

SECTION K – SCHOOL–COMMUNITY-HOME RELATIONS

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

KA School-Community Relations/Goals

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KB Parent Involvement in Education

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KE Public Concerns and Complaints

KE Public Concerns and Complaints

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KF Community Use of School Facilities

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SECTION K – SCHOOL–COMMUNITY-HOME RELATIONS (Cont'd.)

KI Visitors to Schools

 KI Visitors to Schools

KL Relations with Government Authorities

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School-Community Relations/Goals

The Board is aware that the schools belong to the people who create them by taxation and consent. The Board also believes that the schools will only be as strong or as successful as the intelligent and knowledgeable support of the people permit them to be – and never stronger. The Board recognizes that intelligent, informed support of the schools is dependent upon full knowledge, understanding and participation in the efforts, goals, problems and programs of the school district. It also is aware of its responsibility to provide the public with information and opportunities leading to participation of the public directly or indirectly in the establishment of programs and policies that are in the public interest.

Therefore, the Board and the school district will strive to:

1. Insure that members of the public within the district have full access to information concerning programs and policies which concern them.
2. Determine the public's reaction to the policies and programs anticipated or now carried out in the district.
3. Create and maintain an atmosphere of welcome public involvement in district affairs.
4. Recognize and encourage the realization and/or strengthening of the fact that schools belong to the community and cannot be separated from it.
5. Create and maintain an atmosphere of mutual understanding and respect for children and adults residing, studying or employed within the district.

Current practice codified 1983

Adopted: Date of manual adoption

Parent Engagement in Education

The Board of Education believes that the education of each student is a responsibility shared by the school as well as parents and that engaging parents is essential to improved student achievement. The Board recognizes the need for a constructive partnership between the district and parents that provides for two-way communication and fosters educational support for students and parents. In this policy, the word “parent” also includes guardians and other members of a student’s family involved in the student’s education.

In keeping with these beliefs, it is the intention of the district to cultivate and support active parental engagement and to set and realize goals for parent-supported student learning.

To that end all district schools shall:

1. Consult with and encourage parents to share in school and district planning and in the setting of objectives through participating in school and district accountability committees.
2. Help parents understand the educational process and their role in supporting student achievement through regular, meaningful communication.
3. Inform parents of school choices and learning opportunities within the district, including but not limited to, information on open enrollment, choice programs, and charter school options.
4. Provide opportunities for parents to be informed about their student’s progress toward attaining proficiency on district academic standards through written materials and public meetings. Information shall explain how the student’s progress will be measured and how parents will be informed of such progress. This information shall also be provided to the school and district accountability committees.
5. Provide appropriate avenues for parents to find support in their role.
6. Encourage formal organizations for parents at each school building as well as at the district level. The organizations shall receive information concerning district and school activities and shall have opportunities for input into district and school decisions as appropriate.
7. Encourage and welcome parent volunteers in the schools.

The Board supports professional development opportunities for staff to enhance their understanding of effective parent engagement strategies.

The Board also recognizes the special importance of parental involvement to the success of its Title I, Migrant Education Program (MEP), and Limited English Proficiency (LEP) programs and directs the superintendent to ensure that the district and schools jointly develop with parents written parent involvement policies that meet the requirements of federal law. The district accountability committee

and school accountability committee of a small rural district, however, are not required to increase parent engagement nor are they required to assist in implementing the parent engagement policy. C.R.S. 22-11-302(3), -402(2).

The district accountability committee (DAC) shall conduct a periodic review of this policy. As part of its review, the DAC shall seek input from school accountability committees and then provide any recommended policy revisions to the Board.

Adopted: November 18, 1998
Amended: August 18, 1999
Amended: July 20, 2011
Amended: April 16, 2014
Amended: May 18, 2016

LEGAL REFS.: C.R.S. 22-7-301 *et seq.*
C.R.S. 22-11-302(1)(g)
C.R.S. 22-11-402(1)(h)
C.R.S. 22-30.5-109
C.R.S. 22-32-142(1)

CROSS REFS.: AE, Accountability/Commitment to Accomplishments
AEA, Standards Based Education
KBA, District Title I Parent Involvement Policy
KD, Public Information and Communications

District Title I Parent Involvement

Pursuant to federal law, the district and the parents of students participating in Title I district programs have jointly developed the following parent involvement policy. The policy shall be implemented by the superintendent or designee according to the timeline set forth in the policy and incorporated into the district's Title I plan.

Involvement with Title I Planning

The district shall hold an annual meeting for parents of students in Title I programs, as well as school Title I staff, principals of schools receiving Title I funds and other interested persons to discuss the Title I program plan, review implementation of the Title I plan, discuss how Title I funds allotted for parent involvement activities shall be used, and invite suggestions for improvement.

District Support for Parental Involvement

The district shall provide coordination, technical assistance and other support necessary to assist participating schools in building the capacity for strong parent involvement to improve student academic achievement and school performance.

This coordination, assistance and support shall include:

- The superintendent will annually appoint the "District's Parent Involvement Coordinator".
- The District Parent Involvement Coordinator will facilitate a District Parent Advisory Council to provide advice on all matters related to parent involvement in programs supported by Title I funds.
- The District Title I staff will consult annually with the Title I Parent Advisory Council regarding annual goals to improve parent involvement in the Title I program.
- The district, at least annually, will allocate resources on an as needed basis for parent involvement activities.
- Community-based organizations and local businesses will be encouraged to become involved with the District's Title I Parent Involvement activities, with appropriate acknowledgement for those who participate.
- Development of district protocols for appropriate roles for community based organizations and businesses in parent involvement activities.
- The District will support the attendance of staff in teacher development training and parents in parental growth and development experiences through various means.
- Consider approaches to improving parent involvement at the school level.

The district, with the assistance of parents, shall develop and implement a district professional development plan to enhance the skills of teachers, student services personnel, principals and other staff in:

- the value and utility of contributions of parents
- how to reach out to, communicate with, and work with parents as equal partners
- implementing and coordinating parent programs
- building ties between parents and the school

Coordination of Parent Involvement Activities with Other District Programs

The district shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and district preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their students.

