

SECTION E – SUPPORT SERVICES

Section E contains policies, regulations and exhibits on noninstructional 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.

EB Environmental and Safety Programs

EBAB	Hazardous Materials
EBBA	Prevention of Disease/Infection Transmission
EBBB	Accident Reports
EBCE	Emergency School Closings and Cancellations

EC Buildings/Grounds/Property Management

ECA/ECAB	Security/Access to Buildings
ECE	Traffic and Parking Controls

ED Maintenance and Control of Materials and Equipment

EDB	Maintenance and Control of Materials and Equipment
EDC	Authorized Use of School-Owned Materials or Equipment

EE Transportation Services

EEA	Student Transportation
EEAE	Bus Safety Program
EEAEA	School Transportation Vehicle Operator Requirements and Training
EEAEAA*	Drug and Alcohol Testing for School Transportation Vehicle Operators
EEAEB	Bus Purchasing and Maintenance
EEAEC	(Also JICC) Student Conduct on Buses
EEAEF*	Video Cameras on Transportation Vehicles
EEAEG*	Use of Wireless Communication Devices by School Transportation Vehicle Operators
EEAF	Special Use of School Buses
EEAFB*	Use of School Vehicles by Community Groups
EEBA	School-Owned Vehicles

SECTION E – SUPPORT SERVICES (continued)

EF Food Services

EF	School Nutrition Program
EFA	Food Purchasing/Selection
EFC	Free and Reduced-Price Food Services
EFE	Competitive Food Sales/Vending Machines
EFEA*	Nutritious Food Choices
EFI	Food Service Records and Reports

EG Office Services

EGAEA	Electronic Communication
EGAF	Telephone Services

EI Insurance Program/Risk Management

EI	Insurance Program/Risk Management
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Hazardous Materials

Hazardous materials include any substance or mixture of substances that poses a fire, explosive, reactive or health hazard as more fully defined by law. There are many areas of school operation, from science laboratories and art departments to custodial services and vehicle maintenance, which use a variety of materials that may be hazardous.

The Board, through the superintendent, shall cause to be created procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations including instructional areas. Emergency response actions and evacuation plans also shall be coordinated with the procedures.

The procedures shall comply with all local, state and federal laws and regulations which pertain to the safe and proper storage, transportation and disposal of hazardous materials.

The goal of the procedures shall be to set into place an ongoing process by which each location in the district may begin a program of identifying and managing potentially hazardous materials. District personnel shall be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize the quantities of such substances stored on school property.

Appropriate school personnel shall be trained to take precautions to prevent accidents and to handle them in the event they do occur.

It is not the intent of the Board to expand or modify the district's potential liability exposure through the adoption of this policy. The district' voluntary compliance with any statute or regulation to which it is not otherwise subject shall not be construed to create or assume any potential liability under any local, state or federal law or regulation.

Adopted: June 21, 1989

Amended: May 18, 2016

LEGAL REFS.: 42 U.S.C. §6901 (1982 & Supp. III 1985) (Resource Conservation and Recovery Act ([RCRA] and accompanying regulations)
42 U.S.C. §9601 (1982 & Supp. IV 1986) (Comprehensive Environmental Response Compensation and Liability Act [CERCLA] and accompanying regulations)
49 U.S.C. 1801 (Hazardous Materials Transportation Act)
C.R.S. 13-21-108.5 (persons rendering assistance relating to discharge of hazardous materials immune from civil liability)
C.R.S. 24-10-106.5(duty of care in Colorado Governmental Immunity Act)
C.R.S. 25-15-101 *et seq.* (State Hazardous Waste Management Program)
C.R.S. 29-22-101 *et seq.* (Hazardous Substance Incidents)

Plateau Valley School District 50, Collbran, Colorado

C.R.S. 42-4-228 (vehicles transporting explosive or hazardous materials)

C.R.S. 42-4-234 (3)

C.R.S. 43-6-101 *et seq.* (Hazardous Materials Transportation Act of 1987)

6 CCR 1007-3, Part 261 (identification and listing of hazardous waste)

6 CCR 1010-6 (department of public health and environment rules
governing schools)

8 CCR 1507-1 (operation of commercial vehicles and transportation of
hazardous materials)

Hazardous Materials

I. Hazardous Materials Program Supervisor

Overall supervision of the operation of all hazardous materials policies and procedures within the district will be the responsibility of the superintendent who will serve as the hazardous materials program supervisor, referred to throughout these procedures as the “supervisor”.

At each location, a district employee will be designated as the local hazardous materials coordinator, referred to throughout these procedures as the “coordinator”. At each location, there also will be an alternate district employee designated as a backup to the coordinator.

The coordinator will be responsible for all aspects of dealing with hazardous materials at the location and will comply with all district policies and procedures and local, state and federal laws and regulations dealing with hazardous materials. The coordinator also will be responsible for reporting any violations in the district’s hazardous materials policy or procedures simultaneously to the supervisor and the building/location administrator.

2. Initial Inventory and Material Identification

The supervisor will cause an initial inventory of all hazardous materials to be completed throughout the district to identify potentially hazardous substances. The supervisor will designate a qualified district employee to conduct the inventory of hazardous materials at each location with the assistance of the supervisor and the location/building administrator or his designee. This person also will coordinate the identification of hazardous materials.

The part conducting the inventory will work with and provide training in the proper process of identifying hazardous materials to at least one district employee at each location (either the coordinator or an individual directly in charge of any of the hazardous materials storage/use areas.)

At the direction of the coordinator, these trained employees will conduct all future inventories.

The coordinator will arrange for the identification of any unknown suspected hazardous substance through the supervisor.

3. Tracking, Inventory and Material Safety Data Sheets

Each coordinator will be responsible for logging in the receipt of all hazardous materials received at his location. The coordinator will track and keep complete written records of the storage, use and ultimate disposition of the hazardous materials. On or before (month & day) of each year, the coordinator will provide a copy of the current inventory log and record of disposition of all hazardous materials to the supervisor.

The supervisor will maintain a copy of each location’s inventory and documentation of all hazardous materials. This information may be released to appropriate police, fire and emergency service authorities.

The supervisor will be responsible for establishing and maintaining the material safety data sheets (MSDS) system for the district.

Each operation and location will maintain a set of MSDS in its area for all hazardous materials with which it has contact. These MSDS will be available for review and use by every district employee. The MSDS also will be available for inspection by appropriate police, fire, health and emergency service authorities.

The purchasing department and the warehouse each will maintain a set of MSDS for all hazardous materials with which they have had contact.

4. Purchase of Hazardous Materials

In addition to following the district's regular purchasing procedures, an employee may purchase hazardous materials only with the approval of the coordinator for use at a specific location. The purchasing department will not process any purchase order which does not include the appropriate approval.

The supervisor, the purchasing department and the warehouse will maintain a list of prohibited hazardous materials which will be updated at least once a year.

