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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
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- EC Buildings/Grounds/Property Management
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EHA Computerized Data Systems
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SECTION E:
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Hazardous Materials

The Board of Education recognizes its responsibility for providing an environment which is reasonably secure from known hazards. 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.

Hazardous materials include any substance or mixture of substances that poses a fire, explosive, reactive or health hazard as more fully defined by law.

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

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

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

It is not the intent of the Board to expand or modify the district's potential liability exposure through the adoption of this policy. The district'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.

Current practice codified 1995

Adopted: date of manual adoption

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

File: EBAB

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. 43-6-101 *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)

Hazardous Materials

1. Hazardous materials program supervisor

Overall supervision of the operation of all hazardous materials policies and procedures within the district will be the responsibility of the superintendent.

A district employee will be designated as the local hazardous materials coordinator for the school, referred to throughout these procedures as the "coordinator."

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

2. Initial inventory and material identification

The superintendent will cause an initial inventory of all hazardous materials to be completed throughout the district to identify potentially hazardous substances. The superintendent will designate a qualified district employee to conduct the inventory of hazardous materials at each location. This person also will coordinate the identification of hazardous materials.

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

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

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

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

4. Purchase of hazardous materials

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

The superintendent will maintain a list of prohibited hazardous materials that will be updated at least once a year.

Hazardous materials will not be purchased through any mechanism other than a purchase order through the superintendent unless the following condition is fulfilled: the requester secures the prior written approval of the superintendent after providing written notice of the purchase along with copies of all supporting documents including MSDS and the reason for the purchase to the superintendent.

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

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

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

5. Storage, recycling or transfer of hazardous materials

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

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

When a coordinator has a material that qualifies as hazardous material at that location and which may require disposal, the coordinator will contact the superintendent to arrange for storage, transfer or disposal as appropriate.

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

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

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

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

6. Disposal of hazardous materials

When a coordinator believes that the location has materials that 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 superintendent will be notified. Only the superintendent 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 superintendent will arrange for disposal in a manner that complies with all local, state and federal laws and regulations.

Federal and state laws and regulations provide exemptions from certain regulatory requirements for small quantity generators, i.e., those entities or locations that generate waste in amounts below statutory or regulatory threshold amounts.

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

7. Transportation of hazardous materials

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

Federal regulation of the transportation of hazardous materials is extensive, complex, requires significant insurance protection, and involves specialized training of staff and special equipment. Because the district cannot meet these requirements economically with current staff, equipment and training, the

district will arrange for qualified third parties to transport any hazardous waste or hazardous materials outside the state.

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

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

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

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

8. Emergency response plan

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

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

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

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

The superintendent will coordinate with the district's legal counsel any notification or reports to local, state and federal authorities as well as the district'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.

Copies of the evacuation plan will be posted within the buildings. Copies of the evacuation plan will be maintained by the superintendent.

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

10. Training of staff and students

Staff members handling hazardous materials and school nurses/health paraprofessionals will receive training in responding to hazardous materials emergency incidents.

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

Current practice codified 1995
Approved: date of manual adoption
Revised September, 2006

CROSS REFS.: EBCA, Disaster Plans
EBCB, Safety Drills

Prevention of Disease/Infection Transmission (Handling Body Fluids)

The district shall provide a sanitary environment and shall establish routines for handling body fluids that are recommended by appropriate health professionals.

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

The administration shall develop in consultation with medical personnel regulations to be distributed to all staff on a regular basis. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services.

In addition to insuring that these health and safety practices are carried out on a districtwide basis, special emphasis shall be placed in those areas of school district operation that potentially present a greater need for these precautions.

Current practice codified 1995
Adopted: date of manual adoption

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

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.

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 should be followed 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, paying particular attention to areas around and under fingernails and between fingers.
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 nondisposable items with standard disinfectant. Use aerosol germicide cleaner.
 - c. Wash contaminated clothing and linen in detergent with hot water.

- d. Contaminated tissues, paper towels and other disposable items should be placed in plastic bags before being discarded.

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 HIV (human immunodeficiency virus)/AIDS (acquired immune deficiency syndrome) has received a great deal of attention, there are other diseases more communicable than HIV/AIDS of which staff members also should be aware. The following page includes a table listing communicable diseases and body substance sources of infection.

1. It is extremely difficult to be infected with HIV/AIDS. Exposure of blood to intact skin is a highly unlikely way of being infected with HIV/AIDS.
2. HIV/AIDS is transmitted by getting blood, semen or vaginal secretions into the bloodstream of a noninfected person.
3. Other body substances (saliva, tears, urine or feces) have extremely small, if any, levels of virus.
4. There have been no documented cases of HIV/AIDS transmitted by mouth-to-mouth resuscitation.
5. HIV is easily destroyed by common disinfectants.

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	** Oral inoculation from contaminated hands
*Vomitus	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.

Current practice codified 1995
Approved: date of manual adoption

Accident Reports

Adequate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or property damage, prompt reports also are vital in assuring the district staff, students and others of insurance coverage.

The Board requires therefore 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 on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

The superintendent shall establish procedures for filing accident reports and shall make sure reports include details that might be helpful in preventing similar accidents in the future, are needed for filing insurance claims or might be important in case of litigation.

