

**SECTION K:
SCHOOL-
COMMUNITY
RELATIONS**

SECTION K: SCHOOL-COMMUNITY-HOME RELATIONS

Section K of the NEPN/NSBA classification system contains policies, regulations, and exhibits on parent and community involvement in schools. Except for policies concerning education agencies, statements on public sector relations with the school district are located in this section, too.

- KA** School-Community-Home Relations Goals/Priority Objectives
- KAA** Evaluation of School-Community-Home Relations

- KB** Parent Involvement in Education
 - KBA** School-Parent Relations Goals
 - KBB** Parent Rights and Responsibilities
 - KBBA** Custodial and Noncustodial Parent Rights and Responsibilities
 - KBBB** Surrogate Parent Rights and Responsibilities
 - KBC** Parent Involvement in Decision Making
 - KBD** Communications with Parents
 - KBE** Relations with Parent Organizations

- KC** Community Involvement in Education
 - KCA** School Community Relations Goals
 - KCB** Community Involvement in Decision Making
 - KCBA** Measuring Community Attitudes/Surveys/ Questionnaires and Survey Research
 - KCBB** Use of Polling and Survey Research
 - KCC** Community Involvement in School Elections
 - KCCA** Community Involvement in Bond Campaigns
 - KCCB** Community Involvement in Budget Referenda
 - KCD** Public Gifts/Donations to Schools

- KD** Public Information and Communications
 - KDA** Public Information/School Communications Program
 - KDB** Public's Right to Know/Freedom of Information
 - KDC** School-Sponsored Information Media
 - KDCA** Use of Students in Public Information Program
 - KDD** Media Relations
 - KDDA** Press Releases, Conferences, and Interviews
 - KDDB** Sports and Special Events Media Coverage
 - KDE** Crisis Management/Communications

- KE** Public Concerns and Complaints
 - KEA** Public Concerns/Complaints about Policies
 - KEB** Public Concerns/Complaints about Personnel
 - KEC** Public Concerns/Complaints about Instructional Resources
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 - KEE** School Ombudsperson/Parent Liaison

- KF** Community Use of School Facilities
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- KG** Business and Industry Involvement in Education
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 - KGC** Cooperative Programming with Business and Industry
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- KH** Solicitations in Schools
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- KHD** Business Solicitations in Schools
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- KI** Visitors to Schools
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- KJ** Relations with Community Organizations
- KJA** Relations with Booster Organizations
- KJB** Relations with Neighborhood/Community Associations
- KJC** Relations with Churches
- KJD** Relations with Youth Organizations
- KJE** Relations with Community/Private Social Service Organizations
- KJF** Relations with Labor Organizations
- KJG** Relations with Indian Tribal Councils
- KJH** Relations with Child Care Providers
- KJI** Relations with Senior Citizens

- KK** Relations with Professional Associations

- KL** Relations with Government Authorities
- KLA** Relations with Financial/Tax Authorities
- KLB** Relations with Election Authorities
- KLC** Relations with Social Service Agencies
- KLD** Relations with Housing Agencies
- KLE** Relations with Health and Welfare Agencies
- KLF** Relations with Parks and Recreation Agencies
- KLG** Relations with Law Enforcement Authorities
- KLH** Relations with Fire and Emergency Preparedness Authorities
- KLI** Relations with Environmental Protection Agencies
- KLJ** Relations with Planning and Zoning Authorities
- KLK** Relations with Local Government Authorities
- KLKA** Relations with Municipal Authorities
- KLKB** Relations with County/Regional Authorities
- KLL** Relations with State Government Authorities
- KLM** Relations with Federal Government Authorities
- KLMA** Relations with Military Agencies/Armed Services

- KM** Relations with Cultural Institutions

Parent Involvement in Education

The charter school 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 charter school recognizes the need for a constructive partnership between the charter school and parents that provides for a 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 charter school to cultivate and support active parental engagement and to set and realize goals for parent-supported student learning.

To that end, the charter school shall:

1. Consults with and encourages parents to share in school planning and in the setting of objectives through participation in the building accountability committee (BAC).
2. Helps parents understand the educational process and their role in supporting student achievement.
3. Provides opportunities for parents to be informed about their student's progress toward attaining proficiency on state 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 building accountability committee (BAC).
4. Provides appropriate avenues for parents/guardians to find support in their role.
5. Encourages formal organizations for parents in the charter school. The organizations shall receive information concerning the activities of the charter school and shall have opportunities for input into charter school decisions as appropriate.
6. Encourage and welcome parent volunteers in the schools. The charter school supports professional development opportunities for staff to enhance their understanding of effective parent engagement strategies.

The charter school also recognizes the special importance of parental involvement to the success of its Title 1, Migrant Education Program (MEP), and Limited English Proficiency (LEP) programs and directs the administrator to ensure that the charter school develops with parents written parent involvement policies that meet the requirements of federal law.

