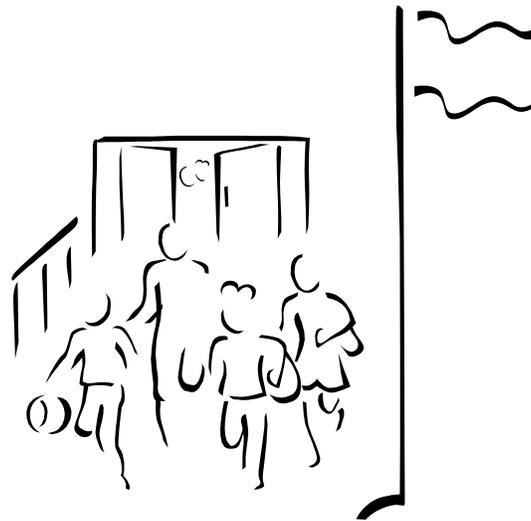


School Safety Plan

Sargent School District RE-33J



Updated 2019-20

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**Sargent School District RE-33J
School Safety Plan**

Table of Contents

	Page
District Mission.....	3
Introduction.....	3
Current Provisions for Student and Staff Safety.....	4
Board Philosophy and Policy.....	4
Community Access.....	4
Safety Committee.....	4
Employee Screening.....	4
Staff Conduct and Discipline.....	4
Student Conduct and Discipline.....	4
Student use of the Internet.....	5
Pro-Active Student Training Strategies.....	5
Emergency Command.....	5
Evacuation and Lockdown Procedures.....	6
Communication.....	6
Hazardous Materials.....	6
Emergency Reporting Procedures.....	7
Facilities.....	8
Elementary School.....	8
Junior/Senior High School.....	9
Transportation.....	10
Food Service.....	10
Maintenance and Custodial Services.....	10
Crisis Response Guide.....	11
Background.....	11
Bomb Threats.....	11
Crisis Response Team.....	11
Child Abuse or Neglect.....	11
Weapons in School.....	11
Hazing.....	11
Areas for Ongoing Emphasis.....	12

District Mission

School District Mission / Vision / Goals

The Board adopts the following mission, vision and goals to guide the educational and managerial direction of the school district.

The Mission

The mission of the Sargent School District is to motivate, educate and graduate our students in a safe and rigorous learning environment.

The Vision

The vision of the Sargent School District is to be the highest performing school district in the San Luis Valley and in the top 10% in the state by implementing effective and challenging academic models which inspire, create and result in higher levels of student learning.

GOALS

Students:

- ❖ To provide a safe, appropriate and stimulating learning environment.

Staff:

- ❖ To retain and recruit qualified education professionals.

District:

- ❖ To maintain effective and efficient management practices.

Parents:

- ❖ To communicate regularly with parents and solicit their support and involvement

Introduction

The educational environment described above is predicated upon the safety of students and employees. The adoption of Senate Bill 133 in the 2000 legislative session enacted into law numerous requirements to provide the safest schools possible. School safety continues to be a significant priority. In accordance with these requirements, the Sargent Board of Education has adopted and revised many policies referring to some aspect of the health and safety of students and staff. Student conduct and discipline, federal law regarding firearms, security of buildings, dress code, and respect for others are themes emphasized throughout.

Although numerous studies point out that public schools across America are far safer than communities and homes, the national publicity extended to recent tragedies in schools underscores the need for constant vigilance on the part of every school in regards to student and staff, safety. The National Association of Attorneys General and the National School Board Association have joined together in designing a web page, Keep Schools Safe, a Collection of Resources to Help Make Schools Safer, (www.keepschoolssafe.org/) which provides valuable information and resources regarding school safety.

The Board of Education has reaffirmed its ongoing commitment to safe, positive learning environments as shown in the current charge to the administration, faculty and students.