All notices and written communications will be coordinated to ensure timely and complete distribution to all parents, including parents of Title I students. All information related to school and parent programs, meetings and other activities shall be sent to parents in an understandable format to the extent practicable.

Student Learning

The district shall coordinate and integrate Title I parental involvement strategies with those of other educational programs in the district. The purpose of this coordination shall be to improve the academic quality of the schools served, including identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who:

- are economically disadvantaged
- have disabilities
- have limited English proficiency
- have limited literacy
- are of any racial or ethnic minority background
- are parents of migratory children

The District Title I Parent Involvement Coordinator will document information gleaned from district staff involved in other educational programs. This effort will be used to identify any perceived barriers in accessing district programs by parents who fit any of the descriptions outlined above.

The district shall provide to parents, as appropriate, information to help them understand the district's academic standards, state and local academic assessments, the requirements of Title I, how to monitor students' academic progress and how to work with school staff to improve the achievement of students. The district shall develop written materials and training for staff to help parents work with students to improve student achievement.

The District shall provide, but not be limited to, providing support and training to staff and/or parents in the following areas; basic literacy skills, technology skills, Colorado State content standards, how to monitor state and local academic assessment, on an as needed basis. Parental input will be considered when determining needs-

School-based Parent Involvement Activities

Parent involvement is an important component of an effective school. Being a small rural school and community allows for a great deal of interaction and communication with parents. This occurs because of the many varieties of school and community activities that frequently bring teachers, parents, and students in contact with each other.

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Our district will encourage parents to collaborate with the district and the school by:

- promoting and supporting parenting skills for parents in need.
- enabling parents to become volunteers at school at all levels.
- soliciting parents as full partners in the decisions that affect children and families of district schools.
- insuring that communication between home and school is regular, two-way and meaningful.
- encouraging parents to play an integral role in assisting student learning.
- welcoming parents in the school and seeking and supporting their assistance.
- promoting community collaboration to utilize resources to strengthen schools, families and student learning.

Method of Communicating with Parents

All information related to school and parent programs, meetings and other activities shall be sent to parents in a format and, to the extent practicable, in a language the parents can understand.

Annual Evaluation

The district shall conduct, with the involvement of parents an annual evaluation of the content and effectiveness of this policy. Effectiveness shall be measured in part by improvements in student academic achievement and in school performance.

The evaluation shall specifically address barriers to greater participation by parents in activities authorized by law, particularly by parents who:

- are economically disadvantaged
- have disabilities
- have limited English proficiency
- have limited literacy
- are of any racial or ethnic minority background
- are parents of migratory children

The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, this policy.

The district shall provide such other reasonable support for parental involvement activities as parents may request.

Development of School-Level Title I Parent Involvement Policy

Each school receiving Title I funds shall jointly develop with and distribute to parents of students participating in the Title I program (hereafter referred to as “parents”) a written School-Level Title I Parent Involvement Policy agreed upon by the parents in accordance with the requirements of federal law.

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The policy shall contain a school-parent compact or agreement that outlines how parents, school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students. At a minimum, the compact shall include the provisions contained in the sample exhibit (KB-E-1) attached to this policy.

Adopted: November 19, 2003
Amended: August 18, 2010
Amended: May 27, 2014
Amended: May 18, 2016

LEGAL REFS.: 20 U.S.C. §6301 et. seq. (*No Child Left Behind Act of 2001*)
Title I, Part A, Section 1112(g) (*parent involvement and notifications in districts using Title I funds to provide language instruction to limited English proficient students*)
Title I, Part A, Section 1114 (b)(1)(F) (*Schoolwide Reform Program must include strategies to increase parent involvement*)
Title I, Part A, Section 1114(b)(2) (*eligible school that desire to operate a schoolwide program must develop a comprehensive reform plan*)
Title I, Part A, Section 1115 (c)(1)(g) (*Targeted Assistance Program must include parent involvement strategies*)
Title I, Part A, Section 1116 (a)(1)(D) (*school districts' receiving Title I funds must review effectiveness of parent involvement actions and activities at schools*).
Title I, Part A, Section 1118 (*Title I parent involvement requirements*)
Title I, Part C, Section 1304(b)(3) (*parent involvement and notifications in districts using Title I funds for the education of migratory children*)
Title I, Part F, Section 1606 (a)(7) (*Comprehensive School Reform Grant Program parent involvement requirements*)
Title II, Part A, Section 2123 (a)(3)(B)(iv) (*preparing and training for highly qualified teachers and principals Grant Program parent involvement provisions*)
C.R.S. 22-11-101 et seq. (*Educational Accountability Act of 2009*)

CROSS REFS.: ADA, School District Goals and Objectives
AE, Accountability/Commitment to Accomplishments
AEA, Standards Based Education
IHBIB, Primary/Preprimary Education
IKA, Grading/Assessment Systems
KD, Public Information and Communication

School-Level Title I Parent Involvement Policy (School/Parent Compact)

This policy and compact has been jointly developed and agreed upon by Plateau Valley School and parents of students served in the school pursuant to Title I (hereafter referred to as “parents”).

Policy

The administration, staff and parents of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, students and parents (as defined for purposes of this policy to include guardians and all members of a student’s family involved in the student’s education).

Parent involvement activities in the school will include opportunities for:

- Parents to volunteer and be involved in school activities
- Staff development and parent education
- Parents to provide home support for their student’s education
- Parents to participate in school decision-making
- Effective communication between the school and parents

Compact

Responsibilities of School

The school will:

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards.
- Involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I programs, plans and policies.

With regard to the School Parent Involvement Policy, the administration will:

- Facilitate and implement the Title I Parent Involvement policy.
- Involve parents in the planning, review and improvement of the School Parent Involvement Policy at least annually.
- Provide notice to parents of the School Parent Involvement Policy in an understandable and uniform format and to the extent practicable, in a language the parents can understand.
- Make the School Parent Involvement Policy available to the community.

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With regard to parent meetings, the administration will:

- Convene annual meetings to inform parents of their school's participation in Title I, the requirements of Title I and the right of parents to be involved.
- Inform parents of all meetings and encourage and invite parents to attend. Meetings shall be offered at various convenient dates and times to facilitate attendance by parents.