Hazardous materials will not be purchased through any mechanism other than a purchase order through the purchasing department unless the following conditions are fulfilled:

- a) The requestor secures the prior written approval of the supervisor.
- b) The requestor provides written notice of the purchase along with copies of all supporting documents including MSDS and the reason for the purchase to the supervisor, the location/building administrator and the supervisor of purchasing.

All purchase orders for hazardous materials will include a requirement that the shipment of any such materials includes MSDS with any order or portion of the order. Purchase orders also will note that failure to provide MSDS with the shipment may result in either the district's refusing to accept the shipment or the district's conditionally accepting the shipment and refusing to pay for it until the MSDS are provided.

Any unapproved purchase of hazardous materials is beyond the course and scope of the district employee's authority and is forbidden. Such a purchase may be grounds for termination.

The above procedures also will apply to the acceptance of donated hazardous materials.

5. Storage, Recycling or Transfer of Hazardous Materials

The supervisor shall designate an area or areas for storage of:

- a) Materials which might become or are hazardous materials.
- b) Hazardous materials which have been declared waste and are being held for disposal.

The supervisor may designate storage areas at each location if appropriate as well as a central district storage site.

When a coordinator has a material which qualifies as hazardous material at his location and which may require disposal, the coordinator will contact the supervisor to arrange for storage, transfer or disposal as appropriate. Materials no longer needed at one location may be available for transfer within the district to other programs or locations.

When materials are not needed by a district location, operation or program, the materials may be declared as waste. Only the supervisor will be authorized to declare a hazardous material as waste.

Storage of hazardous materials will be in compliance with federal, state and local law. All hazardous materials will be separated according to physical properties and stored safely in storage areas appropriate to the risk posed by the materials. For example, volatile substances such as petroleum distillates will be stored in approved safety cabinets. Where appropriate, storage cabinets may be locked and access to students or non-authorized staff limited.

All containers for hazardous materials will be labeled to show date of receipt by the district, shelf life and expiration date. Where space permits, materials will be stored so that the oldest materials are used first (first-in-first-out).

Transfer of hazardous materials within the district will be accomplished in compliance with Section 7 of these procedures.

6. Disposal of Hazardous Materials

When a coordinator or a location/building administrator believes that he has materials which may qualify as hazardous for which there is no immediate need for program or operation requirements or which may need to be disposed of, he will contact the supervisor. Only the supervisor will be authorized to declare materials to be waste, excess or surplus and to order their disposal.

When materials are determined to be ready for disposal, the supervisor will arrange for disposal in a manner that complies with all local, state and federal laws and regulations.

Federal and state laws and regulations provide exemptions from certain regulatory requirements for small quantity generators, i.e. those entities or locations that generate waste in amounts below statutory or regulatory threshold amounts. Disposal determinations should preserve small quantity generator status for each location and for any central storage area.

The supervisor will maintain written documentation of the disposal of hazardous materials from all locations in the district. This documentation will be retained in permanent form at one additional location.

7. Transportation of Hazardous Materials

Transportation of hazardous materials will meet all local, state and federal requirements and will be coordinated by the supervisor.

Federal regulation of the transportation of hazardous materials is extensive, complex, requires significant insurance protection, and involves specialized training of staff and special equipment. Because the district cannot meet these requirements economically with current staff, equipment and training, the district will arrange for qualified third parties to transport any hazardous waste or hazardous materials outside the state.

Once a hazardous material is under district control, each location controlling the material will be responsible for the material until it is passed to the control of another district location. The supervisor will verify that the transportation used meets all district, local, state and federal transportation, financial responsibility and insurance requirements.

Unless specific written approval is received by a district employee from the supervisor, no district employee or volunteer will transport hazardous materials owned by or attributed to the district in his personal automobile.

Subject to the same requirement, no student will be permitted by any district employee or volunteer to transport hazardous materials owned by or attributed to the district in any vehicle, including district vehicles.

Any unauthorized transportation of hazardous materials is beyond the course and scope of the district employee's or volunteer's authority and is forbidden.

8. Emergency Response Plan

The supervisor will develop an emergency response plan that will enable any district employee aware of any incident involving hazardous material to take appropriate action to protect students, staff, and the general public and district property.

This plan will comply with all applicable laws and regulations and will be coordinated with the district and the location evacuation plans.

In addition, a plan to handle spills and leaks will be developed for each location for all hazardous materials at the location. The plan will address immediate emergency procedures, required notification and clean-up procedure and will comply with all applicable laws and regulations.

All information regarding a hazardous materials incident will be released to the media or the public only by the district's communication officer, the superintendent or their designee. No other district employee is authorized to release information regarding any such incident.

The supervisor will coordinate with the district's legal counsel and the superintendent's office any notification or reports to local, state and federal authorities as well as the district's appropriate insurance/risk management representative.

Plateau Valley School District 50, Collbran, Colorado

9. Evacuation Plan

An evacuation plan will be developed and implemented for each location. In developing the evacuation plan, consideration will be given to the location and the types of hazardous materials present at the location.

An evacuation drill will be held at least once each calendar year at each location. Where possible, this plan will be coordinated with existing fire drills, bomb threat evacuation plans and tornado drills and may be conducted in conjunction with any of these other drills. Written records of the drill will be maintained by each location.

As appropriate for the location, copies of the evacuation plan will be posted within the buildings. Copies of the evacuation plan will be maintained by the coordinator, the location/building administrator, the supervisor and any other designated person approved by any of the above-named persons.

Where practical, the evacuation plan will be coordinated with the fire department, police department and the district's transportation department.

10. Training of Staff and Students

The coordinators, administrators, staff members handling hazardous materials and school nurses/health paraprofessionals will receive training in responding to hazardous materials emergency incidents.

When hazardous materials are used in the classroom, both staff and students will be trained in the handling, storage and use techniques appropriate to the materials used as part of the curriculum. The staff also will be instructed in emergency procedures, including evacuation, appropriate to the materials.

Adopted: June 21, 1989

CROSS REFS.: DJF, Purchasing Procedures
EBC, Emergency Plans, and subcodes

Accident Reports

Adequate and prompt accident reporting is essential. If injuries or property damage occur, prompt reports are vital in assuring district staff, students and others of insurance coverage. Such reports may be important in the event of litigation.

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

Current practice codified 1983

Adopted: Date of manual adoption

Amended: October 19, 2017

Excuse from Physical Education

From: Principal
School Nurse

Students may be allowed, occasionally, to be excused from physical education and to stay in at recess with a note from their parent explaining the reason for staying in.

If it is necessary for any student to stay in for recess and/or to be excused from physical education more than once a week, and/or in the absence of obvious illness or injury, please request a doctor's statement estimating the amount of time the student will need to remain out of these activities, and send it to the nursing office where it will be filed in the student's folder.

