

## SECTION A: FOUNDATIONS AND BASIC COMMITMENTS

Section A of the NEPN/NSBA classification system contains policies, regulations and exhibits on the district's legal role in providing public education and the basic principles underlying school board governance. These policies provide a setting for all of the school board's other policies and regulations.

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## School District Legal Status

The Constitution of Colorado requires the General Assembly to provide for the establishment and maintenance of a thorough and uniform system of free public schools throughout the state and vests in a state board of education responsibility for their general supervision.

The constitution also requires that the General Assembly shall, by law, provide for the organization of school districts of convenient size, in each of which shall be established a board of education to have control of instruction in the public schools of the district.

As are all school districts in the state, Prairie School District Weld RE-11J of New Raymer, Colorado, is a body corporate with perpetual existence, and in its name may hold property for any purpose authorized by law, sue and be sued, and be a party to contracts for any purpose authorized by law.

Adopted: November 21, 2005

LEGAL REFS: Constitution of Colorado, Article IX, Section 1, 2, 15  
C.R.S. 22-32-101  
C.R.S. 22-32-102

CROSS REFS: Board Legal Status

## **Nondiscrimination/Equal Opportunity**

The Board 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, disability or need for special education services. Discrimination against employees and applicants for employment based on age and genetic information is also prohibited in accordance with state and/or federal law.

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

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

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

## **Annual notice**

The district 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, 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 or genetic information. The announcement shall also include the name, address, email address and telephone number of the person designated to coordinate Title IX and 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, 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, 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. Board policy 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;
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 Board 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, an alternate compliance officer shall be designated to investigate the matter in accordance with this policy's accompanying regulation.

### **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 district 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 Board policies and the district shall take reasonable action to restore lost educational or employment opportunities to the victim(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 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 December 13, 1999

Reviewed November 21, 2005

Revised December 19, 2016

LEGAL REFS.:                    20 U.S.C. §1681 (Title VII, Education Amendments of 1972)  
    20 U.S.C. §1701-1758 (Equal Employment Opportunity Act  
    of 1972)

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

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

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

42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964, as amended in 1972)

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

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

34 C.F.R. Part 100 through Part 110 (civil rights regulations)

C.R.S. 2-4-401 (13.5) (definition of sexual orientation)

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)

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. 24-34-601 (unlawful discrimination in places of public accommodation)

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

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity

GBAA, Sexual Harassment

JB, Equal Educational Opportunities

JBB\*, Sexual Harassment

## Nondiscrimination/Equal Opportunity

In compliance with Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, Prairie School District RE-11J does not unlawfully discriminate on the basis of race, color, national origin, sex or handicap in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Information regarding grievance procedures, for Title IX and Section 504, have been established for students, parents, and employees. The following persons have been identified as the designated employees to coordinate compliance activities for the district.

Specific complaints of alleged discrimination under Section 504 (Handicap) should be referred to:

Mrs. LeAnn Smith  
Prairie School District  
(970) 437-5351

Specific complains of alleged discrimination under Title IX (Sex) should be referred to:

Mrs. DaShanda Bringelson  
Prairie School District  
(970) 437-5351

Complaints may also be filed with the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204.

Date of Revision: September 19, 2005



File: ACA-E

**Nondiscrimination on the Basis of Sex**  
(Compliance with Title IX)

The Title IX compliance officer for Prairie School District Weld RE-11J will be the following individual:

Mr. Dan Hoesly  
P O Box 68  
New Raymer, Colorado 80742  
(970) 437-5351

Date of designation: March, 2001

Prairie School District Weld RE-11J, New Raymer, Colorado

## Nondiscrimination on the Basis of Handicap/Disability

### 1. Designation of responsible employee

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Section 504 of the Rehabilitation Act and its administrative regulations and with the Americans with Disabilities Act.

The designee, the district's Section 504 compliance officer, shall formulate procedures for carrying out the policies in this statement and shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with Section 504 and its administrative regulations.

The designee shall, upon adoption of this policy and once each academic year thereafter, notify all students and employees of the district of the name, office, address and telephone number of the Section 504 compliance officer. Notification shall be by posting and/or other means sufficient to reasonably advise all students and employees.

