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SECTION K: SCHOOL-COMMUNITY-HOME RELATIONS

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

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SECTION K - SCHOOL-COMMUNITY-HOME RELATIONS

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

KB	Parent Involvement in Education
KB-R	Parent Involvement in Education (Title 1) — Regulation
KBBA	Custodial and Noncustodial Parent Rights and Responsibilities
KBBA-R	Custodial and Noncustodial Parent Rights and Responsibilities — Regulation
KCB	Community Involvement in Decision Making
KD	Public Information and Communications
KDB	Public's Right to Know/Freedom of Information
KDB-R	Public's Right to Know/Freedom of Information — Regulation
KDDA	Press Releases, Conferences and Interviews
KDDA-R	Press Releases, Conferences and Interviews — Regulation
KDE	Crisis Prevention and Management
KE	Public Concerns and Complaints
KEC	Public Concerns/Complaints about Instructional Resources
KEF*	<i>Public Concerns/Complaints about Teaching Methods, Activities or Presentations</i>
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KI	Visitors to Schools
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Parent Engagement in Education

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

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

To that end the district school shall:

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

File: KB

7. Encourage and welcome parent volunteers in the schools. The Board supports professional development opportunities for staff to enhance their understanding of effective parent engagement strategies.

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

Current practice codified 1995
Adopted: date of manual adoption
Revised March 27, 2003
Revised July 23, 2015

LEGAL REFS.: C.R.S. 8-13.3-101 *et seq.* (leave for parental involvement in academic activities)
C.R.S. 22-7-301 *et seq.* (measures to increase parental involvement in public education)

C.R.S. 22-7-407 (5)

(informing parents about standards-based education)

C.R.S. 22-11.302 (1)(g) (duties of the district accountability committee include increasing parent engagement)

C.R.S. 22-11-402 (1)(h) (duties of the school accountability committees include increasing parent engagement)

C.R.S. 22-30.5-109 (publicity regarding educational options)

C.R.S. 22-32-142 (1) (board must adopt parent engagement policy and identify a district employee to act as "point of contact")

CROSS REFS.:

AE, Accountability/Commitment to Accomplishments

AEA, Standards Based Education

KBA, District Title I Parent Involvement Policy

KD, Public Information and Communications

Custodial and Noncustodial Parent Rights and Responsibilities

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

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

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

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

Current practice codified 1995

Adopted: date of manual adoption

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

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

Custodial and Noncustodial Parent Rights and Responsibilities

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

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

Children of divorced/separated parents

1. Both natural parents have the right to:
 - a. View the child's school records.
 - b. Receive school progress reports.
2. If a student's parents are divorced or legally separated, district personnel will request a copy of the legal document pertaining to child custody.
3. The district will presume that both parents have equal access to a child when that student is registered in school unless one parent provides the district with a Colorado court order indicating otherwise.
4. A copy of the court order governing a divorce, separation or delineation of parental rights will be provided by the custodial parent and kept in the student's cumulative record as a temporary record.
5. If the school is aware that the student's parents are divorced or separated and a parent refuses to provide a copy of the court order to the district, the superintendent will be advised and a statement of the refusal will be noted, including the date and situation. This statement will be filed in the student's cumulative record. The district will provide full access to both parents in this case.

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

Current practice codified 1995
Approved: date of manual adoption

Communications with Parents

The Board of Education recognizes that parents/guardians play an integral part in the success or failure of the school and of the teacher to educate students. Therefore, the Board requires the staff to maintain strong lines of communication with parents/guardians of each student. The staff shall use telephone calls, notes, formal notices, conferences and other means of communication in its quest to maintain a strong home/school relationship.

From time to time children will bring home various announcements about school activities and policies. Parents shall be encouraged to read such announcements carefully in order to be fully informed regarding school activities.

Current practice codified 1995
Adopted: date of manual adoption

School Community Relations Goals

The Board considers the cooperative development and maintenance of efficient channels of information and understanding between the school and the community as one of its major goals.

The Board believes that the quality of the school program is related to the public's understanding of the district's mission. The Board further believes that the public should determine this mission.

The superintendent shall be responsible for developing and maintaining a continuous and comprehensive program of communication between the school and community. It shall be the Board's responsibility, as individual members and as a unit, to give guidance and direction to the superintendent regarding community feelings and aspirations about school programs. This communication program shall be subject to periodic review by the Board.

Some of the major purposes of a program of effective school-community communications include:

1. Providing accurate information concerning the programs and activities of the schools
2. Involving parents with teachers and staff in meeting the needs of individual children
3. Developing a continuing awareness of the importance and role of education in a democratic society
4. Correcting misunderstandings as to the aims, objectives and work of the school
5. Making use of community resources in the programs of the school
6. Insuring that the school is fulfilling the goals and objectives of the community

Adopted November 6, 1984

Revised to conform with practice: date of manual adoption

CROSS REF.: AD, Educational Philosophy/School District Mission

Community Involvement in Decision Making

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

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

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

Current practice codified 1995
Adopted: date of manual adoption

Gifts/Donations to Schools

Any person or organization wishing to make a gift or donation to the schools of the district or to a particular school in the district shall submit to the Board of Education a statement giving information relative to the nature of the gift or donation and its proposed use. The Board reserves the right to accept or decline the proposed gift or donation.

