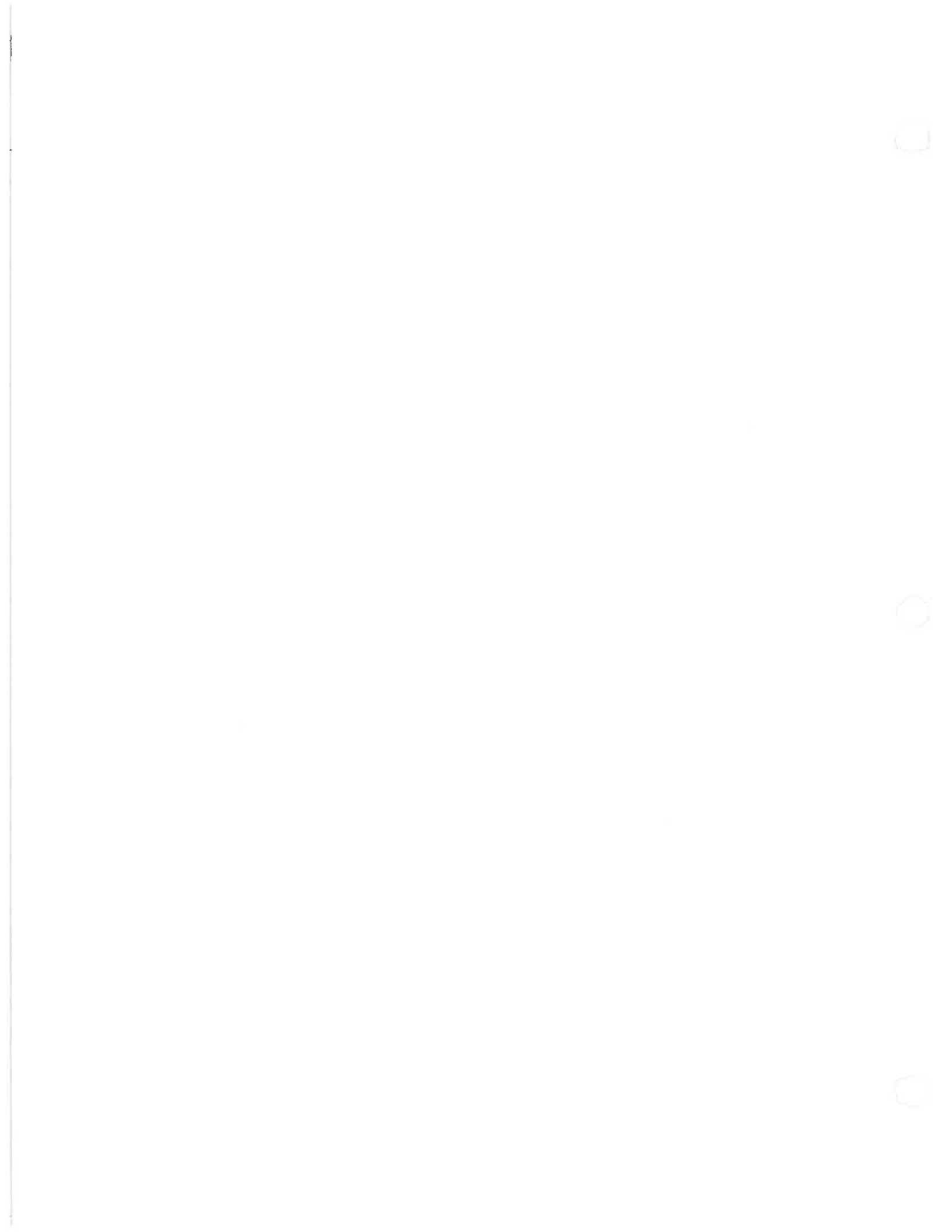


**SECTION E:
SUPPORT
SERVICES**



SECTION E: SUPPORT SERVICES

Section E of the NEPN/NSBA classification system contains policies, regulations, and exhibits on noninstructional services and programs, particularly those on business management such as safety, building and grounds management, office services, transportation, and food services.

- EA** Support Services Goals/Priority Objectives
- EAA** Evaluation of Support Services

- EB** Environmental and Safety Program
 - EBA** Building and Grounds Inspections
 - EBAA** Reporting of Hazards/Warning Systems
 - EBAB** Hazardous Materials
 - EBAC** Environmental and Safety Audits
 - EBB** Accident Prevention and Safety Procedures
 - EBBA** Prevention of Disease/Infection Transmission
 - EBBB** Accident Reports
 - EBC** Emergencies
 - EBCA** Disaster Plans
 - EBCB** Safety Drills
 - EBCC** Bomb Threats
 - EBCD** Weather-Related Emergencies
 - EBCE** School Closings and Cancellations

- EC** Buildings/Grounds/Property Management
 - ECA** Security
 - ECAB** Access to Buildings
 - ECABA** Staff/Student Identification Procedures
 - ECAC** Vandalism
 - ECAD** School and Personal Property Replacement/ Restitution
 - ECAE** Security Services
 - ECB** Buildings and Grounds Maintenance
 - ECBA** Building Maintenance
 - ECBB** Grounds Maintenance
 - ECBC** Recreational Facility Maintenance
 - ECC** Building and Grounds Records and Reports
 - ECD** Custodial Services
 - ECE** Traffic and Parking Procedures
 - ECF** Energy Conservation

- ED** Materials and Equipment Management
 - EDA** Materials and Equipment Receiving and Warehousing
 - EDB** Maintenance and Control of Materials and Equipment
 - EDC** Authorized Use of School-Owned Materials and Equipment
 - EDD** Materials and Equipment Records and Reports
 - EDE** Waste Management and Recycling

- EE** Transportation Services
 - EEA** Student Transportation
 - EEAA** Walkers and Riders
 - EEAB** Special Education Student Transportation
 - EEAC** Bus Scheduling and Routing
 - EEAD** Bus Passes
 - EEAE** Bus Safety Program
 - EEAEA** Bus Driver Requirements, Training and Responsibilities
 - EEAEB** Bus Purchasing and Maintenance

EEAEC Student Conduct on Buses
EEAED Safety/Bus Patrols
EEAEE Bus Emergencies
EEAF Special Use of Buses
EEAFA Extracurricular Activity Buses/Field Trips-Special Events Transportation
EEAG Student Transportation in Private Vehicles
EEAH Student Transportation Insurance
EEAI Student Transportation Records and Reports
EEB Business and Personnel Transportation Services
EEBA School-Owned Vehicles
EEBB Use of Private Vehicles on School Business
EEBC Business and Personnel Transportation Insurance
EEBD Business Transportation Records and Reports

EF Food Services
EFA Food Purchasing/Selection
EFAA Use of Surplus Commodities
EFB Menu Development/Options
EFC Free and Reduced Price Food Services
EFD Pricing of and Payment for Food Services
EFDA Collection of Money/Food Tickets
EFE Competitive Food Sales/Vending Machines
EFF Adult Food Services
EFG Catering and Food Service at School Activities/Events
EFH Food Service Sanitation Program
EFI Food Services Records and Reports

EG Office Services
EGA Communication Services
EGAA Data Processing
EGAB Photocopying Services
EGAC Printing, Production, and Graphic Arts Services
EGAD Copyright Compliance
EGAE Mail and Delivery Services
EGAEA Electronic Mail
EGAEB FAX Service
EGAF Telephone Service
EGB Clerical Services
EGC Notary Public
EGD Use of Technology in Office Services
EGE Office Services Records and Reports

EH Data Management
EHA Computerized Data Systems
EHAA Computer Security
EHB Data/Records Retention

EI Insurance Program/Risk Management
EIA Property Insurance
EIB Liability Insurance
EIC Self-Insurance/Insurance Pools

Hazardous Materials

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

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

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

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

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

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

- Legal Ref.: 42 U.S.C. §6901 (1982 & Supp. III 1985) (*Resource Conservation and Recovery Act [RCRA] and accompanying regulations*)
42 U.S.C. §9601 (1982 & Supp. IV 1986) (*Comprehensive Environmental Response Compensation and Liability Act [CERCLA] and accompanying regulations*)
49 U.S.C. 1801 (*Hazardous Materials Transportation Act*)
C.R.S. 13-21-108.5 (*persons rendering assistance relating to discharge of hazardous materials immune from civil liability*)
C.R.S. 24-10-106.5 (*duty of care in Colorado Governmental Immunity Act*)
C.R.S. 25-15-101 et seq. (*state hazardous waste management program*)
C.R.S. 29-22-101 et seq. (*hazardous substance incidents*)
C.R.S. 42-4-228 (*vehicles transporting explosive or hazardous materials*)
C.R.S. 42-4-234 (3)
C.R.S. 42-20-101 et seq. (*Hazardous Materials Transportation Act of 1987*)

6 CCR 1007-3, Part 261 (*identification and listing of hazardous waste*)
8 CCR 1507-1 (*operation of commercial vehicles and transportation of
hazardous materials*)

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Adoption Date: 6-21-22

Lake George Charter School

(Prev. Rev.: 3-6-02)
(Rev.: 6-21-22)

Hazardous Materials

1. Hazardous materials program supervisor

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

The Maintenance Manager will be designated as the local hazardous materials coordinator, referred to throughout these procedures as the “coordinator.” There also will be an alternate charter school employee designated as a backup to the coordinator.