### 2. Grievance procedure

Any student or employee shall have a ready means of resolving any claim of discrimination on the basis of handicap in the educational programs or activities of the district. To this end, the following policy is adopted.

In the event a student or employee believes that there has been a violation of Section 504 or its administrative regulations, he or she shall mail or deliver to the employee designated as the Section 504 compliance officer, a written statement setting out the alleged violations in specific terms, describing the incident or activity involved, the individuals involved and the dates, times and locations involved.

Within 2 days of receiving the statement, the Section 504 compliance officer shall provide the individual filing the written statement an opportunity to discuss the matter personally, if requested.

The Section 504 compliance officer shall make such additional investigation as is necessary to determine the complete facts involved and shall report to the superintendent of schools his finding and recommendations regarding resolution of the matter within 14 days of the initial meeting with the person making the statement. The matter shall be reported to the Board at its next regular meeting for its review and action if it deems further action necessary.

If the student or employee submitting the written statement of an alleged violation is not satisfied with the handling of the matter by the superintendent, he or she may appear before the Board of Education and present the matter directly to the Board.

### 3. Dissemination of policy

The superintendent of schools shall notify applicants for admission, students, parents of elementary and secondary school students, sources of referral of applicants for admission, employees and applicants for employment that it does not discriminate on the basis of handicap in the educational programs or activities which it operates and that it is required by Section 504 and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

Adopted: November 21, 2005

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

CROSS REFS: IHBA, Special Education/Programs for Handicapped/Disabled/Exceptional Students

## Nondiscrimination/Equal Opportunity

(Sample Notice)

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Prairie School District RE-11J does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district:

\_\_\_\_\_ Joe Kimmel \_\_\_\_\_

Name(s) of employee(s) designated as compliance officer

\_\_\_\_\_ P.O. Box 68, New Raymer, CO 80742 \_\_\_\_\_

\_\_\_\_\_ (970)437-5351 \_\_\_\_\_

### Outside agencies

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

Issued December 19, 2016

**Nondiscrimination/Equal Opportunity**

(Complaint Form)

Date: \_\_\_\_\_

Name of complainant: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Summary of alleged unlawful discrimination or harassment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Date(s) alleged prohibited conduct occurred:

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Your suggestions regarding resolving the complaint: \_\_\_\_\_

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Provide other information relevant to this complaint.

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\_\_\_\_\_  
Signature of complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person receiving complaint

\_\_\_\_\_  
Date

Adopted December 19, 2016

## **Nondiscrimination/Equal Opportunity**

### **(Complaint and Compliance Process)**

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

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

### **Definitions**

1. "**Compliance officer**" means the superintendent, who shall be responsible for receiving and investigating complaints of alleged unlawful discrimination and harassment in accordance with this regulation.
2. "**Aggrieved individual**" shall mean a student, the parents or guardians of a student under the age of 18 acting on behalf of a student, a district employee, or member of the public who is directly affected by and/or is witness to an alleged violation of Board policies prohibiting unlawful discrimination or harassment.

### **Compliance officer's duties**

The compliance officer shall be responsible for conducting an investigation and coordinating all complaint procedures and processes for any alleged violation of federal or state statute or Board policy prohibiting unlawful discrimination or harassment. The compliance officer's duties shall include providing notice to students, parents/guardians of students, employees and the general public concerning the compliance process, providing training for district staff regarding the prohibition of discrimination/harassment in all district programs, activities and employment practices, disseminating information concerning the forms and procedures for the filing of complaints, ensuring the prompt investigation of all complaints, coordinating hearing procedures, and identifying and addressing any patterns or systemic problems that arise during the review of complaints. The compliance officer may delegate any or all of the foregoing responsibilities as necessary and/or appropriate under the circumstances.

## Complaint procedure

An aggrieved individual is encouraged to promptly report the incident as provided in Board policy and this regulation. All reports received by teachers, counselors, principals or other district employees shall be promptly forwarded to the compliance officer. If the compliance officer is the individual alleged to have engaged in the prohibited conduct, the complaint shall be forwarded to the Board president. The Board shall then appoint another person to serve as the compliance officer.

Any aggrieved individual may file a complaint with the compliance officer, charging the district, another student or any district employee with unlawful discrimination or harassment. Complaints may be made orally or in writing. Persons who wish to file a written complaint shall be encouraged to use the district's complaint form.