The building accountability committee (BAC) shall conduct a periodic review of this policy. As part of its review, the BAC shall seek input from other areas in the school and may provide any recommended policy revisions to the policy committee and the Charter Board.

- LEGAL REF: C.R.S. 8-13.3-101 et seq. (leave for parental involvement in academic activities)
C.R.S. 22-7-301 et seq. (measures to increase parental involvement in public education)
C.R.S. 22-7-407(5) (informing parents about standards-based education)
C.R.S. 22-11-302 (1)(g) (duties of the building accountability committee include increasing parent engagement)
C.R.S. 22-11-402 (1)(h) (duties of the building accountability committee include increasing parent engagement)
C.R.S. 22-30.5-109 (publicity regarding educational options)
C.R.S. 22-32-142 (1) (charter board must adopt parent engagement policy and identify an employee to act as a "point of contact")

- CROSS REF: AE, Accountability/Commitment
AEA, Standards Based Education
KBA, Charter School Title 1 Parent Involvement Policy
KD, Public Information and Communications

First Reading Date: 11-14-17

Adoption Date: 12-12-17

Lake George Charter School

Parent Involvement in Education

The charter school 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 charter school recognizes the need for a constructive partnership between the charter school and parents that provides for a 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 charter school to cultivate and support active parental engagement and to set and realize goals for parent-supported student learning.

To that end, the charter school shall:

1. Consults with and encourages parents to share in school planning and in the setting of objectives through participation in the Building Accountability Committee (BAC).
2. Help parents understand the educational process and their role in supporting student achievement.
3. Inform parents of school choices and learning opportunities within the charter school including but not limited to information on open enrollment, choice programs, and other options if available.
4. Provide opportunities for parents to be informed about their student’s progress toward attaining proficiency on state 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 BAC.
5. Provides appropriate avenues for parents/guardians to find support in their role.
6. Encourages formal organizations for parents in the charter school. The organizations shall receive information concerning the activities of the charter school and shall have opportunities for input into charter school decisions as appropriate.
7. Encourage and welcome parent volunteers in the schools. The charter school supports professional development opportunities for staff to enhance their understanding of effective parent engagement strategies.
8. All volunteers working with students at the school or who will be on field trips, shall be fingerprinted and a background check done.

The charter school also recognizes the special importance of parental involvement to the success of its Title 1, Migrant Education Program (MEP), and Limited English Proficiency (LEP) programs and directs the administrator to ensure that the charter school develops with parents written parent involvement policies that meet the requirements of federal law.

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CROSS REF: AE, Accountability/Commitment
AEA, Standards Based Education
KBA, Charter School Title 1 Parent Involvement Policy
KD, Public Information and Communications

First Reading Date: 1-15-20

Adoption Date: 2-19-20

Lake George Charter School

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 March 13, 1978

Revised to conform with practice: date of manual revision

LEGAL REFS.: 20 U.S.C. §1232g (Family Educational Rights and Privacy Act of 1974)
34 C.F.R. §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 secretary will keep a card 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 filed 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.

Current practice codified October 1996

Approved: date of manual revision

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 charter school will be encouraged to express their ideas, concerns and judgments about the school through such means as written suggestions or proposals; presentations at hearings; responses to surveys made through interviews, written instruments or other means; comments at meetings of the Board, and 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 judgement 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.

Lake George Charter School

First Reading Date: 1-8-2002

Second Reading Date: 2-5-2002

Adoption Date: 3-5-2002

Public Information and Communications

The residents of this district are interested in their schools as an extension of their homes—an extension which exists to perform a special function in the development of their children. Therefore 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 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 insuring a continuous and free-flowing line of communication between the staff and the district's residents.

Adopted March 13, 1978

Revised to conform with practice: date of manual revision

LEGAL REFS.: C.R.S. 22-2-117
C.R.S. 22-7-104 (2)
C.R.S. 22-35-109
C.R.S. 22-53-207 (5)

CROSS REF.: AEC, Accomplishment Reporting to Public
BEC, Executive Sessions/Open Meetings

Public's Right to Know/Freedom of Information

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

NOTE: State law permits the charter school to charge up to \$30 per hour for staff time spent in research and retrieval of public records after the first hour of staff time spent. C.R.S. 24-72-205 (6)(a). This is the maximum hourly fee and the charter school may impose a lesser fee, so long as the first hour is free. The maximum hourly fee may be increased on July 1, 2019 and by July 1, of every five year period thereafter, as determined by the director of research of the legislative council 'in accordance with the United States Dept. of Labor, Bureau of Labor Statistics, Consumer Price Index for Denver-Boulder-Greeley' or its successor index. C.R.S. 24-72-205 (6)(b).

In responding to a request for the charter school's public records, the charter school 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 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 charter school may also charge other reasonable fees in responding to a request for the charter school's public records, in accordance with the accompanying regulation.