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

2. Initial inventory and material identification

The supervisor will cause an initial inventory of all hazardous materials to be completed throughout the charter school to identify potentially hazardous substances. The supervisor will designate a charter school employee or the coordinator to conduct the inventory of hazardous materials at the charter school with the assistance of the supervisor or a designee. The person will also coordinate the identification of hazardous materials.

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

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

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

3. Tracking, inventory and material safety data sheets

The supervisor or coordinator will be responsible for logging in the receipt of all hazardous materials received at the location. The supervisor or coordinator will track and keep complete written records of the storage, use, and ultimate disposition of the hazardous materials. On or before September 1 of each year, the supervisor or coordinator will provide a copy of the current inventory log and record of disposition of all hazardous materials to the business manager and office manager.

The business manager and office manager along with the supervisor and coordinator will each maintain a copy of charter school's inventory and documentation of all hazardous materials. This information may be released to appropriate police, fire and emergency service authorities.

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

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

The maintenance office will maintain a set of MSDS for all hazardous materials with which they have had contact.

4. Purchase of hazardous materials

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

The supervisor and coordinator will maintain a list of prohibited hazardous materials which will be updated at least once a year.

Hazardous materials will not be purchased through any mechanism other than an approved purchase order through the business office unless the following conditions are fulfilled:

- a. The requester secures the prior written approval of the supervisor.
- b. The requester provides written notice of the purchase along with copies of all supporting documents including MSDS and the reason for the purchase to the supervisor, the administrator, and the business manager.

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

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

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

5. Storage, recycling or transfer of hazardous materials

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

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

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

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

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

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

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

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

6. Disposal of hazardous materials

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

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

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

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

7. Transportation of hazardous materials

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

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

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

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

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

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

8. Emergency response plan

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

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

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

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

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

9. Evacuation plan

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

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

As appropriate for the location, copies of the evaluation plan will be posted within the buildings. Copies of the evacuation plan will be maintained by the building administrator, with a copy; given to the business manager and one other charter school employee.

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

10. Training of staff and students

The administrator, business manager, staff members handling hazardous materials and school nurse will receive training in responding to hazardous materials emergency incidents. When hazardous materials are used in the classroom, both staff and students will be trained in the handling, storage and use techniques appropriate to the materials used as part of the curriculum. The staff also will be instructed in emergency procedures, including evacuation, appropriate to the materials.

The administrator, business manager, and the Charter Board will be responsible for ensuring that the procedures outlined in this policy are reviewed and, if necessary, revised every two years.

CROSS REFS: DJB, Purchasing Procedures
EBCA, Disaster Plans
EBCB, Safety Drills

First Reading Date: 5-17-22

Adoption Date: 6-21-22

Lake George Charter School

(Prev. Rev.: 3-6-02)
(Rev.: 6-21-22)

Prevention of Disease/Infection Transmission
(Handling Body Fluids)

All schools must provide a sanitary environment and must establish routines, recommended by appropriate health professionals, for handling body fluids.

All charter school personnel must be advised of and follow routine procedures regarding handling body fluids. These procedures must provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures must be standard health and safety practices developed in consultation with medical personnel. No distinction must be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The procedures must be published as charter school regulations and distributed to all staff on a regular basis. Training and appropriate supplies must be available to all personnel including those involved in transportation and custodial services.

In addition to ensuring that these health and safety practices are carried out on a charter school-wide basis, special emphasis must be placed in those areas of charter school operation that potentially present a greater need for these precautions. Under no circumstances must students be directed or knowingly be allowed to handle body fluids other than their own.

CROSS REFS: JLCE, First Aid and Emergency Medical Care
GBGA, Staff Health
JLCC/JLCCA, Communicable Infectious Diseases/Students with

Note: See "Procedure Guidelines for Health Care of Special Needs Students in the School Setting," published by the Colorado Department of Education and the Colorado Department of Health.

First Reading Date: 5-17-22

Adoption Date: 6-21-22

Lake George Charter School

(Prev. Rev. 3-11-02)
(Rev. 6-21-22)

Prevention of Disease/Infection Transmission (Handling Body Fluids and Substances)

The body fluids and substances of all persons should be considered to contain potentially infectious agents. No distinction may be made between body fluids and substances from individuals with a known disease or infection and those from asymptomatic or undiagnosed individuals. Body fluids and substances include blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva.

The following infection control practices must be followed by all charter school personnel in all situations involving potential contact with any body fluids and substances:

1. Wear gloves when it is likely that hands will be in contact with body fluids or substances (blood, urine, feces, wound drainage, oral secretions, sputum or vomitus). When possible, wear gloves while holding bloody noses and dealing with cuts that are bleeding heavily. Gloves should be kept in emergency response kits and be readily accessible at sites where students seek assistance for bloody noses or injuries.
 - a. If gloves are not available, the use of towels or some other clean material as a barrier may provide some protection.
 - b. Cuts and sores on your skin should be routinely covered to avoid infection.
 - c. When possible, have students wash off their own cuts and abrasions. After cuts are washed with soap and water, they should be covered with Band-Aids or bandages of the appropriate size. Where possible, students should be taught to hold their own bloody noses.
2. When possible, pocket face masks should be used for mouth-to-mouth resuscitation.
3. Wash hands often and well with soap and water, paying particular attention to areas around and under fingernails and between fingers and scrubbing hands for at least 20 seconds.
4. Clean up as soon as possible after any skin contact with any body fluid or substance.
 - a. Wash skin with soap and water
 - b. Wash contaminated surfaces and non-disposable items with standard disinfectant. Use aerosol germicide cleaner.
 - c. Wash contaminated clothing and linen in detergent with hot water.

Use individual judgment in determining when barriers are needed for unpredictable situations. It is strongly recommended that barriers be used when contact with body fluids or substances is anticipated.

Although COVID-19/Coronavirus has received a great deal of attention, there are several other communicable diseases of which staff members also should be aware. The following page includes a table listing communicable diseases and body substance sources of infection.

The more people a student or a staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.

1. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from contaminated surfaces and then to the nose or mouth, causing infection
2. Personal prevention practices, such as hand washing, staying home when sick, and environmental cleaning and disinfection are encouraged to reduce the spread of COVID-19.
3. Cloth face coverings are meant to protect others in case the wearer is unknowingly infected by asymptomatic and are most essential in times when physical distancing is difficult.

Transmission Concerns-Body Substance Sources of Infectious Agents

Body Substance Source	Organism of Concern	Transmission
Blood - cuts/abrasions - nose bleeds - menses - contaminated needle	Hepatitis B virus HIV/AIDS Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands Direct blood stream inoculation
*Feces - incontinence	Hepatitis A virus Salmonella bacteria Shigella bacteria	**Oral inoculation from contaminated hands
*Respiratory secretions - saliva - nasal discharge	Common cold virus Influenza virus ***Epstein-Barr virus **COVID-19/Coronavirus	**Oral inoculation from contaminated hands
*Vomit	Gastrointestinal viruses (e.g., Norwalk virus)	**Oral inoculation from contaminated hands
*Urine -incontinence	***Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands
Semen/vaginal fluids	Hepatitis B virus HIV/AIDS Gonococcus bacteria	Sexual contact (intercourse)

*There are no reported cases of HIV/AIDS suspected of having been transmitted by these sources. Wear gloves when exposed to body secretions, especially blood, urine or feces.

**HAND WASHING IS VERY IMPORTANT

***These agents cause mononucleosis-like illness

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Adoption Date: 6-21-22

Lake George Charter School

(Prev. Rev. 3-11-02)
(Rev. 5-1-22)

Accident Reports

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

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

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Adoption Date: 8-16-22

Lake George Charter School

(Prev. Rev.: 3-6-02)
(Rev.: 8-6-22)

Disaster Plans

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff should a threat to safety arise from fire or other causes; it also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying them out.

Therefore, the superintendent shall be responsible for developing plans that meet state and local requirements for preparedness in case of fire, civil emergencies, tornadoes, and other natural disasters.

Adopted March 13, 1978

Revised to conform with practice: date of manual revision

Disaster Plans

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff should a threat to safety arise from fire or other causes; it also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying them out.

Therefore, the administrator shall be responsible for developing plans that meet state and local requirements for preparedness in case of fire, civil emergencies, tornadoes, and other natural disasters.

Emergency Use of District Facilities

The Charter Board authorizes the use of district charter school facilities as shelter areas in the case of disaster or other medical emergency. Additional resources may be provided upon request from outside agencies. District Charter school personnel must be on site at the time of the building shared use to provide supervision and site security.

The Administrator or a designee shall represent the charter school in coordinating disaster response with appropriate state and city officials, the American Red Cross and others requiring assistance from the charter school.

CROSS REFS.: EBAB, Hazardous Materials
EBCB, Safety Drills
KDE, Crisis Management (*Safety, Readiness and Incident Management Planning*)

NOTE 1: Refer to the publication "Emergency Response Plan" for the Lake George Charter School for detailed information and procedures to be followed in event of fire, natural disasters, nuclear and civil emergencies.

First Reading Date: 6-21-22

Adoption Date: 8-16-22

Lake George Charter School

(Prev. Rev.: 3-6-02)
(Rev.: 8-7-22)

Disaster Plans

Emergency Use of District Facilities

In case of a disaster requiring the use of charter school facilities, including buses, all charter school employees are to cooperate with disaster officials in making facilities available as quickly as possible.