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

The compliance officer shall confer with the aggrieved individual and/or the alleged victim of the unlawful discrimination or harassment as soon as is reasonably possible, but no later than 7 calendar days following the compliance officer's receipt of the complaint in order to obtain a clear understanding of the basis of the complaint.

Within 7 calendar days following the initial meeting with the aggrieved individual and/or alleged victim, the compliance officer shall attempt to meet with the individual alleged to have engaged in the prohibited conduct and, if a student, his or her parents/guardians in order to obtain a response to the complaint. Such person(s) shall be informed of all allegations that, in the compliance officer's judgment, are necessary to achieve a full and accurate disclosure of material information or to otherwise resolve the complaint.

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



### **Informal action**

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

### **Formal action**

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

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

In deciding whether conduct is a violation of law or policy, all relevant circumstances shall be considered by the compliance officer, including:

- a. the degree to which the conduct affected one or more student's education or one or more employee's work environment,
- b. the type, frequency and duration of the conduct,
- c. the identity of and relationship between the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged victim,
- d. the number of individuals alleged to have engaged in the prohibited conduct and number of victims of the prohibited conduct,
- e. the age of the individual alleged to have engaged in the prohibited conduct and the aggrieved individual and/or alleged victim,
- f. the size of the school, location of the incident and context in which it occurred,
- g. other incidents at the school.

The compliance officer shall prepare a written report containing findings and recommendations for disciplinary or other action, as appropriate, and submit the report to the Board of Education within 45 calendar days following the compliance officer's receipt of the complaint or 45 calendar days following the termination of the informal resolution process.

To the extent permitted by federal and state law, all parties, including the parents/guardians of all students involved, shall be notified in writing of the final outcome of the investigation and all steps taken by the district within 15 calendar days following the Board's determination.

### **Hearing procedure**

For allegations under Section 504 and as otherwise required by law, the aggrieved individual may request a hearing. This hearing procedure will not address guilt or innocence or disciplinary consequences which shall instead be governed by the Board's discipline policies and procedures. The district shall retain a person to serve as the impartial hearing officer, who shall be knowledgeable about Section 504 and/or the ADA, if applicable.

The hearing shall be informal and shall be recorded. Formal rules of evidence shall not apply. A student shall be entitled to be represented by his/her parent or by an attorney. A district employee shall be entitled to be represented by an attorney or other representative of his/her choice. The complainant may appear at the hearing and shall be entitled to present testimony and other evidence. A district representative shall

likewise be entitled to present testimony and other evidence. The hearing shall be closed to the public.

Within 15 calendar days after the hearing, the hearing officer shall issue a written decision based upon evidence presented at the administrative hearing, including any remedial or corrective action deemed appropriate. Remedial actions shall include measures designed to stop the unlawful discrimination or harassment, correct its negative impact on the affected individual, ensure that the conduct does not recur, and restore lost educational opportunities.

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

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

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

### **Outside agencies**

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

Denver Office for Civil Rights (OCR), U.S. Department of Education, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582. Toll Free: 800-262-4845 English/Spanish. Telephone: 303-844-5695. Fax: 303-844-4303. TTY: 303-844-3417. Email: OCR Denver @ed.gov

Federal Office of Equal Employment Opportunity Commission (EEOC), 303 E. 17th Avenue, Denver, CO 80203. Toll Free: 800-669-4000. Fax: 303-866-1085. TTY: 800-669-6820. Email: egov.eeoc.gov.eas

Colorado Civil Rights Division (CCRD), 1560 Broadway, Suite 1050, Denver, CO 80202. Toll Free: 800-262-4845. Telephone: 303-894-2997. Fax: 303-894-7830. Email: dora\_CCRD@state.co.us

Adopted December 19, 2016

## **Educational Philosophy / School District Mission**

We, the members of the Prairie School community, are committed to developing life-long learners who value themselves and others, who contribute to their community, who become responsible citizens, and who succeed in a changing world.

The Prairie School District shall also strive to provide a safe environment, meaningful opportunities and innovative educational programs for all students so that they reach their learning potential, including that they meet or exceed state and district content standards, through partnerships between home, school and the community.