The Charter Board wishes to support the right of the people to know about the programs and services of their schools and shall make reasonable effort to disseminate information. Each administrator 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.

LEGAL REFS: C.R.S. 22-9-109 (Exemption from public inspection)
C.R.S. 22-32-109(1) (c) (Documents available for public inspection)
C.R.S. 22-44-301 *et seq.* (Public School Financial Transparency Act)
C.R.S. 24-72-201 *et seq.* (Access to public records)
C.R.S. 24-72-205 (6)(a) (Must adopt policy regarding the fee for research and retrieval of public records, if the charter school imposes such a fee.)

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

First Reading Date: 3-3-2015

Adoption Date: 4-7-2015

Lake George Charter School

Press Releases, Conferences and Interviews

It is important that information about the activities and problems of the schools be provided to the community in a way which will create and maintain a dignified and professionally responsible image for the school district.

Therefore, the procedures listed below shall be followed in giving official information to the news media:

1. The Board president shall be the official spokesman for the Board, except as this duty is delegated to the superintendent.
2. News releases which are of a districtwide nature or pertain to established district policy shall be the responsibility of the superintendent.
3. The superintendent shall establish regulations for the dissemination of news releases pertaining to individual schools and athletics.

Adopted March 13, 1978

Revised to conform with practice: date of manual revision

Press Releases, Conferences and Interviews

The superintendent's office will issue all news releases on events and activities of a districtwide nature. This will include the assignment of staff and news concerning new personnel in any school.

Releases pertaining to the athletics and physical education programs will be the specific responsibility of the director of athletics and physical education but will be issued through the superintendent's office. However, coaches will report the results of games directly to newspapers.

Otherwise the release of news pertaining to an individual school will be the responsibility of the school principal who will send a copy of all releases issued to the superintendent's office.

Every effort shall be made to report news of school programs and activities adequately, regularly and well. News releases should be sent to all of the papers and radio stations serving the community.

Approved March 13, 1978

Revised to conform with practice: date of manual revision

Crisis Management

The Charter Board acknowledges the necessity of preparing a school response framework to adequately prepare school personnel, parents, and the community to respond to a crisis that involves the school community. Crisis situations that could impact the charter school 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 charter school shall take the necessary steps to be in compliance with the National Incident Management System (NIMS), as that system applies to school districts, by July 1, 2010.

The administrator or a designee shall develop and implement a School Safety, Readiness and Incident Management Plan (safety plan) that coordinates with any statewide or local homeland security plans already in place. The safety plan shall incorporate the requirements of state law. The safety plan shall be done in conjunction with the charter school's local community partners including fire departments, law enforcement agencies, emergency medical service personnel, mental health organizations and local public health agencies.

The safety plan shall provide guidance about how to prevent, prepare for and respond to various crisis situations; a process for coordinating and communicating with law enforcement and other outside service agencies; and protocols for communication with the media, parents/guardians, and the public. The administrator or designee shall establish a training program for all charter school employees as an important part of the school safety plan.

The administrator shall appoint a safety plan coordinator who shall work with the administrator to develop the safety plan, recruit and supervise teams, coordinate inservice programs for teams and all staff members, serve as a liaison between central office and staff, and serve as a liaison between the charter school, the district, and local emergency agencies. The coordinator shall be responsible for providing copies of the charter school's current safety plan developed pursuant to this policy to local emergency agencies on a regular basis.

Automated external defibrillator requirements

If the charter school acquires an automated external defibrillator (AED), the charter school shall meet the training, maintenance, inspection and physician involvement requirements of C.R.S. 12-21-108.1(3).

LEGAL REF.: C.R.S. 12-21-108.1(3) (*requirements for persons rendering emergency assistance through the use of automated external defibrillators*)
C.R.S. 22-1-125 (*automated external defibrillators requirements must be referenced in safety, readiness and incident management plan*)
C.R.S. 22-32-109.1 (4) (*school response framework is a required part of safe schools plan*)

CROSS REFS.: GBGAA*, Staff Training in Crisis Prevention and Management
JLCE First Aid and Emergency Medical Care
JLDBG, Peer Mediation
JLDBH, Suicide or Other Traumatic Loss of Life

First Reading Date: 11-20-19

Adoption Date: 2-19-2020

Lake George Charter School

CRISIS MANAGEMENT

NOTE: The title of this policy has been changed. Prevention issues are now covered in policy ADD, Safe Schools.

The Board of Education acknowledges the necessity of preparing a crisis management plan in the event that despite prevention efforts, a crisis should occur. Any disruptive event that threatens safety and security shall be considered a crisis. Crisis situations that could impact the district may or may not occur on school property and include but are not be limited to suicide, death, acts of violence, trauma, natural disaster and accident.