The following charter school officials, in the order listed, are authorized to make any and all facilities available:

Administrator
Security Manager
Facilities Manager
Business Manager
Office Manager

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Adoption Date: 8-16-22

Lake George Charter School

Safety Drills

The administrator along with the facility manager and the head of security shall establish procedures for emergency drills to include fire evacuation, lockdown/secure perimeter, and tornado drills. The administrator shall also require the reporting of bomb threats to law enforcement.

CROSS REF.: EBAB, Hazardous Materials

First Reading Date: 6-21-22

Adoption Date: 8-16-22

Lake George Charter School

Safety Drills

The health and safety of students and personnel in the charter schools shall be a concern of all employees. The administrators, security and facility supervisors are expected to take all reasonable safety precautions to protect the health and safety of employees and students in the charter school any potentially dangerous condition security, maintenance staff, and the administrator.

Since emergencies can arise on the first day of school as readily as on any other school day, orientation programs for employees and students shall include instruction in the school emergency plan and the use of emergency equipment. Particular attention shall be given to:

1. Whom to notify when an alarm sounds
2. Where the nearest fire extinguisher is located for each classroom
3. Where the nearest fire alarm box or station is located for each classroom
4. How to use the types of fire extinguishers in the building
5. The usual exits, line of travel or emergency procedure that students shall be expected to follow in case of fire, earthquake, tornado, civil defense or other emergency for every classroom
6. The alternate exits, line of travel or emergency procedure that students will be expected to follow in case the usual exit and line of travel are blocked
7. Where first aid supplies are located and where other equipment (such as stretchers, cots, or AED) is kept

Emergency exit information shall be posted in each room. Such information shall be printed clearly in large letters on a card posted next to the corridor of the room.

The goal shall be to perform a sufficient number of fire drills during the first 10 days of each school year so that students and employees understand the proper procedures and evacuation routes. After the first 10 days of school, fire drills must be held at least once a month during the school year. School personnel, as well as students, must evacuate. During some fire drills at least one exit should be blocked to force use of alternate exits.

Further, the charter school shall conduct emergency drills (building lockdown, tornado drill, bomb threat, etc.)

1. Before conducting any drill the school should notify the following: the alarm company, local fire department, or the sheriff department. Also contact them after the drill if necessary.
2. The charter school should conduct at least one secure perimeter (lockout) drill and one Lockdown Drill annually. The Lockdown drill should be done within the first month of the school year.

LOCKDOWN:

Active threat inside the building or on the property.

- Move immediately to a secure location
- Lock and close all office/classroom doors
- Close all windows and blinds
- Turn lights and cell phones off-NO talking
- Duck and cover away from doors and windows
- Ignore bells and alarms
- Wait for instructions

LOCKOUT or SECURE PERIMETER:

Potential threat or hazard in the surrounding area.

- Direct all students and staff on campus to come inside
- Lock and close all interior and exterior doors
- Restrict building access to local fire and sheriff departments
- Close all windows and blinds
- Continue with classroom activities as normal
- Place a sign on the door for visitors to be aware
- Wait for instructions

At least once annually, before April 1st, the charter school should conduct one tornado drill

A report shall be made to the security manager, facility manager, and the administrator after the first 10 days of school and after each subsequent fire or other drill during the school year. This report shall give the date, time of day, required time for building evacuation and a general evaluation of the drill and shall report any unusual conditions associated with the drill. Special mention shall be made of equipment, alarm systems, exits or other circumstances which in any way limit the complete safety of the charter school.

First Reading Date: 6-13-23

Adoption Date: 8-15-23

Lake George Charter School

(Prev. Rev.: 3-6-02)
(Prev. Rev.: 8-7-22)
(Rev.: 8-17-23)

Bomb Threats

The Charter Board acknowledges its basic responsibility to take reasonable steps to ensure the safety of the students under its care. At the same time, it wishes to deal firmly with bomb threats and to discourage this type of unwarranted disruption, which poses a danger to everyone in the schools even when it is merely a nuisance.

Therefore, the Charter Board requires that procedures for dealing with bomb threats shall:

1. Aim first toward ensuring the safety of students and personnel.
2. Aim also toward identification of the person or persons making the threat.
3. Require immediate reporting of any incident to the administrator's and sheriff's offices.
4. Not require evacuation of the threatened building. The administrator will make the decision to evacuate, complying with any direction given by security personnel or any order given for evacuation by the police.
5. Establish staff responsibilities for searching the building for UTO's (unidentified threatening objects). The request of an employee to refuse to participate in a search shall be honored.
6. Provide that students shall not be dismissed from school until the end of the school day. Instead, if evacuated, they shall remain in designated areas until the administrator and the police are satisfied that no danger exists. Teachers shall remain with their students and be responsible for them.

The personnel of the charter school shall cooperate fully with the policy in planning and carrying out procedures for dealing with bomb threats. All personnel, including office and switchboard staff and custodians, shall be given instructions for carrying out their responsibilities in the event of such situations.

- A. If a suspicious item is found within the building, students and staff will be evacuated at least 300 ft. from the school building.
- B. If a suspicious item is found outside of the building, students and staff will evacuate in the opposite direction of the item and at least 300 ft. from the school building.
- C. A designated person will contact the local sheriff's department about the suspicious item and will advise about areas searched and any evacuation.
- D. If the building is evacuated, the occupants should take personal items with them but students may not go to lockers. These items may be backpacks, purses, lunch boxes, coats, etc. that they have with them. If the building is evacuated, the windows are to be left open and the doors closed.
- E. The "Bomb Threat Report" form (see EBCB-E) shall be completed by the administrator or designee and a copy filed in the office, with security, and possibly to the sheriff's department.

Bomb or suspicious item located:

- A. Do not touch or attempt to move the object
- B. The person who locates the suspicious object shall warn students and staff in that area immediately and will tell them to evacuate the area. That person shall also send the first available person to notify the administrator or security who will then determine if the balance of the building shall be evacuated.
- C. Notify the office, administrator, and security immediately.
- D. The office or security will notify local sheriff's departments immediately.
- E. Security or the administrator will direct the evacuation of the area or the building where the item is located and will isolate the area.
- F. The sheriff's department will assume command of the scene when they arrive.

Bomb exploded:

- A. Call 911 for sheriff, fire, and ambulance response.
- B. Evacuate the building.
- C. Render first aid where needed.
- D. Protect the scene from unauthorized personnel.
- E. The sheriff's department will assume command of the scene when they arrive.

First Reading Date: 6-20-22

Adoption Date: 8-16-22

Lake George Charter School

BOMB THREAT REPORT

Date: _____ Time of Call: _____ Call Ended: _____

Phone Line Call Came In On: _____ Person receiving Call: _____

Exact Words of the caller: _____

Origin of call: Local _____ Long Distance _____ Internal _____

Ask the following questions (keep caller on line as long as possible):

Location of bomb/Secondary Device?: _____

What kind of bomb is it? _____

What time is it set to go off?: _____

What does bomb look like?: _____

What will detonate bomb?: _____

Why did you place the bomb? _____

What is your name?: _____

Where do you live?: _____

How old are you?: _____

Evaluate the voice of the caller (check appropriate spaces):

- | | | |
|--|--|---|
| <input type="checkbox"/> Male-Female | <input type="checkbox"/> Intoxicated-Slurred | <input type="checkbox"/> Calm-Fast-Slow |
| <input type="checkbox"/> Adult-Child | <input type="checkbox"/> Speech Impediment | <input type="checkbox"/> Nasal or Raspy |
| <input type="checkbox"/> Age | <input type="checkbox"/> Special Ethnic | <input type="checkbox"/> Well Spoken-Pleasant |
| <input type="checkbox"/> Prepared Message | <input type="checkbox"/> Stutter / Lisp | <input type="checkbox"/> Foul Language |
| <input type="checkbox"/> Loud-Soft | <input type="checkbox"/> High Pitch-Deep | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Special Characteristics (detail): _____ | | |

Listen for background noise (check appropriate spaces):

- | | | |
|--|--|--|
| <input type="checkbox"/> Music or Party | <input type="checkbox"/> Quiet | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Conversation-Voices | <input type="checkbox"/> Babies / Children | <input type="checkbox"/> Other Machine Noise |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Airplanes or Trains | <input type="checkbox"/> Factory Noise |
| <input type="checkbox"/> Static | <input type="checkbox"/> Animals | |

Other (detail): _____

Report By Administration:

Sheriff contacted by: _____ Date: _____ Time: _____

Agency Notified: _____

Sheriff Deputy on scene: _____ Time Arrived: _____

Search made for bomb? YES _____ NO _____ If yes provide details:

Evacuation conducted? YES _____ NO _____ If yes provide details:

Attach additional remarks as necessary:

Printed name of person making report: _____

Physical and Mailing address: _____

Home Phone #: _____ Cell Phone #: _____

Signature: _____

Title: _____ Date _____

School Closings, Cancellations, and Remote Learning Days

In the event of inclement weather, mechanical breakdown, or for health and human safety. The charter school's building may be closed for the day or for an extended period of time. Similar conditions may necessitate early dismissal.

In the event school is physically closed due to a public health emergency, all staff with direct student contact or associated with student attendance will not physically report to work unless notified otherwise. Instead, the charter school will utilize a form of remote instruction. Remote instruction allows students to access lessons provided by, and supported by, their regular teachers and allows students to continue their sequence of learning despite their inability to access facilities.

Decisions regarding charter school closure shall be made by the administrator or designee.

If school is canceled, all previously scheduled school-sponsored activities shall be cancelled as well. School employees are not authorized to proceed to host extracurricular activities with students in such circumstances without the approval of the administrator.