This plan is organized into the following sections:

- Current Provisions for Student and, Staff Safety
- Emergency Command
- Evacuation and Lockdown Procedures
- Communication
- Facilities
- Crisis Response Guidelines
- Areas for Ongoing Emphasis

Current Provisions for Student and Staff Safety

Board Philosophy and Policy. The philosophy of the Board of Education is that student and staff safety is the first priority of the Sargent School District. Numerous board policies refer to that commitment, as do student and staff handbooks.

Community Access. One of the major issues dealing with school security is the philosophy of community access. On the one hand, community groups expect to be able to use facilities for reasonable purposes on an after-school and evening basis. On the other hand, with such open access it is impossible to ensure that unauthorized persons are not frequenting buildings-with the potential for planting explosive devises or weapons. Current practice calls for allowing community access (as approved by the facilities coordinator) while advising night custodians and other school personnel to keep a close watch for unauthorized entry. They have been instructed to immediately call a supervisor or law enforcement to deal with unknown situations.

Safety Committee. A safety committee has been formed and will meet on a quarterly basis. The function of the committee will be to discuss matters of safety (i.e., safe playground equipment, locks on doors, loading and unloading students, use of parking lots, etc.) and review safety measures currently in place.

Employee Screening. All school employees are fingerprinted and undergo review by the Colorado Bureau of Investigation and the Colorado Department of Education in terms of criminal and child abuse activity. Informal background checks are also conducted on each potential employee. Previous employers are contacted and asked questions relating to the employee's performance and behavior characteristics. No person is hired who has in any way demonstrated behavior contrary to the highest standards of adult-child relationships.

Staff Conduct and Discipline. Board policy GBEB requires of all personnel: "Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students including the need to insure that students are supervised at all times." Any employee (administrator, teacher, support personnel, etc.) who fails to exercise attention to student safety and welfare is subject to disciplinary action.

Board policy also reinforces the legal obligation of every employee to report instances of suspected child abuse or neglect to social services or law enforcement authorities.

Student Conduct and Discipline. The district implemented a handbook entitled "School Policies Important to Students and Parents" it is published and distributed annually to all students in grades K, 7 and 9 and those students new to the district. Parent signatures indicating receipt are required and kept on file. These policies speak to the obligation of students to exercise due caution and respect in their relationships to each other and to district employees and outline consequences for any failure to abide by these rules.

The instructions are very specific in relation to any type of weapon possessed by a student on school grounds or at school activities.

There is no tolerance for any type of violent act on school grounds, activities or buses.

Student Use of the Internet. Student use of district-provided internet services will be monitored. District personnel will report any evidence of irresponsible, threatening, or obscene use.

Pro-Active Student Training Strategies. Both the elementary and secondary schools emphasize with parents and students the importance of respect and tolerance for others through handbooks, open houses, and parent and student conferences. Activities to increase levels of respect and personal responsibility include a Discipline Summit held in 2001 and a secondary student assembly with Attorney General Ken Salazar in 2004 pertaining to awareness and prevention of bullying; assemblies continue to be scheduled periodically.

Each school has a trained counselor to address issues that require extra attention. The counselor is alert for those children that may feel alienated from their peers or parents. Teachers and students are advised to refer any student in that category. Additional mental health services are available to work with these students as well. Teachers handle minor incidents involving student misconduct but refer to principals those students needing more instruction in conduct and behavior responsibilities.

Emergency Command

The building principal closest to the emergency will be designated as the Incident Commander. In the absence of the building principal, the superintendent or the other principal will assume the role. In the event that the building principal is not present, office personnel will immediately call 1) law enforcement (if danger is imminent), 2) the superintendent, and 3) the other principal. (See Incident Command Roles and Responsibilities in appendix)

The Administrator in Command will be given a broad range of discretion allowing for his/her professional judgment in handling the emergency. This shall include decisions regarding lockdown or evacuation of buildings.