Adopted: September 17, 2001

LEGAL REF: C.R.S. 22-32-109.1

CROSS REF: ADA, School District Goals and Objectives

## School District Goals and Objectives

In accordance with state law, the Board adopts high but achievable goals and objectives for the continued improvement of education in the district. It is the desire of the Board to achieve the following overall goals in the governance and operation of the school system.

1. To provide an educational program and instructional arrangements which will permit each student to develop to his full potential. An accompanying goal shall be the development of an individualized instructional program.
2. To achieve what is truly a "community school" in services to the adult community.
3. To provide for the best possible school staff including both professional and support personnel.
4. To insure the development of meaningful interpersonal relationships among students, staff and community.
5. To insure that staff, students and parents are afforded maximum participation in the development and evaluation of programs and policies.
6. To insure maximum efficiency in the use of district resources to meet the goals and objectives of the various programs and services.

Current practice codified 1993

Adopted: Date of manual adoption

Reviewed: November 21, 2005

LEGAL REFS: C.R.S. 22-2-117  
C.R.S. 22-53-207  
1 CCR 301-1, Rules 2202-R-3.07 *et seq.*

## School District Goals and Objectives

The following are the district's goals and objectives for the 2005-2006 school year.

1. Strengthen and develop curriculum and instruction
2. Promote professionalism in school staff
3. Increase student morale, involvement in athletics and student activities, and promote student pride and leadership
4. Secure fiscal stability

Adopted: August 15, 1994

Revised: November 21, 2005

## Tobacco-Free Schools

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school district should provide both effective educational programs and a positive example to students concerning the use of tobacco.

In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by staff, students and members of the public is banned from all school property.

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used by a school including by not limited to the following:
  - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. The term does not apply to buildings used primarily as residences, i.e. teacherages.
  - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
1. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.
2. "Use" means lighting, chewing, inhaling or smoking any tobacco products.

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

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

### **First Offense for Use and/or Possession**

The student will receive a (1) one day out of school suspension.

**Second Offense for Use and/or Possession**

The student will receive a three (3) day out of school suspension.

**Third Offense for Use and/or Possession**

The student will receive a five (5) day out of school suspension.

In accordance with state law, no student will be expelled solely for tobacco use.

**Exemptions**

Pursuant to state law no exemption shall be granted pursuant to this policy. Any previously granted exemption shall be invalid after July 1, 1999.

Adopted: August 20, 2001

LEGAL REFS.: 20 U.S.C. §6083 (*Federal law prohibits smoking in any indoor facility used to provide educational services to children.*)

C.R.S. 18-13-121

C.R.S. 22-32-109(1)(bb)

C.R.S. 22-32-109.1(2)(a)(VII)(*Policy required as part of safe schools plan.*)

C.R.S. 25-14-103.5

6 CC 1010-6, Rule 5-306

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



## Safe Schools

The Board of Education 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. To that end, the Board directs the superintendent, following consultation with the school district accountability committee and parents, teachers, administrators, students and when appropriate, members of the community, to develop a safe schools plan that includes:

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 include 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 personnel 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 by school climate professionals 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.

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

It shall be the responsibility of the superintendent or designee to compile the annual safety reports from each principal and submit the compilation to the Board of Education. The Board shall issue a final safety report. The report shall be made available to the public and shall be submitted to the State Board of Education in accordance with state law and regulation.

Adopted September 19, 2005

LEGAL REFS: C.R.S. 9-1-101 through 9-1-106 (construction requirements, fire escapes, etc.)  
C.R.S. 22-3-101 through 22-3-104 (eye protective devices)  
C.R.S. 22-32-109.1 (safe schools plan)  
C.R.S. 22-32-110 (1)(k)  
C.R.S. 22-32-124 (2), (3) (building inspections)  
C.R.S. 24-10-106.5 (duty of care)

CROSS REFS: ECA/ECAB, Security/Access to Buildings  
GBGAA\*, Staff Training in Crisis Prevention and Management  
KDE, Crisis Management  
KI, Visitors to School

## Safe Schools

Pursuant to C.R.S.22-32-109.1(2)(b), the following information shall be included in the annual safe schools report from the administration to the Board of Education for the preceding school year:

1. Total enrollment for the school
2. Average daily attendance rate at the school
3. Dropout rates for grades seven through twelve, if such grades are taught at the school
4. Average class size for each public elementary, middle school or junior high school, and senior high school calculated as the total number of students enrolled in the school divided by the number of full-time teachers in the school
5. Number of conduct and discipline code violations, including but not limited to, specific information on the number of and the action taken with respect to each of the following types of violations:
  - a. carrying, bringing, using or possessing a dangerous weapon on school grounds, in school vehicles, at school activities, or sanctioned school events without the authorization of the school or the school district
  - b. use or possession of alcohol on school grounds, in school vehicles, or at school activities or sanctioned events.
  - c. use, possession, or sale of a drug or controlled substance on school grounds, in school vehicles, or at school activities or sanctioned events
  - d. use or possession of tobacco products on school grounds, in school vehicles, or at school activities or sanctioned events.
  - e. being willfully disobedient, openly and persistently defiant, or interfering with the orderly flow of information in a classroom.
  - f. commission of an act on school grounds that if committed by an adult, would be considered a criminal assault, other than third degree assault
  - g. behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student or to other students
  - h. willful destruction or defacement of school property

- i. repeated interference with the school's ability to provide a safe environment and educational opportunities for other students
- j. commission of an act on school grounds that, if committed by an adult, would be considered robbery
- k. other violations of the code of conduct and discipline that resulted in documentation of the conduct in a student's record

For purposes of the report, "action taken" means the specific type of discipline, including but not limited to the following categories of discipline:

- In-school suspension
- Out-of-school suspension
- Classroom removal in accordance with board policy
- Expulsion
- Referral to a law enforcement agency
- Any other form of discipline, which shall be officially identified as part of a board policy

The report shall specifically identify each conduct and discipline code violation and each action taken with respect to the violation by a student with a disability.

Adopted: November 21, 2005

## School Wellness

The Board 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 less likely to be absent.

### Goals

To further the Board's beliefs stated above, the Board adopts the following goals:

**Goal #1. The district 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. The district 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. The district 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. The district 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, field trips that include physical activity 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 [insert here the school or district administrators superintendent as the district's school wellness policy coordinator(s)].

The district will establish and maintain a district-wide wellness advisory council. The council's purposes will be to 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 council will meet on an annual basis. The council will be made up of the Prairie Accountability Committee, physical education instructor, and head cook.

At least once every three years, the council shall assess this policy and its implementation, which shall include an assessment of each participating school's compliance and progress with this policy's goals. The council may recommend policy revisions for the Board's consideration after conducting its triennial assessment and/or as the council deems appropriate or necessary.

### **Reporting and recordkeeping**

The results of the council'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 council's triennial assessments.

Adopted May 15, 2006

Revised June 16, 2014

Revised August 10, 2020

LEGAL REFS.: Section 204 of P.L. 111-296 (Healthy, Hunger-Free Kids Act of 2010)

7 C.F.R. Parts 201, 210 and 220 (local school wellness policy requirements)

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. 22-32-136.3 (trans fat ban)

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

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

CROSS REFS.: EF, School Nutrition Program

EFC, Free and Reduced-Price Food Services

EFEA\*, Nutritious Food Choices

IHAM and IHAM-R, Health and Family Life/Sex Education

IHAMA, Teaching About Drugs, Alcohol and Tobacco

JLJ\*, Physical Activity

## **Accountability/Commitment to Accomplish**

The Board accepts its ultimate responsibility for the academic accomplishments of district students. Consistent with its responsibility and as required by law, the Board shall adopt and maintain an accountability program to measure the adequacy and efficiency of the educational program.

All district accountability committee meetings will be open to the public. Meeting notice for district accountability committee meetings shall be posted in the same place and manner as notice of Board meetings. Notices for school accountability committee meetings shall be posted in the school one week in advance.

### **District accountability committee**

The Board shall appoint or create a process for the election of a district accountability committee that will make recommendations to the Board relative to the program of accountability. The areas of study by the committee will be determined cooperatively at least quarterly by the committee and the Board.