In the event school is canceled, all staff with direct student contact or associated with student attendance shall not physically report to work unless notified otherwise. However, by 8:00 a.m. all teachers will assign class period long (reasonable length) lesson to all students through an approved remote learning plan.

This mode of instruction will be called a Remote Learning Day, amounting to a regular instructional school day because students can access lessons provided and supported by their regular teachers. Remote Learning Days allow students to continue their sequence of learning despite their inability to access the facilities.

All students should have the ability to access their lessons via remote instruction or have physical books or worksheets to do. Students may be assigned worksheets or pages of homework that can be done without the need for internet, when internet is not accessible at their home.

On Remote Learning Days, teachers will be available to students electronically or by phone (during regular school hours) to guide lessons, offer academic support and answer questions related to the course curriculum. On such days, teachers will provide adequate time for students to complete their assigned tasks. It is understood that for situations that are out of the control of the student, Remote Learning Days will be treated with the same exceptions as an Excused Absence in regard to work assigned.

During days of remote instruction, teachers will take attendance and monitor student participation ~~through~~ based on digital check in or the return of physical homework, work pages, or other work as assigned.

Evidence of a student's attendance, on a Remote Learning Day, will be entered into the Student Information System.

LEGAL REFS.: C.R.S. 22-1-112 (*school year and national holidays*)
C.R.S. 22-32-109 (1)(n) (*Boards duty to determine number of instructional/ contact hours/days*)
C.R.S. 22-33-101 *et seq.* (*school attendance law*)
1 CCR 301-39, Rules 2254-R-2.06 (*Board may reduce teacher-pupil instructional /contact time; closings deemed by Board necessary for health, safety, or welfare of pupils*)

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

First Reading Date: 6-21-22

Adoption Date: 8-16-22

Lake George Charter School

(Prev. Rev.: 3-6-02)
(Rev.: 8-7-22)

School Closing, Cancellations and Remote Learning Days

The following procedures will be implemented in the event of school closing or cancellations due to inclement weather or other emergencies:

1. The administrator or designee will notify an established media contact list, staff substitutes, and parents, affected by the school closure. The charter board and the district must also be notified after all other calls are made.
2. Whenever possible, a two-hour delay should be used instead of a closure, this may give time for the situation to be reevaluated. If weather is a factor and does not improve, then school could be closed. If it is a mechanical issue and it cannot be resolved in a timely manner, then school could be closed.
3. Remote Learning Days may be used when snow days are not available.
4. Under most conditions, it is not advisable to dismiss school early as contact with parents is often difficult and new problems emerge. It is assumed that students and employees are safe while at school. Parents, on the other hand, should always be encouraged to pick up their children at school if they feel that the weather conditions dictate such action or keep their children at home if they suspect that weather conditions would place their children in danger.
5. No child will be left unsupervised because of inclement weather conditions. No teacher will leave a class without the administrator's consent.

School closing for epidemic disease

When an epidemic disease appears to be the cause of an unusually high rate of absenteeism, an investigation shall be conducted by the administrator or designee, in order to determine the feasibility of closing the charter school in the interest of community health. The final decision to close the charter school is the responsibility of the administrator or designee. Extended closures due to an epidemic may lead to Remote Learning Days.

LEGAL REFS.: C.R.S. 22-1-112 (*school year and national holidays*)
C.R.S. 22-32-109 (1)(n) (*Boards duty to determine number of instructional/contact hours/days*)
C.R.S. 22-33-101 et seq. (*school attendance law*)
C.R.S. 22-33-104 (1)
1 CCR 301-39, Rules 2254-R-2.06 (*Board may reduce teacher-pupil instructional/contact time; closings deemed by Board necessary for health, safety or welfare of pupils*)

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

First Reading Date: 6-21-22

Adoption Date: 8-16-22

Lake George Charter School

(Prev. Rev.: 3-6-02)
(Rev.: 8-7-22)

Buildings/Grounds/Property Management

The Charter Board shall maintain school properties in good physical condition in compliance with State Department of Health standards. The charter school shall be a safe, clean, sanitary, comfortable and convenient as the facilities will permit or the use requires.

The administrator shall have the general responsibility for the care, custody and safekeeping of all charter school property and shall establish such procedures and employ such means as may be necessary to discharge this responsibility. The administrator shall also be in charge of the proper care of school property by the staff and students.

LEGAL REFS: 6 CCR 1010-6 (*department of health rules governing schools*)

CROSS REFS: CF, School Building Administration

First Reading Date: 8-16-22

Adoption Date: 9-20-22

Lake George Charter School

Security/Access to Buildings

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

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

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

LEGAL REFS: C.R.S. 18-9-112 (*definition of loitering*)
C.R.S. 18-9-117 (*unlawful conduct on public property*)
C.R.S. 22-32-109.1(5) (*Charter Board must adopt safety and security policy*)

CROSS REF: KI, Visitors to School

First Reading Date: 9-20-22

Adoption Date: 10-18-22

Lake George Charter School

(Prev. Rev.: 3-9-16)
(Rev.: 10-3-22)

Security Firearms

Firearms may be carried by designated security personnel according to the security director and with the knowledge and approval of the administrator.

The carrying and use of such firearms shall conform to the following provisions:

1. Only authorized firearms will be carried by security personnel.
2. Only those persons designated by the security director will carry firearms.
3. Firearms will be carried by security personnel only while on duty.
4. Firearms will be carried concealed (in a secure manner, not readily visible), unless authorized by the security director.
5. All security personnel will carry their own ammunition.
6. Firearms will only be used in the following situations:
 - a. On an approved firing range
 - b. In defense of one's own life when in immediate danger and
 - c. In defense of another's life when in immediate danger.
7. Warning shots will not be fired.
8. Shots will not be fired at a fleeing felon or an any other person fleeing from a security officer, except in accordance with point #6 above.
9. If a firearm is discharged for any reason, the security director is to be notified immediately.
10. All incidents will be reviewed by the Charter Board.

Violations of these provisions shall be grounds for disciplinary action up to and/or including termination.

Weapons and Ammunition

- a. The ASP/ASG** will provide his own weapon of choice and will be responsible for providing their own ammunition.
- b. Weapon type, caliber, serial number, registration/permit, (etc.) will be on file in the ASP's employee file with an agreement that all such information will be provided to the PCSD** and/or AHJ** if requested. Similar information will be kept on file for the ASG.
- c. The ASP/ASG will be responsible for the safe storage of the weapon and ammunition at all times, either on or off school premises.
- d. The ASP/ASG will carry the weapon in a safe and secure manner not readily visible while on school premises.
- e. ASP/ASG will immediately report to the LGCS Board any incidents involving the weapon on or off school premises. These incidents may include, but not be limited to lost weapon, theft of weapon, misplaced weapon, and/or reported discharge of the weapon while not in duty at the LGCS.

Legal Ref.: CRS 18-12-214

Cross Ref.: ECAD, Armed School Personnel and Armed Security Guard

**This lettering did change when the state and CASB come up with a policy and decide where to put it.*

***ASP-Armed School Personnel, ASG-Armed Security Guard, AHJ-Authority Having Jurisdiction, and PCSD-Park County Sheriff Department*

First Reading: 9-20-22

Adoption Date: 10-18-22

Lake George Charter School

(Prev. Rev. 11-11-14)
(Rev. 10-3-22)

Vandalism

The school system buildings and grounds are built and maintained with taxes levied on the community's taxpayers, and all damage caused must be paid for in the same way. Therefore, every citizen of the charter school, students and members of the police department are urged by the Charter Board to cooperate in reporting any incidents of vandalism to property belonging to the charter school and the name of the person or persons believed to be responsible. Each employee of the charter school shall report to the administrator of the school every incident of vandalism known to him and, if known, the names of those responsible.

The administrator or designee is authorized to sign a criminal complaint against suspected of vandalism against school property.

Students who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of other people on charter school property may be referred to law enforcement authorities. Vandalism includes the knowing and unauthorized use, alteration, damage, or destruction of any technology device, software, program, or electronic data. Students who are caught vandalizing charter school property may be suspended and/or expelled.

It is the intent of the Charter Board to seek damages as permitted by law from students who vandalize charter school property and/or their parents or guardians.

LEGAL REFS: C.R.S. 13-21-107
C.R.S. 18-9-113
C.R.S. 18-9-117

CROSS REFS: GBGB, Staff Personal Security and Safety
JKD/JKE, Suspension/Expulsion of Students

First Reading Date: 8-16-22

Adoption Date: 9-20-22

Lake George Charter School

(Prev. Rev.: 3-18-02)
(Rev.: 8-27-22)

Armed School Personnel (ASP) and Armed Security Guard (ASG)

I. Armed School Personnel (ASP) Requirements

- a. Armed School Personnel are school employees who have a primary duty other than school security but have been assigned additional duties to guard, deter and detect threats on the school premises.
- b. An Armed Security Guard is a person volunteering at the school who's main duty is to guard, deter and detect threats on the school premises.
- c. In addition to the ASP's standard employment contract, additional responsibilities will include guarding, deterring and detecting threats on school premises and it will grant them the authorization to carry a concealed firearm on the school premises.
- d. The ASP/ASG will hold a proper Concealed Carry Permit issued by the Authority Having Jurisdiction (AHJ).
- e. Training
 - 1) Training will be provided by the Park County Sheriff's Office (PCSO).
 - 2) All training documentation will be signed by the PCSO training officer.
 - 3) A copy of the training officer's instruction certification will be submitted along with the ASP's training documents and kept in the ASP's employee file.
 - 4) A copy of the ASG's training documents will be kept on file by the School Administrator.
 - 5) The School Administrator will keep all documents pertaining to the ASP/ASG in a secure location where they will not be accessible to the school staff and/or public.
- f. The ASP/ASG will be required to become a PCSO Auxiliary Officer.
- g. The ASP/ASG will wear some type of logo readily identifying them as a PCSO Auxiliary Officer.