Emergency School Closings and Cancellations

The superintendent is empowered to close the schools or to dismiss them early in event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. It is understood that the superintendent will take such action only after consultation with appropriate authorities.

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

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

Adopted: November 16, 1988

Amended: October 19, 2017

LEGAL REFS.: C.R.S. 22-1-112
C.R.S. 22-32-109 (1)(n)
C.R.S. 22-33-101 *et seq.*
1 CCR 301-39, Rules 2254-R-2.06

CROSS REFS.: IC/ICA, School Year/School Calendar
JLIB, Student Dismissal Precautions

Security/Access to Buildings

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

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

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

Current Practice Codified 1983

Adopted: Date of Manual Adoption

Revised: December 13, 2000

Revised: March 8, 2011

Revised: October 19, 2017

LEGAL REFS.: C.R.S. 18-9-112
C.R.S. 18-9-117
C.R.S. 22-32-109.1 (5)

CROSS REFS.: KI, Visitors to School

Traffic and Parking Controls

Parking space for teachers and other personnel is the area on the south side of the building, across the driveway area along the highway embankment. Student parking during regular school hours is on the east side of the high school building.

Current practice codified 1983

Approved: Date of manual adoption

Maintenance and Control of Materials and Equipment

The district administration shall insure that proper records are kept on all textbooks, materials, supplies and equipment owned by the school system.

Records shall include records of issuance of such items to the various schools, records of issuance within each school to individual teachers, and teacher records of issuance to students.

Routine school supplies such as paper, pens, paper clips, etc., are available from the storeroom. A request for supplies should be given to the secretary or principal and should include the teacher's name and department.

Schools, staff members and students shall be held responsible for items that have been issued for their use.

All school-owned equipment for extracurricular activities, including band instruments and uniforms, shall be issued at the beginning of each season and returned at the end of each season. Complete records shall be kept on all such equipment.

At least once a year, teachers shall make a careful inspection of textbooks and permanent supplies in use by students. They shall impose fines for damages resulting from carelessness and unwarranted use by students, provided that no fines shall be imposed without the approval of the principal.

Current practice codified 1983

Adopted: Date of manual adoption

CROSS REFS.: DID, Inventories
 JQ, Student Fees, Fines and Charges

Maintenance and Control of Materials and Equipment

At the beginning of the school year or when students are issued textbooks or other supplies that will be returned at the end of the school year or term, students will be given a check-out sheet by the teacher issuing the textbook or supplies. On this sheet students will list any damage that they observe including page number and type of damage.

Teachers responsible for textbook or supplies check-out will conduct a check on all textbooks and supplies at the end of 1st and 2nd semester. Any damage not recorded on student check-out sheet will be assessed to student and must be paid at the main office before semester grades will be released to student and parent or guardian.

In addition to semester checks on book or supply damage, all textbooks must be covered after the first week that students are issued textbooks.

Teachers will make periodic checks at least 2 times per quarter to make sure that all textbooks issued by teacher are covered. Students will be assessed a \$.25 fine for each day exclusive of weekends and holidays that student does not cover book up to the replacement cost of the textbook. Fines must be paid by the student at the main office before semester grades will be released to student and parent or guardian.

The following fines shall be assessed:

BOOK FINES

Torn page.....	\$1.50 per page
Broken binding.....	\$5.00
Writing in book.....	\$0.25 per page
Excessive damage to book.....	Cost of replacement

LOCKER FINES

All lockers should be completely clean before designated teachers sign check-out sheet at the end of the school year or when student is dropping registration at the school.

Stickers, etc. pasted on lockers.....	\$2.50
Ink writing on lockers.....	\$0.50 per word

Authorized Use of School-Owned Materials or Equipment

It is the intent of the Board to furnish its staff and students with good equipment to facilitate the educational program and to see that it is properly maintained and cared for. Staff and students are expected to exercise good judgment and give careful protection to such equipment at all times.

The superintendent is authorized by the Board to refuse any request for outside use of school furnishing or equipment. The superintendent may designate certain equipment to be issued on loan under the responsibility of the Instructional Materials Center. The same procedures and policies as set forth elsewhere in these policies shall apply to such loans.

Current practice codified 1983

Adopted: Date of manual adoption

CROSS REF.: KF, Community Use of School Facilities

Authorized Use of School-Owned Materials and Equipment

No school equipment shall leave the school premises except on special permission from the superintendent.

A request to remove equipment from the school shall be submitted to the superintendent in writing on a form provided by the superintendent. The form shall provide the following:

1. Name, address and phone number of the person submitting the request.
2. Purpose of the request.
3. Place where equipment shall be used, together with any special comments regarding the use.
4. Date of use and deadline for return of the equipment.
5. Assurance that the person using the equipment is competent in training and experience to use the equipment.
6. Agreement to accept responsibility for repairing or replacing the equipment if damaged or lost while under terms of the request.
7. Assurance that outside use of the equipment will not interfere with the school program.

Current practice codified 1983

Adopted: Date of manual adoption

Student Transportation

The Board recognizes that students must be in school before they may be taught. Not only must they arrive in school and at home safely, but it is important that getting to school and returning home under proper emotional and psychological situations can have an important bearing on school activities and motivation. Therefore, it is the intent of the Board to provide attractive, safe and efficient means of student transportation as a part of the district's educational program.

Further, the Board recognizes that there are important learning experiences to be attained through field trips, museums, conferences, and interscholastic activities which require the same quality of student transportation.

The school district's transportation program shall be designed to get students who live an unreasonable walking distance from school to school and back in an efficient, safe and economical manner.

General responsibility for the transportation system is vested in the superintendent and is under the immediate direction of the transportation/maintenance supervisor. All people engaged in the transportation program are responsible to the school administration and transportation/maintenance supervisor.

It shall be the duty of the superintendent to provide the Board with regular reports and information regarding the efficiency and conduct of the transportation program.

The district shall operate its own fleet of buses and other types of vehicles as needed.

Current practice codified 1983

Adopted: Date of manual adoption

LEGAL REFS.: C.R.S. 22-32-110(1)(a)
 C.R.S. 22-32-113
 C.R.S. 22-32-114
 C.R.S. 22-51-101 *et seq.*

CROSS REFS.: DBGA, Budget Referenda
 EEA subcodes (all relate to the district's transportation program)
 EFC, Free and Reduced Price Food Services

Bus Safety Program

The school district shall comply with all state laws and regulations pertaining to the operation of school buses and shall make these requirements known to bus drivers. It also shall cooperate with local safety officials in formulating and accomplishing its school bus safety program.

The safety and welfare of student riders shall be the first consideration in all matters pertaining to the bus safety program.. Safety precautions shall include the following:

1. Students shall be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills shall be conducted at least two times a year to acquaint student riders with procedures in emergency situations.
3. Passengers of any school bus used on mountainous terrain shall not occupy the front row of seats and any seats located next to emergency doors unless the bus is equipped with retarders which supplement the bus brake system or the passengers are adequately restrained in a fixed position.
4. All vehicles used to transport students shall be inspected periodically to see that they meet safety regulations.

