**Colorado Safe Schools Act Checklist**

The following is a checklist of the requirements set forth in the Colorado Safe Schools Act (C.R.S. 22-32-109.1) and CSI Board [Safe Schools](https://docs.google.com/document/d/16jLQaz7Q3qMSuzs626ZR-XDhfDAiBCj6pE06IPU78ww/edit?tab=t.0) and [Crisis Management](https://docs.google.com/document/d/16jLQaz7Q3qMSuzs626ZR-XDhfDAiBCj6pE06IPU78ww/edit?tab=t.0) Policies. The checklist provides brief descriptions of the required elements. The checklist is provided for informational purposes only and is not to be construed as legal advice. Legal advice regarding any issue should be obtained from your own attorney.

# checkbox Safe School Plan

The school board must adopt and implement a safe school plan. Before adoption, relevant stakeholders must be consulted. These stakeholders must include the school accountability committee, parents, teachers, administrators, students, student councils where available, and when appropriate, community partners such as first responders and public and mental health entities. C.R.S. 22-32-109.1(2).

The Safe School Plan must, at a minimum, include the following:

# checkbox Written Code of Conduct

#

A conduct and discipline code that is to be uniformly, fairly, and consistently enforced for all students. Copies of the code must be provided to each student upon enrollment at the preschool, elementary, middle and high school levels and shall be posted or kept on file. The school should take reasonable measures to ensure each student is familiar with the code. C.R.S. 22-32- 109.1(2)(a). *(See Student* [*Conduct/Discipline*](https://resources.csi.state.co.us/legal-policy/discipline/) *Resource Page for Samples.)*

The code must, at a minimum, include the following:

# checkbox General Policies on Student Conduct, Safety and Welfare

C.R.S. 22-32-109.1(2)(a)(I)(A).

# checkbox Policies and Procedures for Disruptive Students

Policies and procedures for dealing with students who cause disruptions

on school grounds, in school vehicles, or at school activities or events. The code must specifically

address the school’s policy for allowing a teacher to remove a disruptive student from the teacher’s classroom and must include procedures for developing and implementing a behavior plan, where applicable. The policy must conform with any state and federal due process protections. The policy

must also conform with state and federal laws regarding students with disabilities. C.R.S. 22-32-109.1(2)(a)(I)(B).

# checkbox Provisions for Suspension or Expulsion Proceedings for Habitually Disruptive Students

C.R.S. 22-32-109.1(2)(a)(I)(C).

# checkbox Guidelines for Physical Intervention

Policies and procedures for the use of acts of reasonable and appropriate physical intervention or force in dealing with disruptive students. C.R.S. 22-32-109.1(2)(a)(I)(D).

# checkbox Policies for Disciplinary Actions, Including Suspension and Expulsion

Policies and procedures for determining the circumstances under and the manner in which disciplinary actions, including suspension and expulsion, are imposed in accordance with state law. C.R.S. 22-32-109.1(2)(a)(I)(E).

# checkbox Policy Concerning Gang-Related Activities

A policy concerning gang-related activities on school grounds, in school vehicles, and at school activities or sanctioned events. C.R.S. 22-32-109.1(1)(2)(a)(I)(F).

# checkbox Written Prohibition Against Weapons, Drugs, and Other Controlled Substances

A written prohibition of students from bringing or possessing dangerous weapons on school grounds, in school vehicles, or at any school activity or sanctioned event and from using drugs or other controlled substances at the same places, activities, or events. C.R.S. 22-32- 109.1(2)(a)(I)(G).

# checkbox Written Prohibition Against Tobacco

A written prohibition of students from using or possessing of tobacco products on school grounds, in school vehicles, or at school activity or sanctioned events. C.R.S. 22-32- 109.1(2)(a)(I)(H).

# checkbox Search Policy

A policy concerning searches on school grounds, including student lockers. C.R.S. 22- 32-109.1(2)(a)(I)(I).

# checkbox Dress Code Policy

A policy that prohibits students from wearing apparel that is deemed disruptive to the classroom or to the maintenance of a safe and orderly school. Dress code policies should not have the effect of discriminating against students on the basis of a protected class. C.R.S. 22-32-109.1(2)(a)(I)(J), C.R.S. 22-30.5-507, [CSI Nondiscrimination Policy](https://docs.google.com/document/d/16jLQaz7Q3qMSuzs626ZR-XDhfDAiBCj6pE06IPU78ww/edit?tab=t.0).

# checkbox Bullying Prevention and Education Policy

A policy that sets forth appropriate disciplinary consequences for students who bully other students as well as for students who retaliate against others who report bullying. C.R.S. 22-32-109.1(2)(a)(I)(K), C.R.S. 22-30.5-521, [CSI](http://go.boarddocs.com/co/csi/Board.nsf/goto?open&id=8WZMU85C8B17) [Bullying Prevention and Education Policy](https://docs.google.com/document/d/16jLQaz7Q3qMSuzs626ZR-XDhfDAiBCj6pE06IPU78ww/edit?tab=t.0).

# checkbox Restraint Policy

A policy for the use of restraint and seclusion on students and information about the process for filing a complaint regarding the use of restraint or seclusion. C.R.S. 22-32-109.1(2)(a)(I)(L), C.R.S. 26-20-111, C.R.S. 22-30.5-528.