To reduce the disruptive effects of a crisis, take reasonable steps to ensure pupil and staff safety and minimize property damage, the superintendent is directed to develop a crisis management plan. Development of the plan shall involve local emergency agencies, staff members, parents, students, community members and other interested persons. The plan shall include:

1. **Written procedures for taking action in the event of a crisis.**
2. **Written procedures for communicating with local law enforcement agencies, community emergency services, parents, students and the media in the event of a crisis.**
3. A plan for crisis management training of all staff.
4. Designation of specific management and reporting responsibilities of each staff member during a crisis.
5. An outline of aftermath services for staff and students affected by trauma that addresses who will provide such services.
6. A crisis intervention checklist to be widely distributed to employees and other appropriate persons for use in the event of a crisis.

The superintendent shall appoint a district-wide crisis management coordinator who shall work with the superintendent to develop the crisis management plan, recruit and supervise building-level teams, coordinate inservice programs for teams and all staff members, serve as a liaison between central office and staff, and serve as a liaison between the district and local emergency agencies. The coordinator shall be responsible for providing copies of current plans developed under this policy to local emergency agencies on a regular basis.

December 11, 2000

Adoption Date

LEGAL REF.: C.R.S. 22-32-109.1 (4) (*crisis management 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

[Revised June 2000]

COLORADO SAMPLE POLICY 1991©

Crisis Management Communications

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

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

First Reading Date: 1-17-17

Adoption Date: 9-18-19

Lake George Charter School

Crisis Management Communications

During a crisis, the spokesperson for the charter school 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 charter school'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.

First Reading Date: 2-6-2001

Second Reading Date: 3-9-2001

Adoption Date: 4-24-2001

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 Charter Board.

The Charter 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. Administrator.
3. Charter Board.

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

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

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

First Reading Date: 1-17-2017

Adoption Date: 2-14-2017

Lake George Charter School

Public Concerns/Complaints about Instructional Resources

The Charter Board, 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 charter school's educational philosophy and goals.

The Charter Board has approved principles governing the selection of all instructional materials including library books and has established policies pertaining to the selection process. However, the Charter 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 the three basic categories: religion, ideology or profanity/obscenity. Charter 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 literacy 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 Charter Board recognizes the right of an individual parent/guardian to request that a 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 Charter Board has adopted.
2. The Charter Board shall not permit any individual or group to exercise censorship over instructional materials and library collections but recognize 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:

- a. The person who objects to the book or other material shall be asked to sign a complaint on a standard form on which that person will document the criticism.
- b. Following receipt of the formal complaint, the administrator shall provide for a reevaluation of the material in question.
- c. The reevaluation shall be based on the points offered above as well as the principles governing the selection of all instructional materials. Additionally, the Charter Board wishes to emphasize that:
 - (1) A book shall not be excluded because of the writer's race or nationality or 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.
- d. The administrator or designee shall review the complaint and reevaluation and shall render a decision in the matter. Should the solution be unsatisfactory, the complaint may appeal the decision to the Charter Board.

In summary, the Charter 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.

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

First Reading Date: 1-17-2017

Adoption Date: 2-14-2017

Lake George Charter School

Public Concerns/Complaints about Instructional Resources
(Citizen's Request for Reconsideration of Instructional Material)

School _____

Please check type of material:

- | | | | |
|-------------------------------------|------------------------------------|---------------------------------|--|
| <input type="checkbox"/> Book | <input type="checkbox"/> Film | <input type="checkbox"/> Record | <input type="checkbox"/> Computer software |
| <input type="checkbox"/> Periodical | <input type="checkbox"/> Filmstrip | <input type="checkbox"/> Kit | |
| <input type="checkbox"/> Pamphlet | <input type="checkbox"/> Cassette | <input type="checkbox"/> Other | |

Title _____

Author _____

Publisher or Producer _____

Request initiated by _____

Telephone _____ Address _____

Complainant represents: ___ person

___ (name of organization) _____

___ (identify other group) _____

The following questions are to be answered after the complainant has read, viewed or listened to the material in its entirety. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment.)

1. To what in the book do you object? (Please be specific; cite pages, frames in a filmstrip, film sequence, etc.) _____

2. What do you believe is the theme or purpose of this material? _____

3. What do you feel might be the result of a student using this material? _____

4. For what age group would you recommend this material? _____

5. Is there anything good about this material? _____

6. Did you read the entire book/view the entire film/listen to the entire cassette?

What parts? _____

7. Are you aware of the judgment of this material by literary/film/music critics?

8. What would you like the school to do about this material?

___ do not assign it to students

___ withdraw it from use in the district

___ refer it to an official committee for re-evaluation

9. Would you care to recommend other material of the same subject and format?

Signature of complainant

Date

Please return completed form to the school principal.