With regard to Title I Programs and Plans, the administration will:

- Inform parents about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Involve parents in the planning, review and improvement of any Title I programs at the school.
- If the Title I plan is not satisfactory to the parents, submit any parent comments on the plan when it is submitted to the district.
- If requested by parents, provide opportunities for regular meetings of parents and the school where parents may offer suggestions and ask questions regarding Title I policies and programs.
- Administrators will provide timely responses to parents' suggestions and questions.
- Provide assistance to parents, as appropriate, in understanding such topics as the state's academic content and achievement standards, state and local academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.

With regard to professional development, the administration will:

- With the assistance of parents, educate teachers, pupil services personnel, principals and other staff in:
 - the value and utility of contributions of parents
 - how to reach out to, communicate with, and work with parents as equal partners
 - implementing and coordinating parent programs
 - building ties between parents and the school

With regard to the coordination with other programs, the administration will:

- To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for PreSchool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their student.

Shared Responsibilities of Administration and Staff

Administration and staff will:

- Provide assistance to parents, as appropriate, in understanding such topics as the state's academic content and achievement standards, state and local academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.
- Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology as appropriate, to foster parental involvement.
- Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand
- Provide such other reasonable support for parental involvement activities as parents may request.
- Provide access to educational resources for parents to use together with their students.

Responsibilities of Staff

The staff will:

- Assist the administration in facilitating and implementing the Title I Parent Involvement policy and parent involvement activities.
- Advise parents of their student's progress on a regular basis.
- Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education. For elementary schools, at least one parent/teacher conference shall be held each year during which the School-Level Title I Parent Involvement Policy (School/Parent Compact) will be discussed as it relates to the student's achievement.
- Provide opportunities for parents to volunteer and participate in their student's class and observe classroom activities.

Responsibilities of Parents

Parents will:

- support their student's learning at home by:
 1. monitoring attendance
 2. monitoring completion of homework
 3. monitoring television watching
 4. encouraging positive use of extracurricular time
- volunteer in the classroom
- participate, as appropriate, in decisions related to their student's education

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- participate in school activities on a regular basis
- actively communicate with school staff regarding their student's needs and circumstances
- be aware of and follow rules and regulations of the school and school district.

School staff member:

Date: _____

Name (print)

Title

Parent:

Name (print)

Signature



Custodial and Noncustodial Parent Rights and Responsibilities

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Colorado court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child and to forbid or permit the disclosure of such information to others unless authorized by the custodial parent. The Board, unless informed otherwise, assumes that there are no restrictions regarding the noncustodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to the rights of the noncustodial parent, the custodial parent shall be requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the noncustodial parent, upon request, shall be given access to all of the student's educational records including, but not limited to, the student's cumulative file and the student's special education file, if applicable. Teacher conferences with the noncustodial parent shall be permitted only upon the written consent of the custodial parent.

The student shall not be permitted to visit with or be released to anyone, including the noncustodial parent, without the approval of the custodial parent.

Adopted: August 16, 1995

LEGAL REFS.: 20 U.S.C. Section 1232g (Family Educational Rights and Privacy Act of 1974)
34 C.F.R. Section 99.1 *et seq.* (regulations)

CROSS REF.: JLIB, Student Dismissal Precautions
JRA/JRC, Student Records/Release of Information on Students

Custodial and Noncustodial Parent Rights and Responsibilities

The following procedures have been developed for situations involving child custody, visitation, and release of records:

1. The enrollment records of the district will include information regarding the marital status of a student's parents. Such status will be reviewed each year. The parents will be informed that this information is requested solely to protect their rights as parents.
2. The school secretaries will keep a computerized file easily accessible to the principal to flag the files of students whose parents are divorced or legally separated or have other special custody arrangements.
3. If a person whom the principal does not recognize appears at school requesting the dismissal of a student, the principal will ask for identification such as a driver's license.

Children of divorced/separated parents

1. Both natural parents have the right to:
 - a. View the child's school records.
 - b. Receive school progress reports.
2. If a student's parents are divorced or legally separated, district personnel will request a copy of the legal document pertaining to child custody.
3. The district will presume that both parents have equal access to a child when that student is registered in school unless one parent provides the district with a Colorado court order indicating otherwise.
4. A copy of the court order governing a divorce, separation or delineation of parental rights will be provided by the custodial parent and kept in the student's cumulative record as a temporary record.
5. If the school is aware that the student's parents are divorced or separated and a parent refuses to provide a copy of the court order to the district, the principal will be advised and a statement of the refusal will be noted, including the date and situation. This statement will be filled in the student's cumulative record. The district will provide full access to both parents in this case.
6. A student will not be denied admission to school on the basis of refusing the request for documentation of a divorce, separation or delineation of parental rights.

7. In some instances, two opposing Colorado court orders may be presented to the school. In such event, the most current order will govern.
8. Joint custody stipulations in a divorce decree will be read carefully in order to understand the rights and privileges allowed each parent. The school will review such a decree for residency and visitation rights purposes. Students may be allowed by such a decree to attend two schools on a rotation basis corresponding to custody arrangements.
9. A student will not be released to or visited by a non-custodial parent during the school day unless the custodial parent has provided written permission stipulating the time and date of the release or permission for visitation.
10. If a school official is in doubt about the validity of a request or documentation presented, the official will contact the superintendent. The official should request positive identification of any individual making a request for release or visitation of a student.
11. If a parent making a request for release or visitation refuses to leave the school premises at the principal's request, the principal will contact the appropriate law enforcement agency.
12. Contact from an attorney on behalf of a parent may be referred to the school attorney on advice of the superintendent.

Approved: August 16, 1995

Community Involvement in Decision Making

The Board of Education endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and be responsive, through its actions, to those desires.

All citizens of the district will be encouraged to express their ideas, concerns and judgments about the schools through such means as (a) written suggestion(s) or proposals(s); (b) presentations at hearings; (c) responses to surveys made through interviews, written instruments or other means; (d) comments at meetings of the Board, and (e) service on citizens' advisory committees.

The advice of the public will be given careful consideration. In the evaluation of such advice, the first concern will be for the educational program as it affects students. The Board's final decision may depart from this advice when in the judgment of the staff and the Board such advice is not consistent with the goals adopted by the Board, good educational practice or within reach of the financial resources available.