II. Duties

- a. The ASP's duties are in addition to standard contract duties.
- b. The ASP/AASG is not intended to be involved in normal staff/parent/student disputes. That is the role of the administrator.
- c. The ASP/ASG can be called to respond to disputes at the administrator's discretion.
- d. The ASP /ASG react as a first responder to the situation.
- e. The ASP/ASG will interact as appropriate with PCSO and/or Authority Having Jurisdiction (AHJ).
- f. The ASP/ASG will only brandish weapon if intent is to eliminate the perpetrator.
- g. The ASP/ASG and School Administrator will prepare follow-up reports after any incident to present to the Lake George Charter School (LGCS) School Board.
- h. All incidents will be reviewed by the LGCS Board.

III. Weapons and Ammunition

- a. The ASP/ASG will provide his own weapon of choice and will be responsible for providing their own ammunition.
- b. Weapon type, caliber, serial number, registration/permit, (etc.) will be on file in the ASP's employee file with an agreement that all such information will be provided to the PCSD and/or AHJ if requested. Similar information will be kept on file for the ASG.
- c. The ASP/ASG will be responsible for the safe storage of the weapon and ammunition at all times, either on or off school premises.
- d. The ASP/ASG will carry the weapon in a safe and secure manner not readily visible while on school premises.
- e. ASP/ASG will immediately report to the LGCS Board any incidents involving the weapon off school premises. These incidents may include, but not be limited to lost weapon, theft of weapon, and/or reported discharge of the weapon while not in duty at the LGCS.

Legal Ref.: CRS 18-12-214

Cross Ref.: ECAA, Security Firearms

**This lettering ECAA may change when the state and CASB come up with a policy and decide where to put it. Changed 8-13-22 because the policy ECAA exists in other districts. Now it will be ECAD.*

First Reading: 9-20-22

Adoption Date: 10-18-22

Lake George Charter School

(Prev. Rev. 11-11-14)
(Rev. 10-3-22)

Maintenance and Control of Materials and Equipment

The charter school administration shall ensure that proper records are kept on all textbooks, materials, supplies and equipment including computers and cell phones owned by the school system.

Records shall include issuance within the charter school to individual teachers, and teacher records of issuance to students.

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

The administrator or designee shall establish procedures for the use, maintenance, and control of cellular phones and computer equipment.

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

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

Property of the public schools will not be loaned to students of any other individual or group unless an official receipt is signed by the borrower. A deposit may be required, as determined by the administrator or the business manager.

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

First Reading Date: 9-20-22

Adoption Date: 10-18-22

Lake George Charter School

Authorized Use of School-Owned Materials or Equipment

School equipment may be loaned to community groups for educational, civic, or charitable purposes when:

1. The group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession.
2. The equipment is not unusually expensive or subject to easy damage.
3. The equipment is in good condition.
4. The groups will provide a competent operator for any machine loaned.
5. Outside use of the equipment will not interfere with the school program.

Any student or other individual borrowing school equipment must sign an official receipt. A deposit may be required as determined by the administrator or business manager.

CROSS REF: KF, Community Use of School Facilities

First Reading Date: 9-20-22

Adoption Date: 10-18-22

Lake George Charter School

(Prev. Rev.: 4-11-17)
(Rev.: 10-3-22)

**Not valid at this time because the Charter School
does not have any buses.**

File: EDC-R-Rev.

Authorized Use of School-Owned Materials or Equipment

The general philosophy of the Charter Board is that transportation equipment purchased by the charter school is to be used primarily for school purposes and that taxpayers shall not be expected to subsidize busing equipment or personnel not necessary for charter school purposes. Nevertheless, it is the policy of the Charter Board to make available for use, by appropriate community groups, school transportation equipment to the extent that such does not impinge upon or impair use for charter school purposes.

The administrator of the Charter Schools shall determine the hours and days when charter school transportation equipment is available for use by non-school community groups. Such determination shall insure that the times available for such non-school use shall not include or interfere with:

1. Transportation to and from school.
2. Transportation between schools.
3. Transportation for school activities and functions.
4. Transportation necessitated or anticipated for school emergencies.
5. Time required for maintenance and service.
6. Time necessarily involved to provide standby equipment for school purposes.

Furthermore, the administrator shall apply the following criteria in approving and scheduling such use:

1. No use by groups of less than 5 shall be approved.
2. Insurance coverage (provided by the charter school) shall be in effect during the time of any such use, with coverage similar to and limits not less than the insurance coverage which is in effect while the charter school transportation equipment is being used for transportation of pupils.
3. No use shall be approved which involves travel over roads or distances which are unduly wearing or damaging to the equipment or for which the equipment is inappropriate.
4. Use shall not be approved if the fuel consumption involved adversely affects the fuel availability for charter school purposes.

5. Any approval of use shall be subject to cancellation in the event of adverse road weather, or other conditions which could reasonably present danger to passengers, drivers or equipment or in the event of unexpected or emergency school needs.
6. Use shall not be approved unless some individual identifies him/herself as coordinator or leader of the group and agrees to assume the responsibility for collection and remittance to the charter school of the required reimbursement.
7. Use shall be approved only where the group requesting such use submits a written request ten days prior to the use, designating the number of riders, the dates and hours of use, the pick-up and delivery points, and other such information as the administrator deems appropriate. Each such request shall be accompanied by a deposit in the reimbursement which will be required as determined by the administrator. Upon final determination of reimbursement required, the deposit shall be supplemented by the users or a refund made by the charter school, as is appropriate.
8. Use shall not be approved if it is for partisan political activity, activity promoting or opposing sectarian views, activity which is potentially disruptive or dangerous, activity which is uniformly extended would result in use which would impinge upon school use or activities of a similar nature which are inappropriate for charter school participation.
9. As between qualified groups, special consideration shall be given to groups comprised primarily of persons 65 years or older.
10. Use shall be approved only where the equipment and service available is appropriate to the physical condition of the users.
11. Use shall be approved only where the group requesting such use is open to all persons who may reasonably and appropriately be included in the group.
12. Use shall be approved only where the group requesting such use, has a qualified driver with a current Colorado driver's license endorsed for buses. The charter school may request a CBI/FBI background check of the driver. This must be done about one month prior to the event.

First Reading Date: 3-14-2017

Adoption Date: 4-11-2017

Lake George Charter School

Student Transportation

The Lake George Charter School does not have a transportation program and will not be transporting students to or from school.

LEGAL REFS: C.R.S. 22-32-110(1)(a) (*hold real property in name of district*)
C.R.S. 22-32-113 (*transportation of pupils and special election provisions*)
C.R.S. 22-32-114 (*transportation by parents of own children*)
C.R.S. 22-51-101 et seq. (*Public School Transportation Fund*)

CROSS REFS: DEA, Funds from Local Tax Sources
EFC, Free and Reduced Price Food Services
JFBA, Intra-District Choice/Open Enrollment
JQ, Student Fees, Fines and Charges
LBD-R, Relations with District Charter Schools

First Reading Date: 10-18-22

Adoption Date: 11-15-22

Lake George Charter School

(Prev. Rev.: 6-28-06)
(Rev.: 10-25-22)

Bus Routes

Bus routes may be established or discounted at any time by action of the Charter Board. Bus routes shall not be established if the line of travel fails to follow a properly maintained county road or state highway. Bus routes will be determined before July 1 of each year.

Once school bus routes are defined and drawn, there will be no changes and/or variation without the approval of the administrator and of the Charter Board and until parents are informed.

Drivers are to make no changes whatsoever in routes or receiving and discharging points except in cases where road conditions require immediate decision and such changes are absolutely required. When such conditions prevail, safety of the student it is to be the governing factor. Drivers are to report such conditions to the transportation director as soon as possible.

Students will be expected to be at bus stops on schedule. Drivers will wait for students only for a brief time at such stops, according to their time schedules.

First Reading Date: 10-18-22

Adoption Date: 11-15-22

Lake George Charter School

(Prev. Rev.: 3-18-02)
(Rev.: 10-25-22)

Bus Scheduling and Routing

Adequate service, safety and efficient operation shall be the goals in the planning of school bus schedules, routes and stops.

The transportation director shall be responsible for the development of these transportation plans which shall be subject to the approval of the administrator.

Spot locations maps developed from school census information and supplementary surveys as needed shall be used in planning routes.

The Charter Board desires that all students be received and discharged from buses as near their homes as possible, but on state, county, or city maintained public roads. Bus stops shall be designed to comply with state law regarding students' embarking and disembarking on major thoroughfares.

