



Policies and Regulations

Fountain-Fort Carson School District Eight

El Paso County, Colorado

Fountain-Fort Carson School District Eight operates according to policies established by the Board of Education. The Board, which represents the local community, develops policies after careful deliberation, and the school administration implements them through specific regulations/procedures. The Board then appraises the effects of its policies and makes revisions as necessary.

Policy development

Policy development in a modern, forward-looking school system is a dynamic ongoing process. New problems and issues give rise to the continuing need to develop new policies or to revise existing ones.

Each person holding a copy of the policy manual should make a diligent effort to keep it up to date as new policies, regulations and exhibits are distributed by the district's central office.

Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the Board's policies. The district welcomes suggestions for ongoing policy development.

Proposals regarding Board policies may originate with the Board, superintendent, staff members, parents, students, consultants, civic groups or any resident of the district. A careful and orderly process shall be used in examining such proposals.

About policies and regulations

Policies are principles adopted by the Board to chart a course of action. They tell what is wanted and may include why and how much. They are broad enough to indicate a line of action to be taken, but narrow enough to give clear guidance.

Regulations are detailed directions regarding how a policy will be put into practice. They tell how, by whom, where and when things are to be done.

The separation of policies and regulations in this manual follows several "rules of thumb":

1. When the school district's practice in a particular area is established by law, any informational statement covering the practice is presented as "policy" and appears on a white page. (A law, of course, may be quoted or referred to in a regulation.)
2. When the district's practice in a particular area has been established through a negotiated agreement, any statement pertaining to that practice is presented as "policy" on a white page.
3. Where the Board has interwoven regulations with policy and where separation would do harm to the meaning of both, the entire statement is presented on a white page.

As long as the administration operates within the guidelines of general policy adopted by the Board, it may change regulations without prior Board approval unless Board action is required by law or unless the Board has specifically asked that a particular regulation be given Board approval. The Board, of course, should be kept informed of regulations issued by the administration.

Notes on use of the manual

Dates. Where possible the original date of adoption/approval/issuance appears immediately following each policy/regulation. In other instances, an approximate date or revision date is used.

Legal references. Legal references are given so that the policy user may locate pertinent state or federal law related to a policy. Unless otherwise noted, all references direct the reader to the *Colorado Revised Statutes*, as revised through the last session of the legislature. Most of the statutes are included in *Colorado School Laws* published by the Colorado Department of Education. Other laws and/or court decisions also may be applicable to a particular policy.

Cross references. Certain policies/regulations relate to others. Cross references are provided to help the policy user find all of the related information.

Is the manual complete?

No. This manual contains all of the current *written* policies of the Board of Education to date. The need to place additional policies in writing, adopt new ones and revise old ones is ongoing. No matter how well conceived and well developed, a policy manual can never be completely up to date.

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Board of Education

Fountain-Fort Carson School District #8

Date of manual adoption/revision/issuance: October 26, 2011

Please note: All copies of this manual are the property of El Paso County School District #8, Fountain, Colorado.

TABLE OF CONTENTS

SECTION A - FOUNDATIONS AND BASIC COMMITMENTS

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

AC	Nondiscrimination/Equal Opportunity
AC-E-1	Nondiscrimination/Equal Opportunity (Sample Notice) – Exhibit
AC-E-2	Nondiscrimination/Equal Opportunity (Complaint Form) – Exhibit
AC-E-3	Support of Transgender Students – Exhibit
AC-E-4	Nutrition Services Civil Rights Compliance — Exhibit
ACE	Nondiscrimination on the Basis of Disability
ACE-R	Nondiscrimination on the Basis of Disability (Complaint Process) – Regulation
ACE-E-1	Nondiscrimination on the Basis of Disability (Compliance Officer)— Exhibit
ACE-E-2	Nondiscrimination on the Basis of Disability (Complaint Form) — Exhibit
AC-R-1	Nondiscrimination/Equal Opportunity (Complaint and Compliance Process) – Regulation
AC-R-2	Sex-Based Discrimination and Sexual Harassment Investigation Procedures – Regulation
AD	School District Mission
ADC	Tobacco-Free Schools
ADD	Safe Schools
ADF	School Wellness
AE	Accountability/Commitment to Accomplishment
AE-R	Accountability/Commitment to Accomplishment – Regulation
AED	Accreditation

SECTION B - SCHOOL BOARD GOVERNANCE AND OPERATIONS

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

BBA	School Board Powers and Responsibilities
BBBA	Board Member Qualifications
BC	School Board Member Conduct
BC-1	Accountability of the Superintendent