Current practice codified 1983

Adopted: Date of manual adoption

Public Information and Communications

Because the schools are an important aspect of this community and because the residents of the district are interested in the programs and activities of the schools, the Board shall make every attempt to:

1. Keep the public informed about the policies, administrative operations, objectives and educational programs of the schools.
2. Provide the means for furnishing full and accurate information, favorable and unfavorable, together with interpretation and explanation of school plans and programs.

In meeting these goals, the Board shall place great importance upon the role of the teacher as communicator and interpreter of the school program to parents/guardians and the general public. Further it recognizes that there are times when direct communication between school officials and the community is necessary. At such times, the Board shall encourage and provide these opportunities.

The Superintendent shall develop procedures and techniques for ensuring a continuous and free-flowing line of communication between the staff and the district's residents.

Adopted: November 16, 1988
Revised: December 20, 1989
Revised: November 18, 1998
Revised: July 20, 2011

LEGAL REFS.: C.R.S. 22-2-117 (2)
C.R.S. 22-11-101 *et seq.*
C.R.S. 22-32-109.1(2)(b)
C.R.S. 22-35-104 (1)(b)
C.R.S. 22-44-301 *et seq.*
1 CCR 301-1, Rules 2202-R-1.01 *et seq.*

CROSS REFS.: BE and subcodes, School Board Meetings
BG, School Board Policy Process
DAB*, Financial Administration

Public's Right to Know/Freedom of Information

The Board is a public servant, and its meetings and records shall be matters of public information, subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.

The official minutes of the Board, its written policies and its financial records shall be open for inspection at the office of the superintendent by any citizen desiring to examine them during hours when the office of the superintendent is open. However, no records shall be released for inspection by the public or any unauthorized persons – either by the superintendent or any other person designated as custodian for school district records – if such disclosure would be contrary to the public interest as described in state law or otherwise prohibited by law. The district's financial information shall be posted online in accordance with the Public School Financial Transparency Act.

In responding to a request for the district's public records, the district may charge a fee for staff time spent in excess of one hour for the following: researching and retrieving the requested records; conducting searches for the requested records; reviewing records to determine whether they are responsive to the request, and identifying and separating those records that are not public and/or are privileged or confidential. Such fee shall be \$30 per hour, which may be increased from time to time as permitted by applicable state law. The district may also charge other reasonable fees in responding to a request for the district's public records, in accordance with the accompanying regulation.

The Board wishes to support the right of the people to know about the programs and services of their schools and shall make reasonable efforts to disseminate information. Each principal is authorized to use all means available to keep parents/guardians and others of that particular school's community informed about the school's program and activities.

Adopted: Date of manual adoption
Revised: November 18, 1998
Revised: October 20, 2010
Revised: July 17, 2013
Revised: November 19, 2014

LEGAL REFS.: C.R.S. 22-9-109
 C.R.S. 22-32-109(1)(c)
 C.R.S. 22-44-301 et seq.
 C.R.S. 24-72-201 et seq.
 C.R.S. 24-72-205(6)(a)

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CROSS REFS.: BEDA, Notification of Board Meetings
 BEDG, Minutes
 DAB*, Financial Administration
 EGAEA. Electronic Communication
 GBJ, Personnel Records and Files
 JRA/JRC, Student Records/Release of Information on Students

Public's Right to Know/Freedom of Information

The following procedure applies to requests by members of the public, including parents, community members, media organizations and other third parties, for inspection of public records maintained by the district. A person who has the right to inspect a public record also has the right to request to be furnished a copy of the record.

Process for Requesting Records

1. All requests for public record(s) maintained by the district shall be specific enough to allow the district to efficiently identify the requested record and respond to the request. To clarify and facilitate the processing of a request to inspect and/or obtain copies of records, the district may require that the request be made in writing.
2. The district has no duty to create a public record that does not already exist.
3. If the requested public record is in active use, in storage, or otherwise not readily available at the time of the person's request, the person requesting the record shall be informed of that fact. The custodian of records will then make the record available within a reasonable time of the person's request.

A reasonable time shall not exceed three working days, but may be extended by an additional seven working days if certain extenuating circumstances exist, in accordance with state law.

4. If the person seeking the record requests transmission of the record, the custodian of records shall notify the person once the record is available that it will only be transmitted when the custodian receives payment or makes arrangements for receiving payment for all costs associated with the record transmission and for all other fees lawfully allowed, unless the custodian waives all or any portion of such costs or fees.

Upon receipt of payment of any applicable copy costs and/or other fees or upon making payment arrangements with the person requesting the record, the custodian of records will transmit a copy of the record by United States mail, other delivery service, facsimile or electronic mail. Transmission will occur as soon as practicable but no more than three business days after the district's receipt of payment, or making arrangements to receive such payment.

5. Inspection of any public record shall take place in an area designated by the district's custodian of records and shall occur in a manner that will not be disruptive to district operations. District employees may be assigned to monitor any inspection of public records.

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6. If the district does not have facilities for making a copy of a record that a person has the right to inspect, the person shall be granted access to the record for the purpose of making a copy. The copy shall be made under the supervision of the custodian of records or designee. When practical, the copy shall be made in the place where the record is kept but if it is impractical to do so, the custodian may allow arrangements for the copy to be made at another facility.

Fees

1. The fee for copying public records will be \$.10 per page unless actual costs exceed that amount.
2. No transmission fee will be charged for transmission via electronic mail.
3. If the district in response to a specific request manipulates data to generate a record in a form not used by the district, it may charge a reasonable fee not to exceed the actual cost of manipulating the data and generating the record. Fulfilling such a request will be at the option of the district.
4. If a requested record is a result of computer output other than word processing, the fee for a copy will be based on recovery of the actual costs of providing the electronic service and product together with a reasonable portion of the costs associated with building and maintaining the information system. This fee may be reduced or waived by the superintendent or designee if the electronic service or product is used for a public purpose.
5. If another facility is necessary, the costs of providing them shall be paid by the person requesting the copy. The custodian may establish a reasonable schedule of times for making a copy and may charge the same fee for services rendered in supervising the copy as the custodian may charge for furnishing a copy.