The district accountability committee shall:

1. make annual recommendations to the Board regarding procedures for implementation of the plans for inclusion in the district budget.
2. make recommendations to the Board relative to priorities for expenditures of district funds
3. provide consultation to the Board on adoption, revision and implementation of a safe school plan

The Board is committed to maintaining a strong accountability program. District accountability committees shall serve the purposes and functions stated in law for both the school advisory council and the school accountability committee. School accountability committees shall meet at least quarterly to:

1. by September 1 each year, adopt goals/objectives for the improvement of education in the school
2. by September 1 each year, adopt a plan to improve educational achievement, maximize graduation rates and increase the ratings for the school's accreditations category
3. discuss the means for determining whether decisions affecting the educational process are advancing or impeding student achievement in the school



4. discuss reporting educational performance of the school and providing data for appraising such performance to students, parents, Board members and educators
5. by February 1, each year, make recommendations to the superintendent and Board of Education regarding prioritization of expenditures of district moneys by the school
6. make recommendations to the Superintendent regarding expenditures of school grants
7. discuss safety issues related to the school environment and develop, revise, and implement a safe school plan for the school consistent with the district's safe school plan and policies

## **Board of Education**

### **Goals, objectives, and plans**

After consultation with the district accountability committee and review of recommendations made by the committee, the Board shall compile school goals and objectives and plans for the improvement of education in the district. The Board shall annually report to the public the district's goals and objectives for the improvement of education in the district and the district's plan to improve educational achievement, maximize graduation rates, and increase the ratings for each school's accreditation category. The report shall be made available to the public no later than December 1<sup>st</sup> of each year.

### **Accreditation indicators**

By December 1 each year, the Board shall disseminate a report to the taxpayers of the district and to the community regarding progress on district and school accreditation indicators. The report shall be made available to the State Board of Education, the general assembly, the governor, and the public at large. Results shall be reported in a way that does not identify the individual students. The report shall contain all elements required by the Education Accountability Act, an accreditation summary, other state accreditation indicators, and additional indicators that assess progress on local district goals and objectives, as set forth in Colorado State Board of Education Rules and Regulations.

Adopted: November 18, 2002

LEGAL REFS: C.R.S. 22-2-117 (*waivers from State Board of Education*)  
C.R.S. 22-7-101 through 22-7-107 (*Educational Accountability Act of 1971*)(*local accountability programs*)  
C.R.S. 22-7-205 (*local goals & objectives*)  
C.R.S. 22-7-207 (*building level committee recommendations*)  
C.R.S. 22-11-101 *et seq.* (*Educational Accreditation Act of 1998*)  
C.R.S. 22-32-109.1 (2) (b) (*safe school reporting requirements*)  
1 CCR 301-1, Rules 2202-R-2.01 *et seq.* (*applicable regulations*)

CROSS REFS: AEA, Standards Based Education  
AED, School District Accreditation  
BDF, Advisory Committees  
BG, School Board Policy Process  
DBD, Determination of Budget Priorities  
JIC, Student Conduct, and sub codes  
JK, Student Discipline, and sub codes  
KB, Parent Involvement in Education  
AEE\*, Waiver of State Law and Regulation

## **Accreditation**

The Board of Education believes its primary responsibility is to provide leadership in the area of student achievement. To foster greater accountability and enhance improvement in student achievement, the Board shall enter into an accreditation contract with the State Board of Education regarding district accreditation and shall accredit the schools within the district.

### **District accreditation**

The accreditation contract shall bind the Board to manage the district and its schools to meet certain standards, goals and requirements over the term of the contract, in accordance with the Education Accountability Act of 2009 and applicable State Board of Education rules.

In conjunction with accreditation, the Board is committed to adopting academic standards for student learning, achievement performance levels, systems for measuring student achievement and methods for improving student achievement.

### **School accreditation**

While the state accredits the district, the Board accredits the schools within the district. The Board directs the superintendent to develop a school accreditation process for the Board's input and approval. Such process shall be developed in accordance with the Education Accountability Act of 2009.

Pursuant to the Board's constitutional and statutory authority to control instruction in its schools and determine the allocation of district resources, the Board shall review and approve all school plans, regardless of whether the plan is a performance, improvement, priority improvement or turnaround plan. Each school plan shall be submitted to the Colorado Department of Education in accordance with the timelines prescribed by applicable State Board of Education rules.