A bus driver who observes a vehicle passing the school bus when the signal lights are activated shall notify the transportation supervisor of the violation and provide the basic information required by law. The transportation supervisor shall convey this information to the appropriate law enforcement agency.

Adopted: November 16, 1988
Amended: March 8, 2011

LEGAL REFS.: C.R.S. 42-4-707
C.R.S. 42-4-1901-1904
1 CCR 301-26, Rules 4204-R-200 *et seq.*

CROSS REF.: EEAE*, Use of Wireless Communication Devices by School
Transportation Vehicle Operators

School Transportation Vehicle Operator Requirements and Training

School transportation vehicle operators shall conform to state and federal laws and regulations regarding training, licensing and other requirements and shall participate in required inservice training programs.

This shall apply to all operators including those on regular routes and/or other trips.

Adopted: December 14, 1994
Amended: March 8, 2011

LEGAL REFS.: C.R.S. 42-2-401 *et seq.*
1 CCR 301-26, Rules 4204-R-200 *et seq.*

CROSS REFS.: EEAEAA*, Drug and Alcohol Testing for Bus Drivers

Drug and Alcohol Testing for Bus Drivers

In accordance with federal law and regulations, the district shall be responsible for implementing a drug and alcohol testing program for school bus drivers. The purpose of the testing program shall be to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by bus drivers.

Prohibited Conduct

Drivers shall be prohibited from any alcohol misuse that could affect performance on the job including use on the job, use during the four hours before driving, having prohibited concentrations of alcohol in their systems while driving and use during eight hours following an accident.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect his ability to safely operate a motor vehicle.

Required Testing

Drivers shall be subject to pre-employment/pre-duty drug testing and to reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. These procedures use an evidential breath testing device for alcohol testing. For controlled substances testing, urine specimen collection and testing by a laboratory certified by the U.S. Department of Health and Human Services shall be required.

Pre-employment testing shall be administered to an applicant offered a position in the district prior to the first time the driver performs any safety-sensitive function for the district.

Random alcohol testing shall be limited to the time period surrounding the performance of safety-related functions which includes just before or just after the employee performs the safety-related function. Controlled substances testing may be performed at any time while the driver is at work.

An employee covered by the federal regulations may not refuse to take a required test.

Consequences if Testing Indicates Drug or Alcohol Misuse

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-related functions in accordance with the federal regulations and employment terminated. Before a driver is reinstated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with verified test results.

The Board retains the authority consistent with state and federal law to discipline or discharge any employee who is an alcoholic or is chemically dependent and whose current use of alcohol or drugs affects the employee's qualifications for performance of his job.

The district is not required under federal law requiring drug and alcohol testing to provide rehabilitation, pay for substance abuse treatment or to reinstate the employee. All employment decisions involving reinstatement, termination or dismissal shall be made in accordance with applicable district policies.

Record Retention

The district shall maintain records in compliance with the federal regulations in a secure location with controlled access. With the driver's consent, the district may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. A driver shall be entitled upon written request to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.

Records shall be made available to a subsequent employer upon receipt of a written request from a driver only as expressly authorized by the terms of the driver's request.

Other Provisions

The district shall take steps to ensure that supervisors receive proper training to administer the drug and alcohol testing program and that employees receive the notifications required by federal regulations. The superintendent or his/her designee has full responsibility of seeing to the compliance of this policy and its procedures.

Adopted: December 13, 1995
Amended: March 8, 2011
Amended: January 17, 2018

LEGAL REFS.: 49 U.S.C. §2717 *et seq.*
49 C.F.R. Part 40
49 C.F.R. Part 382
49 C.F.R. Part 391
C.R.S. 42-2-401 *et seq.*

CROSS REFS.: EEAEA, School Transportation Vehicle Operator Requirements and
Training
GBEC, Drugs, Alcohol and Controlled Substances (Drug-Free Work Place)
GDQD, Discipline, Suspension and Dismissal of Support Staff

Drug and Alcohol Testing for School Transportation Vehicle Operators

School transportation vehicle operators who operate a motor vehicle requiring a commercial driver's license are subject to a drug and alcohol testing program that fulfills the requirements of the federal regulations.

These district regulations reflect several requirements of the federal drug testing regulations but are not intended in any way to modify or limit the procedures for drug and alcohol testing specifically addressed in federal regulation. District personnel will adhere to the detailed provisions of federal regulation in administering the district's drug and alcohol program.

References to **tests** in these regulations include both drug and alcohol tests unless the context specifies otherwise. The terms **drugs** and **controlled substances** are interchangeable and have the same meaning and the terms refer to marijuana (THC), cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamines).

Pre-employment Drug and Alcohol Tests

Drug and alcohol tests will be administered before a driver performs any safety-sensitive functions for the district.

The tests will be required of an applicant before training starts for the position that has been offered. Employment with the district is conditional upon the applicant receiving a negative drug test result.

Post-accident Tests

Alcohol and controlled substance tests will be conducted as soon after an accident as practicable on any driver who:

1. Was performing safety-sensitive functions with respect to the vehicle if the accident involved loss of human life; or
2. Where any person involved in the accident required immediate medical attention away from the scene and the driver received a citation under state or local law for a moving traffic violation arising from the accident; or
3. Where the vehicle required towing from the scene and the driver received a citation for a moving violation.

No driver involved in an accident may use alcohol for eight hours after the accident or until after undergoing a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours after the accident, the district will prepare and maintain records explaining why the test was not conducted.

Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the district. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Before any driver operates a commercial motor vehicle, the district will provide post-accident procedures that will make it possible to comply with post-accident testing requirements.

Random Tests

Tests will be conducted on a random basis at unannounced times throughout the year. Random tests for alcohol will be conducted just before, during or just after the performance of safety-sensitive functions. Random tests for drugs do not have to be conducted in immediate time proximity to performing safety sensitive functions. Once notified of selection for drug testing, a driver must proceed to a collection site to provide a urine specimen.

Drivers will be selected by a scientifically valid random process, and each driver will have an equal chance of being tested each time selections are made. The number of drivers selected for random testing will be in accordance with federal regulations.

Reasonable Suspicion Tests

Tests must be conducted when a properly trained supervisor or district official has reasonable suspicion that the driver has violated the district's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech or body odors. The observations may include indications of chronic and withdrawal effects of controlled substances.

Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the work day when the driver must comply with alcohol prohibitions. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will terminate after eight hours.

An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test.

A supervisor or district official who makes a finding of reasonable suspicion also must make a written record of his observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Return-to-duty Tests

A drug or alcohol test will be conducted when a driver who has violated the district's drug or alcohol prohibition returns to performing safety sensitive duties.