In addition to the procedures contained in this regulation, the district may develop further procedures governing the inspection, copying and transmission of its records as it deems necessary to protect its records and prevent unnecessary interference with district staff responsibilities and district operations.

Approved: Date of manual adoption

Revised: April 16, 2014

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Press Releases, Conferences and Interviews

A copy of all news releases shall be filed with the superintendent before such release is made to the media.

Current practice codified 1983

Adopted: Date of manual adoption

Crisis Management (Safety, Readiness and Incident Management Planning)

The Board of Education acknowledges the necessity of preparing a school response framework to adequately prepare school personnel, parents and the community to respond appropriately to a crisis that involves the school community. Crisis situations that could impact the school community may or may not occur on school property and include, but are not limited to, suicide, death, acts of violence, trauma, natural disaster and accident.

As an important component of school safety planning, the school district shall take the necessary steps to remain in compliance with the National Incident Management Systems (NIMS), as that system applies to school districts. The district achieved NIMS compliance in June, 2009.

The Board directs the superintendent or a designee to develop, implement and maintain a School Safety, Readiness and Incident Management Plan (safety plan) including, to the extent possible, emergency communications, that coordinates with any statewide or local emergency operation plans already in place. The safety plan shall incorporate the requirements of state law.

Adopted: August 18, 2010
Amended: July 17, 2013
Amended: April 16, 2014
Amended: May 18, 2016

LEGAL REFS.: C.R.S. 13-21-108.1 (3)
C.R.S. 22-1-125
C.R.S. 22-1-126
C.R.S. 22-32-109.1 (1)(b.5)
C.R.S. 22-32-109.1 (4)
C.R.S. 24-33.5-1213.4

CROSS REFS.: GBGAA* , Staff Training in Crisis Prevention and Management
JLCE, First Aid and Emergency Medical Care

Note: School district may “consult” and “collaborate” with “community partners” in adopting and implementing the district’s safety plan. C.R.S. 22-32-109.1(2), (4)(d). State law defines “community partners” as collectively, local fire departments, state and local law enforcement (which includes school resource officers), local 911 agencies, interoperable communications providers, the Safe2Tell Program, local emergency medical service personnel, local mental health organizations, local public health agencies, local emergency management personnel, and local or regional homeland security personnel. C.R.S. 22-32-109.1(1)(b.5).

Crisis Management Communications

During a crisis, the spokesperson for the district shall communicate with the media and public as follows:

1. Attempt to define the type and extent of the crisis as soon as possible.
2. Inform employees what is happening as soon as possible.
3. Designate a central source as the crisis communications center to coordinate information gathering and dissemination.
4. Instruct employees to refer all information and questions to the communications center.
5. Remind employees that only designated spokespersons are authorized to talk with news media.
6. Take initiative with news media and let them know what is or is not known about the situation.
7. Contact the top administrator or designee to inform him or her of the current situation, emerging developments and to receive clearance for statements to the media and public.
8. Delay releasing information until facts are verified and the district's position regarding the crisis is clear.
9. Provide a uniform, concise, clear and consistent message.
10. Assign sufficient staff members to handle phones and to seek additional information.
11. Keep a complete log of all incoming and outgoing calls and personal contacts.
12. Have key people relieved from their normal duties so they may focus on the crisis.

Adopted: November 15, 2000



Crisis Management Communications

The Board of Education recognizes the importance of developing and implementing a written plan for communicating with the media and public in the event of a crisis. The superintendent is directed to develop and implement a crisis communications plan.

Adopted: November 15, 2000

LEGAL REFS.: C.R.S. 22-32-109.1 (4) (*crisis communications policy is required part of safe schools plan*)

CROSS REFS.: GBGAA*, Staff Training in Crisis Prevention and Management
JLDBG, Peer Mediation
JLDBH, Suicide or Other Traumatic Loss of Life
JLIA, Security and Supervision of Students

Public Concerns and Complaints

Constructive criticism motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively is welcomed by the Board of Education.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any complaint about school personnel shall always be referred back through proper administrative channels before it is presented to the Board for consideration and action.

When a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the principal or superintendent.
2. If the person will not personally present his complaint to the principal or superintendent, the Board member shall then ask that the complaint be written and signed. The Board member may then refer the complaint to the principal or superintendent for investigation.
3. If at any time the person making a complaint feels that he has not been given a satisfactory reply from a principal, he should be advised to consult with the superintendent and, if still not satisfied, to request that the complaint be heard by the Board of Education.

Current practice codified 1983

Adopted: Date of manual adoption

Public Concerns/Complaints about Instructional Resources

The Board, though it is ultimately responsible for all curriculum and instructional materials including library books, recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the District's educational philosophy and goals.

The Board has approved principles governing the selection of all instructional materials including library books, and it has established policies pertaining to the selection process. However, the Board wishes to amplify its principles on the selection of books and other materials which present controversial topics or which for other reasons might be challenged.

Material that is challenged usually belongs to one of three basic categories: religion, ideology, or profanity/obscenity. Board policies regarding these areas shall be as follows:

1. Religion – factual, unbiased material on all major religions has a place in school libraries.
2. Ideologies – libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students, on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education, and other phases of life.
3. Profanity/obscenity – materials shall be subjected to a test of literary merit and reality by media specialists and teachers who will take into consideration the maturity of students and the standards of the community.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. The Board recognizes the right of an individual parent to request that his own child not read a given book. When such a request is presented, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative materials meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the Board has adopted.
2. The Board shall not permit any individual or group to exercise censorship over instructional materials and library collections but recognizes that at times a reevaluation of certain materials may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use, the following procedure will be followed:

- A. The library media specialist or administrator will attempt to resolve the complaint informally.
- B. If the complaint is not resolved informally, the complainant shall be given a packet of materials consisting of the district's goals and objectives, Library Materials Selection and Adoption Policy, Public Complaints about the Curriculum or Instructional Materials Policy, and a Citizen's Request for Reconsideration of a Book form. Materials in the packet will be discussed with the complainant.
- C. The complainant returns the Citizen's Request for Reconsideration of a Book form to the administrator.
- D. The questioned material will remain in use during the review process.
- E. The administrator will call together a library-media review committee consisting of:

- Library Media Specialist
- Two teachers
- One administrator (other than person selecting committee)
- Two parents in the school district with a student currently enrolled
- Two community member (three community members if item is non-library material)

For reconsideration of library media collection items:

- The Director or Assistant Director of the Mesa County
Public Library District or the School District No. 51 District Librarian

The committee members will read and examine the questioned book or material, the Citizen's Request for Reconsideration of a Book submitted by complainant, checklists for Review Panel's Reconsideration of Library Media Material, and the same materials in packet given to complainant.