BCA-E-1	Code of Ethics for School Board Members — Exhibit
BCA-E-2	Board Member Code of Ethics — Exhibit
BCB	Board Member Conflict of Interest
BDA	Board Organizational Meeting
BDB	Board Officers
BDC	Appointed Board Officials
BDF	Advisory Committees
BDG	School Attorney/Legal Services
BE	School Board Meetings
BEAA	Electronic Participation in School Board Meetings
BEC	Executive Sessions
BEDA	Notification of School Board Meetings
BEDB	Agenda
BEDB-R	Agenda (Process to Submit a Board Meeting Agenda Item) – Regulation
BEDD	Rules of Order
BEDF	Voting Method
BEDG	Minutes
BEDH	Public Participation at Board Meetings
BEDH-R	Public Participation at Board Meetings (Procedures for Addressing the Board During Public Comment Periods) – Regulation
BG	School Board Policy Process
BIB	Board Member Development Opportunities
BIBA	School Board Conferences, Conventions and Workshops
BIBA-R	School Board Conferences, Conventions and Workshops – Regulation
BID/BIE	Board Member Compensation and Expenses/Insurance/Liability
BK	School Board Memberships

SECTION C - GENERAL SCHOOL ADMINISTRATION

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

CBA/CBC	Qualifications/Powers and Responsibilities of Superintendent (Job Description)
CBF	Superintendent's Conduct
CBI	Evaluation of Superintendent

CBI-R	Evaluation of Superintendent — Regulation
CHCA	Handbooks and Directives

SECTION D - FISCAL MANAGEMENT

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

DAB	Financial Administration
DAC	Federal Fiscal Compliance
DB	Annual Budget
DBD	Determination of Budget Priorities
DFA/DFAA	Revenues from Investments/Use of Surplus Funds
DFA/DFAA-R	Revenues from Investments/Use of Surplus Funds – Regulation
DG	Banking Services (And Deposit of Funds)
DGD	Credit Cards/Procurement Cards
DI	Fiscal Accounting and Reporting
DIE	Annual Audit
DJ/DJA	Purchasing/Purchasing Authority
DJB	Federal Procurement
DJB-R	Federal Procurement – Regulation
DJE	Bidding Procedures
DKC	Expense Authorization Reimbursement

SECTION E - SUPPORT SERVICES

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

EBAB	Hazardous Materials
EBBA	Prevention of Disease/Infection Transmission (Handling Body Fluids)
EBBA-R	Prevention of Disease/Infection Transmission (Handling Body Fluids and Substances) –Regulation
EBBB	Accident Reports
EBCE	School Closings, Cancellations, Delayed Starts, and Remote Learning Days
EBCE-R	School Closings, Cancellations, Delayed Starts, and Remote Learning Days – Regulation

ECA/ECAB	Security/Access to Buildings
ECAF	Use of Video and Audio Monitoring
EDC	Authorized Use of School-Owned Materials
EEA	Student Transportation
EEAA	Walkers and Riders
EEAE	Bus Safety Program
EEAEAA	Drug and Alcohol Testing for Bus Drivers
EEAEAA*-R	Drug and Alcohol Testing for Bus Drivers (Controlled Substance and Alcohol Testing) — Regulation
EEAEAA-E	Drug and Alcohol Testing for Bus Drivers (Testing Procedures) — Exhibit
EEAEG*	Use of Wireless Communication Devices by School Transportation Vehicle Operators
EEAFB	Use of School Vehicles by Community Groups
EEAFB*-R	Use of School Vehicles by Community Groups — Regulation
EEAG	Student Transportation in Private Vehicles
EEAG-E	Student Transportation in Private Vehicles (Memorandum of Understanding) – Exhibit
EEBA	School Transportation Vehicles (Use of Safety Belts)
EF	Food Services
EFC	Free and Reduced-Price Food Services
EF-E-1	School Meal Payments – Exhibit
EF-E-2	Civil Rights Complaint Procedure for School Nutrition Program – Exhibit
EFEA	Nutritious Food Choices
EGAD	Copyright Compliance
EGAEA	Electronic Communication
EHB	Records Retention
EHC	Safeguarding Personal Identifying Information

SECTION G - PERSONNEL

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

GBA	Open Hiring/Equal Employment Opportunity
GBAA	Sexual Discrimination and Harassment
GBEA	Staff Ethics/Conflict of Interest
GBEA-E	Staff Ethics/Conflict of Interest — Exhibit