LEGAL REFS: C.R.S. 22-32-113(2) (*Charter Board may determine routes*)
C.R.S. 42-4-1094 (*discharge of passengers*)
1 CCR 301-26, Rule 4204-R-224.00 (*small vehicles, 14 or less
passenger capacity multifunction buses, or school buses
may be operated on route*)

First Reading Date: 10-18-22

Adoption Date: 11-15-22

Lake George Charter School

(Prev. Rev.: 3-18-02)
(Rev.: 10-25-22)

Bus Safety Program

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

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

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

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

LEGAL REFS: C.R.S. 42-4-707 (*certain vehicles must stop at railroad grade crossings*)
C.R.S. 42-4-1901-1904
1 CCR 301-26, Rules 2404-R-200 *et seq.*

Cross Ref.: EEAE, Use of Wireless Communication Devices by School Transportation Vehicle Operators

First Reading Date: 10-18-22

Adoption Date: 11-15-22

Lake George Charter School

(Prev. Rev.: 3-18-02)
(Rev.: 10-25-22)

Bus Driver Requirements, Training, and Responsibilities

Drivers shall conform to state laws and to regulations of the Colorado Department of Education and of the Colorado Department of Revenue Division of Motor Vehicles in regard to training, licensing and other requirements and shall participate in required inservice training programs.

This shall apply to all drivers including those on regular and special trips.

LEGAL REFS: C.R.S. 42-2-401 et seq. (*Commercial Drivers' License Act*)
1 CCR 301-26, Rules 4204-R-200 et seq.

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

Note: Refer to the "Colorado Rules and Regulations Governing Operation of School Transportation Vehicles" for information concerning driver permits, physical standards, experience, training and other character requirements.

First Reading Date: 10-18-22

Adoption Date: 11-15-22

Lake George Charter School

(Prev. Rev.: 3-18-02)
(Rev.: 10-25-22)

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

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

Prohibited conduct

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

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

Required testing

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

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

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

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

Consequences if testing indicates drug or alcohol misuse

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

A driver who is prohibited from performing safety-sensitive functions may be assigned to non-safety-sensitive functions until such time as the driver complies with the requirements for returning to duty.

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

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

Record retention

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

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

Other provisions

The charter school shall take steps to ensure that a qualified lab administers the drug and alcohol tests and employees receive the notifications required by federal regulations. Test results shall be sent to the appropriate personnel at the charter school.

Legal Ref.: 49 U.S.C. §2717 et seq. (*Omnibus Transportation Employee Testing Act of 1991*)
49 C.F.R. Part 40 (*procedures for transportation workplace drug and alcohol testing programs*)
49 C.F.R. Part 382 (*controlled substance and alcohol use and testing*)
49 C.F.R. Part 391 (*qualification of drivers*)
C.R.S. 25-1.5-106(12)(b) (*possession or use of medical marijuana in or on school grounds or in a school bus is prohibited*)
C.R.S. 42-2-401 et seq. (*Commercial Driver's License Act*)

Cross Ref.: EEAEA, School Transportation Vehicle Operator Requirements and Training

First Reading Date: 11-15-22

Adoption Date: 1-17-23

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

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

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

References to tests in these regulations include both drug and alcohol tests unless the context specifies otherwise. The terms drugs and controlled substances are interchangeable and have the same meaning and the terms refer to marijuana (THC), cocaine, opioids, phencyclidine (PCP) and amphetamines (including methamphetamines). The term "opioids" includes hydrocodone, hydromorphone, oxycodone, oxymorphone, opium, opiate, or an opium derivative such as morphine, codeine or heroin.

Pre-employment drug tests

Drug tests will be administered before a driver performs any safety-sensitive functions for the charter school.

The tests will be required of an applicant only after the position has been offered. Employment with the charter school is conditional upon the applicant receiving a negative drug test result.

An employee may be exempt from the pre-employment drug test if the employee has participated in a drug testing program within 30 days prior to the application for employment and while participating in that program either was tested for drugs within the last six months (from the date of application) or participated in a random drug testing program in the previous 12 months, provided that the charter school has been able to make all verifications required by law.

Post-accident tests

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

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

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

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

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

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

Random tests

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

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

Reasonable suspicion tests

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

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

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

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

Return-to-duty tests

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

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

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

Follow-up tests

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

Records

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

Notifications

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

1. The person designated by the charter school to answer driver questions about the materials.
2. Categories of drivers who are subject to the drug and alcohol testing requirements.
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear for what period of the workday driver compliance is required.
4. Specific information concerning driver conduct that is prohibited.
5. Circumstances under which a driver will be tested for drugs and/or alcohol.
6. Procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver.
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with federal regulations.
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences.

9. Consequences for drivers found to have violated the drug and alcohol prohibitions including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment.
10. Consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.
11. Information concerning the effects of drugs and alcohol on an individual's health, work and personal life; external and internal signs and symptoms of a drug or alcohol problem, and available methods of intervening when a drug or alcohol problem is suspected including confrontation, referral to an employee assistance program and/or referral to administrative officials.

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

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

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

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

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

Enforcement

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

A driver who in any other way violates district prohibitions related to drugs and alcohol will receive from the charter school the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee will be evaluated by a substance abuse professional who will determine what help, if any, the driver needs in resolving such a problem.

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

Before the driver is returned to safety-sensitive duties, if at all, the charter school must ensure that the employee:

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

First Reading Date: 11-15-22

Adoption Date: 1-17-23

Lake George Charter School

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

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

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

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

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

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

Legal Ref.: 20 U.S.C. §1232g (*Family Educational Rights and Privacy Act of 1974*)
42 U.S.C. §1201 et seq. (*Americans with Disabilities Act*)
34 C.F.R. §99.1 et seq. (*regulations*)

Cross Ref.: JIC, Student Conduct
JK, Student Discipline
JRA/JRC, Student Records/Release of Information on Students

First Reading Date: 11-15-22

Adoption Date: 1-17-23

Lake George Charter School

**NOTICE TO STUDENTS AND PARENTS/GUARDIANS
REGARDING THE USE OF VIDEO RECORDERS ON SCHOOL BUSES**

The charter school has installed video recording equipment on all charter school buses to monitor school transportation and will be videotaping on bus routes at random during the school year. Each bus has been equipped with a video monitor box in which a video recording device may be installed. Students will not be notified when a recording device has been installed on their bus.

Tapes will be reviewed on a routine basis by the administrator, and evidence of student misconduct will be documented. Students found to be in violation of the charter school's bus conduct rules will be notified and disciplinary action will be initiated under the Charter Board-adopted Code of Conduct and Discipline.

Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines will apply:

1. Tapes will remain in the custody of the transportation director. Tapes may be erased after 5 days if no reason for continued storage is known to the district.
2. Parents/guardians or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set forth in policy JRA/JRC—Student Records/Release of Information on Students.
3. Persons unrelated to a disciplinary incident will not be permitted to view bus videotapes.

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Acknowledgment

I understand and acknowledge the Charter Board's policy and regulations concerning the use of video recorders on school buses. I also understand that my son/daughter will be held accountable for his/her conduct on charter school transportation and for the consequences outlined in the Charter Board's policy and regulations for student conduct on charter school-approved transportation.

Parent/guardian

Date

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

Student records

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

Storage/security

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

Use

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

Viewing

1. The viewing of any video recordings will be limited to the appropriate bus driver, transportation supervisor, charter school administrator, parent/guardian or eligible student (18 years of age or older), or others as deemed appropriate by the administrator.
2. Only the portion of the video recording concerning a specific incident will be made available for viewing.
3. Actual viewing will be permitted only at school-related sites including the transportation office, school buildings, or central administrative offices.
4. All viewing will include the transportation director and/or building principal.
5. Video recordings will remain the property of the district and may be reproduced only in accordance with applicable law and Board policy and regulations.

Cross Ref.: JRA/JRC, Student Records/Release of Information on Students

First Reading Date: 11-15-22

Adoption Date: 1-17-23

Lake George Charter School

Use of Wireless Communication Devices by Charter School Transportation Vehicle Operators

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

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

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

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

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

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

LEGAL REFS: 1 CCR 301-26, Rule 4204-R-232.00
C.R.S. 42-4-239, (*using a wireless telephone for text messaging while driving is prohibited*)

CROSS REF: EEAE, Bus Safety Program

First Reading Date: 11-15-22

Adoption Date: 1-17-23

Lake George Charter School

(Prev. Rev.: 6-28-2006)
(Rev.: 12-28-22)

Use of School Buses by Community Groups

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

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

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

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

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

LEGAL REFS: C.R.S. 22-32-128 (*use of school vehicles by residents of district*)

First Reading Date: 11-15-22

Adoption Date: 1-17-23

Lake George Charter School

(Prev. Rev.: 3-18-02)
(Rev.: 12-28-22)

Use of School Buses by Community Groups

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

The superintendent will be responsible for approving and scheduling in the time available the use of school district transportation equipment by community groups. In approving and scheduling such use, such official will apply the following criteria:

1. No use by groups of less than five will be approved.
2. Insurance coverage provided by the users will be in effect during the time of any such use, with coverage similar to and limits not less than the insurance coverage which is in effect while the school district transportation equipment is being used for transportation of students.

When district transportation equipment is leased as a children's activity bus by a nonprofit corporation, a minimum of \$1 million combined single limit liability insurance is required by law.

3. No use will be approved which involves travel over roads or distances which are unduly wearing or damaging to the equipment or for which the equipment construction or equipping is inappropriate.
4. Use will not be approved if the fuel consumption involved adversely affects the fuel availability for school district purposes.
5. Any approval of use will be subject to cancellation in the event of adverse road, weather or other conditions which could reasonably present a danger to passengers, drivers or equipment or in the event of unexpected or emergency school needs.
6. Use will not be approved unless some individual identifies himself as coordinator or leader of the group and agrees to assume the responsibility for collection and remittance to the district of the required reimbursement.
7. Use will be approved only where the group requesting such use submits a written request 10 days prior to the use, designating the number of riders, the dates and hours of use, the pickup and delivery points, and such other information as the school deems appropriate. Each such request must be accompanied by a deposit in the approximate amount of the reimbursement which will be required

as determined by the superintendent. Upon final determination of reimbursement required, the deposit will be supplemented by the users or a refund made by the district as is appropriate.

