearing. This section does not apply to enrollment of students in out-of-home placements.

Denial of Admission

Mapleton Public Schools may deny admission to the schools of the District in accordance with applicable law. The District shall provide due process of law to students and parents/guardians through written procedures consistent with law. The procedures for denial of admission shall be the same as those for student suspension/expulsion inasmuch as the same section of the law governs these areas.

Nondiscrimination

The Board, the Superintendent, other administrators, and District 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.

*Adopted March 26, 2013 by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

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. § 22-2-409 (*notification of risk*)
C.R.S. § 22-32-109(1)(II) (*Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner*)
C.R.S. § 22-32-115 (*tuition to another school district*)
C.R.S. § 22-32-116 (*non-resident students*)
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 or expulsion*)

CROSS REFERENCES:

JEB: Entrance Age Requirements
JKD/JKE: Suspension/Expulsion of Students
JLCB: Immunization of Students

Bullying Prevention and Education

Mapleton Public Schools (the “District”) 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 in the District’s 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 occur through written, verbal, or electronically transmitted expression, or by means of a physical act or gesture. 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, disability, race, creed, color, sex, sexual orientation (which includes transgender), national origin, religion, ancestry, the need for special education services, or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. § 22-32-109(1)(II)(I), whether such characteristic is actual or perceived.

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

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, is 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 District policies and regulations. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under District policies and regulations regarding unlawful discrimination and harassment.

The Superintendent 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.

The District's comprehensive program to address bullying shall incorporate provisions for adequate due processes and safeguards for students accused of bullying behaviors, in accordance with applicable law and District policy.

The District shall administer surveys of students' impressions of the severity of bullying in their schools. Such surveys shall be conducted in accordance with applicable law and District policy. Students' survey responses shall be confidential. Participation in the surveys shall not be required and students shall voluntarily "opt in" to participate in the survey.

*Adopted June 11, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

C.R.S. § 22-32-109.1(2)(a)(I)(K) (*policy required as part of safe schools plan*)

C.R.S. § 22-32-109.1(1)(b) (*definition of "bullying"*)

CROSS REFERENCES:

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 (and Treatment of Mental Disorders)

Drug and Alcohol Use by Students

Mapleton Public Schools promotes a healthy environment for students by providing education, support, and decision-making skills with regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, the community, and its agencies.

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

For purposes of this policy, controlled substances include, but are not limited to, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substances not taken in accordance with District policy and regulations on administering medications to students or the District's policy on administration of medical marijuana to qualified students (JLCDB).

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

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

Students violating this policy shall be subject to disciplinary sanctions which may include suspension or expulsion from school and/or referral to law enforcement. Disciplinary sanctions and interventions for violations of this policy shall be in accordance with District policy concerning student suspensions, expulsions, and other disciplinary interventions.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case.

Mapleton Public Schools, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services, or other agencies

and organizations, parents, and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available.

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

*Adopted March 26, 2013 by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

20 U.S.C. §§ 7101 *et seq.* (*Safe & Drug-Free Schools and Communities Act of 1994*)

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 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 school districts 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) (*policy required as part of safe schools plan*)

C.R.S. § 22-33-106(1)(d) (*suspension or expulsion 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 (*boards of education must adopt policies prohibiting use of retail marijuana on school property*)

CROSS REFERENCES:

IHAMA: Teaching about Drugs, Alcohol, and Tobacco

JIH: Student Interrogations, Searches, and Arrests

JK-2: Discipline of Students with Disabilities

JKD/JKE: Suspension/Expulsion of Students

JLCD: Administering Medications to Students

JLCDB: Administration of Medical Marijuana to Qualified Students

Student Concerns, Complaints, and Grievances

Decisions made by school personnel which students of Mapleton Public Schools (the “District”) believe are unfair or in violation of pertinent District policies or individual school rules may be appealed to the school director 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.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

CROSS REFERENCES:

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

IHCDA: Concurrent Enrollment

JB: Equal Educational Opportunities

JBB: Sexual Harassment

JICEA: School-Related Student Publications

JICEC: Student Distribution of Noncurricular Materials

Administering Medications to Students

Mapleton Public Schools (the “District”) recognizes that a significant number of students have health problems that require the administration of medication during the school day. School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably 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 by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term “medication” includes both prescription medication and nonprescription medication, but does not include medical marijuana. The administration of medical marijuana shall be in accordance with the Board’s policy on administration of medical marijuana to qualified students (JLCDB).

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 school designee only when the following requirements are met:

1. Medication shall be in the original, properly labeled container. If it is a prescription medication, the student’s name, the name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission to administer the medication from the student’s health care practitioner with prescriptive authority under Colorado law.
3. The school shall have received written permission from the student’s parent/guardian to administer the medication to the student.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

Self-Administration of Medicine for Asthma, Allergies, or Anaphylaxis

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the student’s asthma, food or other allergy, anaphylaxis or related, life-threatening condition any medication that is prescribed by a licensed health care practitioner to be used by the student. 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 regulation JLCD-R.

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 director after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication. Student possession, use, distribution, sale, or being under the influence of medication inconsistent with this policy shall be considered a violation of District 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.

*Adopted September 24, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

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 school districts 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*)

C.R.S. § 22-1-119.3 (*Policy for student possession and administration of prescription medication - rules*)

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*)

CROSS REFERENCES:

JLCD-R: Regulation: Administering Medications to Students

JLCD-E: Permission for Administering Medications

JICH: Drug and Alcohol Use by Students

JKD/JKE: Suspension/Expulsion of Students (and Other Disciplinary Interventions)

JLCDA: Students with Food Allergies

JLCE: First Aid and Emergency Medical Care

JLCDB: Administration of Medical Marijuana to Qualified Students

Public Conduct on District Property

Persons using or upon the property of Mapleton Public Schools (the “District”), including all District buildings, parking lots, and any District vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the Superintendent (or designee) to be in violation of this policy shall be instructed to leave District property and law enforcement may be contacted. Any person who has engaged or District officials reasonably believe will engage in conduct prohibited by this policy may be excluded from District property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts, or interferes with or threatens to obstruct, disrupt or interfere with District operations or any activity sponsored or approved by the District.
2. Physical abuse or threat of harm to any person or District property.
3. Damage or threat of damage to District property regardless of the location, or property of a member of the community when such property is located on District property.
4. Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
5. Use, possession, distribution, or sale of drugs and other controlled substances, alcohol and other illegal contraband on District property, at District or school sponsored functions or in any District vehicle transporting students. For purposes of this policy, “controlled substances” means drugs identified and regulated under Federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamine).