GBEB	Staff Conduct (And Responsibilities)
GBEB-R	Staff Conduct (And Responsibilities) – Regulation
GBEB-R 2	Staff Conduct (And Responsibilities) – Regulation
GBEBA	Staff Dress Code
GBEC	Drug-Free Workplace (Drug and Alcohol Use by Staff Members)
GBEE	Staff Use of the Internet and Electronic Communications
GBGA	Staff Health (And Medical Examination Requirements)
GBGA-R	Staff Health (And Medical Examination Requirements) – Regulation
GBGB	Staff Personal Security and Safety
GBGD	Workers’ Compensation
GBGE	Staff Maternity/Paternity/Parental Leave
GBGF	Federally-Mandated Family and Medical Leave
GBGF-R	Federally-Mandated Family and Medical Leave — Regulation
GBGG	Staff Annual Leave
GBGI	Staff Military Leave
GBGK	Staff Legal Leave
GBI	Criminal History Record Information
GBJ	Personnel Records and Files
GBK	Staff Concerns/Complaints/Grievances
GBK-R	Staff Concerns/Complaints/Grievances (Grievance Procedure) — Regulation
GCD	Professional Staff Vacations and Holidays
GCE/GCF	Professional Staff Recruiting/Hiring
GCFA	Hiring of Instructional Staff/Portability of Nonprobationary Staff
GCI	Professional Staff Development
GCO	Evaluation of Licensed Personnel
GCO-R	Evaluation of Licensed Personnel - Regulation
GCQA	Instructional Staff Reduction in Force
GCQC/GCQD	Resignation of Instructional Staff/Administrative Staff
GCQC/GCQD-R	Resignation of Instructional Staff/Administrative Staff — Regulation
GCQF	Discipline, Suspension and Dismissal of Professional Staff (And Contract Non-Renewal)
GCQF-R	Discipline, Suspension and Dismissal of Professional Staff (And Contract Non-Renewal) — Regulation
GCS	Professional Research and Publishing
GD	Support/Classified Staff
GDA	Support Staff Positions
GDBA	Support Staff Salary Schedules
GDBC	Support Staff Supplementary Pay/Overtime

GDD	Support Staff Vacations and Holidays
GDE/GDF	Support Staff Recruiting/Hiring
GDO	Evaluation of Support Staff
GDQB	Resignation of Support Staff
GDQD	Discipline, Suspension and Dismissal of Support Staff

SECTION I - INSTRUCTION

Section I contains policies, regulations and exhibits on the instructional program. This section covers basic curricular subjects, grading, graduation requirements, home schooling, school library and media center, textbook selection and adoption, field trips, teaching methods and school ceremonies.

IC/ICA	School Year/School Calendar/Instruction Time
IG	Curriculum Development
IGD	Curriculum Adoption
IGF	Curriculum Review
IHA	Basic Instructional Program
IHAM	Health Education
IHAM-R	Health Education (Exemption Procedure) — Regulation
IHAMB	Family Life/Sex Education
IHAMB-R	Family Life/Sex Education (Exemption Procedure) — Regulation
IHAMC-R	HIV/AIDS Education (Exemption Procedure) — Regulation
IHBD	Compensatory Education (Title1)
IHBG	Home Schooling
IHBK-R	Preparation for Postsecondary and Workforce Success – Regulation
IJOA	Field Trips
IJOA-R	Field Trips — Regulation
IK	Academic Achievement
IKA	Grading/Assessment Systems
IKA-R	Grading/Assessment Systems (Exemption Procedure) – Regulation
IKAB	Report Cards/Progress Reports
IKE	Promotion, Retention, and Acceleration of Students
IKE-R	Promotion, Retention and Acceleration of Students – Regulation
IKF	Graduation Requirements
IKF-2	Graduation Requirements (Beginning with the Class of 2022)
IKF-E-2	Menu of College and Career-Ready Demonstrations – Exhibit

ILBA	District Program Assessments
ILBB	State Program Assessments
ILBC	Early Literacy and Reading Comprehension (Colorado READ Act)
ILBC-R	Early Literacy and Reading Comprehension (Procedures to Implement the Colorado READ Act)
IMDB	Flag Displays