Current practice codified 1995

Adopted: date of manual adoption

HINSDALE COUNTY SCHOOL DISTRICT RE-1: ACCIDENT REPORT

1. Name of Injured: _____

2. Address: _____

3. Phone: _____ 4. Grade: _____ 5. Birthdate: _____ 6. Sex: _____

7. Date of Injury: _____ 19____. Time: _____

8. Date Reported: _____

9. Description of Accident:

a. How and where did it occur? _____

b. Nature of Injury: (indicate right or left where applicable)

10. Description of Activity at Time of Injury: _____

If Athletics, name Sport: _____

11. Witness(es) present at time of Accident: _____

12. Name of Supervisor: _____

13. Was Supervisor a Witness? _____

If not, when was Accident first reported? _____

14. First Aide given (describe): _____

Time Given: _____ By Whom: _____

15. Time Parent Notified: _____ By Whom: _____

16. Student was sent to: Home: _____ Doctor: _____ Hospital: _____

Doctor's Name: _____

Address: _____

17. Days Absent from School due to Accident: _____

18. Follow-up information obtained: _____

Supervisor's Signature: _____

Superintendent's Signature: _____

Reviewed by School Nurse: _____

Signature Date: _____

Other Comments: _____

INCIDENT REPORT

COLORADO SCHOOL DISTRICTS SELF INSURANCE POOL

455 Sherman St., Suite 455 • Denver, CO 80203 • (303) 722-2600 • 800-332-3556 • FAX (303) 722-7888

*Please use this form to ~ REPORT ALL CLAIMS OR POTENTIAL CLAIMS
DO NOT use this form to ~ REPORT EMPLOYEE (on-the-job) INJURIES*

Report to CSDSIP Immediately and Forward Supplemental Information Under Separate Cover, If Necessary

GENERAL INFORMATION

MEMBER _____ DATE COMPLETED _____

NAME OF CONTACT PERSON _____ PHONE _____

INCIDENT INFORMATION SCHOOL ENTITY LIABILITY AUTO PROPERTY DAMAGE/LOSS (NON-VEHICLE)

DATE OF INCIDENT _____ TIME _____ AM / PM

LOCATION CLASS PLAYGROUND GYM LABORATORY SHOP OFF-PREMISES OTHER _____

SCHOOL NAME _____

INCIDENT LOCATION _____

DESCRIPTION OF INCIDENT OR ACCIDENT _____

WITNESS(ES) _____ PHONE _____

IDENTIFY AGENCY CALLED TO SCENE (police, fire, etc.) _____ REPORT # _____

INJURIES (complete separate form for each injured individual) NONE STUDENT EMPLOYEE OTHER

NAME _____ GENDER _____ AGE _____ GRADE _____

ADDRESS _____ HOME PHONE _____

NAME OF PARENT/GUARDIAN (if applicable) _____ WORK PHONE _____

PART OF BODY INJURED _____ TYPE OF INJURY (e.g., cut, burn) _____

EXTENT OF INJURY (e.g., minor, severe) _____ # OF SCHOOL DAYS LOST _____

NAME OF PERSON IN CHARGE AT TIME OF ACCIDENT _____

TITLE _____ PHONE _____ PRESENT AT SCENE? YES NO

ACTION TAKEN/BY WHOM/WHEN _____

SENT TO SCHOOL NURSE SENT HOME 911 CALLED SENT TO HOSPITAL/DR IF STUDENT, ACCIDENT INSURANCE? YES NO

NON-VEHICLE PROPERTY DAMAGE/LOSS

PROPERTY DESCRIPTION/DAMAGE _____ SER # _____ EST. LOSS \$ _____

OWNER _____ DISTRICT EMPLOYEE YES NO

ADDRESS _____ PHONE: HOME _____ WORK _____

VEHICLE PROPERTY DAMAGE/LOSS CITATION/VIOLATION MEMBER'S DRIVER OTHER DRIVER

DAMAGE TO MEMBER'S VEHICLE (ATTACH STATE ACCIDENT REPORT IF AVAILABLE)

MEMBER'S VEHICLE YR _____ MAKE _____ MODEL _____ LICENSE # _____ VIN # _____

NAME OF DRIVER OF MEMBER'S VEHICLE _____ PHONE HOME _____ WORK _____

DESCRIBE DAMAGE TO MEMBER'S VEHICLE _____ EST LOSS \$ _____

DAMAGE TO OTHER VEHICLE (ATTACH STATE ACCIDENT REPORT IF AVAILABLE)

OTHER VEHICLE YR _____ MAKE _____ MODEL _____ LICENSE # _____ VIN # _____

DRIVER/ADDRESS _____ PHONE HOME _____ WORK _____

OWNER (IF NOT OWNER)/ADDRESS _____ PHONE HOME _____ WORK _____

DESCRIBE DAMAGE TO OTHER VEHICLE _____ EST LOSS \$ _____

OTHER VEHICLE INSURANCE Co. _____ POLICY # _____

INSURANCE AGENT/ADDRESS _____ PHONE _____

REPORTED BY: _____ DATE: _____

Please Fax (303.722.7888) or Email (mikeg@csdsip.net) your completed Incident Report



School Closings and Cancellations

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

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

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

Adopted April 6, 1982

Revised to conform with practice: date of manual adoption

Revised August 24, 2017

LEGAL REFS.: C.R.S. 22-1-112 (*school year and national holidays*)
C.R.S. 22-32-109 (1)(n) (*Board's 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/Instruction Time
JLIB, Student Dismissal Precautions

Buildings/Grounds/Property Management

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

The superintendent shall have the general responsibility for the care, custody and safekeeping of all school property. He shall establish such procedures and employ such means as may be necessary to discharge this responsibility.

Current practice codified 1995

Adopted: date of manual adoption

LEGAL REFS.: 6 CCR 1010-6, Rules 1-101 *et seq*
6 CCR 1010-6, Rules 2-101 *et seq*
6 CCR 1010-6, Rules 3-101 *et seq*
6 CCR 1010-6, Rules 4-101 *et seq*
6 CCR 1010-6, Rules 5-101 *et seq*
6 CCR 1010-6, Rules 10-101 *et seq*

CROSS REF.: CF, School Building Administration

Security/Access to Buildings

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

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

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

Current practice codified 1995
Adopted: date of manual adoption
Revised October 11, 2000
Revised August 24, 2017

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) (*Board must adopt safety and security policy*)

CROSS REF.: KI, Visitors to Schools

Vandalism

The school's 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 district, students and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the district and the name of the person or persons believed to be responsible. Each employee of the district shall report to the superintendent every incident of vandalism known to him and, if known, the names of those responsible.