Employees whose conduct involved misuse of drugs may not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol may not return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and district standards.

Follow-up Tests

A driver who violates the district's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem will be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing will be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

Records

Employee drug and alcohol test results and records will be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver will receive copies of any records pertaining to the driver's use of drugs or alcohol, including any records pertaining to personal drug or alcohol tests. Records will be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

Notifications.

Each driver will receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the district's policy and regulations for meeting these requirements. Representatives of employee organizations will be notified of the availability of this information. The information will identify:

1. The person designated by the district to answer questions about the materials.
2. Categories of drivers who are subject to the drug and alcohol testing requirements.
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the work day driver compliance is required.
4. Specific information concerning driver conduct that is prohibited.
5. Circumstances under which a driver will be tested for drugs and/or alcohol.

6. Procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and insure that test results are attributed to the correct driver.
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations.
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences.
9. Consequences for drivers found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment.
10. Consequences for drivers found to have an alcohol concentration of 0.02 percent or greater but less than 0.04 percent.
11. Information concerning the effects of drugs and alcohol on an individual's health, work and personal life; external and internal signs and symptoms of a drug or alcohol problem, and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials.

Each driver must sign a statement certifying receipt of a copy of the above materials.

The district will inform drivers before drug and alcohol tests are performed.

The district will notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of the employment application.

The district will notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The district also will tell the driver which controlled substances were verified as positive.

Drivers will inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

Enforcement

Any driver who refuses to submit to post-accident, random, reasonable suspicion or follow-up tests will not be allowed to perform or continue to perform safety-sensitive functions.

A driver who in any other way violates district prohibitions related to drugs and alcohol will receive from the district the names, addresses and telephone numbers of substance abuse professionals and counseling

Plateau Valley School District 50, Collbran, Colorado

and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee will be evaluated by a substance abuse professional who will determine what help, if any, the driver needs in resolving such a problem.

Any substance abuse professional who determines that a driver needs assistance will not refer the driver to a private practice, person or organization in which the professional has a financial interest except under circumstances allowed by law.

Before the driver is returned to safety-sensitive duties, if at all, the district must insure that the employee:

1. Has been evaluated by a substance abuse professional.
2. Has complied with any recommended treatment.
3. Has taken a return-to-duty drug and alcohol test with a result indicating an alcohol concentration level of less than 0.02 percent.
4. Is subject to unannounced follow-up drug and alcohol tests. The number and frequency of such follow-up testing will be as directed by the substance abuse professional and consist of at least six tests in the first 12 months following the driver's return to duty.

Approved: December 13, 1995 (to be implemented January 1, 1996)
Revised: March 8, 2011

Bus Purchasing and Maintenance

Drivers are responsible for the care and cleanliness of the equipment in their charge before and after trips.

Drivers are required to perform the pre-trip inspection daily before first driving the bus for that day's usage.

Drivers are responsible to report any mechanical problems or possible problems to the transportation director.

The transportation director under the supervision of the superintendent is responsible for the general upkeep and maintenance of the transportation fleet.

Purchase of new transportation (bus) equipment must comply with state standards.

Current practice codified 1983

Adopted: Date of manual adoption

Student Conduct on Buses

Passengers shall be expected to observe the bus conduct rules. Those violating the rules may at the discretion of the school administration have the privilege withdrawn.

No student shall be put off a bus between school and home. Every reasonable effort shall be made to notify parents if a student will not be allowed to ride the bus.

Procedures for renewing the privilege of riding the bus shall be through a conference involving the student, a parent or guardian, the driver and the school administration. If this is not satisfactory, appeal may be made to the superintendent and to the Board of Education.

All requests for hearing with the Board should be in writing and should be in the school office at least six days prior to the regular meeting of the Board. The president of the Board may call a special meeting at any time conditions seem to warrant such action.

Adopted: September 19, 1978

CROSS REFS.: JIC, Student Conduct, and subcodes
JK, Student Discipline, and subcodes

Student Conduct on School Buses

Students shall observe the following rules while riding on school buses:

1. Once seated, students must remain seated in the bus while it is in motion. No student shall try to board a bus or leave a bus until acknowledged by the driver, and under no condition while the bus is in motion.
2. Students must never extend any part of their bodies out of a bus window or door, nor shall any student throw any object from the bus.
3. The use of tobacco products in a bus is not permitted.
4. Students must never stand in the roadway or in any way harass or obstruct traffic while waiting for a bus. Scuffling or pushing or shoving one another on or into the roadway while waiting for a bus is prohibited.
5. When leaving the bus, students must observe instructions from the driver.
6. Students must enter or leave a bus only by the front door except in dire emergency.
7. Students shall observe the same conduct as in the classroom.
8. Students shall be courteous and cooperate with the driver.
9. No profane language shall be used.
10. Students shall keep the bus clean.
11. No eating or drinking shall be allowed on the bus.
12. The bus driver is authorized to assign seats.
13. Willful damage to buses will be paid for by the person causing the damage.
14. The driver is responsible for the behavior of the students. Drivers will report infractions of rules to the transportation/maintenance director. Second offenses may deny the student further bus service.
15. Students will be taken to their designated stop once they board the bus. If a student wishes to get off the bus at any other stop, then a request must be made by the parent and approved by the principal or his/her designee, and a note from the office will be signed and must be given to the bus driver.

16. Students wishing to ride a bus other than their assigned bus must have a request by their parents and a note approved and signed by the principal or his/her designee before boarding the bus. The student will be denied this privilege in cases of overload of student bus capacity.
17. Noise levels will be kept to a minimum. No shouting or playing of radios or tape players are permitted.

Adopted prior to 1976

Revised to conform with practice: Date of manual adoption

Video Cameras on Transportation Vehicles

The Board of Education recognizes the district's continuing responsibility to maintain and improve discipline and to help ensure the health, welfare and safety of its staff and students on school transportation vehicles.

After having weighed carefully and balanced the rights of privacy of students with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles, the Board supports the use of video cameras on its transportation vehicles.

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Students in violation of the Board's student conduct and discipline policies or other bus conduct rules shall be subject to disciplinary action in accordance with applicable Board policy and regulations.

The superintendent is directed to develop regulations governing the use of video cameras on school transportation vehicles and retention of video recordings in accordance with applicable law and Board policy. .

Adopted: November 19, 1997
Revised: May, 20, 2015
Revised: October 19, 2017

LEGAL REFS.: 20 U.S.C. §1232g
34 C.F.R. §99.1 *et seq.*
C.R.S. 24-72-113

CROSS REFS: JIC, Student Conduct, and subcodes
JK, Student Discipline, and subcodes
JRA/JRC, Student Records/Release of Information on Students

Video Cameras on Transportation Vehicles

Student Records

1. The district shall comply with applicable state and federal law regarding student records requirements in the district's use of video recordings. Video recordings considered for retention as part of a student's behavioral record will be maintained in accordance with the district's student record procedures governing access, review and release of student records.
2. The district will include a notice in parent/student handbooks that video cameras may be used on school vehicles transporting students to and from school or extracurricular activities.
3. Parents/guardians and students will not be notified when a video camera is on board and in use on a district vehicle.