Evacuation/ Lockdown/Lockout/Shelter Procedures

The principals have procedures in place to communicate with staff in the event of evacuation, lockdown, lockout or shelter. The principals will review with the building staff at the beginning of each school year the procedures for fire drill, evacuation, lockdown, lockout or shelter in place so that all staff will be aware of the process, per the following: (refer to SRP Actions in Appendix for detail)

1. **Lockout** is followed by the Directive: “Secure the Perimeter” and is the protocol used to safeguard students and staff within the building.
2. **Lockdown** is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.
3. **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
4. **Shelter** is always followed by the hazard and a safety strategy and is the protocol for group and self protection.

In the event of a lockdown/lockout/shelter in place the principal or the principal's designee will communicate with staff via the intercom or other means to put the plan into effect.

In the event of an evacuation, the teachers will walk with their students to the nearest exit (following fire drill exits) and proceed to evacuation areas. The principals will develop a means of taking attendance to ensure that all students are evacuated from the building. The principals will also develop a sign-out form for parents to use if they choose to pick-up their child(ren).

If evacuation from the school grounds is necessary, students will load buses with their teachers at the parking area south of the football field or by the weight room, based on fire drill exits. Students will be taken to the Sargent Transportation facility located on the 8 Mile Road, or an alternate reunification site as appropriate. Students may either be returned to school or released to their parents. High school students and other staff members who have vehicles at the school will be required to ride buses to evacuate. This is necessary for their safety and so that a students and school personnel can be accounted for. Detailed information is contained in the Reunification Plan.

Communication

Procedures set forth in Board Policy KDEA and KDEA-R, Crisis Management Communications, will be followed in communicating about the emergency.

Hazardous Materials

Procedures set forth in Board Policies EBAB, EBAB-E, Hazardous materials and Emergency Response Plan, will be followed in inventorying, identifying, tracking, purchasing, storing and disposing of hazardous materials.

Sargent School District Emergency Reporting Procedures

Pollution—poison or chemical spills

Pesticide poisoning call 911 if person is unconscious, has trouble breathing or has convulsions. Otherwise, call Poison Control at 1-800-222-1222

For non-emergency pesticide spills contact the National Pesticide Information Center at 800 858-7378

For chemical spills CHEMTREC provides access to technical experts on chemical products and hazardous materials, and maintains a large database of Material Safety Data Sheets. CHEMTREC can be reached at (800) 424-9300.

Pollution incidents should be reported to a school administrator and/or the Facilities Manager.

Cyber Security Incident

In the event of a cyber security incident or data breach first report to the district's IT manager or staff member. The school and district administrators along with IT members will then work to limit the damage and preserve sensitive information. Law enforcement should be notified after an incident, as well as any individuals whose personal information may have been compromised. A report can be made to the FBI, via a Field Office Cyber Task Force; • Internet Crime Complaint Center; National Cyber Investigative Joint Task Force (cywatch@ic.fbi.gov); National Cybersecurity and Communications Integration Center (NCCIC@hq.dhs.gov); or U.S. Computer Emergency Readiness Team (US-CERT) phishing-report@us-cert.gov. Also report to Colorado School Districts Self Insurance Pool at –303-722-2600.

Once the incident has been contained, recovery may be needed for people, policies, and technology—all of which are interconnected. The response team [IT and administrative staff] will need to identify what people were impacted by the incident or caused the incident; in some cases, a cyber incident may have been caused by a user who conducted malicious activity. Policies may need to be revised, or new ones implemented, to prevent future cyber incidents from occurring. Finally, identification of how technology was impacted and address any issues. For example, does malicious software need to be uninstalled? Response teams should also conduct an After-Action Review or lessons learned meeting after an actual event or exercise to capture and document information from the event and make appropriate revisions to plans.

Facilities

School facilities have been reviewed in terms of safety considerations. The following pages detail the results of those reviews.

Sargent Elementary School

School Office. The school office is located in the front entryway at the bottom of the stairwell with limited visibility. A convex mirror assists visibility. Visitors to the school are required to check in at the office and secure a building pass.

Exit/Entry Doors. Exit and entry doors are locked during the school day.