Possession of medical marijuana for purposes of administration in accordance with the Board's policy JLCDB: Administration of Medical Marijuana to Qualified Students, shall not be considered a violation of this policy. However, strict compliance with that policy is required.

6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto District buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.

8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in State law, on school property or in school buildings.
10. Profanity or verbally abusive language.
11. Violation of any Federal, State or municipal law or Board policy.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

21 U.S.C. 860 (*crime to distribute or manufacture controlled substances within 1,000 feet of a school*)
C.R.S. § 18-1-901(3)(e) (*definition of deadly weapon*)
C.R.S. § 18-9-106 (*disorderly conduct*)
C.R.S. § 18-9-108 (*disrupting lawful assembly*)
C.R.S. § 18-9-109 (*interference with staff, faculty or students of educational institutions*)
C.R.S. § 18-9-110 (*public buildings – trespass, interference*)
C.R.S. § 18-9-117 (*unlawful conduct on public property*)
C.R.S. § 18-12-105.5 (*unlawful carrying/possession of weapons on school grounds*)
C.R.S. § 18-12-214(3)(a) (*person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked*)
C.R.S. § 18-18-407(2) (*crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles*)
C.R.S. § 22-1-119.3(3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts 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*)

CROSS REFERENCES:

ADC: Tobacco-Free Schools
GBEB: Staff Conduct (And Responsibilities)
GBEC: Alcohol and Drug-Free Workplace
JICH: Drug and Alcohol Involvement by Students
JICI: Weapons in School
JLCDB: Administration of Medical Marijuana to Qualified Students
KI: Visitors to Schools

Memo

TO: Board of Education
FROM: Charlotte Ciancio, Superintendent
DATE: June 22, 2017

Policy: Policy Development and Implementation, Policy BGA
Report Type: Decision Making
SUBJECT: Adoption of Board Policies

Policy Wording: The Board develops policies and puts them in writing to provide for the successful, consistent and efficient operation of Mapleton's schools and the high achievement of Mapleton's students.

Decision Requested: District administration is requesting Board adoption of the attached policies.

Report: As set out in Board policy, any new policy, or revision or repeal of an existing policy, is presented to the Board.

The following policies are either new policies or revisions based on new laws, that have been drafted through CASB, edited by District staff and reviewed by legal counsel. These policies are being presented for final review and adoption.

ADD	Safe Schools
EBBB	Accident Reports
EBCE	School Closings and Cancellations
ECA/ECAB	Security/Access to Buildings
ECAF	Use of Video and Audio Monitoring
GBEB	Staff Conduct and Responsibilities
IC/ICA	School Year/School Calendar/Instruction Time
JICDD	Violent and Aggressive Behavior
JICF	Secret Societies/Gang Activity
JICJ	Student Use of Cell Phones and Other Personal Technology Devices
JK	Student Discipline
JKA	Use of Physical Intervention and Restraint
JQ	Student Fees, Fines, and Charges

This evening, District Administration recommends that these policies be adopted. The attached copy represents the "final" version of these policies and is submitted for Board approval.

Safe Schools

The Board of Education for Mapleton Public Schools (the “District”) recognizes that effective learning and teaching takes place in a safe, secure, and welcoming environment and that safe schools contribute to improved attendance, increased student achievement, and community support. Safe schools are a priority of the District and the District is committed to providing a safe environment in school, on school vehicles, and at school-sponsored activities. To that end, the Board directs the Superintendent to develop and maintain a safe schools plan that includes the following:

1. Procedures that address the supervision and security of school buildings and grounds.
2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities.
3. Procedures that address persons visiting school buildings and attending school-sponsored activities.
4. Training programs for staff and students in crisis prevention and management.
5. Training programs for staff and students in emergency response procedures that include practice drills.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
7. Training and support for students that aims to relieve the fear, embarrassment, and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
8. Procedures for safe, confidential reporting of security and safety concerns at each school building.
9. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.
10. Procedures for regular assessments to determine whether students feel safe and to provide recommendations for improvements in school climate at each District building.
11. Procedures to provide for regular communications between District officials, law

enforcement officers, fire department officials, city and county officials, and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of crisis prevention and management plans.

12. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.
13. Procedures for the reporting of criminal activity to law enforcement.
14. A child sexual abuse and assault prevention plan, including comprehensive, age appropriate curricula regarding child sexual abuse and assault awareness and prevention and professional development for school personnel and parents in preventing, identifying, and responding to child sexual abuse and assault.

Each school director shall be responsible for the supervision and implementation of the safe school program at his or her school. The school director shall submit annually, in the manner and by the date specified by the State Board of Education, a written report to the Superintendent concerning the learning environment in the school during that school year. The report shall contain, at a minimum, the information required by law. The Superintendent shall provide the report to the Board of Education.

It shall be the responsibility of the Superintendent (or designee) to compile the annual safety reports from every school in the District and submit the compilation to the Colorado Department of Education in a format specified by the State Board of Education. The report will be made available to the public on the District's website.