The superintendent or his designee is authorized to sign a criminal complaint against persons 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 school property may be referred to law enforcement authorities. Students who are caught vandalizing school property may be suspended and/or expelled.

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

Current practice codified 1995

Adopted: date of manual adoption

LEGAL REFS.: C.R.S. 13-21-107
C.R.S. 19-3-113
C.R.S. 19-3-117

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

Use of Video and Audio Monitoring

The Board of Education recognizes that maintaining the safety and security of students, staff and district property is best implemented with a multifaceted approach. To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported by the Board.

Video surveillance may be utilized in and around schools, on district property and on school transportation vehicles. Cameras may be equipped with audio recording capabilities as well. Video surveillance shall be in accordance with applicable law pertaining to such use. The district also shall comply with applicable law related to maintaining video recordings.

The superintendent or designee is directed to develop regulations governing the use of video surveillance in accordance with applicable law and Board policy.

Exclusions

Recording of teacher instruction for purposes of completing a licensed personnel performance evaluation is not intended to be covered by this policy and shall not be permitted except as provided by state law. Recording of students for purposes of their educational programming is also not intended to be covered by this policy.

Adopted August 24, 2017

LEGAL REFS.: 20 U.S.C. §1232g (*Family Educational Rights and Privacy Act of 1974*)
34 C.F.R. §99.1 *et seq.* (*FERPA regulations*)
C.R.S. 24-72-113 (*limit on retention of passive surveillance records*)

CROSS REFS.: GBEB, Staff Conduct (And Responsibilities)
JIC, Student Conduct, and subcodes
JK, Student Discipline, and subcodes
JRA/JRC, Student Records/Release of Information on Students

Use of Video and Audio Monitoring

Placement and notification

1. Video surveillance equipment may be installed in and around schools, district buildings and school transportation vehicles where there is a legitimate need for video surveillance, as approved by the superintendent or designee.
2. Equipment will not be used or installed in areas where the public, students and/or staff have a reasonable expectation of privacy, such as locker rooms and restrooms.
3. Video recording equipment may be in operation 24 hours per day on a year-round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use.
4. Video surveillance equipment shall not be located in an administrative office or in the school's or district's central security office.
5. Video monitors shall not be located in an area that enables public viewing.
6. Conduct and comments in publicly accessible places on district property (e.g. school hallways, buses, athletic facilities, etc.) may be recorded by video and audio devices.
7. The district shall notify students, staff and the public that video surveillance systems are present. Such notification will be included in staff and student handbooks and signs will be prominently displayed in appropriate locations throughout the district.
8. Specific notification will not be provided when a recording device has been installed or is being utilized in a school vehicle or building.

Use

1. The use of video surveillance equipment on school grounds shall be supervised and controlled by the superintendent or designee. The use of video surveillance equipment on school vehicles shall be supervised and controlled by the transportation director or designee. The use of video surveillance equipment at sites other than schools or school vehicles will be supervised and controlled by the superintendent or designee.
2. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with applicable Board policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the situation.

3. The superintendent or designee will review the use and operations of the video surveillance system with each school on a periodic basis.
4. Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates state law, Board policies and/or school rules.

Storage/security

1. The district shall provide reasonable safeguards including, but not limited to, password protection, well-managed firewalls and controlled physical access to protect the video surveillance system from hackers, unauthorized users and unauthorized use.
2. Video recordings will be stored for a minimum of 7 days after the initial recording. If the designated district administrator and/or designee know no reason for continued storage, such recordings will be erased.
3. Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with applicable law and Board policy.
4. To ensure confidentiality, all video storage devices that are not in use will be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used will be numbered and dated. Access to the storage devices will be limited to authorized district personnel.
5. Video recordings held by the district as student education records and/or personnel records shall be maintained in accordance with applicable law and Board policy.

Viewing requests

Requests for review of video recordings that are considered a student education record or personnel record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff and/or district officials with a direct interest in the recording as authorized by the designated district administrator. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.
2. Written requests for viewing may be made to the designated district administrator within 3 school days of the date of recording.
3. Approval or denial for viewing will be made within 3 school days of receipt of the request and so communicated to the requesting individual.
4. Recordings will be made available for viewing within 3 school days of the approval of the request.

5. Actual viewing will be permitted only at district sites including a school building or district administrative office, unless otherwise required by law.
6. All viewing will include the designated district administrator or designee.
7. To the extent required by law, a written log will be maintained of those viewing video recordings including the date and location of viewing, reasons for viewing, date the recording was made and the viewer's signature.
8. Recordings will remain the property of the district and may be reproduced only in accordance with applicable law and Board policy.

Approved August 24, 2017

Buildings and Ground Maintenance

The Board believes that effective facility maintenance requires a team effort among the superintendent, custodians and maintenance personnel.

The superintendent shall plan and direct the program of buildings and ground maintenance and operation. The Board shall be responsible for providing the necessary employees, equipment and supplies to maintain all buildings, grounds and facilities at a high level of efficiency.

Adopted February 3, 1992

Buildings and Ground Maintenance

This procedure outlines the basic maintenance concept designed to enable an effective program that assures maximum use of available resources.

Annual maintenance plan

1. Facility inspection. The annual maintenance plan is based on the condition and needs of all district facilities and is limited by resources available. To enable complete maintenance planning and accurate submission of budget requirements, the building will be thoroughly inspected during mid-winter and early spring of each year.

The condition and maintenance needs of the building will be recorded on master checklists which will document requirements and form the basis for projecting and planning the annual maintenance program. All needed repairs and replacements will be recorded on a single line sketch plan of the building. Personnel will note the exact location of defects and provide an estimate of man hours and materials required to repair the defects.