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

All such use will be subject to the availability of appropriate equipment and personnel. The superintendent may impose such requirements as are deemed necessary relative to supervisory personnel accompanying any group utilizing transportation equipment.

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

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

7. All costs resulting from vandalism occurring during the use.

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

Approved March 13, 1978

Revised to conform with practice: date of manual revision

Student Transportation in Private Vehicles

A staff member may transport a student or group of students in a personal vehicle for school-related purposes only if the staff member has special permission covering the specific trip.

Special permission for providing student transportation may be granted in exceptional cases by the administrator. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance, etc.

Personnel with special permission to use their own vehicle for transporting students must carry their own liability insurance coverage in compliance with state law. A copy of the staff member's driver's license, motor vehicle record, and insurance card shall be placed on file with the appropriate administrative official prior to the transportation of students. A memo of understanding shall be signed by the staff member and administrator acknowledging that the staff member's personal liability insurance shall be used first for any necessary coverage.

LEGAL REFS.: C.R.S. 22-32-113(4)
C.R.S. 42-7-101*et seq.* (*Motor Vehicle Financial Responsibility Act*)
C.R.S. 42-1-102(88) (*definition of school bus; private vehicles can be regulated as schools buses in certain circumstances*)

CROSS REF.: EEBB, Use of Private Vehicles on School Business

First Reading: 6-12-18

Adoption Date: 8-14-18

Lake George Charter School

**Student Transportation in Private Vehicles
(Memorandum of Understanding)**

Permission to transport students in private vehicles must be obtained from the administrator prior to travel.

I understand that my driver's personal liability insurance shall be the primary insurance in case there is a need for any coverage. I also understand that I must carry liability insurance coverage that is in compliance with Colorado state law.

The following shall be on file in the administrative office before student transportation in my private vehicle takes place:

_____ Copy of my driver's license.

_____ Copy of my Auto Insurance Card.

Owner/Driver of Private Vehicle Date

Administrator Date

First Reading Date: 6-12-18

Adoption Date: 8-14-18

Lake George Charter School

School-Owned Vehicles
(Use of Seat Belts)

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

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

Current practice codified October 1996
Adopted: date of manual revision

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

Use of Private Vehicles on School Business

The administrator, school nurses other student services personnel and teachers may be granted standing authorization by the administrator to use their private vehicles on school-related business.

They shall be reimbursed at the approved mileage rate.

CROSS REFS.: DKC, Expense Authorization/Reimbursement
EEAG, Student Transportation in Private Vehicles

First Reading Date: 6-12-18

Adoption Date: 8-14-18

Lake George Charter School

Food Services

The district will operate a school lunch program in its schools which shall be under the overall supervision of the supervisor of food services.

The supervisor of food services shall cooperate with each school principal in matters essential to the proper functioning of the food service program. The responsibility for control of students using the school cafeteria shall rest with the building principal.

Food services shall include hot lunches and breakfasts, through participation in the National School Lunch Program.

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

As required for participation in the National School Lunch Program, the Board agrees to the following regulations:

1. That the food service programs be operated on a nonprofit basis.
2. That an approved lunch be made available for students to meet at least one-third of their daily food requirements.
3. That free and reduced-price lunches be provided students who cannot afford to pay the price of the approved lunch.

Students shall be permitted to bring their lunches from home and, provided precautions are taken, to go home for lunch.

Adopted March 13, 1978

Revised to conform with practice: date of manual revision

LEGAL REF.: C.R.S. 22-32-120

Note: Refer to the "Food Services Handbook" for detailed information and district regulations pertaining to the food services program.

Free and Reduced-Price Food Services

The following criteria have been established for use in determining eligible patrons for free and reduce price meals:

1. The superintendent has been designated as the official to determine which individual students are eligible for a reduced price or a free meal.
2. The district will provide forms to parents or guardians on which application for consideration of eligibility of their children for reduced price or free lunches can be made. This application form and its content is considered part of policy and regulations.
3. The district will provide a free lunch to the students upon receipt of the application and will continue to do so until the determination is made as to whether the students qualify for a reduced price or a free lunch.
4. If the application is denied, the parents or guardians may appeal this decision to superintendent and a hearing will be conducted under the hearing procedure prescribed in Section 9 of the National School Lunch Act, as amended. Prior to the hearing, the student will continue to receive a reduced price or free lunch.
5. The district will abide by the income poverty guidelines based on the U.S. Office of Management and Budget guidelines as adjusted by the secretary of the U.S. Department of Agriculture.
6. The district will notify the parents at the beginning of the school year of the availability of the reduced price or free lunch. This will be a notice sent home with students or a letter mailed to the students' home. This notice is considered part of policy and regulations.
7. The district will provide a release to all informational media in the area at the same time the notice is sent to the home.
8. Students receiving free or reduced price meals will not be required as a condition of receiving such meals to use a separate lunchroom or section of the lunchroom, to go through a separate serving line, to enter the lunchroom through a different entrance, to work for their meals, to use a different medium of exchange or to eat lunch at a different time from paying students. The names will not be made public but shall be confidential information.

9. In order to protect the anonymity of the student receiving the reduced price or free lunch, meal tickets for all students will be issued by a carefully selected staff member.

Approved March 13, 1978

Revised to conform with practice: date of manual revision

Electronic Mail

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

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

Users of district e-mail systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Use of the electronic mail system for which the district will incur an expense without expressed permission of a supervisor is prohibited.

Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters. Except for directory information, student records will not be transmitted by electronic mail. Care should be taken when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message "Do Not Forward".

In order to keep district electronic mail systems secure, users shall not leave the terminal "signed on" when unattended and shall not leave their password available in an obvious place near the terminal or share their password with anyone except the electronic mail system administrator.

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

Except as provided herein, district employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee. All district employees shall be made aware that electronic mail messages can be retrieved even if they have been deleted and that statements made in electronic mail communications can form the basis of various legal claims against the individual author or the district.

Electronic mail sent or received by the Board, the district or the district's employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All Board and district electronic mail communications shall be monitored in accordance with the attached regulation to ensure that all public electronic mail records are retained, archived and destroyed in compliance with state law.

The custodian of records for the district shall assist the public in locating any specific public electronic mail record requested and shall ensure public access to public electronic mail records without unreasonable delay or cost.

District employees shall be subject to disciplinary action for violation of this policy and regulation.

The superintendent shall ensure that all district employees have notice of this policy and regulation and that each district employee is given an acknowledgment form to sign stating they have received and read the policy and regulation. The form will be maintained in the employee's personnel file.

(Adoption date)

LEGAL REFS.: CRS 24-6-401 *et seq.* (Colorado Sunshine Act)
CRS 24-72-201 *et seq.* (Colorado Open Records Act)
CRS 24-80-101 *et seq.* (State Archives and Public Records)

CROSS REF.: JRA/JRC, Student Records/Release of Information on Students
JRA/JRC-E, Notification to Parents

NOTE: We recommend that each employee acknowledge in writing receiving and reading the policy and regulation, even though this is not specifically required by law. However, because notice is essential to defending against a claim of invasion of privacy, the district must take steps to ensure that each employee has actual notice of the policy and regulation and that the notice is documented in the employee's personnel file.

Records Retention

The Charter Board has approved the district's use of the Colorado School District Records Management Manual (records management manual) developed by the Colorado State Archives Department to assist the district in determining the appropriate retention period for various types of records. Charter School records regarding the charter school's organization, functions, policies, decisions, procedures, operations, or other activities may be considered public records subject to retention.

The charter school shall retain records for the time periods specified by the records management manual, as may be amended from time to time, unless a longer retention period is required by state or federal law. Charter school employees and Charter Board members shall be responsible for adhering to the records management manual.

Whenever the charter school is a party in litigation or reasonably anticipates being a party in litigation, Charter Board members and charter school employees in possession of hard copy or electronic documents, email and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, emails and other evidence until otherwise directed by the administrator or designee.

It is the practice of the charter school to retain all records electronically. These records will be viewed as the equivalent of a hard copy.

Documents and other materials that are not "records" required to be retained by charter school policy, the records management manual, or state or federal law, and are not necessary to the functioning of the charter school, may be destroyed when no longer needed. Examples include telephone message slips, miscellaneous correspondence not requiring follow-up or charter school action, and emails that do not contain information otherwise required to be retained by charter school policy, the records management manual, or state or federal law.

Charter school employees may be subjects to disciplinary action for violation of this policy.

LEGAL REFS.: C.R.S. 24-72-113 (limit on retention of passive surveillance records)

C.R.S. 24-80-101 et seq. (State Archives and Public Records Act)

CROSS REFS.: EGAEA, Electronic Communication

GBJ, Personnel Records and Files

JRA/JRC, Student Records/Release of Information on Students

Note: State law prohibits the retention of any "passive surveillance record" for more than three years after the record's creation, unless such retention is because of "a notice of claim filed, or an accident or other specific incident that may cause the passive surveillance record to become evidence in any civil, labor, administrative, or felony criminal proceeding." C.R.S. 24-72-113(2)(a). State law also prohibits the district's records custodian from accessing a passive surveillance record after the first year of its creation, unless a claim has been filed or an accident or other specific incident may cause it to be used as evidence. If the passive surveillance record is accessed after the first year of its creation, the custodian must "preserve a record of the person who accessed the record and the reason for doing so. "Passive surveillance" is defined as "the use by a government entity of a digital video camera, video tape camera, closed circuit television camera, film camera, photo radar recorder, or other image recording device positioned to capture moving or still pictures or images of human activity on a routine basis or for security or other purposes..." C.R.S. 24-72-113(1).