*Adopted March 26, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

C.R.S. §§ 9-1-101 to 106 (*construction requirements for public school buildings*)

C.R.S. §§ 22-3-101 to 104 (*school board duty to provide protective eyewear to students engaged in, or observing, an activity or the use of hazardous substances likely to cause injury to the eyes and staff duty to supervise use of protective eyewear*)

C.R.S. § 22-32-109.1(1)(b.5) (*definition of "community partners" that board may wish to consult with in developing and implementing its safe school plan*)

C.R.S. § 22-32-109.1(2) (*safe schools plan*)

C.R.S. § 22-32-109.1(2)(b) (*detailing information required in annual principal reports on the learning*

environment)

C.R.S. § 22-32-109.1(2.5) (districts are “encouraged” to adopt a child sexual abuse and assault prevention plan as part of the safe school plan)

C.R.S. § 22-32-109.1(5) (safe schools policy must require annual inspection of schools to remove hazards, vandalism, and other barriers to safety and supervision)

C.R.S. § 22-32-110(1)(k) (board authority to adopt policies related to employee safety and official conduct)

C.R.S. § 22-32-124(2), (3) (inspection of school buildings)

C.R.S. § 24-10-106.5 (duty of care)

CROSS REFERENCES:

ECA/ECAB: Security/Access to Buildings

KDE: Crisis Management (Safety, Readiness, and Incident Management Planning)

KI: Visitors to School

Accident Reports

The Board of Education (the “Board”) for Mapleton Public Schools believes that adequate and prompt accident reporting is essential. If injuries or property damage occur, prompt reports are vital in assuring District staff, students, and others of insurance coverage. Such reports may be important in the event of litigation.

The Board requires that an accident report be filed on every accident that takes place on school property or that involves a school vehicle, students or staff on school-sponsored trips or activities, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

Adopted _____, by the School Board for Mapleton Public Schools.

School Closings and Cancellations

The Superintendent for Mapleton Public Schools (the “District”) is empowered to close schools or to dismiss students early in event of hazardous weather or other emergencies which threaten the safety, health, or welfare of students or staff members. It is understood that the Superintendent will take such action only after consultation with appropriate authorities.

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

All staff members, except for teachers and personnel who work only on teacher work days or on student days, unless otherwise notified, shall be required to report to work as soon as possible on emergency days.

Adopted _____, by the School Board for Mapleton Public Schools.

LEGAL REFERENCES:

C.R.S. § 22-1-112 (*school year and national holidays*)

C.R.S. § 22-32-109(1)(n) (*Board’s duty to determine number of instructional/contact hours/days*)

C.R.S. §§ 22-33-101 *et seq.* (*school attendance law*)

1 CCR 301-39, Rules 2254-R-2.06 (*Board may reduce teacher-pupil instructional/contact time; closings deemed by Board necessary for health, safety or welfare of pupils*)

CROSS REFERENCES:

IC/ICA: School Year/School Calendar/Instruction Time

JLIB: Student Dismissal Precaution

Security/Access to Buildings

Security for District buildings and grounds (during regular school hours as well as non-school hours) contributes to the well-being and safety of students and staff as well as to that of the sites themselves. For safety and security purposes, access to school/District buildings, whether by students, staff members, or visitors, shall be limited as deemed appropriate for each building.

Each building shall be inspected annually to address removal of hazards and vandalism and any other barriers to safety and supervision.

Alarm systems and other devices designed to protect buildings against illegal entry and vandalism may be installed where appropriate.

*Adopted September 24, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

C.R.S. § 18-9-112 (*definition of loitering*)

C.R.S. § 18-9-117 (*unlawful conduct on public property*)

C.R.S. § 22-32-109.1(5) (*Board must adopt safety and security policy*)

CROSS REFERENCES:

KI: Visitors to School

Use of Video and Audio Monitoring

The Board of Education (the “Board”) for Mapleton Public Schools recognizes that maintaining the safety and security of students, staff, and District property is best implemented with a multifaceted approach. To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported by the Board.

Video surveillance may be utilized in and around schools, on District property, and on school transportation vehicles. Cameras may be equipped with audio recording capabilities. Video surveillance shall be in accordance with applicable law pertaining to such use. The District shall comply with applicable law related to maintaining video recordings.

The Superintendent (or designee) is directed to develop regulations governing the use of video surveillance in accordance with applicable law and Board policy.

Exclusions

Recording of teacher instruction for purposes of completing a licensed personnel performance evaluation is not intended to be covered by this policy and shall not be permitted except as provided by State law. Recording of students for purposes of their educational programming is also not intended to be covered by this policy.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

20 U.S.C. § 1232g (*Family Educational Rights and Privacy Act of 1974*)

34 C.F.R. §§ 99.1 *et seq.* (*FERPA regulations*)

C.R.S. § 24-72-113 (*limit on retention of passive surveillance records*)

CROSS REFERENCES:

GBEB: Staff Conduct and Responsibilities

JIC: Student Conduct (and subcodes)

JK: Student Discipline (and subcodes)

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

Staff Conduct and Responsibilities

All employees of Mapleton Public Schools (the “District”) staff members have a responsibility to make themselves familiar with and abide by Federal and State laws that affect their work, and the policies and regulations of the District.

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

Rules of Conduct

Each staff member shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to substantially further personal financial interests;
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position, or which the staff member knows or should know is primarily for the purpose of a reward for action taken in which the staff member exercised discretionary authority;
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises or,
4. Perform any action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

All staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

It shall not be considered a breach of conduct for a staff member to:

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

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

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of District policies and regulations in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students.

Child Abuse

All District employees who have reasonable cause to know or suspect that any child is subjected to abuse, or to conditions that might result in abuse or neglect, must immediately upon receiving such information report such fact in accordance with District policy and State law.

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

Possession of Deadly Weapons

The District's policy regarding public possession of deadly weapons on school property or in school buildings shall apply to all District employees. However, the restrictions shall not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

Criminal Offenses

Any employee charged with any crime involving violence or crimes against children shall report such charge to their supervisor within 24 hours so that school personnel can determine whether it is appropriate for the employee to continue in his or her current position, especially if that position includes direct contact with students.

Any employee convicted of any felony or misdemeanor criminal offense, other than a

misdemeanor traffic offense or infraction, shall report the conviction to their supervisor within 24 hours. This includes a plea of *nolo contendere* or entry of an agreement for a deferred or suspended sentence.