Communication. There is an intercom system that reaches all classrooms. It is a two-way system that allows teachers to call the office. It also allows the office to hear what is going on in the classroom. Phones are located in each classroom.

Fire Alarm System. The system operates well at decibels that inform of the need for evacuation. Fire drills will be conducted during the school year.

Playground. The playground is well-supervised during recess. Two-way radios are being used to connect the office and the playground.

Supervision. Students are supervised on the playground or in the cafeteria before school. Teachers supervise recess and walk their students to load the buses after school.

Night Checks. During the school year, a custodian is on duty until 10 p.m. Local law enforcement checks outside doors and windows occasionally. School officials are called if anything is amiss.

Student Loading and Unloading. The loading/unloading zone for school buses is located between the two school buildings, immediately west of the elementary gym/shop building. Teachers walk their students to the buses to load.

Staff Access. All teachers have keys to the outside entrance doors of the school, the stairwell doors and their classroom door.

Sargent Junior/Senior High School

School Office. The school office is located at the entry area of the building. Visitors are required to check in at the office.

Exit/Entry Doors. Exit and entry doors are locked during the school day, and visitors must enter through the main office.

Communication. There is an intercom system that reaches all areas. It is a two-way system that allows teachers to call the office. It also allows the office to hear what is going on in the classroom. Phones are located in each classroom and the cafeteria.

Fire Alarm System. The system operates well at decibels that inform of the need for evacuation. Fire drills will be conducted during the school year.

Parking Lot. The parking lot is monitored at peak periods. The proximity of the parking lot can create traffic confusion and hazards with students crossing the street.

Supervision. Teachers are on duty before school, at lunch time and after school.

Night Checks. During the school year, custodians are on duty until 10 p.m. Local law enforcement checks outside doors and windows occasionally. School officials are called if anything is amiss.

Security Cameras/Lights. Security cameras and lights are strategically placed around the building and grounds.

Student Loading and Unloading.

The loading/unloading zone for school buses is located between the two school buildings, immediately west of the elementary gym/shop building.

Staff Access. All teachers have keys to the outside entrance door of the school and their classrooms.

Transportation

Policies are in place regarding student conduct on school buses and other safety issues.

All route and field trip buses have cell phones to be used in emergency situations.

Field trip guidelines call for safety issues to be considered prior to approval.

Small vehicle drivers must attend a 3-4 hour hands-on training with the transportation director and pass a written test initially and annually thereafter (required to transport students). Bus drivers must obtain a CDL along with 40 hours of classroom instruction as well as the following requirements: MVR's are checked annually, pre-employment as well as random drug and alcohol testing, current first aid training and DOT physical, annually complete a driving evaluation, two emergency evacuation drills and pass the CDE written test, complete 6 hours of in-service training and to qualify to drive trips out of the Valley, complete mountain training.

Safety rules for transportation workers have been promulgated.

Food Service

Food service workers are often the first ones to open a dark building and they have been advised to avoid entering darkened buildings alone. The first workers to arrive wait for someone to accompany them.

Safety rules for food service workers have been promulgated.

Maintenance and Custodial Services

Maintenance and custodial workers bear the brunt of night-time security and have been instructed to seek help with, and challenge if necessary, any unauthorized persons in buildings. Safety rules for maintenance and custodial workers have been promulgated.

Crisis Response Guidance

Background. There is no one-size-fits-all solution to crisis. District personnel have been advised to use best judgment and common sense when faced with emergency situations. Each school should have guidelines specific to crisis response printed and distributed to appropriate personnel. The following is offered as additional guidance:

- Extreme violence must be immediately reported to law enforcement. Then the superintendent's office should be called. If there's no time to call district personnel, the dispatcher can be instructed to call.

- Principals are to inform staff of any potential for violence among students or parents.

- All faculty and staff should be advised to use the "buddy" system when using buildings at night or on weekends.

- All incoming transfer students should be thoroughly screened.