2. Requests for maintenance. The superintendent will provide a semi-annual request for maintenance by December 15 and May 15 each year. This request will list modifications and repairs which are necessary for improvement such as addition or removal of partitions, addition or replacement of chalkboards and blackboards or other changes needed to improve the quality of instruction. Window shades that need repair or replacements and furniture that needs repair or refinishing should also be listed. Community suggestions should be presented with the superintendent's annual request for maintenance.
3. Maintenance conference. During December and May of each year, responsible maintenance personnel and the superintendent will meet to establish priorities, painting schedules, replacement schedules, equipment schedules and long-range planning for improvements. In this conference, the semi-annual maintenance requests, inspection records and requests or recommendations of the instructional staff will be reviewed item by item. The cost of repair, replacement or alteration will be estimated on each item to enable allocation of maintenance resources and to determine budget limitations and requirements.

Preventive maintenance

1. Objective. Routine scheduled maintenance inspection and repair services will be provided to repair minor building deficiencies requiring one hour or less labor and requiring only minor materials valued at \$25 or less.

2. Procedure. Maintenance requests will not be used for minor work. Maintenance personnel will complete the required repairs indicating date started, date completed and actual man hours expended.
3. Examples. The following are examples of minor maintenance to be performed:
 - a. Repair or replace minor electrical fixtures
 - b. Adjust windows and doors
 - c. Repair minor leaks in plumbing
 - d. Adjust heating controls
 - e. Adjust or repair playground equipment
 - f. Replace lights when beyond custodian's capability
 - g. Adjust or repair locks
4. Assistance provided by custodians. Building custodians will be made available as required to assist with maintenance. Custodians should be completely aware of all building deficiencies and provide assistance when required. In addition, the custodian should be constantly aware of school safety requirements and report any existing safety hazards to the superintendent.

Work order control and accounting

All work requested and completed will be on a priority basis as authorized by the superintendent in accordance with the annual maintenance plan. All time and materials will be charged to a building account code.

Approved February 3, 1992

Revised to conform with practice: date of manual adoption

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 and subject to easy damage.
3. The equipment is in good condition.
4. The group 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 principal, business office or the superintendent.

Current practice codified 1995
Adopted: date of manual adoption

CROSS REF.: KF, Community Use of School Facilities

Student Transportation

The school district's transportation program shall be designed to get students who live an unreasonable walking distance from school to school and back in an efficient, safe and economical manner (see Board policy EL-19, Scope of Transportation).

General responsibility for the transportation system is vested in the superintendent. All other people engaged in the transportation program are responsible to that administrator.

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

The district shall operate its own fleet of vehicles as needed.

In the event the Board determines that the unreimbursed expenses associated with providing student transportation are impacting the budget for instructional programs, the Board may explore opportunities to offset those costs through imposition of a transportation fee, in accordance with state law.

Alternatively, the district may submit to the voters the question of whether to impose a mill levy increase for the payment of excess transportation costs in accordance with state law. If the mill levy increase is approved, the revenues shall be deposited in the transportation fund.

The district shall waive any transportation fee for any student eligible for reduced price or free lunches as determined by federal regulations.

Adopted September 23, 2010

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 imposition of fee for excess transportation costs)
C.R.S. 22-32-114 (transportation by parents of own children)
C.R.S. 22-51-101 et seq. (Public School Transportation Fund)
20 U.S.C. 1116 (choice options contained in No Child Left Behind Act of 2001)

CROSS REFS.: EEA, subcodes, (all relate to the district's transportation program)
JQ, Student Fees, Fines and Charges

Transporting Persons on Buses and Small Vehicles Who are Not Involved in School Activities

School personnel may transport students to school or school-related activities on school transportation equipment. However, persons who will not be participating in the school or school-related activities cannot be transported on the bus or small vehicle at the same time, without special permission from the Board. For example, a child or spouse, friend or relative of a driver, or other third party, cannot be transported on the trip, unless the child, spouse, friend or relative, or third party is participating in the subject activity or has special permission from the Board. The reason for this policy is that our insurance carrier and the Board discourage use of the transportation equipment that is neither school-related nor pre-approved with appropriate background checks and separate insurance coverage.

Adopted February 20, 2001
Revised September 23, 2010

LEGAL REF.: 1 CCR 301-26, Rules 4204-R-222.01

Transportation Scheduling and Routing

Planning

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

The Superintendent shall be responsible for the development of plan, prior to August 1 of each year, setting forth all vehicle routes for the year.

All trips other than those on the overall transportation plan, whether in the bus, small vehicles or type c vehicles, must have the prior approval of the Superintendent. The approval of the Board for such trips is not necessary, unless otherwise provided in Board or school administrative policy.

Location/Time of Stops

The Board desires that all students shall be received and discharged at a reasonable time (given the distances to be covered) and at a reasonable distance from their homes and on roads that are well maintained and cleared of excess ice and snow. However, the board realizes that this will not always be feasible and that type c or small vehicle transportation may need to be provided for students living in remote locations or on dangerous terrain (See EEACA, Small Vehicle Contracts/Type C Contracts)

Bus stops shall be designed to comply with state law regarding students' embarking and disembarking on major thoroughfares.

Allocation of School Vehicles

Allocation of school vehicles shall be made according to the following priority:

1. Regular transportation on established routes to and from school
2. School trips authorized by the Superintendent related to the instructional program
3. School trips authorized by the Superintendent related to school activities
 - High school
 - Middle school
 - Elementary
4. Board/Superintendent trips requiring the presence of an official representative
5. Meetings/training related to the instruction program approved by the Superintendent
6. Other use by or related to the school in some way
7. Use by community groups

Adopted February 3, 1992

Revised to conform with practice: date of manual adoption

Revised February 20, 2001

Revised September 23, 2010

Revised January 27, 2011

File: EEAC

LEGAL REFS.: C.R.S. 22-32-113 (2) *(Board may determine routes)*
C.R.S. 42-4-1904 *(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)*

Transportation Scheduling and Routing

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

Bus/small vehicle stops will be planned so that a student does not have to cross a major thoroughfare immediately after getting off the bus/small vehicle. Bus/small vehicle stops will not be set up along major thoroughfares whenever access is possible by the use of an adjacent street or road. A "major thoroughfare," as defined in state law, is a freeway, a U.S. highway outside incorporated limits, an interstate highway, a highway with four or more lanes, or a road with a median separating multiple lanes of traffic. Two-lane highways will be exempt from this requirement if the Board in consultation with local traffic officials determines they can be crossed safely.