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

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

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

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

Unlawful Behavior Involving Children

The District may make an inquiry with the Department of Education concerning whether any current employee of the District has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

Personnel Addressing Health Care Treatment for Behavior Issues

School personnel are prohibited under State law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. See policy JLDAC: Screening/Testing of Students. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional

regarding any behavior concerns school personnel may have.

*Adopted December 11, 2012 by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

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

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

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

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

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

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

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

C.R.S. § 22-32-109.9 (*licensed personnel fingerprint requirement*)

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

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

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

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

CROSS REFERENCES:

JLC: Student Health Services and Records

JLDAC: Screening/Testing of Students

JLF: Reporting Child Abuse/Child Protection

KFA: Public Conduct on School Property

School Year/School Calendar/Instruction Time

Prior to the end of each school year, the Board of Education (the "Board") for Mapleton Public Schools (the "District") shall determine the length of time during which District schools shall be in session during the next school year. The number of hours/days of planned teacher-student instruction and of teacher-student contact shall be consistent with the Board's definition of "actively engaged in the educational process," shall meet or exceed the requirements of State law, and shall include a sufficient number of days to allow the Superintendent flexibility in preparing a calendar that supports the District's educational objectives.

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

- classroom instruction time;
- individual student work time while at school, including study hall and library research;
- school-related field trips;
- independent study insofar as such study is allowed under District policy; and,
- assemblies.

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

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

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

The District calendar for the next school year shall be prepared by the Superintendent or designee and presented to the Board for approval before the spring of each year. The Superintendent or designee shall consult with other Districts in the area when preparing the calendar.

The Board authorizes the administration in each school building to issue a school calendar based on the District calendar and in accordance with this policy. Administrators are encouraged to examine instruction time and calendar issues in the context of supporting the District's educational objectives.

Calendars shall include the dates for all staff in-service programs scheduled for the upcoming school year.

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

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

C.R.S. § 22-1-112 (*school year and national holidays*)

C.R.S. § 22-32-109(1)(n) (*duty to determine school year and instruction hours*)

C.R.S. § 22-33-102(1) (*definition of academic year*)

C.R.S. § 22-33-104(1) (*compulsory attendance law*)

C.R.S. § 22-44-115.5 (*fiscal emergency*)

1 CCR 301-39, Rules 2254-R-2.06 (*school year and instruction hours; definition of contact/instruction time*)

CROSS REFERENCES:

EBCE: School Closings and Cancellations

Violent and Aggressive Behavior

The Board of Education (the “Board”) for Mapleton Public Schools (the “District”) recognizes there are certain behaviors that, if tolerated, would compromise the safe learning environment to which the students and staff of the District are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated.

Students exhibiting violent or aggressive behaviors, or warning signs of future violent or aggressive behavior, shall be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with District policy. As appropriate, and in accordance with applicable law and District policy, students may also be referred to law enforcement authorities. At the District's discretion, and when appropriate, the student may receive appropriate intervention designed to address the problematic behavior. The District may also conduct a threat assessment of the student.

Students shall immediately report questionable behavior or potentially violent situations to an administrator, counselor, or teacher.

A staff member who witnesses or receives a report of a student's act of violence and aggression shall notify the school director (or designee) as soon as possible.

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.

An act of violence and aggression includes, but is not limited to, the following behaviors:

1. Possession, threat with, or use of a dangerous weapon — as described in the District's 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 (including by text, social media or other electronic means), 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 — as described in the District’s policy on bullying prevention and education.
7. Gang activity — as described in the District’s secret societies/gang activity policy.
8. Sexual harassment or other forms of harassment — as described in the District’s sexual harassment and nondiscrimination policies.
9. Stalking — the persistent following, contacting, watching, or any other such 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, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, disability, or need for special education services.
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.

Adopted _____, by the School Board for Mapleton Public Schools.

LEGAL REFERENCES:

C.R.S. § 22-32-109.1(1)(b) (*definition of bullying*)

CROSS REFERENCES:

AC: Nondiscrimination/Equal Opportunity

JBB: Sexual Harassment

JICDA: Code of Conduct

JICDE: Bullying Prevention and Education

JICF: Secret Societies/Gang Activity

JICI: Weapons in Schools

Secret Societies/Gang Activity

Mapleton Public Schools (the “District”) desires to keep District schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence, or disruptive behavior.

Each school director (or designee) shall take reasonable steps to deter gang intimidation of students and confrontations between members of different gangs on school grounds, in school vehicles, and at school activities or sanctioned events.

The presence 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 school vehicles, and at school activities or sanctioned events.

*Adopted April 23, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

C.R.S. § 22-32-109.1(2)(a)(I)(F) (*policy required as part of safe schools plan*)

CROSS REFERENCES:

IHACA: Law-Related Education

JICA: Student Dress Code

Student Use of Cell Phones and Other Personal Technology Devices

The Board of Education (the “Board”) for Mapleton Public Schools (the “District”) believes personal technology devices may be useful tools for students in the educational environment and can play a vital communication role during emergency situations. However, use of personal technology devices in school situations must be regulated to assure that the use of such devices does not disrupt or interfere with the educational process or school operations. Students may only use personal technology devices on District property, on a District vehicle, or at a District or school-sponsored activity or event in accordance with this policy.

For purposes of this policy, “personal technology devices” 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, watches, and all other hand-held electronic communication and data storage devices.

Each school may establish rules and procedures regarding student use of personal technology devices during the school day.

Subject to school rules, students may use personal technology devices as a designated tool for learning if authorized by the student’s teacher. It is the student’s responsibility to ensure that personal technology devices are turned off, placed in silent mode, or secured in designated locations during unauthorized times.

Student use of personal technology devices 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 personal technology devices to engage in, promote, or facilitate any other conduct that violates the student code of conduct, other District policies or regulations, or State or Federal law. Any student who chooses to bring a personal technology device to school, on District property, on a District vehicle, or at a District or school-sponsored activity or event must comply with District policy JS: Student Use of the Internet and Electronic Communications.