Whenever gifts or donations are received by the Board, such items become the property of the school district and all decisions regarding maintenance and use shall be made by the Board or by district personnel consistent with Board policy.

Adopted December 4, 1984

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

Public Information and Communications

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

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

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

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

Adopted November 6, 1984

Revised to conform with practice: date of manual adoption

Revised July 22, 2010

LEGAL REFS.: C.R.S. 22-2-117 (2) (*waivers from State Board of Education; public notice required*)
C.R.S. 22-11-101 *et seq.* (*Education Accountability Act of 2009*)
C.R.S. 22-32-109.1(2)(b) (*safe school reporting requirements*)
C.R.S. 22-35-104 (1)(b) (*notification regarding concurrent enrollment options*)
C.R.S. 22-44-301 *et seq.* (*Public School Financial Transparency Act*)
1 CCR 301-1, Rules 2202-R-1.01 *et seq.* (*applicable regulations*)

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

Public's Right to Know/Freedom of Information

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

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

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

The district may charge reasonable fees for furnishing copies of such public records in accordance with the accompanying regulations.

Current practice codified 1995
Adopted: date of manual adoption
Revised October 28, 2010
Revised April 25, 2013

LEGAL REFS.: C.R.S. 22-9-109 (*exemption from public inspection*)
C.R.S. 22-32-109 (1)(c) (*documents available for public inspection*)
C.R.S 22-44-301 *et seq.* (*Public School Financial Transparency Act*)
C.R.S. 24-72-201 *et seq.* (*access to public records*)

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

Public's Right to Know/Freedom of Information

1. A person who has the right to inspect a public record also has the right to request to be furnished a copy of the record.
2. The fee for copying public records will be \$.25 per page unless actual costs exceed that amount.
3. If the district in response to a specific request manipulates data to generate a record in a form not used by the district, it may charge a reasonable fee not to exceed the actual cost of manipulating the data and generating the record. Fulfilling such a request will be at the option of the district.
4. If a requested record is a result of computer output other than word processing, the fee for a copy will be based on recovery of the actual costs of providing the electronic service and product together with a reasonable portion of the costs associated with building and maintaining the information system. This fee may be reduced or waived by the superintendent or designee if the electronic service or product is used for a public purpose.

Current practice codified 1995
Approved: date of manual adoption
Revised October 28, 2010

LEGAL REF.: C.R.S. 24-72-205 (*reasonable fee for copies*)

CROSS REF.: BEDA, Notification of School Board Meetings

Press Releases, Conferences and Interviews

The Board recognizes that there are many and varied agencies of communication involved in the community. All such agencies shall be utilized in an effort to communicate with the public.

The Board believes that the district administration and staff should cooperate whenever possible with local media sources. Press releases shall be prepared and distributed whenever practical at a time that insures equitable treatment for all local media. Whenever a press release is made, it shall be made available to the press and to radio and television stations on an impartial basis.

Adopted November 6, 1984

Crisis Management (Safety, Readiness and Incident Management Planning)

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

As an important component of school safety planning, the school district shall take the necessary steps to remain in compliance with the National Incident Management System (NIMS), as that system applies to school districts. The district achieved NIMS compliance on January 20, 2012.

The Board directs the superintendent to develop, implement and maintain a School Safety, Readiness and Incident Management Plan (safety plan) including, to the extent possible, emergency communications, that coordinates with any statewide or local emergency operation plans already in place. The safety plan shall incorporate the requirements of state law. In developing the safety plan, the district may collaborate with the district's community partners, such as local fire departments, state and local law enforcement agencies, local 911 agencies, interoperable communications providers, the Safe2Tell Program, local emergency medical service personnel, local mental health organizations, local public health agencies, local emergency management personnel and local or regional homeland security personnel.

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

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

Automated external defibrillator requirements

If the district acquires an automated external defibrillator (AED), the district shall meet the training, maintenance, inspection and physician involvement requirements of C.R.S. 13-21-108.1 (3).