- F. The reevaluation shall be based on the points offered above, as well as the principles governing the selection of all instructional materials. Additionally, the Board wishes to emphasize that:
 - 1. A book shall not be excluded because of the writer's race or nationality or his political or religious views.

2. The value of any book or other material shall be judged as a whole, taking into account the purpose of the material rather than individual, isolated expressions or incidents in the work.
- G. After evaluation of the material as prescribed above, the committee will render a decision and issue that decision in writing to the complainant and the Superintendent. The Board of Education will be informed of all decisions.
- H. Complainant may appeal the decision to the Board of Education within ten days of notification of the library-media review committee's decision by filing a written, signed request for review.
- I. In the case of an appeal, the Board of Education will review the process and the committee's decision and where appropriate will ask the committee to reconsider all or portions of the process.

In summary, the Board assumes final responsibility for all books and instructional materials it makes available to students. It holds its professional staff accountable for their proper selection. It recognizes rights of individual parents with respect to controversial materials used by their own children. It will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach shall be respected.

Current practice codified 1983

Adopted: Date of manual adoption

Revised: April 22, 1992

CROSS REFS.: IJ, Instructional Resources and Materials
 IJJ, Textbook Selection and Adoption
 IJL, Library Materials Selection and Adoption

Community Use of School Facilities

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with the school program. All arrangements shall be subject to the following provisions:

Eligible Organizations

Organizations connected with and promoting recognized school functions may use the buildings without charge.

Other organizations, including the Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of U.S. Code may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the superintendent and approved by the Board of Education. Rental or fees may be waived for charitable or other nonprofit organizations or groups by the Board.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Superintendent it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteer helpers.

Whenever a cafeteria is used, it shall be under the supervision of a school employee. The group using the facility shall reimburse the district for the employee at the rate on the fee schedule.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

Rental Charges and Approval of Use

Specific regulations for scheduling outside uses of school facilities shall be drawn up by the superintendent and approved by the Board. Fees for the use of school facilities shall be determined by the superintendent or designee based upon the rental charges and personnel fees approved by the Board.

All rentals of school facilities shall be approved by the superintendent or designee on the basis of this policy and its accompanying regulations. Any special requests or exception to policy and/or regulations must be approved by the Board.

Any individual, group or organization using school property as provided under this policy shall hold the Board of Education, individual Board members and all district officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be in any way caused by such use or occupancy. When using school facilities, organizations may be required to furnish satisfactory liability insurance protection.

Current Practice Codified 1983

Adopted: Date of Manual Adoption

Revised: August 24, 2011

LEGAL REFS.: C.R.S. 22-32-110(1)(f)
20 U.S.C. 7905

CROSS REFS.: EDC, Authorized Use of School-Owned Materials or Equipment

Community Use of School Facilities

Responsibility

The superintendent shall be responsible for the administration of the accompanying policy on community use of school facilities.

The role of the superintendent shall be that of assisting potential users in finding suitable space and providing technical assistance to appropriate building staff upon request.

Scheduling

After district activities have been scheduled, space will be available with attention to broad and equitable use of facilities. Alternate locations will be offered whenever possible if a particular building cannot accommodate all requests. All use is subject to the general guidelines and availability of district staff.

The superintendent shall be responsible for notification of each principal and head custodian of the date and time of all building activities and the rooms reserved and for keeping a calendar of all rental commitments and reservations for regular school activities during the year.

Permission for use during the hours of the regular school day or during the period immediately after the closing of school, which in the judgment of the principal may be necessary for school purposes, may be refused.

Permission will not be granted for use Monday through Thursday evenings for any high school facility in which an adult school program is being conducted if in the judgment of the principal such use would interfere with or impede the conduct of the school program.

Field Use

Fields will be available for approved community use. This use is subject to cancellation or adjustment due to weather or field conditions. Groups requesting reserved and exclusive use shall be charged a fee based on the number of teams and fields used.

Application for Use

Written approval is required for use of a school building or grounds by any group that is not a part of the regular public school program. Such approvals which are considered to be a part of these regulations may be granted for a single use or a limited, continuing use.

The requestor must submit a completed application form for "Use of School Facilities" to the superintendent for approval, denial, or modification.

Approval will depend upon satisfactory assurance that the use of the school facility will be under the direct supervision of an adult who in the judgment of the superintendent is responsible and competent to supervise the proposed program or activity.

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The supervision provided by each renting group must be adequate to ensure that the members of the group remain in the assigned portion of the facility. If required by school officials, guards or uniformed police also must be provided at the expense of the user.

If approved, the activity will be added to the building master calendar and copies of the application will be completed and distributed to the head custodian, principal, applicant and other school personnel as deemed necessary.

Cancellation and Revocation

The user must notify the superintendent if the event is canceled or times are adjusted. Repeated and/or short notification of cancellations may result in denial of further requests for building use.

The district reserves the right to cancel building use permits should the space be needed for school or school-related activities. This privilege will be used only when necessary due to unavoidable circumstances. Attempts will be made to offer alternative space. The district may revoke building use at any time. When this occurs, appropriate financial adjustments will be made.

General Regulations

1. A regularly employed member of the custodial staff should be on duty during the use of any school building by groups to which permission has been granted.
2. No permit will be transferred to any person or group other than the one to whom issued.

Safety

All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including:

- a. Auditorium exit lights must be used.
- b. Open flame (including candles) is prohibited.
- c. Room capacity is not exceeded.
- d. Temporary electrical or mechanical modifications are prohibited.
- e. Flammable holiday or other decorations are prohibited.
- f. Stairways, corridors and entrances/exits must be kept free from obstruction at all times.
- g. No equipment, scenery or decorations of any type may be used within the building or on the premises except as specifically authorized in the permit. Such authorized equipment, scenery or decorations, must conform to all local and state regulations and must not be attached to the walls, floors or ceilings (except to anchors presently provided).