- All threats or "tips" of threats will be taken seriously. Appropriate intervention will be rendered under the direction of the principal and/or counselor.

Bomb Threats. Board policy EBCC governs the response to bomb threats. All responses shall aim toward first insuring the safety of students and personnel. District personnel shall cooperate fully with law enforcement in planning and carrying out procedures for dealing with bomb threats. All personnel, including office staff and custodians, shall be given instructions for carrying out their responsibilities in the event of such situations.

Crisis Response Team. A crisis response team is in place in the district. Its purpose is to assess the crisis, determine appropriate levels of response, and make assignments related thereto. Team members include faculty, support personnel, counselors and other mental health professionals, clergy and school administrators.

Child Abuse or Neglect. Violence or neglect in the home is a serious issue and shall be reported to the Department of Social Services or law enforcement as per current board policy.

Weapons in School. Board policy JICI prohibits the carrying, bringing, using or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Expulsion is mandatory along with referral to law enforcement for appropriate criminal charges.

Interruptions of Utilities. In the event of an interruption of utilities including heat, water, sewer, power or lighting, the administration or crisis team will evaluate circumstances of the outage. If it is determined that the utilities cannot be restored within two hours, plans will be implemented to move students to a more appropriate location and/or close school and appropriately release students until the utilities are restored.

Hazing. Board policy JICFA prohibits hazing in any form.

Areas for Ongoing Emphasis

- Emphasis on identification and help for those students feeling alienated from their peers, teachers or parents. Early warning signs include:
 - social withdrawal and excessive feelings of rejection, isolation and being alone
 - being a victim of violence
 - feelings of being picked on and persecuted
 - low school interest and poor academic performance
 - expression of violence in writings and drawings (including internet web sites)
 - patterns of impulsive and chronic hitting and uncontrolled anger
 - intimidating, and bullying behaviors and history of discipline problems past
 - history of violent and aggressive behavior
 - intolerance for differences and prejudicial attitudes drug and/or alcohol use
 - affiliation with gangs
 - inappropriate access to and use of firearms serious threats of violence

- Continued improvement of student behavior expectations.
- Continued emphasis on programs for increasing student respect, tolerance and courtesy
- Continued orientation for custodial employees regarding building security at night.
- Continued emphasis on clean and attractive buildings.
- Continued emphasis on safety of students as they are dropped off and picked up.

Appendix

	Page #
• Standard Response Protocol Actions	13
• Incident Command Roles/Responsibilities	14
Applicable Board Policies:	
• GBEB, Staff Conduct	15
• KDEA, KDEA-R, Crisis Management Communications	20, 21
• EBAB, EBAB-E, Hazardous Materials/Emergency Response Plan	22-24
• EBCC, Bomb Threats	25
• JICFA, Hazing	26
• JICI Weapons in Schools	27

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



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Incident Command Roles/Responsibilities

ROLE:	Responsibilities
Incident Commander	Commander in charge of emergency operations; responsibility transfers to First Responder/Law Enforcement personnel as appropriate
Public Information Officer	Communicating with Parents and Press, if appropriate. Coordinating use of Messenger system
Social Media Coordinator	Face Book posts
Safety Officer	General site observation and safety concern remedy
Liaison Officer	Communicating with Fire, Medical or Law Enforcement
Counselor	Standby as needed
Scribe	Document event
Logistics	Coordinate facility needs/set-up

Assignment of Roles:

The following is a guide; roles will be assigned by the Incident Commander as appropriate at the time of an emergency

Incident Commander: Building Principal closest to emergency

Public Information Officer: District Office Administrative Assistant

Social Media Coordinator: District Office Administrative Assistant

Safety Officer: Facilities Director

Liaison Officer: School Administrator not serving as Incident Commander

Counselor: School Counselor

Scribe: District Administrative Staff Member

Logistics: Maintenance/Custodial Staff

Staff Conduct (And Responsibilities)

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the district.