Adopted October 11, 2000
Revised September 22, 2005

Revised April 25, 2013

LEGAL REFS.: C.R.S. 13-21-108.1(3) (*requirements for persons rendering emergency assistance through the use of automated external defibrillators*)
C.R.S. 22-1-125 (*automated external defibrillators requirements must be referenced in safety, readiness and incident management plan*)
C.R.S. 22-1-126 (*Safe2Tell Program*)
C.R.S. 22-32-109.1 (4) (*school response framework is required part of safe schools plan*)
C.R.S. 24-33.5-1213.4 (*school all-hazard emergency planning and response*)

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

Crisis Management Communications

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

Adopted October 11, 2000

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

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

Crisis Management Communications

During a crisis, the superintendent shall communicate with the media and public as follows:

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

Adopted October 11, 2000

Public Concerns and Complaints

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

The Board believes that concerns and complaints are best handled and resolved as close to their origin as possible. Policy KEC addresses concerns about instructional resources and policy KEF concerns about teaching methods, activities or presentations. The proper channeling of concerns involving all other areas including instruction and discipline will be as follows, utilizing the procedure outlined in the final section of this policy:

1. Teacher
2. Superintendent
3. Board of Education

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

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

1. The Board member shall refer the person making the complaint to the superintendent.
2. If the person will not personally present the complaint to the superintendent, the Board member shall then ask that the complaint be written and signed. The Board member may then refer the complaint to the superintendent for investigation.

Procedure

1. The parent/guardian or patron with a concern is encouraged to meet with the appropriate teachers or other staff involved.
2. If not resolved with the teacher, the superintendent shall hold a conference with the complainant. A written record shall be made of this meeting. Copies shall be supplied to all parties involved.
3. After the initial contact of the complainant with the school administrator, the teacher involved in the complaint shall be invited to attend any subsequent meetings. Written minutes shall be taken of subsequent meetings. Copies shall be supplied to all parties involved.
4. If the complainant is dissatisfied with the results of the conference(s), the superintendent shall inform the complainant of the following procedures and

- provide a copy of these procedures and the "Citizen's Concern/Complaint" form to be acted upon by a review committee appointed by the Board.
- a. The Review Committee shall be composed of one parent, one community member and one teacher.
 - b. The Board shall recruit applicants to serve on the committee each year.
 - c. The Board shall annually appoint from the applicants a pool of members comprised of 2-3 parents, 2-3 community members and 2-3 teachers.
 - d. Members shall serve on a rotating basis. When the superintendent receives a "Concern Form", he or she will notify the Board President. The President or designee will draw from the pool one parent, one community member and one teacher to serve as the Review Committee for that specific concern. A chairperson will be appointed.
5. Within 5 working days of receiving the completed concern form, the superintendent shall forward it to the chair of the review committee together with a written report of the conference(s) held with the complainant. The complainant may opt to come directly to the Board with the "Concern Form" without the review committee process.
 6. Copies of the report also shall be sent to the complainant and the teacher involved.
 7. One copy of the report shall be kept in the school file.
 8. The superintendent shall provide the chair of the review committee with a description of the practice in question and shall be given the opportunity to render a professional opinion on its appropriateness utilizing supporting evidence.
 9. The complainant shall be given the opportunity to render an opinion on the appropriateness of the practice utilizing supporting evidence.
 10. Within 10 working days from receiving the completed and signed concern form, a written recommendation of the review committee shall be forwarded to the superintendent and all parties in interest. (Any deviation due to extenuating circumstances shall require the approval of the Board of Education.)
 11. The chair of the review committee shall follow up with all involved parties within 60 days of the committee's recommendation to evaluate satisfaction with the process.
 12. If the complainant or teacher involved is not satisfied with the recommendation of the review committee, he or she has the privilege of appealing to the Board of Education.
 13. If the same practices are challenged at a future date, the superintendent and the chair of the review committee shall examine the previous decision in the light of additional points of view. If they find any significant difference in the new challenge, a committee again may review the practices. Otherwise, the original decision shall stand and a copy of the final written recommendation of the committee and any Board action shall be sent to the complainant with an explanation that the practices have been evaluated previously. If the

complainant believes his or her concern or complaint is different from the previous one or that significant new evidence exists, the complainant may appeal the decision to the Board of Education.

14. The District offers the assistance of a parent advocate in this process.

Adopted November 7, 1984

Revised to conform to practice: date of manual adoption

Revised October 28, 2004

Revised March 17, 2005

CROSS REFS.: KE-E, Public Concerns/Complaints - Exhibit
KEC, Public Concerns/Complaints about Instructional Resources
KEF, Public Concerns/Complaints about Teaching Methods, Activities or Presentations

Public Concerns/Complaints

School _____

Class, subject or activity _____

Teacher(s) involved _____

Request initiated by _____

Telephone _____ Address _____

Complainant represents: _____ self _____

_____ (Name of organization) _____

_____ (identify other group) _____

The following questions are to be answered by the complainant. If necessary, please attach additional pages. (Please sign each attachment).

What are the specifics of your objection? List all specific objections and please give examples related to your objection. _____

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

How do you believe this situation impacts students and their learning? _____

File: KE-E

What are the positive aspects of this situation? _____

Do you know of any research or information on this matter? If so, please explain.

What specific action are you requesting? _____

Please give any other information what will help in understanding and/or resolving this situation.

Signature of Complainant

Date

Please return completed form to the superintendent.