Violation of this policy or any other District, school, or classroom rule or regulation on student use of personal technology devices may result in disciplinary measures and/or temporary confiscation of the personal technology device. Confiscated devices shall be returned to the student’s parent/guardian only after a conference with the student, his or her parent/guardian, and school personnel. If the school director (or designee) believes a student’s possession or use of a personal technology device may involve a violation of the law, the school director (or designee) may refer the matter to law enforcement.

The District shall not be responsible for loss, theft, or destruction of personal technology devices brought onto school or District property or while the student is attending District or school-sponsored activities or events.

Adopted _____, by the School Board for Mapleton Public Schools.

LEGAL REFERENCES:

C.R.S. § 18-7-109 (*posting, possession, or exchange of a private image by a juvenile*)

CROSS REFERENCES:

JIC: Student Conduct (and subcodes)

JIH: Student Interviews, Interrogations, Searches, and Arrests

JK: Student Discipline (and subcodes)

JS: Student Use of the Internet and Electronic Communications

Student Discipline

Mapleton Public Schools (the “District”) 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 student discipline problems shall be designed to achieve these broad objectives.

In accordance with applicable law, the Board of Education for Mapleton Public Schools (the “Board”) 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 District policies and regulations labeled starting with the letters “JIC” or “JK” constitute the conduct and discipline section of the legally required code.

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

Remedial Discipline Plans

The school director may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events. The goal of the remedial discipline 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 caused a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events three times during the school year shall be declared habitually disruptive students. Any student enrolled in the District’s schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student may result in the student’s suspension and/or expulsion in accordance with District policies concerning student suspensions, expulsions, and other disciplinary interventions.

Distribution of Conduct and Discipline Code

The conduct and discipline code shall be provided to each student upon enrollment in the District at all grade levels. The District shall take reasonable measures to ensure each student is familiar with the code. Copies shall be posted or kept on file in each school of the District. In addition, any significant change in the code shall be distributed to each student and posted in each school.

Adopted May 28, 2013, by the Board of Education for Mapleton Public Schools.

Revised _____, 2017

LEGAL REFERENCES:

C.R.S. § 18-6-401(1) (*definition of child abuse*)

C.R.S. § 22-11-302(1)(f) (*district accountability committee shall provide input to the board regarding the creation and enforcement of the conduct and discipline code*)

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) (*school district shall take reasonable measures to familiarize students with the conduct and discipline code*)

C.R.S. § 22-32-109.1(2)(a)(I)(C) (*discipline of habitually disruptive students is required part of the conduct and discipline code*)

C.R.S. § 22-32-109.1(9) (*immunity provisions in safe schools law*)

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

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

CROSS REFERENCES:

JIC: Student Conduct (and subcodes)

JK: Student Discipline (and subcodes)

Use of Physical Intervention and Restraint

To maintain a safe learning environment, District employees may, within the scope of their employment and consistent with State law, use 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.

Physical Intervention

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

Within the scope of their employment, District 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 quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

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 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 and seclusion. Restraint shall not include the holding of a student for less than five minutes by a District employee for the protection of the student or others, and other actions excluded from the definition of restraint in State law.

District 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. District 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 District 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).

*Adopted April 23, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

C.R.S. § 18-1-703 (*use of physical force by those supervising minors*)

C.R.S. § 18-1-901(3)(e) (*definition of 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) (*adoption and enforcement of discipline code*)

C.R.S. § 22-32-109.1(2)(a)(I)(D) (*policy required as part of safe schools plan*)

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(9) (*immunity provisions in safe schools law*)

C.R.S. § 22-32-147 (*use of restraints on students*)

C.R.S. §§ 26-20-101 *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*)

CROSS REFERENCES:

JICDA: Code of Conduct

JICDD: Code of Conduct Violent and Aggressive Behavior

JK: Student Discipline

JK-R: Student Discipline

JK-2: Discipline of Students with Disabilities

JKBA: Disciplinary Removal from Classroom

JKD/JKE: Student Suspension and Expulsion

Student Fees, Fines, and Charges

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the District's educational program, except tuition when allowed by law. The District may require students to pay textbook fees, fees for expendable materials, and other miscellaneous fees as 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 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, Library Resources, and Other School Property

Textbooks shall be provided on a loan basis. 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, library resources, and other school property to the school 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.

If the District has made a reasonable effort to obtain payment for lost or damaged textbooks, library resources, or other school property and the student is graduating, the District may deny the privilege of participation in the graduation ceremony if the student fails to return or replace a textbook, library resource, or other school property 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.

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. 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. 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-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 Superintendent.

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. It is incumbent upon the teachers and school directors 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.

The District may impose and collect a fee for the payment of excess transportation costs in accordance with State law. Only those students who use the District's transportation 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 District shall prepare, and make available upon request, a complete list of student fees, describing how 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.

Adopted _____, by the School Board for Mapleton Public Schools.

LEGAL REFERENCES:

C.R.S. § 22-32-109(1)(u) (*free textbooks to indigent students without 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) (*board power to assess fines or fees for the return or replacement of textbooks, library resources, or other school property*)

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*)

CROSS REFERENCES:

EEA: Student Transportation

EFC: Free and Reduced-Price Food Services

JF-R: Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)

JJJ: Extracurricular Activity Eligibility

Memo

TO: Charlotte Ciano, Superintendent
FROM: Erica Branscum, Executive Director Learning Services
DATE: June 27, 2017

Policy: School Board Powers and Responsibilities, Policy BBA
Report Type: Decision Making
SUBJECT: Adoption of Instructional Materials- *Middle School Social Studies*

Policy Wording: It is the responsibility of the School Board to approve textbooks selected by the Superintendent, or designee, approving recommended courses of study.

Policy Interpretation: This policy is interpreted as ensuring the Board officially adopts programs and curriculum for use in the School District upon recommendation of the Superintendent.