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

Students always are to be received and discharged at the same point.

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

Approved 9/23/2010

Type-C Contracts

In the absence of a district-approved vehicle route, a Type-C small vehicle transportation contract may be established with parents to provide transportation for students to and from their legal residence to a district approved, established school vehicle route or to the student's school, provided the child(ren) to be transported live in excess of five miles from the school. Requests for Type-C contracts must be in writing and shall be submitted to the Superintendent each school year, for submission to the Board. Requests received by October 1 and approved by the Board will be retroactive to the first day of the school year. Requests received after October 1 will become effective on the date they are received by the Board, subject to Board approval.

The vehicle the parent proposes driving must be subjected to a visual inspection by a local mechanic and must meet the following minimum safety requirements: seat belts, 4-wheel drive, safe all-weather tires and safe brakes. Insurance on the vehicle and occupants must be maintained by the owner of the vehicle, in the amount required by law. The vehicle driver must present a current certificate of insurance to the Superintendent prior to entering into a Type-C contract and must provide any new or amended certificates of insurance to the Superintendent within 10 days of receipt of the same. The district will reimburse owner of small vehicles for each mile driven, at the same rate currently paid to all district employees for mileage reimbursement. (See EEACA-E, Claim for transportation reimbursement.)

Adopted: February 20, 2001
Revised September 23, 2010

Hinsdale County School District RE-1
 P.O. Box 39
 Lake City, Colorado 81235

Claim for transportation reimbursement

Month/Year _____

This report must be submitted to the office of the Superintendent by the 20th of each month.

Dates	# miles driven	Comments
Week of _____ to _____		
Week of _____ to _____		
Week of _____ to _____		
Week of _____ to _____		
		<p style="text-align: right;">◀◀◀ TOTAL</p>

Number of days driven this month _____ Number of miles driven per day _____

Total miles driven this month _____ @ 31¢ per mile = _____

I certify that this is a true and accurate report of transportation services rendered.

 Signature of person making claim

Address: _____

Telephone: _____

Date: _____

Any arrangement between parents involving carpools is beyond the purview of the School District and shall not be reimbursed in a separate manner. The School District shall not accept any responsibility or liability for an action involving agreements between parents to transport each other's children.

Vehicle Safety Program

The school district shall comply with all state laws and regulations pertaining to the operation of school vehicles and shall make these requirements known to all 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 transportation (See Board Policy E-7). Safety precautions shall include, but not be limited to, the following:

1. Students riding a bus for any reason 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 annually and periodically between annual inspections to see that they meet safety regulations.

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

The district shall provide a bus that is especially designed for mountain driving that can comfortably hold about 42 passengers. The bus shall be equipped with automatic chains and hazard lights in case they are needed

Descending Steep Grades:

All buses must descend any mountain pass or steep grade (such as Monarch Pass, Blue Mesa, Cerro Summit, Dallas Divide, Lizard Head Pass, Coal Bank Hill, Red Mountain, Molas Divide, North Pass, Trout Creek Pass, Red Hill Pass, Kenosha Pass, Wilkerson Pass, Norwood Hill or any other terrain that compares with any of the aforementioned grades) with the transmission in second gear and the rear axle in low range. Drivers will not shift the rear axle at any time while descending a grade. The use of second gear, low range should allow the bus to descend the grade using engine compression as braking power.

In the event the driver must use his service brakes to maintain a speed not to exceed 15 mph, first gear, low range will be used. Service brakes should be used minimally while descending the grade and must be available at all times to completely stop the bus. Buses equipped with electrical retarders will be placed

in third gear and the retarder used to maintain the bus at a safe speed never to exceed 25 mph.

Minimum Standards for School Buses: Due to the terrain and weather conditions in our area, all school buses shall carry the "Gunnison Package" of safety equipment, in addition to the safety equipment required by law of all buses.

Minimum Standards for Small Vehicles: Small vehicles owned by the district shall have four wheel drive, safety belts and such safety equipment as is required by law.

Adopted January 4, 1993

Revised to conform with practice: date of manual adoption

Revised February 20, 2001

Revised September 23, 2010

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

CROSS REF.: EEAEG, Use of Wireless Communication Devices by Bus Drivers

Driver Requirements and Training

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

This shall apply to all drivers, including bus and small vehicle drivers and those on regular, activity and/or other trips.

Evidence of compliance with these regulations shall be obtained by the Superintendent and provided to the Board on a regular basis.

The Superintendent will compile and maintain a current list of licensed bus and small vehicle drivers and substitute drivers and will be responsible for selecting drivers from the roster of qualified drivers for each regular route, activity or field trip.

Adopted October 1980

Revised to conform with practice: date of manual adoption

Revised February 20, 2001

Revised September 23, 2010

LEGAL REFS.: C.R.S. 42-2-401 et seq. (Commercial Driver's License Act)
1 CCR 301-26, Rules 4204-R-200 et seq. (Colorado Rules and Regulations Governing Operation of School Transportation Vehicles)
49 C.F.R. 384.101 et seq. (state compliance with commercial driver's license program)

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

Drug and Alcohol Testing for Bus Drivers

In accordance with federal law and regulations, the district shall satisfy its responsibility for implementing a drug and alcohol testing program for school bus drivers through a cooperative agreement with the Gunnison Watershed RE-1J School District. That district shall be responsible for complying with all legal requirements regarding bus driver drug and alcohol testing, including pre-employment/pre-duty drug testing, reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in federal regulations.