Public Concerns/Complaints about Instructional Resources

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

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

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

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

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

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

- a) The person who objects to the book or other material shall be asked to furnish a signed written statement in which he or she will document the criticism.
 - b) Within 10 working days following receipt of the formal complaint, the superintendent shall provide for a reevaluation of the material in question.
 - c) The reevaluation shall be based on the points offered above as well as the principles governing the selection of all instructional materials. Additionally, the Board wishes to emphasize that
 - i) A book shall not be excluded because of the writer's race or nationality or political or religious views.
 - ii) The value of any book or other material shall be judged as a whole, taking into account the purpose of the material rather than individual, isolated expressions or incidents in the work.
 - d) The superintendent shall review the complaint and reevaluation and shall render a decision in the matter within 15 working days of receiving the reevaluation. Should the solution be unsatisfactory to the complainant, the superintendent shall inform the complainant of the following procedures and provide a copy of these procedures and the "Citizen's Objection to Instructional Resources" form to be acted upon by a review committee appointed by the Board.
 - a. The Review Committee shall be composed of one parent, one community member and one teacher.
 - b. The Board shall recruit applicants to serve on the committee each year.
 - c. The Board shall annually appoint from the applicants a pool of members comprised of 2-3 parents, 2-3 community members and 2-3 teachers.
 - d. Members shall serve on a rotating basis. When the superintendent receives an "Objection Form", he or she will notify the Board President. The President or designee will draw from the pool one parent, one community member and one teacher to serve as the Review Committee for that specific concern. A chair will be appointed.
2. Within 5 working days of receiving the completed objection form, the superintendent shall forward it to the chair of the review committee together with a written report of the reevaluation results. The complainant may opt to come directly to the Board with the "Objection Form" without the review committee process.
 3. Copies of the report also shall be sent to the complainant and staff member involved.
 4. One copy of the report shall be kept in the school file.
 5. The superintendent shall provide the chair of the review committee with a copy or copies of the materials, and the superintendent shall be given the opportunity to render a professional opinion on the appropriateness of the material utilizing supporting evidence.
 6. The complainant shall be given the opportunity to render an opinion on the appropriateness of the material utilizing supporting evidence.
 7. Within 10 working days from receiving the completed and signed objection form, a written recommendation of the review committee shall be forwarded to the

superintendent and all parties in interest. (Any deviation due to extenuating circumstances shall require the approval of the Board of Education.)

8. The chair of the review committee shall follow up with all involved parties within 60 days of the committee's recommendation to evaluate satisfaction with the process.
9. If the complainant or staff member involved is not satisfied with the recommendation of the review committee, he or she has the privilege of appealing to the Board of Education.
10. The District offers the assistance of a parent advocate in this process.

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

Adopted July 7, 1992
Revised 10/28/2004
Revised March 17, 2005

CROSS REFS.: IJ, Instructional Resources and Materials

IJJ, Textbook Selection and Adoption

IJK, Supplementary Materials Selection and Adoption

IJL, Library Materials Selection and Adoption

IJNDA, On-Line Instruction

Public Concerns/Complaints about Instruction Resources (Citizen's Objection to Instructional Resources)

School _____

Book or materials _____

Staff member(s) involved _____

Request initiated by _____

Telephone _____ Address _____

Complainant represents: _____ self _____

_____ (Name of organization) _____

_____ (identify other group) _____

The following questions are to be answered by the complainant. If necessary, please attach additional pages. (Please sign each attachment).

What are the specifics of your objection? List all specific objections and please give examples related to your objection. _____

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

How do you believe use of this book or material impacts students and their learning? _____

What are the positive aspects of this situation? _____

Do you know of any research or information on the use of this book or materials? If so, please explain.

What specific action are you requesting? _____

Please give any other information what will help in understanding and/or resolving this situation.

Signature of Complainant

Date

Please return completed form to the superintendent.

Public Concerns/Complaints about Teaching Methods, Activities or Presentations

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

1. The parent/guardian or patron with a concern is encouraged to meet with the appropriate teachers or other staff involved.
2. If not resolved with the teacher, the superintendent shall hold a conference with the complainant. A written record shall be made of this meeting. Copies shall be supplied to all parties involved.
3. After the initial contact of the complainant with the school administrator, the teacher involved in the challenge shall be invited to attend any subsequent meetings. Written minutes shall be taken of subsequent meetings. Copies shall be supplied to all parties involved.
4. If the complainant is dissatisfied with the results of the conference(s), the superintendent shall inform the complainant of the following procedures and provide a copy of these procedures and the "Citizen's Objection to Teaching Methods, Activities or Presentations" form to be acted upon by a review committee appointed by the Board.
 - a. The Review Committee shall be composed of one parent, one community member and one teacher.
 - b. The Board shall recruit applicants to serve on the committee each year.
 - c. The Board shall annually appoint from the applicants a pool of members comprised of 2-3 parents, 2-3 community members and 2-3 teachers.
 - d. Members shall serve on a rotating basis. When the superintendent receives an "Objection Form", he or she will notify the Board President. The President or designee will draw from the pool one parent, one community member and one teacher to serve as the Review Committee for that specific concern. A chair will be appointed.
5. Within 5 working days of receiving the completed challenge form, the superintendent shall forward it to the chair of the review committee together with a written report of the conference(s) held with the complainant. The complainant may opt to come directly to the Board with the "Objection Form" without the review committee process.
6. Copies of the report also shall be sent to the complainant and the teacher involved.
7. One copy of the report shall be kept in the school file.