Prohibited Activities On District Property

- a. Use or possession of alcohol or controlled substances. For purposes of this regulation, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and

amphetamines (including methamphetamine). Failure to comply will be dealt with by local law enforcement agencies.

- b. Smoking, chewing or any other use of tobacco products within the building or on school grounds in accordance with state law and Board policy on tobacco-free schools. If an individual group does not comply with this policy or these regulations, the group will be denied use of district facilities for a period of no less than 18 months.
- c. All disruptive or illegal activity, including obscene language, quarreling or fighting.
- d. Unlicensed gambling.

Damage

- a. The approved party will be responsible for all damages and losses to the school facility and/or the contents and must indemnify and hold harmless the Board and its employees from any claim resulting from or arising out of the use of the school facilities named in the application or any part of the facilities covered in the application.
- b. The Board will not be held responsible for any damage or loss which may occur to non-school property brought on the premises. Such property must be removed from the facility immediately after the use or before such time that the materials will interfere with school activities.

Insurance

- a. School district property insurance and comprehensive general liability insurance do not extend to community or other groups using school facilities.
- b. The district may require non-school groups to provide certificates of insurance.

Locations

All applications will be approved for specific rooms or fields. It will be the responsibility of the approved party to restrict the activities of the group to that specific area except for necessary hallways and restrooms. The approved party is responsible for not allowing unauthorized individuals into the approved area or activity. The presence of unauthorized individuals must be reported to the staff manager on duty.

Times

Facility use times will be specified in the application. All groups are expected to vacate the premises by the hour specified. An additional hour rental may be charged for early arrival or late exit. All use permits will terminate by 9:00 p.m. Exceptions to this may be approved by the superintendent. No non-school groups will be permitted use of facilities on regularly scheduled school days prior to 4:30 p.m.

Days

Facilities may be rented Monday through Friday as space is available and as such rental does not interrupt or disturb regular school activities. Use of school facilities on Saturday or Sunday may be permitted and will be subject to staff availability where applicable. Summer use may be limited due to custodial work schedules.

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Clean Up

General clean up will be the responsibility of the approved party. Rubbish must be removed from the facility immediately after use or before such time as it will interfere with school activities. Additional fees will be charged for clean up when deemed necessary.

Guidelines for Religious Use

Facilities may be used for religious activities under the following conditions:

1. Church services and religious activities must be conducted at times when school is not in session.
2. Religious objects and symbols must be removed after each use.

Nondiscrimination

All users are subject to laws and regulations applicable to school districts which prohibit unlawful discrimination based upon age, sex, sexual orientation, national origin, race, color, ancestry, creed, religion, marital status, disability or need for special education services.

Rental Groups

Group A

No custodial fee shall be charged to the following:

1. District employee-led groups with district students.
2. School affiliated groups such as accountability or school related parent or community groups.
3. Governmental entities using facilities as a polling place.
4. Precinct caucuses.
5. Fund raising affiliated with school organizations.

Group B

Custodial charges may be assessed for all types of facilities plus extra charges as applicable, to the following:

1. Community-sponsored groups that do not charge a fee and whose main purpose is to hold an informative meeting that is open to the public.
2. Community-sponsored youth and senior citizen activities when:
 - a. Instructors or supervisors receive no payment for their involvement in that activity.
 - b. Fees for the activity, if any, provide only for direct non-personnel costs.
3. Fund raising that is not affiliated with the school.

4. Recreational, social, church and other non-profit groups. (This would include all community recreation leagues and activities.)

Group C

Custodial charges will be assessed for all types of facilities plus extra charges as applicable, to the following:

1. Commercial and for-profit entities.

Fees

1. **Custodial**

Any organization or individual, regardless of classification, shall be required to pay the cost of custodial services if use of the facility will result in direct costs to the school district. For those facilities where a custodian is regularly on duty during the rental, the user may be charged up to two hours per use according to the pay rate proposed by the superintendent to compensate for additional work required in opening, securing, cleaning, etc., related to the rental.

2. **Cafeteria**

A school cafeteria manager or other designated cafeteria employee(s) must be present for general supervision of the cafeteria/kitchen. All persons working in the kitchen (preparing food and/or handling kitchen equipment) must meet state and county requirements for school food handlers. The user shall pay the district in accordance with the fee schedule for all cafeteria personnel. The user shall be given and must abide by a set of guidelines for kitchen use.

3. **Payment**

All users are expected to pay rental fees when building use form is submitted. Organizations that have made prior arrangements with the superintendent may pay on a monthly basis. Organizations wishing to pay on a monthly basis should submit a request in writing. Failure to pay as per agreement may result in denial of access to the facility and denial of future requests. Checks should be made out to the school district and forwarded to the district business office.

4. **Financial Accountability**

It will be the responsibility of the superintendent to ensure that revenue received is forwarded to the business office for deposit to the appropriate accounts. Fees collected for salaries will be used to reimburse those accounts. Fees collected for facility rental/use will be deposited in the district facility maintenance account.

5. **Fee Revision**

Rental fees are subject to review and revision and may be adjusted annually by the Board.

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Guidelines for Denial of Use

The district reserves the right to deny building use for any reason. Approval will be denied if in the judgment of the superintendent the proposed activities would:

1. Jeopardize the equipment and/or facilities of the building.
2. Conflict with school activities.
3. Be incompatible with the school neighborhood.
4. Violate any Board policy or local, state or federal law.

Guidelines for Appeal

Applicant(s) may file a written appeal to the Superintendent if an application for use of school facilities is denied. Further appeal, if necessary, may be made to the Board of Education.