As representatives of the district and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves in a manner that is consistent with the educational mission of the district and shall maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. Interactions between staff members must be based on a mutual respect and any disputes will be resolved in a professional manner.

Rules of conduct

Each staff member shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform any action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.

All staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

It shall not be considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.

2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students.

Child abuse

All district employees who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law.

The superintendent is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a school district employee. Such information shall remain confidential except that the superintendent shall notify the Colorado Department of Education of the child abuse investigation.

Possession of deadly weapons

The Board's policy regarding public possession of deadly weapons on school property or in school buildings shall apply to district employees. However, the restrictions shall not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

Felony/misdemeanor convictions

If, subsequent to beginning employment with the district, the district learns or has good cause to believe that any staff member has been convicted of any felony or misdemeanor other than a misdemeanor traffic offense or infraction the district shall make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints shall be forwarded to the Colorado Bureau of Investigation for the purpose of

conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing provide relevant information. Non-licensed employees shall be terminated if the results of the fingerprint-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees shall not be charged fees for processing fingerprints under these circumstances.

Unlawful behavior involving children

The district may make an inquiry with the Department of Education concerning whether any current employee of the school district has been convicted of, pled nolo contendere to, or received a deferred sentence for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

NOTE: The following paragraph is optional and requires employees to notify the district when they are arrested for specific crimes, in accordance with this policy's accompanying regulation. CASB believes requiring employee notification of arrests reflects "best practices," as it assists the district in becoming aware of potential criminal charges against a district employee that may necessitate employee disciplinary action and parent notification. See, C.R.S. 22-1-130.

Notification concerning arrests

District employees shall notify the district when they are arrested for specific criminal offenses, in accordance with this policy's accompanying regulation.

The district shall notify students' parents/guardians when district employees are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

Parental notification requirement

If the district receives notice from a criminal justice agency of an employee's arrest or charge for an offense for which parental notification is required, the district shall notify the parents/guardians of the students currently enrolled in the school of the employee's arrest or charge. The district's duty to notify shall apply to employees whose employment requires them to be in contact with students. The district may also notify parents/guardians if other employee matters at the district's discretion, consistent with federal and state law.

Personnel addressing health care treatment for behavior issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing

or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. See the Board's policy concerning survey, assess analysis or evaluation of students. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns school personnel may have.

Adopted: 10/25/93
Revised: 01/22/01, 10/28/02, 02/23/04, 11/26/07, 7/25/11,
11/17/14, 12/15 note
06/26/17, 2/18 (legal ref.), 10/22/18

LEGAL REFS.: 28 C.F.R. 50.12 (b) (*notification requirements regarding fingerprints*)
C.R.S. 18-12-105.5
C.R.S. 18-12-105.5 (*unlawful carrying/possession of weapons on school grounds*)
C.R.S. 18-12-214 (3)(b) (*school security officers may carry concealed handgun pursuant to valid permit*)
C.R.S. 19-3-308 (5.7) (*child abuse reporting*)
C.R.S. 22-1-130 (*parent notification of employee criminal charges*)
C.R.S. 22-32-109(1)(ee) (*duty to adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission*)
C.R.S. 22-32-109.1 (8) (*policy requiring inquiries upon good cause to department of education for purpose of ongoing screening of employees*)
C.R.S. 22-32-109.7 (*duty to make inquiries prior to hiring*)
C.R.S. 22-32-109.8 (6) (*requirement to terminate non-licensed employees for certain felony offenses*)
C.R.S. 22-32-109.9 (*licensed personnel—submittal of fingerprints*)
C.R.S. 22-32-110 (1)(k) (*power to adopt conduct rules*)
C.R.S. 24-18-104 (*government employee rules of conduct*)
C.R.S. 24-18-109 (*local government employee rules of conduct*)
C.R.S. 24-18-110 (*voluntary disclosure*)

CROSS REFS.: JLC, Student Health Services and Records
JLDAC, Screening/Testing of Students
JLF, Reporting Child Abuse/Child Protection
KDBA*, Parent Notification of Employee Criminal Charges
KFA, Public Conduct on School Property