Board Action: District administration is requesting the Board's approval of:

- *World History – Great Civilizations*
- *U.S. History – American Stories – Beginnings to 1877*

Report: Approval is requested from the Board for the following instructional materials to be utilized in middle school Social Studies classes across the District beginning in the fall of 2017.

World History – Great Civilizations materials will be used in 6th and 7th grades across the District. Specific units of study in *World History – Great Civilizations* include:

- Early Civilizations
- Greeks and Romans
- Early American Civilizations
- Medieval and Renaissance Europe
- Revolutions and Empires

Special features include extensive internet support; National Geographic Explorer lessons; biographies of iconic people throughout history; understanding history through examining objects in time; time-lines, charts, models, and graphs.

U.S. History – American Stories – Beginnings to 1877 promotes student engagement through active classroom strategies. Specific units of study include:

- Early Encounters
- English Settlement
- A New Nation
- Early Republic
- National Boundaries
- Civil War and Reconstruction

The *World History – Great Civilizations* and *U.S. History – American Stories* instructional materials are published by National Geographic.

A set of these instructional materials has been on public display and available on the Mapleton website since the May 23, 2017 board meeting. There has not been any feedback from the public at this time.

Memo

TO: Charlotte Ciano, Superintendent
FROM: Karla Allenbach, Assistant Superintendent
DATE: June 22, 2017

Policy: Student Travel, Policy JJH
Report Type: Decision Making
SUBJECT: Student Travel – York International Senior Trip

Policy Wording: All overnight trips and trips exceeding 200 miles round trip have prior approval of the Board of Education.

Decision Requested: District administration is seeking Board approval of an overnight trip to Casper, Wyoming for students at York International.

Report:

Participants: James Long, incoming Director at York International, is requesting approval for thirty-five 12th grade students and four teachers to participate in a three-day overnight trip to Casper, Wyoming to view the upcoming solar eclipse.

Destination: The students and staff will stay at Camp Wyoba in Casper, Wyoming. The group will view the eclipse from the camp site and will also participate in AstroCon 2017 events, as well as visit the Casper College Campus.

Duration: The trip will occur over three days and two nights. The group will depart on Saturday, August 19th and return on Monday, August 21st, 2017.

Purpose: The purpose of this trip is for students to witness the solar eclipse, a once in a lifetime event, from a preferential viewing location. This will also provide the students with an opportunity to bond as a senior class.

Activities: In addition to viewing the eclipse, students will attend the 2017 AstroCon astronomy conference which is taking place in Casper at this same time. As conference participants, students will get to hear from experts in the field of astronomy and visit the Casper Planetarium. The group will also visit the campus of Casper Community College.

Transportation and Contingency Planning: District transportation will be utilized for the trip to and from Casper as well as from the camp site to the astrology conference events. In the event of an emergency, parents and emergency response providers will be notified.

Cost and Source of Funding: The cost for transportation, meals, lodging and all activities will be approximately \$5,000. Students will be asked to contribute \$25.00 each, with the remaining costs paid for out of the York Student Activities budget.

Memo

TO: Charlotte Ciano, Superintendent
FROM: Lynn Setzer, Chief Communications Officer
DATE: June 22, 2017

Policy: Financial Condition and Activity, Policy DD
Report Type: Decision Making
SUBJECT: REQUEST TO ACCEPT GRANT FUNDS – Tony Grampas Youth Services Program

Policy Wording: The superintendent shall neither cause nor allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in "District Ends" policies.

Policy Interpretation: This policy is interpreted as requiring district administration to seek Board approval to accept grant funds in excess of \$50,000.

Decision Requested: District administration is requesting Board approval to accept grant funds in the amount of \$46,818.00 per year for three years for a total of \$140,454 from the state of Colorado's Tony Grampas Youth Services Program. The grant will pay for an after school enrichment program at Clayton Partnership School.

The program will operate at Clayton five days a week from approximately 3:00 – 4:30pm. The school is partnering with several agencies to provide enrichment programming, which will be open to all students in grades K-4. The program is designed to supplement students' academic experience at Clayton and will provide students with access to visual arts, performing arts, social-emotional skill-building, athletics, and science, technology, engineering, and math (STEM). Examples of session themes include "Jurassic LEGO Brick Land – Dinosaurs" which is provided in partnership with Bricks 4 Kidz and "Slumps, Bumps, and Triumphs – Learning Perseverance, Peace, and Problem-Management" provided in partnership with "It Stiks". The program is modeled after Meadow Community School's successful 21st century community learning center program. Students at Clayton also provided input into the program's design. School leadership believes the program will not only engage students, but also decrease absenteeism and bullying.

District administration recommends Board acceptance of these funds. Following a motion by the Board, I would be happy to answer any questions you may have.

Memo

TO: Board of Education
FROM: Charlotte Ciancio, Superintendent
DATE: June 27, 2017

Policy: Qualifications/Powers and Responsibilities of Superintendent, Policy CBA/CBC
Report Type: Decision Making
SUBJECT: INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES

Policy Wording: The Superintendent for Mapleton Public Schools shall exercise general authority to direct actions and affairs of the District.

Policy Interpretation: This policy is interpreted as requiring district administration to seek Board approval for any contracts or agreements.

Decision Requested: This Intergovernmental Agreement for Election Services is being presented for Board approval.

Under consideration this evening is the Intergovernmental Agreement between Mapleton Public Schools and Adams County for the costs associated with collecting and tabulating School Board election results in November of 2017.

The agreement spells out the duties of the Adams County Clerk and Recorder and the amount of money Mapleton will reimburse for these duties. The amount is based on the number of registered voters in the district. In FY 2013-14 the amount for the School Board election came to approximately \$10,000.00. The actual invoice will not be received from the county until after the election.

Mike Crawford, Deputy Superintendent, will be designated as the election official for the 2017 election cycle. The Intergovernmental Agreement has been previously vetted by legal counsel, Caplan & Earnest.

Upon signing the agreement, it will be forwarded to Adams County to meet the county submittal deadline of August 29, 2017.