Adopted: April 24, 2017

## Accountability Process Timeline

- By September 1 School-level accountability committee adopts building goals/objectives, and a plan to improve educational achievement, maximize graduation rates and increase the rating for the school's accreditation category. (C.R.S. 22-7-205(1))
- After  
September 15 Within a reasonable time after receipt of the state accountability report, the school shall distribute the accountability report to parent/guardians of each student and to member of the public who request it. A school-generated report may be included or inserted in the state accountability report as long as the school report does not refute information included in the state report. (C.R.S. 22-7-606)
- By December 1 After consultation with district accountability committee, Board compiles school building goals/objectives and the district's plan to improve educational achievement, maximize graduation rates and increase the rating for each school's accreditation category to the public. (C.R.S. 22-7-205(2))
- By December 1 Board disseminates a written report to the taxpayers and local community regarding progress on district and school accreditation indicators. The report shall be made available to the State Board of Education, the general assembly, the governor, and the public at large. (C.R.S. 22-11-102(2)) 1 CCR 301-1, Rules 2002-R 0.00
- By February 1 School-level accountability committee makes recommendations to Board, district accountability committee and superintendent relative to prioritization of expenditures of district moneys by the school. (C.R.S. 22-7-207)
- Superintendent considers recommendations by school level committees when formulating budget requests resented to Board. (C.R.S. 22-7-207)
- Board Considers recommendations prior to adopting budget. (C.R.S. 22-7-105)

Adopted: November 18, 2002

File: AE-E-2

**District Advisory Accountability Committee as  
School Building Accountability Committee**

The State Commissioner of Education has granted a variance for the District Advisory Accountability to act as the School Building Advisory Accountability Committee.

Reference: Colorado Department of Education letter dated July 18, 1995.

Adopted: August 19, 1996

Prairie School District Weld Re-11J, New Raymer, Colorado

## **District Advisory Accountability Committee Membership**

The Prairie School District Advisory Accountability Committee shall consist of the following individuals:

Gigi O'Hare (District A)  
Sharon Fiscus (District B)  
Michele Krager (District C)  
Rich Harms (District D)  
Denise Stump (District E)  
Lanette Farnik (Out-of-district)  
DaShanda Bringelson (Elementary Representative)  
Sheena Zion (Secondary Teacher)  
Taya Northrup (Pre-school Representative)

The following students will also be on the committee and members of the Junior, Sophomore and Freshman Class if they choose to serve:

Student Council President  
FBLA President  
FFA President

The superintendent, Mr. Joe Kimmel, in his role as principal, or the administrative assistant shall serve as an ex officio member.

Adopted: March 19, 2001  
Revised: November 21, 2005

## **Accountability/Commitment to Accomplishment**

The district accountability advisory committee will consist of one elementary and one secondary teacher selected by their peers, four parents with a child enrolled in the school, two other taxpayers (one without a child enrolled in the school), and three student members to represent the FFA, FBLA, and Student Council. Of the six non-school members, there shall be one representative from each school board director district, and one parent of a child enrolled in school who resides outside of the school district boundaries. All committee members will be appointed by the Board of Education. Adult committee members will be appointed for three year terms and the chairperson will survey the members each spring as to their willingness to serve on the committee the following year. The school counselor will serve as a resource person for the committee and an administrator shall serve as an ex-officio committee member.

The committee will elect a chairman from its membership, establish a schedule of meetings and adopt general rules for its operation.

The specific charges and responsibilities of the committee which were cooperatively determined are as follows:

1. To make recommendations to the Board of Education relative to the Educational Accountability Act for the purpose of instituting an accountability program that will define and measure the quality of education in the district and establish a long-range achievement pattern to improve the quality of education for all students.
  - a. To make recommendations to the Board concerning the identification of stated educational goals for students of the district at the elementary and secondary levels.
  - b. To make recommendations concerning the establishment of specific performance objectives which will enable students to achieve stated goals.
  - c. To make recommendations to the Board concerning the evaluation of the adequacy and efficiency of the district's education programs in achieving its stated goals and objectives.

2. To make recommendations to the Board of Education concerning the identification of those educational decisions that are made by the Board, the administration, teachers, and others that affect the quality of education in the district.
3. To make recommendations to the Board of Education relative to priorities for expenditure of district funds.