NOTE 1: State law defines "economic benefit tantamount to a gift of substantial value" to include: 1. A loan at a rate of interest substantially lower than the prevailing commercial rate; 2. Compensation received for private services rendered at a rate substantially exceeding the fair market value; and 3. Goods or services for the district employee's personal benefit offered by a person who is at the same time providing goods or services to the district under a contract or other means by which the person receives payment or other compensation from the district. C.R.S. 24-18-104 (2). However, state law permits a district employee to receive such goods or

services if the “totality of the circumstances” indicates the transaction is legitimate, the terms are fair to both parties, the transaction is supported by full and adequate consideration, and the employee does not receive any substantial benefit resulting from the employee’s status that is unavailable to members of the public generally. C.R.S. 24-18-104 (2)(b).

NOTE 2: State law lists the type of items that are not considered “gifts of substantial value or substantial economic benefit tantamount to a gift of substantial value” and are therefore permissible for a district employee to receive. See, C.R.S. 24-18-104 (3). Such items include campaign contributions or contributions in kind that are reported in accordance with the Fair Campaign Practices Act; an unsolicited item of trivial value (i.e. currently less than \$59), “such as a pen, calendar, plant, book, notepad or similar item;” and an unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento or similar item. *Id.*; see also, Colo. Const. Art. XXIX, Section 3.

NOTE 3: The amount of the gift limit (\$59) is identical to the gift limit under section 3 of article XXIX of the state constitution. This amount shall be adjusted for inflation contemporaneously with any adjustment to the constitutional gift limit. C.R.S. 24-6-203 (8). The state constitution requires an adjustment for inflation every four years. The next adjustment must occur in the first quarter of 2019. Colo. Const. Art. XXIX, Section 3 (6).

NOTE 4: Federal law requires school districts to notify employees fingerprinted pursuant to this policy that the fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI). Districts must also notify fingerprinted employees about the opportunity to challenge the accuracy of the information contained in the FBI identification record and the procedure to obtain a change, correction or update of an FBI identification record. 28 C.F.R. 50.12(b). Districts must retain documentation that this notification was provided.

Sargent School District RE-33J, Monte Vista, Colorado

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: 08/28/00

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 spokesperson for the district shall communicate with the media and public as follows:

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

Approved: 08/28/00

Sargent School District RE-33J, Monte Vista, Colorado

Hazardous Materials

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

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.

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

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

It is not the intent of the 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.

Adopted: 05/22/89

Revised: 03/26/01, 02/27/12, 12/15 note

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)
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)

NOTE 1: Applicable local fire codes should be added to the above legal references

NOTE 2: The Colorado Senate strongly encourages school districts to communicate with students and their parents/guardians concerning the types of hazardous materials that are routinely used in maintaining buildings and grounds and those that are routinely used for educational purposes. This information can be distributed to students along with other routine notifications.

Districts are also strongly encouraged to provide advance public notice regarding the use of hazardous materials when the use will occur outside the ordinary course of education programs or routine building and ground maintenance. The notice should be provided to the department of public health and environment, students, staff and community members who may be affected.

NOTE 3: The Colorado Department of Public Health and Environment (CDPHE) has rules and regulations pertaining to schools that require school districts to adopt a “chemical hygiene plan” by January 1, 2016 that addresses all areas of the school where toxic or hazardous substances are used or provided. The plan must be reviewed and updated, as necessary, at least annually. 6 CCR 1010-6, Rule 6.12.1(E). Schools must dispose of chemicals prohibited by CDPHE’s rules by January 1, 2017. 6 CCR 1010-6, Rule 6.12.3(C).

For information regarding “Chemical Management in Schools,” including guidelines for handling hazardous materials as well as a self assessment tool for determining compliance, visit the Colorado Department of Public Health and Environment, Division of Environmental Health and Sustainability’s website or call 303-692-3645.