Storage/Security

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be stored for a minimum of five days after initial recording, whereupon if no reason for continued storage is known to the district such recordings will be released for erasure.
3. Video recordings held for review of student incidents will be maintained in their original form pending resolution. Video recordings then will either be released for erasure or retained as necessary in accordance with applicable Board policy and district regulations.

Use

1. Video cameras will be used on school transportation vehicles as determined by the transportation supervisor.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

Viewing Requests

1. Requests for viewing video recordings will be limited to the appropriate bus driver, transportation supervisor, school administrator, parent/guardian or eligible student (18 years of age or older), or others as deemed appropriate by the principal.
2. Requests for viewing may be made to the principal within five school days of the date of recording.
3. Requests for viewing will be limited to those parents/guardians, students and district officials with a direct interest in the proceedings as deemed appropriate by the principal.

4. Only the portion of the video recording concerning a specific incident will be made available for viewing.
5. Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual.
6. Video recordings will be made available for viewing within three school days of the request approval.

Viewing

1. Actual viewing will be permitted only at school-related sites including the transportation office, school buildings, or central administrative offices.
2. All viewing will include the transportation supervisor and/or building principal.
3. A written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, vehicle video-taped, name of driver, and signature of the viewer.
4. Video recordings will remain the property of the district and may be reproduced only in accordance with applicable law and Board policy and regulations.

Adopted: November 19, 1997

Amended: October 19, 2017

Use of Wireless Communication Devices by School Transportation Vehicle Operators

While the Board of Education believes the use of wireless communication devices by district transportation vehicle operators is important to provide instant communication regarding emergencies as well as to convey other important information, vehicle operators shall be subject to the following restrictions to ensure safe use.

For purposes of this policy, wireless communication device is defined as any device intended to facilitate communication, including but not limited to cell phones, two-way radios, walkie talkies, palm pilots, beepers, pagers, etc.

Vehicle operators shall not place or receive communications on any personally owned wireless communication device while passengers are loading or unloading from the vehicle or while the vehicle is in motion.

Under usual circumstances, use of district owned wireless communication devices shall be allowed when used to assist a vehicle operator and/or dispatcher in the necessary communications periodically needed to safely deliver children – home to school, school to school, school to home and on activity trips. Use of such devices while the vehicle is in motion shall be limited whenever possible.

Vehicle operators shall under no circumstances place or receive communications unrelated to district business while on duty.

Violation of this policy may subject the vehicle operator to disciplinary action.

Adopted: March 8, 2011

LEGAL REFS.: 1 CCR 301-26, Rule 4204-R-232.00
C.R.S. 42-4-239

CROSS REFS.: EDB, Maintenance and Control of Materials and Equipment
EEAE, Bus Safety Program

Special Uses of School Buses

Any student making a trip on a bus will return on the same bus unless prior arrangements are made through the principal or superintendent.

Students who misbehave on extracurricular trips may be excluded from any future trips for the rest of the school year.

Adopted prior to 1976

Revised to conform with practice: Date of manual adoption

CROSS REFS.: IJOA, Field Trips
JJH, Student Travel

Use of School Vehicles by Community Groups

The general philosophy of the Board of Education is that school vehicles purchased by the school district are to be used primarily for school purposes and that taxpayers shall not be expected to subsidize the expense of providing school vehicles or personnel not necessary for school district purposes. Nevertheless, it is the policy of the Board of Education to make available for use by appropriate community groups school vehicles to the extent that such use does not impinge upon or impair use for school district purposes.

Among community groups that qualify for the use of school vehicles are those composed of citizens 65 years of age and older. Such groups shall be given special consideration as required by the statute relating to community use of school vehicles. As permitted by law, all groups shall be expected to pay the actual costs involved in the use of school vehicles.

Nonschool use of school vehicles shall not be intermingled with student transportation, nor shall it interfere with:

1. Student transportation to, from or between schools.
2. Student transportation for school activities and functions.
3. Emergency transportation for students.
4. Time required for maintenance and service of vehicles.
5. Provision of standby vehicles for school purposes.

Regulations for community use of school vehicles shall be developed by the administration and approved by the Board.

Date of Adoption: November 16, 1988

Amended: March 8, 2011

LEGAL REFS.: C.R.S. 22-32-128

Use of School Vehicles by Community Groups

The transportation director or designee shall determine the hours and days when school vehicles may be used by nonschool community groups. This information will be made available to community groups through the office of the superintendent of schools.

The transportation director or designee shall be responsible for approving and scheduling in the time available, the use of school vehicles by community groups. In approving and scheduling such use, such official shall apply the following criteria:

1. No use by groups of less than five will be approved.
2. Insurance coverage must:
 - a. be provided by the users
 - b. be in effect during the time of any such use, with coverage similar to and limits not less than the insurance coverage which is in effect while the school vehicle is being used for transportation of students
 - c. include the district as a named additional insured
3. No use will be approved which involves travel over roads or distances which are unduly wearing or damaging to the vehicle or for which the vehicle is inappropriate.
4. Use will not be approved if the fuel consumption involved adversely affects the fuel availability for school district purposes.
5. Any approval of use will be subject to cancellation in the event of adverse road, weather, or other conditions which could reasonably present a danger to passengers, drivers, or vehicles, or in the event of unexpected or emergency school needs.
6. Use will not be approved unless some individual identifies himself/herself as coordinator or leader of the group and agrees to assume the responsibility for collection and remittance to the district of the required reimbursement.
7. Use will be approved only where the group requesting such use submits a written request 15 days prior to the use, designating the number of riders, the dates and hours of use, the pickup and delivery points, and such other information as the transportation director or designee deems appropriate. Each

such request must be accompanied by a deposit in the approximate amount of the reimbursement which will be required as determined by the business officer or designee. Upon final determination of reimbursement required, the deposit will be supplemented by the users or a refund made by the district as is appropriate.

8. Use will not be approved if it is for partisan political activity, activity promoting or opposing any sectarian views, activity which is potentially disruptive or dangerous, activity which if uniformly extended would result in uses which would impinge upon school use, or activities of a similar nature which are inappropriate for school district participation.
9. As between qualified groups, special consideration will be given to groups comprised primarily of persons 65 years of age or older.
10. Use will be approved only where the vehicle and service available are appropriate to the physical condition of the users.
11. Use will be approved only where the group requesting such use is open to all persons who may be reasonably and appropriately included in the group.

