



## WEBSITE POSTING REQUIREMENTS

### LEGALLY REQUIRED TO BE POSTED ON DISTRICT WEBSITE

#### District Foundations and Basic Commitments

- Contact information for the Title IX Coordinator and Title IX training materials must be prominently displayed on the district's website.<sup>1</sup>

#### School Board

- Minutes of any board meeting at which the board of education holds an executive session, including the amount of time the board discussed each topic while in executive session.<sup>2</sup>
- An image of each school district director candidate's written notice of intention and each candidate's contact information, *if* the school district has at least one thousand enrolled pupils.<sup>3</sup>

#### Finances

- Specific financial information under the Financial Transparency template as required by the Public School Financial Transparency Act.<sup>4</sup>
- A list of the statutes for which the district has received a waiver from the State Board of Education and a copy of the plan that explains how the district will meet the intent of the waived statute. The list must be posted in accordance with the Public School Financial Transparency Act.<sup>5</sup> The list must include waivers granted to the school district as a whole and waivers granted to one or more schools in the district, other than charter schools. The district must list separately each waiver granted to an innovation school or schools in an innovation zone.<sup>6</sup>

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<sup>1</sup> 20 U.S.C. §§ 1681-1688 (Title IX, Education Amendments of 1972). *See also* CASB Sample Policy AC, Nondiscrimination/Equal Opportunity and regulation AC-R-2\*, Sexual Harassment Investigation Procedures (Title IX).

<sup>2</sup> C.R.S. § 22-32-108(5)(d). *See also* CASB Sample Policy BEC, Executive Sessions.

<sup>3</sup> C.R.S. § 22-31-107(2.5)(a)(I).

<sup>4</sup> C.R.S. § 22-44-301, *et seq.* *See also* CASB Sample Exhibit DAB\*-E, Financial Administration (Online Posting of Financial Information).

<sup>5</sup> C.R.S. § 22-44-301, *et seq.*

<sup>6</sup> C.R.S. § 22-44-305(1)(a)&(c). *See also* CASB Sample Policy AEE\*, Waiver of State Law and Regulation and Sample Exhibit DAB\*-E, Financial Administration (Online Posting of Financial Information).

- Notice of certain financial information, prior to an election at which the district is submitting a ballot issue concerning creation of debt or other financial obligation.<sup>7</sup>
- A plan or statement of intent related to distribution of additional mill levy override revenue.<sup>8</sup>
- Certain information about the amount of additional mill levy override revenue shared with the district's charter schools and innovation schools, if applicable.<sup>9</sup>

### Personnel

- Collective bargaining agreements, if any.<sup>10</sup>

### Instruction

- Local board policy regarding whether students will use pencil and paper to complete certain state assessments.<sup>11</sup>
- Information about state and local assessments, including the district's student assessment calendar.<sup>12</sup>

### Students

- Under the Every Student Succeeds Act of 2015 (ESSA), districts that receive Title I funds must publish annual state and local report cards on their websites that are concise and in an accessible format.<sup>13</sup>
- Local board policy regarding student information privacy and protection.<sup>14</sup>
- Information explaining the data elements of student personally identifiable information that the district collects and maintains, including an explanation of how the district uses and shares the student personally identifiable information.<sup>15</sup>

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<sup>7</sup> C.R.S. § 1-7-908(1)(a). *See also* CASB Sample Policy DEA, Funds from Local Tax Sources.

<sup>8</sup> C.R.S. § 22-32-108.5(9)(a)&(b). *See also* CASB Sample Policy DEA, Funds from Local Tax Sources and Sample Exhibit DAB\*-E, Financial Administration (Online Posting of Financial Information).

<sup>9</sup> C.R.S. § 22-32-108.5(9)(b). *See also* CASB Sample Exhibit DAB\*-E, Financial Administration (Online Posting of Financial Information).

<sup>10</sup> C.R.S. § 22-32-109.4(3)(a). *See also* CASB Sample Policy H, Negotiations.

<sup>11</sup> C.R.S. § 22-7-1013(6). *See also* CASB sample policy IKA, Grading/Assessment Systems.

<sup>12</sup> C.R.S. § 22-7-1013(7)(a)&(b)(II). *See also* CASB Sample Regulation IKA-R, Grading/Assessment Systems (Exemption Procedure and Information to Parents/Guardians).

<sup>13</sup> 20 U.S.C. § 6301 *et seq.* (ESSA section 1111(h)(1)(A), (B)(iii), and (h)92)(A), (B)(iii)).

<sup>14</sup> C.R.S. § 22-16-107(4)(c). *See also* CASB Sample Policy JRCB\*, Privacy and Protection of Confidential Student Information.

<sup>15</sup> C.R.S. § 22-16-107(1)(a). *See also* CASB Sample Policy JRCB\*, Privacy and Protection of Confidential Student Information.

- A link to the student data inventory and dictionary or index of data elements published by the State Board of Education.<sup>16</sup>
- Information provided by a school service contract provider to the district or school concerning student personally identifiable information collected and how the provider uses and shares the data.<sup>17</sup>
- A list of the school service contract providers with which the district contracts and a copy of each contract.<sup>18</sup>
- A list of the school service on-demand providers that the district or a district employee uses for school services.<sup>19</sup>
- Notice to on-demand school service providers that, if the district ceases using or refuses to use an on-demand provider due to noncompliance with the Student Data Transparency and Security Act or with the provider's privacy policy, the district will post on its website the name of the providers not used (with any written response the provider may submit) and will notify the Colorado Department of Education (CDE).<sup>20</sup>
- A list of the on-demand school service providers not used by the district per C.R.S. 22-16-107(3)(d).