Public Concerns/Complaints about Teaching Methods, Activities or Presentations

Parents/guardians or patrons shall be allowed to challenge the use of any teaching methods, activities or presentations but must express such objection through the following procedures:

1. The parent/guardian or patron with a concern is encouraged to meet with the appropriate teachers or other staff involved.
2. If not resolved with the teacher, the school administrator shall hold a conference with the complainant. A written record shall be made of this meeting. Copies shall be supplied to all parties involved.
3. After the initial contact of the complainant with the school administrator, the teacher involved in the challenge shall be invited to attend any subsequent meetings. Written minutes shall be taken of subsequent meetings. Copies shall be supplied to all parties involved.
4. If the complainant is dissatisfied with the results of the conference(s), the administrator shall inform the complainant of the following procedures and provide the complainant with a copy of these procedures and the "Citizen's Challenge or Objection to Teaching Methods, Activities or Presentations" form to be acted upon by a review committee appointed by the administrator.
5. Within 10 working days of receiving the completed challenge form, the administrator shall forward it to the chairman of the review committee together with a written report of the conference(s) held with the complainant.
6. Copies of the report shall be sent to the administrator, the complainant and the teacher involved.
7. One copy of the report shall be kept in the school file.
8. The administrator shall provide the chairman of the review committee with a copy or copies or description of the methods, activities or presentations, and the administrator involved shall be given the opportunity to render a professional opinion on the appropriateness of the methods, activities or presentations utilizing supporting evidence.
9. The complainant shall be given the opportunity to render an opinion on the appropriateness of the material utilizing supporting evidence.

10. Within 60 calendar days from receiving the completed and signed challenge form, a written recommendation of the review committee shall be forwarded to the administrator and all parties in interest.
11. If the complainant or teacher involved is not satisfied with the recommendation of the review committee, either has the privilege of appealing to the administrator and if necessary the Charter Board.
12. If the same methods, activities or presentations are challenged at a future date, the administrator and the chairman of the review committee shall examine the previous decision in the light of additional points of view. If they find any significant difference in the new challenge, the committee again may renew the methods, activities or presentations. Otherwise, the original decision shall stand and a copy of the final written recommendation of the committee and any Charter Board action shall be sent to the complainant with an explanation that the methods, activities or presentations have been evaluated previously. If the complainant believes the challenge is different from the previous one or that significant new evidence exists, the decision may be appealed to the review committee, administrator or Charter Board.
13. Any party may be represented by counsel at any step of this procedure.

Nothing herein shall be deemed to modify or repeal any other policy or regulation of the charter school relative to rights and expression on the part of the professional staff or students.

First Reading Date: 2-14-2017

Adoption Date: 3-14-2017

Lake George Charter School

**Public Concerns/Complaints about Teaching Methods, Activities
or Presentations**
(Citizen's Challenge or Objection to Teaching Methods, Activities or Presentations)

School _____

Class, subject or activity _____

Teacher(s) involved _____

Request initiated by _____

Telephone _____ Address _____

Complainant represents: ___ self _____

___ (name of organization) _____

___ (identify other group) _____

The following questions are to be answered by the complainant. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment.)

1. What are the specifics of your challenge and/or objection? (List all specific objections and/or challenges.) _____

2. Give specific examples related to your objection and/or challenge.

3. When and how did this situation come to your attention? _____

4. How do you perceive this situation impacting students? _____

5. What are the positive aspects of this situation? _____

6. Are you aware of any research and/or professional review of this method, presentation or activity? Please list specific references with your comments.

7. What specific action are you requesting?

8. Please list any other information that will help in understanding and/or resolving this situation. _____

Signature of complainant

Date

Please return completed form to the school principal.

Community Use of School Facilities

Community groups shall be permitted and encouraged to use school facilities for worth while 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 may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the administrator and approved by the Charter Board. Rental or fees may be waived for charitable or other non-profit organizations or groups by the Administrator.

Whenever a community group is permitted to use a school or other facility, at least one charter school employee must be on hand, paid for by the organization, when in the opinion of the administrator, 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, for any purpose, it shall be under the supervision of a school employee. The group using the facility shall reimburse the charter school for the salary of the employee.

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 administrator and approved by the Charter Board. Fees for the use of school facilities shall be determined by the administrator or designee based upon the rental charges and personnel fees approved by the Charter Board.

All rentals of school facilities shall be approved by the administrator 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 Charter Board.

Any individual, group or organization using school property as provided under this policy shall hold the Charter Board, individual Charter Board members and all charter school officer, 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.

LEGAL REF: C.R.S. 22-32-110(1)(f)

CROSS REF: EDC, Authorized Use of School-Owned Materials and Equipment

First Reading Date: 3-14-17

Adoption Date: 9-18-19

Lake George Charter School

Attachment to Community Use of School Facilities Policy KF

Building Use Fees

Fees will be determined by the amount of preparation or clean-up necessary to carry out the event. The exact fee will be determined at the discretion of the administrator, but will generally fall in the following range:

A refundable cleaning deposit of \$25.00 is due a week before the event.