Approved: September 21, 2011

Revised: July 17, 2013

LEGAL REFS.: C.R.S. 18-18-407(2)
C.R.S. 22-32-109 (1)(bb)
C.R.S. 24-10-101 *et seq.*
C.R.S. 24-34-601
C.R.S. 24-34-602
C.R.S. 25-15-106(12)(b)
C.R.S. 25-14-103.5

CROSS REFS.: ADC, Tobacco-Free Schools

Public Conduct on District Property

Persons using or upon school district property, including all district buildings, parking lots, and any district vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the superintendent or designee to be in violation of this policy shall be instructed to leave district property and law enforcement may be contacted. Any person who has engaged or district officials reasonably believe will engage in conduct prohibited by this policy may be excluded from district property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations, or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions, or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with state law regarding the administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.

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9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.
11. Violation of any federal, state or municipal law or Board policy.

Adopted: December 20, 1989
Revised: October 20, 1993
Revised: August 19, 1998
Revised: March 8, 2011
Revised: July 17, 2013
Revised: April 16, 2014
Revised: November 16, 2016

LEGAL REFS.: 21 U.S.C. 860
C.R.S. 18-1-901 (3)(e)
C.R.S. 18-9-106
C.R.S. 18-9-108
C.R.S. 18-9-109
C.R.S. 18-9-110
C.R.S. 18-9-117
C.R.S. 18-12-105.5
C.R.S. 18-12-214 (3)(a)
C.R.S. 18-18-407(2)
C.R.S. 22-1-119.3 (3)(c), (d)
C.R.S. 25-1.5-106 (12)(b)
C.R.S. 25-14-103.5
C.R.S. 25-14-301

CROSS REFS.: ADC, Tobacco-Free Schools
GBEB, Staff Conduct
GBEC, Alcohol and Drug-Free Workplace
JICH, Drug and Alcohol Use by Students
JICI, Weapons in School
KI, Visitors to Schools

Public Solicitations/Advertising in Schools

The public school system shall cooperate with community organizations in helping them forward activities which serve to enrich the experiences of students. Such cooperation may take the forms outlined below.

1. School-Related Organizations

With the approval of the superintendent, organizations closely related to the school and its functions may use school bulletin boards and PA systems and have the privilege of sending notices home with students regarding their activities. All announcements to students must be cleared with and made in accordance to instructions from the principals.

2. Youth-Oriented Nonprofit Organizations

With the superintendent's approval, these organizations may use school bulletin boards to disseminate information on applying for membership, activities, schedules and events. Students will not be given notices from these organizations for carrying home. No solicitations of money or sale of tickets will be permitted by these groups in the schools. Staff members will not be asked to distribute or collect application blanks or other forms.

Lists of students and staff or access to students and staff on school time will not be given to organizations or persons whose primary purpose is commercial.

Any outside organization desiring to distribute flyers or other materials to students in connection with fund drives or promotional programs may do so only with the approval of the superintendent. Teachers shall not permit any commercial advertising in their classroom.

Signs and posters may be placed around the school to announce upcoming events. They may also be placed in the community with permission of the principals. Correct spelling and grammar are expected.

Current practice codified 1983

Adopted: Date of manual adoption

CROSS REFS.: GBEB, Gifts to and Solicitations by Staff
JP, Student Donations and Gifts

Visitors to Schools

The district will make reasonable efforts to accommodate requests to visit the district's schools, yet also recognizes concerns for the welfare of students. Therefore, the district limits visitors to:

1. Parents/guardians of current students;
2. Other family members of current students who are approved by the student's parent/guardian; and
3. Board members and other persons invited by the district for official business purposes.

To insure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors shall report to the school office immediately when entering a school. Authorized visitors may: (1) be required to sign in and out; (2) be given name tags to wear identifying themselves as visitors; and (3) be accompanied by a district employee for some or all of the visit. School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment.

Unauthorized persons shall not loiter on school property at any time. Law enforcement authorities may be called to enforce this policy provision.

Visiting schools is a privilege, not a right, which may be limited, denied or revoked by a school administrator or designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with this policy.

Adopted: December, 20, 1989
Amended: August 19, 1993
Amended: December 13, 2000
Amended: March 8, 2011

LEGAL REFS.: C.R.S. 18-9-109
C.R.S. 18-9-110
C.R.S. 18-9-112
C.R.S. 18-9-117
C.R.S. 18-12-105.5
C.R.S. 22-32-109.1 (7)

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CROSS REFS.: ADC, Tobacco-Free Schools
 CF, School Building Administration
 ECA/ECAB, Security/Access to Buildings
 KFA, Public Conduct on School Property

Visitors to Schools

Teachers should be alert to the presence of strangers on school premises. Do not hesitate to inquire as to the name and business of persons found on the grounds or in the buildings. Report to the principal any questionable person. Where there is doubt, obtain the license number of cars near or on school property and give this information to the administration.

Current practice codified 1983

Adopted: Date of manual adoption

Relations with Election Authorities
(Voter Registration)

In order to encourage voter registration, the Board authorizes all high school principals or their designees to serve as deputy registrars for voter registration purposes only.

Students, district employees, persons attending school functions or any other person who is eligible to vote may be registered by a high school deputy registrar.

In accordance with law, voter registration may be available at school facilities at any time the building is open for classes or any other school or community function.

Adopted: October 20, 1993

LEGAL REF.: C.R.S. 1-2-401 *et seq.*

Relations with State Agencies

To enhance the safety and security of students, staff and community, a cooperative and proactive effort shall be maintained between the officials of the school district and state agencies.

The Board shall cooperate and to the extent possible develop written agreements with law enforcement, the juvenile justice system and social services, as allowed under state and federal law, to keep each school environment safe.

This cooperative and proactive effort shall pursue the following primary objectives:

1. Development and periodic review of crisis prevention and management plans and safe school plans.
2. Assessment of district and building security, safety and violence prevention policies and procedures.
3. Development of guidelines for how and when to contact state agencies and what support the district shall provide to aid in the effectiveness of the state agency.
4. Protection of the civil rights of all individuals.

Adopted: November 15, 2000
Amended: September 21, 2011
Amended: December 12, 2012
Amended: May 18, 2016

LEGAL REFS.: C.R.S. 22-32-109.1(3)

CROSS REFS.: ECA/ECAB, Security/Access to Buildings
GBGAA*, Staff Training in Crisis Prevention and Management
JIH, Student Interrogations, Searches and Arrests
KDE, Crisis Management