Memo

TO: Charlotte Ciano, Superintendent
FROM: Shae Martinez, Chief Financial Officer
DATE: June 27, 2017

POLICY: Budget Adoption Process, Policy DBG
REPORT TYPE: Decision Making
SUBJECT: Budget Adoption FY 2018

Policy Wording: The Board shall officially adopt the budget and an accompanying appropriations resolution prior to the end of the fiscal year. The adopted budget shall be posted online within 60 days in accordance with the Public School Financial Transparency Act.

Policy Interpretation: This policy is interpreted as requiring district administration to seek Board approval for the annual budget adoption.

Decision Requested: District administration requests adoption of the proposed budget as presented at the June 13, 2017 board meeting.

The Board of Education of each school district shall adopt an appropriation resolution at the time it adopts the budget. The appropriation resolution shall specify the amount of money appropriated to each fund; except that the operating reserve authorized by section 22-44-106 (2) shall not be subject to appropriation for the fiscal year covered by the budget, and except that the appropriation resolution may, by reference, incorporate the budget as adopted by the board of education for the current fiscal year.

The amounts appropriated to a fund shall not exceed the amount thereof as specified in the adopted budget. (1C.R.S. 22-44-107).

General Fund	\$ 80,197,270
CPP Preschool Fund	\$1,549,339
Governmental Grants Fund	\$3,456,893
Capital Reserve Fund	\$3,097,060
Insurance Reserve Fund	\$747,964
Bond Redemption Fund	\$24,686,157
Building Fund	\$122,848,033
Food Service Fund	\$4,043,664
Total FY 2018 Budget Appropriation	\$240,626,380

Be it resolved by the Board of Education of Mapleton Public Schools in Adams County, Colorado, that the amounts shown in the schedule above be appropriated to each fund as specified in the "Adopted Budget" for the ensuing fiscal year beginning July 1, 2017 and ending June 30, 2018.

Signature, Board President (1C.R.S. 22-44-110(4)) Date of Budget Adoption

Memo

TO: Charlotte Ciancio, Superintendent
FROM: Shae Martinez, Chief Financial Officer
DATE: June 27, 2017

Policy: Budget Adoption Process, Policy DBG
Report Type: Decision
SUBJECT: Supplemental Budget 2 FY 2017

Policy Wording: If money for a specific purpose other than ad valorem taxes becomes available to meet a contingency after January 31, the Board may adopt a supplemental budget for expenditures not to exceed that amount.

Policy Interpretation: This policy is interpreted as requiring district administration to seek Board approval for the second supplemental budget.

Decision Requested: District administration is requesting that the Board approve the second supplemental budget for fiscal year 2017.

SUPPLEMENTAL BUDGET

General Fund

REVENUES

ACCOUNT NAME	FY 17 Supp	FY 17 Supp 2
Local Sources	19,960,781	20,987,371
State Sources	49,082,601	49,134,867
Federal Sources	1,118,569	1,118,569
Total General Fund Revenue	70,161,951	71,240,807
Beginning Fund Balance	8,672,352	8,672,352
Total General Fund Appropriation	78,834,303	79,913,159

EXPENDITURES

ACCOUNT NAME	FY 17 Supp	FY 16 Supp 2
Instruction	45,460,896	45,460,896
Support Services- Pupil	3,373,346	3,373,346
Support Services- Instructional	3,066,854	3,066,854
Support Services- General Administration	1,924,994	1,924,994
Support Services- School Administration	4,883,403	4,883,403
Support Services- Business	2,513,112	2,513,112
Support Services- Operations and Maintenance	7,520,007	7,520,007
Support Services- Central and Other	2,773,083	2,773,083
Total Community Services	965,223	965,223
Other	150,243	1,229,099
Reserves	6,203,142	6,203,142
Total General Fund Appropriation	78,834,303	79,913,159

SUPPLEMENTAL BUDGET

Governmental Grant Fund

REVENUE AND EXPENDITURES

ACCOUNT NAME	FY 17 Supp	FY 17 Supp 2
Local Grants	297,886	469,951
State Grants	399,603	502,974
Federal Grants	2,862,116	2,906,020
ECPAC	2,359,189	2,490,930
Total Governmental Grant Fund Appropriation	5,918,794	6,369,875

SUPPLEMENTAL BUDGET

Insurance Reserve Fund

Revenues

ACCOUNT NAME	FY 17 Supp	FY 17 Supp 2
Allocation from General Fund	690,000	720,000
Interest	100	325
Other	57,965	71,879
Total Insurance Reserve Fund Revenue	748,065	792,204
Beginning Fund Balance	227,309	227,208
Total Insurance Fund Appropriation	975,374	1,019,412

Expenditures

ACCOUNT NAME	FY 17 Supp	FY 17 Supp 2
Repairs/Replacement	20,000	20,000
Property Insurance	36,260	54,815
Liability Insurance	39,609	77,389
Vehicle Insurance	0	21,256
Worker's Compensation	339,192	642,556
Other	10	75
Contingency	25,055	27,687
Total Insurance Reserve Expenditure and Reserves	460,126	843,778
Non-spendable Reserve	175,634	

SUPPLEMENTAL BUDGET

Colorado Preschool Program Fund

Revenues

ACCOUNT NAME	FY 17 Adopted	FY 17 Supp 2
Allocation from General Fund	1,312,030	1,505,250
Interest	200	200
Total CPP Revenue	1,312,230	1,505,450
Beginning Fund Balance	42,641	46,910
Total CPP Appropriation	1,354,871	1,552,360

Expenditures

ACCOUNT NAME	FY 17 Adopted	FY 17 Supp 2
CPP Instructional	1,166,554	1,372,110
CPP Support	155,139	125,806
Total CPP Expenditure and Reserves	1,321,693	1,497,916
Ending Fund Balance	33,178	54,444

APPROPRIATION RESOLUTION
SUPPLEMENTAL BUDGET 2 - FISCAL YEAR 2017

BE IT RESOLVED by the Board of Education of Mapleton Public Schools in Adams County that the amounts shown in the following schedule be appropriated to each fund as specified in the Supplemental Budget for the ensuing fiscal year beginning July 1, 2016 and ending June 30, 2017.