All use will be subject to the availability of appropriate vehicles and district personnel. The transportation director or designee may impose such requirements as are deemed necessary relative to supervisory personnel accompanying any group utilizing school vehicles. School vehicles may only be driven by school vehicle operators in compliance with policy EEAEA.

Any group availing itself of use pursuant to these regulations shall agree to and shall reimburse the school district for all of the expenses for operation of such school vehicles as determined by the school district business official. Such expenses, in addition to any others approved by the business official will, upon approval of the business official, include the following:

1. The actual cost of salaries of vehicle operators and other personnel involved in providing or facilitating the transportation by the nonschool group.
2. The actual pro rata cost to the district, if any, of the insurance required to be provided.
3. The actual cost of fuel and oil consumed.
4. A reasonable pro rata assessment to cover maintenance.
5. A reasonable assessment to cover a pro rata share of depreciation.

6. A reasonable assessment to cover a pro rata share of driver preparation and training cost.
7. All costs resulting from vandalism occurring during the use.

Incidental costs such as, but not limited to, alternative transportation in the event of a breakdown, feeding and housing of users, and similar costs will be the responsibility of the group using the school vehicle.

Approved: Date of Manual Adoption

Revised: August 19, 1993

Revised: March 8, 2011

School-Owned Vehicles (Use of Seat Belts)

The use of seat belts in school-owned vehicles is mandatory for all personnel using vehicles that are equipped with seat belts.

Drivers of all school vehicles except school buses shall be responsible for insuring that all passengers use safety belts. The driver shall not begin to move the vehicle until the driver and all passengers are belted.

Adopted: October 21, 1987

LEGAL REF.: C.R.S. 42-4-236

School Nutrition Program

The district will operate a school nutrition program which shall be under the overall supervision of the district's director of nutrition services.

The director of nutrition services shall cooperate with each school principal in matters essential to the proper functioning of each school's nutrition program. The responsibility for control of students using the school cafeteria shall rest with the building principal.

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

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

Adopted: October 19, 2017

LEGAL REFS.: 42 U.S.C. 1751 *et seq.*
7 C.F.R. Part 210
7 C.F.R. Part 220
C.R.S. 22-32-120
C.R.S. 22-32-134.5
C.R.S. 22-32-136.3
C.R.S. 22-82.7-101 *et seq.*
C.R.S. 22-82.9-101 *et seq.*
1 CCR 301-3
1 CCR 301-79

CROSS REFS.: EFC, Free and Reduced-Price Food Services
EFEA*, Nutritious Food Choices

School Meal Payments

The district is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable federal guidance from the United States Department of Agriculture (USDA), this policy is intended to serve the purposes of meeting student needs, minimizing the identification of students with insufficient funds to pay for school meals and maintaining the fiscal integrity of the district's school food service account.

Student Meal Accounts and Meal Charges

Student meal accounts shall be established by the district.

Parents will be encouraged to pre-pay for students paying full or reduced price for meals. The district shall ensure that parents have access to at least one no-cost method of paying for meal services, such as the ability to pay in person.

Students will be permitted to pay for meals and/or add funds to student accounts on the day of service.

A meal account balance remains with the student until the student is no longer enrolled in the district. Students with unused credit in their accounts at the point of disenrollment or graduation will receive a refund in the amount of the credit.

Students paying full or reduced price for meals and who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal.

Each school year, elementary students will be permitted to charge meals, middle and high school students will be permitted to charge a maximum of three meals .

Notification of Low or Negative Balances

Notification of a low balance on a student account will be provided privately by the student data system email or a phone call or letter from the school.

When notified of a low balance on a student account, parents will be reminded of this policy and the process for submitting applications for free or reduced price meal benefits. Parents will also be notified that any school meal debt accrued prior to the district's determination that the student is eligible for free or reduced lunch remains the parent's responsibility.

Plateau Valley School District 50, Collbran, Colorado

Notification of a negative balance on a student account will be provided privately by the student data system email or a phone call or letter from the school.

Collection of a Meal Charge Debt

In collecting debt, the district shall ensure that collection efforts do not have a negative impact on the students involved and instead focus on the adult(s) in the household responsible for providing funds for student meal purchases. The district will work with parents to establish repayment plans with payment levels and due dates appropriate to the household's particular circumstances.

For students with delinquent meal charges, the following process will be used to collect debt. The lunch and activities bookkeeper will notify parent/guardian of the delinquent amount in an effort to secure payment. Collection efforts from one school year may continue into the following year, including when students transfer to a school outside of the district.

Annual Notice

The district shall notify students and their parents about this policy at the beginning of each school year. Notification shall also be provided to those students who transfer into the district during the school year. Information about this policy may also be included in student handbooks, student enrollment or registration packets and/or back-to-school packets and posted on district and school websites.

This policy will also be communicated to school and district-level staff responsible for this policy's enforcement, such as school food service staff responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of this policy.

Adopted: October 19, 2017

LEGAL REF.: USDA Guidance SP 46-2016

Civil Rights Complaint Procedure for School Nutrition Program

In accordance with the United States Department of Agriculture (USDA) civil rights regulations and policies, the district is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability in any school nutrition program.

A participant in the district's school nutrition program who alleges discrimination on the basis of any of the above-listed federally-protected classes has the right to file a complaint within 180 days of the alleged discrimination, in accordance with this procedure.

Filing a Complaint

If an individual has an unlawful discrimination complaint concerning his or her participation in a school nutrition program, the complaint may be directed to the lunch and activities bookkeeper.

Complaints may be made verbally (in person or over the phone) or may be submitted in writing to the district contact listed above. Complaints may be filed anonymously.

When filing a complaint, the following information will be requested:

1. Complainant's name, address and telephone number (unless the complainant wishes to remain anonymous);
2. The nature of the incident or action that led the complainant to feel discrimination was a factor;
3. The basis on which the complainant believes discrimination exists;
4. The names, telephone numbers, titles and business or personal addresses of persons who may have knowledge of the alleged discriminatory action; and
5. The date(s) during which the alleged discriminatory action(s) occurred.

Forwarding a Complaint

Within 90 days of the district's receipt of the complaint, the district shall forward the complaint to the following:

CDE Office of School Nutrition
1580 Logan St., Ste. 760
Denver, CO 80205

Adopted: October 19, 2017

LEGAL REF.: USDA Food and Nutrition Service (FNS) Instruction I13-1

Plateau Valley School District 50, Collbran, Colorado

Food Purchasing/Selection

All purchases for food and supplies for the food services program shall be by requisition.

The school district shall only purchase fresh or frozen meats which are grown and processed in the United States for sale in Colorado and dairy products produced and processed in the United States for sale in Colorado.

Preference shall be given to provisions produced, manufactured or grown in Colorado if such preference is not for provisions of inferior quality to those offered by competitors outside of the state.

The school head cook is hereby designated as the person authorized to purchase food and supplies for all food services under his or her direction. The purchase of equipment and services from vendors shall be the responsibility of the school district purchasing official as designated by policy.