Prohibited conduct

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

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

Required testing

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

Pre-employment 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 district.

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

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

Record retention

Gunnison Watershed RE-1J School District shall maintain records in compliance with the federal regulations in a secure location with controlled access. With the driver's consent, the district may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. A driver shall be entitled upon written request to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.

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

Other provisions

Gunnison Watershed RE-1J School District shall take steps to ensure that supervisors receive proper training to administer the drug and alcohol testing program and that employees receive the notifications required by federal regulations.

Current practice codified 1995
Adopted as revised February 20, 2001
Revised September 23, 2010

LEGAL REFS.: 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. 42-2-401 et seq. (Commercial Driver's License Act)

CROSS REFS.: EEAEA, Bus Driver Requirements and Training
GBEC, Drug-Free Workplace
GDQD, Discipline, Suspension and Dismissal of Support Staff

Use of Wireless Communication Devices by School Transportation Vehicle Operators

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

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

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

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

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

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

Adopted September 23, 2010

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

Use of School Vehicles by Community Groups

The District operates school vehicles primarily for school district purposes and believes that taxpayers shall not be expected to make payment for or otherwise subsidize the expense of providing school vehicles and/or personnel for any purposes not required for student use. Nevertheless, it is the policy of this Board to make school vehicles available for use by community groups if such use does not infringe upon or impair its use for school district.

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 the community use of school vehicles. The Superintendent shall be directed to assist and advise such groups who ask for use of school vehicles as to availability, scheduling, etc., and to serve as liaison with such groups.

Application for use of school district vehicles shall be made at the administration office. The final decision on availability of vehicles and scheduling shall be made by the Superintendent, on a case by case basis. If transportation is denied, the applying party may appeal to the Board.

The District shall not incur any additional costs as a result of such community use of school vehicles, other than routine maintenance. Drivers must be qualified school district drivers, approved by the Superintendent.

The Board will determine the hours and days when nonschool community groups may use school vehicles. This information will be made available to community groups through the office of the Superintendent.

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

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

The Superintendent will be responsible for scheduling, in the time available, the use of school district vehicles by community groups. In scheduling such use, the Superintendent will apply the following criteria:

1. Use shall be approved solely for trips within a 300 mile round trip maximum which will provide educational activities for children
2. Insurance coverage *provided by the school district* 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 vehicle is

File: EEAFFB

being used for transportation of students. When a nonprofit corporation leases a district vehicle as a children's activity bus, a minimum of 1 million dollars combined single limit liability insurance is required from the group leasing the vehicle.

3. No use will be approved which involves travel over roads or distances which are unduly wearing or damaging to the vehicle or for which the vehicle construction or equipping is inappropriate.
4. Any approval of use will be subject to cancellation in the event of adverse road, weather or other conditions that could reasonably present a danger to passengers, drivers or equipment or in the event of unexpected or emergency school needs.

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 Board. Such expenses, in addition to any others approved by the Board will include the following:

1. The actual cost of salaries of drivers and other personnel involved in providing or facilitating the transportation by the non-school group.
2. The actual cost of fuel plus 20 cents per mile.
3. All costs resulting from vandalism occurring during the use.

Adopted November 6, 1984

Revised to conform to practice: date of manual adoption

Revised February 20, 2001

Revised May 27, 2004

Revised September 22, 2005

Revised September 23, 2010

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

Use of School Vehicles by Community Groups

The Board will determine the hours and days when nonschool community groups may use school district transportation. This information will be made available to community groups through the office of the Superintendent.

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

1. Use shall be approved solely for trips within a 300 mile round trip maximum which will provide educational activities for children
2. Insurance coverage *provided by the school district* 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 a nonprofit corporation leases district transportation equipment as a children's activity bus, a minimum of 1 million dollars combined single limit liability insurance is required from the group leasing the transportation.
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. Any approval of use will be subject to cancellation in the event of adverse road, weather or other conditions that could reasonably present a danger to passengers, drivers or equipment or in the event of unexpected or emergency school needs.

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 Board. Such expenses, in addition to any others approved by the Board will include the following:

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

Adopted November 6, 1984

Revised to conform to practice: date of manual adoption

Revised February 20, 2001

Revised May 27, 2004

Revised September 22, 2005

Contract for Use of School District Vehicles

I (We), the undersigned, represent the _____ and do
(name of group)
 request the use of _____ to transport
(number and type of vehicle/s)
 _____ to _____ for
(group, number) *(destination)*
 _____ beginning _____
(purpose) *(date and, time)*
 and returning _____.
(date and time)

I (We) undersigned the following policies (EEAFB-R) govern this request:

The Board will determine the hours and days when nonschool community groups may use school district transportation. The District shall not incur any additional costs as a result of such community use of equipment, other than routine maintenance. Drivers must be qualified school district drivers, approved by the Superintendent. This information will be made available to community groups through the office of the Superintendent.

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

1. Use shall be approved solely for trips within a 300 mile round trip maximum which will provide educational activities for children
2. Insurance coverage *provided by the school district* 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 a nonprofit corporation leases district transportation equipment as a children's activity bus, a minimum of 1 million dollars combined single limit liability insurance is required from the group leasing the transportation.
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. Any approval of use will be subject to cancellation in the event of adverse road, weather or other conditions that could reasonably present a danger to passengers, drivers or equipment or in the event of unexpected or emergency school needs.

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 Board. Such expenses, in addition to any others approved by the Board will include the following:

1. The actual cost of salaries of drivers and other personnel involved in providing or facilitating the transportation by the non-school group.
2. Returning the vehicle with a full tank of gas and 20 cents per mile paid upon return.
3. All costs resulting from vandalism occurring during the use.