USE OF CLASSROOM	-	\$25.00 PER HOUR	
GYMNASIUM/CAFETERIA	-	30.00 PER HOUR	
COMPUTER LAB	-	30.00 PER HOUR	Web Based Only
KITCHEN	-	50.00 PER HOUR	

EXEMPTIONS FROM THIS POLICY:

1. All school directed activities.
2. Lion's Pride
3. The administrator will have the discretion to waive the fee from other pre-arranged events.

First Reading Date: 6-14-2016

Adoption Date: 8-9-2016

Lake George Charter School

(Rev. 8-10-2016)

Lake George Charter School

38874 US Hwy 24

PO Box 420

Lake George, CO 80827-0420

Phone: 719-748-3911 Fax: 719-748-8151

Lee Wade, Administrator

Building Use Form

(Attachment to Policy KF-E-Rev. 2)

Name of Group: _____

Room Requested: _____

Date: _____

Time: _____ to _____

Purpose of Use: _____

Cost/Deposit: \$ _____

Responsible Party: _____ Today's Date: _____
(Signature)

Address: _____

Telephone #: _____

I/we have received a copy of the Charter Board policy (KFB-Rev.) governing the use of school facilities and do hereby agree to abide by it. We understand that failure to do so will forfeit the permission granted to us.

Lake George Charter School/Park County School District Re-2 will not be held responsible for any injuries or losses which occur on school property to any member of the lessee or its' guest. The sponsoring group shall assume full responsibility for liability in case of accident and shall indemnify and hold harmless the Boards, individual Board members, the school district, and all charter school or school district employees and agents from any obligation, liability, cost or expense that may arise during or be in any way caused by such use or occupancy.

(Approval Date)

(Administrator)

Public Conduct on School Property

Persons using or upon charter school property for any purpose shall not engage in the conduct described below.

Any person considered by the administrator or designee to be in violation of this policy shall be instructed to leave charter school property and law enforcement may be contacted. Any person who has engaged or charter school officials reasonably believe will engage in conduct prohibited by this policy may be excluded from the 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 safety, teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Charter Board.
 2. Physical abuse or threat of harm to any person or charter school owned or controlled property at charter school sponsored or supervised functions.
 3. Threat of damage or damage to property of the charter school regardless of the location, or property of a member of the community or a visitor to the school when such property is located on charter school controlled premises.
 4. Forceful or unauthorized entry to or occupation of charter school facilities, including both buildings and grounds.
 5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on charter school property, at school functions, on any school 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 the school grounds.
 7. Entry onto Charter School grounds by persons known to be under the influence of alcohol or a controlled substance or in an altered state.
 8. Unlawful use of any tobacco product.
 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 county law or Board policy.

- LEGAL REFS: 21USC 860 (crime to distribute or manufacture controlled substances within 1000 feet of a school)
- C.R.S. 18-1-901 (3)(e) (definition of a deadly weapon)
 - C.R.S. 18-9-106 (disorderly conduct)
 - C.R.S. 18-9-108 (disrupting lawful assembly)
 - C.R.S. 18-9-109 (interference with staff, faculty, or students of educational institutions)
 - C.R.S. 18-9-110 (public buildings-trespass, interference)
 - C.R.S. 18-9-117 (unlawful conduct on public property)
 - C.R.S. 18-12-105.5 (unlawful carrying/possession of weapons on school grounds)
 - C.R.S. 18-12-214 (3)(a) (person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in the vehicle, the gun is kept in a compartment and the vehicle is locked)
 - C.R.S. 18-18-407(2) (crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles)
 - C.R.S. 22-1-119.3 (3) (c), (d) (no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school vehicle, or at a school-sponsored event)
 - C.R.S. 25-1.5-106 (12)(b) (possession or use of medical marijuana in or on school grounds or in a school vehicle is prohibited)
 - C.R.S. 25-14-103.5 (boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property)
 - C.R.S. 25-14-301 (Teen Tobacco Use Prevention Act)

- 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

First Reading Date: 10-11-2016

Adoption Date: 11-8-2016

Lake George Charter School

(Rev. 11-1-16)

Public Conduct on School Property

Persons using or upon charter school property or in a vehicle being used for the transport of students for any purpose, shall not engage in the conduct described below.