### Health and Safety

- Notice of policy suspension and prohibition of administration of medical marijuana to students, only if the federal government indicates that district federal funding is in jeopardy.<sup>21</sup>
- A plan for the management of students with life-threatening allergies, only if the district or school maintains a supply of epinephrine auto-injectors.<sup>22</sup>

### Charter Schools

- Notice that a list of underused and vacant buildings and land is available to interested persons upon request, only if the district authorizes a charter school and has or expects to have one or more vacant or underused buildings or vacant or underused land available during the next school year.<sup>23</sup>

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<sup>16</sup> C.R.S. § 22-16-107(1)(a).

<sup>17</sup> C.R.S. § 22-16-108(1). *See also* CASB Sample Policy JRCB\*, Privacy and Protection of Confidential Student Information.

<sup>18</sup> C.R.S. § 22-16-107(1)(b). *See also* CASB Sample Policy JRCB\*, Privacy and Protection of Confidential Student Information.

<sup>19</sup> C.R.S. § 22-16-107(3)(a). *See also* CASB Sample Policy JRCB\*, Privacy and Protection of Confidential Student Information.

<sup>20</sup> C.R.S. § 22-16-107(3)(d). *See also* CASB Sample Policy JRCB\*, Privacy and Protection of Confidential Student Information.

<sup>21</sup> C.R.S. § 22-1-119.3(3)(d)(IV). *See also* CASB Sample Policy JLCDB\*, Administration of Medical Marijuana to Qualified Students.

<sup>22</sup> C.R.S. § 22-1-119.5(5.5)(e). *See also* CASB Sample Policy JLCD, Administering Medications to Students.

<sup>23</sup> C.R.S. § 22-30.5-104(7.5)(a).

## **HIGHLY RECOMMENDED TO BE POSTED ON WEBSITE**

### District Foundations and Basic Commitments

- Local board's statement regarding prohibition against unlawful discrimination and harassment and notice concerning the district's compliance officer(s). State and federal nondiscrimination laws.<sup>24</sup>

### Students

- Student conduct and discipline code.<sup>25</sup>
- Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) notices, including the directory information policy, although posting to the website should not be the exclusive means of notification.<sup>26</sup>

### Facilities

- Notice of the district's asbestos management plan and planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities.<sup>27</sup>

## **ENCOURAGED, BUT NOT REQUIRED, TO BE POSTED ON WEBSITE**

### School Board

- Notice of school board meetings may be posted on the district's website and shall meet the notice of requirements of Colorado's Open Meetings Law if posted online at least 24 hours prior to the meeting.<sup>28</sup>
- School boards may charge a fee for research and retrieval of public documents pursuant to the Colorado Open Records Act. Before charging an increased fee, as set forth in the statute, a school board must revise its policy to include the new fee and post the updated policy on its website or otherwise publish the written policy.<sup>29</sup>

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<sup>24</sup> See CASB Sample Policy AC, Nondiscrimination/Equal Opportunity and Sample Exhibit AC-E-1, Nondiscrimination/Equal Opportunity (Sample Notice).

<sup>25</sup> C.R.S. § 22-32-109.1(2)(a). See also CASB Sample Policies, codes JIC through JK.

<sup>26</sup> 20 U.S.C. § 1232g (FERPA); 34 C.F.R. § 99.1 (FERPA regulations); see also CASB Sample policy JRA/JRC, Student Records/Release of Information on Students.

<sup>27</sup> 40 C.F.R. §§ 763.84(c), (f), 763.93(g)(2) (Asbestos Hazard Emergency Response Act).

<sup>28</sup> C.R.S. § 24-6-402(2)(c)(III).

<sup>29</sup> C.R.S. § 24-72-205(6). See also CASB Sample Policy KDB, Public's Right to Know/Freedom of Information.

## Students

- Updated standardized immunization document developed by the Colorado Department of Public Health and Environment.<sup>30</sup>

## Health and Safety

- A statement identifying where and the procedures by which community members may obtain information collected by law enforcement about registered sex offenders.<sup>31</sup>
- Local board policy on wellness and the results of the district Wellness Advisory Council's triennial assessment.<sup>32</sup>
- If the district chooses to adopt an internet safety plan, an annual report summarizing the internet safety plan implementation report (if any).<sup>33</sup>

*This resource is for informational purposes only and does not constitute legal advice. Specific questions should be referred to the school district's legal counsel.*

COLORADO ASSOCIATION OF SCHOOL BOARDS  
(303) 832-1000 or (800) 530-8430 | [www.casb.org](http://www.casb.org)

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<sup>30</sup> C.R.S. § 22-32-140. *See also* CASB Sample Policy JLCB, Immunization of Students.

<sup>31</sup> C.R.S. § 22-1-124. *See also* CASB Sample Policy JLFF\*, Sex Offender Information.

<sup>32</sup> 7 C.F.R. § 210.30(e)(2). *See also* CASB Sample Policy ADF, School Wellness.

<sup>33</sup> C.R.S. § 22-32-109.1(2)(c)(I)(H)(IV). *See also* CASB Sample Policy JS\*, Student Use of the Internet and Electronic Communications.