First Reading: 2-9-2016

Adoption Date: 3-8-2016

Lake George Charter School

(Rev. 3-2-16)

Student Use of the Internet

Internet access shall be available to students and staff in the Park County School District. The Board is very pleased to bring this access to the Park County schools and believes this capability offers vast, diverse and unique resources to both students and teachers.

The goal of the Board in providing this service to teachers and students is to promote educational excellence in the Park County schools by facilitating resource sharing, innovation, collaboration and communication.

Explanation of the Internet

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world
2. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions
3. Discussion groups on a plethora of topics ranging from Chinese culture to the environment; music to politics
4. Access to many university library catalogues, the Library of Congress, CARL and ERIC

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The district shall take available precautions, which are limited, to restrict access to controversial materials. However, on a global network, it is impossible to control all materials. An industrious user may discover controversial information in spite of precautions.

The Board firmly believes that the educational value of information and the interaction available on this worldwide network outweigh the risks that users may procure material that is not consistent with the educational goals of the district. One of the Board's goals is to support students in responsible use of this vast reservoir of information.

Internet access is coordinated through a complex association of government agencies, regional networks and private corporations. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict

guidelines. These guidelines are outlined in this policy and the accompanying regulation so that staff and students are aware of the responsibilities they are about to acquire. This requires efficient, ethical and legal utilization of the network resources.

If a Park County School District user violates any of the provisions of this policy, his or her account may be terminated and future access denied. The signature on the attached acceptable use contract is legally binding and indicates the party who signed has read the terms and conditions carefully and understands the significance of those terms.

Adopted July 8, 1996

LEGAL REF.: 47 U.S.C. 201 *et seq.* (Communications Decency Act of 1995)

Student Use of the Internet (Terms and Conditions)

Acceptable use

The purpose of Internet access is to support education in and among the schools in Park County School District by providing access to unique resources and the opportunity for collaborative work. The use of an Internet account must be in support of education and academic research and be consistent with the educational objectives of the district. Use of other organization's networks or computers resources must comply with the rules appropriate for that network. Transmission of any material in violation of any United States or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Use for product advertisement or political lobbying is generally not consistent with the purposes of Park County School District Internet access. Illegal activities are strictly prohibited. Using an Internet account to play games (including MUDs) is not acceptable use.

Privileges

The use of Park County School District Internet access is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. Each student who receives an account will be part of a discussion with an adult pertaining to the proper use of the network. Based upon the acceptable use guidelines outlined in Board policy and regulations, the system administrators will decide what is inappropriate use of the network and take appropriate action. The system administrators or project directors may suspend or close an account at any time as required. They must notify the user in writing within two weeks of the reason for suspension or termination of an account. The administration, faculty and staff of Park County School District also may request the system administrator or project director to deny, revoke or suspend specific user accounts.

Students whose accounts are denied, suspended or revoked have the following rights:

1. To request a written statement from the project director or system administrator justifying the actions.
2. To submit a written appeal to the project director and, as a follow-up to this letter, have a meeting with the project director and any other involved or interested staff members. Students who are under 18 must have a parent or guardian present at the meeting.

Netiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Do not reveal your personal address or phone number or those of students or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users (i.e. downloading large files during prime time; sending mass e-mail messages; annoying other users using the talk or write functions, etc.)
6. All communications and information accessible via the network should be assumed to be private property.

Reliability

Park County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Park County School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via Park County School District Internet access is at the user's own risk. The district specifically denies any responsibility to the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a user feels he or she can identify a security problem in the networks, the user must notify a system administrator immediately. The user should not:

1. Demonstrate the problem to other users
2. Use another individual's account without written permission from that individual

3. Give the user's password to any other individual

Attempts to log on to the system as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the district networks.

Vandalism

Vandalism may result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user. This includes, but is not limited to, the uploading or creation of computer viruses.

Updating user information

The district may occasionally require new registration and account information from users to continue the service. Users must notify a system administrator or project director of any changes in their account information (address, etc.). Currently, there are no user fees for this service.

Exception of terms of conditions

All terms and conditions as stated in this document are applicable to Park County School District network users. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions will be governed and interpreted in accordance with the laws of the state of Colorado and the United States.

Any district student or staff member may apply for an Internet account. To do so, an applicant must complete the contract and application (see the exhibit coded EHC*-E that accompanies this regulation). Students should return the contract to the person from whom they received the contract. Staff members should return the contract to the project director.

Please retain a copy of this regulation and the contract for your files.

Approved July 8, 1996

Student Use of the Internet

STUDENT CONTRACT

Last Name: _____
First Name: _____
Expected Year of Graduation from 12th grade: _____
(Class Period: _____)

STUDENT CONTRACT AGREEMENT AND APPLICATION FOR PARK SCHOOL DISTRICT INTERNET ACCOUNT

Directions: After reading the Terms and Conditions please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian is required for students currently under the age of 18. Please return the contract to your teacher.

CONTRACT PORTION OF DOCUMENT

I have read the Terms and Conditions. I understand and will abide by the stated Terms and Conditions for Park School District Internet access. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Student's Name (please print): _____

Student's Signature: _____

Date: _____

PARENT OR GUARDIAN (If the applicant is under the age of 18 a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student I have read the Terms and Conditions for Park School District Internet Access. I understand that this access is designed for educational purposes and Park School District has taken available precautions to eliminate controversial material. However, I also recognize that it is impossible for Park School District to restrict access to all controversial materials and I will not hold it responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for the student named above and certify that the information contained on this form is correct.

Parent or Guardian (please print): _____

Signature: _____

Date: _____

Daytime Phone Number: _____

Evening Phone Number: _____

SPONSORING TEACHER: I have read the Terms and Conditions for Use of Park School District Internet Access and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the sponsoring teacher I do agree to instruct the student on acceptable use of the network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____

Date: _____

APPLICATION PORTION OF DOCUMENT

Student's Full Name (please print): _____

Student's Date of Birth: _____

I expect to graduate from 12th grade in (year) _____

My Home Address: _____

Home Phone: _____

Current School: _____

When your account is established your teacher will notify you of your logon name and user password. Thank you for your interest and support of this exciting new resource in Park School District.

TEACHER/STAFF

Last Name: _____

First Name: _____

Check one: Teacher Media specialist Specialist
 Paraprofessional Administrator Counselor
 Support Staff Community Member

STAFF CONTRACT AGREEMENT AND APPLICATION FOR PARK SCHOOL DISTRICT INTERNET ACCOUNT

Directions: After reading the Terms and Conditions for Use of Park School District Internet Access please read and fill out the appropriate portions of the following contract completely and legibly. Return the contract to the project director. Questions may be addressed to the project director.

CONTRACT PORTION OF DOCUMENT

I have read the Terms and Conditions for Use of Park School District Internet Access. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked and/or appropriate legal action taken. I understand that if I switch schools or leave the Park School District I must notify the Internet Director.

User Name (please print): _____

User Signature: _____

Date: _____

APPLICATION PORTION OF DOCUMENT

Full Name (please print): _____

Social Security Number: _____

Home Address: _____

Home Phone: _____

Work Phone: _____

I am a (check one)...

Park School District Teacher, teaching at _____ (subject/grade) at _____ (school).

Park School District administrator or staff working at _____ (location) in the capacity of _____.

Park School District community member. I will use this account for school district business including _____.

When your account is established you will be notified of your password and logon. Thank you for your interest and support of this exciting new resource in Park School District.

RESPONSIBILITIES OF PARK SCHOOL DISTRICT STUDENTS IN THEIR USE OF PARK SCHOOL DISTRICT INTERNET ACCESS

This document is a simplified version of the Terms and Conditions for use of Park School District Internet Access which all students and adults sign to get an Internet account. It is designed to enable students to clearly understand their responsibilities as users of the Internet via the Park School District network. If students have any questions about the legitimacy of their activities they should ask a teacher, a system administrator, or the project director.

- The use of your account must be in support of education and research and consistent with the educational objectives of the Park School District.
- You may not give your password to anyone.
- You may not use or alter anyone else's Internet account.
- You may not offer Internet access to any individual via your Park School District Internet account.
- You may not break in or attempt to break into other computer systems.
- You may not create or share computer viruses.
- You may not destroy another person's data.

- You may not monopolize the resources of the network by such things as running large jobs during the day, sending massive amounts of mail to other users, or using system resources for games.
- You may not use MUD systems via the network.
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene material.
- Purposefully annoying other Internet users, on or off the network, is prohibited. This includes such things as continuous talk requests.
- As a user of this community system, students will notify a teacher or system administrator of any violations of this contract taking place by other Park School District students or outside parties. This may be done anonymously.
- No illegal activities may be conducted via the network.
- All communications and information accessible via the network should be assumed to be private property.

ELECTRONIC MAIL REGULATIONS

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Please remember that the use of Park School District Internet access is a privilege, not a right, and inappropriate use will result in suspension or cancellation of your privileges.

Insurance Program/Risk Management

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

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

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

Adopted March 13, 1978

Revised to conform with practice: date of manual revision

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

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