Any person considered by the administrator or designee to be in violation of this policy shall be instructed to leave charter school property and law enforcement may be contacted. Any person who has engaged or charter school officials reasonably believe will engage in conduct prohibited by this policy may be excluded from the 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 safety, teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Charter Board.
2. Physical abuse or threat of harm to any person or charter school owned or controlled property at charter school sponsored or supervised functions.
3. Threat of damage or damage to property of the charter school regardless of the location, or property of a member of the community or a visitor to the school when such property is located on charter school controlled premises.
4. Forceful or unauthorized entry to or occupation of charter school facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on charter school property, at school functions, on any school 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 charter board policy 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 the school grounds.
7. Entry onto Charter School grounds by persons known to be under the influence of alcohol or a controlled substance or in an altered state.
8. Unlawful use of any tobacco product.
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. Public displays of affection that may be deemed inappropriate by the administrator or designee.
12. Violation of any federal, state or county law or Charter Board policy.

All volunteers who will be on field trips or working with students at the school, shall be fingerprinted and a background check done.

- LEGAL REFS: 21USC 860 (crime to distribute or manufacture controlled substances within 1000 feet of a school)
- C.R.S. 18-1-901 (3)(e) (definition of a deadly weapon)
 - C.R.S. 18-9-106 (disorderly conduct)
 - C.R.S. 18-9-108 (disrupting lawful assembly)
 - C.R.S. 18-9-109 (interference with staff, faculty, or students of educational institutions)
 - C.R.S. 18-9-110 (public buildings-trespass, interference)
 - C.R.S. 18-9-117 (unlawful conduct on public property)
 - C.R.S. 18-12-105.5 (unlawful carrying/possession of weapons on school grounds)
 - C.R.S. 18-12-214 (3)(a) (person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in the vehicle, the gun is kept in a compartment and the vehicle is locked)
 - C.R.S. 18-18-407(2) (crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles)
 - C.R.S. 22-1-119.3 (3) (c), (d) (no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school vehicle, or at a school-sponsored event)
 - C.R.S. 25-1.5-106 (12)(b) (possession or use of medical marijuana in or on school grounds or in a school vehicle is prohibited)
 - C.R.S. 25-14-103.5 (boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property)
 - C.R.S. 25-14-301 (Teen Tobacco Use Prevention Act)

- 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
JLCDB, Administration of Medical Marijuana to Qualified Students
KI, Visitors to Schools

First Reading Date: 1-15-20

Adoption Date: 2-19-20

Lake George Charter School

Park County School District Re-2/Lake George Charter School Building Use Policy

AVAILABILITY OF FACILITIES

In accordance with charter school policies, school facilities are available for community use with school functions taking first priority. The administrator is responsible for coordinating the use of the schools. Abuse of facilities will result in the assessment of extra charges and/or suspension of use. All assessments and suspensions will be determined by the administrator.

USE OF FACILITIES

1. Any organization or individual who utilizes the school facilities is responsible for making sure the facilities are left in the condition in which they were found.
2. Occasionally, use of facilities will entail extra janitorial maintenance and/or supervisory services and the cost for such services will be borne by the user.
3. Requests for use should be submitted to the administrator at least three days in advance. (See policy KF-E Rev. 2 for forms.)
4. No use of tobacco or alcohol/drugs will be permitted in the school buildings or on school property.
5. Liability for damages, losses, and/or injuries to person or property is the responsibility of the person herein identified as "Responsible Party", and "Responsible Party" agrees to hold the Charter School harmless from any expense incurred by it as a result of such damages, loss and/or injury.
6. Prior to utilization of school facilities, the "Responsible Party" may be required to provide the Charter School "proof of financial responsibility" in an amount and in a manner sufficient to protect the charter school from loss from the activity. The requirement for the type, manner, and amount of "proof of financial responsibility" shall be discretionary with the administrator.
7. All activities must be confined to the facilities requested.
8. Any modifications to the above guidelines for the use of the facility must be approved by the administrator.

CROSS REFS: IGAG, Teaching about Drugs, Alcohol & Tobacco
JFCG, Smoking by Students
JFCH, Alcohol Use by Students
JFCI, Drug Use by Students
JFCH/JCCI-1, Alcohol & Drug Abuse by students
KF, Community Use of School Facilities

First Reading Date: 9-13-2016

Adoption Date: 10-11-2016

Lake George Charter School

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 administrator, these organizations may use school bulletin boards and PA systems and have the privilege of sending notices home with students regarding their activities. (Examples of organizations: PTO, Parks and Recreation Department.)

2. Youth-Oriented Nonprofit Organizations

With the administrator'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 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. (Examples of organizations: Scouts, Little League, church-sponsored youth groups when the activity is open to all and non-religious.)

3. Charity Fund-Raising

Only one fund-raising drive a year shall be permitted among students. The administration shall select the appropriate charity each year. School raffles are not permitted.

The schools shall not provide access to students and staff, or to student and staff lists, for organizations or persons whose primary purpose is commercial.

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

First Reading Date: 2-14-2017

Adoption Date: 3-14-2017

Lake George Charter School

Distribution/Posting of Promotional Materials

Requests from the general public to distribute printed or electronic non-curricular materials in the Lake George Charter School public school shall be allowed subject to the following policy and accompanying regulations unless the material is “unacceptable” as described below.