# checkbox Safe School Reporting Policy

A policy describing the school’s annual reporting of certain required information related to the learning environment in the school. The report must include: total enrollment for the school, the average daily attendance rate, dropout rate for grades seven through twelve (if applicable), the number of conduct and discipline code violations, average class size, the school policy concerning bullying prevention and education, and the number of different acts of sexual violence on school grounds, in a school vehicle, or at a school activity or sanctioned event. C.R.S. 22-32-109.1(2)(b).

Please contact the CSI Data Team for more information about required reports.

# checkbox Internet Safety Policy

A policy describing the school plan to provide age-appropriate internet safety curriculum that teaches safety in working and interacting on the internet to students in grades kindergarten through twelve. C.R.S. 22-87-104, [CSI Safe Schools Policy](https://docs.google.com/document/d/16jLQaz7Q3qMSuzs626ZR-XDhfDAiBCj6pE06IPU78ww/edit?tab=t.0).

# checkbox Internet Safety Plan

#  Each school is encouraged to create an internet safety plan describing the school’s plan to provide age-

#  appropriate internet safety curriculum to students. The plan should align with the school’s internet safety

#  policy. C.R.S. 22-32-109.1(2)(c).

# checkbox Child Sexual Abuse Prevention Plan

Each school is encouraged to create a child sexual abuse and assault prevention plan, which might include a plan to provide comprehensive, age-appropriate curricula for kindergarten through twelfth grade regarding child sexual abuse and assault awareness and prevention. C.R.S. 22-32-109.1(2.5)(a), C.R.S. 22-30.5-527.

# checkbox Staff Personal Security and Safety Policy

Each school is encouraged to adopt a staff personal security and safety policy establishing procedures that will be used following instances of assault upon, disorderly conduct toward, harassment on, the making knowingly of a false allegation of child abuse against, or any alleged offense under the Colorado Criminal Code directed toward a school teacher or school employee or instances of damage occurring on the premises to the personal property of a school teacher or school employee by a student. C.R.S. 22-32-109.1(3).

# checkbox School Response Framework

Each school is required to establish a school response framework that is consistent with the requirements outlined in state law and in CSI Board policy. These requirements include approving a Crisis Management Policy, which adopts the National Response Framework and the National Incident Management System (NIMS), institutionalizing the incident command system, and creating and implementing a School Safety, Readiness, and Incident Management Plan that meets established requirements. C.R.S. 22-32-109.1(4), [CSI Safe Schools Policy,](https://docs.google.com/document/d/16jLQaz7Q3qMSuzs626ZR-XDhfDAiBCj6pE06IPU78ww/edit?tab=t.0) [CSI Crisis Management Policy](https://docs.google.com/document/d/16jLQaz7Q3qMSuzs626ZR-XDhfDAiBCj6pE06IPU78ww/edit?tab=t.0)

# checkbox Safety and Security Policy

Each school is encouraged to adopt a safety and security policy requiring annual school building inspections to address the removal of hazards and vandalism and any other barriers to safety and supervision. C.R.S. 22-32-109.1(5).

1.  **Information Sharing Policies**

Each school must have policies related to sharing and releasing information directly related to a student consistent with provisions outlined in the Colorado Open Records Act (CORA) and the Family Educational Rights and Privacy Act (FERPA). Sharing information concerning an out-of-home placement student who is being transferred to a public school must comply with the rules established by the state board. C.R.S.

22-32-109.1(6), C.R.S. 24-72-204(3), C.R.S. 22-32-138, 12 CCR 2509-4-7.301-241 through 242.

# checkbox Open School Policy

Each school is encouraged to adopt a policy to allow parents and members of the board reasonable access to school classes, activities, and functions upon reasonable notice to the school administrator’s office. C.R.S. 22-32-109.1(7).

# checkbox Employee Screening Policy

Each school is encouraged to adopt a policy of screening employees’ criminal history, which shall

include screening upon good cause for new instances of criminal activity. As required by C.R.S. 22-30.5-511.5, an employee or applicant for employment at an institute charter school must be disqualified from employment if the results of the fingerprint-based criminal history record check discloses a conviction for any of the offenses described in C.R.S. 22-32-109.8, and the school must adhere to the reporting requirements set forth in C.R.S. 22-30.5-110.5. The school must also adhere to the parent notification requirements set forth in C.R.S. 22-1-130. C.R.S. 22-32-109.1(8), C.R.S. 22-30.5- 511.5.

**Other Safety-Related Requirements**

# checkbox Access to Colorado’s Sex Offender Registry

All schools must provide parents with a statement explaining how to access the sex offender registry. Schools may elect to post the statement explaining how to access the registry on their websites. C.R.S. 22-1-124.

# Additional Resources

* [CSI Board Safe Schools Policy](https://docs.google.com/document/d/16jLQaz7Q3qMSuzs626ZR-XDhfDAiBCj6pE06IPU78ww/edit?tab=t.0)
* [CSI Board Crisis Management Policy](https://docs.google.com/document/d/16jLQaz7Q3qMSuzs626ZR-XDhfDAiBCj6pE06IPU78ww/edit?tab=t.0)
* [Colorado School Violence Prevention: A Legal Manual](https://coag.gov/app/uploads/2023/03/2022-AGs-Colorado-School-Safety-A-Legal-Manual.pdf) (Colorado Attorney General’s Office)
* [Safe School Act Resources and Checklist](http://cdpsdocs.state.co.us/safeschools/CSSRC%20Documents/SafeSchoolsActCSSRCRecommendations616.pdf) (Colorado School Safety Resource Center)

*Questions? Contact the CSI Legal and Policy Department at* *legalandpolicy\_csi@csi.state.co.us**.*