File: KEF

8. The superintendent shall provide the chair of the review committee with a copy or copies or description of the methods, activities or presentations, and the superintendent shall be given the opportunity to render a professional opinion on the appropriateness of the methods, activities or presentations utilizing supporting evidence.
9. The complainant shall be given the opportunity to render an opinion on the appropriateness of the material utilizing supporting evidence.
10. Within 10 working days from receiving the completed and signed objection form, a written recommendation of the review committee shall be forwarded to the superintendent and all parties in interest. (Any deviation due to extenuating circumstances shall require the approval of the Board of Education.)
11. The chair of the review committee shall follow up with all involved parties within 60 days of the committee's recommendation to evaluate satisfaction with the process.
12. If the complainant or teacher involved is not satisfied with the recommendation of the review committee, he or she has the privilege of appealing to the Board of Education.
13. If the same methods, activities or presentations are challenged at a future date, the superintendent and the chair of the review committee shall examine the previous decision in the light of additional points of view. If they find any significant difference in the new challenge, a committee again may review the methods, activities or presentations. Otherwise, the original decision shall stand and a copy of the final written recommendation of the committee and any Board action shall be sent to the complainant with an explanation that the methods, activities or presentations have been evaluated previously. If the complainant believes his or her challenge is different from the previous one or that significant new evidence exists, the complainant may appeal the decision to the Board of Education.
14. Any party may obtain representation by counsel at any step of this procedure. The District offers the assistance of a parent advocate in this process.

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

Current practice codified 1995
Adopted: Date of manual adoption
Revised 10/28/2004
Revised March 17, 2005

CROSS REF.: KEF-E, Public Concerns/Complaints about Teaching methods, Activities or Presentations - Exhibit

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

School _____

Class, subject or activity _____

Teacher(s) involved _____

Request initiated by _____

Telephone _____ Address _____

Complainant represents: _____ self _____

_____ (Name of organization) _____

_____ (identify other group) _____

The following questions are to be answered by the complainant. If necessary, please attach additional pages. (Please sign each attachment).

What are the specifics of your objection? List all specific objections and please give examples related to your objection. _____

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

How do you believe this situation impacts students and their learning? _____

File: KEF-E

What are the positive aspects of this situation? _____

Do you know of any research or information on this method, presentation or activity? If so, please explain.

What specific action are you requesting? _____

Please give any other information what will help in understanding and/or resolving this situation.

Signature of Complainant

Date

Please return completed form to the superintendent.

Public Conduct on School Property

Persons using or upon school district property for any purpose shall not engage in:

1. Any conduct intended to obstruct, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
2. Physical abuse or threat of harm to any person or school district owned or controlled property at school district sponsored or supervised functions.
3. Threat of damage or damage to property of the school district regardless of the location, or property of a member of the community or a visitor to the school when such property is located on school district controlled premises.
4. Forceful or unauthorized entry to or occupation of school facilities, including both buildings and grounds.
5. Unlawful use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on school district property, at school sponsored functions, on any school bus transporting students or within 1,000 feet of the perimeter of the school grounds. Persons known to be under the influence of liquor shall not be permitted to enter the school building or grounds.
6. Unlawful use of tobacco.
7. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings unless the person falls within one of the exceptions in state law for possession of a deadly weapon including that the person:
 - a. has legal authority to carry or possess a deadly weapon.
 - b. is presenting an authorized public demonstration for the school or an organized class.
 - c. is carrying out duties for the school district which require the use of a deadly weapon.
 - d. is participating in an authorized extracurricular activity or team involving the use of firearms.

File: KFA

- e. has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons.
 - f. is a peace officer on duty.
8. Profanity or verbally abusive language.
9. Any conduct constituting a breach of any federal, state or city law or duly adopted policy and/or regulation of the Board.

Any member of the general public considered by the superintendent or designee to be in violation of this policy shall be instructed to leave the property of the school district.

Current practice codified 1995
Adopted date of manual adoption
Revised September 25, 2003

LEGAL REFS.: C.R.S. 18-1-901 (3)(e)
C.R.S. 18-9-106
C.R.S. 18-9-108 through 110
C.R.S. 18-9-117
C.R.S. 18-12-105.5
C.R.S. 18-12-214 (3)(a) *(person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked)*
C.R.S. 18-18-407 (2)

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

Community Use of School Facilities

The Board recognizes that the community has a large investment in the physical plant, facilities and equipment of the schools and that this investment has been made to provide the best possible setting for quality educational opportunities for students served by the district. The Board further recognizes and encourages the community's desire to utilize this investment as much as possible in accordance with efficient business management. The Board is aware of the varying needs of rural communities and residents regarding the use of school facilities and equipment and seeks to cooperate by making such facilities available for worthwhile civic, educational, cultural and social uses.