The following shall be considered “unacceptable” material:

1. So-called “hate” literature that scurrilously attacks ethnic, religious or any racial groups.
2. Material that promotes hostility, disorder or violence.
3. Material designed for commercial purposes-advertising a product or service for sale or rent-unless the material itself has educational value that makes the commercial message a secondary consideration.
4. Material that is libelous or inhibits the functioning of the school, or advocates interference with the rights of any individual or with the normal operation of the school.
5. Material which in any way promotes, favors or opposes the candidacy of any candidate for election, or the adoption of any bond issues proposal, or any public question submitted at any general, municipal or school election.
6. A staff member, board member, or candidate shall not distribute by handout or electronically send, any campaign materials that endorse or oppose any charter board members or candidates.
7. Material that is obscene or pornographic as defined by prevailing community standards throughout the charter school.

This policy governs non-curricular material and is not intended and shall not be interpreted to interfere with the prerogative of teachers to supplement and enrich text and reference book materials used in their courses with materials which are timely and up to date. However, no teacher shall distribute non-curricular materials in his class without complying with the procedures which follow.

The administrator shall present to any person or persons wishing to distribute printed or electronic non-curricular materials a copy of this policy and the accompanying procedures.

The Charter Board shall proceed through the courts of law to obtain injunctive relief and damages, where applicable, for any unauthorized distribution of printed or electronic non-curricular materials.

LEGAL REF: C.R.S. 22-32-110(1)(r)

CROSS REFS: JICEA, School-Related Student Publications
JICEC, Student Distribution of Non-Curricular Materials

First Reading Date: 1-12-2016

Adoption Date: 4-12-2016

Lake George Charter School

Visitors to Schools

The Charter Board encourages parents and other citizens of the charter school to visit classrooms at any time to observe the work of the school. The Charter Board believes that there is no better way for the public to learn what the school is actually doing.

In order to insure that no unauthorized persons enter buildings with wrongful intent, all visitors to the school will report to the school office when entering, receiving authorization before visiting elsewhere in the building.

The charter school shall notify the public in an appropriate manner that persons violating the criminal law by using, selling or distributing any controlled substance on school grounds, on school buses transporting students or within 1,000 feet of the perimeter of the school grounds shall be subject to enhanced criminal penalties.

LEGAL REF: C.R.S. 18-9-112
C.R.S. 18-12-105.5
C.R.S. 18-18-407(2)

CROSS REF: KFA, Public Conduct on School Property

First Reading Date: 9-13-2016

Adoption Date: 10-11-2016

Lake George Charter School

(Rev. 10-5-2016)

Visitors/Volunteers to Schools

The Charter Board encourages parents and other citizens in the vicinity of the charter school to visit classrooms at any time to observe the work of the school. The Charter Board believes that those who visit the charter school will be more likely to become involved with the school. The Charter Board also believes community members have the right to be informed about the uses of their tax dollars. The Charter Board believes that there is no better way for the public to learn what the school is actually doing.

In order to ensure that no unauthorized persons enter buildings with wrongful intent, all visitors/volunteers to the school will report to the school office, receiving authorization before visiting elsewhere. Proper ID must be shown in the office and visitors or volunteers must log in and get a visitor's pass. Due to safety and security concerns for students and staff, visitors/volunteers are required to call ahead when planning a visit. Any visitors/volunteers that work with children will have to be fingerprinted and background checks run.

In accordance with Colorado state law, the administrator or designee, may require any persons to leave the charter school property if the administrator has reason to believe that their presence presents a risk of disrupting any of the functions of the charter school or undermines the safety of the school environment. If the administrator determines that a visit at a later time would be more appropriate, a day and time may be set up. If necessary the administrator may identify conditions, including behavior expectations, under which the visitor may return.

The charter school shall notify the public in an appropriate manner that persons violating the criminal law by using, selling or distributing any controlled substance on school grounds, on school buses transporting students or within 1,000 feet of the perimeter of the school grounds shall be subject to enhanced criminal penalties.

LEGAL REF: C.R.S. 18-9-109 (*interference with school staff or students*)
C.R.S. 18-9-110 (*trespass, interference at or in public buildings*)
C.R.S. 18-9-112 (*definition of loitering*)
C.R.S. 18-9-117 (*unlawful conduct on public property*)
C.R.S. 18-12-105.5 (*unlawful possession of weapons on school property*)

CROSS REF: ADC, Tobacco-Free Schools
ECA/ECAB, Security/Access to Buildings
KDD, Media Relations
KFA, Public Conduct on School Property

First Reading Date: 1-15-20
Lake George Charter School

Adoption Date: 2-19-20

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 school building is open for classes or any other school or community function.

Current practice codified October 1996
Adopted: date of manual revision

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