The district and school-level committees will meet the timetable requirements as set forth in the accompanying exhibit, AE-E-1

All committee meetings will be open to the public. Meeting notices will be posted in the same place and matter as notices of Board meetings and in school buildings, as appropriate, one week in advance of the meetings.

Approved: November 18, 2002

LEGAL REFS: C.R.S. 22-7-106  
C.R.S. 24-6-402

CROSS REF: BEDA, Notification of Board Meetings



## **Accountability/Commitment to Accomplishment** (Accountability Committee Bylaws)

The Prairie School accountability committee is a standing committee as designated by the guidelines for implementation of the Colorado State Accountability Law of 1971.

The committee will have the approval of the Board of Education concerning its procedures, membership, and tenure.

The Prairie School Accountability Committee's role will be:

1. To serve as a sounding board within the community concerning how the school is perceived.
2. To provide feedback collected through systematic collecting procedures that determines whether the school programs should change.
3. To help determine if there are unmet needs which may also lead to an examination of school programs.
4. To make recommendations to the Board based on the results of the needs assessments for changes in and/or improvements in school programs.

### Duties of Officers

1. The chairman's duties will be as follows:
  - a. Prepare an agenda
  - b. Send the agenda to members prior to meetings
  - c. Preside over meetings and committees
  - d. Appoint committees
  - e. Send previous month's minutes with the agenda to the members prior to the next meeting
2. The secretary's duties will be as follows:
  - a. Take written roll of members at each meeting

- b. Take minutes for the *Prairie Memo*, Board of Education members, superintendent, and members of the committee
- c. Be responsible for correspondence
- d. Preside over meetings in the absence of the chairman

#### Accountability Committee Guidelines

1. The Board member from each district shall nominate a candidate to fill any vacancies in their district. Membership from the committee may also recommend candidates to the Board of Education. The Board will then approve these nominations. The nominations must be presented to the Board of Education at its May meeting. New members will begin their term the following August.
2. The chairman and the secretary of the committee will be elected at the August meeting by the committee membership. The newly elected officers will begin their duties immediately after election.
3. The secretary will take written roll at each meeting. Names of the committee members not present for three consecutive meetings will be referred to the Board.
4. The term of adult membership on the committee will be for three years, beginning in August. A member may be reappointed for successive terms.
5. At least one-third of the membership shall be rotated each year whenever possible. This rotation will be accomplished through attrition created by members leaving at the end of their terms.
6. The committee will meet monthly beginning in August. The committee may meet more frequently if the need arises.
7. The agenda for each meeting will be established by the chairman and sent to members prior to the meeting. Any member may ask to have an item placed on the agenda.
8. Reports and recommendations will be transmitted to the Board through the superintendent unless the Board requests otherwise.
9. A selected member will attend the Board of Education meeting each month.
10. The committee may select a fund-raiser for the student enrichment fund each year.
11. In August, the committee will compile a charge and a calendar of events for the next year and present it to the Board for approval at its September meeting.

12. Each spring the committee will send a survey to the first year's graduates.
13. Each October, the committee will send a survey to the five and ten-year graduates.
14. The committee will host an annual informational meeting on available scholarships and financial aid for students.

Approved: November 18, 2002

## Accountability/Commitment to Accomplishment (Charge to the Accountability Committee)

1. Support the yearly charge from the Board of Education.
2. Conduct a fund-raiser activity, the money to be used for additional education for students of Prairie School.
3. Include in the *Prairie Memo* the information concerning activities of the Accountability Committee.
4. Conduct a needs assessment survey for input from the students of Prairie School.
5. Make budgeting recommendations to the superintendent by December 31.

Approved: November 17, 1995

Revised: November 21, 2005

## **Accomplishment Reporting to the Public**

The Board of Education shall report data on the achievement of its goals and objectives, educational achievement and graduation rates to the public on an annual basis. The report shall include a district profile of student performance or a summary profile of student performance for each building.

The report also shall include information about revenues, expenditures and costs various segments of district and school operations.

Current practice codified 1993

Adopted: Date of manual adoption

Reviewed: November 21, 2005

LEGAL REFS: C.R.S. 22-2-117  
C.R.S. 22-7-104 (2)  
C.R.S. 22-35-109  
C.R.S. 22-53-207 (5)  
1 CCR 301-1, Rules 2202-R-309 (2)