(organization) *(signature of representative)* *(date)*

APPROVED BY: _____
(superintendent) *(date)*

School Transportation Vehicles

(Use of Safety Belts)

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

Operators of all school transportation vehicles except school buses shall be responsible for ensuring that all passengers use safety belts. The operator shall not begin to move the vehicle until the operator and all passengers are belted or secured in a child restraint system as required by state law.

Current practice codified 1995
Adopted: date of manual adoption
Revised April 28, 2011

LEGAL REF.: C.R.S. 42-4-236 (*children must be placed in a child restraint system that is appropriate for the child's size and age*)

Note: State law requires children under the age of 8 to be properly restrained in a child restraint system. This applies to small vehicles transporting students. The following are the motor vehicle child restraint requirements:

- *Infants must ride in the back seat in a rear facing car seat until they are at least 1 year old and at least 20 pounds.*
- *A child 1 year old but less than four 4 years old and weighing more than 20 pounds but less than 40 pounds but must ride in a rear-facing or forward-facing child restraint system.*
- *Children 4 to 8 years must continue to ride in a child restraint system. This is typically a booster seat.*
- *Children who are at least 8 years of age but less than 16 years of age shall be properly restrained in a safety belt or child restraint system according to the manufacturer's instructions.*

School Nutrition Program

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

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

Nutrition services shall provide lunches through participation in the National School Lunch Program.

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

Approved 9/21/2017

LEGAL REFS.: 42 U.S.C. 1751 *et seq.* (National School Lunch Act)
7 C.F.R. Part 210 (National School Lunch Act regulations)
7 C.F.R. Part 220 (School Breakfast Program regulations)
C.R.S. 22-32-120 (food services)
C.R.S. 22-32-134.5 (healthy beverage requirement)
C.R.S. 22-32-136.3 (trans fat ban)
C.R.S. 22-82.7-101 *et seq.* (Start Smart Nutrition Program provides funding to eliminate amount students who qualify for reduced priced meals pay in school breakfast program)
C.R.S. 22-82.9-101 *et seq.* (Child Nutrition School Lunch Protection Program provides funding to eliminate amount students in preschool through fifth grade pay for school lunch program, if they qualify for reduced price meals)
1 CCR 301-3 (State Board of Education – competitive food services rules)
1 CCR 301-79 (State Board of Education – healthy beverages rules)

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

Free and Reduced-Price Food Services

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

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

Adopted 9/21/2017

LEGAL REFS.: 42 U.S.C. 1751 *et seq.* (National School Lunch Act)
7 C.F.R. 245.5 (must inform families of the availability of reimburseable school meals and provide information about applying for free or reduced price meals)
C.R.S. 22-32-120 (food services)
C.R.S. 22-82.7-101 *et seq.* (Start Smart Nutrition Program provides funding to eliminate amount students who qualify for reduced price meals pay in school breakfast program)
C.R.S. 22-82.9-101 *et seq.* (Child Nutrition School Lunch Protection Program provides funding to eliminate amount students in preschool through fifth grade pay for school lunch program, if they qualify for reduced price meals)

CROSS REF.: EF, School Nutrition Program

School Meal Payments

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

Student meal accounts and meal charges

Student meal accounts shall be established by the district.

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

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

If a student has money to purchase a full or reduced price meal at the time of the meal service, the student must be provided a meal. The student's money may not be used to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

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

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

Students may charge up to \$20 per school year before the student will no longer be permitted to charge meals. Students at the meal charge maximum will not be provided a complimentary replacement meal.

Notification of low or negative balances

Notification of a low balance on a student account will be provided privately by an automated email or text message from our online payment system. If a parent cannot receive such messages, our Food Service Director will inform the family privately.

When notified of a low balance on a student account, parents will be reminded of this policy and the process for submitting applications for free or reduced price meal benefits.

Notification of a negative balance on a student account will be provided by an automated email or text message from our online payment system. The notification will include the balance, an indication of the maximum of the negative balance (\$20), that a

student will no longer be provided food when this maximum is reached, and that the balance must be paid immediately.

Collection of meal charge debt

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

For students with delinquent meal charges, the following process will be used to collect debt. The Food Services Manager will send a letter by mail indicating the amount of the balance, an indication of the maximum allowed of a negative balance (\$20), that a student will no longer be provided food when this maximum is reached, and that the balance must be paid immediately. Policy EF will be cited. A second letter will be sent the following week. If non-payment continues, the superintendent will have a meeting with the family to encourage repayment and help problem solve the situation. Letters by mail will continue.

Collection efforts from one school year may continue into the following school year, including when students transfer to a school outside of the district.

Annual notice

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

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

Approved 9/21/2017

LEGAL REF.: USDA Guidance SP 46-2016 (*requires written policy regarding unpaid meal charges*)

Civil Rights Complaint Procedure for School Nutrition Program

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

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

Filing a complaint

If an individual has an unlawful discrimination complaint concerning his or her participation in a school nutrition program, the complaint may be directed to the Food Services Director, Lake City Community School, PO Box 39, Lake City, CO 81235, (970) 944 2314, info@lakecityschool.org.

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

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

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

Forwarding a complaint

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

CDE Office of School Nutrition
1580 Logan Street Suite 760
Denver, CO 80205

USDA Office of Civil Rights
1400 Independence Ave., SW, Rm 1095-S,
Stop 0206
Washington, DC 20250
(or emailed to program.intake@usda.gov)

USDA Mountain Plains Regional Office
1244 Speer Blvd Suite 903
Denver, CO 80204

FNS Office of Civil Rights
3101 Park Center Dr., Suite 1200
Alexandria, VA 23302

Approved 9/21/2017

LEGAL REF.: USDA Food and Nutrition Service (FNS) Instruction 113-1 (*civil rights compliance and enforcement – nutrition programs and activities*)

Nutritious Food Choices

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

Schools are encouraged to take steps to ensure:

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

The emphasis on healthy choices applies to:

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

Each beverage offered for sale to students from any source, including the school cafeteria, vending machines, school stores and fund-raising activities conducted on school grounds, shall satisfy the minimum nutritional standards for beverages adopted by the State Board of Education. These standards shall apply to beverages sold on campus during the regular school day and extended school day, including but not limited to extracurricular activities such as clubs, year book, band, student government, and drama as well as childcare programs.