In accordance with these principles and in order to insure proper safeguards, controls and equality, the Board establishes the following:

Board authority

The Board shall retain its legally vested authority to determine necessary policies and regulations governing the use of school facilities of all types and to approve or disapprove the use of school facilities by non-school organizations and individuals.

The superintendent or designee shall be empowered by the Board to administrate non-school use of school facilities within the framework of Board policy.

Priorities

1. Instructional purposes shall have first priority. All facilities are provided primarily for such purposes.
2. Second priority shall be given to groups closely allied to the instructional and activities programs of the schools (such as parent-teacher organizations).
3. Third priority shall be given to non-school use for civic, educational and cultural purposes not intended for monetary gain.
4. Fourth priority shall be given to community or private activities not intended for monetary gain.
5. Fifth priority shall be given to activities by recognized community groups intended for gain for charitable or other worthwhile purposes.
6. Final priority shall be given to those special cases not covered above. Decisions on use for this category shall be made by the Board.

Denial of use

Use of school facilities shall be denied when the following conditions exist:

1. When the contemplated use is for the purpose of advancing any doctrine or theory subversive to the Constitution or laws of the state of Colorado or the United States of America.
2. When the contemplated use is for the purpose of advocating social or political change by violence.
3. When the contemplated use is strictly for private enterprise, lacks sponsorship of a recognized community organization and/or serves no worthy educational, civic, social, cultural or charitable purpose.

Use by religious or fraternal groups

Public schools, by their nature and purpose, are public. The school district is not permitted to subscribe to or endorse any specific religious doctrine, teaching or denominational belief.

Use of school facilities by religious or fraternal organizations, when granted, shall not be construed as an endorsement by the Board of any particular religious belief. Likewise, the denial of use shall not be construed as a rejection of such beliefs. The Board does, however, desire to protect and cooperate with such groups and organizations. In order to do so, the Board has developed the following specific procedures in cases involving such groups:

1. Specific Board approval shall be required whenever facilities are to be used by religious or fraternal groups. The only exception to this policy shall be in those rural localities where religious services and activities have been held in school facilities over a period of time by common consent of the people.
2. Limited use of classrooms and other rooms, based on a minimal fee, shall be permitted in emergency situations for specific periods of time as established by the Board. Use for programs, conventions, banquets and similar activities shall be subject to the regular rates as established for other community groups.
3. Any church or fraternal organization whose beliefs and teachings are contrary to the established allegiance, code of respect, laws and constitution of the state of Colorado and the United States Constitution shall be denied the use of facilities.

Adopted November 6, 1984

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

File: KF

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

Community Use of School Facilities

Applications for the use of school facilities will be available in the superintendent's office. All applications must be completed in triplicate by the intended user and submitted a minimum of 15 days in advance of the contemplated use whether specific Board approval is required or not. Exceptions to this notice will be made only in cases involving justifiable and extenuating circumstances.

Procedures

The school building, facilities and equipment are available for use by the community subject to the priority system established by Board policy. In addition, the following procedures will be followed:

1. When equipment requiring specialized knowledge of operation (such as projectors, etc.) is involved, persons using such equipment must demonstrate competency or arrange for qualified school personnel to operate the equipment. Payment for such school personnel will be in addition to the basic rental fee.
2. Consumable supplies may be used in emergencies only. All such materials will be paid for at school district cost.
3. Each group using the facilities must provide one authorized representative empowered to execute a contractual agreement who will serve as a contract person to the school district and who will sign a statement of responsibilities prior to the use of the facility or equipment.

Fees and charges

The Board intends to provide facilities at the lowest possible cost. The fee schedule is intended to cover only direct and extra costs that must be paid that are not a part of the instructional program.

The following organizations may use buildings for regular meetings free of charge provided custodial costs are not incurred by the district:

1. Boy Scouts, Girl Scouts and scouting organizations for older and younger youth groups
2. 4-H groups
3. Parent-teacher organizations
4. Community choral and theatrical groups

5. Recognized educational organizations
6. University and college instructional programs approved for the benefit of district patrons
7. Recognized community recreational groups
8. Non-profit community interest meetings
9. Such other groups as may be granted specific Board approval.

The current hourly charge per hour per man will be assessed for all community activities when custodial services are necessary or desired.

Payments for the use of facilities will be due at the time of use. In no case may payment be extended beyond 10 days following the use.

Approved November 6, 1984

Revised to conform with practice: date of manual adoption

Contract for Use of School Facilities

I (We), the undersigned, represent the _____
(name of group)
and do request the use of _____
(room or facilities)
at the _____
(school)
on _____ from _____ to _____ for _____
(date) (time)

(purpose)

\$ _____
(deposit)

We have received a copy of the Board policy governing the use of school facilities and do hereby agree to abide by it.

We understand that failure to do so will forfeit the permission granted to us.