In order to properly discharge authorized purchasing functions, the school lunch director shall prepare any necessary bids engaging in cooperative bidding where determined to be advisable.

The school head cook will submit a monthly list of food products needed for general approval by the superintendent or business manager. Approval of this list authorizes the head cook to purchase the necessary food products from available vendors on as competitive a basis as possible with delivery of good and important items.

The school lunch director shall consider government commodities and also quantity purchasing where these considerations are advantageous to the school district.

Current practice codified 1983

Adopted: Date of manual adoption

LEGAL REF.: 1973 C.R.S. 8-18-101

CROSS REFS.: DJB, Purchasing Procedures

Plateau Valley School District 50, Collbran, Colorado

Free and Reduced-Price Food Services

The district shall take part as feasible in the National School Lunch and other food programs which may become available to ensure that all students in the district receive proper nourishment.

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

Current practice codified 1983

Adopted: Date of manual adoption

Amended: July 20, 2011

Amended: October 19, 2017

LEGAL REFS.: 42 U.S.C. 1751 *et seq.*
 7 C.F.R. 245.5
 C.R.S. 22-32-120
 C.R.S. 22-82.7-101 *et seq.*
 C.R.S. 22-82.9-101 *et seq.*

CROSS REFS.: EF, School Nutrition Program

Competitive Food Sales/Vending Machines

The installation and use of vending machines in the schools will be controlled by the administration so that they will not offer competition to the school lunch program or encourage students in poor eating habits.

The service and sale of all food and beverages to students during school hours will be under the control of the administration, and receipts from such sales will be in accounts to be determined yearly by the administration.

Vending machines may also be operated by the school in employee lounges for employee use only. The funds derived from such operation will accrue to the Plateau Valley Education Association.

Vending machines for school supplies may be operated for student use as approved by the administration. The profits derived from such operations will accrue to the school's student council account.

Current practice codified 1983

Adopted: Date of manual adoption

Nutritious Food Choices

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

Schools are encouraged to take steps to ensure:

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

The emphasis on healthy choices applies to:

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

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

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

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

Adopted: October 13, 2004
Amended: July 20, 2011
Amended: July 17, 2013
Amended: October 19, 2017

LEGAL REFS.: C.R.S. 22-32-134.5
C.R.S. 22-32-136.3
1 CCR 301-79

Food Service Records and Reports

School food services personnel shall maintain such records as the state and the superintendent shall require. Reports shall be turned in promptly and regularly.

School food services food and supplies are for the sole use of the school. School food services personnel shall furnish records showing that no other use is made of such food and supplies.

Current practice codified 1983

Adopted: Date of manual adoption

Food Service Records and Reports (Lunch Count)

Each teacher shall take the lunch count at the beginning of the day. The count shall be recorded by computer while attendance is being taken.

The lunch count in the secondary school shall be taken at the beginning of the first period and shall be recorded by computer while attendance is being taken. Salad is available to middle and senior high students and should be noted when taking lunch count.

Teachers shall notify the office by computer if eating.

Current practice codified 1983

Adopted: Date of manual adoption

Electronic Communication

Electronic communication is the transmittal of a communication between two or more computers or other electronic devices, whether or not the message is converted to hard copy format and whether or not the message is viewed upon receipt. Electronic communication includes all electronic messages that are transmitted through a local, regional or global computer network.

All district electronic communication systems are owned by the district and are intended for the purpose of conducting official district business only. District electronic communication systems are not intended for personal use by district employees. Employees shall have no expectation of privacy when using district electronic communication systems.

Electronic communication sent or received by the Board, the district or district employees may be considered a public record subject to retention under state or federal law. Such electronic communication may also be subject to public disclosure or inspection under the Colorado Open Records Act.

Whenever the district is a party in litigation or reasonably anticipates being a party in litigation, Board members and district employees in possession of electronic documents, e-mail and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, e-mails and other evidence until otherwise directed by the superintendent or designee.

To ensure compliance with applicable law and district policy, the district retains the right to review, store and disclose all information sent over the district electronic communication systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access district information in the employee's absence.

Upon sending or receiving an electronic communication, all users shall segregate or store those communications that are public records. Public records are those that evidence the district's functions, policies, decisions, procedures, operations or other activities of the district or that contain valuable district data.

Electronic communication on district computers or district electronic communication systems shall be retained only as long as necessary. Such electronic communication shall be deleted on a routine basis unless otherwise required to be retained by district policy or state or federal law.

The technology coordinator for the district shall assist the public in locating any specific public electronic records requested and shall provide public access to public electronic records in accordance with state law. The district's technology coordinator shall also be responsible for assisting the district's schools and other sites in complying with record retention requirements.

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

Adopted: June 18, 1997
Amended: January 19, 2011

LEGAL REFS.: C.R.S. 24-72-203(1)(b)(I)
C.R.S. 24-72-204.5
C.R.S. 24-80-101

CROSS REFS.: GBEE*, Staff Use of Internet and Electronic Communications
GBJ, Personnel Records/Files
JRA/JRC, Student Records, Release of Information on Students
JS*, Student Use of Internet and Electronic Communications
KDB, Public's Right to Know/Freedom of Information

Telephone Services

School telephones should be used for school business only. Long distance calls require the principal's permission before calling and must be recorded on the phone log sheet. No personal long distance calls are to be charged to the school phone.

The school telephone may not be used by students except in emergencies in which case the person in charge of the office may make the call or give special permission for the student to make the call. Students shall use the phones located in the hallways for their calls.

No student will be called to the telephone during class unless in an emergency.

A message of importance will be delivered to the student at the close of a class period.

Teachers will not be called out of the classroom to answer phone calls unless special arrangements have been made with the principal for an important necessary phone call.

Current practice codified 1983

Adopted: Date of manual adoption

Insurance Program/Risk Management

The Board has the responsibility for maintaining an adequate insurance program covering its buildings and grounds, fleet of school buses, and employees carrying out official duties for the district. The Board also may authorize and participate in insurance programs for employees and students. The Board annually shall review its insurance program and shall designate specific insurance companies to underwrite the various insurance plans approved by the Board.

The insurance program shall be administered by the business manager, under the general supervision of the superintendent.

The administration shall make every effort to obtain insurance at the best available rates – consistent with required coverage and service – through obtaining quotations or bids.

Current practice codified 1983

Adopted: Date of manual adoption

LEGAL REFS.: C.R.S. 8-44-110
 C.R.S. 22-32-110 (1)(s),(t),(u),(v)
 C.R.S. 22-45-103 (1)(c)(e)
 C.R.S. 22-54-105 (2)
 C.R.S. 24-10-115
 C.R.S. 24-10-115.5
 C.R.S. 29-13-101 *et seq.*

CROSS REF.: BID/BIE, Board Member Compensation and Expenses/Insurance/Liability