Sargent School District RE 33-J, Monte Vista, Colorado

Emergency Response Plan (Hazardous Materials)

Principals/Directors will be aware of all hazardous materials stored in their respective buildings and provide a list of such materials to the Director of Maintenance.

In the event an incident occurs involving hazardous materials, the following steps shall be taken.

1. Immediately advise principal/director or their designee of the incident.
2. The principal/director or designee will immediately advise the superintendent and the director of maintenance of the situation.
3. The principal/director or designee will take necessary steps to ensure the safety of students and staff.
4. The principal/director or designee (with the help of the superintendent) will make a decision as to whether or not evacuation is necessary. If deemed necessary, students/personnel will be evacuated to safe areas designated by principals.

If evacuated, students and staff shall remain in the designated areas until the principal, superintendent or other official agencies (law enforcement/fire department/hazmat team) are satisfied that no danger exists.

As a matter of course, students will not be dismissed until the end of the school day.

5. Incidents, in which evacuation of students/staff is not deemed necessary, shall be referred to the director of maintenance who will assemble maintenance/custodial employees for clean-up procedures using proper measures to ensure personnel safety.
6. A written report of each incident will be made by the reporting party and given to the building principal who will forward it to the director of maintenance.

Approved: 03/26/01

Sargent School District RE-33J, Monte Vista, Colorado

BOMB THREATS

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

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

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

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

Adopted January 25, 1983

Hazing

Hazing in any form is expressly forbidden in the district. Hazing is defined to be forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.

Any person participating in such activities shall be subject to discipline according to Board policy and to possible suspension or expulsion, in accordance with the law.

Current practice codified 1982

Adopted: date of manual adoption

Revised: 12/17/01

LEGAL REF.: C.R.S. 18-9-124 (2)(a)

Weapons in School

The Board of Education determines that student possession, use and/or threatened use of a weapon is detrimental to the welfare and safety of the students and school personnel within the district.

Dangerous Weapons

Using, possessing or threatening to use any dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, “dangerous weapon” means:

- a. A firearm.
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that exceeds three inches in length
- d. A spring loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
- e. Any object, devise, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

Students who use, possess or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis.

Firearm Facsimiles

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school sponsored or district-sponsored activity or event and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Recordkeeping

The district shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

Referral to law enforcement

In accordance with applicable law, school personnel may refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement.

Adopted: 10/25/93

Revised: 08/28/95, 02/25/02, 11/26/07, 03/22/10, 09/24/12, 11/18/13

LEGAL REFS.: 18 U.S.C. §921 (a)(3) (*federal definition of "firearm"*)
20 U.S.C. 7151. (*Gun-Free Schools Act*)
20 U.S.C. 7151 (h) (*requiring schools to have policies requiring referral to law enforcement*)
C.R.S. 22-32-109.1 (2)(a)(G) (*policy required as part of safe schools plan*)
C.R.S. 22-32-102(4) (*definition of dangerous weapon*)
C.R.S. 22-33-106 (1)(g) (*grounds for suspension, expulsion, denial of admission*)
C.R.S. 22-33-106(1)(f) (*must adopt policy regarding firearm facsimiles*)

CROSS REFS.: JK*-2, Discipline of Students with Disabilities
JKD/JKE, Suspension/Expulsion of Students
KFA, Public Conduct on School Property

NOTE: As a condition of receiving federal funds the Gun-Free Schools Act requires the school district to expel for one calendar year students who bring firearms to or possess firearms at school. The district is required to include a description of the circumstances surrounding these expulsions, the name of the school concerned, the number of students expelled and the types of weapons. See exhibit JICI-E for the definition of "firearm" under the Gun-Free Schools Act.

A case -by-case exception to the one-year expulsion requirement must be in writing and may include students with disabilities in order to meet requirements of federal law concerning students with disabilities. It is important to note that federal law requires that educational services must continue for students with disabilities who are properly expelled, although they may be provided in another setting.