The district shall not be held responsible for any injuries or losses which occur on school property to any member of the lessee organization or its guests. The sponsoring group shall assume full responsibility for liability in case of accident and shall indemnify and hold harmless the Board, individual Board members, the school district, and all district employees and agents from any obligation, liability, cost or expense that may arise during or be in any way caused by such use or occupancy.

(organization)

(signature of representative)

(date)

APPROVED BY _____
(superintendent) _____
(date)

Public Conduct on District Property

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

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

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions, in any district vehicle transporting students or within 1,000 feet of the perimeter of school grounds. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). Persons known to be under the influence of alcohol shall not be permitted to enter district buildings or grounds.
6. Unlawful use of any tobacco product.
7. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
8. Profanity or verbally abusive language.
9. Violation of any federal, state or municipal law or Board policy.

Current practice codified 1995
Adopted date of manual adoption
Revised September 25, 2003
Revised April 25, 2013

LEGAL REFS.: C.R.S. 18-1-901 (3)(e) (*definition of deadly weapon*)
C.R.S. 18-9-106 (*disorderly conduct*)
C.R.S. 18-9-108 (*disrupting lawful assembly*)

File: KFA

C.R.S. 18-9-109 (*interference with staff, faculty or students of educational institutions*)
C.R.S. 18-9-110 (*public buildings – trespass, interference*)
C.R.S. 18-9-117 (*unlawful conduct on public property*)
C.R.S. 18-12-105.5 (*unlawful carrying/possession of weapons on school grounds*)
C.R.S. 18-12-214 (3)(a) (*person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked*)
C.R.S. 18-18-407 (2) (*crime to sell, distribute or possess any controlled substance on or near school grounds or school vehicles*)
C.R.S. 25-1.5-106 (12)(b) (*possession or use of medical marijuana in or on school grounds or in a school bus is prohibited*)
C.R.S. 25-14-103.5 (*tobacco use prohibited on school property*)
C.R.S. 25-14-301 (*Teen Tobacco Use Prevention Act*)

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

NOTE: The exceptions in state law that permit possession of a deadly weapon on school property are that the person:

- a. has legal authority to carry or possess a deadly weapon. C.R.S 18-12-105.5 (3).**
- b. is presenting an authorized public demonstration or exhibition for the school or an organized class. C.R.S. 18-12-105.5 (1).**
- c. is carrying out duties for the school district which require the use of a deadly weapon. C.R.S 18-12-105.5 (1).**
- d. is participating in an authorized extracurricular activity or on an athletic team. C.R.S. 18-12-105.5 (1).**
- e. has possession of the weapon for use in an approved educational program which includes but is not limited to any course designed for the repair and maintenance of weapons. C.R.S. 18-12-105.5 (3)(h).**
- f. is a peace officer on duty. C.R.S. 18-12-105.5 (3)(e).**

Distribution/Posting of Promotional Materials

Requests from the general public to distribute printed noncurricular materials in the Hinsdale County School District, RE-1 shall be allowed subject to the following policy and accompanying regulations unless the material is "unacceptable" as described below.

The following shall be considered "unacceptable" material:

1. So-called "hate" literature that scurrilously attacks ethnic, religious or any racial groups.
2. Material that promotes hostility, disorder or violence.
3. Material designed for commercial purposes—advertising a product or service for sale or rent—unless the material itself has educational value that makes the commercial message a secondary consideration.
4. Material that is libelous, invades the rights of others or inhibits the functioning of the school, or advocates interference with the rights of any individual or with the normal operation of the school.
5. Material which in any way promotes, favors or opposes the candidacy of any candidate for election, or the adoption of any bond issues proposal, or any public question submitted at any general, municipal or school election. The prohibition shall not apply on any election day or special election when the school is being used as a polling place.
6. Material that is obscene or pornographic as defined by prevailing community standards throughout the district.

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

The superintendent shall present to any person or persons wishing to distribute printed noncurricular materials a copy of this policy and the accompanying procedures.

The Board of Education shall proceed through the courts of law to obtain injunctive relief and damages, where applicable, for any unauthorized distribution of printed noncurricular materials.

File: KHC

Adopted December 4, 1984

Revised to conform with practice: date of manual adoption

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

CROSS REFS.: JICEA, School-Related Student Publications
JICEC*, Student Distribution of Noncurricular Materials

Distribution/Posting of Promotional Materials

Approval

Any group, organization, corporation, individual, club, society or association (hereafter referred to as "person" or "persons") that wishes to distribute any printed non-curricular material in the district must submit the material to the superintendent for approval a minimum of 48 hours prior to the proposed distribution. The superintendent or designee will approve distribution subject to the regulations which follow unless he determines that the material is "unacceptable" as defined in the accompanying policy. The superintendent or designee will explain in writing the reasons he determined the material was "unacceptable" under Board policy.