SECTION J - STUDENTS

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

JB	Equal Educational Opportunities
JBB	Sexual Harassment
JC	School Attendance Areas
JEB	Entrance Age Requirements
JF	Admission and Denial of Admission
JF-R	Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements) – Regulation
JFABB	Admission of Non-Immigrant Foreign Exchange Students
JFABB-R	Admission of Non-Immigrant Foreign Exchange Students – Regulation
JFABD	Homeless Students
JFBA	Intra-District Choice/Open Enrollment (Out-of-Zone Students)
JFBA-R	Intra-District Choice/Open Enrollment (Out-of-Zone Students) — Regulation
JFBB	Inter-District Choice/Open Enrollment (Out-of-District Students)
JFBB-R	Inter-District Choice/Open Enrollment (Out-of-District Students) — Regulation
JFC	Student Withdrawal from School/Dropouts
JFC-R	Student Withdrawal from School/Dropouts — Regulation
JH	Student Absences and Excuses
JHB	Truancy
JIC	Student Conduct
JICA	Student Dress Code
JICC	Student Conduct in School Vehicles
JICDA	Code of Conduct
JICDE	Bullying Prevention and Education

JICEA	School-Related Student Publications
JICEA-R	School-Related Student Publications (School Publications Code) — Regulation
JICEC	Student Distribution of Noncurricular Materials
JICF	Secret Societies/Gang Activity
JICH	Drug and Alcohol Involvement by Students
JICH-R	Drug and Alcohol Involvement by Students — Regulation
JICI	Weapons in School
JIH	Student Interviews, Interrogations, Searches and Arrests
JIHB	Parking Lot Searches
JJA-1	Student Organizations
JJF	Student Activities Funds
JK	Student Discipline
JK-R	Student Discipline — Regulation
JK*-2	Discipline of Students with Disabilities
JKA	Use of Physical Intervention and Restraint
JKA-R	Use of Physical Intervention and Restraint — Regulation
JKBA	Disciplinary Removal from Classroom
JKBA-R	Disciplinary Removal from Classroom — Regulation
JKD/JKE	Suspension/Expulsion of Students
JKD/JKE-R	Suspension/Expulsion of Students — Regulation
JKG*	Expulsion Prevention
JLCB	Immunization of Students
JLCB-R	Immunization of Students — Regulation
JLCC	Communicable/Infectious Diseases
JLCD	Administering Medications to Students
JLCD-R	Administering Medications to Students — Regulation
JLCDA	Students with Food Allergies
JLCE	First Aid and Emergency Medical Care
JLCE-R	First Aid, CPR, AED Training— Regulation
JLCEA	Students with Special Health Needs
JLCEA-R	Students with Special Health Needs (Implementation and Protocol for CPR Directives) — Regulation
JLDAC	Screening/Testing of Students (And Treatment of Mental Disorders)
JLF	Reporting Child Abuse/Child Protection
JLJ	Physical Activity
JQ	Student Fees, Fines and Charges
JRA/JRC	Student Records/Release of Information on Students

JRA/JRC-R	Student Records/Release of Information on Students (Review, Amendment and Hearing Procedures) – Regulation
JRA/JRC-E-2	Opt-Out Form for Disclosure of Information to Military Recruiters
JRCA	Sharing of Student Records/Information between School District and State Agencies
JRCB	Privacy and Protection of Confidential Student Information
JRCB-R	Privacy and Protection of Confidential Student Information (Hearing and Complaint Procedures)
JS	Student Use of the Internet and Electronic Communications

SECTION K - SCHOOL-COMMUNITY-HOME RELATIONS

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

KBA	District Title I Parent Involvement
KBA-E	School-level Title I Parent and Family Engagement (School/Parent Compact)
KBBA	Custodial and Noncustodial Parent Rights and Responsibilities
KBBA-R	Custodial and Noncustodial Parent Rights and Responsibilities — Regulation
KDB	Public’s Right to Know/Freedom of Information
KDBA	Parent Notification of Employee Criminal Charges
KDBA-E	Parent Notification of Employee Criminal Charges — Exhibit
KDE	Crisis Management (Safety, Readiness and Incident Management Planning)
KE	Public Concerns and Complaints
KEC	Public Concerns/Complaints about Instructional Resources
KF	Community Use of School Facilities
KF-R	Community Use of School Facilities — Regulation
KFA	Public Conduct on School Property
KHC	Distribution/Posting of Noncurricular Materials
KI	Visitors to the Schools
KLG	Relations with State Agencies
KLMA	Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers

SECTION L - EDUCATION AGENCY RELATIONS

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

LBD Relations with District Charter Schools

LBD-E Intent to Apply to Become a District Charter School (Sample Form) – Exhibit

LBD-R Relations with District Charter Schools (Procedures for Establishment, Renewal and Revocation)
— Regulation