Fund	Appropriation Amount
General Fund.....	\$79,913,159
Governmental Grant Fund	\$6,369,875
Insurance Reserve Fund	\$1,019,412
Colorado Preschool Program Fund	\$1,552,360
 FY 2017 Appropriation.....	 \$88,854,806

Date of Adoption

Signature of President of the Board

Memo

TO: Charlotte Ciano, Superintendent
FROM: Shae Martinez, Chief Financial Officer
DATE: June 27, 2017

POLICY: Financial Administration, Policy DAB
REPORT TYPE: Decision Preparation
SUBJECT: Use of Fund Balance Report

Policy Wording: The Superintendent shall take reasonable steps to ensure that only funds that have been received in the fiscal year to date are expended, unless authorized by Board resolution.

Policy Interpretation: This policy is interpreted as requiring District administration seek board approval when any portion of the fund balance is to be spent.

Decision Requested: District administration requests Board approval for the use of fund balance as set forth in this document.

Report: Colorado law states: "if any portion of the beginning fund balance is used to cover expenditures, interfund transfers, or reserves, a specific resolution must be adopted by the local board of education authorizing the use of that portion of the beginning fund balance in the school district's budget. The resolution shall specify at a minimum:

- The amount of the beginning fund balance to be spent under the budget.
- The purpose for which the expenditure is needed.
- The district's plan to ensure the use of beginning fund balance will not lead to an ongoing deficit.

General Funds: The projected beginning fund balance for the General Fund is \$7,306,777. Of this amount, \$5,575,614 is restricted as the required Board reserve amount. The remaining \$1,731,163 is considered to be unrestricted fund balance. In order to balance the FY 18 budget, the District will have to spend down approximately \$1.7million of this amount.

Capital Reserve Fund: The projected beginning fund balance for the Capital Reserve Fund is \$1,701,060. The FY 18 budget contains a planned spend down of approximately \$1.5 million dollars of this fund balance primarily due completion of the new administration facility.

Insurance Reserve Fund: There is no plan to spend any Insurance Reserve Fund balance under the current district budget. All of the fund balance is currently used to fund required reserves.

Colorado Preschool Program Fund: There is no plan to spend any Colorado Preschool Program Fund balance under the current district budget. All of the fund balance is currently used to fund reserves.

Bond Redemption Fund: The FY 18 budget includes a plan to spend down approximately \$1.4 million of fund balance in the Bond Redemption Fund. There was an anticipated reduction due to the timing of debt service payments that are due in FY 18.

Building Fund: The FY 18 budget includes a plan to spend down approximately \$59.3 million of fund balance in the Building Fund. This is due to the progression of construction activity and the completion of several projects in the fiscal year.

Food Service Fund: The Food Service fund will be spending approximately \$391,000 of fund balance as part of a planned spenddown. The Food Service Fund is required by CDE to limit the amount of fund balance it carries over from year to year. Special waivers can be granted to districts who are saving up to purchase large capital equipment.

Memo

TO: Charlotte Ciano, Superintendent
FROM: Shae Martinez, Chief Financial Officer
DATE: June 27, 2017

POLICY: Loan Programs (Funds From State Tax Sources), Policy DEB
REPORT TYPE: Decision
SUBJECT: Participation in the State Treasurer's Interest Free Loan Program FY 18

Policy Wording: When it becomes evident that a general fund cash deficit will occur in any month, the Superintendent of Mapleton Public Schools (the "District") shall notify the Board of Education (the "Board"). The notice shall explain the need for a loan and the requested amount. Under such circumstances the Board may elect to participate in an interest-free or low-interest loan program through the State Treasurer's Office by adopting a resolution approving the amount of the loan prior to the loan being made. The loan may not exceed the amount certified by the District's Superintendent. However, the Superintendent may not apply for such loan without a resolution of the Board. The State Treasurer shall determine the method for calculating cash deficits and appropriate reporting mechanisms.

Policy Interpretation: This policy is interpreted as requiring district administration to seek Board approval for participation in the State Treasurer's Interest Free Loan Program with repayment due within the current fiscal year.

Decision Requested: District administration is recommending approval for participation in this program in the amount up to but not to exceed \$2,800,000.

Report: Each year, the district reviews its cash-flow projections to determine if there will be enough cash on hand in every month to meet the needs of our payroll and expenditure accounts. Because the district receives roughly 40% of its General Fund revenue through property taxes in the months of March, April, and May, by January, it is possible for the district to run low on cash until the next tax collection cycle starts in March. Current analysis has determined this will once again be the case.

To address this problem, the district is recommending participation in the State Treasurer's Interest Free Loan Program again this year. Pursuant to C.R.S. 29-15-112 and 22-54-110, the State Treasurer is authorized to issue short term debt in order to make interest-free loans to participating Colorado school districts to alleviate temporary general fund cash flow deficits expected to be experienced by such participating districts during each fiscal year. Each District must adopt a resolution pledging repayment of its loan from ad valorem property-tax revenues received by the Participating District during the period of March through June of the fiscal year and must execute a promissory note to the Treasurer to evidence its repayment obligation.

District administration has completed the estimation spreadsheet provided by the state and is recommending a resolution authorizing \$2,800,000. The amount borrowed will be directly attributed to actual need, but may not exceed the amount authorized by the Board in this resolution.

The District Superintendent and Chief Financial Officer must sign and submit a draw request form by the 10th working day of each month listing dollar amounts to be drawn during each predetermined period. At the same time, the District must electronically submit an updated cash-flow spreadsheet with actual expenditures/revenues for the preceding month. Beginning in March, school districts must remit all property taxes received to the Treasury, up to current loan balances. All outstanding loans MUST be repaid no later than June 25th or the following business day if the 25th falls on a weekend.

The District successfully participated in the program for the first time in FY 2014-15 and It is estimated that participation in this program will continue to save the District over \$50,000 in banking fees and interest.