Appeal

Any person or persons that are denied approval for distribution of printed noncurricular materials will have the right to appeal the decision to the Board of Education. The appeal will be prosecuted as follows:

1. Within 10 days after the superintendent's or designee's action, written notice must be served by the aggrieved party or parties on the superintendent requesting a hearing before the Board.
2. The superintendent will schedule the hearing on the agenda of the next regularly scheduled meeting of the Board which generally will be held within 30 days of the filing of a request for a hearing.
3. The aggrieved party or parties must attend the meeting. The superintendent will have the burden of establishing to the Board's satisfaction by clear and convincing evidence that the materials which are sought to be distributed are "unacceptable" as defined in policy. The aggrieved party will be allowed to defend distribution of the material.

The Board will issue a decision in writing within five working days following the hearing. The Board's decision to support or reject the superintendent's action will be final.

Regulations

1. Place

Distribution of printed noncurricular materials must be made at places within the school or on school grounds as designated by the superintendent except that in no event may such materials be distributed in any classroom of any building then being occupied by a regularly-scheduled class.

2. Time

Distribution may be made one-half hour before school and/or during regularly scheduled lunch periods and/or 15 minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.

3. Littering

All distributed items discarded in school or on school grounds must be removed by the persons distributing such materials.

4. Distributors

Students may not be used as the agents for distribution of such materials without the written consent of the student's parent or guardian.

5. Manner

No student may in any way be compelled or coerced to accept any materials being distributed by any person distributing such materials or by any school official. In the alternative, no school official or student may interfere with the distribution of approved materials.

Violation of any of these regulations will be sufficient cause for denial of the privilege to distribute materials at future dates, subject to the right of appeal as stated above.

Current practice codified 1995
Approved: date of manual adoption

Visitors to Schools

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

Therefore, the district limits visitors to:

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

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

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

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

Current practice codified 1995

Adopted: date of manual adoption

Revised October 11, 2000

Revised April 28, 2011

LEGAL REFS.: C.R.S. 18-9-109 (*interference with school staff or students*)
C.R.S. 18-9-110 (*trespass, interference at or in public buildings*)
C.R.S. 18-9-112 (*definition of loitering*)
C.R.S. 18-9-117 (*unlawful conduct on public property*)
C.R.S. 18-12-105.5 (*unlawful possession of weapons on school property*)
C.R.S. 22-32-109.1 (7) (*Board must adopt open school policy*)

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

Relations with Community Organizations

Staff members shall be encouraged to participate in local community organizations.

The Board shall join the Chamber of Commerce.

Parent-teacher organizations formed for the purpose of advancing the programs of the school shall receive Board support and cooperation from district employees.

Adopted November 6, 1984

Revised to conform with practice: date of manual adoption

Relations with State Agencies

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

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

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

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

Adopted October 11, 2000

Legal references updated July, 2011

Legal references updated July, 2012

LEGAL REF.: C.R.S. 22-32-109.1 (3) (*agreements with state agencies*)

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

File: KLH

Relations with Fire and Emergency Preparedness Authorities

The Board believes that civil defense is a community responsibility and shall cooperate with reasonable civil defense regulations.

The Board shall establish district regulations when necessary for such cooperation.

Adopted December 4, 1984

File: KLK

Relations with Local Government Authorities

The Board encourages the cooperative efforts of the school with other governmental agencies in the development of programs to enhance the activities of the school and to promote more efficient operation of the district.

Adopted June 13, 1994

Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers

This policy is established by the Board of Education to provide reasonable guidelines for military recruiters, postsecondary institutions and prospective employers to have access to school facilities and students, for recruiting purposes.

All military recruiters, postsecondary institutions and prospective employers shall be treated uniformly with regard to the conduct of on-campus student recruitment. A schedule of recruiters visiting the school will be announced to the student body in advance by the superintendent by posting on bulletin boards. Recruiters will be allowed to conduct meetings during the school day with those students who are interested.

Recruiters shall be permitted to conduct follow-up visits to the school in order to meet with individual students upon the individual request of the student involved and with the authorization of the superintendent. Requests for follow-up individual meetings are to be scheduled through the school office.

All group meetings are to be scheduled through the school office. Classroom teachers who schedule organizational recruiters as a career awareness activity should coordinate those activities through the superintendent

Directory and other student information shall be released to recruiters as allowable in accordance with policy JRA/JRC, Student Records/Release of Information on Students.

Adopted July 24, 2003

LEGAL REFS.: 10 U.S.C. 503, 544 (*military recruiter access to student records contained in National Defense Authorization Act for FY 2002*)
20 U.S.C. 1232g (*Family Educational Rights and Privacy Act*)
20 U.S.C. 7908 (*military recruiter access to student records contained in No Child Left Behind Act of 2001*)
34 C.F.R. 99.1 *et seq.* (*district shall comply with FERPA*)
C.R.S. 24-72-204 (3)(a)(VI) (*schools cannot disclose address and phone number without consent*)
C.R.S. 24-72-204 (3)(d) (*information to military recruiters*)

CROSS REFS.: JRA/JRC, Student Records/Release of Information on Students
KI, Visitors to Schools