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

Adopted 9/21/2017

LEGAL REFS.: C.R.S. 22-32-134.5 (*healthy beverage requirement*)
C.R.S. 22-32-136.3 (*trans fat ban*)
1 CCR 301-79 (*State Board of Education – healthy beverages rules*)

Healthy Beverages Standards for Schools

The healthy beverages standards for schools adopted by the State Board of Education are as follows:

Beverages sold in elementary school

- a. Plain water or plain carbonated water
- b. Up to 8 ounce servings of fat free milk (flavored or unflavored) or low fat milk (unflavored). Milk includes nutritionally equivalent milk alternatives (per USDA)
- c. Up to 8 ounce servings of 100% fruit or vegetable juice or 100% fruit or vegetable juice diluted with water and with no added sweeteners

Beverages sold in middle school

- a. Plain water or plain carbonated water
- b. Up to 12 ounce servings of fat free milk (flavored or unflavored) or low fat milk (unflavored). Milk includes nutritionally equivalent milk alternatives (per USDA)
- c. Up to 12 ounce servings of 100% fruit or vegetable juice or 100% fruit or vegetable juice diluted with water and with no added sweeteners

Beverages sold in high school

- a. Plain water or plain carbonated water
- b. Up to 12 ounce servings of fat free milk (flavored or unflavored) or low fat milk (unflavored). Milk includes nutritionally equivalent milk alternatives (per USDA)
- c. Up to 12 ounce servings of 100% fruit or vegetable juice or 100% fruit or vegetable juice diluted with water and with no added sweeteners
- d. Up to 20 ounce servings of other flavored and/or carbonated beverages that are labeled to contain fewer than 5 calories per 8 ounces or 10 or fewer calories per 20 ounces
- e. Up to 12 ounce servings of other flavored and/or carbonated beverages that are labeled to contain 40 or fewer calories per 8 ounces or 60 or fewer calories per 12 ounces

If the middle and high school students have shared access to areas on a common campus or in common buildings, then the school community has the option to adopt the high school standard.

Adopted 9/21/2017

Copyright Compliance

The Board recognizes that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of quality educational materials and fosters an attitude of disrespect for law, which is in conflict with the educational goals of this school district. Therefore, it is the intent of the Board to adhere to the provisions of copyright laws in all areas, e.g., print, computer software, audiovisual materials, music, etc.

Employees shall be directed to comply with all copyright laws. Unlawful copies of copyrighted materials may not be produced on or used with district-owned equipment, within district facilities or at district-sponsored functions. District legal and/or insurance protection shall not be extended to employees who unlawfully copy and use copyrighted materials.

Employees who make or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display.

Employees who use copyrighted materials that do not fall within fair use or public display guidelines must be able to substantiate that the materials meet one of the following tests:

1. The materials have been purchased from an authorized vendor by the individual employee or the district and a record of the purchase exists.
2. The materials are copies covered by a licensing agreement between the copyright owner and the district or individual employee.
3. The materials are being reviewed or demonstrated by the user to reach a decision about possible future purchase or licensing and a valid agreement exists which allows for such use.

Although there continues to be controversy regarding interpretation of the copyright laws, this policy represents a sincere effort to operate legally. All employees shall be provided with copies of this policy and the accompanying regulations.

Adopted May 13, 1991

LEGAL REF.: 17 U.S.C. §101 *et seq.*
Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions, 3/19/76, printed as H.R. Rep. No 1476, 94th Cong., 2d Sess. 81 (1976)

File: EGAD

Note: For further information, please refer to "Guidelines for Use of Copyrighted Materials," available from the district library/medial specialist.

Public Electronic Mail Records

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.

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.

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

Adopted October 24, 2002

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 REFS.: GBEE, **Staff Use of Internet and Electronic Communications**
 GBJ, **Personnel Records/Files**
 JRA/JRC, **Student Records/Release of Information on Students**
 JRA/JRC-E, **Notification to Parents**
 JS, **Student Use of Internet and Electronic Communications**

Public Electronic Mail Records

Upon sending or receiving electronic mail, all users shall segregate or store public electronic mail records.

Public electronic mail records are those that evidence the district's functions, policies, decisions, procedures, operations or other activities of the district or that contain valuable district data. Segregation/storage may be accomplished by creating a separate storage location for public electronic mail on the hard drive of the recipient's computer or terminal, by saving public electronic mail to a disk or similar storage apparatus or by printing the electronic mail on paper and deleting it from the electronic mail system. If the electronic mail is printed on paper, that document will be located with other documents having similar retention characteristics and will be treated like any other public record of the district. If a separate storage location or disk is used, it must be clearly identified as "public electronic mail".

All district public electronic mail records that have not previously been printed on paper shall be retained by the recipient for a period of 180 days. Prior to expiration of the 180-day period, the recipient shall notify the custodian of records for the district.

The custodian shall review the electronic mail records and determine whether in his or her judgment the records are public electronic mail records. All electronic mail determined to be public shall be archived by the district in a manner that does not require proprietary software to retrieve the electronic mail and shall be treated like any other public record of the district. Electronic mail records determined not to be public records shall be destroyed.

Adopted November 21, 2002

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 shall carry adequate insurance to protect the district from loss from fire, windstorm and other perils, malfeasance and/or third party (liability) claims.

A well-established insurance firm shall be retained by the Board to act as an advisor on all insurance matters.

Adopted May 6, 1986

Revised to conform with practice: date of manual adoption

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

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

